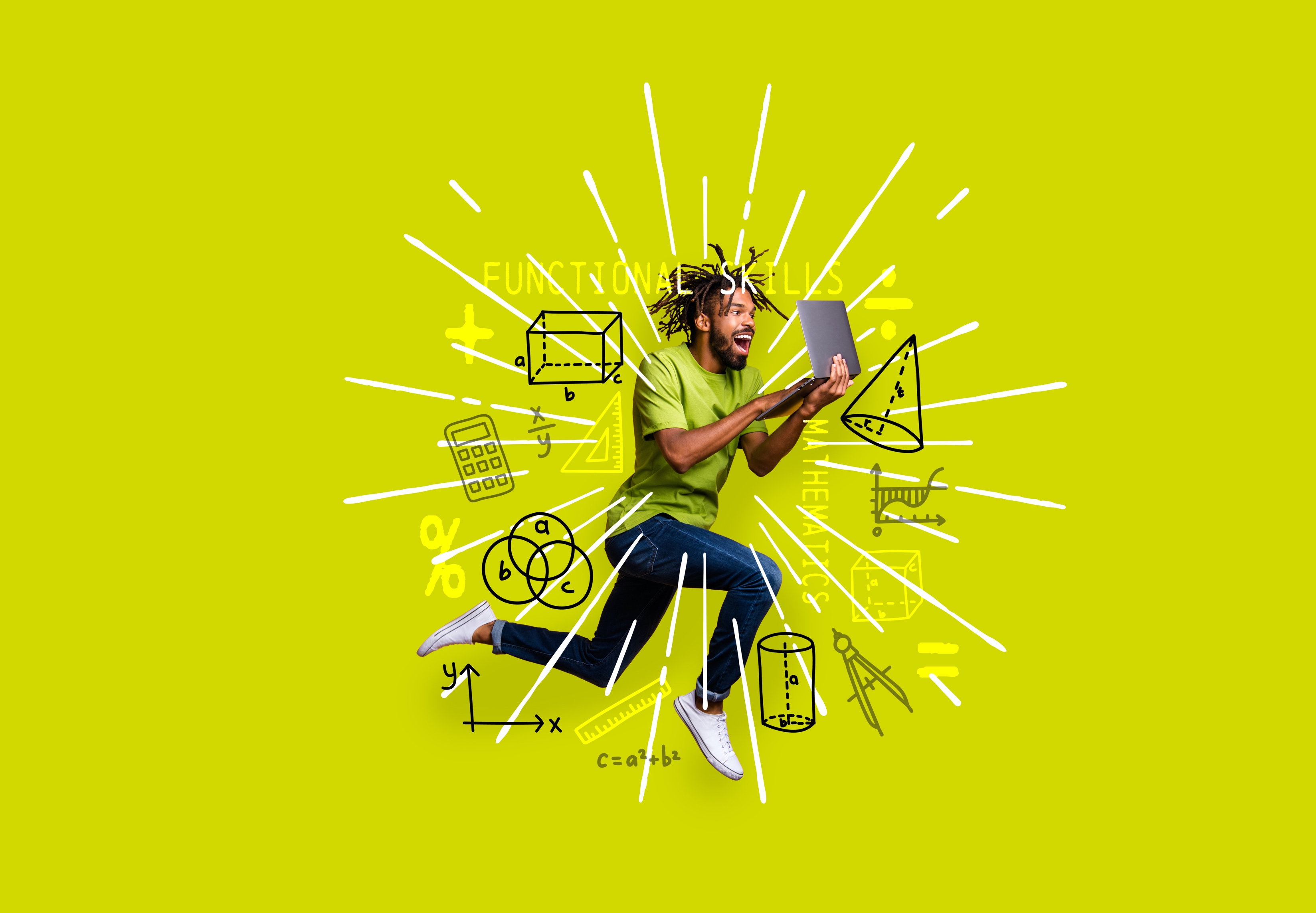
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**FUNCTIONAL SKILLS**

Maths Level 1



**Read, write, order and compare percentages in whole numbers  
&  
Calculate percentages of quantities, including simple percentage increases and decreases by 5% and multiples thereof.**

It is important to understand that ‘per cent’ means ‘out of 100’.

% is a shortened way of saying ‘per cent’.

30% means thirty per cent. This is the same as 30 out of 100.

You can also write any percentage as a fraction for example:

30% =

A picture containing text, clipart

Description automatically generated100% represents the whole amount.

**Percentages**

You may find some questions easier to calculate by converting between fractions, decimals and percentages.

Just remember to convert your answer back to a percentage for your final answer, if the question asks you to do this.

E.g., 40 out of 200 = = = 20%

|  |  |  |
| --- | --- | --- |
| **Fractions** | **Decimals** | **Percentages** |
|  | 0.4 | 40% |
|  | 0.25 | 25% |
|  | 0.6 | 60% |

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Description automatically generated**Percentages**

To calculate with ease, the following can be used:

* Divide by 2 to calculate 50%
* Divide by 10 to calculate 10%
* Divide by 20 to find 5%

Complete the questions below:

**Question 1**

Calculate 5% of 150

150 ÷ 20 =

Answer:

**Question 2**

Calculate 10% of 260

1. 10 =

Answer:

**Question 3**

Calculate 50% of 380

380 ÷ 2 =

Answer:

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Description automatically generated**Example Questions**

**(Use of calculator not permitted)**

**Question 1**

Write 35% as a fraction.

(Write your answer in the box below)

**Question 2**

What is 20% of 70?

(Show your working out and write your answer in the box below)

**Question 3**

Ben teaches a gym class which has 20 members.30% of the class are men.

How many members of the class are men?

(Show your working out and write your answer in the box below)

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Description automatically generated**Example Questions**

**(Use of calculator not permitted)**

**Question 4**

There are 125 cakes in a shop at the start of the day. 80% of the cakes   
are sold by the end of the day.

How many cakes did the shop sell during the day?

(Show your working out and write your answer in the box below) **Question 5**

Calculate 44% of 300

(Show your working out and write your answer in the box below)

|  |
| --- |
|  |

**Question 6**

Rachel scored 77 out of 150 on an exam. What is her score as a percentage?

Show your working out and write your answer in the box below)

**Question 7**

A theatre has 275 seats. 210 of the seats have been booked. What percentage of the seats have been booked?

(Show your working out and write your answer in the box below)

**Calculating percentage increase and decrease**

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Description automatically generatedTo calculate a percentage increase or decrease,   
you must first find the ‘percentage of’, then either add or subtract accordingly.

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Description automatically generated**Example Questions**

**(Use of calculator not permitted)**

**Question 1**

Michael cycles in a 25km race. He beats Dominic by 5%. Dominic’s time was 40 minutes. How long did Michael take to complete the race.

(Show your working out and write your answer in the box below)

**Question 2**

Julia is buying a new carpet. She measures out 12m. The shop owner gives her an extra 10% at no extra cost. How much carpet does Julia have?

(Show your working out and write your answer in the box below)

**Question 3**

Last year, the average attendance at a Dinkley Rovers football match was 960 people. This year there has been a 5% increase in the average attendance.

What is the average attendance this year?

(Show your working out and write your answer in the box below)

**A yellow calculator with a grey sticker

Description automatically generatedExam Question**

**(Use of calculator not permitted)**

**Question 1**

**Scenario A**

There is a new shopping centre in Highfield Town.

The Two shops are offering discounts:

**Townsman**

**25% OFF**

**Minimum Spend £80**

**Pop Shop**

**30% OFF**

**Minimum Spend £70**

If you spent the minimum amount, would you make a bigger saving at Pop Shop or Townsman?

(Show your working out and write your answer in the box below)

**A yellow calculator with a grey sticker

Description automatically generatedExam Question**

**(Use of calculator not permitted)**

**Question 2**

**Scenario B**

You work as a finance assistant at Highfield Nursery.

The weekly wage bill for the nursery is £675. They need to reduce this by 20%.

The manager thinks that if the wage bill is reduced by £95, this will be enough.

Is the manager correct?

(Show your working out and write your answer in the box below)

**Summary**

* It is important to understand that ‘per cent’ means ‘out of 100’.
* % is a shortened way of saying ‘per cent’.
* 30% means thirty per cent. This is the same as 30 out of 100.
* You can also write any percentage as a fraction for example:

30% =

* To calculate a percentage increase or decrease, you must first find the ‘percentage of’, then either add or subtract accordingly.

**Your functional skills exam**

Your functional skills exams will consist of 2 papers.   
These papers will take place over the following time periods:

* Calculator paper – 40 minutes
* Non-calculator – 1 hour 50 minutes

Further information on the format that your test will take can be obtained from your training provider.

**Hints and tips**

* Find out what format your exam will be in. It may be paper-based   
  or on-screen.
* Plan what you are going to revise in advance. Don’t leave it until the last minute.
* Do as many past papers as you can so you are prepared for the day. If possible, try to complete the past papers following the same format as the actual exam.
* Find a quiet place to study and revise. It helps to sit at a table or a desk, don’t revise in bed.
* Don’t stay up all night revising the night before your exam. It’s important to have a good rest so you feel refreshed and ready to go.
* Read the question 3 times. The first time to ensure you understand what is being asked, the second time to get an understanding of what you need to do, and a third time to figure out exactly what maths techniques you should be applying.
* If you are struggling with a question, skip it and come back to it later. Try not to sit getting worked up about a difficult question, it will only waste exam time. Move on and come back to it after you have answered the other questions.
* Take note of the number of marks available. This will give you an indication of how much working out you must show. For example, 1 mark will need an answer only and more marks will need you to show your working out.
* When you’ve finished the exam, go back and check your answers. If you still have time remaining, use it to check your answers and when you have checked your answers check them again.