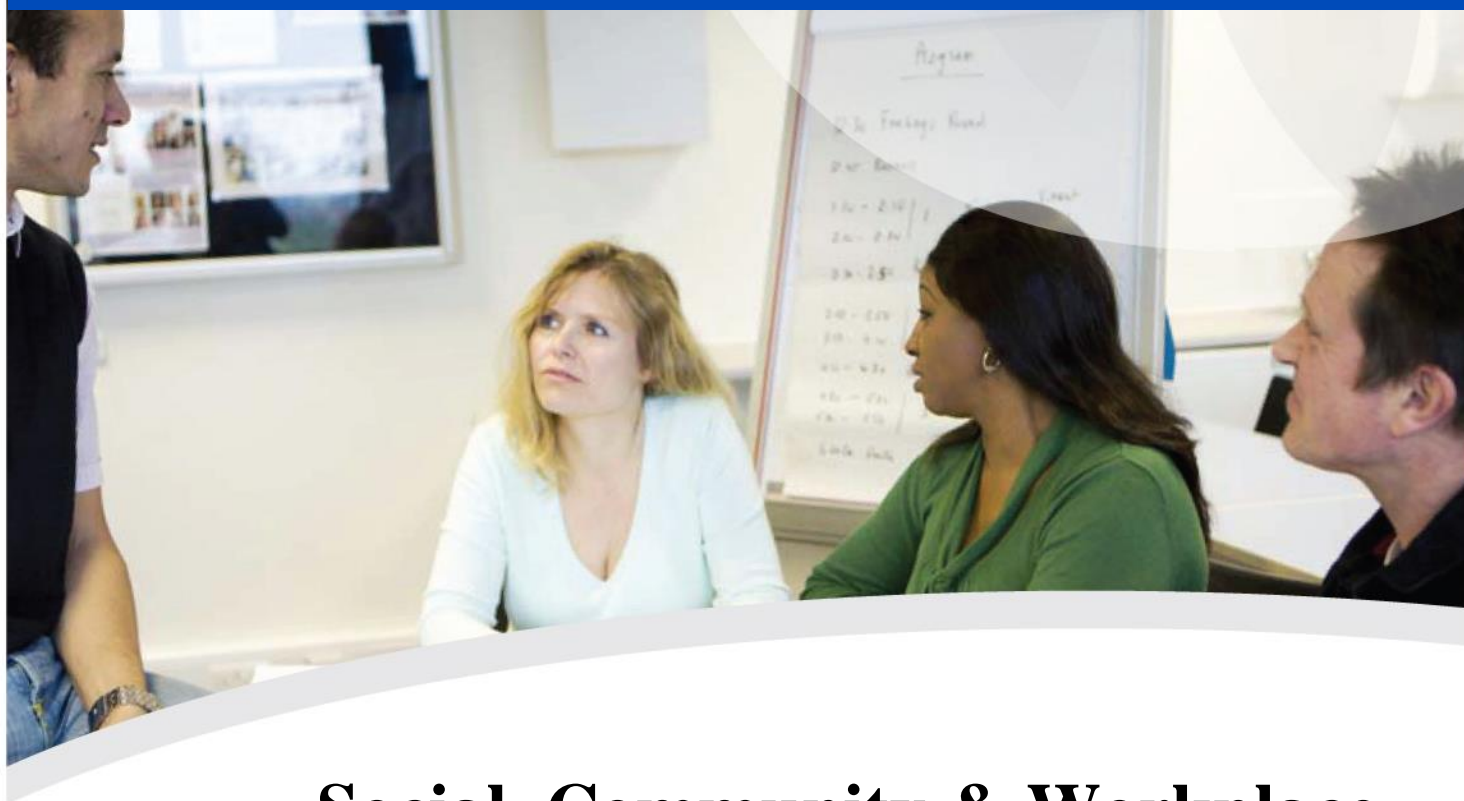




## Foundation Skills

### Language, Literacy & Numeracy Activities Workbook



## Social, Community & Workplace English & Mathematics

### NUMERACY SKILLS - ACSF LEVEL 1

Email: [enquiries@teach2learn.com.au](mailto:enquiries@teach2learn.com.au)

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# Acknowledgements

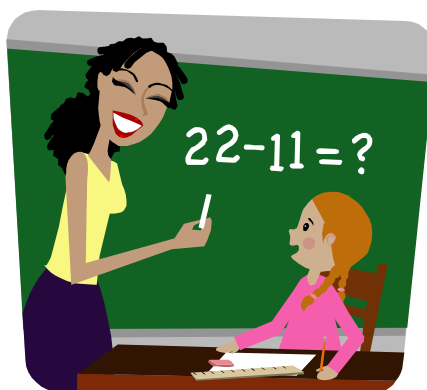
Each activity in this booklet has been aligned to the Australian Core Skills Framework (ACSF) \* indicators of competence so that they are at the levels appropriate to the delivery of language, literacy and numeracy skills underpinning the units of competency.

- \*The “Title to and Intellectual Property rights in relations to the Australian Core Skills Framework are owned by the Commonwealth of Australia”.

Units of Competency and minimum required levels of reading, writing, numeracy, oral communication and learning skills ACSF level 1

Macro Skill	ACSF Reading Skills Level	ACSF Writing Skills Level	ACSF Oral Communication Skills Level	ACSF Numeracy Skills Level	ACSF Learning Skills Level
Learning Skills					1
Numeracy Skills				1	
Oral Communication Skills			1		
Reading Skills	1				
Writing Skills		1			

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# Numeracy Skills ACSF Level 1


## CONTENTS

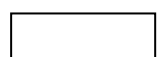
1. Thinking mathematically
  2. Order forms
  3. Time tables
  4. Specials
  5. Time
  6. Post codes
  7. T.V. guides
  8. Observations
  9. Measuring
  10. Fractions
  11. Banking
  12. Personal information
  13. Family information
  14. Calculator
  15. Reference points
  16. Credit card application
  17. Cheques
  18. Temperature
  19. Attendance
  20. Shopping List
  21. Self Assessment
- Contact details & order information – refer last page.


Activity 8 Observations

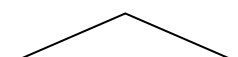


**Display this information using these shapes**

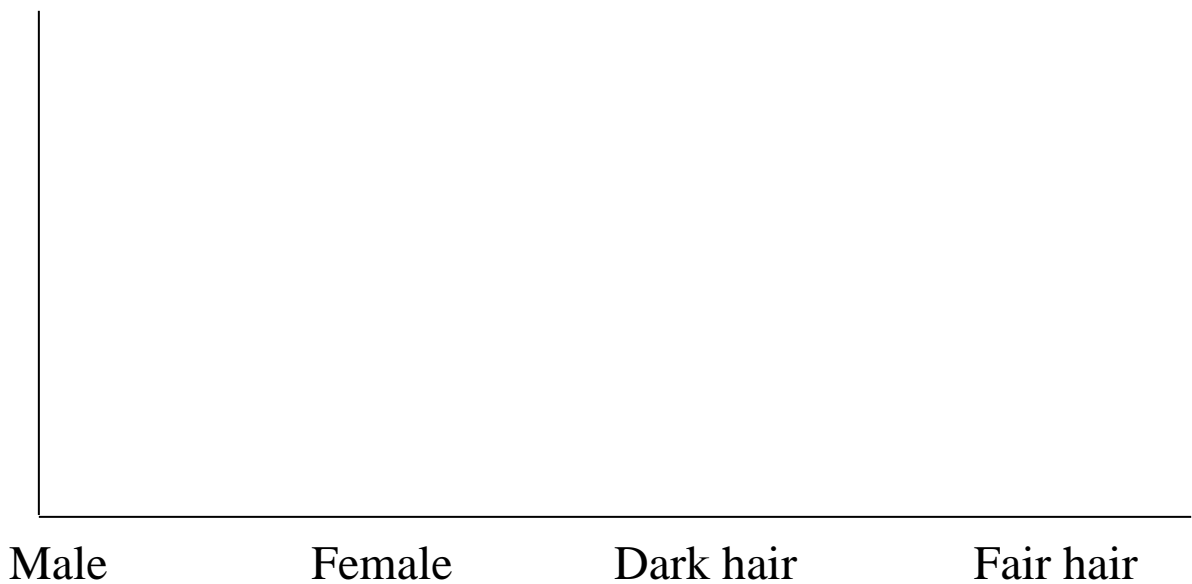
  
females

  
males

  
dark hair

  
fair hair

- There are twelve members of our project team.
- Four of them are male.
- Eight of them are female.
- Six of them have dark hair.
- Six of them have fair hair.



## Activity 13 Family Information

Think of the names of *five* of your favourite relatives.

***Write their names and their birth dates as a list in the space below.***

Name	Date	Month
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

**Write this information in a line graph.**



January June December

1<sup>st</sup>  
June  
May  
Brown

Activity 16 Credit Card Application

If you have a credit card then you may wish to extend the uses of the card. Many banks offer this service to members. The card may be linked to your other accounts at the bank and you receive points for your purchases.

**Complete the form below:**

Card Membership Number  
(You will need to write *eight digits*)

Name

Title



Full Name on credit card

Signature of cardholder

Date

## Activity 21 Self Assessment

Name .....

Aspects of Communication	Task	Activity Description	Date	Task	Self Assessment Activity	Date
Public Communication	<b>1</b>	Thinking mathematically		<b>1</b>	Writes a list of mathematical abbreviations	
	<b>2</b>	Order Form		<b>2</b>	Calculates cost of meal	
	<b>3</b>	Time Tables		<b>3</b>	Writes the opening times of shops in the local area	
	<b>4</b>	Specials		<b>4</b>	Lists the cost of specials from least to most expensive	
System Communication	<b>5</b>	Time		<b>5</b>	Describes use of digital clocks	
	<b>6</b>	Post Codes		<b>6</b>	Lists the Post Codes of relatives	
	<b>7</b>	TV Guides		<b>7</b>	Reproduces a timetable of classes available to students	
Cooperative Communication	<b>8</b>	Observation		<b>8</b>	Observes/lists shapes in the environment	
	<b>9</b>	Measuring		<b>9</b>	Creates a rectangular poster	
	<b>10</b>	Fractions		<b>10</b>	Writes fractions as number sentences	
Personal Communication	<b>11</b>	Bank forms		<b>11</b>	Completes a bank form	
	<b>12</b>	Personal information		<b>12</b>	Writes how to use Bankcard at ATM	
	<b>13</b>	Family Information		<b>13</b>	Write in words and numbers a relative's birthday	
Technical Communication	<b>14</b>	Calculator		<b>14</b>	Creates number sentence on calculator	
	<b>15</b>	Reference points		<b>15</b>	Collects different types of graphs	
Procedural Communication	<b>16</b>	Credit Card application		<b>16</b>	Complete a credit card application	
	<b>17</b>	Write a personal cheque		<b>17</b>	Write a cheque to pay a bill	
	<b>18</b>	Temperature		<b>18</b>	Record the temperature for the weekend	
	<b>19</b>	Attendance		<b>19</b>	Create an example of a work attendance sheet	
	<b>20</b>	Shopping list		<b>20</b>	Explain abbreviations for measurements on food labels	

[illegible]



# Social & Workplace Language, Literacy & Numeracy Activities Workbook

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