PASS FUNCTIONAL SKILLS

# Maths Cheat Sheet Level 2 Functional Skills

TURN ME OVER!

# Read the Front of your Exam Paper!

It will tell you **useful things**, including:

- How much **time** your exam lasts
- How **long** you **should spend** on each section
- Whether or not you can use a **calculator**
- That you should show your **working**
- What **stationery** you need, and **much more!**

# Show Your Working!

**Even** if you get the **answer wrong**, if you show your working you could **still get marks** for a question!

Indeed in a lot of questions only **one mark** is awarded for seeing the **correct answer**, and the **rest** are for **correct working**.

# Show You Have Checked!

When a question asks for you to **show** you have **checked** your answer, you should **NOT** just say **"used a calculator"**.

**Instead**, you should do a key calculation from your working **backwards**.

**If** you **multiplied** by 7 to get the **final answer**, **divide** the **final answer** by 7.
**If** you **added** 34 to get the **final answer**, **subtract 34** from the **final answer**.

**Make sure** you **get back** to the **number** you **expect** to see.

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## Checking Your Answer

**Even** if the question **does not** ask you to **check** your answer, you **should still check** your answer to make sure it is **correct**. Once you have **finished** a **question**,

do a **key calculation** working **backwards** to **check** it is **correct**. If you have time at the end of the exam, go back through it and check all of your answers.

## Units

You should **ALWAYS** add **units** to your answer where **appropriate**. **Many** questions contain a **mark** for **correct units**.

## Memorise until you can't take it anymore!

**If** you are **struggling** to **memorise** something **important** but **cannot delay** your exam, spend some **time** in the minutes **leading up to** your **exam** trying to **memorise it**, then the moment your exam starts **write it** on the **inside front cover** of your **paper**.

**You** should try to **memorise** everything in the **formula booklet** – and in any case have **most** of it memorised **before** you take **your exam**.

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# Distribution of Marks

"Ellie buys 5 books for £12.50 at a second-hand book shop.
She sold three of them for £9.00 and the other two for £6.00.
Ellie thinks she has made a profit of 20% of the cost of the books.
Is Ellie correct?
Show your working.
[4 marks]"

Where are the **4 marks** in this question?

**1st mark** is for **finding** the **total money** Ellie made in **selling the books.**
**£9.00 + £6.00 = £15.00**

**2nd mark** is for **finding** how much **profit** she has **made.**
**£15.00 - £12.50 = £2.50**

**3rd mark** is for **finding 20%** of the **cost** of the **books.**
**20% = × 0.2**
**£12.50 × 0.2 = £2.50**

**4th mark** is for **concluding based on** your **calculations.**

## Don't worry

if you get one of the calculations **wrong** and reach the **wrong conclusion** because of it. While you **won't get the mark** for that calculation, you might **still get** all the other marks, since your conclusion was right from your results.

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# Finally: Use Your Common Sense!

You can **use** your **common sense** to **check** that your **answer is reasonable**.

## For example

**if** your **answer** for a **number of people** is **not** a whole number, **something has gone wrong**.

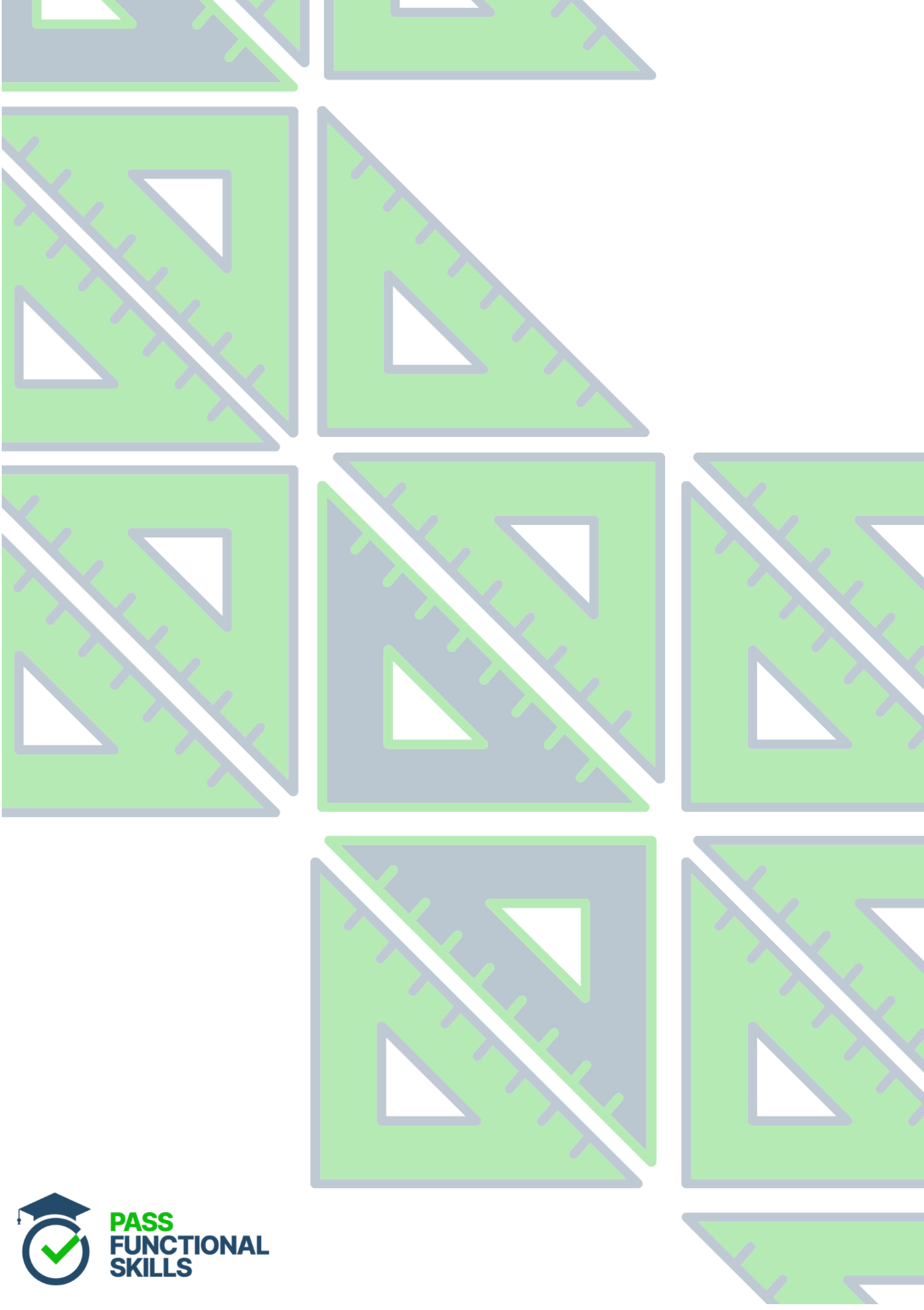
**Or**, if an **answer** is far **too big or small**, such as if you calculated the length of a driveway to be 100000 metres, **something has gone wrong**.

**This** can be your **most powerful tool**, as it helps you **spot mistakes** almost **as soon as you make them**,

**SO**

you can **correct them** and **move on quickly**, ensuring **success** in your **exam**.

Good
luck!



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