Skills and Employment
Office of Literacy and Essential Skills

Numeracy Indicator

Numeracy *is the ability to use numbers and think in quantitative terms to complete tasks. Strong* ***numeracy*** *skills are essential in many workplaces and in everyday life. Managing money and a budget, performing calculations, taking measurements, and estimating driving distances are all examples of using your* ***numeracy*** *skills.*

The Numeracy Indicator is a tool designed to help you gain a better understanding of your ***numeracy*** *skills. The Indicator contains questions that will* ***provide an indication*** *of your* ***numeracy*** *strengths and areas for improvement. This information can help guide your future training decisions and career planning.*

The questions in the Indicator are based on actual tasks performed in the workplace.

Instructions:

1. Allow yourself approximately 20 minutes to complete the Indicator.
2. Write your answers directly on the Indicator in the space provided.
3. If you are marking your own Indicator, use the *Answer Key* provided at the back. Give yourself one point for each correct answer. Do not give yourself partial marks.

Helpful Tips:

- If you do not know the answer to a question, skip it and move on to the next question. You can always come back to it later.
- Use of a calculator is permitted but not required.
- Use the Indicator to help identify areas in which you may need skills upgrading.
- Indicators are also available for other Essential Skills, visit **hrsdc.gc.ca/essentialskills**.

NUMERACY INDICATOR

LEVEL 1

Question # 1

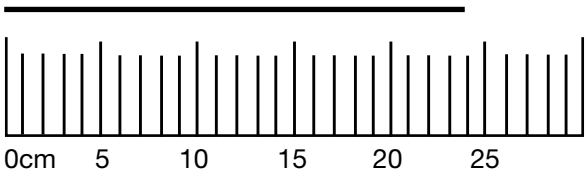
An office uses 2 packages of paper per day.
How many packages of paper will the office use in a 5-day work week?

[ ] packages

Question # 2

Look at the black line in the diagram below.
What is the length of the line?

[ ] cm



Question # 3

A boilermaker is reading pressure gauges to ensure they are within a normal range.

The normal operating range for water pressure is 25 to 35 psi (pounds per square inch). If a boilermaker finds that the water pressure gauge reads 39 psi, by how much must it be reduced so the psi reading is back within the normal range (35 psi)?

[ ] psi

Question # 4

Look at the library report on overdue books below.
Enter Sandra Roy's total late fee in the space provided.

Overdue Books Sandra Roy

Book Title	Days Overdue	Late Fee
How to Paint in Watercolour	5	$3.75
Lakes of Canada	3	$2.25
World Travel	2	$1.50
	Total	$

Computer Use • Reading • Document Use • Numeracy • Writing • Oral Communication • Working with Others • Thinking • Computer
Working with Others • Continuous Learning • Thinking • Computer Use • Reading • Numeracy • Writing • Oral Communication • Working
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Question # 5

An airline sales agent has just been advised that a flight will be delayed by 2 hours. Flight DG386 was originally scheduled to arrive at 13:00.

What is the new arrival time for Flight DG386? ☐

LEVEL 2

Question # 6

Look at the table below.

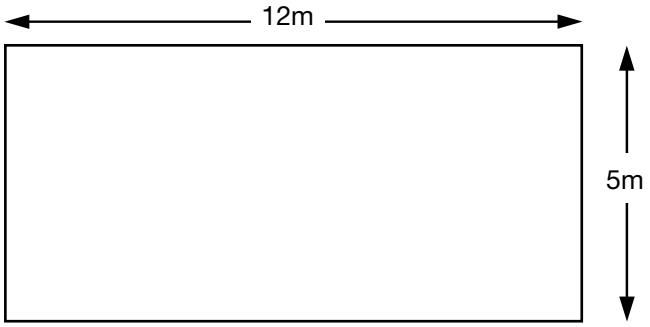
Enter the total value of chips received by Henry Rogers in the space provided.

Henry Rogers			
Chip Colour	Value Per Chip ($)	Number of Chips	Total Chip Value ($)
Red	10	20	
Black	50	4	
		TOTAL	$

Question # 7

Look at the diagram below.

What is the area of the room? ☐ m^2



Question # 8

A motor vehicle assembler is scheduling the ordering of car parts. The deadline for receiving the fan belts is the end of the business day on May 25.

Fan belts take 7 days to deliver, starting from the day the order is placed, up to and including the day of delivery. Delivery time does not include weekends (Saturday and Sunday).

Circle the latest date that the motor vehicle assembler can order the fan belts on the calendar below.

May 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Question # 9

A hotel guest would like her bill using American currency. The hotel bill is $100 Canadian.
Look at the currency converter below.

How much does the guest owe in American currency? $ _____

Currency Converter	
Canadian Currency	American Currency
$1.00	= $0.8865

Question # 10

Look at the vitamin information chart below.

What is the price of each pill? $ _____

Re-Gen Vitamin Pills	
Vitamin A (per pill)	1000 I.U.
Vitamin C (per pill)	90 mg
Vitamin D (per pill)	400 I.U.
Iron (per pill)	10 mg
Number of pills per package	60
Cost per package	$12

Answer Key

Marking Guide:

- Award one mark for each correct answer, as indicated below.
- Do not award partial marks.
- Add the total score for each level. A score of 3 out of 5 or less in either section may indicate that skills upgrading would be beneficial.

NUMERACY – LEVEL 1

1. 10
2. 24
3. -4 or 4
4. 7.50
5. 15:00 or 3:00 PM

TOTAL – LEVEL 1:	**/5**

NUMERACY – LEVEL 2

6. 400
7. 60
8. May 17
9. 88.65
10. 0.20

TOTAL – LEVEL 2:	**/5**

Essential Skills:	
Reading	understanding materials written in sentences or paragraphs (e.g. letters, manuals)
Document Use	using and understanding labels, graphs, signs and other similar materials
Numeracy	using and understanding numbers
Writing	writing text or typing on a computer
Oral Communication	using speech to share thoughts and information
Working with Others	interacting with others to complete tasks
Thinking	reviewing information to make decisions
Computer Use	using computers and other technical tools (e.g. fax machine)
Continuous Learning	participating in an ongoing process of gaining skills and knowledge (e.g. workplace training)

Literacy and Essential Skills—for LEARNING, WORK and LIFE

To learn more about Literacy and Essential Skills and other related tools, visit **hrsdc.gc.ca/essentialskills.**

Notes:

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Paper
Cat. No.: HS18-19/2011E
ISBN: 978-1-100-18353-4

PDF
Cat. No.: HS18-19/2011E-PDF
ISBN: 978-1-100-18354-1

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