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# PRODUCTIVITY HACKS

# Some help for when you need to get stuff DONE!

"Productivity" is a big word that adults LOVE using — a lot. Basically, it means "getting stuff done"! The thing you need know is that being productive actually feels good. REALLY GOOD! It's a satisfied feeling that you can ONLY get by getting things done. Think about a time when you finished a big project, completed a game or (finally) cleaned your room. Those things probably seemed big and intimidating at first. But once you finished them . . . how good did you feel? Pretty great, right? Everyone struggles with this — even adults. But I'm about to teach YOU some great ways to get stuff DONE.

early! But if I don't go to bed early, I get so cranky that I have a name for it: the night sads! Nighttime is NOT a good time for me to do work. That means that I HAVE to finish it in the daytime so that at night I can relax, read a book, and go to bed early. What time of day are YOU most able to concentrate, focus and do work? It's probably when you're feeling alert and happy. Plan to do your school work then.

Just like that, you've hacked your day and found the perfect time to get into your signature study zone!

that can get in the way of getting things done — especially homework — is getting distracted! There are a LOT of things that can distract us: phones, pets, siblings, sounds around the house and even the thoughts inside our heads! To stay focused, find a quiet place to work. Get rid of anything that might distract you. That means putting away books or toys, closing your computer, and DEFINITELY putting away your screens (tablet, phone, whatever) so that you can't even SEE them. Let people (siblings, parents, friends) know that you are about to get stuff done and ask them nicely to please not bug you unless it's SUPER important. Start getting stuff done!

\*3: Break it down Sometimes a BIG project can seems so huge that it's impossible to even know where to start! So where's how to begin: just break it down. Take out a sheet of paper and break your BIG project into a list of mini-projects that don't seem so scary. Schedule time to complete each of the minis, and guess what? Once you're done all those little tiny projects, your big project will be totally DONE! I did that when I wrote this book! It seemed scary to write a whole big book, but thenI broke the book down into chapters (like the one you're reading right now!), and it seemed so much easier. One by one, I finished each chapter and, — voila! — I had a book. This book that you are actually holding in your hands right now!

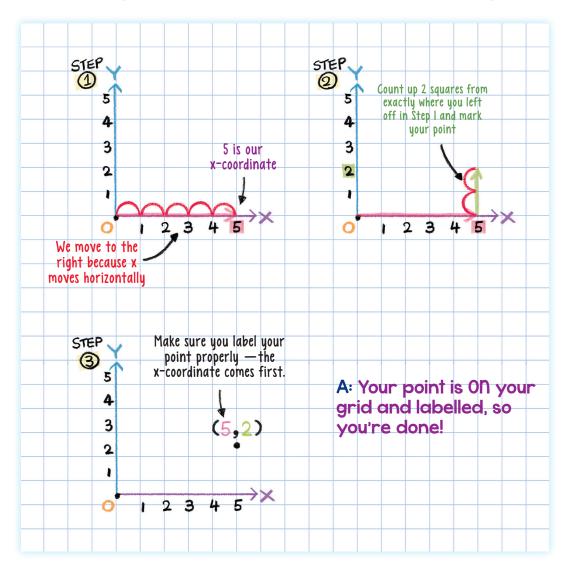
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#### PLOTTING A COORDINATE ON YOUR MAP

Okay, now what about when you have to plot your own coordinate on your math map? Well, it's SUPER easy now that you know how the coordinate grid works!

Q: Plot the point whose coordinates are (5,2) on your grid.

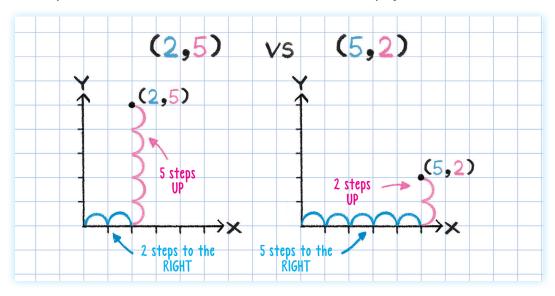


#### **COORDINATE ABCs**

When you're plotting points, make sure to pay special attention to the order of your coordinates. It matters! You can remember it with your ABC's. X comes before y in the alphabet, so it makes sense that we label our coordinates **(X, Y)** with the x before the y!

X comes first, and moves horizontally. Y comes second, and moves vertically. Got it?! Watch this!

Both points have both a 2 and a 5 in them, but pay close attention . . .



In our first example, the 2 comes first, which means it's in the x spot. And the 5 comes second, which means it's in the y spot.

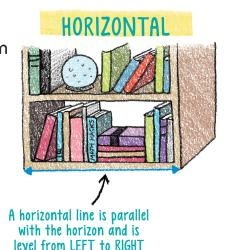
In our second example, the 5 comes first, which means it's in the x spot. And the 2 comes second, which means it's in the y spot.

### **Different Kinds of Lines**

Lines can go in all kinds of every which way directions. But some lines are special, and you need to know them!

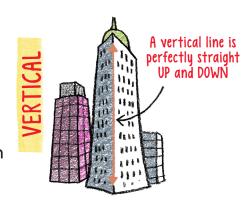
#### HORIZONTAL LINES

Horizontal lines are perfectly straight from left to right, AND they line up with the horizon — that's how I like to remember their name. Horizontal lines are 100% level. Think of a shelf for example — if it slanted, everything would slide off! If we drew a line across a shelf, it would be a horizontal line!



#### **VERTICAL LINES**

Vertical lines are perfectly straight up and down. Think of a skyscraper for example — if it didn't go straight up and down, it would fall over! If we drew a line up and down a building, it would be a vertical line. If your line is slanty at all, then it's not a vertical or horizontal line.

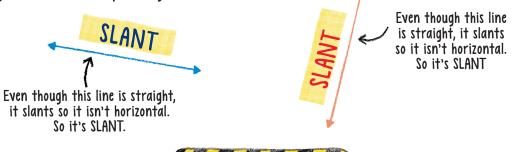




The most important thing about lines is that they are **PERFECTLY STRAIGHT**. Don't bother with shortcuts — use a ruler! They're literally *MADE* for drawing lines. Trust me, it makes a huge difference and will probably score you extra marks on your next test.

#### **SLANT LINES**

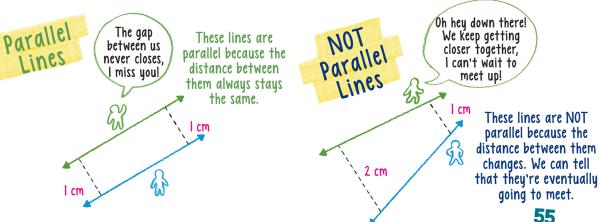
All of the rest of the lines in the world that aren't horizontal or vertical are slant lines. You can also call a slant line an oblique line if you want to impress your friends.



Sometimes people call slant lines diagonal lines. But they are not the same! In geometry, a diagonal is a line segment on the inside of a shape that joins two corners which aren't next to each other.

#### PARALLEL LINES

When two or more lines are exactly the same distance from one another, like the whole way along, we call them parallel lines! Parallel lines never meet, no matter how long they are. They're like long lost friends who live across the word from one another.



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#### WHAT ABOUT OTHER POLYGONS?!

There are SO many other polygons out there — but there's trick to knowing what they are called. For starters, a polygon always has the same number of sides as it has angles. For example, the "tri" in triangle means three and the "quad" in



quadrilateral means four. The trick for the rest is the latin or greek word for the number of angles tacked on to the front of "gon." And what does "gon" mean? Basically a "shape with a number of angles." If you know the magic word for that number, you can name that polygon!







Triangle













QUAD guadrilateral

































IRREGULAR POLYGON













Octagon









Nonagon









Decagon





















# FUN Fact!

You'll probably NEVER see "hendeca" in your actual

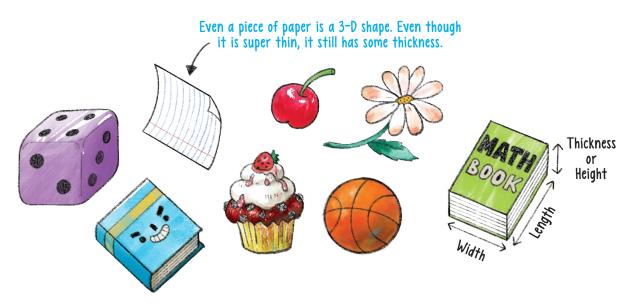
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# 5-D SHAPES

## Top Secrets Revealed!

**What even are they?!** A three dimensional shape is anything that has length, width and thickness. Shapes can be hollow or solid. For example, an empty shoebox is a 3-D shape, and so is a brick.

These are ALL 3-D shapes! Literally anything in the real world that's not drawn on a piece of paper or on a computer screen is a 3-D shape — anything at all!



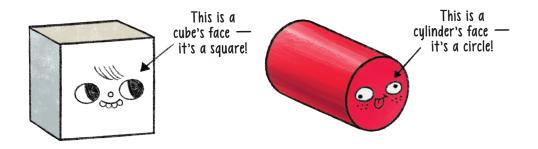


#### WHAT MAKES A 3-D SHAPE WHAT IT IS?

Many 3-D shapes have faces, edges, vertices

#### **Faces**

The surface of any 3-D shape is made up of 2-D shapes. Remember those? Any surface of a 3-D shape is called a face. You can think of faces as flat — both words start with an F! Spheres don't have ANY faces because remember: faces are flat and spheres are not. The face that your shape SITS on — like, the one at the bottom — has a special name. We call that face the base.



#### **Edges**

Picture tracing the face of ONE of your shape's faces. What you are tracing is the faces' edge. It's where two faces meet.

