

PRE-TRAINEESHIP

Maths & Literacy for Retail

Contents

Introduction v

About the author vi

Acknowledgements vi

LITERACY		
Unit 1	Spelling	1
Unit 2	Alphabetising	3
Unit 3	Comprehension	4
MATHEMATICS		
Unit 4	General Mathematics	6
Unit 5	Basic Operations Section A: Addition Section B: Subtraction Section C: Multiplication Section D: Division	10
Unit 6	Decimals Section A: Addition Section B: Subtraction Section C: Multiplication Section D: Division	15
Unit 7	Fractions Section A: Addition Section B: Subtraction Section C: Multiplication Section D: Division	20
Unit 8	Percentages	23
Unit 9	Measurement Conversions	25
Unit 10	Measurement: Length, Area and Volume Section A: Circumference Section B: Diameter Section C: Area Section D: Volume of a Cube Section E: Volume of a Cylinder	26

SAMPLE PAGES

Unit 11	Earning Wages	33
Unit 12	Squaring Numbers Section A: Introducing square numbers Section B: Applying square numbers to the trade	35
Unit 13	Purchase Plans	38
Unit 14	Practice Written Exam for the Retail Trade	41

Formulae and Data 50

Notes 53

SAMPLE PAGES

Unit 4: General Mathematics

Short-answer questions

Specific instructions to students

- This unit will help you to improve your general mathematical skills.
- Read the following questions and answer all of them in the spaces provided.
- You may not use a calculator.
- You need to show all working.

QUESTION 1

What unit of measurement would you use to measure:

a the size of a person's waistline for fitting jeans?

Answer:

b the temperature of an oven in a patisserie?

Answer:

c the change given from a dollar coin?

Answer:

d the weight of a jumper?

Answer:

e the speed of a delivery truck?

Answer:

f the height of a retail shop?

Answer:

g the weight of a fridge?

Answer:

QUESTION 2

Write an example of each of the following and give an instance where it may be found in the retail industry.

a Percentages

Answer:

b Decimals

Answer:

c Fractions

Answer:

d Mixed numbers

Answer:

e Ratios

Answer:

f Angle

Answer:

QUESTION 3

Convert the following units:

a 12 kg to g

Answer:

b 4 tonnes to kilograms

Answer:

SAMPLE PAGES

Unit 11: Earning Wages

Short-answer questions

Specific instructions to students

- This unit will help you to calculate how much a job is worth, and how long you need to complete the job.
- Read the following questions and answer all of them in the spaces provided.
- You may not use a calculator.
- You need to show all working.

QUESTION 1

A shop assistant earns \$98.50 clear per week for 10 hours work. How much does she earn per year, given that she works the same number of hours each week? (Note also that there are 52 weeks in a year.)

Answer:

QUESTION 2

A checkout assistant starts a shift at a department store at 10.00 a.m. and stops for a break at 1.30 p.m. He starts again at 2.00 p.m. then finishes the shift at 4.15 p.m.

a How many hours and minutes has he worked?

Answer:

b How much will he earn if he gets paid \$8.20 per hour?

Answer:

QUESTION 3



A waitress earns \$15.50 an hour and works a 38-hour week. How much are her gross earnings (before tax)?

Answer:

QUESTION 4

Over a 6-day week, the takings for a coffee shop are: \$465.80, \$2,490.50, \$556.20, \$1,560.70 and \$990.60. What are the total takings?

Answer:

QUESTION 5

A short order cook needs the following amount of time to cook 5 orders: 14 minutes, 11 minutes, 7 minutes, 15 minutes and 9 minutes. How much time has been spent on cooking the orders? State your answer in hours and minutes.

Answer:

QUESTION 6

A department store café worker prepares food for lunch. The tasks take $4\frac{1}{2}$ hours to complete. If the waitress gets \$9.60 an hour, how much will she earn during this time?

Answer:

QUESTION 7

Over a shift a shop assistant spends $3\frac{1}{2}$ hours stocking shelves and $2\frac{1}{2}$ hours working on the front counter. If the shop assistant gets paid \$11.80 per hour, how much does she earn during this shift?

Answer:

SAMPLE PAGES

Unit 13: Purchase Plans

Short-answer questions

Specific instructions to students

- This unit will help you to calculate the details of purchase plans.
- Read the following questions and answer all of them in the spaces provided.
- You may not use a calculator.
- You need to show all working.

There are many different options customers can choose from to pay for a purchase. Many stores offer a discounted 'hot price' for a product if you buy it on the spot, or you could pay for it over a certain time period, such as over four years. Alternatively, other stores offer the products for hire. But what is the difference in the final amount paid between the two payment options?

EXAMPLE

A 50" full HD Plasma TV retails at \$3191. The 4-year or 48-month plan means that the buyer pays \$27.15 per week over 4 years.

\$27.15 (per week)

$$\begin{aligned} &\times 52 \text{ (52 weeks over 1 year)} \\ &= \$1411.80 \text{ (total over 1 year)} \end{aligned}$$

then

$$\begin{aligned} &\times 4 \text{ (over 4 years)} \\ &= \$5647.20 \text{ (total paid)} \end{aligned}$$

Therefore:

4-year/48-month plan price: \$5647.20

Retail price = \$3191.00

Difference = \$2456.20

Therefore, the difference is an extra \$2456.20 that would be needed to be paid off over 4 years.

Solve the following questions.
(Note that 1 inch = 2.54 cm.)

QUESTION 1

A 52" full HD LCD TV retails for \$2997. The 4-year or 48-month payment plan means that the buyer pays \$25.50 per week over 4 years. What is the price difference between the two payment options?

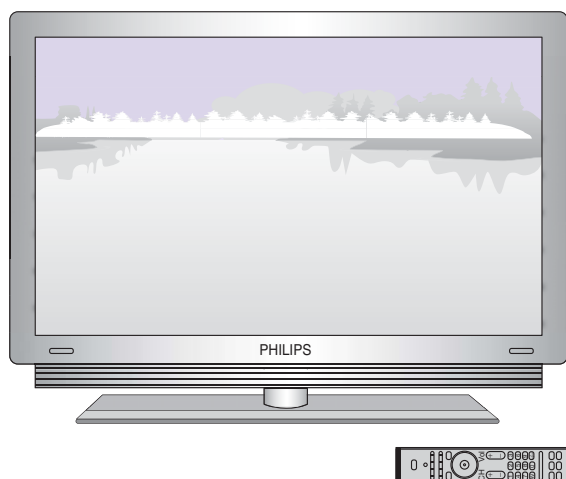
Answer:

QUESTION 2

A 42" plasma TV retails for \$898. The 4-year or 48-month payment plan means that the buyer pays \$7.64 per week over 4 years. What is the price difference between the two payment options?

Answer:

QUESTION 3



A 60" full HD plasma TV retails for \$4997. The 4-year or 48-month payment plan means that the buyer pays \$45.52 per week over 4 years. What is the price difference between the two payment options?

Answer:

QUESTION 4

A 42" full HD LCD TV retails for \$1596. The 4-year or 48-month payment plan means that the buyer pays \$13.58 per week over 4 years. What is the price difference between the two payment options?

Answer:

SAMPLE PAGES

Retail

Practice Written Exam for the Retail Trade

Reading time: 10 minutes

Writing time: 1 hour 30 minutes

Section A: Literacy

Section B: General Mathematics

Section C: Trade Mathematics

QUESTION and ANSWER BOOK

<i>Section</i>	<i>Topic</i>	<i>Number of questions</i>	<i>Marks</i>
A	Literacy	7	22
B	General Mathematics	11	25
C	Trade Mathematics	40	53
		Total 57	Total 100

The sections may be completed in the order of your choice.
NO CALCULATORS are to be used during the exam.

SAMPLE PAGES

Section A: Literacy

Spelling

Read the passage below, and then underline the 20 spelling errors.

10 marks

Paula and Jean shopped at three diferent malls in the one day. It was the end of the financhial year and the sales were on. Over 115 shops had sales on and the shopping hours had been extunded. Normaly, the malls would open at 8.00 a.m. and closed at 5.00 p.m., however, with the ecstended hours, all malls were oppen untill 9.00 p.m. everyday. Everyone was excited. Retale thurapy was at hand!

The jewelery stores had plenty to sell with necklaces being one of the most poplar choices. The book stores also had a huge runge of stock on sale, as did the health food stores. The mall was buzng with people and the food courts were very popular. Paula and Jean found the perfame sales to their liking the most, and they shoped around for different fragrances for hours. With their arms full, they headed off at just after closing time. They had really enjoyed their graete day out shopping, but they both felt that they could now do with a good long breake!

Correct the spelling errors by writing them out with the correct spelling below.

Alphabetising

Put the following words into alphabetical order.

6 marks

Entrance	Stainless steel
Customer	Bedding
Service	Credit
Compact disk	Rewards
Clothing	Designer names
Homeware	Mattress
Assistant manager	Kitchen goods

SAMPLE PAGES

Section C: Trade Mathematics

Basic operations

Addition

QUESTION 1

1 mark

A shopper purchases 500 g of roast beef, 350 g of sliced chicken loaf and 150 g of ham. How many grams of food is that in total?

Answer:

QUESTION 2

1 mark

A shopper buys the following vegetables: 2 kg of tomatoes, 3 kg of onions and 10 kg of potatoes. How many kg of food has been purchased in total?

Answer:

Subtraction

QUESTION 1

1 mark

A surf and ski shop sells 57 bracelets from a box that contains 150 bracelets. How many bracelets remain in the box?

Answer:

QUESTION 2

1 mark

A shopper's skate gear purchase comes to \$344. At the cash register, the store manager discounts the purchase by \$35 as the shop is having a sale on all of its skate gear. How much does the bill total now?

Answer:

Multiplication

QUESTION 1

1 mark

A supermarket shopper buys 4 lettuces for \$3 each, 2 onions for 35 cents each and 2 avocados costing \$1 each. What is the total cost?

Answer:

QUESTION 2

1 mark

Bread rolls are purchased for a dinner party. If one bread roll costs 25 cents, how much will 25 bread rolls cost?

Answer:

Division

QUESTION 1

1 mark

An interstate semi-trailer travels 1125 km over a 5-day haul delivering clothing to country retail outlets. Approximately how many kilometres are covered, on average, each day?

Answer:

QUESTION 2

1 mark

At a yearly stocktake, a storeperson counts 720 of the same toys. If there needs to be 12 toys in each box, how many boxes are there?

Answer:

Decimals

Addition

QUESTION 1

1 mark

A family buys the following from a pet store: a dog kennel for \$199.95, a water bowl \$19.50 and a 5 kg bag of dry pet food for \$34.50. How much do the purchases cost in total?

Answer:

QUESTION 2

1 mark

A shopper has several lay-by orders that are to be collected before Christmas. One totals \$139.80, another is \$430.65 and the last adds up to \$216.45. How much is the total for all three?

Answer:

SAMPLE PAGES