# Maths Entry Level 3

## Key Topics Revision Guide

This guide covers the 10 topics that come up most in the Functional Skills Maths Entry Level 3 exam. Work through each section, study the worked examples, then try the practice questions.

**Contents:**


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## 1. Addition and Subtraction

At Entry Level 3, you need to add and subtract numbers up to 3 digits (up to 999). Use column methods.

```
Column addition: line up by place value, add right to left, carry tens
Column subtraction: borrow from the next column when top digit is smaller
Example: 248 + 175 = 423. 503 − 278 = 225.
Tip: 'How much change' or 'how much more' = subtraction. 'Total' = addition.
```

**Practice:**

- 1) 356 + 287
- 2) 612 − 345
- 3) £4.75 + £2.38
- 4) 500ml − 175ml

*Answers: 1) 643 2) 267 3) £7.13 4) 325ml*

## 2. Multiplication and Division

Multiply and divide by 2, 3, 4, 5, and 10. Know your times tables up to 10.

```
×10 = add a zero. ÷10 = remove a zero.
×5 = ×10 then halve. ×4 = double twice.
Example: 35 × 4 → double 70 → double 140
Remainders: 156 ÷ 10 = 15 remainder 6. Full boxes = 15.
Packing → round DOWN. Buying enough → round UP.
```

**Practice:**

- 1) 45 × 3
- 2) 84 ÷ 4
- 3) Pack of 5 pens costs £3.75 — price per pen?
- 4) Minibus holds 12, need to move 50 people — how many buses?

*Answers: 1) 135 2) 21 3) 75p 4) 5 buses (round up)*

## 3. Money Calculations

One of the most common exam topics. Uses addition, subtraction, and multiplication in everyday contexts.

```
£1 = 100p. Always line up decimal points.
Change = paid − cost. Total = add all items.
Example: 3 × £2.85 = £8.55. 2 × £1.40 = £2.80. Total = £11.35
Change from £10 for £7.65 item = £2.35
Tip: 'Counting up' beats subtraction for change. £7.65 + 35p = £8, + £2 = £10. Change £2.35.
```

**Practice:**

- 1) £8.99 + £24.50
- 2) Change from £5 for £3.67 item
- 3) 5 × £2.30
- 4) £4.50 every weekday for a week

*Answers: 1) £33.49 2) £1.33 3) £11.50 4) £22.50*

### 4. Time and Timetables

Read 12-hour and 24-hour times, calculate durations, and read timetables.

```
1 hour = 60 minutes.
pm to 24-hour: add 12 (3:30pm = 15:30).
Duration: 09:47 to 11:23 = 13 + 60 + 23 = 96 minutes (1h 36m).
```

**Practice:**

- 1) Minutes from 2:35pm to 4:10pm
- 2) 08:25 to 09:12 duration
- 3) 10:15 + 45 min
- 4) 4:50pm in 24-hour

*Answers: 1) 95 min 2) 47 min 3) 11:00 4) 16:50*

## 5. Fractions

Understand halves, quarters, thirds, and tenths. Find fractions of amounts.

```
1/2 = divide by 2.   1/4 = divide by 4.
3/4 = divide by 4, multiply by 3.   1/3 = divide by 3.
Example: 1/4 of £48 = £48 ÷ 4 = £12. So 3/4 of £48 = £12 × 3 = £36.
Fractions from shapes: count shaded vs total equal parts. 3 of 4 = 3/4.
```

**Practice:**

- 1) 1/2 of 74
- 2) 1/4 of 120
- 3) Eat 3 of 8 pizza slices — fraction eaten?
- 4) 1/3 off £27 jacket — sale price?

*Answers: 1) 37 2) 30 3) 3/8 4) £18*

## 6. Measurement and Units

Know metric units and convert between them.

```
1 km = 1000 m. 1 m = 100 cm. 1 cm = 10 mm.
1 kg = 1000 g. 1 litre = 1000 ml.
Example: 2.5 kg = 2.5 × 1000 = 2500 g.
5 m wood, 60 cm pieces: 500 ÷ 60 = 8.33 → need 9 (round up).
Tip: check both numbers are in the same units first!
```

**Practice:**

- 1) 3.2 kg to grams
- 2) 450 cm to metres
- 3) 750 ml bottles to fill 3 L
- 4) 1.8 m panels for 9 m fence

*Answers: 1) 3200 g 2) 4.5 m 3) 4 bottles 4) 5 panels*

## 7. Rounding

Round numbers to the nearest 10 or 100.

```
Look at the digit to the RIGHT. If 5+, round UP. If 4 or less, round DOWN.
```

```
Nearest 10:  367 → 370 (7 up).   342 → 340 (2 down).
Nearest 100: 1,847 → 1,800 (4 down).  1,862 → 1,900 (6 up).
```

**Practice:**

- 1) 583 to nearest 10
- 2) 2,350 to nearest 100
- 3) 749 to nearest 100
- 4) 1,276 to nearest 100

*Answers: 1) 580 2) 2,400 3) 700 4) 1,300*

## 8. Reading Charts and Tables

Extract information from tables, bar charts, and graphs. Common questions: highest, lowest, totals, differences.

```
Example: ice cream sales — Mon 15, Tue 22, Wed 18, Thu 30, Fri 25.
Best day = Thu (30). Total = 110. Difference best − worst = 30 − 15 = 15.
Tip: on bar charts, check what each gridline represents. Sometimes 2, 5, or 10 — not 1.
```

**Practice:**

- Books read: Jan 4, Feb 6, Mar 3, Apr 7, May 5.
- 1) Most books?
- 2) Total?
- 3) How many more in Apr than Mar?
- 4) Highest minus lowest?

*Answers: 1) April 2) 25 3) 4 4) 4*

## 9. Shape and Perimeter

Know basic 2D shapes. Calculate perimeter (distance around the outside) and area.

```
Perimeter of rectangle = 2 × (length + width). Area = length × width.
Example: garden 12 m × 8 m. Perimeter = 2 × 20 = 40 m.
Example: room 5 m × 4 m. Area = 20 m². Need 20 tiles of 1 m × 1 m.
```

**Practice:**

- 1) Rectangle 15 cm × 6 cm perimeter
- 2) Square sides 9 cm perimeter
- 3) Room 6 m × 4 m area
- 4) Tiles for 3 m × 5 m floor

*Answers: 1) 42 cm 2) 36 cm 3) 24 m² 4) 15 tiles*

## 10. Decimals

Understand decimals to 2 decimal places, especially in money and measurement.

```
Place values: first decimal = tenths (0.1). Second = hundredths (0.01).
£3.45 = 3 pounds 45 pence.
Order: 2.15, 2.35, 2.5, 2.8 — compare whole numbers, then tenths, then hundredths.
Adding: line up decimal points! 12.5 + 8.3 + 15.7 = 36.5.
Tip: fill in zeros to help line up. 2.5 becomes 2.50 when comparing with 2.35.
```

Practice:

- 1) Order: 1.7, 1.25, 1.9, 1.05
- 2) 3.6 + 2.8
- 3) 4.5 km each way, total return trip?
- 4) £2.99 + £4.50 + £1.75

*Answers: 1) 1.05, 1.25, 1.7, 1.9 2) 6.4 3) 9 km 4) £9.24*