

**Skills for Life**

# Explore Numeracy

**For training  
purposes only**



## **My delivery job**

**Level 2 • Unit 3**

# 3

## My delivery job



My name is Darren. I am starting a new job with a company that makes and sells furniture.

My job will be driving a van and delivering furniture made by the company.

I have to know what the EU regulations on driving at work are and when I have to rest between deliveries. I also need to work out the timing of the deliveries.

I also work with Anna, who is based in one of the shops, selling goods and organising the deliveries.

Len, the shop manager, has to compare sales offers in different shops. I also work with Naheed. It is her job to calculate the wages.

### Talk about it

Do you know anyone whose job is to drive a lorry or van?

Do they drive in Britain or other parts of Europe? Do they drive to deliver goods? What other driving jobs can you think of?

Why do you think there are laws to limit the amount of time someone should drive when they are working?

Have you had goods delivered to your home? How long did you wait for the delivery? A week, a day, six weeks?

Discuss all the different ways you have seen prices reduced in sales.

Discuss all the different ways people get paid to work in shops or drive lorries.

### These are the skills you will practise in this unit.

Which are the most useful for you? Tick the boxes.

- ☐ Calculating, measuring and recording **time**
- ☐ Calculating equivalent **fractions, decimals and percentages**
- ☐ Working with **fractions**
- ☐ Using a calculator

#### Skill code

MSS1/L2.2  
N2/L2.2  
N2/L2.4  
N2/L2.10

# Time to drive

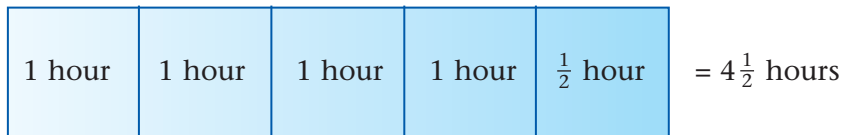
Darren is about to start a new job. Part of his work will be driving a delivery van.



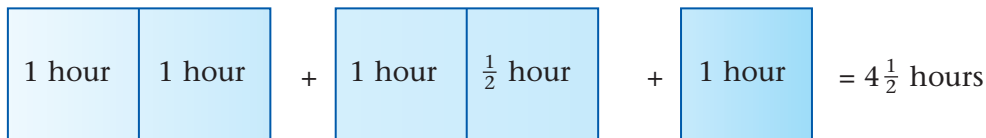
## Activity 1

Darren has the correct licence but Eryl, his supervisor, wants him to learn the rules about driving at work. For the first two weeks, Darren will only drive for  $4\frac{1}{2}$  hours each day.

The boxes below show Darren could drive for a total of  $4\frac{1}{2}$  hours then rest.

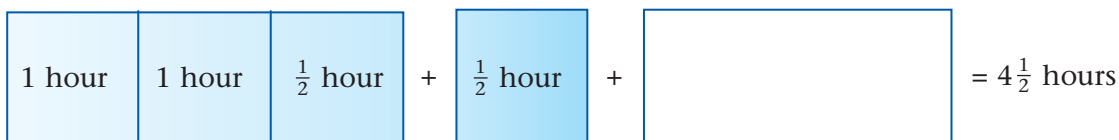


Alternatively, he could drive for 2 hours then make a delivery and rest, drive for another  $1\frac{1}{2}$  hours, make another delivery and rest and then drive for 1 final hour.



## WEEK 1

- On Monday, Eryl wants Darren to drive for  $2\frac{1}{2}$  hours to make a delivery, then rest, then drive for another  $\frac{1}{2}$  hour. Complete the boxes to show how Darren could drive for a total of  $4\frac{1}{2}$  hours.



- On Tuesday, Darren drives for 1 hour to make a delivery and then rests. Then he drives for  $\frac{1}{2}$  hour, makes another delivery and rests. He then drives for another 1 hour, makes another delivery and rests.

Draw a diagram below to show Darren's driving time, and how he could finish the drive to make a total of  $4\frac{1}{2}$  hours.

## Activity 2

Write 45 minutes as a fraction of an hour.

45 minutes = ..... hour

Darren could take three equal breaks:

15 minutes + 15 minutes + 15 minutes = 45 minutes

$$\frac{1}{4} \text{ hour} + \frac{1}{4} \text{ hour} + \frac{1}{4} \text{ hour} = \frac{3}{4} \text{ hour}$$

$$\frac{1}{4} + \frac{1}{4} + \frac{1}{4} = \frac{3}{4} \text{ hour}$$

Alternatively, Darren could take two breaks:

in **minutes**

30 minutes + 15 minutes = 45 minutes

in **hours**

$$\frac{1}{2} \text{ hour} + \frac{1}{4} \text{ hour} =$$

*To add them together I must find a common denominator; in this case, 4:*

$$\frac{2}{4} \text{ hour} + \frac{1}{4} \text{ hour} = \frac{3}{4} \text{ hour}$$

$$\frac{1}{2} + \frac{1}{4} = \frac{3}{4} \text{ hour}$$

Work out, and check, the length of Darren's breaks, in his first three days.

- 1 On Monday, Darren takes two rest breaks, each of 15 minutes. Change the break times into fractions of hours and work out the total.

.....

Check your answer is correct by adding the minutes together and changing the total into a fraction of an hour. ....

Is the answer the same? .....

- 2 On Tuesday, Darren takes three breaks of 15 minutes, 15 minutes and 30 minutes (he has to wait for new delivery instructions). Change the break times into fractions of an hour and find the total.

.....

Check the answer is correct by adding the minutes together and changing the total into hours. .... Is the answer the same? .....

- 3 On Wednesday, Darren takes one early morning rest break for 45 minutes, has a long drive and has a 30-minute break for lunch. Change the break and lunch times into hours and find the total.

.....

Check the answer is correct by adding the minutes together and changing the total into hours. .... Is the answer the same? .....

### Remember

1 hour = 60 minutes  $\frac{1}{2}$  hour = 0.5 hours

$\frac{1}{4}$  hour = 0.25 hours  $\frac{3}{4}$  hour = 45 minutes

EU regulations say that for safety reasons, when driving for  $4\frac{1}{2}$  hours in total, Darren should rest for a total of 45 minutes.

(Rest can be taken in 15-minute breaks or altogether.)



### Activity 3

#### Example 1

On another Wednesday, Eryl says Darren will drive in the morning for 2 hours, have a break for 15 minutes, drive for another  $2\frac{1}{2}$  hours, then have a break for 30 minutes.

Drive	Break	Drive	Break
2 hours	15 minutes	$2\frac{1}{2}$ hours	30 minutes

What is the total time in hours?

$$\begin{array}{ccccccc}
 2 & + & \frac{1}{4} & + & 2 & + & \frac{1}{2} & + & \frac{1}{2} & = \\
 \swarrow & & \searrow & & \swarrow & & \searrow & & \swarrow & \\
 & & 4 & + & \frac{1}{4} & + & 1 & & & = 5\frac{1}{4} \text{ hours}
 \end{array}$$

#### Example 2

On Thursday, Darren's total journey times were

Drive	Break	Drive
$2\frac{3}{4}$ hours	$\frac{3}{4}$ hour	1 hour

To work out his total journey time add these times together.

$$\text{That is } 2\frac{3}{4} + \frac{3}{4} + 1 \text{ hours}$$

To do this, add the numerators of the fractions to work out how many quarters there are:

$$= 2 + \frac{3}{4} + \frac{3}{4} + 1 \text{ hours}$$

$$= 2 + \frac{6}{4} + 1 \text{ hours}$$

Now work out the simplest form for the quarters:

$$= 2 + \frac{4}{4} + \frac{2}{4} + 1 \text{ hours}$$

$$= 2 + 1 + \frac{1}{2} + 1 \text{ hours}$$

Finally, write your answers as a mixed number:

$$= 4\frac{1}{2} \text{ hours}$$

In Week 3, Darren's driving and rest times are collected on a timesheet.

Calculate the combined journey and break time, in fractions of an hour, on each day of the week and fill in the table.

1 Monday

Driving	Break	Driving	Break	Total (hrs)
$2\frac{1}{4}$ hours	15 minutes	$2\frac{1}{4}$ hours	30 minutes	

2 Tuesday

Driving	Break	Driving	Break	Driving	Break	Total (hrs)
2 hours	15 minutes	$1\frac{1}{4}$ hours	15 minutes	$1\frac{1}{4}$ hours	30 minutes	

3 Wednesday

Driving	Break	Driving	Break	Driving	Break	Total (hrs)
$1\frac{1}{2}$ hours	15 minutes	$1\frac{1}{2}$ hours	30 minutes	$1\frac{1}{2}$ hours	30 minutes	

4 Thursday

Driving	Break	Driving	Break	Total (hrs)
$3\frac{1}{2}$ hours	30 minutes	$1\frac{1}{2}$ hours	45 minutes	

5 Friday

Driving	Break	Driving	Break	Total (hrs)
$2\frac{3}{4}$ hours	30 minutes	$1\frac{3}{4}$ hours	45 minutes	



**Review**

Do you need more practice in adding fractions?

Yes ☐ No ☐

For more work on this, go to H1 (page 12) or E3 (page 14).

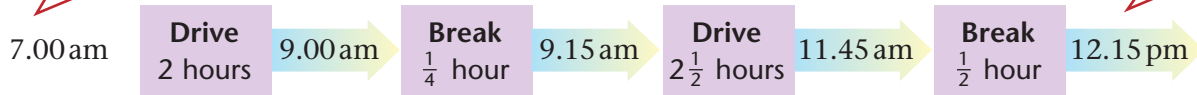
This work links to mini-projects M1 and M4 (page 15).

# The time it takes



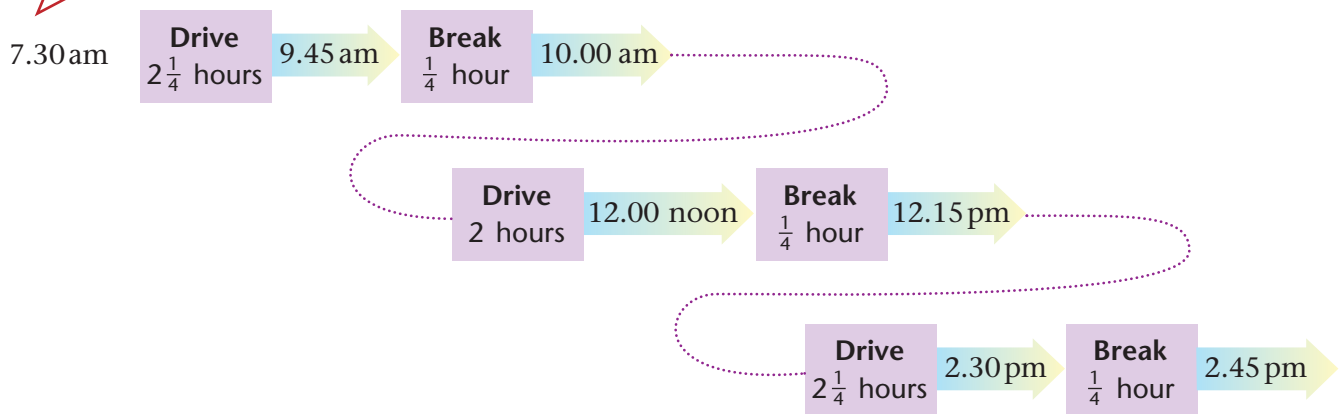
## Activity 4

On Wednesday, I started work at 7.00 am.



I finished work at 12.15 pm.

On Friday, I started work at 7.30 am.



I finished work at .....

- In Week 3, Darren logged into work every day but forgot to log out, except on Thursday. Calculate his finish time for each day using the timesheets in Activity 3 (page 5), and fill in the table below.

DRIVER'S NAME Darren Walker

Week 3

DAY	START	FINISH	
		12-hour clock	24-hour clock
MONDAY	07:30		
TUESDAY	08:00		
WEDNESDAY	07:15		
THURSDAY	07:30	1:45pm	13:45
FRIDAY	07:45		

## Activity 5

Anna works in one of the shops owned by the factory. Her job is to organise the delivery dates for the items sold.

Time to make item and deliver to shop	
BEDS	3 weeks
SOFAS	1 month (4 weeks)
TABLE and CHAIRS	10 working days
Factory working days are Monday to Friday	

DELIVERY DATES and AREAS	
Monday	Stafford
Tuesday	Dudley
Wednesday	Shrewsbury
Thursday	Wolverhampton
Friday	Dudley
Saturday	Wolverhampton

On Wednesday 4 September, a customer from Dudley buys a bed.

Anna tells the customer it will take 3 weeks to make the bed and deliver it to the shop. So the bed will come into the shop on 25 September. Deliveries to Dudley are on Tuesday or Thursday.

This means that the earliest the customer could have the bed delivered is Thursday 26 September.

- On Monday 9 September, a customer from Shrewsbury buys two sofas. The earliest date they will be made and delivered to the shop is 7 October. What is the earliest date they can be delivered to the customer's house?  
.....
- On Tuesday 10 September, a customer from Wolverhampton buys a table and chairs. What is the earliest date the items will be delivered to the shop?  
.....

What is the earliest date they can be delivered to the customer's house?  
.....

- On Wednesday 11 September, a customer from Dudley orders a bed. What is the earliest date the item will be delivered to the shop? .....  
What is the earliest date it can be delivered to the customer's house? .....
- On Thursday 12 September, a customer from Stafford buys a sofa. What is the earliest date the item will be delivered to the shop? .....  
What is the earliest date it can be delivered to the customer's house? .....

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Review

Do you need more practice in calculating, measuring and recording time?

Yes ☐ No ☐

For more work on this, go to H2 and H3 (page 12) or E1 (page 14).

## Comparing prices

Len, the Shrewsbury shop manager, is comparing prices in the sales. He is checking other shops to see how much they are reducing prices.

### Activity 6



Len wants to be able to change fractions into percentages, or percentages into fractions so that he can compare price changes.

To change percentages into fractions, Len writes the percentage as a fraction over 100, then converts the fraction to its lowest form. Some examples are shown below.

#### Remember

To change a percentage into a fraction:

$$40\% = \frac{40}{100} = \text{reduced to simplest form } \frac{2}{5}$$

$$50\% = \frac{50}{100} = \frac{1}{2}$$

$$12\frac{1}{2}\% = \frac{12.5}{100} = \frac{125}{1000} = \frac{1}{8}$$

$$4\% = \frac{4}{100} = \frac{1}{25}$$

Change the following percentages into fractions using the same method.

- 1 60% = .....
- 2 55% = .....
- 3 17.5% = .....
- 4 5% = .....

### Activity 7

To change decimals into fractions, Len writes the decimal as a fraction, then converts the fraction to its lowest form. Here are some examples.

$$0.2 = \frac{2}{10} = \frac{1}{5}$$

$$0.04 = \frac{4}{100} = \frac{2}{50} = \frac{1}{25}$$

$$0.125 = \frac{125}{1000} = \frac{25}{200} = \frac{5}{40} = \frac{1}{8}$$

Change the following decimals into fractions using the same method.

- 1 0.8 = .....
- 2 0.35 = .....
- 3 0.625 = .....
- 4 0.06 = .....

## Activity 8

**1 off all  
5 beds**



### Remember

To change a fraction into a percentage

By calculator: to change  $\frac{1}{5}$  into a percentage Len entered into the calculator

1 ÷ 5 × 100 = 20%



Change the following fractions into percentages using the calculator, and check them by hand.

1  $\frac{1}{4}$  = .....

Check .....

2  $\frac{1}{10}$  = .....

Check .....

3  $\frac{3}{4}$  = .....

Check .....

4  $\frac{3}{25}$  = .....

Check .....

One shop sign says

**$\frac{1}{3}$  off all sofas**

To change  $\frac{1}{3}$  into a percentage Len entered into the calculator:

1 ÷ 3 × 100 =

The answer to this is a recurring decimal which can be written as 33.33 (to 2 decimal places)

so  $\frac{1}{3} = 33.3\dot{3}\%$



Change the following fractions into percentages to 2 decimal places using a calculator.

5  $\frac{2}{3}$  = .....

7  $\frac{1}{15}$  = .....

6  $\frac{1}{6}$  = .....

8  $\frac{2}{9}$  = .....



### Review

Do you need more practice in using a calculator to work out equivalences between fractions, decimals and percentages?

Yes ☐ No ☐

For more work on this, go to H4 (page 13) or E2 (page 14).

# Paying wages



## Activity 9

*My friend, Naheed, works in the office and calculates all the wages for people who work in the company.*

When working out the wages for people who work in the shops, Naheed uses a standard formula to calculate basic weekly pay plus commission based on weekly shop sales.

This is last week's timesheet for staff in the Shrewsbury shop. TOTAL SALES were £9,000.

Name	Job	Hourly pay	Hours worked per day	Days worked per week	Commission rate of total sales per week
Len	Manager	£5.00	7.5	6	2%
Shatil	Retail assistant	£4.20	7.5	4	$\frac{1}{2}\%$
Kylie	Retail assistant	£4.20	6.0	3	$\frac{1}{2}\%$

To work out **basic pay** Naheed uses this formula.

$$\text{basic pay} = \text{hourly rate} \times \text{hours worked per day} \times \text{days worked per week}$$

To work out **commission** Naheed uses this formula.

$$\text{commission} = \text{percentages of total sales}$$


$$\text{total pay} = \text{basic pay} + \text{commission}$$

Naheed uses the memory in her calculator and always uses approximations to check the answer.



This is how she works out Len's **total pay**. Use your calculator to follow this.

5 × 7.5 × 6 =

The calculator display shows  .

Put this in the memory (this could be **M+** or **M** in or ask your teacher for help) and clear the display.

[To **check** the **basic pay** use whole numbers as approximations e.g.  $5 \times 8 \times 6$ .]

The total sales for the week are £9000.

To calculate Len's **commission**, Naheed uses her calculator. Len gets 2% commission.

Commission = 2 ÷ 100 × 9000 =

The calculator display shows  .

[Check the commission 1% of 9000 is 90  
2% of 9000 is 180]

Leave the display (180) and work out Len's **total pay** by adding the **basic pay** from the memory.



(The order and exact buttons for memory may differ on your calculator – check with your teacher).

The calculator display shows



Len's **total pay** is £405.

Check Len's **total pay** = £405

**basic pay** is about £200

**commission** is about £200

**total** is about £400

#### Check

- using whole numbers
- by another method.

1 Now work out Shatil's total pay. (Clear the memory first.)

Fill in the gaps to check that you have completed all the stages

• Basic weekly pay .....  $\times$  .....  $\times$  .....  $=$  → Enter into memory

• Commission .....  $\div$  .....  $\times$  .....  $=$  → Add to memory

• Total pay

Display  $+$   $MR$   $=$

$\frac{1}{2}\%$  is the same as 0.5%

Shatil's total pay for the week is £ .....

2 Use the same method to calculate Kylie's pay for the week.

.....

.....

.....

3 This is last week's timesheet for staff in the Dudley shop. TOTAL SALES were £7,500.

Name	Job	Hourly pay	Hours worked per day	Days worked per week	Commission rate of total sales per week
Monica	Manager	£5.00	8.0	6	2%
Darcus	Senior retail assistant	£4.50	7.5	5	1%
Sunil	Retail assistant	£4.20	6.5	4	$\frac{1}{2}\%$

Use the same methods and checks to calculate staff pay for the week.

Monica's total pay last week = £ .....

Darcus's total pay last week = £ .....

Sunil's total pay last week = £ .....



#### Review

Do you need more practice in using a calculator to calculate efficiently using whole numbers, decimals and percentages?

Yes ☐ No ☐

For more work on this, go to H5 (page 13) or E4 (page 14).

This work links to mini-projects M2 and M3 (page 15).

## Activity H1

In Week 3, Darren's driving and rest times are collected on a timesheet.

Calculate the total journey and break time on each day and fill in the table.

1 Monday

Driving	Break	Driving	Break	Total (hours)
$2\frac{1}{4}$ hours	15 minutes	2 hours	30 minutes	

2 Tuesday

Driving	Break	Driving	Break	Total (hours)
$2\frac{1}{4}$ hours	15 minutes	$2\frac{1}{2}$ hours	15 minutes	

## Activity H2

In Week 3, Darren clocked into work every day but forgot to clock out. Calculate his finish time for each day using the timesheet (Activity H1) and fill in the table below.

DRIVER'S NAME Darren Walker

Week 3

DAY	START	FINISH	
		12-hour clock	24-hour clock
MONDAY	07:30 am		
TUESDAY	08:15 am		

## Activity H3

Use all of the delivery date information in Activity 5 (page 7) to work out the delivery dates for the rest of the week.

- On Friday 13 September, a customer from Wolverhampton buys a table and chairs. What is the earliest date the items will be delivered to the shop? .....  
What is the earliest date they can be delivered to the customer's house? .....
- On Saturday 14 September, a customer from Shrewsbury buys a bed. What is the earliest date the item will be delivered to the shop? .....  
What is the earliest date it can be delivered to the customer's house? .....



#### Activity H4

Change these percentages to fractions.

- 1 30% = ..... 2 28% = ..... 3 2.5% = .....

Change these decimals to fractions. Write the fractions in their simplest form.

- 4 0.4 = ..... 5 0.55 = ..... 6 0.375 = .....

Change these fractions to percentages.

- 7  $\frac{3}{5}$  = ..... 8  $\frac{5}{8}$  = ..... 9  $\frac{2}{3}$  = .....

#### Activity H5

Name	Job	Hourly pay	Hours worked per day	Days worked per week	Commission rate of total sales per week
Suzette	Manager	£5.00	7.5	6	2%
Nigel	Senior retail assistant	£4.50	7.5	5	1%
Raymond	Retail assistant	£4.20	5.5	3	$\frac{1}{2}$ %

Last week total sales in the Stafford shop were £11,500.



Calculate staff pay for last week using a calculator.

- 1 Suzette's total pay last week

= £ .....  
.....  
.....

- 2 Nigel's total pay last week

= £ .....  
.....  
.....

- 3 Raymond's total pay last week

= £ .....  
.....  
.....

# Extension

## Activity E1

Use the delivery date information in Activity 5 (page 7) to work out the delivery times for a customer who buys a set of table and chairs and a sofa on Tuesday 10 September from Stafford.

What are the earliest dates when the items will be delivered to the shop?

.....

What is the earliest date when all items can be delivered to the customer's house?

.....

## Activity E2

 Work with another person and use a calculator to work out the following.

Convert percentages to fractions

1  $0.2\% =$  ..... 2  $0.02\% =$  ..... 3  $3.5\% =$  .....

Convert decimals to fractions

4  $0.65 =$  ..... 5  $0.625 =$  ..... 6  $0.05 =$  .....

Convert fractions to percentages

7  $\frac{1}{40} =$  ..... 8  $\frac{3}{1000} =$  ..... 9  $\frac{7}{9} =$  .....

## Activity E3

Work out the total time including breaks for this journey in hours and fractions of an hour.

Driving	Break	Driving	Break	Driving	Total (hours)
$2\frac{1}{4}$ hours	20 minutes	$1\frac{3}{4}$ hours	15 minutes	$\frac{3}{4}$ hour	

## Activity E4

During November, Darren worked in the Shrewsbury shop for one week and received £213.75. He worked 7.5 hours a day and was paid £4.50 per hour. The sales in the shop for the week were £9,000 and Darren was given  $\frac{1}{2}\%$  commission on the sales. Calculate how many days Darren worked in that week.

.....



# Mini-projects



## Activity M1

With another person, using the internet or another source, find out how long professional drivers are allowed to drive for in the UK without a break. Compare them with the EU rules. Check when each apply. Find out how driving time is measured and what legal documents are required. For example, you could visit this web site: [www.roads.dft.gov.uk/roadsafety/tachograph/index.htm](http://www.roads.dft.gov.uk/roadsafety/tachograph/index.htm)

Decide on a journey from where you live to somewhere in Europe, but outside Britain, and work out the driving and resting times for that journey. Assume you will be driving a vehicle weighing over 3.5 tonnes.



## Activity M2

Investigate the rates of pay for local jobs, e.g. driving delivery vans, working in retail shops or offices.

Use a variety of sources to get a good spread of rates for the different jobs.



## Activity M3

Work with another person to calculate the annual income (salary) for the workers in the three shops in this unit.

You will have to decide on how to make an estimate for the sales for each shop so that you can work out the commission.

The Shrewsbury shop figures are given in the introduction to Activity 9.

The Dudley figures are given in Activity 9, question 3.

The Stafford shop figures are given in Activity H5.

Don't forget that this is 'gross' pay/salary, which will have money taken off it for income tax and national insurance.

Use the internet or another source to find out how much tax and national insurance each member of staff would have to pay, if they were living on their own with no dependents.



## Activity M4

Darren has been asked to go with Eryl to deliver a load to Calais in France. Eryl will be driving a vehicle weighing over 3.5 tonnes. Darren must decide on a route from Wolverhampton to Calais. Assume the vehicle travels 50 miles every hour and remember EU rules for rests during long drives.

Suggest a route, driving and rest times for Darren and Eryl. If you work on your own, check your answers with your teacher.



# Check it



## Activity C1

- 1 Which of the following is the same as (equivalent to) 45 minutes?

$\frac{4}{5}$  hour       $\frac{2}{3}$  hour       $\frac{3}{4}$  hour

- 2 The time is 3.30 pm. Which clock is NOT right?



## Activity C2

- 1 Calculate Darren's total journey and break time and fill in the table below.

Monday in Week 4

Driving	Break	Driving	Break	Driving	Total (hours)
$1\frac{3}{4}$ hours	15 minutes	$1\frac{1}{2}$ hours	15 minutes	$1\frac{1}{4}$ hours	

- 2 On Monday in Week 4, Darren logged into work but forgot to log out. Calculate his finish time for Monday and fill in the table below.

DRIVER'S NAME Darren Walker

Week 4

Day	Start	Finish
Monday	7:15 am	



## Activity C3

Use all of the delivery date information in **Activity 5** (page 7) to work out the delivery date for the next customer.

On Monday 16 September, a customer from Dudley buys a bed. What is the earliest date it will be delivered to the shop? .....

What is the earliest date it can be delivered to the customer's house? .....



### **Activity C4**

Len says  $\frac{1}{3}$  is the same as 30%.

Is this TRUE or FALSE ? Ring your answer.

Len says  $37\frac{1}{2}\%$  is the same as  $\frac{3}{8}$ .

Is this TRUE or FALSE ? Ring your answer.

### **Activity C5**

Wages are calculated using

**hourly pay (in £s)  $\times$  hours worked per week = weekly pay (in £s)**

$$5 \times 7.5 = 52.5$$

Tick the reverse calculation you would use to check the answer.

- a Hourly pay (in £s) = 52.5    subtract 7.5
- b Hourly pay (in £s) = 52.5    divide by 7.5
- c Hourly pay (in £s) = 52.5    multiply by 7.5

## **How am I doing?**

Look back at the skills listed on page 1.

Now complete the sentences below.

I am confident with

.....  
.....

I need more practice with

.....

Date .....

## Activity 1

- $1\frac{1}{2}$  hours (in any form).
- $1\text{ hour} + \frac{1}{2}\text{ hour} + 1\text{ hour} +$   
two more hours of driving (in any form).  
Check with your teacher.

## Activity 2

- 45 minutes =  $\frac{3}{4}$  hour
- $\frac{1}{4} + \frac{1}{4} = \frac{1}{2}$   
 $15 + 15 = 30\text{ minutes} = \frac{1}{2}\text{ hour}$  Check yes
  - $\frac{1}{4} + \frac{1}{4} + \frac{1}{2} = 1\text{ hour}$   
 $15 + 15 + 30 = 60\text{ minutes} = 1\text{ hour}$  Check yes
  - $\frac{3}{4} + \frac{1}{2} = 1\frac{1}{4}\text{ hours}$   
 $45 + 30 = 75\text{ minutes} = 1\frac{1}{4}\text{ hours}$  Check yes

## Activity 3

Example 2  $4\frac{1}{2}$  hours

- $5\frac{1}{4}$  hours
- $5\frac{1}{2}$  hours
- $5\frac{3}{4}$  hours
- $6\frac{1}{4}$  hours
- $5\frac{3}{4}$  hours

## Activity 4

I finished work at 2:45 pm.

DAY	START	FINISH	
		12-hour clock	24-hour clock
MONDAY	7:30 am	12:45 pm	12:45
TUESDAY	8:00 am	1:30 pm	13:30
WEDNESDAY	7:15 am	1:00 pm	13:00
THURSDAY	7:30 am	1:45 pm	13:45
FRIDAY	7:45 am	1:30 pm	13:30

## Activity 5

- 9 October
- 24 September  
26 September
- 2 October  
4 October
- 10 October  
14 October

## Activity 6

- $\frac{3}{5}$
- $\frac{11}{20}$
- $\frac{7}{40}$
- $\frac{1}{20}$

## Activity 7

- $\frac{4}{5}$
- $\frac{7}{20}$
- $\frac{5}{8}$
- $\frac{3}{50}$

## Activity 8

- 25%
- 10%
- 75%
- 12%
- 66.67%
- 16.67%
- 6.67%
- 22.22%

## Activity 9

1 Shatil's pay	Basic	= £126
	Commission	= £45
	Total pay	= £171
2 Kylie's pay	Basic	= £75.60
	Commission	= £45
	Total	= £120.60
3 Monica's pay	Basic	= £240
	Commission	= £150
	Total.....	= £390
Darcus's pay	Basic	= £168.75
	Commission	= £75
	Total.....	= £243.75
Sunil's pay	Basic	= £109.20
	Commission	= £37.50
	Total.....	= £146.70

## Help

### Activity H1

- 5 hours
- $5\frac{1}{4}$  hours



### Activity H2

DAY	START	FINISH	
		12-hour clock	24-hour clock
MONDAY	7:30 am	12:30 pm	12:30
TUESDAY	8:15 am	1:30 pm	13:30

### Activity H3

- 1 27 September 28 September
- 2 5 October 9 October

### Activity H4

- 1  $\frac{3}{10}$
- 2  $\frac{7}{25}$
- 3  $\frac{1}{40}$
- 4  $\frac{2}{5}$
- 5  $\frac{11}{20}$
- 6  $\frac{3}{8}$
- 7 60%
- 8 62.5%
- 9 66.67%

### Activity H5

- Suzette Basic £225; Commission £230;  
Total £455
- Nigel Basic £168.75; Commission £115;  
Total £283.75
- Raymond Basic £69.30; Commission £57.50;  
Total £126.80

### Extension

#### Activity E1

- 1 Table/chairs 24 September  
Sofa 8 October
- 2 Table/chairs 30 September  
Sofa 14 October  
Or the combined delivery on 14 October

### Activity E2

- 1  $\frac{1}{500}$
- 2  $\frac{1}{5000}$
- 3  $\frac{7}{200}$
- 4  $\frac{13}{20}$
- 5  $\frac{5}{8}$
- 6  $\frac{1}{20}$
- 7 2.5%
- 8 0.3%
- 9 77.78%

### Activity E3

- 5  $\frac{1}{3}$  hours

### Activity E4

- 5 days

### Activities M1 to M4

Check with your teacher.

### Activity C1

- 1  $\frac{3}{4}$  hour
- 2 digital clock 13:30

### Activity C2

- 1 5 hours
- 2 12:15 or 12:15 pm

### Activity C3

- 7 October
- 8 October

### Activity C4

- 1 False
- 2 True

### Activity C5

- b is correct

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DfES publications

**Telephone** 0845 60 222 60 **Fax** 0845 60 333 60 **E-mail** [dfes@prolog.uk.com](mailto:dfes@prolog.uk.com)

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