



1 Four Operations Reference

Operation	Symbol	Key meanings	Number relationship	Key words	Memory phrase
Addition	+	Combine; add together; find the total; increase	Part + Part = Whole	add, plus, sum, total, altogether, increased by, combined	Addition joins quantities together
Subtraction	-	Take away; find the difference; compare quantities; decrease	Whole - Part = Remaining Part	subtract, minus, difference, take away, fewer, decrease, left, remaining	Subtraction finds what is left or different
Multiplication	x	Equal groups; repeated addition; scale up; find a product	Factor x Factor = Product	multiply, times, product, groups of, double, triple, repeated, each	Multiplication combines equal groups
Division	÷	Share equally; split into groups; find how many groups; reverse multiplication	Dividend ÷ Divisor = Quotient	divide, quotient, shared equally, split, groups, each, per, out of	Division separates a quantity into equal groups

2 Operations That Undo Each Other

- Addition $\leftrightarrow$ Subtraction
- Multiplication $\leftrightarrow$ Division
- Addition and subtraction are inverse operations
- Multiplication and division are inverse operations
- Inverse operations can be used to check answers

Inverse operations undo each other.

3 Choose the Operation

- 1 Joining amounts? $\rightarrow$ Addition
- 2 Finding the difference? $\rightarrow$ Subtraction
- 3 Working with equal groups? $\rightarrow$ Multiplication
- 4 Sharing or splitting equally? $\rightarrow$ Division

4 How to Memorise Quickly

- Learn the symbol for each operation
- Connect the symbol to its meaning
- Memorise the common question words
- Learn inverse-operation pairs
- Cover the headings and identify each operation
- Practise choosing the operation before calculating

5 3-Minute Recall Routine

- 1 minute: Say the four symbols and operation names
- 1 minute: Recall the key words for each operation
- 1 minute: Match each operation with its inverse

6 Remember Faster

- Focus on the meaning, not only the symbol
- Group key words under the correct operation
- Remember addition and subtraction as a pair
- Remember multiplication and division as a pair
- Look for equal groups before choosing multiplication
- Look for sharing before choosing division
- Read the complete question before selecting an operation



Quick Tip

Before calculating, decide what the question is asking: join, take away, equal groups, or share equally.