

UNCUF

Everyday Skills Ready Guide

Practical math, reading, writing, science and communication for work, forms and daily decisions.

READY GUIDE • VOLUME 01

Your history is information - not your identity.

MATH THAT EARNS ITS KEEP

Use numbers without freezing

Time and pay

Convert minutes to decimals carefully: 15 minutes = 0.25 hour; 30 = 0.5; 45 = 0.75. For gross pay, multiply paid hours by hourly rate. Separate unpaid breaks before calculating.

Percentages

Ten percent is one tenth. To add 10% material waste, multiply by 1.10. To find a discount, multiply the original price by the percentage, then subtract.

Area and unit cost

Rectangle area = length x width. Keep units attached. Compare packages by cost per unit, not sticker price alone.

Practice set

- 1) Find paid hours from 7:30 a.m. to 4:00 p.m. with a 30-minute unpaid break.
- 2) Add 12% waste to 250 sq ft.
- 3) Compare \$18 for 12 units with \$25 for 20 units.

FIND WHAT ACTUALLY MATTERS

Read for the next action

The four-part scan

Circle the deadline, underline the required action, box the exception and mark the official contact or source.

Required vs. preferred

Required means the application normally must show it. Preferred may make a candidate stronger but should not automatically stop you from applying.

Inference discipline

Do not add facts the text never states. Separate what the notice says, what it suggests and what you still need to verify.

Practice set

Use any current bill, job post or school notice. Write: the purpose, deadline, required action, consequence and one question the document does not answer.

CLEAR GRAMMAR AND WORK NOTES

Write so nobody has to guess

The six facts

A useful note answers: who, what, where, when, action taken and follow-up needed.

Plain beats fancy

Use short sentences and exact nouns. Replace 'handled it' with the observed condition and specific action.

Common traps

They're = they are. Their = ownership. There = place. Your = ownership. You're = you are. Its = ownership. It's = it is.

Work-note model

Observed water below the break-room sink at 9:10 a.m. Closed the local supply valve, placed a warning sign and notified the supervisor. Plumber follow-up required.

SCIENCE AND CAUSE-AND-EFFECT

Think like a problem solver

Name the system

Ask what goes in, what comes out and what changed. Heat, pressure, moisture, electricity and chemical reactions follow patterns.

Control the hazard

Use the hierarchy: remove the hazard when possible, isolate it, use procedures and protective equipment. PPE is important but is not the only control.

Never improvise chemistry

Read labels and Safety Data Sheets. Never mix products unless the manufacturer explicitly permits it.

Teach-back

Explain one everyday system - a clogged drain, tripped breaker or wet wall - without attempting a hazardous repair. Name observations, possible causes and the safe next action.

SMALL REPS THAT STICK

Seven-day sharpening plan

Days 1-2

Complete ten minutes of time, money and measurement problems. Check units and show every step.

Days 3-4

Summarize one real notice and rewrite one vague message as a precise note.

Days 5-6

Choose two household systems. Identify energy, materials, hazards and safe escalation points.

Day 7

Take the UnCuf Total Readiness Assessment. Review every explanation - including answers you got right by guessing.