TIME 4 LEARNING

learner workbook

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The National Adult Literacy Strategy is funded by the Department of Education and Science under the National Development Plan 2000 - 2006, part-funded by the European Social Fund.

supporting the radio numeracy series
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Introduction

Time 4 Learning Series

Numbers come into many of our everyday activities, just think, from first thing in the morning.

What time do you get up at? Time is based on numbers.
What number bus will you catch? There are numbers all around us.
How much bus fare will you pay? Money is also based on numbers.

This series will look at 3 areas:
1. Numbers for living
2. Understanding the time

Freephone Tutor Support Line

The freephone tutor support line number is 1800 20 20 65. Tutors are available to answer calls normally during normal working hours, Monday to Friday. The tutors will do their best to answer any questions you may have, or help you with any problems. It is a free and confidential service.

Local Literacy Service

There are 126 VEC adult literacy schemes throughout the country. These schemes also cover numeracy and can assist you in learning more about numbers. People join their local literacy schemes to work with tutors on a one to one basis or in small groups. The service is free and confidential. You can get 2 - 4 tuition hours per week. The local adult literacy organiser will meet you and find a suitable tutor for you. There are about 17,000 adults learning in literacy schemes around the country.

For information on your nearest service contact us:

freephone line at 1800 20 20 65

or

NALA at (01) 8554332 (Monday to Friday 9.30 a.m. - 5 p.m.)
Guidelines for Use

This workbook is designed to be used along with the radio series Time 4 Learning. This workbook has 10 sections based on the 10 radio programmes. Each section has 9 worksheets.

Each programme will deal with 3 areas:

1. Numbers for Living
2. Understanding the Time
3. Using Money

There are 9 worksheets for each programme, 3 on each of the above areas. Some worksheets are used as you listen to the programme, the others are for you to practice on later.

It will start at the beginning with the basics. If you are past this stage, stay with it, it will get more difficult.

The following symbols will guide you through using the book.

INFORMATION

TIP

WRITE

You will see this sign, €, in some of the worksheets. This is the sign for the euro. The euro is the money to be used in Ireland from 1st January 2002.
PROGRAMME 1

Planning Your Day
Planning Your Day

Programme 1: Planning Your Day
This programme will cover:

Numbers For Living
1. Numbers 1 - 10
2. Missing Numbers
3. Values of These Numbers

Understanding The Time
1. Days and Months
2. Days Per Month
3. Years

Using Money
1. The Euro
2. What the Coins Look Like?
3. Value of Each Coin

The following symbols will guide you with the worksheets.

INFORMATION

TIP

WRITE

For help with any of the worksheets, contact the NALA freephone support line at 1800 20 20 65.
Did you know that all numbers - ones, tens, hundreds, thousands and even millions are based on the numbers 1 to 10.

The key skill is to know the numbers from 1 to 10 and then see how they are used to make bigger numbers.

1 2 3 4 5 6 7 8 9 10

To know the numbers 1 to 10 is more than just counting. You need to be able to:

- Know what each number looks like
- Write each number
- Know what each number is worth

You may know these numbers already if so, that’s great. However it’s easy to get mixed up between them.

Just to be sure of the numbers 1 to 10 before going on to more difficult skills, try this exercise.

Write the numbers 1 - 10 in the boxes below.
## Missing Numbers

In these rows of numbers from 1 to 10 fill in the missing numbers.

<p>| | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
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<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
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<td>8</td>
<td>9</td>
<td>10</td>
<td></td>
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<tr>
<td>1</td>
<td>3</td>
<td>5</td>
<td>7</td>
<td>9</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Answer these questions.

- What number comes before 7? ☐
- What number comes before 4? ☐
- What number comes before 6? ☐
- What number comes before 9? ☐
Values of These Numbers

It is important to know what each number is worth especially when we move on to understanding money.

The easiest way to show the value of a number is to use dots - just like on a dice or dominoes.

If you throw a dice and it shows up that’s number 3.

Let’s look at the value of each number.

1 6
2 7
3 8
4 9
5 10

Count up the dots on these dominoes and write the value on the line.

[Dominoes images and corresponding values]
Days and Months

When planning your day it is helpful to be able to tell the time on a watch or clock. It is important first to understand time in general, that is days, weeks, months and years.

As you know there are seven days in a week.

Write these down for practice.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
</table>

There are twelve months in a year.

Write these down for practice (and the numbers too).

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>MONTH</th>
<th>NUMBER</th>
<th>MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>February</td>
<td>7.</td>
<td>July</td>
</tr>
<tr>
<td>3.</td>
<td>March</td>
<td>8.</td>
<td>August</td>
</tr>
<tr>
<td>4.</td>
<td>April</td>
<td>9.</td>
<td>September</td>
</tr>
<tr>
<td>5.</td>
<td>May</td>
<td>10.</td>
<td>October</td>
</tr>
<tr>
<td>11.</td>
<td>November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>December</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Seven months have 31 days.
Four months have 30 days and one month has 28 days.

There is a short rhyme which reminds us how many days are in each month.

Thirty days has September
April, June and November
All the rest have thirty-one
Except for February alone
Which has only twenty-eight
Now go off and make a date

Using this rhyme, fill in how many days are in each month.
The first one is done for you.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>January</td>
</tr>
<tr>
<td>2.</td>
<td>February</td>
</tr>
<tr>
<td>3.</td>
<td>March</td>
</tr>
<tr>
<td>4.</td>
<td>April</td>
</tr>
<tr>
<td>5.</td>
<td>May</td>
</tr>
<tr>
<td>6.</td>
<td>June</td>
</tr>
<tr>
<td>7.</td>
<td>July</td>
</tr>
<tr>
<td>8.</td>
<td>August</td>
</tr>
<tr>
<td>9.</td>
<td>September</td>
</tr>
<tr>
<td>10.</td>
<td>October</td>
</tr>
<tr>
<td>11.</td>
<td>November</td>
</tr>
<tr>
<td>12.</td>
<td>December</td>
</tr>
</tbody>
</table>
A millennium is a thousand years. Recently we celebrated the year 2000 that is two millennia. Now we are at the start of another thousand years, this is the year two thousand and one - 2001.

Knowing the date is useful for many reasons such as using a calendar or diary, making arrangements, filling in forms or planning a holiday.

The date is written in three parts.

15  October  2001
The day of the month  The month  The year

Sometimes it is written all in numbers.

What number month is October? Check the previous page.
So the date above could be written as 15 / 10 / 2001.

Write these dates in numbers.
1. I worked in the company from the 16 March 1998 to 10 June 2000.
I worked in the company from the __ / ___ / ______ to ___ / ___ / ______.

2. Today’s date is __________________________ or ___ / ___ / ______.
The Euro

Money is important to all of us no matter how much you have! Next year our money will be changing from pounds and pence to euros and cent.

The first step is to get to know each coin, what it is called and what it looks like. For each coin we have now, there is a matching coin in the euro money.

There are 6 ‘pence’ coins up to £1: 1p, 2p, 5p, 10p, 20p, 50p, £1.
The pound is worth a hundred pence.

There are 6 ‘cent’ coins up to 1 euro: 1c, 2c, 5c, 10c, 20c, 50c, €1.
The euro is worth a hundred cents.

Here are the new euro coins.

<table>
<thead>
<tr>
<th>Euro</th>
<th>Pound</th>
</tr>
</thead>
<tbody>
<tr>
<td>€1</td>
<td>£1</td>
</tr>
<tr>
<td>50c</td>
<td>50p</td>
</tr>
<tr>
<td>20c</td>
<td>20p</td>
</tr>
<tr>
<td>10c</td>
<td>10p</td>
</tr>
<tr>
<td>5c</td>
<td>5p</td>
</tr>
<tr>
<td>2c</td>
<td>2p</td>
</tr>
<tr>
<td>1c</td>
<td>1p</td>
</tr>
</tbody>
</table>

The pounds and pence will be taken away gradually after the 1st January 2002.
What The Coins Look Like?

The symbol for the euro is €.
The symbol for the cent is c, just as we say p for pence.

Note the different colours of the coins and how the value is marked clearly on each one.

- **2 euro coin**
  - Gold centre
  - Silver rim

- **1 euro coin**
  - Silver centre
  - Gold rim

- **50 cents coin**
  - Gold

- **20 cents coin**
  - Gold
  (the twenty cent coin has 7 notches around its edge)

- **10 cents coin**
  - Gold

- **5 cents coin**
  - Copper

- **2 cents coin**
  - Copper

- **1 cent coin**
  - Copper

On the back of each Irish euro coin is the word Éire meaning Ireland, the Irish harp and the year that the coin was made.

The euro leaflet enclosed with this pack shows the coins in full colour.
Value of Each Coin

Match each euro coin to the amount it is worth.

The first one is done for you.

- 10 cents
- 20 cents
- 5 cents
- 2 euro
- 1 cent
- 1 euro
- 50 cents
- 2 cents
PROGRAMME 2

Bingo
Programme 2: Bingo

This programme will cover:

Numbers for Living
1. The 100 Square
2. A Bingo Card
3. Telly Bingo

Understanding the Time
1. A Full Day
2. am/pm
3. TV Listings

Using Money
1. Value of 1, 2, 5 and 10 cents
2. Value of 20, 50 cents and 1 euro
3. Using Coins

The following symbols will guide you with the worksheets.

INFORMATION

TIP

WRITE

For help with any of the worksheets, contact the NALA freephone support line at 1800 20 20 65.
In the last programme we covered the numbers 1 - 10. These numbers are used 10 times to make up 100.

You may be familiar with this but to ensure that everyone can see the pattern, we will make a 100 square.

Starting with zero (which means none or nothing) up to number 9 are the single numbers sometimes called units. These appear on each row.

On the first row they are on their own.
In the second row, to make the teens, put a one in front of every unit.
In the third row, to make the twenties, put a two in front of every unit.
In the fourth row, to make the thirties, put a three in front of every unit. And so on.

**Fill in the square below.**
The ones have been put in on the second row, continue with the 2 to make the twenties.

<table>
<thead>
<tr>
<th></th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>put 2</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>put 3</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
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<tr>
<td>put 4</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>put 5</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>put 6</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>put 7</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>put 8</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>put 9</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>
A Bingo Card

A bingo card is based on the 100 number square. It has 9 rows across the card, the first row for units, the second for teens, the third for 20’s and so on up to 90.

When a number is called out you don’t need to look all over the card but just in the row where that number belongs.

BINGO CARD

```
  | 10 | 22 | 41 | 52 | 70 |
---|----|----|----|----|----|
 1 | 24 | 32 |    | 60 | 80 |
---|----|----|----|----|----|
18 | 38 | 47 | 59 | 73 | 89 |
```

units  tens  twenties  thirties  forties  fifties  sixties  seventies  eighties

Play the game

In order to get used to seeing the pattern of the 100 number square, find the following numbers on the bingo card as if they were being called out at a game of bingo. Stop when you get all the numbers in a line across.

Put a circle around the number on the bingo card when you find it.

The first one is done for you.

22  47  70  38  60  1  73  24  52  32  10  80  18  41  89  59

✓
You may have heard of telly bingo. It is a bingo game run by the National Lottery which you can play from home.

You can buy a telly card bingo from any shop which is a lotto agent. It costs £2 or €2.54.

The telly bingo programme is on Network 2 on a Friday night usually at 8.30 - check your television guide.

The game is explained and the numbers are called out. Prizes can be from £5 (£6.35) to £20,000 (£25,400).

The telly bingo card looks like this:

The numbers are arranged in downward rows.
- The first row ‘B’ has the numbers 1 to 15.
- The second row ‘I’ has the numbers 16 to 30.
- The third row ‘N’ has the numbers 31 to 45.
- The fourth row ‘G’ has the numbers 46 to 60.
- The fifth row ‘O’ has the numbers 61 to 75.

The date and time of the show.

How to play:
- To make it easier to call out the numbers they are called out with the letter of the row. For example B 12 or N 42.
- The first prize is for getting the 4 corner numbers. In this card they are B 05, O 63, B 07 and O 70.
- The second prize is for getting the x which is marked on this card. In this card they are B 05, B 07, I 27, I 28, G 55, G 46, O 63, O 70.
- The next prize is for a ‘snowball’. A snowball is where you get all the numbers by the time 45 numbers have been called out.
- If a snowball is not won, play continues for a ‘full house’. This is the first person to get all the numbers.
- The game is well explained on the show as you go along. Mark every number called that you have on your card. Each card can only be used for one show. Good luck!
A Full Day

We have covered the days, weeks, months and years. Now let’s look at one full day.

There are 24 hours in one full day.

A new day starts at 12 o’clock midnight and continues on through the morning, afternoon, evening and night until 12 o’clock midnight again.

During this time there are two sets of 12 hours.

The first 12 are before midday. We call these hours am.

The second 12 are after midday. We call these hours pm.

<table>
<thead>
<tr>
<th>am</th>
<th>pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 o’clock midnight</td>
<td>12 o’clock midday</td>
</tr>
<tr>
<td>1 o’clock</td>
<td>1 o’clock</td>
</tr>
<tr>
<td>2 o’clock</td>
<td>2 o’clock</td>
</tr>
<tr>
<td>3 o’clock</td>
<td>3 o’clock</td>
</tr>
<tr>
<td>4 o’clock</td>
<td>4 o’clock afternoon/evening</td>
</tr>
<tr>
<td>5 o’clock</td>
<td>5 o’clock</td>
</tr>
<tr>
<td>6 o’clock</td>
<td>6 o’clock</td>
</tr>
<tr>
<td>7 o’clock</td>
<td>7 o’clock</td>
</tr>
<tr>
<td>8 o’clock</td>
<td>8 o’clock</td>
</tr>
<tr>
<td>9 o’clock morning</td>
<td>9 o’clock night</td>
</tr>
<tr>
<td>10 o’clock</td>
<td>10 o’clock</td>
</tr>
<tr>
<td>11 o’clock</td>
<td>11 o’clock</td>
</tr>
</tbody>
</table>

Put a ✓ in the correct box.

Breakfast time is usually around 8 o’clock am  ❑
                      8 o’clock pm  ❑

Lunch time is usually around 1 o’clock am  ❑
                      1 o’clock pm  ❑

You might go to the pub at about 9 o’clock am  ❑
                      9 o’clock pm  ❑
This poster is displayed in your shop window.

**BINGO**

**BALLYBAY PARISH HALL**

Saturday 29/9/2001 8pm - 10pm  
Sunday 7/10/2001 8pm - 10pm

*Books available Saturday 10am*

**Put a ✓ in the correct box.**

1. What night is the first bingo session on?  
   - Friday  [ ]  
   - Saturday  [ ]  
   - Sunday  [ ]

2. How many hours does the bingo go on for?  
   - 2  [ ]  
   - 3  [ ]  
   - 4  [ ]

3. Does the bingo session start at 8 in the  
   morning  [ ]  
   evening  [ ]

4. What night is the second bingo session?  
   - Saturday  [ ]  
   - Sunday  [ ]

5. What month is the first bingo session?  
   - August  [ ]  
   - September  [ ]  
   - October  [ ]

6. Can books be bought in the morning?  
   - Yes  [ ]  
   - No  [ ]
**TV Listings**

Here is a TV listing for Network 2 on Friday starting with early morning programmes.

The following questions are about am times up to midday and pm times after midday.

### Put a ✓ in the correct box.

1. **What is on at 6.30am?**
   - Den 2 AM
   - The Simpsons

2. **What is on at 11.15am?**
   - Simba
   - Kipper

3. **What time is Home and Away on?**
   - 7 o’clock am
   - 7 o’clock pm

4. **What time is Telly Bingo on?**
   - 8.30 am
   - 8.30 pm

---

### Program Schedule

**NETWORK 2**

<table>
<thead>
<tr>
<th>Time</th>
<th>Program</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.30</td>
<td>Den 2 AM</td>
<td>37572440 10.15</td>
</tr>
<tr>
<td>6.45</td>
<td>Farthing Wood</td>
<td>41793043 11.10</td>
</tr>
<tr>
<td>11.15</td>
<td>Ketchup</td>
<td>80999444 11.45</td>
</tr>
<tr>
<td>11.45</td>
<td>Boali</td>
<td>37252376 11.50</td>
</tr>
<tr>
<td>12.15</td>
<td>Scooby Doo</td>
<td>19852531 12.15</td>
</tr>
<tr>
<td>12.20</td>
<td>The Wiggles</td>
<td>55690289 12.20</td>
</tr>
<tr>
<td>12.45</td>
<td>Papa Beaver</td>
<td>50760802 12.45</td>
</tr>
<tr>
<td>1.00</td>
<td>Teletubbies</td>
<td>38421482 1.00</td>
</tr>
<tr>
<td>1.25</td>
<td>Ruairí Rua</td>
<td>76509289 1.25</td>
</tr>
<tr>
<td>2.00</td>
<td>Barney</td>
<td>36406024 2.25</td>
</tr>
<tr>
<td>2.40</td>
<td>Bob the Builder</td>
<td>35862734 2.40</td>
</tr>
<tr>
<td>3.00</td>
<td>Sheep</td>
<td>67524043 3.00</td>
</tr>
<tr>
<td>3.05</td>
<td>Happy Birthday</td>
<td>89317802 3.05</td>
</tr>
<tr>
<td>3.25</td>
<td>Tom and Jerry Kids</td>
<td>90486869 3.25</td>
</tr>
<tr>
<td>3.35</td>
<td>Creature Feature</td>
<td>89327359 3.35</td>
</tr>
<tr>
<td>4.05</td>
<td>Pokémon</td>
<td>77965192 4.05</td>
</tr>
<tr>
<td>4.25</td>
<td>Rugrats</td>
<td>41584531 4.25</td>
</tr>
<tr>
<td>4.35</td>
<td>Sports Stream</td>
<td>91760937 4.35</td>
</tr>
<tr>
<td>5.05</td>
<td>Draw with Don</td>
<td>23095444 5.05</td>
</tr>
<tr>
<td>5.35</td>
<td>Thunderbirds</td>
<td>60225531 5.35</td>
</tr>
<tr>
<td>6.30</td>
<td>THE SIMPSONS</td>
<td>Homer embarks on a quest to find a new hangout after Moe kicks him out of his tavern. 58251685</td>
</tr>
<tr>
<td>7.00</td>
<td>HOME AND AWAY</td>
<td>More drama from Summer Bay. 23193208</td>
</tr>
<tr>
<td>7.30</td>
<td>FREAKS AND GEEKS</td>
<td>Teen drama series. 77567685</td>
</tr>
<tr>
<td>8.20</td>
<td>NEWS 2</td>
<td>40999937</td>
</tr>
<tr>
<td>8.30</td>
<td>TELLY BINGO</td>
<td>Online game show in association with the National Lottery. 15548802</td>
</tr>
<tr>
<td>8.50</td>
<td>MUSIC EXPRESS</td>
<td>A profile of Radiohead. 84266734</td>
</tr>
<tr>
<td>9.20</td>
<td>FILM: OUT OF ANNIE’S PAST</td>
<td>(1994, Thriller, 18) Catherine Mary Stewart, Dennis Farina. Crime drama about a woman who cannot escape form her own history. Despite having a new identity, the woman still lives in fear of an evil detective and the mob who want her dead. 70643550</td>
</tr>
</tbody>
</table>
Value of 1, 2, 5 and 10 cents

In the last programme we looked at the euro coins. Now let’s look at the value of these coins.

When we start using the euro in the year 2002 it will be worth less than a pound, 79 pence to be exact.

Prices will look higher, e.g. for an item which you pay one pound for now, you will have to pay 1 euro and 27 cents.

But you will have more in your purse or pocket, e.g. if you had £5 in your pocket, you would have €6.35, so it balances out.

The changeover will be simplest if we just ‘think euro’ and do not keep converting back to pounds.

The cent is the unit of currency. It is worth 1c.

The 2 cents piece is equal to two 1 cent coins. It is worth 2c.

The 5 cents piece is equal to five 1 cent coins. It is worth 5c.

The 10 cents piece is equal to ten 1 cent coins. It is worth 10c.
Value of 20, 50 cents and 1 euro

Look at value of coins within the euro system by showing a different way to make the value of each coin.

Show the amounts below by using different coins.

Draw the coins to give your answer.

The first one is done for you.

10c 10c
Using Coins

Put a ✓ in the correct box.
The first one is done for you.

1. If you were going out to play Bingo and your bus fare was €1.20 (one euro and 20 cents) which coins would you use to pay?

<table>
<thead>
<tr>
<th>€1</th>
<th>50c</th>
<th>20c</th>
<th>10c</th>
<th>5c</th>
<th>2c</th>
<th>1c</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. If your Bingo card cost €1.80 which coins would you use to pay?

<table>
<thead>
<tr>
<th>€1</th>
<th>50c</th>
<th>20c</th>
<th>10c</th>
<th>5c</th>
<th>2c</th>
<th>1c</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

3. If you had to buy a set of pens which cost €1.10 which coins would you use to pay?

<table>
<thead>
<tr>
<th>€1</th>
<th>50c</th>
<th>20c</th>
<th>10c</th>
<th>5c</th>
<th>2c</th>
<th>1c</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

4. If you had a cup of tea which cost 50c and a biscuit which cost 20c, which coins would you use to pay?

<table>
<thead>
<tr>
<th>€1</th>
<th>50c</th>
<th>20c</th>
<th>10c</th>
<th>5c</th>
<th>2c</th>
<th>1c</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
PROGRAMME 3
The Workplace
The Workplace

Programme 3: The Workplace
This programme will cover:

Numbers for Living
1. Counting
2. Counting in Twos or Fives
3. Counting in Tens

Understanding the Time
1. The Clock
2. Long Hand and Short Hand
3. O’clock

Using Money
1. Euro Notes
2. Euro Note Quiz
3. Pay Packets

The following symbols will guide you with the worksheets.

INFORMATION

TIP

WRITE

For help with any of the worksheets, contact the NALA freephone support line at 1800 20 20 65.
Counting

In the first two programmes we covered the numbers from 1 to 100. The next number skill we will cover is counting.

Counting is a skill which we use regularly.

We count in many ways, for example:
• items in the supermarket - 10 for €1
• products on a factory production line
• cards in a game
• calories in weight watching
• days before an important event
• money

The basic skill in counting, which you are probably familiar with is counting in ones, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, etc. There are more complex skills which are useful.

Before moving on to more complex skills, check your skills and accuracy at counting in ones.

Count the dots in the boxes below and write your answer on the line.
The first one is done for you.

When counting dots or other items, you can mark them as you count them, so that you don’t count them twice.
Counting in twos is a useful skill which makes counting quicker. It is very helpful in counting pairs of items.

Counting in twos just means skipping over every second number.

Instead of \[1\ 2\ 3\ 4\ 5\ 6\ 7\ 8\ 9\ 10\]

Count like this \[2\ 4\ 6\ 8\ 10\]

Shade in every second number up to 20.

Counting in fives is a similar skill to counting in twos. It means skipping over four numbers.

\[1\ 2\ 3\ 4\ 5\ 6\ 7\ 8\ 9\ 10\]

Shade in every fifth number up to 30.
Counting in Tens

Counting in tens is a similar skill to counting in twos and fives. It means skipping over nine numbers to the tenth number each time.

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

Counting in twos, fives or tens can be very helpful when counting money or large numbers of items.

On a production line, products need to be grouped into tens. When the products are moving quickly, counting in twos can be a useful skill.

2, 4, 6, 8, 10

The manager may then require you to fill boxes of a hundred products. Counting in 10s is a quick way to do this.

Count the 10s up to 100.
The Clock

We know that there are 24 hours in a day. These are split into two groups of 12 hours.

The first 12 hours are from midnight to midday.

The second 12 hours are from midday to midnight.

The clock with two hands is called the Analog clock and it uses the numbers from 1 - 12. We use this clock most often.

Things to note.

• This clock has a short hand which points to the hour, on this clock, 3.
• It moves slowly taking 12 hours to go right around the clock.
• In one full day the short hand goes right around the clock twice.
• The long hand points to the minutes.
• When the long hand points to 12 that is zero minutes. It is exactly the hour and it is called o’clock.

What time is it from the clock above? ________________
Long Hand and Short Hand

Remember:
• The short hand points to the hour.
• The long hand points to the minutes.
• When the long hand points to 12 that is zero minutes. It is exactly the hour and it is called o’clock.

What time is it on each clock?

_____ o’clock

_____ o’clock

_____ o’clock

_____ o’clock

_____ o’clock

_____ o’clock
O’clock

In a workplace the working hours might be as follows:

1. 9 o’clock  Start work
2. 11 o’clock  Tea break
3. 1 o’clock  Lunch
4. 2 o’clock  Back to work
5. 5 o’clock  Finish normal shift
6. 8 o’clock  Finish late shift

Fill in these times on the clocks below by drawing in the long hand and the short hand. Write the time under each clock.

1.  
   ![Clock 1](image1)
   _____ o’clock

2.  
   ![Clock 2](image2)
   _____ o’clock

3.  
   ![Clock 3](image3)
   _____ o’clock

4.  
   ![Clock 4](image4)
   _____ o’clock

5.  
   ![Clock 5](image5)
   _____ o’clock

6.  
   ![Clock 6](image6)
   _____ o’clock
You are familiar with the euro coins, now let’s look at the euro notes. There are seven notes altogether.

The notes have the same front and back throughout Europe. They do not have a different symbol for each country as the coins do on the back.

As the notes go up in value they get a little bit bigger in size.

Each note is a different colour.

On the front of every note there is a picture of a different type of gateway or window. The value of the note is shown clearly and also the twelve star symbol of the European Union (EU).

On the back of every note there is a picture of a different type of bridge. The value of the note is shown again and also the twelve star symbol of the European Union (EU).

Look at the euro leaflet for full colour detail.

"Draft banknote design © European Monetary Institute, 1997/European Central Bank, 1998".
Euro Note Quiz

It will take some time to get really used to the euros.
This worksheet might help.

Using the euro leaflet answer the following questions.
Write the number in the box provided.

1. Which euro note is the smallest? euros
2. Which euro note is the biggest? euros
3. How many different euros notes are there? _______________
4. Which euro note is mainly blue? euros
5. Which euro note is mainly red? euros
6. Which euro note is mainly grey? euros
7. Which euro note is mainly yellow? euros
8. Which euro note is mainly green? euros
Pay Packets

If you worked in a shop and got your wages in cash at the end of the week, which notes might you find in your pay packet?

**Put a ✓ in the correct box.**

The first one is done for you.

<table>
<thead>
<tr>
<th>Your pay is €100</th>
<th>€</th>
<th>500</th>
<th>200</th>
<th>100</th>
<th>50</th>
<th>20</th>
<th>10</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your pay is €125</th>
<th>€</th>
<th>500</th>
<th>200</th>
<th>100</th>
<th>50</th>
<th>20</th>
<th>10</th>
<th>5</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Your pay is €150</th>
<th>€</th>
<th>500</th>
<th>200</th>
<th>100</th>
<th>50</th>
<th>20</th>
<th>10</th>
<th>5</th>
</tr>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your pay is €170</th>
<th>€</th>
<th>500</th>
<th>200</th>
<th>100</th>
<th>50</th>
<th>20</th>
<th>10</th>
<th>5</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your pay is €200</th>
<th>€</th>
<th>500</th>
<th>200</th>
<th>100</th>
<th>50</th>
<th>20</th>
<th>10</th>
<th>5</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your pay is €250</th>
<th>€</th>
<th>500</th>
<th>200</th>
<th>100</th>
<th>50</th>
<th>20</th>
<th>10</th>
<th>5</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
PROGRAMME 4

Travel
Travel

Programme 4: Travel

This programme will cover:

Numbers for Living
1. Counting On
2. Countries in the European Union (EU)
3. Finding Your Seat

Understanding the Time
1. The Minutes
2. Half Past
3. O’clock and Half Past

Using Money
1. Counting On
2. Counting in 2s, 5s, 10s
3. Practice in Counting

The following symbols will guide you with the worksheets.

INFORMATION

TIP

WRITE

For help with any of the worksheets, contact the NALA freephone support line at 1800 20 20 65.
Counting On

We have looked at counting in the usual way and also at counting in twos, fives and tens.

As we progress further in this series you will find how useful these skills are.

Another important counting skill is 'counting on'.

This means not having to go back to one but being able to start counting at any given number.

This skill is helpful in adding and in handling money.

You start with the given number, go on to the next and continue counting.

For example: 2, 3, 4, 5
7, 8, 9, 10

At first you might need to say the missing numbers in your head but with practice you will get much quicker.

Count on from the given number as far as spaces allow.

3
6
4
10
There are over 40 countries in Europe. 15 of them joined together in a sort of ‘club’ called the European Union. There are 15 countries in the European Union (EU), including Ireland. They are: Austria, Belgium, Denmark, England, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain and Sweden.

Of these 15 countries, 12 countries so far, have agreed to share the same currency (money) - the euro. This will make travel and business between these countries much simpler. The 12 countries will start to use the Euro on the 1st of January 2002.

Three EU countries are not joining the euro currency. They are England, Denmark and Sweden.

**Countries in the European Union (EU)**

<table>
<thead>
<tr>
<th>Country</th>
<th>Joining the Euro</th>
<th>Currency (Irish euro)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Belgium</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Finland</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>France</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Greece</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Germany</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Ireland</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Italy</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>England</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Spain</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Netherlands</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Denmark</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Portugal</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sweden</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**After January 2002, if you travel to the following countries could you use your Irish euro?**

**Put a ✓ in the correct box.**

The first one is done for you.
Finding Your Seat

Find your seat.

If you travel by plane, the seats are in rows. Each row of seats has a number. Each seat in that row has a letter.

Your ticket will show a number and a letter, for example 8 B, 14 A. You have to find the correct seat.

Find the right seat for each person.

**Draw a line to join the name to the right seat.**
The first one is done for you.

- John has seat 6 C
- Bill has seat 5 A
- Joan has seat 9 B
- Mary has seat 10 C
- Pat has seat 8 D
- David has seat 7 B
Whether you are travelling a short distance in a car or a long journey in a plane, it is helpful to be able to tell the time.

If you understand the time you can more easily plan your journey, buy tickets or arrange to meet someone.

So let’s get back to the clock.

**TIP**

The short hand points to the hour.
The long hand points to the minutes.

There are 60 minutes in one hour.

The long hand goes around the clock once every hour.

Each number from 1 - 12 on the clock represents 5 minutes.

We usually tell the minutes in 5s - that’s why counting in 5s will be helpful.

**Count the minutes around the clock in 5s and fill in the remaining numbers.**
Divide the clock in half from 12 to 6.

The right hand side of the clock (shaded) is minutes past the hour.

The left hand side of the clock (white) is minutes to the hour.

It takes the long hand 30 minutes to go from 12 (o’clock) to 6. It has gone half way around the clock so, when the long hand points to 6 it is half past the hour. To find out which hour, check what number the short hand has just passed.

**Fill in the number below to show the time on each clock.**

The first one is done for you.
We have covered o’clock and half past.

Fill in the long hand on the clocks below to show the correct time.

- 4 o’clock
- half past 2
- 7 o’clock
- half past 1
- 8 o’clock
- half past 9
- 11 o’clock
- half past 12
- half past 10
Counting On

When you are counting up a mixture of coins, you can use two skills you have learnt so far to make it easier.

The skills are: 1. counting in 2s, 5s or 10s  
2. counting on

So how much money is in the circle?

Here is how it can be done.
Start with the coin of the highest value - 50c.

Move to the next highest - 10c. There are three 10c coins. Counting on from 50c, count in tens to get 60, 70, 80.

Move to the next highest - 5c. There are two 5c coins. Count on from 80 in fives to get 85, 90.

Move to the next highest - 1c. There are three 1c coins. Count on from 90 to get 91, 92, 93.

The total is 93c.
Counting in 2s, 5s and 10s

Using the skills from the previous page, count up how much money is in each circle.

**Write down your answer.**

As you count each coin mark it with your pen to make sure you don’t count it twice.

The total is ________  The total is ________

The total is ________  The total is ________
Match the price tag to the correct amount of money.

The first one is done for you.

- **15c**
- **35c**
- **54c**
- **67c**
- **€1.25**
PROGRAMME 5

Shopping
Programme 5: Shopping

This programme will cover:

**Numbers for Living**
1. Numbers in Shopping
2. Weights
3. Use By and Best Before Dates

**Understanding the Time**
1. Minutes Past the Hour
2. Minutes Past the Hour
3. Minutes Past the Hour

**Using Money**
1. Understanding Prices
2. Writing Prices
3. Comparing Prices

The following symbols will guide you with the worksheets.

- INFORMATION
- TIP
- WRITE

For help with any of the worksheets, contact the NALA freephone support line at 1800 20 20 65.
Numbers in Shopping

When you go shopping you will see numbers used in different ways.

For example: counting out items like 6 bread rolls for €1

the weight of items

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butter</td>
<td>250g</td>
</tr>
<tr>
<td>Butter</td>
<td>500g</td>
</tr>
<tr>
<td>Flour</td>
<td>1 kilo</td>
</tr>
</tbody>
</table>

the sell by date

Best before
28 - 04 - 02

and prices and change which we will cover in the money section of this workbook.

We have already covered counting, so let’s look at weight.

Items such as fruit and vegetables are not marked with a price per item. They are priced by weight in kilogram, so they have to be weighed. Some shops have a weighing scales for the customer to weigh their own items, others weigh the items at the check out.

Examples:

If you wanted to buy 4 onions, they are priced by the kilo. They have to be weighed to see how much they cost. 4 onions might weigh 500 grams. So they would cost 70c, half the price per kilo.

If you wanted to buy a bag of mushrooms, they are priced by the kilo. They have to be weighed to see how much they cost. Your bag of mushrooms might weigh 250 grams. So they would cost 50c, a quarter of the price per kilo.
Most items have the weight marked on the packet.

**Solid items such as butter, cheese, flour, meat and tinned products are weighed in kilos and grams.**

**TIP**

There are 1,000 (one thousand) grams in a kilogram.
Gram = g
Kilogram = kg

Beans 420g  Jam 420g  Butter 250g  Sausages 445g  Biscuits 500g

**Liquid items such as milk, fizzy drinks, alcohol, shampoo and orange juice are weighed in litres and millilitres.**

**TIP**

There are 1,000 (one thousand) millilitres in a litre.
Litre = L
Millilitre = ml

Lemonade 2 L  Milk 1 L  Orange Juice 1 L  Shampoo 500 ml  Wine 1 L  Tomato Sauce 400 ml

**Fill in the weight of each of the following items from the pictures above.**

The first one is done for you.

Beans 420g  Sausages 445g  Biscuits 500g  Butter 250g  Jam 420g  Milk 1 L  Orange Juice 1 L  Shampoo 500 ml
Use By and Best Before Dates

All food products must have a ‘use by’ or ‘best before’ date printed on them. This is a way of making sure that foods we eat are fresh and have not been left on the shelf too long. Different foods last for different lengths of time, so the ‘use by’ and ‘best before’ dates can vary a lot.

There is a difference between a ‘use by’ date and a ‘best before’ date.

The ‘use by’ date is normally seen on foods which can go off (go bad) quickly. It is the date by which the product must be used otherwise it might be bad for you.

The ‘best before’ date is normally seen on longer lasting foods. It tells you when the food is at its best but the food can still be used for a short time after this date.

For example: A sliced loaf of bread would have to be used within 4 days of being baked.
A tin of beans could have a best before date for 2003, that is in two years time.

**Look at the sell by dates given below and write out the months.**

The first one is done for you.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beans</td>
<td>Tea bags</td>
<td>Milk</td>
<td>Sausages</td>
</tr>
<tr>
<td>Best before</td>
<td>Best Before</td>
<td>Use by</td>
<td>Use by</td>
</tr>
<tr>
<td>06.05.02</td>
<td>20.10.01</td>
<td>16.07.01</td>
<td>01.12.01</td>
</tr>
</tbody>
</table>

06 May 2002

---

Page 57
Minutes Past the Hour

We have looked at o’clock and half past, let’s look now at other times on the past side of the clock.

The counting in 5s skill which we covered in programme 4 comes in very useful here.

The right hand side of the clock (shaded) is minutes past the hour.

We start at 12 (which is o’clock) and count in 5s from 1 to 6.

Each of the numbers on the clock represents 5 minutes when the long hand points to it.

Counting in 5s, each number from 1 to 6 represent 5, 10, 15, 20, 25 and 30 minutes past the hour. 1 = 5;  2 = 10;  3 = 15;  4 = 20;  5 = 25

15 minutes past is usually called a quarter past as the long hand has moved a quarter way around the clock.

30 minutes past is usually called half past as the long hand has moved half way around the clock.

Every hour the long hand goes right around the clock from 12 around to 12 again. As the long hand moves around the clock the short hand moves very slowly from one number to the next.

By the time the long hand has moved to half past, the short hand is halfway between one number and the next.
Minutes Past the Hour

Fill in the time on the clocks below.
The first one is done for you.

The short hand points to the hour.
The long hand points to the minutes.

5 past 9  10 past 7  15 (a quarter) past 8

10 past 6  20 past 11  5 past 4

25 past 2  15 (a quarter) past 1  20 past 3
Minutes Past the Hour

Write the time on each of the clocks below.
The first one is done for you.

TIP
The short hand points to the hour.
The long hand points to the minutes.

5 past 6

---

---

---
Understanding Prices

In the next programme we will be adding up prices. It is useful first to know how to read and write down a price correctly.

Prices need to be divided into euros, 10s and cents.

Look at the following price: \( \text{€}7.65 \)

- Start at the right hand side
- The last number on the right is always the cents.
- The number after the dot (decimal point) is 10s of cents.
- The next number/s before the dot (decimal point) are the euros.

First you can see the euro sign.

<table>
<thead>
<tr>
<th>euros</th>
<th>10s</th>
<th>cents</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>

When you see a price written down remember the numbers before the dot (decimal point) are euros and the numbers after the dot are cents.

If you get the idea of this it will make adding easier.

It can be confusing when there are zeros.

The rule is write down the zeros.

You can see from this example that it makes a big difference where the zeros are placed.

\( \text{€}0.05 \)

- the first amount is only 5 cents but...

\( \text{€}5.00 \)

- the second amount is 5 euros.
Here is a selection of items with prices marked on them.

Write down the price of each item. Then divide it into euros, 10s of cents and cents.

The first one is done for you. Remember to write in the zero.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>euros</th>
<th>10s</th>
<th>cents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eggs</td>
<td>€1.45</td>
<td>1</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Milk</td>
<td>€0.85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flour</td>
<td>€0.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beans</td>
<td>€1.45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tea bags</td>
<td>€1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cake</td>
<td>€2.05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orange Juice</td>
<td>€0.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matches</td>
<td>€3.50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Comparing Prices

Usually in a supermarket there will be many different brands of the one product. For example, if you were buying a large sliced loaf of bread, there will be different makes and different types of bread.

It is good to compare prices to make sure that you are getting the best value for your money.

Compare the following prices.

**Tick which item is the cheapest (least amount of money)?**
- **Loaf A** €1.05
- **Loaf B** €0.90
- **Loaf C** €1.25

**Tick which item is the cheapest (least amount of money)?**
- **Cake A** €3.25
- **Cake B** €3.85
- **Cake C** €3.10

**Tick which item is the dearest (most amount of money)?**
- **Jam A** €0.95
- **Jam B** €1.25
- **Jam C** €2.05
- **Jam D** €1.70
Eating In or Out
Programme 6: Eating In or Out

This programme will cover:

**Numbers for Living**
1. Adding Single Numbers
2. Adding Two Digit Numbers
3. Exercises on Adding

**Understanding the Time**
1. Minutes to the Hour
2. Minutes to the Hour
3. Minutes to the Hour

**Using Money**
1. Adding in a Restaurant
2. Adding for a Chinese Take Away
3. Adding in a Coffee Shop

The following symbols will guide you with the worksheets.

- INFORMATION
- TIP
- WRITE

For help with any of the worksheets, contact the NALA freephone support line at 1800 20 20 65.
Adding Single Numbers

Adding to something means making it bigger.

We do this in all sorts of situations. For example:

- Adding more coal to the fire makes a bigger fire.
- Adding more food to your plate makes a bigger meal.
- Adding more money to your savings makes the amount bigger.

Adding two or more numbers together is the same idea and the total is a bigger number.

The sign for adding is +

The sign for equal to is =

The following sum may seem very basic but it will explain the idea of adding.

\[ 6 + 7 = 13 \]

1 2 3 4 5 6 7 8 9 10 11 12 13

When we add two numbers together we add the value of the second number on to the first number.

The dots show the value of the numbers. You can use dots or fingers when you are adding, if it helps you.

The counting on skill is also useful. We did this skill in programme 4. Look at this example

\[ 7 + 6 = 13 \]

8 9 10 11 12 13

Pick the bigger number first. Then count on for the value of the smaller number to get the total.
Adding Two Digit Numbers

We have looked at adding single numbers (units). These are the numbers between 0 and 9.

Two digit numbers have two parts. For example:

4 tens 2 units

Three digit numbers have three parts. For example:

3 hundreds 6 tens 8 units

We have looked at adding single numbers on the last page. Adding two digit numbers is much the same. Counting on or using dots or fingers gets more complicated as the number gets bigger. So we have to split up the number.

<table>
<thead>
<tr>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have 5</td>
<td>tens</td>
<td>units</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>5</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>I have 7</td>
</tr>
</tbody>
</table>

STEPS

- Split the number into tens and units.
- Always start on the right and add the units.
- Pick the bigger number first. In this example, I have 7.
- Count on for the value of the smaller number. In this example, 2.
- Write your answer under the line on the units side. In this case, 9.
- Repeat the process for the tens.
- Pick the bigger number first. In this example, I have 5.
- Count on for the value of the smaller number. In this example, 3.
- Write your answer under the line on the tens side. In this case, 8.
- If there are hundreds, repeat the process again for the hundreds.
Exercises on Adding

Add these two digit and three digit sums.
The first one is done for you.

Use the method on page 68.

\[
\begin{align*}
26 & \quad 63 & \quad 42 & \quad 33 \\
+42 & \quad +26 & \quad +57 & \quad +56 \\
\hline 
68 & \quad 99 & \quad 99 & \quad 99
\end{align*}
\]

\[
\begin{align*}
41 & \quad 23 & \quad 25 & \quad 50 \\
+53 & \quad +76 & \quad +41 & \quad +27 \\
\hline 
94 & \quad 100 & \quad 66 & \quad 77
\end{align*}
\]

\[
\begin{align*}
262 & \quad 248 & \quad 352 \\
+116 & \quad +410 & \quad +114 \\
\hline 
378 & \quad 658 & \quad 466
\end{align*}
\]

\[
\begin{align*}
555 & \quad 211 & \quad 356 \\
+213 & \quad +476 & \quad +123 \\
\hline 
768 & \quad 627 & \quad 479
\end{align*}
\]

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.
Minutes to the Hour

We have looked at the ‘past’ side of the clock, let’s look now at the ‘to’ side which tells the minutes to each hour.

The ‘to’ side of the clock (shaded) tells us the minutes to the hour.

We start at 12 (which is o’clock) and count in 5s from 11 back around to 6.

Each of the numbers on the clock represents 5 minutes when the long hand points to it.

Counting in 5s, each number from 11 to 6 represent 5, 10, 15, 20, 25 and 30 minutes to the hour.

The further we move away from 12 (o’clock) the more minutes it is to the hour.

**TIP**

15 minutes to is usually called a quarter to as the long hand has a quarter way to go until the hour.

Every hour the long hand goes right around the clock from 12 around to 12 again. As the long hand moves around the clock the short hand moves very slowly from one number to the next.

By the time the long hand has moved to half past, the short hand is half way between one number and the next.
Minutes to the Hour

Fill in the time on the clocks below.
The first one is done for you.

TIP
The short hand points to the hour.
The long hand points to the minutes.

10 to 3
20 to 5
5 to 7

15 (a quarter) to 4
25 to 10
20 to 9

5 to 12
15 (a quarter) to 6
10 to 8
Minutes to the Hour

Write the time on each of the clocks below.
The first one is done for you.

TIP
The short hand points to the hour.
The long hand points to the minutes.

20 to 2
Adding in a Restaurant

We discussed how to add numbers. Adding prices is the same and by doing this you can work out how much you will spend on a few items.

Look at this menu.

**Bernie’s Bistro**

- Sausage + chips: €3.80
- Sausage, egg + chips: €4.50
- Chicken + chips: €4.50
- Steak + chips: €6.50
- Apple tart: €2.25
- Black Forest Gateau: €3.00
- Ice cream: €1.50
- Tea/coffee: €1.00

You have chicken + chips, apple tart and tea.

It would cost:

- Chicken + chips: €4.50
- Apple tart: €2.25
- Tea: €1.00

Total: €7.75

You have sausage + chips, black forest gateau and coffee. How much would it cost?

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sausage + chips</td>
<td>€</td>
</tr>
<tr>
<td>Black Forest Gateau</td>
<td>€</td>
</tr>
<tr>
<td>Coffee</td>
<td>€</td>
</tr>
</tbody>
</table>

Total: €
You decide to have a Chinese take away using the menu below.

### MENU

#### SOUPS
1. Won Ton Soup  €2.20
2. Crab Meat and Sweetcorn Soup  €2.20
3. Chicken and Mushroom Soup  €1.70
4. Chicken and Sweetcorn Soup  €1.70
5. Chicken and Mixed Vegetable Soup  €1.70

#### STARTERS
6. Chicken Balls in Batter (6)  €3.00
7. Chicken Balls in Batter (8)  €3.50
8. Prawn Crackers  €1.00
9. Spring Rolls (2)  €1.60
10. Vegetable Spring Rolls (2)  €1.60
11. Szechuan Chicken Rolls (2)  €2.00
12. Roast Duck Balls (2)  €2.00
13. Deep Fried Chicken Curry Triangle (3)  €1.20
14. Sesame Prawns on Toast (2)  €2.80
15. Chicken Toast (2)  €2.60
16. B-B-Q Spare Ribs  €3.80
17. Honey Spare Ribs  €3.80
18. Sweet and Sour Spare Ribs  €3.80
19. Spare Ribs in Fruity sauce  €3.80
20. Fried Spare Ribs in Salt Pepper  €3.80
21. Skewered King Prawn Satay (5 x 2)  €3.80
22. Crispy Fried Won Ton (10)  €3.00
23. Chicken Wing in Salt Pepper  €3.00
24. Deep Fried Crispy Beef Triangle (3)  €1.20
25. Deep Fried Onion Rings  €2.00

Each item is numbered to make it easier to order.

The prices are given on the right hand side.

---

**If you ordered the following items, how much would it cost?**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Won Ton Soup</td>
<td>€</td>
</tr>
<tr>
<td>8. Prawn Crackers</td>
<td>€</td>
</tr>
<tr>
<td>12. Roast Duck Balls (2)</td>
<td>€</td>
</tr>
<tr>
<td>15. Chicken Toast (2)</td>
<td>€</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>€</strong></td>
</tr>
</tbody>
</table>
Adding in a Coffee Shop

Look at this menu.

Write down the prices and then add them up.

The first one is done for you.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandwich</td>
<td>€1.50</td>
</tr>
<tr>
<td>Tea</td>
<td>€1.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>€2.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandwich</td>
<td>€</td>
</tr>
<tr>
<td>Cake</td>
<td>€</td>
</tr>
<tr>
<td>TOTAL</td>
<td>€</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee</td>
<td>€</td>
</tr>
<tr>
<td>Chips</td>
<td>€</td>
</tr>
<tr>
<td>TOTAL</td>
<td>€</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandwich</td>
<td>€</td>
</tr>
<tr>
<td>Doughnut</td>
<td>€</td>
</tr>
<tr>
<td>Tea</td>
<td>€</td>
</tr>
<tr>
<td>TOTAL</td>
<td>€</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chips</td>
<td>€</td>
</tr>
<tr>
<td>Sausage Roll</td>
<td>€</td>
</tr>
<tr>
<td>Cake</td>
<td>€</td>
</tr>
<tr>
<td>Coffee</td>
<td>€</td>
</tr>
<tr>
<td>TOTAL</td>
<td>€</td>
</tr>
</tbody>
</table>
PROGRAMME 7

Telephone
Telephone

Programme 7: Telephone
This programme will cover:

Numbers for Living
1. Adding with Carrying Over
2. Adding with Carrying Over
3. Adding Practice Sheet

Understanding the Time
1. Setting the Alarm
2. Phone Charge Per Minute
3. Minutes To and Past

Using Money
1. Adding Money with Carrying Over
2. Practice Sheet
3. Adding Pay Phone Costs

The following symbols will guide you with the worksheets.

INFORMATION 📏
TIP 🔬
WRITE 🖊️

For help with any of the worksheets, contact the NALA freephone support line at 1800 20 20 65.
Adding with Carrying Over

In programme 6 we looked at adding 2 and 3 digit numbers. In this programme we will move on to the skill of carrying over.

Carrying over is used when the answer to any line of the sum, hundreds, tens or units is more than 9. That is because 10 units make one ten. Any number bigger than 9 can split into tens and units.

Let’s look at carrying over with a 2 digit sum first.

<table>
<thead>
<tr>
<th>tens</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>+ 2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
</tbody>
</table>

STEPS

- Split the number into tens and units.
- Always start on the right and add the units. In this example, 8 + 4 = 12.
- 12 is bigger than 9 so it splits into tens and units, 1 ten and 2 units.
- Only units can be written on the units side.
- Write down the 2 units under the answer line and carry the one over to the tens side to add in with the other tens.
- Add up the tens. In this example, 5 + 2 + 1 (carried over) = 8.
- Write the answer under the line on the tens side.
- The answer is 82.

Add these 2 digit sums.

The first one is done for you.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>7</td>
<td>5</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>+ 3</td>
<td>4</td>
<td>+ 3</td>
<td>6</td>
<td>+ 2</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>2</td>
</tr>
</tbody>
</table>

The answer is 82.
Adding with Carrying Over

Carrying over with a 3 digit sum is done in the same way.

Just like 10 units makes one ten to carry over, 10 tens makes one hundred to carry over.

Here is a 3 digit sum where you have to carry over.

If the answer to any line of the sum is more than 9, you have to carry over.

<table>
<thead>
<tr>
<th>hundreds</th>
<th>tens</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>+ 2</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>= 7</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

STEPS
• Split the number into hundreds, tens and units.
• Add the units first. In this example, 8 + 6 = 14.
• 14 is bigger than 9 so it splits into tens and units, 1 ten and 4 units.
• Write down the 4 units under the answer line and carry over the one ten.
• Add up the tens. In this example, 6 + 5 + 1 (carried over) = 12.
  This is one hundred and two tens.
• Write down the 2 tens under the answer line and carry over the one hundred.
• Add up the hundreds. In this example, 4 + 2 + 1 (carried over) = 7.
• The answer is 724.
Adding Practice Sheet

Add these 2 digit and 3 digit sums.
You must carry over when the answer to any line is more than 9.

The number 10 means 1 ten and 0 units. If this is your answer write 0 under the units and carry over the 1 ten.

```
2 4
+ 6 9
---
1 1 3

5 8
+ 1 2
---
6 0

4 7
+ 3 8
---
8 5
```

```
4 7 3
+ 2 5 9
---
7 3 2

1 5 8
+ 2 7 3
---
4 3 1

2 4 6
+ 3 7 4
---
6 2 0
```

```
2 9 4
+ 4 0 8
---
7 0 2

7 1 8
+ 1 5 5
---
8 7 3

2 6 5
+ 3 7 8
---
6 4 3
```

```
4 8 3
+ 3 4 3
---
8 2 6

2 9 5
+ 4 0 6
---
7 0 1

1 8 8
+ 3 2 2
---
5 1 0
```

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.
In programmes 5 and 6 we covered minutes to and past the hour. In this programme we will go over these times but first we will look at an alarm clock.

An alarm clock has a short hand and a long hand as usual to tell the hours and minutes. It also has another hand to set the alarm - the alarm hand. The alarm hand is often a different colour from the other two hands.

There is a knob at the back of the clock to move the alarm hand.

To set the alarm for a particular time, say half past 7. Turn the knob to move the alarm hand to half way between 7 and 8.

There is only one alarm hand so you put it before or after the hour depending on when you want to get up.

If you were going to bed at 11 o’clock and you wanted to set the alarm.

**Position the alarm hand for getting up at the following times.**

The first one is done for you.

Set alarm for half past 7

Set alarm for 10 to 8

Set alarm for a quarter past 6
Phone Charge Per Minute

There are 60 minutes in an hour.

If you make a telephone call on a pay phone, a mobile phone or a house phone, you have to pay for each minute that you spend on the phone.

**The longer your phone call - the more you will have to pay.**

The telephone system is computerised. The telephone companies can work out for every phone exactly what calls were made and how much they cost.

The cost of a telephone call depends on:

<table>
<thead>
<tr>
<th></th>
<th>More Expensive</th>
<th>Less Expensive</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The type of phone you use</td>
<td>Mobile</td>
</tr>
<tr>
<td>2.</td>
<td>Where you are calling</td>
<td>Long distance</td>
</tr>
<tr>
<td>3.</td>
<td>The time of day</td>
<td>Working hours (8am - 6pm)</td>
</tr>
<tr>
<td>4.</td>
<td>How long you spend on the phone</td>
<td>Long calls</td>
</tr>
</tbody>
</table>

If you want to keep your telephone costs down, try to go for the less expensive options.

Here is an example of part of a monthly mobile phone bill.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>NUMBER PHONED</th>
<th>LENGTH OF CALL</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/08/01</td>
<td>09.05</td>
<td>0166677XX</td>
<td>00:04:22</td>
<td>1.3100</td>
</tr>
<tr>
<td>10/08/01</td>
<td>09.56</td>
<td>0873334XX</td>
<td>00:00:34</td>
<td>0.0384</td>
</tr>
<tr>
<td>10/08/01</td>
<td>11.02</td>
<td>0876667XX</td>
<td>00:16:02</td>
<td>2.8732</td>
</tr>
<tr>
<td>10/08/01</td>
<td>12.56</td>
<td>0144455XX</td>
<td>00:02:55</td>
<td>0.6754</td>
</tr>
<tr>
<td>11/08/01</td>
<td>10.07</td>
<td>042777XX</td>
<td>00:11:34</td>
<td>1.1568</td>
</tr>
</tbody>
</table>

Saturday 11 August 7 minutes past 10 Phone number 11 minutes 34 seconds €1.15
What is the time on each of the clocks below.

The first one is done for you.

Refer to pages 58 - 60 in programme 5 and page 70-72 in programme 6 for a quick reminder.

2 o'clock

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.
Adding Money with Carrying Over

At the start of this programme, we looked at adding 2 digit and 3 digit numbers using the skills of **carrying over**. The same skill is used when adding sums of money.

<table>
<thead>
<tr>
<th>tens</th>
<th>cents</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>+</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
</tbody>
</table>

**STEPS**

- Split the number into tens of cents and cents.
- Add the cents first. In this example, 8 + 6 = 14. 14 is 1 ten and 4 cents.
- Write down the 4 cents and carry over one ten.
- Add the tens. In this example, 4 + 3 + 1 (carried over) = 8.
- The answer is 84 cents.

Here is an example with euros.

<table>
<thead>
<tr>
<th>euros</th>
<th>tens</th>
<th>cents</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>+ 2</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**STEPS**

- Split the number into euros, tens and cents.
- Add the cents first. In this example, 7 + 6 = 13. 13 is 1 ten and 3 cents
- Write down the 3 cents and carry over one ten.
- Add the tens. In this example, 8 + 3 + 1 (carried over) = 12. 12 is 2 tens and 1 hundred (1 euro).
- Write down the 2 tens and carry over 1 euro.
- Add the euros. In this example, 3 + 2 + 1 (carried over) = 6.
- The answer is €6.23
Add up the following sums of money.
The first one is done for you.

Refer to pages 79, 80 and 85 in this programme for a quick reminder.
Don’t forget to put the dot (decimal point) between the euros and the cents.

\[
\begin{array}{ccc}
54\text{c} & + & 48\text{c} & + & 73\text{c} \\
\hline
& & 5\text{c} & & 76\text{c} \\
\end{array}
\]

\[
\begin{array}{ccc}
\text{€}1.27 & + & \text{€}2.64 & + & \text{€}2.71 \\
\hline
\text{€}2.68 & + & \text{€}3.39 & + & \text{€}3.53 \\
\hline
\text{€}5.80 & + & \text{€}3.36 & + & \text{€}2.26 \\
\hline
\text{€}1.43 & + & \text{€}2.25 & + & \text{€}3.27 \\
\hline
\text{€}2.15 & + & \text{€}1.34 & + & \text{€}4.53 \\
\hline
\text{€}3.49 & + & \text{€}2.42 & + & \text{€}1.52 \\
\hline
\end{array}
\]

Contact the NALA freephone support line at 1800 20 20 65.
for help with this worksheet.
Adding Pay Phone Costs

If you use a public pay phone, you have to put coins into the phone. The minimum charge for a call is usually 40 pence. The longer you talk the more money you will have to put in. There is a little screen which shows how much money you have left. You will hear beeps sounding when you are running out of money.

I made 4 phone calls on a pay phone. The circles show how much I spent on each one.

Add up the coins for each call and write it down. The first one is done for you.

Call 1: €1.20
Call 2: €
Call 3: €
Call 4: €

Which call was the most expensive? _______
PROGRAMME 8

Cinema
Programme 8: Cinema

This programme will cover:

**Numbers for living**
1. Subtraction (take away)
2. Practice sheet
3. Borrowing one

**Understanding the time**
1. Digital time
2. Digital time
3. Cinema listings

**Using money**
1. Working out change
2. Working out change
3. Spending at the cinema

*The following symbols will guide you with the worksheets.*

- **INFORMATION**
- **TIP**
- **WRITE**

For help with any of the worksheets, contact the NALA freephone support line at 1800 20 20 65.
Subtraction (take away)

Programmes 6 and 7 covered how to add small and larger amounts of money. With this skill you can work out how much money you have spent when you buy a few items. The next thing to learn is how to work out how much change you should get.

This is called subtraction or take away. The sign for take away is –

The dots show the value of the number. Dots are useful for explaining how to work out take away sums. You may not need them.

The bigger number is always on top. The value of the smaller number is taken away from the value of the bigger number.

Here is a 1 digit take away sum. 7 •  •  •  •  •  •  • – 4 1 2 3

**STEPS**
- Make the dots for the value of the bigger number. In this example, 7.
- Cross off these dots for the value of the smaller number. In this example, 4.
- Count how many dots are left to find your answer. In this example, 3.

The method is the same for a 2 digit take away sum.

<table>
<thead>
<tr>
<th>tens</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 8</td>
<td>1 2 3</td>
</tr>
<tr>
<td>1 2 3 4 – 2 5 1 2 3</td>
<td></td>
</tr>
</tbody>
</table>

**STEPS**
- Split the sum in tens and units.
- Always start on the right with the units.
- Make the dots for the value of the bigger number. In this example, 8.
- Cross off these dots for the value of the smaller number. In this example, 5.
- Count how many dots are left to find your answer. In this example, 3.
- Then repeat on the tens side.
Practice these take away sums.
The first one is done for you.

Use the method on page 91.

\[
\begin{array}{ccc}
68 & 76 & 89 \\
-44 & -52 & -36 \\
\hline
24 & 28 & 54 \\
-17 & -22 & -12
\end{array}
\]

The same method is used with 3 digit take away sums.

\[
\begin{array}{ccc}
235 & 433 & 544 \\
-121 & -211 & -322 \\
\hline
637 & 854 & 645 \\
-215 & -523 & -213
\end{array}
\]
Borrowing one

Sometimes take away sums are a bit more complicated and you have to ‘borrow one’.

Here’s an example to show you how and when this is done.

<table>
<thead>
<tr>
<th>tens</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3</td>
<td>- 2 8</td>
</tr>
<tr>
<td>3 6</td>
<td></td>
</tr>
</tbody>
</table>

Although 64 is a bigger number than 28, when you begin with the units you cannot take 8 from 4.

**STEPS**

- You have to borrow one ten from the 10 side to make the 4 into 14.
- The number you borrowed from, in this case 6 must be changed to a 5.
- Then the sum continues.
- Make dots for the value of the bigger number, in this example, 14.
- Cross off these dots for the value of the smaller number, in this example, 8.
- Count how many dots are left to find your answer, in this example, 6.
- Then repeat for the tens side.
- Make dots for the value of the bigger number, which is now 5.
- Cross off these dots for the value of the smaller number, in this example, 2.
- Count how many dots are left to find your answer, in this example, 3.
- The answer is 36.

If you are used to borrowing in a different way then stick with that.

**Try these take away sums.**

The first one is done for you.

\[
\begin{array}{cccccc}
47 & 52 & 69 & 33 & 52 \\
23 & & & & &
\end{array}
\]
The last 5 programmes have covered telling the time on an ordinary clock. Now we are going to look at digital time.

Digital time is time written and spoken in numbers rather than words. For example, 10.30 instead of half past ten.

Digital clocks and watches are used a lot. When time is written or printed, for example, in TV and cinema listings, it is usually given in digital time.

With the ordinary clock we have learnt about minutes past and minutes to the hour. The main difference with digital time is that we speak only of minutes past.

There are 60 minutes in the hour. Every minute past 12 is a minute past the hour. Even when it is one minute before the next hour, in digital time it is 59 minutes past the last hour.

Digital time is said and written in a very easy way. The hour is said or written first and then the number of minutes.

Ordinary time 20 past 9
Digital time 9.20

Ordinary time 20 to 9
Digital time 8.40

40 minutes after the last hour which is 8
Digital time

In digital time we say or write the hour first and then the number of minutes past.

In programme 3 we covered counting in 5s. The minutes around the clock are counted in 5s up to 55 to give digital time.

10 o’clock
In digital time the exact hour, o’clock, is written as 10.00
that is, 10 exactly, no minutes past.

a quarter past 10
In digital time you do not say or write ‘a quarter past’. Just write down the hour and the number of minutes past.

half past 10
In digital time you do not say or write ‘half past’. Just write down the hour and count the minutes past.

a quarter to 11
In digital time you do not say or write ‘a quarter to’. Just write down the hour and count the minutes past.
Here is a cinema listing. It lists the films that are on and the times that each film can be seen. The times are given in digital time.

<table>
<thead>
<tr>
<th>Cinema Listings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IRG CINEMAS</strong></td>
</tr>
<tr>
<td><strong>Green Centre</strong></td>
</tr>
<tr>
<td><strong>Greenpark Street</strong></td>
</tr>
<tr>
<td><strong>Advance Booking</strong></td>
</tr>
<tr>
<td><strong>10am-8pm Daily</strong></td>
</tr>
<tr>
<td><strong>(01) 6665555</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Film 1</th>
<th>Film 2</th>
<th>Film 3</th>
<th>Film 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRIDGET JONES DIARY (15)</td>
<td>PEACHES (15)</td>
<td>THE WEDDING PLANNER (15)</td>
<td>CHOCOLAT (12)</td>
</tr>
<tr>
<td>2.15 4.30 6.45 9.05</td>
<td>2.25 4.50 7.10 9.25</td>
<td>12.30 3.00 5.30 8.30</td>
<td>5.30 8.20</td>
</tr>
<tr>
<td>ALMOST FAMOUS</td>
<td>TRAFFIC (18)</td>
<td>WHEN BRENDAN MET TRUDY (15)</td>
<td></td>
</tr>
<tr>
<td>1.10 3.50 6.25 9.00</td>
<td>2.45 5.20 8.10</td>
<td>2.25 4.50 7.10 9.25</td>
<td></td>
</tr>
<tr>
<td>RUGRAT'S IN PARIS (GEN)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.10 4.00 6.05</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Look at the film called ‘Almost Famous’. It can be seen at four different times.

**Fill in those times on the four clocks below and write the digital time underneath.**

The first one is done for you.
Working Out Change

At the start of this programme we covered subtraction or take away sums. Now we are going to use that skill to work out change.

If you had 75 cents and you spent 42 cents, how much change would you have?

<table>
<thead>
<tr>
<th>tens</th>
<th>cents</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>5c</td>
</tr>
<tr>
<td>– 4</td>
<td>2c</td>
</tr>
<tr>
<td>3</td>
<td>3c</td>
</tr>
</tbody>
</table>

STEPS
• Write down the amount you had.
• Write down the amount you spent.
• Split the sum into tens and cents.
• Always start on the right with the cents. In this example, 5 – 2 = 3.
• Then the tens. In this example, 7 – 4 = 3.
• Your change is 33c.

The method is the very same when using euros.

If you had €5.68 and you spent €2.35, how much change would you have?

<table>
<thead>
<tr>
<th>euros</th>
<th>tens</th>
<th>cents</th>
</tr>
</thead>
<tbody>
<tr>
<td>€ 5.</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>– € 2.</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>€ 3.</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

STEPS
• Write down the amount you had.
• Write down the amount you spent.
• Split the sum into euros, tens and cents.
• Always start on the right with the cents. In this example, 8 – 5 = 3.
• Then the tens. In this example, 6 – 2 = 4.
• Then the euros. In this example, 5 – 2 = 3.
• Your change is €3.43.
As with the other take away sums, when you split the sum into euros, tens and cents, you may have to borrow one.

If you borrow one, remember to change the number that you borrowed from.

<table>
<thead>
<tr>
<th>euros</th>
<th>tens</th>
<th>cents</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have</td>
<td>€4</td>
<td>4</td>
</tr>
<tr>
<td>You spend</td>
<td>–€2</td>
<td>3</td>
</tr>
<tr>
<td>Your change</td>
<td>€2</td>
<td>1</td>
</tr>
</tbody>
</table>

STEPS
- Split the sum into euros, tens and cents.
- Always start on the right with the cents.
- You cannot take 6 from 2 so borrow 1 ten from the 10 side to make the 2 into 12. And so 12 – 6 = 6.
- The number you borrowed from must be changed. In this example from 5 to 4.
- Then the tens. In this example, 4 – 3 = 1.
- Then the euros. In this example, 4 – 2 = 2.
- Your change is €2.16

Try these sums.

You have

You spend

Your change

€4.83

€2.64

€

€7.50

€4.25

€

€6.47

€3.55

€
Spending at the Cinema

If you went to the cinema and you had €10.50 and you bought the following items, how much change would you have?

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cinema ticket</td>
<td>€6.00</td>
</tr>
<tr>
<td>Popcorn</td>
<td>€1.25</td>
</tr>
<tr>
<td>Coke</td>
<td>+ €1.00</td>
</tr>
<tr>
<td></td>
<td><strong>€8.25</strong></td>
</tr>
</tbody>
</table>

**STEPS**
- First add up what you spent, in this example it is €8.25
- Write down the amount you had. €10.50
- Write down the amount you spent. €8.25
- Split the sum into euros, tens and cents.
- Take away the smaller number from the bigger number. Borrow one if necessary.
- Your change is €2.25

Try this exercise.
You had €15.50 and you paid for the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus fare</td>
<td>€1.50</td>
</tr>
<tr>
<td>Cinema ticket</td>
<td>€6.00</td>
</tr>
<tr>
<td>Ice-cream</td>
<td>€1.75</td>
</tr>
<tr>
<td></td>
<td><strong>€</strong></td>
</tr>
</tbody>
</table>

Amount you had  €15.50
Amount you spent  €
Change  €
PROGRAMME 9

Calculator
Programme 9: Calculator

This programme will cover:

**Numbers for living**
1. Introduce the calculator
2. Adding with a calculator
3. Practice sheet

**Understanding the time**
1. 24 hour clock
2. Changing am/pm times into 24 hour clock
3. Practice sheet

**Using money**
1. Adding money with a calculator
2. Adding shopping items
3. Adding shopping items

The following symbols will guide you with the worksheets.

**INFORMATION**

**TIP**

**WRITE**

For help with any of the worksheets, contact the NALA freephone support line at 1800 20 20 65.
Introduce the calculator

We have done a lot of work on adding.

There are different ways of adding. You can:
• add numbers in your head
• write sums down and add them
• use a calculator.

To calculate means to work things out, that is where the name calculator comes from.

A calculator is like a small computer and you tell it what to do.

You give the instructions by pressing the button. The calculator will add, subtract, multiply or divide any number and give the right answer as long as you press the right buttons.

The different parts of the calculator are shown here.
Calculators come in all shapes and sizes and the cost varies a lot also. It is possible to buy a pocket calculator for as little as €2.50. If you get used to using it, a calculator can be very useful in working out the cost of items and calculating your change.

Before trying to do sums with the calculator take a little time to get used to it.

- Turn on the calculator.
- You will see zero (0) on the screen.
- Press the buttons 1 to 8 and see them appear on the screen.
- Press the clear button (C), the numbers will be cleared away leaving you with zero (0).

There are 5 steps in doing an adding sum with a calculator.

For example: \(4 + 3 =\)

**STEPS**

1. Make sure the calculator is on and you can see zero (0) on the screen.
2. Press the first number, in this case, 4.
3. Press the adding button (+)
4. Press the second number, in this case, 3.
5. Press the equals button (=). Your answer will appear on the screen.
   The answer is 7.

**Do the following adding sums using a calculator.**

\[\begin{align*}
6 + 2 &= 8 \\
4 + 4 &= 8 \\
5 + 1 &= 6 \\
7 + 4 &= 11 \\
5 + 6 &= 11 \\
8 + 7 &= 15
\end{align*}\]

Check after you press each number that the correct number comes up on the screen.
When adding 2 digit numbers using a calculator, you do not split up the number into tens and units.

You simply press the button for the first digit and straight away the button for the second digit.

For example, for the sum $54 + 42$

**STEPS**

1. Make sure the calculator is on and you can see zero (0) on the screen.
2. First press 5 and then press 4.
3. Press the adding button (+).
4. Then press 4 and then 2.
5. Press the equals button (=). The answer is 96.

**Do the following 2 digit sums using a calculator.**

<table>
<thead>
<tr>
<th>Sum 1</th>
<th>Sum 2</th>
<th>Sum 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>$54 + 32$</td>
<td>$47 + 34$</td>
<td>$21 + 69$</td>
</tr>
<tr>
<td>$14 + 42$</td>
<td>$58 + 25$</td>
<td>$40 + 33$</td>
</tr>
</tbody>
</table>

The same applies to 3 digit numbers. Do not split up the number. On your calculator press the button for the first digit then the second then the third.

**Do the following 3 digit sums using a calculator.**

<table>
<thead>
<tr>
<th>Sum 1</th>
<th>Sum 2</th>
<th>Sum 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>$241 + 327$</td>
<td>$504 + 152$</td>
<td>$672 + 115$</td>
</tr>
</tbody>
</table>
Back in programme 2, we learnt that there were 24 hours in one full day. That is, from 12 o’clock midnight tonight until 12 o’clock midnight tomorrow, there are 24 hours.

In programme 2, we separated these into:
the 12 hours from midnight to midday and
the 12 hours from midday to midnight

Now we are going to look at the 24 hour clock. It is mostly used when times have to be very accurate. For example, for bus, train and plane times.

If you were told that your plane was leaving at 10.30, how would you know if it was 10.30 in the morning or 10.30 at night? Yes, they could use am and pm but mistakes can be made and people can get confused so the 24 hour clock is used.

There is one main difference between the 24 hour clock and the way we normally tell the time. When the time passes 12 o’clock midday, instead of going back to one o’clock for the next hour it goes on to 13 o’clock, then 14 o’clock, then 15 o’clock and so on up to 24. Each hour in the day has its own number so that there can be no confusion.

The 24 hour clock is used with digital time which we covered in the last programme.

So, 8 o’clock in the morning is 8.00
but 8 o’clock at night is 20.00

The list on the next page shows all of the 24 hours.
Changing am/pm times into 24 hour clock

Starting at 12 o’clock midnight, compare the usual hours with the 24 hour times.

<table>
<thead>
<tr>
<th>Usual hours</th>
<th>24 hour clock</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 o’clock midnight</td>
<td>00.00</td>
</tr>
<tr>
<td>1 o’clock in the morning</td>
<td>1.00</td>
</tr>
<tr>
<td>2 o’clock in the morning</td>
<td>2.00</td>
</tr>
<tr>
<td>3 o’clock in the morning</td>
<td>3.00</td>
</tr>
<tr>
<td>4 o’clock in the morning</td>
<td>4.00</td>
</tr>
<tr>
<td>5 o’clock in the morning</td>
<td>5.00</td>
</tr>
<tr>
<td>6 o’clock in the morning</td>
<td>6.00</td>
</tr>
<tr>
<td>7 o’clock in the morning</td>
<td>7.00</td>
</tr>
<tr>
<td>8 o’clock breakfast time</td>
<td>8.00</td>
</tr>
<tr>
<td>9 o’clock start work time</td>
<td>9.00</td>
</tr>
<tr>
<td>10 o’clock in the morning</td>
<td>10.00</td>
</tr>
<tr>
<td>11 o’clock break time</td>
<td>11.00</td>
</tr>
<tr>
<td>12 o’clock midday</td>
<td>12.00</td>
</tr>
<tr>
<td>1 o’clock lunch time</td>
<td>13.00</td>
</tr>
<tr>
<td>2 o’clock return to work</td>
<td>14.00</td>
</tr>
<tr>
<td>3 o’clock in the afternoon</td>
<td>15.00</td>
</tr>
<tr>
<td>4 o’clock in the afternoon</td>
<td>16.00</td>
</tr>
<tr>
<td>5 o’clock in the evening</td>
<td>17.00</td>
</tr>
<tr>
<td>6 o’clock teatime</td>
<td>18.00</td>
</tr>
<tr>
<td>7 o’clock in the evening</td>
<td>19.00</td>
</tr>
<tr>
<td>8 o’clock at night</td>
<td>20.00</td>
</tr>
<tr>
<td>9 o’clock at night</td>
<td>21.00</td>
</tr>
<tr>
<td>10 o’clock at night</td>
<td>22.00</td>
</tr>
<tr>
<td>11 o’clock at night</td>
<td>23.00</td>
</tr>
</tbody>
</table>

Write down these times in 24 hour time.

The first one is done for you.

6 o’clock in the morning 06.00
9 o’clock in the morning  
1 o’clock lunch time  
4 o’clock in the afternoon  
5 o’clock in the evening  
8 o’clock at night  
10 o’clock at night  
Write the time shown on each clock in 24 hours digital time. The first one is done for you.

am is before midday and pm is after midday

- a quarter past 5 (am) 5:15
- 5 past 7 (am) 7:05
- 5 past 2 (pm) 17:05
- 20 to 10 (pm) 20:10
- half past 3 (am) 3:30
- 10 past 12 (pm) 22:10
- 25 past 11 (am) 11:25
- 8 o’clock (pm) 20:00

TIP Contact the NALA freephone support line at 1800 20 20 65 if you need any help with this worksheet.
Adding money with a calculator

As already mentioned a calculator can be very useful when you are shopping. In the supermarket you can add up the prices of items as you put them into your basket or trolley. You will then know how much you have to pay at the check out.

When adding prices on a calculator it is important that you enter the numbers carefully. They say a calculator is only as good as its user.

You have to press the decimal point (dot) button between the euros and cents of any price.

For example: For the price €5.30
You must press
the button 5
the dot button •
the button 3
the button zero 0

Without this decimal point (dot) the amount would be €530 five hundred and 30 euros instead of €5.30 five euros and 30 cents. There is a big difference.

Practise entering these prices onto your calculator.
After each price press the clear button (C) to clear the screen.

€ 2.25  € 4.80  € 6.55  € 2.99  € 4.62
€ 10.40  € 13.95  € 15.42  € 12.00  € 10.99
Here is a list of common items from a shop.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toilet Rolls</td>
<td>€ 1.40</td>
</tr>
<tr>
<td>Litre of milk</td>
<td>€ 0.90</td>
</tr>
<tr>
<td>White sliced bread</td>
<td>€ 1.20</td>
</tr>
<tr>
<td>White Lemonade</td>
<td>€ 1.48</td>
</tr>
<tr>
<td>Tin of beans</td>
<td>€ 0.60</td>
</tr>
<tr>
<td>Potatoes</td>
<td>€ 2.00</td>
</tr>
<tr>
<td>40 Tea bags</td>
<td>€ 1.56</td>
</tr>
<tr>
<td>Sausages</td>
<td>€ 1.72</td>
</tr>
<tr>
<td>Apple</td>
<td>€ 0.30</td>
</tr>
<tr>
<td>Washing up liquid</td>
<td>€ 1.35</td>
</tr>
<tr>
<td>Crisps</td>
<td>€ 0.35</td>
</tr>
<tr>
<td>Orange juice</td>
<td>€ 0.90</td>
</tr>
<tr>
<td>Biscuits</td>
<td>€ 0.80</td>
</tr>
</tbody>
</table>

Write down the prices of the items below in the space. Then add the prices together using a calculator.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>€</td>
</tr>
<tr>
<td>Bread</td>
<td>€</td>
</tr>
<tr>
<td>Tea bags</td>
<td>€</td>
</tr>
<tr>
<td>Sausages</td>
<td>€</td>
</tr>
<tr>
<td>Beans</td>
<td>€</td>
</tr>
</tbody>
</table>

Total cost €

Remember to press the adding (+) button between each item and the equals (=) button to get your answer at the end.
Adding shopping items

Using the selection of items below, practice adding the list of items.

Toilet rolls €1.40
Litre of milk €0.90
White sliced bread €1.20
White Lemonade €1.48
Tin of beans €0.60
Potatoes €2.00
40 Tea bags €1.56
Sausages €1.72
Apples €1.30
Washing up liquid €1.35
Crisps €0.35
Orange juice €0.90
Biscuits €0.80
Tissues €2.15
Oranges €1.99

Write down the prices of the items below in the space. Then add the prices together using a calculator.

Tissues €
Washing up Liquid €
Milk €
Tea bags €
Oranges €
White Lemonade €
Orange Juice €
Potatoes €
Crisps €

Total cost €

Remember to press the decimal point (dot) button between the euros and cents in each price.
PROGRAMME 10

The Bus
Programme 10: The Bus

This programme will cover:

Numbers for living
1. Subtracting with a calculator (take away)
2. Practice sheet - 2 digits
3. Practice sheet - mixed digits

Understanding the time
1. 24 hour clock bus timetable
2. Bus timetable practice
3. Airport arrivals information

Using money
1. Subtracting money with a calculator
2. Working out change
3. A weekly budget

The following symbols will guide you with the worksheets.

INFORMATION

TIP

WRITE

For help with any of the worksheets, contact the NALA freephone support line at 1800 20 20 65.
Subtracting with a calculator

We have done a lot of work on subtraction or take away.

There are different ways of taking away. You can:
• take away numbers in your head
• write sums down and take away
• use a calculator.

The method of using a calculator to do take away sums is just like using it to do adding sums. You use the take away button (−) instead of the adding button.

There are 5 steps in doing a take away sum with a calculator.

For example: \(8 - 3 = \)

**STEPS**

1. Make sure the calculator is on and you can see zero (0) on the screen.
2. Press the biggest number first, in this case, 8.
3. Press the take away button (−)
4. Press the smaller number, in this case, 3.
5. Press the equals button (=). Your answer will appear on the screen.
   The answer is 5.

**Do the following take away sums using a calculator.**

\[
\begin{align*}
7 - 4 &= 3 \\
9 - 5 &= 4 \\
6 - 1 &= 5 \\
7 - 2 &= 5 \\
8 - 3 &= 5 \\
9 - 6 &= 3
\end{align*}
\]
When taking away 2 digit numbers using a calculator, you do not split up the number into tens and units.

On your calculator press the button for the first digit and then the button for the second digit.

For example, for the sum $39 - 17$

**STEPS**

1. Make sure the calculator is on and you can see zero (0) on the screen.
2. First press 3 and then press 9.
3. Press the take away button (–).
4. Then press 1 and then 7.
5. Press the equals button (=). The answer is 22.

**Do the following 2 digit take away sums using a calculator.**

\[
\begin{align*}
87 - 39 &= \\
67 - 25 &= \\
58 - 26 &= \\
59 - 39 &= \\
74 - 28 &= \\
68 - 59 &= \\
\end{align*}
\]

The same applies to 3 digit, numbers. Do not split up the number. On your calculator press the button for the first digit then the second, then the third.

**Do the following 3 digit take away sums using a calculator.**

\[
\begin{align*}
499 - 135 &= \\
689 - 547 &= \\
600 - 499 &= \\
\end{align*}
\]
Practise these take away sums using a calculator.

\[
\begin{array}{cccc}
47 & 39 & 41 & 65 \\
-14 & -27 & -19 & -47 \\
\end{array}
\]

\[
\begin{array}{cccc}
117 & 198 & 647 & 508 \\
-34 & -99 & -132 & -499 \\
\end{array}
\]

\[
\begin{array}{cccc}
266 & 25 & 43 & 876 \\
-3 & -7 & -40 & -339 \\
\end{array}
\]

\[
\begin{array}{cccc}
49 & 678 & 599 & 488 \\
-15 & -43 & -299 & -29 \\
\end{array}
\]
Check the list of 24 hour times from the last programme (page 107) to work out the times

Bus and other timetables usually use the 24 hour clock so that there is no confusion about the given time.

Here is a timetable for a Dublin Bus, the number 28 from Edenmore to the city centre of Dublin.

Circle the following times on the timetable.
The first one is done for you.

Monday to Friday 5 to 7 in the morning ✓
Monday to Friday 20 past 8 in the morning
Monday to Friday 6 minutes past 6 in the evening
Saturday 5 past 9 in the morning
Saturday 20 past 4 in the afternoon
Sunday 2 o’clock in the afternoon
Sunday a quarter past 10 at night

From EDENMORE 28

<table>
<thead>
<tr>
<th>MONDAY TO FRIDAY</th>
<th>SATURDAYS</th>
<th>SUNDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0610 1224 1631</td>
<td>0655 1240 1631</td>
<td>0930 1510 1850</td>
</tr>
<tr>
<td>0655 1240 1643</td>
<td>0710 1250 1643</td>
<td>1020 1525 1910</td>
</tr>
<tr>
<td>0710 1250 1655</td>
<td>0725 1305 1655</td>
<td>1055 1540 1925</td>
</tr>
<tr>
<td>0725 1305 1707</td>
<td>0735 1318 1707</td>
<td>1110 1550 1940</td>
</tr>
<tr>
<td>0735 1319 1719</td>
<td>0750 1329 1719</td>
<td>1135 1600 2000</td>
</tr>
<tr>
<td>0750 1329 1729</td>
<td>0805 1340 1729</td>
<td>1200 1620 2015</td>
</tr>
<tr>
<td>0800 1340 1744</td>
<td>0820 1352 1744</td>
<td>1225 1630 2050</td>
</tr>
<tr>
<td>0805 1352 1806</td>
<td>0845 1426 1806</td>
<td>1250 1640 2105</td>
</tr>
<tr>
<td>0820 1416 1828</td>
<td>0900 1438 1828</td>
<td>1315 1655 2120</td>
</tr>
<tr>
<td>0830 1426 1845</td>
<td>0905 1438 1845</td>
<td>1340 1710 2140</td>
</tr>
<tr>
<td>0845 1438 1902</td>
<td>0922 1452 1902</td>
<td>1400 1730 2155</td>
</tr>
<tr>
<td>0855 1452 1924</td>
<td>0935 1504 1924</td>
<td>1410 1745 2215</td>
</tr>
<tr>
<td>0905 1504 1952</td>
<td>1003 1514 1952</td>
<td>1420 1800 2230</td>
</tr>
<tr>
<td>0922 1514 2020</td>
<td>1018 1524 2020</td>
<td>1435 1820 2250</td>
</tr>
<tr>
<td>0935 1524 2048</td>
<td>1033 1534 2048</td>
<td>1450 1835 2305</td>
</tr>
<tr>
<td>1003 1534 2116</td>
<td>1058 1544 2116</td>
<td>1500</td>
</tr>
<tr>
<td>1033 1544 2143</td>
<td>1113 1554 2143</td>
<td></td>
</tr>
<tr>
<td>1058 1554 2209</td>
<td>1128 1604 2209</td>
<td></td>
</tr>
<tr>
<td>1128 1609 2238</td>
<td>1154 1612 2238</td>
<td></td>
</tr>
<tr>
<td>1154 1619 2303</td>
<td>1209 1620 2303</td>
<td></td>
</tr>
<tr>
<td>1209</td>
<td>1224</td>
<td></td>
</tr>
</tbody>
</table>
Bus timetable practice

Here is a timetable for a Dublin Bus, the number 31 from Howth to the city centre of Dublin.

Give the times below in the 12 hour clock, indicating am or pm. Then circle each on the timetable. The first one is done for you.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>12:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>13.20</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>10.40</td>
<td></td>
</tr>
<tr>
<td>Monday to Friday</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>8.20</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>21.10</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>23.05</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>11.20</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>13.00</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>23.30</td>
<td></td>
</tr>
</tbody>
</table>

From HOWTH

Howth Sutton X. Raheny. Fairview City Centre (Lr. Abbey St.)

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TO</th>
<th>FRIDAY</th>
<th>SATURDAYS</th>
<th>SUNDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0648</td>
<td></td>
<td>0720</td>
<td>1345</td>
<td>0935</td>
</tr>
<tr>
<td>0710</td>
<td></td>
<td>0725</td>
<td>1350</td>
<td>1000</td>
</tr>
<tr>
<td>0725</td>
<td>1330</td>
<td>0735</td>
<td>1410</td>
<td>1020</td>
</tr>
<tr>
<td>0740</td>
<td></td>
<td>0800</td>
<td>1425</td>
<td>1040</td>
</tr>
<tr>
<td>0755</td>
<td>1430</td>
<td>0820</td>
<td>1440</td>
<td>1100</td>
</tr>
<tr>
<td>0805</td>
<td></td>
<td>0840</td>
<td>1455</td>
<td>1120</td>
</tr>
<tr>
<td>0815</td>
<td>1445</td>
<td>0850</td>
<td>1505</td>
<td>1140</td>
</tr>
<tr>
<td>0820</td>
<td></td>
<td>0905</td>
<td>1515</td>
<td>1200</td>
</tr>
<tr>
<td>0830</td>
<td>1520</td>
<td>0920</td>
<td>1530</td>
<td>1220</td>
</tr>
<tr>
<td>0840</td>
<td></td>
<td>0945</td>
<td>1545</td>
<td>1240</td>
</tr>
<tr>
<td>0850</td>
<td></td>
<td>1000</td>
<td>1550</td>
<td>1240</td>
</tr>
<tr>
<td>0900</td>
<td></td>
<td>1020</td>
<td>1615</td>
<td>1320</td>
</tr>
<tr>
<td>0920</td>
<td>1600</td>
<td>1040</td>
<td>1630</td>
<td>1340</td>
</tr>
<tr>
<td>0930</td>
<td>1610</td>
<td>1100</td>
<td>1640</td>
<td>1400</td>
</tr>
<tr>
<td>0940</td>
<td>1620</td>
<td>1110</td>
<td>1655</td>
<td>1415</td>
</tr>
<tr>
<td>1000</td>
<td>1630</td>
<td>1120</td>
<td>1710</td>
<td>1425</td>
</tr>
<tr>
<td>1020</td>
<td>1640</td>
<td>1140</td>
<td>1725</td>
<td>1440</td>
</tr>
<tr>
<td>1040</td>
<td>1650</td>
<td>1200</td>
<td>1740</td>
<td>1505</td>
</tr>
<tr>
<td>1100</td>
<td>1700</td>
<td>1215</td>
<td>1750</td>
<td>1520</td>
</tr>
<tr>
<td>1120</td>
<td>1710</td>
<td>1220</td>
<td>1800</td>
<td>1535</td>
</tr>
<tr>
<td>1140</td>
<td>1720</td>
<td>1245</td>
<td>1815</td>
<td>1550</td>
</tr>
<tr>
<td>1200</td>
<td>1732</td>
<td>1230</td>
<td>1830</td>
<td>1530</td>
</tr>
<tr>
<td>1220</td>
<td>1745</td>
<td>1235</td>
<td>1800</td>
<td>1535</td>
</tr>
<tr>
<td>1235</td>
<td>1800</td>
<td>1300</td>
<td>0810</td>
<td>0010</td>
</tr>
<tr>
<td>1300</td>
<td></td>
<td>1345</td>
<td>1830</td>
<td>0010</td>
</tr>
</tbody>
</table>
The arrivals information at the airport might look like this.

<table>
<thead>
<tr>
<th>Flight</th>
<th>Arrival time</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 106</td>
<td>7.15</td>
<td>from AMSTERDAM</td>
</tr>
<tr>
<td>A 198</td>
<td>8.55</td>
<td>from ROME</td>
</tr>
<tr>
<td>B 108</td>
<td>9.05</td>
<td>from PARIS</td>
</tr>
<tr>
<td>B 112</td>
<td>11.45</td>
<td>from MADRID</td>
</tr>
<tr>
<td>C 152</td>
<td>13.50</td>
<td>from NEW YORK</td>
</tr>
<tr>
<td>C 106</td>
<td>14.35</td>
<td>from TORONTO</td>
</tr>
<tr>
<td>D 192</td>
<td>18.10</td>
<td>from CORK</td>
</tr>
<tr>
<td>D 180</td>
<td>19.40</td>
<td>from MUNICH</td>
</tr>
<tr>
<td>E 126</td>
<td>21.20</td>
<td>from LONDON</td>
</tr>
<tr>
<td>E 140</td>
<td>22.15</td>
<td>from GLASGOW</td>
</tr>
</tbody>
</table>

The arrival and departure times of airplanes are always given in 24 hour digital time.

Answer the questions about arrival times, using the information above.
The first one is done for you.

The plane from

1. Which plane comes in at 5 past 9 in the morning? Paris
2. Which plane comes in at 10 past 6 in the evening? _______
3. Which plane comes in at a quarter past 7 in the morning? _______
4. Which plane comes in at 10 to 2 in the afternoon? _______
5. Which plane comes in at 20 past 9 at night? _______
6. Which plane comes in at 20 to 8 at night? _______
Subtracting money with a calculator

In the last programme, you used a calculator to add up a number of prices and work out how much you spent.

The next thing to work out is how much change you should get.

This can be done quickly using the calculator.

**STEPS**

1. First press the calculator buttons for the amount you have.  
   
   **TIP** Don’t forget the decimal point (dot) between euros and cents.

2. Then press the take away (-) button.

3. Press the calculator buttons for the amount you spent. This might be the price of one thing or the price of a number of things added together.

4. Press the equals button (=) to see how much change you should get.

   **TIP** Before working out your change on the calculator, be sure you know how much money you have at the start (how much you are going to give the shopkeeper). If you wish to buy more than one thing, add up all the things before trying to work out your change.

   How much change do you have if you have €5.00 and you spend €3.45 + €1.20?

   First add €3.45 and €1.20 to get €4.65
   Then €5.00 - €4.65 = €0.35

   **Try this:** How much change do you have if you have €10.00 and you spend €2.40, €1.25 and €3.50?

   Do the adding first.
Working out change

Here is a list of common items from a shop.

- Toilet rolls: €1.40
- Litre of milk: €0.90
- White sliced bread: €1.20
- White Lemonade: €1.48
- Tin of beans: €0.60
- Potatoes: €2.00
- 40 Tea bags: €1.56
- Sausages: €1.72
- Apple: €0.30
- Washing up liquid: €1.35
- Crisps: €0.35
- Orange juice: €0.90
- Biscuits: €0.80

You have €20.00 and you want to buy the following items.
How much change will you get?

Orange juice: €__________
Biscuits: €__________
Apple: €__________
Bread: €__________
Potatoes: €__________
Milk: €__________
Sausages: €__________
Tea bags: €__________

Total cost: €__________

Change from €20: €__________
A weekly budget

Use a calculator to work out this weekly budget.

I earn (net) €200.00

I spend (my expenses)

- Rent €60.00
- Food €40.00
- E.S.B. €15.00
- Keep fit €10.00
- Pub €10.00
- Lunches at work €20.00
- Mobile phone €20.00

Total spent €___

How much is left to spend or save? €_____

Take the amount spent from the amount you earned to get your answer.

If you want to manage your money better, it might help to make out a weekly budget of all your regular expenses and extras. Then you will know exactly where your money is going.
### Tips

#### Signs

<table>
<thead>
<tr>
<th>THE SIGN</th>
<th>WE SAY</th>
<th>IT MEANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>plus</td>
<td>add</td>
</tr>
<tr>
<td>-</td>
<td>minus</td>
<td>subtract / take away</td>
</tr>
<tr>
<td>=</td>
<td>equals</td>
<td>is equal to</td>
</tr>
</tbody>
</table>

#### Remember when adding or subtracting

- Split the number into hundreds, tens and units.
- Always start on the right and add or subtract the units.
- Write your answer under the line on the units side.
- Repeat the process for the tens.
- If there are hundreds, repeat the process again for the hundreds.

For example:

```
   hundreds tens  units
+  4     1      6
+  2     4      3
   6     5      9
```

```
   tens  units
-  8     9
-  4     5
   4     4
```

For help with any of the worksheets, contact the NALA freephone support line at **1800 20 20 65**.