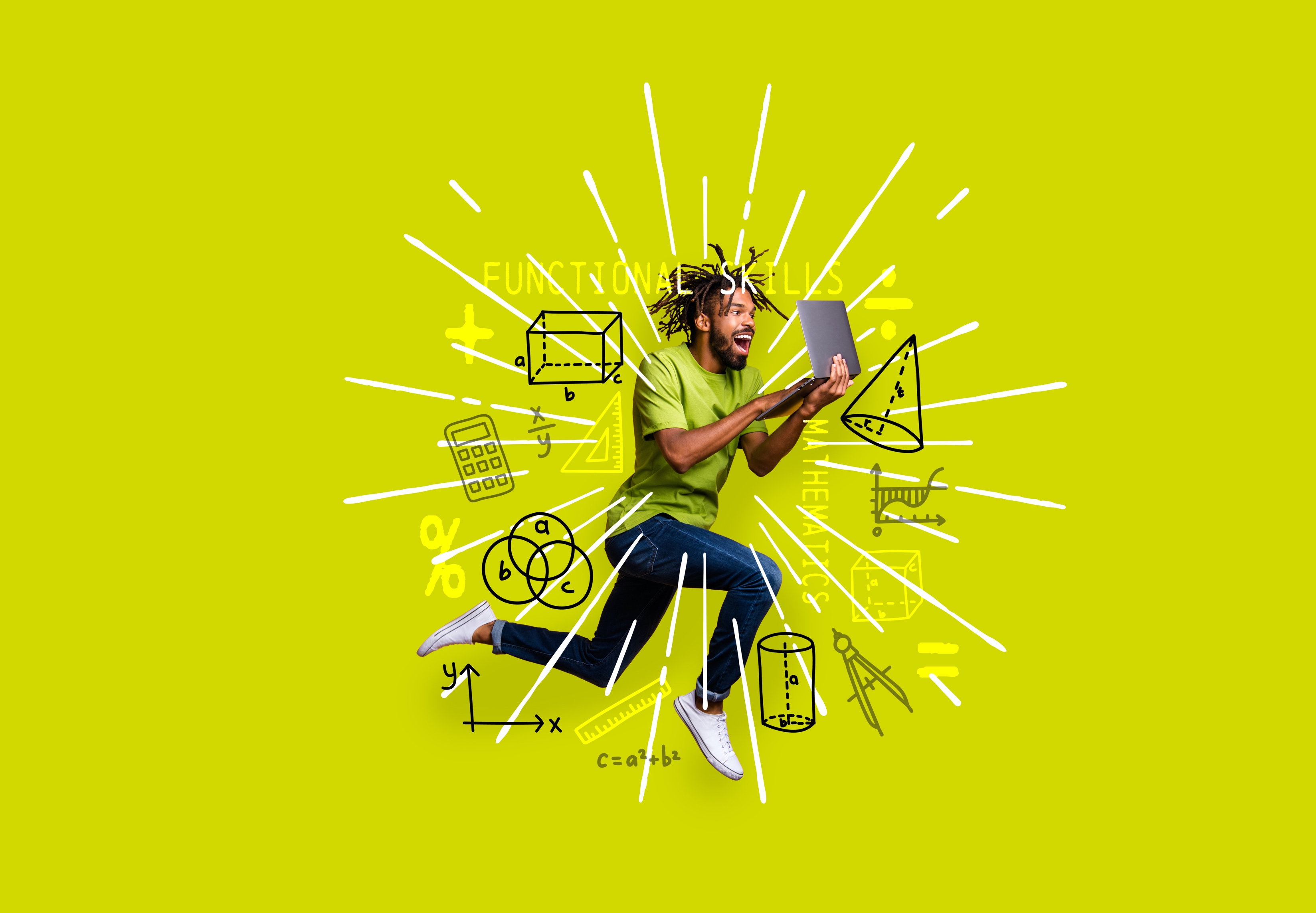
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**FUNCTIONAL SKILLS**

Maths Level 1



**Using numbers and the number system:   
&**

**Read, write, order and compare decimals up to three decimal places.**

**Decimals**

Decimals are numbers which contain a decimal point (.)

For example, 0.5, 1.3

Decimals are used to show the numbers that are in between whole numbers.

The number 2.89 is smaller than the number 3.

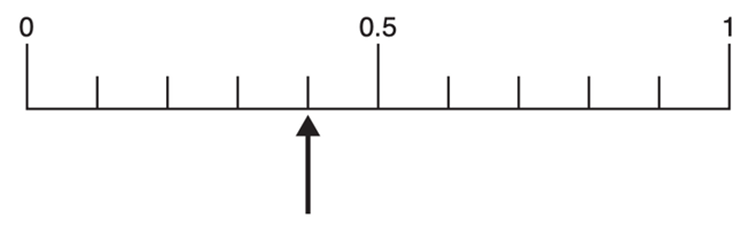
The number 3.5 is exactly halfway between the numbers 3 and 4.

The number 1.256 is slightly bigger than 1.25.

**Decimals**

The first digit after a decimal point shows tenths, the second digit shows hundredths, and the third digit shows thousandths.

A number line can be used to show decimals.

****

0.95

0.4

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You read this as ‘zero point nine five’ and not zero point ninety-five.

**Rounding decimals up or down**  
Rounding decimals involves making a decimal number simpler by shortening it to a given number of decimal places.

**Rules for rounding decimals**

If the last digit is less than 5, round the previous digit down. However, if it's 5 or more then you should round the previous digit up.

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If the number you are about to round is followed by 5, 6, 7, 8 or 9 round the number up.

**OR**

If it is followed by 0, 1, 2, 3 or 4 round the number down.

**For example:**

1.256 rounded to 2 decimal places is 1.26.

**AND**

1.256 rounded to the nearest hundredths is 1.26.

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The first digit after a decimal point shows tenths, the second digit shows hundredths, and the third digit shows thousandths.

**Example Questions**

**Question 1**

Round 1.362 to the nearest hundredths.

(Write your answer in the box below)

**Question 2**

Round 25.378 to the nearest tenths.

(Write your answer in the box below)

**Question 3**

Round 52.4129 to 3 decimal places.

(Write your answer in the box below)

**Question 4**

Round 48.163 to 2 decimal places.

(Write your answer in the box below)

**How to put decimals in order**

You may be asked to arrange a list of decimals in order of size.

**Example:**

Put the following decimals in order of size from smallest to largest:

1.6, 0.65, 0.658, 0.068

Put all of the numbers into a column ensuring that you line up the decimal points.

* 1.6
* 0.65
* 0.658
* 0.068

Look at the number before the decimal point and arrange from smallest to largest.

* 0.65
* 0.658
* 0.068
* 1.6

If any of the digits are the same, move onto the digits after the decimal point and arrange from the smallest to the largest.

* 0.068
* 0.65
* 0.658
* 1.6

A picture containing text, clipart

Description automatically generated**Example Questions**

Follow the same steps you have been shown previously!

**Question 1**

Which number is larger?

* 1.542
* 1.642

(Write your answer in the box below)

**Question 2**

Place the following weights in order of size from smallest to largest.

0.63kg, 5.203kg, 0.2kg, 0.202kg

(Write your answer in the box below)

**Question 3**

**Which number is the largest?**

1.25cm 1.35cm 125.5cm 150.5cm

(Write your answer in the box below)

**Question 4**

**Which is the smallest number?**

12.604, 12.640, 9.640, 9.604

(Write your answer in the box below)

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Follow the same steps as previous by firstly, placing the numbers into a column.

You can then order and identify the smallest with ease!

**A yellow calculator with a grey sticker

Description automatically generatedExam question**

**(complete without using a calculator)**

**Question 1**

Write these numbers in order from smallest to largest.

**828,672 8,854 85,954 675,442 45,095**

Write the answer in the box below.

|  |  |
| --- | --- |
| **SMALLEST** |  |
|  |  |
|  |  |
|  |  |
| **LARGEST** |  |

**A yellow and black calculator

Description automatically generatedExam question**

**(Use of calculator permitted)**

**Question 2**

Calculate 2.002 x 0.9.

(Write your answer in the box below)

**Question 3**

Calculate:

738.48 ÷ 100

Write your answer correct to 3 decimal places in the box below.

**S****ummary**

Decimals are numbers which contain a decimal point (.)

Decimals are used to show the numbers that are in between whole numbers.

The first digit after a decimal point shows tenths, the second digit shows hundredths, and the third digit shows thousandths.

A number line can be used to show decimals.

**A black and white line with a black arrow

Description automatically generated**

0.95

0.4

A picture containing text, clipart

Description automatically generated

You read this as ‘zero   
point nine five’ and not zero point ninety-five.

**Comparing Decimals**

For example, smallest to largest.

* Put all the numbers into a column ensuring that you line up the decimal points.
* Look at the number before the decimal point and arrange from smallest to largest.
* If any of the digits are the same, move onto the digits after the decimal point and arrange from the smallest to the largest.

**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.