



# Essential Skills

## Numeracy Task



# PARTY

N001

Tutor Guide and Tutor Script (Entry 1–3)

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## NUMERACY CODES

The codes below are used for the activities within the Numeracy tasks. A cross-referencing guide is provided on the final page of this booklet.

### Entry 1

Code	Entry Level	Activity	Assessment Area
1A	Entry 1	Activity A (Interview)	Number
1Bi	Entry 1	Activity B (Student Answer Booklet Part i)	Measures, Shape and Space
1Bii	Entry 1	Activity B (Student Answer Booklet Part ii)	Handling Data

### Entry 2

Code	Entry Level	Activity	Assessment Area
2A	Entry 2	Activity A (Interview)	Number
2Bi	Entry 2	Activity B (Student Answer Booklet Part i)	Measures, Shape and Space
2Bii	Entry 2	Activity B (Student Answer Booklet Part ii)	Handling Data

### Entry 3

Code	Entry Level	Activity	Assessment Area
3A	Entry 3	Activity A (Interview)	Number
3Bi	Entry 3	Activity B (Student Answer Booklet Part i)	Measures, Shape and Space
3Bii	Entry 3	Activity B (Student Answer Booklet Part ii)	Handling Data





**ACTIVITY A: ONE TO ONE INTERVIEW**  
**Entry 1, 2 and 3: (1A, 2A and 3A)**  
**General Information**

The interviews are arranged in ascending level of difficulty:

<b>Activity 1A</b>	Corresponding to <b>Entry 1</b> of the Adult Numeracy Core Curriculum	Allow approximately 10 minutes for this activity
<b>Activity 2A</b>	Corresponding to <b>Entry 2</b> of the Adult Numeracy Core Curriculum	Allow approximately 10 minutes for this activity
<b>Activity 3A</b>	Corresponding to <b>Entry 3</b> of the Adult Numeracy Core Curriculum	Allow approximately 10 minutes for this activity

1. **For this activity you will need:**

- (i) The **Tutor Script included** – in this document;
- (ii) **Handouts 1A, 2A and 3A**;
- (iii) The **Assessment Scheme** for recording answers;
- (iv) **Pen/pencil and paper** (which students can use to work things out as needed);
- (v) **Calculator**. (For use by student only where directed).

2. **Introducing the topic to students in advance**

Students should be told **in advance** that there will be a one-to-one interview on the topic of **“Party”** and it will last about 10 minutes. A **Tutor Script** is provided for the interview. The interview assesses number skills.

- Activity A is based on oral and written stimuli and involves a one-to-one interview between the student and yourself.

3. **Where to begin**

- **Read through Activities 1A, 2A and 3A** and decide which is the most appropriate level for each individual student. You may decide to start at the lower level and work through two activities with a student.
- **Fix a time and place for the interview**. It should be in a quiet place where you will not be interrupted. It may be useful to have either a desk or clip board so that you can fill in the *Assessment Scheme* as you go.
- **Ensure that the student feels comfortable** and try to put her/him at ease.
- Please ensure that you tick or cross all the answer boxes of the corresponding sections of the *Assessment Scheme* booklet to assist moderation.



**ENTRY 1:**  
**ACTIVITY 1A – Interview Script and Questions**

### About the Script

- The information below provides you with the wording you will need in order to introduce all of the interviews to students and a detailed script for Activity A. Both the general introduction and detailed script should be read twice.
- If a student has difficulty with a particular question, the question may be repeated or reworded.
- Remember, students may use pen and pencil to work things out, as this is **not** a test of mental arithmetic. However, calculators may only be used where stated.

### Suggested Script – General introduction

*Your project is to imagine that you have been given the task of helping to organise a party. Amongst other things, you have to plan who to invite, where the party will take place and how much you can spend in order to stay within budget. I will be giving you more information as we go along. OK? Are there any questions?*

*Sometimes you will need a pen or pencil and some scrap paper to work things out.*

*You will also need a calculator for some things. I will tell you when.*

*You can ask for help with the instructions and difficult words, but I can't help with calculations.*

*OK? Let's start.*

### Script

*As you know, the topic you are working on is all about organising a party. Remember, you can use paper to work things out and a calculator when I tell you. If I go too quickly or you don't understand me, just ask won't you? Let's begin by looking at this . . .*

### Give student Handout 1A: "Party Food Planner"

*Have a look at it first and then I will ask you about it. Any questions? Everything clear?*

**QUESTIONS**

- 1A1 *How many food items are listed in column one?*
- 1A2 *C.A.R.Foods let you phone through with your order. The number is 0182 542673. Can you write down that number for me? I will repeat it more slowly.*
- 1A3 *Look at column two. Which will a guest get more of, sausages on sticks or sausage rolls?*
- 1A4 *If you decide you would like your guests to have two more sausages on sticks each, how many will that now give each guest?*
- 1A5 *You decide that two sandwiches per guest will be enough. How many will you have left over per person?*
- 1A6 *Please use the calculator to work out the total number of food items per person on Menu 1.*

**End of Activity 1A**



**ENTRY 2**  
**Activity 2A – Interview Script and Questions**

**Script**

*The C.A.R. Foods (N.I.) cash and carry have provided a party drinks planning sheet for customers. Let's take a look at the drinks sheet for the party you are planning.*

**Give student Handout 2A: "Party Drinks Planning Sheet"**

*Have a look at it first and then I will ask you about it. Any questions? Everything clear?*

**QUESTIONS**

- 2A1 *How many different drink products are listed on this sheet?*
- 2A2 *What code number should be used to order KA Strawberry?*
- 2A3 *On the sheet, a bottle of mineral water costs 22 pence and a can of cider costs 75 pence. How much will they cost together?*
- 2A4 *What is the difference in price between a can of beer at 88 pence, and a can of cider at 75 pence?*
- 2A5 *You are told that you need three 3 litre bottles of lemonade for the party at £2 per bottle. How much will these three cost together?*
- 2A6 *A can of John Brown's Bitter costs 88 pence. How much is this to the nearest 10 pence?*
- 2A7 *If you wanted to work out the cost of 12 cans of beer at 88 pence each on the calculator, which two symbols could you use in doing this operation? (Show symbols below to student – Handout 2A.)*

<b>+</b>	<b>-</b>	<b>×</b>	<b>=</b>
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- 2A8 *Use a calculator to work out the cost of 12 cans of beer at 88 pence each.*
- 2A9 *C.A.R. Foods is doing a "Half Price Special Offer" on some 24 packs of Black Toad Cider. The old price was £14 per pack. What will the special offer price be?*
- 2A10 *A carton of apple juice is poured into 4 equal sized glasses. What fraction of the carton is in each glass? (Show fractions from Handout 2A.)*

a:

b:

c:

**End of Activity 2A**

**ENTRY 3****Activity 3A – Interview Script and Questions****Script**

*I would like you to look at a completed party order form for food and drinks for about 20 people. The order is supposed to stay within a budget of £300.00.*

**Give student Handout 3A: “Party food and drink order sheet”**

*Have a look at it first and then I will ask you about it. Any questions? Everything clear?*

**QUESTIONS**

- 3A1 *What is the C.A.R. code for 7-UP?*
- 3A2 *Work out the total price of the sandwiches and the rolls.*
- 3A3 *What is the difference in total price between the sandwiches and the rolls?*
- 3A4 *How much would 3 twelve packs of John Brown's bitter cost?*
- 3A5 *If one bottle of wine fills six glasses, how many glasses will three bottles fill?*
- 3A6 *If it takes 5 minutes to prepare a table for your guests, how many tables can you prepare in 60 minutes?*
- 3A7 *Use a calculator to work out the total cost of the food and drink on Handout 3A?*
- 3A8 *If your total came to £376, to the nearest £10, how much would this be over the budget of £300?*
- 3A9 *To the nearest £100, how much would this be over the budget of £300?*
- 3A10 *If it costs £180 to provide food and drink for this party, estimate how much it would cost to put on 3 parties of a similar size.*
- 3A11 *If your total bill for beer and cider comes to £27 and C.A.R Foods is able to give you one third off, how much will you pay?*
- 3A12  *$3\frac{5}{10}$  litres of lemonade is the same quantity as (Show box below to student – Handout 3A).*

**A  $3\frac{1}{2}$  litres      B  $3\frac{1}{4}$  litres      C  $3\frac{3}{4}$  litres      D 3 litres**





3A13 *If a bottle of wine costs £3.49 how much of this price is in £s?*

3A14 *If a bottle of wine costs £3.49 how much of this price is in pence?*

3A15 *If a bottle of Mineral Water is priced at 75 pence, how should this price be written in decimals?*

**End of Activity 3A**



**ENTRY 1–3 – (1B, 2B, 3B)**  
**ACTIVITY B – STUDENT ANSWER BOOKLET**  
**Part i – Measures, Shape and Space**  
**Part ii – Handling Data**

<b>Activity 1B</b>	Corresponding to <b>Entry 1</b> of the Adult Numeracy Core Curriculum	Allow approximately 20 minutes for this activity
<b>Activity 2B</b>	Corresponding to <b>Entry 2</b> of the Adult Numeracy Core Curriculum	Allow approximately 20 minutes for this activity
<b>Activity 3B</b>	Corresponding to <b>Entry 3</b> of the Adult Numeracy Core Curriculum	Allow approximately 20 minutes for this activity

**1 Where to begin**

In Activity B of the task the student will work from the Student Answer Booklet. For Entry 1 there is a separate Student Answer Booklet. Entry 2 and 3 are contained together within the same Student Answer Booklet.

Before starting, read through Activities 1B, 2B and 3B and decide which is most appropriate for each individual student. If you are unsure of the student's level start at the lower level and work up.

**2 Splitting the session into manageable chunks**

You may prefer to split the activity into two parts: **Part i** – Measures, Shape and Space and **Part ii** – Handling Data. This **is** allowed, however, no teaching should take place in between activities.

**3 For this session you will need:**

- The Student Answer Booklet;
- The Assessment Scheme for recording answers;
- Pen/pencil.

**4 Confidentiality**

The activities must be taken "unseen" by the student/s.

**5 Permitted assistance**

If a student has difficulty reading the questions you may read them aloud. However, **no** assistance should be given for calculations.



## 1 Party Numeracy

### Entry 1

Activity Code	Activity	Skill	Booklet	Pages
1A	Interview	Number	Tutor Guide	2, 3–4
			Assessment Scheme	2
1Bi	Student Answer Booklet	Measures, Shape and Space	Tutor Guide	8
			Entry 1 Booklet	1–3
			Assessment Scheme	5
1Bii	Student Answer Booklet	Handling Data	Tutor Guide	8
			Entry 1 Booklet	4–8
			Assessment Scheme	6

### Entry 2

Activity Code	Activity	Skill	Booklet	Pages
2A	Interview	Number	Tutor Guide	2, 5
			Assessment Scheme	3
2Bi	Student Answer Booklet	Measures, Shape and Space	Tutor Guide	8
			Entry 2/3 Booklet	1–4
			Assessment Scheme	7
2Bii	Student Answer Booklet	Handling Data	Tutor Guide	8
			Entry 2/3 Booklet	5–6
			Assessment Scheme	8

### Entry 3

Activity Code	Activity	Skill	Booklet	Pages
3A	Interview	Number	Tutor Guide	2, 6–7
			Assessment Scheme	4
3Bi	Student Answer Booklet	Measures, Shape and Space	Tutor Guide	8
			Entry 2/3 Booklet	7–8
			Assessment Scheme	9
3Bii	Student Answer Booklet	Handling Data	Tutor Guide	8
			Entry 2/3 Booklet	9–13
			Assessment Scheme	10





## Handout 1A

# C.A.R. Foods

## Party Food Planner

### Menu 1.

column 1	column 2
Food items	items per person
Sandwiches	4
Rolls	2
Sausage rolls	3
Slice of pizza	1
Sausages on sticks	4
Slice of pie	1
Chocolate rolls	1
Peanuts (small bag)	1
Crisps (small bag)	1

#### REMINDER:

You can phone in with your party order if you give us 24 HOURS notice.

**Handout 2A****C.A.R. Foods****Party drinks planning sheet.**

There may be a discount on some drinks, such as cans of beer, if you order a 12 or 24 pack. You can now phone in with your party order on **0182 542743**.

Drink Product	Size	Code	Price	Quantity
Lemon Squash	1 litre	011-987-432	£0.95	
Apple Juice	1 litre	012-545-323	£0.85	
Orange Juice	1 litre	012-545-333	£0.85	
KA Kola	2 litre	014-656-876	£1.95	
KA Strawberry	2 litre	014-656-888	£1.95	
7-UP	3 litre	018-564-433	£2.00	
Pepsi Cola	1.5 litre	018-555-434	£1.05	
Lemonade	3.0 litre	018-444-222	£2.00	
Mineral Water	250 ml	018-000-000	£0.22	
Sweet White Wine	75 cl bottle	200-233	£1.99	
Sparkling White Wine	75 cl bottle	200-234	£1.25	
Red Wine	75 cl bottle	200-191	£2.95	
John Brown's Bitter	500 ml can	100-011	£0.88	
Green Label Ale	500 ml can	100-012	£0.95	
Kanga Lager	500 ml can	100-015	£1.05	
Black Toad Cider	500 ml can	100-007	£0.75	

**REMINDER:**

**If you are under 18, it is illegal to buy Alcohol. Proof of age may be needed for orders.**

2A7

<b>+</b>	<b>-</b>	<b>×</b>	<b>=</b>
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2A10 a:

$\frac{1}{4}$
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b:

$\frac{1}{2}$
---------------

c:

$\frac{3}{4}$
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## Handout 3A

## C.A.R. Foods

## Party food and drink order sheet

Reminder: You can now phone in with your party order on  
0182 542642 – please give us 24 hours notice.

## C.A.R. Foods

code	product	price	quantity	total price
F 0010	sandwiches	£1.10	120	£132.00
F 0020	rolls	£0.75	200	£150.00
F 0125	sausage rolls	£2.20 (pack 20)	4	£ 8.80
F 0300	pizzas	£3.00 (serves 12)	2	£ 6.00
F 0150	sausages on sticks	£3.20 (pack 20)	4	£12.80
F 0911	Vegetarian quiche	£1.80	1	£ 1.80

**Total Food:**

## C.A.R. Drinks

code	product	price	quantity	total price
012-545-323	apple juice	0.85	2	£ 1.70
012-545-333	orange juice	0.85	2	£ 1.70
018-564-433	7-UP	£1.19	2	£ 2.38
018-555-434	Cola	£1.05	2	£ 2.10
200-233	White wine	£1.99	4	£ 7.96
200-111	Red wine	£3.49	6	£20.94
100-011	John Brown's	£12.00 (12 pack)	1	£12.00
100-007	Black Toad Cider	£7.00 (12 pack)	1	£ 7.00

**Total Drinks:**

**Order**

**Total**



3A12

**A  $3\frac{1}{2}$  litres**

**B  $3\frac{1}{4}$  litres**

**C  $3\frac{3}{4}$  litres**

**D 3 litres**