Task Planner for Column Addition

Step	What to do	How it should look (for 346 + 79)
1	Write the first number (one digit in each box) .	346
2	Write the other number underneath. (Make sure you put units under units, tens under tens and so on) .	3 4 6 7 9
3	Write the + symbol.	3 4 6 + 7 9 - - -
4	Draw a line underneath for an 'equals' sign.	3 4 6 + 7 9
5	Start adding from the right - hand side (If a column adds up to more than 10 you need to 'carry'. Don't forget to write what you carry under the column)	Start here 3 4 6 + 7 9 5 1
6	Keep going until you have added all of the columns	3 4 6 + 7 9 4 2 5 1 1