



# Organising and working with information

You are on your very first work experience and want to get things just right. You have been asked to go to the canteen and order six cheese rolls for the others in the office.

Tom doesn't like butter and wants a long roll. Sasha doesn't like round rolls or grated cheese; Tim doesn't like brown rolls. Jane wants two rolls, one round and one long with lots of butter. You want salad in your roll.



**Write out the order for the canteen in the clearest way possible.**



**Thinking about how we need to approach tasks is very important.**

**How did you make the lunch order clear to the canteen staff?**

**What strategy did you use?**

You need to define what instructions are asking you to do very accurately in many tasks. Try this one.


**Read the information and follow the instructions.**



Jack was born on 17th February 1998

Alice was born on 22nd March 1988

Monika was born on 3rd June 2000



**Write your answers here:**

**Jack was born on a**

.....

**Alice was born on a**

.....

**Tim was born on a**

.....

Calculate the **day** of the week on which each were born by following these instructions carefully.



To find the day of the week that the children were born on you need to add the date of the month to the number of the month. Add that total

to the last two digits of the year of the birth then add the number of leap years that have taken place. You get this by dividing the century number by four and ignoring any left over numbers.

Finally, work out which day you were born on.

**I was born on:**

.....

Now try and find out how the calculation works.