

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 subtraction, using squared paper to get the columns straight.
- 4 Label the columns with H T U for numbers up to 999. Use Th for thousands. Miss out the labels if you are confident.
- 5 Write the numbers in the correct columns. Remember to line up the units in the U column on the right.
- 6 Start adding on the right with the U column and work to the left.
- 7 Subtract the bottom digit from the top digit (not the other way round).
- 8 If the top digit is too small, make an extra 10 by changing one of those in the next column to the left – and then subtract the bottom digit.
- 9 Compare your answer with your estimate. Does the answer look the right size?
- 10 Check your answer by using addition as the inverse of subtraction.