

## Reminder sheet

### Mental method

- 1 Use a mental method if you can and write the answer straight down.

### Written method

- 2 Write down an estimate of the answer.
- 3 Set out the division on squared paper using the layout  $\overline{\hspace{2cm}}$ .
- 4 Label the columns with H T U for numbers up to 999, leaving space for your answer. Use Th for thousands. Miss out the labels if you are confident.
- 5 Write the digits in the correct columns.
- 6 Start dividing into the highest place-value (the highest digit is on the left). If the digit is too small, take the first two digits instead.
- 7 Write your answer in the same column above the  $\overline{\hspace{2cm}}$  line.
- 8 Repeat these four steps **a** to **d**, working through the digits from the highest to the lowest (from right to left).
  - a divide by the divisor
  - b answer is written above the line
  - c subtract below the line to find the remainder
  - d bring down the next digit.
- 9 If you have a remainder when you divide, carry the remainder into the next column on the right.
- 10 If you have a remainder when you have finished the division, then write it using the letter **r**.
- 11 Later, you can write the final remainder as a fraction or decimal instead of using the letter **r**.
- 12 Compare your answer with your estimate. Does the answer look the right size?

**Remember**

Divide  
Answer  
Subtract  
Bring down