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Work Out

Numeracy

F. E. Penketh

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To Margaret and Anne

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F. E. P.

Groups Responsible for Numeracy Examinations at this Level

In the United Kingdom the following examining groups are responsible for Numeracy examinations at this level and syllabuses and examination papers can be ordered from the addresses given here.

City and Guilds of London Institute

76 Portland Place
London W1N 4AA

The Royal Society of Arts Examinations Board

Publications Office
Murray Road
Orpington
Kent BR5 3RB

University of Cambridge Local Examinations Syndicate

Hills Road
Cambridge
Cambs CB1 2EU

The Associated Examining Board

Stag Hill House
Guildford
Surrey GU2 5XJ

General Introduction

How to Use the Book

The book is aimed at students who intend taking one of the Numeracy Examinations that are offered by CPVE, RSA, City & Guilds, and BTech general courses.

Each chapter begins with a short revision section, followed by a number of worked examples which illustrate the different types of question that may be asked. Exercises at the end of each chapter give plenty of practice in basic calculations, in multiple choice type questions, and in questions which may need some thought before beginning the calculations. All are at an appropriate level for examinations in numeracy.

The final chapter consists of a number of assignments and, because these are likely to be more difficult than other previous exercises, hints are given at various stages to help with the working out. All the answers are at the back of the book but you should not look at them until you have written your own. If your answer is wrong go back to one of the worked examples in the beginning of the chapter to see if you can spot where you may have made a mistake.

Revision

The old saying 'practice makes perfect' probably applies more in mathematics than in any other subject. Aim at doing some questions every day since this is bound to give revision in addition, subtraction etc. It is better working for thirty minutes every day rather than three hours at the end of the week.

The Examination

The time given for any examination is most important and so if you cannot answer a question, or you become confused when answering it, move on to the next question without wasting time. You probably have a good idea which questions you are good at; look out for such questions, answer them first and this should put you in the right frame of mind to answer the other questions.