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**FUNCTIONAL SKILLS**

Maths Level 1



**Area: Numbers and the number system**

**Read, write, order and compare common fractions and mixed numbers**

**&  
Find fractions of whole number quantities or measurements**

**Fractions**

When something is divided up into equal parts, it can be shown as a fraction.

There are 2 parts to every fraction.

The top number   
(the numerator)

shows how many parts you have.

The bottom number (the denominator) shows how many parts there are in total.

**Question 1**

Adam has 12 sweets. He eats 5 sweets. What fraction did he eat?

(Write your answer in the box below.)

**Writing common fractions**

* One half =
* One quarter =
* Three quarters =
* One third =
* One fifth =
* One tenth =

**Mixed numbers**

Mixed numbers are when you have a whole number and a fraction placed together, for example:

1 = 1 and 1 third

2 = 2 and 2 fifths

To convert a mixed number into a fraction, you will need to find the new numerator. Multiply the whole number by the denominator. Then, add this to the numerator. For example:

1 1 x 3 = 3 so the numerator now becomes 3 + 2 = 5

The denominator remains the same.

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Description automatically generatedWhere the numerator is greater than   
or equal to the denominator, these are called   
**improper fractions**.

**Mixed numbers**

To convert from an improper fraction to a mixed number, you will need to divide the numerator by the denominator. For example:

5

The remainder is the numerator, and the denominator always remains the **same.**

Therefore, 5 = 1

**Ordering/comparing fractions**

It is important to remember that fractions are just numbers, so they can also be put into order of size.

If the denominators are the same, you can simply order using the numerator, for example:

The correct (smallest to largest) order would be:

**Ordering/comparing fractions**

If the denominators are different, you will need to use equivalent fractions. By converting the denominators to the same number, the numerators can then be used to order them. For example:

Which is the larger fraction?

?

In this example, the denominators are different, so you will need to find equivalent fractions.

3 x 5 =15, so multiply both the numerator and the denominator.

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Description automatically generatedRemember: whatever you do to the bottom number, you must also do the same to the top number!

= =

Now, compare the numerators. In this example, 10 is bigger than 3.

So, is bigger than

**Fractions of whole number quantities or measurements**

You may be asked to calculate a ‘fraction of’ something. In this instance, ‘of’ means ‘multiply’.

To multiply a whole number by a fraction, you need to divide the denominator of the fraction. Then multiply by the numerator.

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Description automatically generated‘Of’ means ‘multiply’. Therefore,

2/6 of 30 is the same as 2/6 x 30.

Firstly, divide by the denominator:

30 6 = 5

Then multiply by the numerator:

5 x 2 = 10

Therefore:

of 30 = 10

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Description automatically generated**Example questions**

**Question 2**There are 49,000 people at a rock concert. are women.   
How many women are at the concert?

(Write your answer in the box below.)

**Question 3**

Louise has 9 puppies. She sells 6 puppies.   
What fraction of the puppies did Louise sell?

(Write your answer in the box below.)

**Question 4**Which fraction is larger, or ?

(Write your answer in the box below.)

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**Exam practice 1**

Put these fractions in order of size.

Start with the smallest.

(Write your answer in the box below.)

**Exam practice 2**

Calculate  of 1,080 km.

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

**Exam practice 3**

Calculate of 500.

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

**Summary**

The top number   
(the numerator)

shows how many parts you have.

The bottom number (the denominator) shows how many parts there are in total.

To convert from an improper fraction to a mixed number, you will need to divide the numerator by the denominator.

To convert a mixed number into an improper fraction, you will need to find the new numerator. To do this, multiply the whole number by the denominator. Then, add this to the numerator.

To multiply a whole number by a fraction, you need to divide the denominator of the fraction. Then, multiply by the numerator.

**Answers**

**Fractions practice part 1**

**Question 1**:

**Fractions practice part 2**

**Question 2**: 21,000

**Question 3**: or

**Question 4**:

**Exam practice**

**Exam practice 1**: Simplify the fractions where possible.

becomes

becomes

The fractions are now , , and

Find a common denominator and convert the fractions. The lowest common multiple of these numbers is 12

=

=

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Order the fractions from smallest to largest using the information above.

**Question 2**: 630

**Question 3**: 375

**Your functional skills exam**

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

* Non-calculator paper – 40 minutes
* 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.