



Build your skills: Pay calculations – Part 2

Working out pay and overtime calculations

This part of the task offers some suggestions for other free resources that will give you more opportunities to practise the skills covered in Part 1.

If you want more practice in working with fractions, visit:

- www.bbc.co.uk/skillswise/numbers/fractiondecimalpercentage/fractions/simplifyingfractions/factsheet.shtml: fact sheets on simplifying fractions
- www.bbc.co.uk/skillswise/numbers/fractiondecimalpercentage/fractions/simplifyingfractions/worksheet.shtml: worksheets on simplifying fractions
- www.bbc.co.uk/skillswise/numbers/fractiondecimalpercentage/comparing/fractionsdecimals/factsheet.shtml: fact sheets on comparing fractions and decimals
- www.bbc.co.uk/skillswise/numbers/fractiondecimalpercentage/comparing/fractionsdecimals/worksheet.shtml: worksheets on comparing fractions and decimals
- www.bbc.co.uk/skillswise/numbers/measuring/time/calculatingtime/factsheet.shtml: fact sheets on calculating time
- www.bbc.co.uk/skillswise/numbers/measuring/time/calculatingtime/worksheet1.shtml: worksheet on converting between hours and minutes.

Useful resources are also available on KeySkills4u. To enter the web site:

- Click on www.keyskills4u.com and log in, or select 'Click here to continue without logging in'.
- Select 'Communication and Application of Number Level 1'.
- On the opening page (on the following page), select 'Check your skills and learn'.



Build your skills: Pay calculations – Part 2

Audio Help Print Dictionary Calculator Login Menu Quit

Key Skills Trainer

Understanding Application of Number and Communication

Version 4.0.1

» SAFFRON MCGEE

- This is the 'Main Menu' screen.
- You can return to it at any time by clicking on the 'Menu' button.

Next ▶

▶ **Check your skills and learn**
In 'Check your skills and learn' you can check out what you know about Communication and Number and brush up on those areas you don't know so well.

▶ **The Symtel files**
'The Symtel files' is a game that will test your knowledge of Communication and Number. **Learning outcomes**

▶ **Additional information**

- Select the 'Carrying out calculations' section, and on page 3 select 'Calculating with time'.
- Click on the blue 'Learn' button to the right side in the appropriate row.

Audio Help Print Dictionary Calculator Login Menu Quit

CHECK YOUR SKILLS AND LEARN CLOSE

Subject Menu - Level 1 Progress map

TOPICS	SKILL AREAS	LEARN AND PRACTISE
Communication	Select all Clear all	
Speaking and Listening	Area of rectangles	Not started Learn Not started
Reading	Perimeter	Not started Learn Not started
Writing	Calculations involving money	Not started Learn Not started
Application of number	Volume of a rectangular container	Not started Learn Not started
Carrying out calculations	Calculating with time	Not started Learn Not started
Interpreting results	Scale drawings	Not started Learn Not started
Interpreting information		

Help Play

Page 1 2 3 4

Take set A Take set B

CHECK YOUR SKILLS



Build your skills: Pay calculations – Part 2

- Now go back to the start and select 'Communication and Application of Number Level 2'.
- On the opening page (below), select 'Check your skills and learn'.
- Select the 'Carrying out calculations' section, and on page 2 select 'Fractions and decimals'.
- Click on the blue 'Learn' button to the right side in the appropriate row.

(Screen shots taken from www.keyskills4u.com.
© Crown Copyright 2009)

You can also find some more information and activities in some of the resources on the Move On web site to revise your skills in working with fractions:

- Visit the Hot Topics: Fractions section of the numeracy Learner Route at Level 1:
www.move-on.org.uk/ilr_php/numeracy/welcome.php.

Now print out Part 3 to try out the skills you have learnt and to check your answers.