

## Using written methods for addition

### • **COLUMN METHOD:**

I start by writing the two numbers one on top of the other, making sure each column is correctly lined up:

Don't forget to write the + sign so you remember what you are doing!


HTU  
4 5 6  
+ 3 7 8

I always add up the numbers on the RIGHT first. In this case, it's the units column.  $6 + 8 = 14$ . 14 is actually 1 ten and 4 units. So I put 4 in the units column and add an extra 1 to the tens column:

so


HTU  
4 5 6  
+ 3 7 8  
4  
1

Next, I add the tens together. There are 5 tens + 7 tens + 1 ten (the extra one!). This equals 13 tens, which is the same as 130. That's 1 hundred and 3 tens.

	H	T	U
	4	5	6
+	3	7	8
		3	4
	1	1	

Finally, I add up the hundreds. 4 hundreds + 3 hundreds + the 1 extra hundred = 8 hundreds.

	H	T	U
	4	5	6
+	3	7	8
	8	3	4
	1	1	

And there's my answer!

Now you try these:

1.  $234 + 123 =$

2.  $452 + 361 =$

3.  $409 + 123 =$

4.  $764 + 101 =$

5.  $675 + 31 =$  (be careful lining up the digits)

6.  $390 + 119 =$

7.  $542 + 118 =$

## Using written methods for subtraction

### • **COLUMN METHOD:**

Just like with addition, I line up the two numbers, one on top of the other. The most important thing to remember is that the **BIGGEST** number goes at the top.

Remember to put the operation sign so you know what you are doing!		<b>H</b>	<b>T</b>	<b>U</b>
		5	7	8
	-		9	5
		<hr/>		
		<hr/>		

I always subtract the numbers on the RIGHT first. In this case, it's the units column.  
 $8 - 5 = 3$ .

	<b>H</b>	<b>T</b>	<b>U</b>
	5	7	8
-		9	5
		<hr/>	
			3
		<hr/>	

Next I subtract the tens column. 7 tens - 9 tens. Uh Oh! There's a problem! 7 tens is smaller than 9 tens, so I can't subtract the 9 tens. But...there are plenty of hundreds! So I am going to 'borrow' one of the hundreds.

I now have 4 hundreds  
left in the hundreds  
column

	H	T	U
	4	<del>5</del> 17	8
-		9	5
<hr/>			
			3
<hr/>			

If I take one of those hundreds and put it with the 7 tens I already have, I then have 1 hundred and 7 tens (or 17 tens or 170), which is enough to take away 9 tens (or 90). So  $17 \text{ tens} - 9 \text{ tens} = 8 \text{ tens}$ .

	H	T	U
	4	<del>5</del> 17	8
-		9	5
<hr/>			
		8	3
<hr/>			

Now all I need to do is  
look at the hundreds  
column: 4 hundreds  
subtract nothing!  
Well, that's easy!  
There's my answer!

	H	T	U
	4	<del>5</del> 17	8
-		9	5
<hr/>			
	4	8	3
<hr/>			