

## Task Planner for Column Addition

Step	What to do	How it should look (for 346 + 79)	✓																									
1	Write the first number ( <b>one digit in each box</b> ).	<table border="1" style="margin: auto;"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td>4</td><td>6</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>							3	4	6																	
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2	Write the other number underneath. ( <b>Make sure you put units under units, tens under tens and so on</b> ).	<table border="1" style="margin: auto;"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td>4</td><td>6</td><td></td></tr> <tr><td></td><td></td><td>7</td><td>9</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>							3	4	6				7	9												
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		7	9																									
3	Write the + symbol.	<table border="1" style="margin: auto;"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td>4</td><td>6</td><td></td></tr> <tr><td></td><td>+</td><td>7</td><td>9</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>							3	4	6			+	7	9												
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4	Draw a line underneath for an 'equals' sign.	<table border="1" style="margin: auto;"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td>4</td><td>6</td><td></td></tr> <tr><td></td><td>+</td><td>7</td><td>9</td><td></td></tr> <tr><td></td><td colspan="3" style="border-top: 1px solid black;"></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>							3	4	6			+	7	9												
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	+	7	9																									
5	Start adding from the <b>right-hand side</b>  (If a column adds up to more than 10 you need to 'carry'. Don't forget to <b>write what you carry</b> under the column)	<p style="text-align: center;">Start here</p> <p style="text-align: center;">↓</p> <table border="1" style="margin: auto;"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td>4</td><td>6</td><td></td></tr> <tr><td></td><td>+</td><td>7</td><td>9</td><td></td></tr> <tr><td></td><td></td><td></td><td>5</td><td></td></tr> <tr><td></td><td></td><td>1</td><td></td><td></td></tr> </table>							3	4	6			+	7	9					5				1			
	3	4	6																									
	+	7	9																									
			5																									
		1																										
6	Keep going until you have added all of the columns	<table border="1" style="margin: auto;"> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td>4</td><td>6</td><td></td></tr> <tr><td></td><td>+</td><td>7</td><td>9</td><td></td></tr> <tr><td></td><td></td><td>4</td><td>2</td><td>5</td></tr> <tr><td></td><td></td><td>1</td><td>1</td><td></td></tr> </table>							3	4	6			+	7	9				4	2	5			1	1		
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