

# Level 2 Functional Skills Maths Knowledge Organiser

# Module 5 – Written Methods

Usually Non Calculator

## **Column Addition**

325 + 4217

3 2 5

7

## Step 1

Write the numbers in the correct columns. Doesn't matter which order, but they must be in the correct columns.

## Step 2

Start on the left, and add the numbers together. 5 + 7 = 12 so the 2 goes in the units column, and the one goes below the 10s column.

		3	2	5
+	4	2	1	7
				2
			1	

## Step3

+ 4 2 1 7

Add the 10s column.					
Don't forget the 1 at the					
bottom. $2 + 1 + 1 = 4$					

#### Step4

Add the 100s column. 3 + 2 = 5

		3	2	5
+	4	2	1	7
	4	5	4	2
			1	

# 3 2 5

## Step5

The 4 is the only number in the 1000s column.

#### **Division**

1935 ÷ 9

9 1 9 3 5

#### Step 1

Write the 1935 'under the bus stop' and the 9 on the outside.

#### Step 2

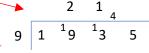
9 doesn't go into 1, so carry the 1 over to make 19.

#### Step 3

Two 9's go into 19, remainder is 1. Carry the 1 to the 3.

#### Step 4

One 9 in 13, remainder is 4. Carry the 4 to the 5.



#### Step 4

There are five 9s in 45.

$$1935 \div 9 = 215$$

#### **Column Subtraction**

325 - 186

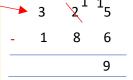
3 2 5

#### Step 1

Write the numbers in the correct columns. The first number must be at the top.

## Step 2

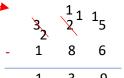
5 is less than 6 so borrow a 1 from the 2 to make 15, then do 15 - 6 = 9



## Step 3

1 is less than 8 so borrow a 1 from the 3 to make 11, then do 11-8=3

Step 3 
$$2 - 1 = 1$$



$$325 - 186 = 139$$

## Long Multiplication

 $371 \times 42$ 

3 7 1

Begin by doing  $2 \times 1 = 2$  and writing the answer in the units column.

Step 1

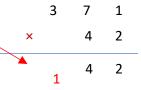
2

2

Step 2

Step 4

Next, do  $2 \times 7 = 14$ , and write like his.



Before repeating the

0 in the units column.

3

7

8

5

5

process with the 4, place a

## Step 3

 $2 \times 3$  add the 1 makes 7.

1

2

2

0

2

4

8

## Step 5

 $4 \times 1 = 4$ , and then  $4 \times 7 = 28$ , then  $4 \times 3$  and the 2 makes 14. Add the two rows together.

$$371 \times 42 = 15,582$$