

Level 2 Functional Skills Maths Knowledge Organiser

Module 1 – Introduction to Number

Usually Non-Calculator

Convert between Numbers in Digit Form and in Words

Digits	Words
100	One Hundred
1 000	One Thousand
10 000	Ten Thousand
100 000	One Hundred Thousand
1 000 000	One Million

4,006

Four thousand and six

Say 'and' after there is a zero in the hundreds column

132,322

One hundred and thirty two thousand, three hundred and twenty two.

Always say 'and' after you say 'hundred'.

-52,032

Minus fifty two thousand and thirty two.

'-' at the front means you have to say 'minus' or 'negative'

4,321,756 Units Tens Hundreds Thousands

Ten Thousands

Hundred Thousands

Millions

4,321,768

Four million, three hundred and twenty one thousand, seven hundred and seventy eight.

Commas or spaces are often included in between the thousands. Every three digits from the right.

0.32

Zero point three two

Say 'three two' rather than 'thirty two'

165, 324

One Hundred and sixty five thousand, three hundred and twenty four.

You could be asked what each number represents...

The 1 represents 100,000

The 6 represents 60,000

The 5 represents 5,000

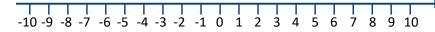
The 3 represents 300

The 2 represents 20

and the 4 represents a 4.

The Number line

Here is an example of a number line



- ✓ The arrow points to the right and is in the increasing direction.
- ✓ The numbers are equally spaced, and going up by the same amount each time.
- ✓ Zero doesn't have to be on the number line, but it is in this one.
- ✓ A number line could also be vertical.
- ✓ You can have decimals or even fractions in a number line.

165, 324 is a shorthand way of writing:

$$(1 \times 100,000) + (6 \times 10,000) + (5 \times 1,000) + (3 \times 100) + (2 \times 10) + (4 \times 1)$$

This looks very complicated, but is actually what we mean when write the number in the form we are used to.