## Contents

Introduction
Materials List ..... iv
Student Materials ..... iv-vii
Teacher Materials ..... viii-xiii
Grading ..... xiii
Units
Unit 1 ..... xiv-43 D
Unit 2 ..... 44-87 D
Unit 3 ..... 88-131 D
Unit 4 ..... 132-175 D
Unit 5 ..... 176-219 D
Unit 6 ..... 220-263 D
Unit 7 ..... 264-307 D
Unit 8 ..... 308-351 D
Unit 9 ..... 352-395 D
Unit 10 ..... 396-439 D
Appendix A
Glossary ..... 440-446
Reference Charts ..... 447-449
Index ..... 450-466
Appendix B
Math Facts and Flash Card Games ..... 467-469
Math Fact Strategies ..... 470
Word Problem Strategies ..... 471
Mental Math Practice and Strategies ..... 472
Speed/Mastery Drill Incentives ..... 473
Test Taking Skills ..... 473
Appendix C
Answers ..... 474-477
Student Page Samples ..... 478
Appendix D
Resource CD Contents ..... 479-480
Math 100-400 Flash Card System ..... 481-482
Teaching Resources ..... 483
Acknowledgments and Credits ..... 484

## Introduction

Mathematics 4 is built on the thesis that most children can learn, understand, and master mathematical concepts. It seeks to relate math to everyday life and to make it practical. We believe that mathematics should help students achieve the ultimate goal of loving, serving, and glorifying God.
Mathematics 4 introduces concepts in incremental steps, allowing the student to master each increment of a skill before advancing to the next step, meeting several simple concepts simultaneously. Each increment easily becomes a part of his "big picture," not only because it is small, but also because it fits with what he has already learned.
Students retain what they have learned by consistent, systematic review. Mathematics 4 uses a system of continuous review. Instead of a grand review at the end of the year, a large part of every day's work is review. The goal is mastery, not just exposure.

## Materials

## Student

> Mathematics 4 Textbook
> Student Packet
Graph Worksheets
Drill Progress Charts
Speed/Mastery Drills
, Quiz and Test Packet

## Teacher

> Mathematics 4 Teacher's Guide Resource CD
> Flash Cards
> Full Solution Answer Key

## Unit

 Contents```
Lesson 1 . . . . . . . . . . . . . . . . }
    Understanding Numbers Through
    Thousands; Multiplication
Lesson 2 . . . . . . . . . . . . . . . . 5
    Fractions; Facts About Fractions
Lesson 3 . . . . . . . . . . . . . . . . }
    Solving Word Problems;
    Finding Half of a Number
    Mentally
Lesson 4 . . . . . . . . . . . . . . . 11
    Reading and Writing Decimals;
    Ordering Decimals With Tenths
Lesson 5 . . . . . . . . . . . . . . . 14
    Quiz 1
Lesson 6 . . . . . . . . . . . . . . . }1
    Placing Decimal Points;
    Subtraction in Word Problems
```



```
Lesson 7 . . . . . . . . . . . . . . . 18 Rounding Measurements; Changing Units of Measure
Lesson 8 21
Borrowing; Finding the Missing Part in Word Problems
Lesson 9 . . . . . . . . . . . . . . . 24
Metric Units of Length; Solving Two-Step Word Problems
```

Lesson 10 . . . . . . . . . . . . . . 27
Quiz 2
Lesson 11 . . . . . . . . . . . . . . 28
Multiplying and Carrying; Factors and Multiples; When to Add, When to Multiply
Lesson 12 . . . . . . . . . . . . . . 31
Rounding to the Nearest Ten or Hundred; Finding Change

Lesson 13
34
Adding and Subtracting Mentally; Doubling Numbers Mentally

Lesson 14 . . . . . . . . . . . . . . 37
Carrying Mentally; Multiplying by Tens and Hundreds Mentally

Lesson 15 . . . . . . . . . . . . . . 40
Naming Lines; Mental Math Trails
Lesson 16
43
Unit 1 Test


## Student Materials

## Textbook

Mathematics 4 is a non-consumable text, designed to be reused year after year. Students write their answers on separate paper. For teacher ease in grading, set up a form for students to follow. Show them in the first math class of the year how you expect them to number their papers. Tell them whether you want their work to be done in spiral-bound notebooks or on notebook paper. Appendix C page 478 contains suggestions and samples for ways to have students set up their work pages.

Mathematics 4 is divided into 10 units with 16 lessons each. Lessons 1-4, 6-9, and 11-15 are daily lessons. Lessons 5 and 10 are quiz lessons, and Lesson 16 is the test lesson.


## Oral Practice

Some lessons include an Oral Practice box after the lesson exercises. Each Oral Practice box contains numbers (including large numbers, fractions, decimals, temperatures, and negative numbers) that students will read aloud to the teacher or helper. A few Oral Practices include dictation. Numbers to dictate are listed on the corresponding Teacher's Guide page.

## We Remember

The We Remember section systematically reviews concepts taught in earlier lessons. The first exercises in We Remember review material from the previous day. The final exercises in We Remember review the concept taught in this lesson.
20. Below each bold black exercise number is at least one small, gray reference number. The reference number indicates the textbook page where the concept reviewed in this exercise was taught.

## Unit Story

Unit 1 begins with an introduction to math around the world. Units 2-10 each feature a different part of the world where math is used in everyday life and begin with a short story to introduce and depict the geographical theme.

## Teaching Boxes

Daily lessons begin with at least one framed and colored teaching box that covers either material from Grade 3 (in Unit 1 and a few in Units 2-5) or new concepts. A few lesson exercises follow each teaching box to reinforce the new material.

## Sharpening Your Skills

Math skills must be continually sharpened. The Sharpening Your Skills section in each lesson hones those skills day by day. These exercises include Computation, Fact Focus, and Mental Math sections. Exercises in Sharpening Your Skills do not have reference numbers.

## Computation

Math problems that require computing addition, subtraction, multiplication, and division appear in this section. Students copy and work the problems. Specific instructions in gray tell how to check, when to simplify fractions, and how to write remainders in division. These instructions refer only to computation exercises.

## Fact Focus

Some lessons include reviews of simple facts. Students write only the answers without copying the problem. Fact Focus may include multiplication and division facts, month numbers, number of days in each month, and measurement equivalents.

## Mental Math

Students solve the exercises mentally and write only the answers on their papers.

## Quiz or Unit Test

After a concept has been reviewed for five days, it may appear on any quiz or test. Exceptions to the five-day review are Grade 3 mathematics concepts carried over into Unit 1 which may be quizzed or tested after fewer than five days of review.

## Just for Fun

Quiz and test lessons include optional enrichment activities to expose students to new concepts. Just for Fun activities are neither reviewed nor tested.

## Textbook Graphics

## Unit 3

3Refresher Lesson—Review of a concept from CLE Mathematics 300. This symbol is found mostly in Units 1 and 2, with a few appearing in Units 3, 4, and 5.

Did You Know-Informative nuggets, often relating to the unit's geographic topic. These may generate additional discussion and/or research.

## We Remember

We Remember-The daily review section continuously reviews skills and concepts.


Digit Sums Shortcut; Changing From Smaller to Larger Units of Measure

Lesson 2 . . . . . . . . . . . . . . . 9
Two-Place Decimals; Rounding and Estimating to the Nearest Dollar

Lesson 3 . . . . . . . . . . . . . . . 96 Mixed Numbers and Improper Fractions

Lesson 4 . . . . . . . . . . . . . . . 99
Multiplying and Dividing by 10 , 100 , and 1,000

Lesson 5 . . . . . . . . . . . . . . . 102 Quiz 1


Lesson 6 . . . . . . . . . . . . . . . 103 Multiplying by Two-Digit Numbers

Lesson 7 . . . . . . . . . . . . . . 106 Finding Factors Using Divisibility Rules for 2, 5, and 10

Lesson 8 . . . . . . . . . . . . . . . 109 Reading and Writing Numbers Through
Millions;
Estimating
Sums and Differences

Lesson 9 Naming Triangles

Lesson 10 $\qquad$115 Quiz 2

Lesson 11 . . . . . . . . . . . . . . 116
Five Steps in Long Division
Lesson 12 . . . . . . . . . . . . . . 119
Multiplying Two-Digit Numbers by Tens

Lesson 13
Checking Multiplication; Common Solids

Lesson 14125

Checking Addition and Subtraction; Gram, Kilogram, and Metric Ton

Lesson 15 . . . . . . . . . . . . . 128 One Fourth Inch

Lesson 16 . . . . . . . . . . . . . . 131


Sharpening Your Skills
Sharpening Your Skills-Computation, Fact Focus, and Mental Math.

## Glossary, Reference Charts, Index

Students can work more independently when they are able to look up information as needed. The Glossary, Reference Charts, and Index are tools to help them achieve this goal. The Glossary defines terms used throughout the course. The first time glossary terms are used in textbook lessons, they are in bold print. The Reference Charts provide definitions, diagrams, equivalent measures, geometry, and abbreviations. The Index contains topics under various headings and the page number where they can be found.


## Drill Progress Charts

An optional Drill Progress Chart comes before each unit's set of speed and mastery drills in the student packet. Students color the spaces each day according to the number of drill problems they answered correctly in the given time. See Appendix C page 473 for more drill incentive ideas.

## Speed/Mastery Drills

Speed Drills have 35 factsaddition, subtraction, multiplication, or division. Mastery Drills have 20 problems-measurement equivalents, month facts, and polygons. Unit 1 has sixteen Speed Drills. Units 2-10 each have thirteen Speed Drills and three Mastery Drills. Distribute drills at the beginning of each math class. Time students for one minute to complete as many problems as they can.

## Student Packet

The Student Packet contains additional materials needed throughout the course. The graph worksheets, drill progress sheets, and drills are designed for the student to write on. Separate the pages from the packet and file them for easy retrieval when needed, or store them as packets and separate when needed.

## Graph Worksheets

Graph worksheets are used in Units 5-10. These worksheets are at the top of the Student Packet. Some worksheets are used in more than one lesson-either collect and redistribute, or have students keep them until they are needed again.

## Quiz and Test Packet

The quizzes and tests are designed for the student to write on. Each quiz is on one two-sided sheet. Each test is on a larger folded sheet with a cover and three working pages. Distribute quizzes in Lessons 5 and 10 and tests in Lesson 16 of each unit. Separate, collate, and file the quizzes by quiz and test number or store them in the booklet and separate as needed.

## Teacher Materials

## Teacher's

## Guide

The goal for Mathematics 4 Teacher's Guide is to enable teachers of all levels of experience to successfully teach this course. The Teacher's Guide includes replicas of each student page with answers, complete lesson plans for each lesson, additional resources in the Appendixes, and a Resource $C D$ with posters, charts, and practice sheets for teaching the lessons.

## Discussion Points

Each unit begins with a list of questions and suggestions to help generate discussion about the unit story on the next page. Use and/or adapt as time and interest allows.

## Reflect-Units 2-10

Before beginning each unit, you may take some time to reflect on the material in the previous unit. Use this list of ideas or come up with your own reflections.

## Assess

At the beginning of a unit is a good time to assess students' math skills. Use this list as a reminder of items to randomly check. Add your own as needed.

## Unit Material, Terms, and Symbols

The concepts taught in the unit are categorized by addition, subtraction, geometry, measures, word problems, etc. In the sidebar are the new terms and symbols in the unit. Use these lists as reference, to preview the unit, or to review at the end of the unit.

## Student Page

A replica of the textbook page appears on each corresponding Teacher's Guide page. Answers are red. Where answers do not fit on the page, a note tells the appendix page where the answer is given. Solutions are shown in detail in the Full Solution Answer Key.

## Materials Needed

Check here for a list of materials needed for the day's lesson. Flash Card sets vary from day to day; assemble the needed cards before class to save time and activity during class. The Speed/Mastery Drill listed is the same as the lesson number. Posters, charts, and practice sheets are in the Resource $C D$ and are indicated in this list by a CD icon and a poster number.


## Lesson Overview

## > Flash Card Drill

Begin math class with flash card practice. To take students through a systematic review, the daily lessons drill multiplication and/or division flash cards, and quiz and test lessons drill addition and subtraction. Add more cards if needed and if time allows. Decide ahead of time the method/game/activity for flash card drill. Rotate activities to keep this drill time fresh and students engaged. Appendix B pages 467-469 explains regular flash card procedures and provides a wealth of flash card games and other math activities.
> Speed/Mastery Drill
Distribute the day's drill and time the students for one minute to complete as many facts as they can. Instruct students either to trade drills for grading or to grade their own. Speed or Mastery Drill problems with answers are in the Teacher's Guide in the sidebar of the third page of each lesson (second page of quiz lessons). Have students color the appropriate number of spaces on their Drill Progress Charts. Incentives on the charts may be varied to fit your classroom. Appendix $B$ page 473 gives more ideas for drill incentives, using the progress charts or otherwise.

If several students are not doing well on speed drills, occasionally skip a day's drill and spend extra time practicing the facts on the skipped drill. Have any students who need the extra practice, work the drill at another time (possibly as homework).

## > Mental Computations

Being able to compute math mentally is a valuable life skill. Math lessons, speed drills, and flash cards provide practice in reading math facts and giving answers. Mental Computations provide practice in hearing math facts and giving answers. The combinations begin short and simple-two numbers to add, subtract, multiply, or divide. They gradually become longer with various operations. At the beginning of each math class take time to drill mental computations. Instruct students to raise a hand when they have the answer-after hearing equals. Read the first number. Pause to give students time to picture the number. Read the operator (,,$+- \times, \div$ ) and the next number. Pause to allow students to figure the answer. Continue reading and pausing until you reach the equals sign, then say, "equals."

## > Review

Each lesson contains exercises to review the concepts that were taught in the previous lesson. Answers are green. Spend a few minutes reviewing before teaching the lesson.

## > Teach

This is a list of the new concept(s) that will be taught in the lesson.

## > Oral Practice

After teaching the lesson, listen to students read the numbers in the Oral Practice box.

## , Dictation

Dictate these numbers to students after teaching the lesson. See page xi for dictation instructions.

## > Assign

This is a list of the sections of student exercises in daily lessons or the quiz or test to be administered in the quiz and test lessons.

## Teaching the Lesson

## > Daily Lessons

Refer to the colored teaching box and to this section for teaching each part of the lesson. Text in this section is intended to enhance and further explain without merely repeating material from the textbook. Familiarize yourself with both the teaching box and Teaching the Lesson. In the Teacher's Guide new terms are bold italic. Board exercises are bold, and the answers are green. Write board exercises on the board before class or as the lesson is taught. Work examples as directed and call on students to work other examples.

## > Quiz and Test Lessons

Use the exercises in the Review section to prepare students for problems they have not yet encountered on a quiz or test.
Administer the quiz or test. Have students clear their desks except for pencils, erasers, and any other needed
tools (ruler, protractor, etc.). Distribute the quiz or test and give students time to take it. If you have allowed a set amount of time for the test, let students know how much time they will be given. Solutions and answers are red on the student page in the Teacher's Guide.

Assign Just for Fun on the student page. This optional activity is intended to be enjoyed by students who finish the quiz or test before class time is over. You may choose to work some Just for Fun activities as a class.

## Assign Class Work

## > Lesson Alert

Exercises that may need special attention are noted here. Extra lines provide a place for additional alerts.


## > Assign the lesson exercises

Assign the exercises following the teaching box(es) after teaching the lesson and before We Remember. If students do not understand part or all of the lesson, consider working these exercises together in class.

## > Listen to Oral Practice

Call on students individually and listen as they read the numbers (fractions, decimals, temperatures, etc.) to ensure they are reading accurately.

## > Dictation

Instruct students to number their papers. Read each number from the list in the sidebar. Read clearly, pause, and repeat the number. Give students time to write the number before moving on to the next number.
> Assign We Remember and Sharpening Your Skills

After the lesson is taught and the accompanying lesson exercises completed, assign We Remember and Sharpening Your Skills. Students should be able to complete these exercises independently. Any exercises not completed in class time should be completed before the next day's class.

Decide if a struggling student must work all of the computation exercises. If multiple problems review the same operation, you may allow him to work just one of them. If that one is worked correctly, he may skip the others.

## Extra Practice

The Extra Practice list provides additional examples to review the concept(s) taught in the lesson. Answers are green.

## Just For Fun

A Just for Fun activity appears in quiz and test lessons. Any additional explanation or discussion relating to the Just for Fun activity in this lesson is included here.

## Student Helps

Student Helps in the sidebars include tips, explanations, shortcuts, practice, games, etc. that may help students better understand the material taught in the lesson.

## > Manipulative Math

Some Student Helps are labeled Manipulative Math. These sections suggest ways of using manipulatives to understand the newly-taught material. Manipulatives help students better understand a concept by giving a concrete image of an abstract concept.

Ideas for manipulatives include linking math cubes, LEGOs or other blocks, toothpicks, candies, or any small objects that can be manipulated into groups. Consider obtaining from an educational supply store a set of base ten counting blocks-individual cubes to represent ones, sticks of 10 cubes to represent tens, sheets of 100 cubes to represent hundreds, and large cubes of 1,000 to represent thousands.
> Extra Challenge/Activity Use extra challenges for students who finish early and need more to do. For additional work, students may conduct further research based on the story and photos in the beginning of the unit or from any Did You Know nuggets throughout the unit.

Use extra activities as time and need allow to reinforce math concepts.

## Speed/Mastery Drill

The sidebar on the third page of each lesson contains a list of all the exercises and answers from that lesson's Speed Drill or Mastery Drill.

## Teaching Tips

Teaching Tip Additional teaching tips are scattered throughout the Teacher's Guide on yellow sticky notes. Use

Additional teaching tips are scattered throughout the Teacher's Guide on yellow sticky notes. Use these tips as you see fit-if they help and if time allows.

## Appendixes A-D

Appendix A consists of the textbook glossary, reference charts, and index. Appendix $B$ has games, activities, strategies, and skills to supplement the Teacher's Guide. Appendix C contains student answers that don't fit on the student pages in the Teacher's Guide and samples of student page setups. Appendix $D$ supplies a list of the

Unit

Lesson 1 . . . . . . . 354
Metric Units for
Liquids; Drawing Angles

Lesson 10 . . . . . . . . . . . . . 379
Quiz 2
Lesson 11 . . . . . . . . . . . . 380
Congruent Angles
Lesson 2 . . . . . . . . . . . . . . 357 Division With 0 in the Quotient

Lesson 3 . . . . . . . . . . . . . . 360 Adding Time With Carrying

Lesson 4 . . . . . . . . . . . . . . 363
Making a Line Graph
Lesson 5 . . . . . . . . . . . . . . 366
Quiz 1


Squaring a Number
Lesson 7 . . . . . . . . . . . . . . 370 Subtracting Time With Borrowing

Lesson 8 . . . . . . . . . . . . . . 373
Finding Averages
Lesson 9 . . . . . . . . . . . . . . 376
Measuring to the Eighth-Inch


Lesson 12 . . . . . . . . . . . . . 383
Finding Square Roots; Dividing Money

Lesson 13 386 Sets

Lesson 14 . . . . . . . . . . . . . 389
Metric Units of Length With Decimals

Lesson 15 . . . . . . . . . . . . . 392 Drawing Congruent Angles

Lesson 16 . . . . . . . . . . . . . 395 Unit 9 Test

material on the Resource $C D$, a list of sets in the CLE Flash Cards program, and a list of teaching resources (books, manipulatives, and websites).

## Flash Cards

CLE offers two sets of flash cards: Addition and Subtraction Flash Cards and Multiplication and Division.
Addition and subtraction cards are coded with red-tabbed letters A through M. Use the Grade 2 coded tabs for Math 4 quiz and test lessons. To use non-CLE flash cards, see Appendix $D$ pages 481 and 482 for a list of the facts to put in each addition and subtraction set. Multiplication and division cards are not coded.
See Appendix B pages 467-469 for a list of flash card games and activities.


## Full Solution

## Answer Key

The Full Solution Answer Key provides answers to all Mathematics 4 exercises and, where applicable, detailed solutions. Final answers are black. Where answers have solutions, the exercise copied from the textbook is green, and the solution is gray.

## Grading

## Daily Lessons

Answers are printed in red on the Teacher's Guide student page. Answers that do not fit can be found in Appendix C pages 474-477. For best results, grade student papers as soon as possible. To check students' worked solutions, see the Full Solution Answer Key. Record the scores and return papers to students so they can learn from any wrong answers. If students are consistently missing specific types of problems, spend extra time with review or other remedial material.

## Resource CD

The Resource $C D$ is inside the back cover of the Teacher's Guide. It contains posters, charts, and practice sheets for use in teaching and reviewing daily lessons. Print and file the posters and charts ahead of time or print them as needed. Laminate the charts to make them sturdier and reusable for write on/wipe off activities. Print practice sheets as needed for each student.

The first page on the CD lists the contents with interactive links. Click on the poster name or number to be taken directly to that poster. The Teacher's Guide Appendix D pages 479-480 contains a list of the materials on the CD.

## Quizzes and Tests

Quiz and test answers and solutions are in red on the replicated quiz and test pages in the Teacher's Guide. Each quiz and test has a total of 100 points. Direction lines indicate how many points each problem is worth. Count the number of points missed and subtract from 100 to find the score.

Analyze student quizzes and tests. Several students missing the same problems may indicate a weakness in that area. Revisit the areas and make sure students understand the concept. Plan extra class review to strengthen the concept. A student who misses the same type of problem on quiz after quiz (or test) may need some remedial help.

## Unit 1

Welcome students to Mathematics 4, Unit 1. Read and discuss the story Math Around the World on page 1.

## Discussion Points

> Talk about any coins you have from countries other than your own and how you got them.
> Share some activities that you have done with your grandparents (or other older relatives).
> What are some of your most valuable memories?
, What items besides coins might a traveler collect?

For extra work, encourage students to research any of these math-related topics for any of the countries mentioned in Math Around the World.

- money exchange rates
- population
- lengths of borders
- lengths of rivers



## Getting Started

Mathematics is the science of numbers and their operations and the relationships between numbers.
Numbers have been around since God created time in the beginning. "And the evening and the morning were the first . . . second . . . third . . . fourth . . . fifth . . . sixth . . . day." (Genesis $1: 5,8,13,19,23,31$ ). Since then people around the world have been using numbers. Every day of our lives, whether we think about it or not, we employ numbers in various ways-from telling time to counting places to set at the table, from giving or receiving change to measuring a board or piece of fabric.
Numbers play a large part in our lives, so teach students to recognize, enjoy, and appreciate them. Have students describe a day of their recent summer vacation. See if
they can find a link between each activity and math. Take time in the first lesson to show students how you want them to set up their work pages. See Appendix C page 478 for examples to use or to adapt to your preference. Change the format later if you see a better way for students or for your own grading ease.
Remind students to copy exercise numbers and problems neatly and accurately. Even if a wrongly-copied problem is accurately figured, the answer will be wrong. Insist that students use sharp pencils and have access to good erasers.

## Quiz 2

## Lesson 10

## Page 115

## Materials Needed

Flash Cards: Sets H \& I
Speed Drill 10 for each student

## Interesting Shapes

The opposite sides of a parallelogram are the same length and parallel to each other.
When a parallelogram has all equal sides,
it becomes a rhombus.
When a rhombus has square corners,
it becomes a square.
When a parallelogram has square corners,
it becomes a rectangle.
When a rectangle is squeezed on two sides,
it becomes a trapezoid.

Look around. List items with each of the following shapes.

1. rectangles
2. rhombuses


The flag of Brazil contains a rhombus.
3. squares


Many road signs are shaped like squares.
4. trapezoids


Some windows are shaped like trapezoids.

## Lesson Overview

Flash Card Drill
Speed Drill
Mental Computations
$7+21+100-1=127$
$9 \div 3+25 \div 7=4$
$2 \times 2+2 \times 2+2=14$
double $25-40+8=18$
Review
> Counting by 12 s

- Digit sums shortcut
> Changing from smaller to larger units
> Decimals place value through hundredths
> Reading and writing two-place decimals
> Rounding and estimating to the nearest dollar
> Mixed numbers and improper fractions

Administer
> Quiz 2

## Assign

> Just for Fun (optional)

## Teaching the Lesson-Quiz 2

Review to prepare for Unit 3 Quiz 2.
Administer Quiz 2.
Materials needed for quiz-pencil and eraser.
Instruct students to work all quiz exercises carefully and to check all answers before turning in the quiz.
Assign Just for Fun, page 115, to be completed in the remaining class time.

## Just for Fun

Discuss the description of each of these shapes: parallelogram, rhombus, square, rectangle, and trapezoid. Discuss how they are related. Each of these shapes has four sides. Squares, rhombuses, and rectangles are all types of parallelograms. Have students identify objects in the school, neighborhood, etc. that have these shapes.

## Quiz 2 Review

```
> Count by 12s to 144.
    12
> Find the digit sums. Use the shortcut.
    5,6.30 5
    487,32x 7
```


## Speed Drill 10

1. $8 \longdiv { 6 4 }$
2. $3 \longdiv { \overbrace { } ^ { 9 } }$
. 7
3. $6 \longdiv { 1 8 }$
4. $9 \longdiv { 6 3 }$
5. $8 \longdiv { 7 2 }$
6. $8 \longdiv { 5 6 }$
7. $7 \longdiv { 2 8 }$
8. $2 \longdiv { 0 }$
9. $7 \longdiv { 4 2 }$
10. $6 \longdiv { 1 2 }$
11. $4 \longdiv { 2 8 }$
12. $5 \longdiv { 4 0 }$
13. $9 \longdiv { 7 2 }$
14. $6 \longdiv { 3 0 }$
15. $8 \longdiv { 4 8 }$
16. $7 \longdiv { 5 6 }$
17. $7 \longdiv { 2 1 }$
18. $5 \longdiv { 3 0 }$
19. $3 \longdiv { 2 4 }$
20. $9 \longdiv { 5 4 }$
21. $9 \longdiv { 1 8 }$
22. $3 \longdiv { 1 8 }$
23. $8 \longdiv { 3 2 }$
24. $6 \longdiv { 4 8 }$
25. $8 \longdiv { 2 4 }$
26. $3 \longdiv { 2 7 }$
27. $9 \longdiv { 3 6 }$
28. $8 \longdiv { 4 0 }$
29. $6 \longdiv { 3 6 }$
30. $9 \longdiv { 4 5 }$
31. $9 \longdiv { 8 1 }$
32. $7 \longdiv { 1 4 }$
33. $9 \longdiv { 2 7 }$
34. $4 \longdiv { 1 6 }$
35. $8 \longdiv { 1 6 }$

Write the answers.
9. $\quad 8$ $\qquad$ $y d=24 \mathrm{ft}$
$24 \div 3=8$
10. $40 \mathrm{qt}=10$ gal $40 \div 4=10$
11. Centi means one of 100 parts.
12. Milli means one of 1,000 parts.
13. In 326.19 the digit in the hundredths place is
9
14. Write 2.09 using words. $\qquad$ two and nine hundredths
15. Write fifty-seven hundredths as a decimal using digits. $\qquad$ 0.57
16. Write 72,017,550 in expanded form. $\quad 70,000,000+2,000,000+$ 10,000

+ 7,000 + $\qquad$
$\qquad$ $+$ $\qquad$ 50

Write the digit sums.
17. 876 7
18. 728
8 $\qquad$
19. 4,581
9
20. $521-8$ $8+1=9$ $5+2+1=8$
Write true if the statement is true or false if it is false. (1 point each.) [6]
21. $\overleftrightarrow{C D}$ is perpendicular to $\overleftrightarrow{C F}$. true
22. $\overrightarrow{\mathrm{GH}}$ is perpendicular to $\overline{\mathrm{EF}}$. false
23. $\overleftrightarrow{\mathrm{CF}}$ is parallel to $\overleftrightarrow{\mathrm{DG}}$. true
24. $\overleftrightarrow{\mathrm{DG}}$ intersects $\overline{\mathrm{EF}}$. false

25. $\frac{12}{11}$ is a proper fraction. false
26. The factors of 4 are 1,2 , and 4 . true

Solve. Write $=1$ beside fraction answers that equal 1. (3 points each answer and check.) [30]
27. $\begin{array}{r}21 \\ \times \quad 3 \\ \times \quad 3 \\ \hline 888\end{array}$
$\$ 4.5$
$\times 6$
6
29. $\begin{array}{r}\frac{6}{13} \\ +\frac{2}{13} \\ \hline \frac{8}{13}\end{array}$
30. $\begin{array}{r}\frac{4}{19} \\ +\frac{7}{19} \\ \hline \frac{11}{19}\end{array}$
31. $\frac{9}{14}+\frac{5}{14}=\underline{\frac{14}{14}=1}$
32. $\begin{array}{r}5 \longdiv { 2 1 } \\ \begin{array}{r}\text { R1 } \\ 20\end{array}\end{array}$
33. $6 \longdiv { 1 8 } \begin{array} { r } { 6 } \\ { \frac { 1 8 } { 1 8 } } \\ { \hline 1 8 } \end{array}$
34. $8 \longdiv { 7 2 } \begin{array} { c } { 7 6 } \\ { \frac { 5 6 } { 5 6 } } \\ { \hline 6 } \\ { \hline 6 2 } \end{array}$

2

## Teacher Notes

## Pages 116-118

Materials Needed
Flash Cards: $\div 7$ and $\times 0$
Speed Drill 11 for each student
17 Triangles
18 Division Steps
Lesson Overview

## Flash Card Drill

## Speed Drill

Mental Computations
$7 \times 5+2-7=30$
$11-3 \times 5+50=90$
$3+5+9-10=7$
$30 \times 7+10=220$

## Review

> Name the largest triangle on the poster. $\triangle$ NOS
(Order of letters may vary.)

## Teach

> Five Steps in Long Division
Oral Practice
Dictation

1. 39,247,009
2. $1,256,081$
3. $10,010,010$
4. $303,300,003$

## Recitation

## Assign

> Lesson Exercises
> We Remember
> Sharpening Your Skills

Unit 3

## Five Steps in Long Division

## Five Steps in Long Division

Division with larger numbers requires five steps. The fifth step is the bring down step.

## Copy and solve.

1. $3 \longdiv { 5 3 } 1 7 \mathrm { R } 2$
2. $5 \longdiv { 6 4 } 1 2 \mathrm { R } 4$
3. $2 \longdiv { 2 5 } 1 2 \mathrm { R } 1$
4. $4 \longdiv { 6 3 } 1 5 \mathrm { R } 3$
5. $2 \longdiv { 3 6 } 1 8$
6. $6 \longdiv { 7 7 } 1 2 \mathrm { R } 5$

## Oral Practice

Dictation: Your teacher will dictate numbers for you to write.
Recitation: Say the divisibility rules for 2, 5, and 10 to your teacher.

## We Remember

Name the triangles.


See chart at right.
116 Unit 3

## Teaching the Lesson-Five Steps in Long Division

Review the four steps of division: divide, multiply, subtract, compare (page 72).
Display the steps in division poster. Explain and discuss the first four steps in long division. Divide, multiply, subtract, and compare. If the dividend still has a digit that hasn't been divided into, use the fifth step, bring down. Bring down the next digit and write it beside the subtraction answer. Start over with the divide step, using the new two-digit number made in Step 5 as the dividend. When the compare step is completed the second time, write the number compared as the remainder. Checking division with two-digit quotients may require setting up a multiplication problem instead of figuring mentally.

Write these division problems on the board. Demonstrate using the five division steps to solve the first problem. Have students solve the remaining problems.
18
$4 \longdiv { 7 2 }$
$\frac{4}{3} 2$
$3 \longdiv { 2 8 6 }$
$\frac{6}{2} 6$
$34 R$
$2 \longdiv { 6 9 }$
$\frac{6}{0} 9$
$\frac{32}{0}$

Have students recite the 5 steps of division daily until every student can list them. Make sure they know how to work the steps as well as say the names of the steps.

Name the figures.
13. line
$\overleftrightarrow{A B}$ or $\overleftrightarrow{B A}$
14. ray

15. line segment
$\overline{\mathrm{EF}}$ or $\overline{\mathrm{FE}}$
Follow the directions.
16. Measure the yarn to the nearest inch. 3 in
17. Measure the yarn to the nearest centimeter.

7 cm
18. Write twenty-four million, twenty-four thousand, twenty-four using digits. 24,024,024
19. Order from largest to smallest. $\begin{array}{lllll}5.1 & 3.8 & 2.4 & 3.2\end{array}$ $\begin{array}{llll}5.1 & 3.8 & 3.2 & 2.4\end{array}$
20. Measure the radius of the circle in Figure 3 in inches. 1 in
21. Find the diameter of the circle in Figure 3 in inches. 2 in
22. Write the first ten multiples of 6 $\begin{array}{llllllll}6 & 12 & 18 & 24 & 30 & 36 & 42 & 48\end{array}$

5460
23. Write $300,310,300$ using words.
three hundred million, three hundred ten thousand
Estimate each answer. Show your work. three hundred
24. $45+23$
25. $42-16$
26. $315+278$
27. $872-460$ 600 400

Division Steps Mnemonic

Dad
Mom
Sister
Cousin
Brother

Divide Multiply Subtract Compare Bring down

Write the answers.
28. $9 \mathrm{~m}=$ $\qquad$ mm 9,000
29. $9 \mathrm{~m}=$ $\qquad$ cm
900 $\qquad$ cm 1,400
$\qquad$ $-\mathrm{ft}$
32. $12 \mathrm{gal}=$ $\qquad$ qt 48
33. $\ln \frac{8}{9} 9$ is the and 8 is the
 denominator numerator

## Oral Practice-Dictation

Follow the dictation procedure established on page 112.

## Oral Practice-Recitation

Make sure the divisibility rules poster is not visible and call on students one at a time to recite the divisibility rules for 2,5 , and 10 .
Divisibility Rules:
For 2—All even numbers are divisible by 2.
For 5-Numbers that end in 5 or 0 are divisible by 5.
For 10-Numbers that end in 0 are divisible by 10.

1. $\begin{array}{r}18 \\ -\quad 9 \\ \hline 9\end{array}$
2. $\begin{array}{r}17 \\ -\quad 8 \\ \hline 9\end{array}$
3. $\begin{array}{r}16 \\ -\quad 7 \\ \hline 9\end{array}$
4. $\begin{array}{r}10 \\ -\quad 9 \\ \hline 1\end{array}$
5. $\begin{array}{r}14 \\ -\quad 9 \\ \hline 5\end{array}$
6. $\begin{array}{r}14 \\ -\quad 6 \\ \hline 8\end{array}$
7. $\begin{array}{r}13 \\ -\quad 9 \\ \hline 4\end{array}$
8. $\begin{array}{r}12 \\ -\quad 6 \\ \hline 6\end{array}$
9. $\begin{array}{r}8 \\ -2 \\ \hline 6\end{array}$
10. $\begin{array}{r}10 \\ -\quad 8 \\ \hline 2\end{array}$
11. $\begin{array}{r}13 \\ -\quad 5 \\ \hline 8\end{array}$
12. $\begin{array}{r}16 \\ -\quad 8 \\ \hline 8\end{array}$
13. $\begin{array}{r}11 \\ -\quad 7 \\ \hline 4\end{array}$
14. $\begin{array}{r}16 \\ -\quad 9 \\ \hline 7\end{array}$
15. $\begin{array}{r}10 \\ -\quad 2 \\ \hline 8\end{array}$
16. $\begin{array}{r}15 \\ -\quad 6 \\ \hline 9\end{array}$
17. $\begin{array}{r}5 \\ -4 \\ \hline\end{array}$
18. $\begin{array}{r}13 \\ -\quad 9 \\ \hline 4\end{array}$
19. $\begin{array}{r}13 \\ -\quad 7 \\ \hline 6\end{array}$
20. $\begin{array}{r}14 \\ -\quad 7 \\ \hline\end{array}$
21. $\begin{array}{r}7 \\ -4 \\ \hline\end{array}$
22. $\begin{array}{r}12 \\ -\quad 7 \\ \hline 5\end{array}$
23. $\begin{array}{r}9 \\ -6 \\ \hline 3\end{array}$
24. $\begin{array}{r}13 \\ -\quad 8 \\ \hline 5\end{array}$
25. $\begin{array}{r}12 \\ -\quad 3 \\ \hline 9\end{array}$
26. $\begin{array}{r}13 \\ -\quad 6 \\ \hline 7\end{array}$
27. $\begin{array}{r}11 \\ -\quad 3 \\ \hline 8\end{array}$
28. $\begin{array}{r}12 \\ -\quad 4 \\ \hline 8\end{array}$
29. $\begin{array}{r}11 \\ -\quad 8 \\ \hline 3\end{array}$
30. $\begin{array}{r}8 \\ -\quad 5 \\ \hline\end{array}$
31. $\begin{array}{r}6 \\ -2 \\ 4\end{array}$
32. $\begin{array}{r}14 \\ -\quad 8 \\ \hline 6\end{array}$
33. $\begin{array}{r}15 \\ -\quad 7 \\ \hline 8\end{array}$
34. $\begin{array}{r}5 \\ -3 \\ \hline 2\end{array}$
35. $\begin{array}{r}17 \\ -\quad 9 \\ \hline 8\end{array}$

## Solve the word problems.

34. Some places in Ireland have more rainy days than sunny days in a year. One leap year in County Kerry there were 209 rainy days. How many days did it not rain that year?
Think how many days are in a leap year. 157 days
35. Bridget's father dug 403 pounds of potatoes. He had planted 15 pounds in the spring. How much greater was
 the harvest than the planting? 388 pounds
Write the digit from $780,243,195$ for each place value.
36. ten millions 8
37. ones
5
38. millions
39. thousands
40. ten thousands
4
41. hundred millions 7

Copy and solve.
42. $3 \longdiv { 5 0 }$
16 R2
43. $2 \longdiv { 6 8 }$
34
44. $4 \longdiv { 9 9 }$
24 R3

## Sharpening Your Skills

## Computation

Copy and solve.
45. $\begin{array}{r}75 \\ \times 15 \\ \hline 125\end{array}$
46. $\begin{array}{r}13 \\ \times 31 \\ \hline 403\end{array}$
47. $8 \longdiv { 4 5 } { } ^ { \text { R5 } }$
48. $\begin{array}{r}\frac{5}{7} \\ -\frac{2}{7} \\ \hline \frac{3}{7}\end{array}$
1,293
2,461
49. $\frac{+6,205}{9,959}$
50. $\times \quad 7$
51. $+\frac{172,490}{535,275}$
52. $-\quad 85$
Mental Math

Write the answers.
53. $8 \times 4+335$
54. $300-200100$
55. double 2346
56. double 16

32

118
Unit 3

## Extra Practice

> Use the five steps to divide.

| $299 R 2$ | $14 R 4$ | $2 \longdiv { 2 9 }$ |
| :---: | :---: | :---: |
| $3 \longdiv { 8 9 }$ | $5 \longdiv { 7 4 }$ | $2 \longdiv { 5 8 }$ |
| $\frac{6}{2} 9$ | $\frac{5}{2} 4$ | $\frac{4}{18}$ |
| $\frac{27}{2}$ | $\frac{20}{4}$ | $\frac{18}{0}$ |
| $12 R 4$ | $13 R 1$ | $12 R 2$ |
| $7 \longdiv { 8 8 }$ | $6 \longdiv { 7 9 }$ | $3 \longdiv { 3 8 }$ |
| $\frac{7}{18}$ | $\frac{6}{19}$ | $\frac{3}{0} 8$ |
| $\frac{14}{4}$ | $\frac{18}{1}$ | $\frac{6}{2}$ |

14 R 4
54
$\frac{5}{2} 4$
$\frac{20}{4}$
$6 \longdiv { 7 9 }$ R1
$\frac{6}{19}$
$\frac{18}{1}$
$12 \begin{aligned} & 12 \\ & 38 \\ & \frac{3}{08} \\ & \frac{6}{2}\end{aligned}$

Assign the lesson exercises for dividing with five steps on page 116.

## Assign Class Work

## Lesson Alert

Assign We Remember and Sharpening Your Skills.

## Multiplying Two-Digit Numbers by Tens

## Multiplying Two-Digit Numbers by Tens

There are two ways to
multiply by numbers
that have zeros in the
ones place.

| The long way |
| ---: |
| 26 |
| $\times 30$ |
| 00 |
| +780 |
| 780 |

A Shortcut for Multiplication
1 Write a zero in the ones place in the product.
$\begin{array}{r}26 \\ \times 30 \\ \hline 780\end{array}$
2 Multiply the nonzero digits.

Copy and solve. Use the shortcut.

| 43 | 59 | 82 | 36 |
| ---: | ---: | ---: | ---: |
| $\times 60$ |  |  |  |
| 2,580 | 2. $\times \frac{20}{1,180}$ | $3 . \frac{40}{3,280}$ | 4. $\times 50$ |
| 1,800 |  |  |  |

## Oral Practice

Read to your teacher: $400,100,200 \quad 5,601,003 \quad 26,000,020 \quad 206,301 \quad 8.93$

## We Remember



Write the digit sums.
р. $8 . \quad 142$
9.90

5
10. 106
11. $\begin{aligned} & 456 \\ & 6\end{aligned}$

Estimate each answer. Show your work.
12. $\$ 85.50+\$ 59.42$
13. $\underset{\text { p.94 }}{\$ 767.00}-\$ 10.16$


Pages 119-121

## Materials Needed

Flash Cards: $\div 9$ and $\times 4$
Mastery Drill 12
for each student

## Lesson Overview

Flash Card Drill
Mastery Drill

## Mental Computations

```
25\div5+8=13
18-2-9=7
14-6\div2=4
5\times4+20+3=43
```


## Review

> Use the five steps to divide.
$8 \longdiv { 9 4 } 1 1$ R6
$4 \longdiv { 7 6 } \quad 1 9$

## Teach

> Multiplying Two-Digit Numbers by Tens

## Oral Practice

## Assign

> Lesson Exercises
> We Remember
> Sharpening Your Skills

## Teaching the Lesson-Multiplying Two-Digit Numbers by Tens

Review multiplying two digits by two digits (page 103). Explain and discuss two ways to multiply two two-digit numbers when one number is a multiple of ten. Using the shortcut saves time and paper space. When the second factor is a multiple of 10 , the first product is all zeros. Adding these zeros to the second product does not change its value. The shortcut leaves out writing the zeros of the first partial product.
Read this word problem or write it on the board. Demonstrate the long way and the shortcut to solve the multiplication.

Devon's six dozen chickens laid 70 eggs each day in the month of August. How many eggs did they lay altogether?

| $\mathbf{3 1}$ | $\mathbf{3 1}$ |
| ---: | ---: |
| $\times \mathbf{7 0}$ | 2,170 |
| 00 |  |
| 2,170 |  |
| 2,170 |  |

Write these multiplication problems on the board. Have students use the shortcut to multiply.

| $\mathbf{7 4}$ | $\mathbf{2 9}$ | $\mathbf{3 5}$ | $\mathbf{4 8}$ |
| ---: | ---: | ---: | ---: |
| $\times \mathbf{5 0}$ | $\times \mathbf{2 0}$ | $\times \mathbf{4 0}$ | 2,60 |
| 580 | 1,400 | 280 |  |

## Student Helps

## Multiplication Shortcut

Some students may benefit by this setup for multiplication by multiples of 10 . Move the multiple of 10 to the right, so zero is to the side. Multiply by the nonzero digit. Copy the zero down into the product.
$74 \times 30$
74
$\begin{array}{r}7 \\ \times \quad 30 \\ \hline 2,220\end{array}$
This also works with multiples of 100 (and any other power of 10 ).

| $28 \times 500$ | $39 \times 8,000$ |
| :---: | :---: |
| 28 | 39 |
| $\times \quad 500$ | $\times \quad 8,000$ |
| 14,000 | 312,000 |

## Follow the directions.

14. Name the triangle in Figure 1.
$\Delta$ FIJ (Order of letters may vary.)
15. Write the first twelve multiples of 12.
$\begin{array}{llllllll}12 & 24 & 36 & 48 & 60 & 72 & 84 & 96\end{array}$
108
120
132
144
16. Name the ray that intersects $\overline{\mathrm{LM}}$. $\overrightarrow{T U}$
17. Name the line that is parallel to $\overleftrightarrow{\mathrm{PQ}}$. $\overleftrightarrow{\mathrm{KL}}$ or $\overleftrightarrow{\mathrm{LK}}$
18. Name the line segment
that is perpendicular to $\overleftrightarrow{K L}$.
$\overline{\text { LM }}$ or $\overline{M L}$
19. Write the fraction that equals one. $\begin{array}{lllll}\frac{3}{5} & \frac{2}{3} & \frac{4}{4} & \frac{1}{8}\end{array}$ $\frac{4}{4}$
20. Write the digit that is in the hundredths place. 2.81 1

21. Write the digit that is in the tenths place. 2.81

8
22. Write the proper fraction. $\begin{array}{llll}\frac{7}{8} & \frac{12}{12} & \frac{29}{24}\end{array}$ $\frac{7}{8}$
23. $\begin{array}{lllllll}\overline{8} \\ \text { Order from largest to smallest. } & \frac{3}{9} & \frac{3}{4} & \frac{3}{6} & \frac{3}{8} & \frac{3}{3} & \frac{3}{5}\end{array}$ $\begin{array}{llllll}\frac{3}{3} & \frac{3}{4} & \frac{3}{5} & \frac{3}{6} & \frac{3}{8} & \frac{3}{9}\end{array}$
Solve the word problems.
24. Sean and his friend Conan bicycled to the country to explore an old round tower. They had to use a ladder to get inside the tower because the door was 15 feet above the ground. How many yards from the ground was the door? 5 yd
25. The tower steps wound around and around. The inside of the tower was 21 meters tall. How many steps did Sean and Conan climb if every meter of height contained 4 steps? 84 steps
26. It took 0.75 of an hour to pedal up to the tower, 1.25 hours to explore and have lunch, and 0.50 of an hour to get back home. How much time did they spend in all? 2.50 hours


## Teacher Notes

Write the numbers from the box.
27. 49 quotient 10
30. divisor
32. numerator
28. dividend 50
31. product
24
33. denominator
29. 2 factors
$\frac{3}{7}$
$4 \times 6=24$
$50 \div 5=10$

## Write the answers.

34. Write the fraction for the colored part of each shape in Figure 1. Write $<$ or $>$ to tell how the fractions compare. $\frac{1}{2}<\frac{2}{3}$
35. Write the fraction for the white part of each shape in

Figure 1


Figure 1. Write = or $\neq$ to tell how they compare. $\frac{1}{2} \neq \frac{1}{3}$
36. Write both a mixed number

Figure 2
and an improper fraction for Figure 2.
$3 \frac{1}{7} \quad \frac{22}{7}$
Copy and solve. Use the shortcut.

37. | 35 |  |
| ---: | ---: |
| $\times 30$ |  |
| 1,050 | 15 <br> p.119. <br> $\times 50$ <br> 750 |

## Sharpening Your Skills

| Computation | Copy and solve. |  | $\begin{aligned} & 4.3 \\ & 7.6 \end{aligned}$ |
| :---: | :---: | :---: | :---: |
| 12 | 427195 | ${ }^{2}$ | 5.5 |
| 39. $\times 16$ | 40. - 84,006 | 41. $+\frac{1}{7} \frac{3}{7}$ | 42. ${ }^{\text {+ }}$ + 5.5 |
| 192 | 343,189 |  | 27.3 |
| 43 | 14 | 38 | 71 |
| 43. $\times 16$ | 44. $\frac{\times 37}{518}$ | 45. $\times \frac{6}{228}$ | 46. $\times \frac{5}{355}$ |
| Mental Math | Write the ans |  |  |
| 47. $24 \times 1,000$ | 48. $500 \times 10$ | 49. $17 \times 1 \times 100$ | 50. ${ }_{32} 2,000+1,000$ |
| $\text { 51. } 889 \div 10$ | $\text { 52. } 20.400 \div 100$ | 53. $8 \times 6+3$ | 54. double 42 |
| 55. ${ }_{5}^{1}$ of 20 | $\text { 56. } \frac{1}{5} \text { of } 40$ | $57 . \frac{1}{10} \text { of } 64$ | 58. ${ }_{8}^{\frac{1}{4} \text { of } 32}$ |

Speed Drill 12

1. 1 yard $=36$ inches
2. 1 gallon $=4$ quarts
3. September has 30 days.
4. February is month 2 .
5. July has 31 days.
6. 1 pound = 16 ounces
7. 1 ton $=\underline{2,000}$ pounds
8. 1 dozen $=12$ things
9. 1 dollar $=\underline{100}$ cents
10. A pentagon has $\underline{5}$ sides.
11. February has 29 days in leap year.
12. An octagon has 8 sides.
13. December is month 12 .
14. 1 kilogram $=2,000$ meters
15. A triangle has 3 sides.
16. June has 30 days.
17. 1 liter $=1,000$ milliliters
18. 1 year $=\underline{12}$ months
19. March is month 3 .
20. Leap year has $\underline{366}$ days.

## Assign Class Work

Lesson Alert In Number 24 change the feet to yards. In Number 25 multiply the height of the tower by the number of steps in each meter.
$\square$
$\square$

## Extra Practice

> Use the shortcut to multiply.

| 26 | 42 | 91 |
| ---: | ---: | ---: |
| $\times 40$ |  |  |
| 1,040 | $2, \frac{50}{100}$ | 1,820 |
| $\times 20$ |  |  |
| 86 | 73 | 58 |
| $\times 30$ | $\times 90$ | $\times 40$ |
| 2,580 | 6,570 | 2,320 |

Assign the lesson exercises for using the shortcut to multiply on page 119.
Assign We Remember and Sharpening Your Skills.

