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**FUNCTIONAL SKILLS**

Maths Level 2



**Area: Numbers and the number system**

Criterion 1: Read, write, order and compare positive and negative numbers of any size

**Read, write, order and compare positive and negative numbers**

**Read**

Learners must be able to read and convert words into numbers to complete calculations.

For example, ‘Calculate minus seventy-five multiplied by two million, one hundred and fifty thousand.’

This would be written as -75 x 2,150,000 = -161,250,000

**Write**

Learners must be able to convert numbers into the correct words.

For example, ‘Write the number 3,229,705 in words.’

In this example, 3,229,705 would need to be written as three million, two hundred and twenty-nine thousand, seven hundred and five.

**Order**

Learners must be able to order numbers appropriately. This could be from the smallest to the largest, or from the largest to the smallest.

For example, ‘Place the following numbers in order from smallest to largest:’

620 -690 691 629

The correct answer is:

-690 620 629 691

Remember:

* negative numbers are always smaller than positive numbers
* the larger a negative number appears, the smaller its actual value. For example, -10 is smaller than -1

**Compare**

Learners must be able to compare 2 or more numbers to find the correct answer.

For example, ‘Which of the following numbers is the largest? 98799 or 101010.’

In this example, the largest is 101010.

Learners should also be familiar with ‘more than’ and ‘less than’ symbols.

> More than

< Less than

Remember, the open part of the symbol always points towards the largest number.

**Question 1**

Write the number -468,219 in **words**.

(Show your working out.)

(1 mark)

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**Question 2**

Order the numbers from **smallest to largest**.

-12, 12, 6, -6, 5

(Show your working out.)

(1 mark)

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**Question 3**

Write down the number that is 17 **less than** 13.

(Show your working out.)

(1 mark)

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**Question 4**

Arrange the following temperatures in order from **coldest to warmest**: -15°C, 10°C, -2°C, 5°C, 0°C.

(Show your working out.)

(1 mark)

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**Question 5**

A submarine is at a depth of 150 metres below sea level. It rises 60 metres.

What is the new depth of the submarine?

(Show your working out.)

(1 mark)

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**Exam practice 1**

A mountain peak is 2,500 metres above sea level. A canyon is 300 metres below sea level.

How much higher is the mountain peak compared to the bottom of the canyon?

(Show your working out.)

(2 marks)

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**Exam practice 2**

Two million, one hundred and three thousand people pre-ordered a new album. Another four million, six hundred and twelve thousand purchased the album on release day. How many people will have the album in total?

Write your answer in figures.

(Show your working out.)

(3 marks)

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**Exam practice 3**

Two houses are on sale at a local estate agents.

The first house sells for four hundred and thirty-six thousand, nine hundred and ninety-five pounds.

The second house is on the market for £470,000. It sells for 10% less than this price.

The manager says, ‘The first house sells at a lower price than the second house.’

Is the manager correct?

(Show your working out.)

(3 marks)

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**Answers**

**Question 1**

Minus four-hundred and sixty-eight thousand, two-hundred and nineteen.

**Question 2**

-12, -6, 5, 6, 12

**Question 3**

-4

**Question 4**

-15°C, -2°, 0°C, 5°C, 10°C

**Question 5**

-90 metres

**Exam practice**

**Exam practice 1**

The first mark is awarded for the correct calculation.

2,500 + 300

The second mark is awarded for the correct answer.

2,500 + 300 = 2,800m

**Exam practice 2**

The first mark is awarded for writing the numbers in figures, and the second is awarded for the correct calculation.

2,103,000 + 4,612,000

The final mark is awarded for correctly completing the calculation.

2,103,000 + 4,612,000 = 6,715,000

**Exam practice 3**

Four hundred and thirty-six thousand, nine hundred and ninety-five pounds = £436,995

The first 2 marks are awarded for calculating 10% of £470,000 = £47,000

£470,000 - £47,000 = £423,000

The final mark is awarded for correctly comparing the 2 house values.

£436,995 > £423,000

The manager is incorrect. The first house sells at a higher price than the second.

**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.