

Year 2 – Maths Teaching Overview



Autumn 1		
Number and place-value (NPV)	Estimate and count a number of objects up to 100; locate numbers on 0–100 beaded lines and 1–100 squares; compare pairs of numbers and find a number in between; order three numbers; order 2-digit numbers	<ul style="list-style-type: none"> estimate and count a number of objects up to 100.
		<ul style="list-style-type: none"> locate numbers on 0–100 beaded lines and 1–100 squares.
		<ul style="list-style-type: none"> compare two numbers find a number in between two numbers.
		<ul style="list-style-type: none"> compare two numbers find a number in between two 2-digit numbers order three 2-digit numbers.
		<ul style="list-style-type: none"> order 2-digit numbers. begin to organise their work systematically.
Mental addition and subtraction (MAS)	Revise number bonds to 6, 7, 8, 9 and 10; know number bonds to 10 and begin to learn related subtraction facts; know multiple of 10 number bonds to 100; learn bonds to 20; rehearse number bonds to 10 and 20 using stories	<ul style="list-style-type: none"> say all the bonds to 10 and know them by heart say all the bonds to 6, 7, 8, 9 and know them by heart understand that addition can be done in any order.
		<ul style="list-style-type: none"> say all the bonds to 10 and know them by heart use known bonds to 10 to solve related subtractions.
		<ul style="list-style-type: none"> recognise and work out multiple of 10 bonds to 100 recognise there is a relationship between bonds to 10 and multiple of 10 bonds to 100.
		<ul style="list-style-type: none"> learn bonds to 20 understand addition can be done in any order use knowledge that teen numbers are a 10 and some 1s to help with bonds to 20.
		<ul style="list-style-type: none"> relate known number bonds to context-based problems begin to write ‘word problems’.
		<ul style="list-style-type: none"> double numbers 1–15 begin to double numbers greater than 10 by doubling 10 then the 1s say doubles to double 10 and know them by heart.
Mental addition and subtraction (MAS); Mental multiplication and division (MMD)	Double numbers to double 15; use patterns in number bonds; use number bonds to solve more difficult additions, subtractions and to solve additions bridging 10	<ul style="list-style-type: none"> say the number bonds to 6, 7, 8, 9 and 10 and know them by heart use number bonds to solve related additions.
		<ul style="list-style-type: none"> say the number bonds to 6, 7, 8, 9 and 10 and know them by heart use number bonds to solve related additions ask and answer questions looking for number patterns begin to think and record systematically.
		<ul style="list-style-type: none"> use known number bonds (addition) to solve subtraction begin to understand the relationship between addition and subtraction.
		<ul style="list-style-type: none"> use number bonds to 10 to solve harder additions begin to bridge 10.
		<ul style="list-style-type: none"> recognise basic line symmetry sort shapes using Venn diagrams
Geometry: properties of shapes (GPS); Statistics (STA)	Sort 2D shapes according to symmetry properties using Venn diagrams; identify right angles and sort shapes using Venn	<ul style="list-style-type: none"> recognise basic line symmetry sort shapes using Venn diagrams

	diagrams; recognise squares, rectangles, circles, triangles, ovals and hexagons and discover which tessellate; sort shapes and objects using a two-way Carroll diagram	<ul style="list-style-type: none"> understand the overlap in a Venn diagram. identify right angles sort shapes using Venn diagrams. recognise squares, rectangles, circles, triangles, ovals, hexagons and quadrilaterals tessellate shapes. sort shapes according to their properties using a two-way Carroll diagram. sort objects using a two-way Carroll diagram.
Number and place-value (NPV); Mental addition and subtraction (MAS)	Mark numbers on a landmarked line; compare and order numbers, using < and > signs; find 1 and 10 more or less using the 100-square; find 10 more and 10 less than any 2-digit number	<ul style="list-style-type: none"> begin to locate numbers on a 0–100 landmarked line. compare 2-digit numbers using the < and > signs. compare 2-digit numbers using the < and > signs. find 1 and 10 more/less than 2-digit numbers using a 100-square. add and subtract 10, labelling jumps on a beaded line.
Autumn 2		
Number and place-value (NPV); Mental addition and subtraction (MAS); Measurement (MEA)	Know and use ordinal numbers; understand that 2-digit numbers are made from some 10s and some 1s; understand place-value using 10p and 1p coins; find 10p more and 10p less; find 10 more and 10 less	<ul style="list-style-type: none"> use ordinal numbers to describe position in a sequence. partition 2-digit numbers into 10s and 1s and recombine write additions and subtractions using knowledge of place-value. recognise the value of each digit in a 2-digit number understand that a 10p coin has the same value as ten 1p coins. find 10 more and 10 less than 2-digit numbers. find 10 more and 10 less than 2-digit numbers.
Number and place-value (NPV); Mental addition and subtraction (MAS)	Add and subtract 10, 20 and 30 to any 2-digit number; add and subtract 11, 21, 12 and 22 to any 2-digit number; solve addition and subtractions by counting on and back in 10s then in 1s	<ul style="list-style-type: none"> add 10, 20 or 30 to any 2-digit number (not crossing 100) count on and back in 10s from any number (<100). subtract 10, 20 or 30 from any 2 digit number (positive answer). add 11, 12, 21, 22, by adding 10s then counting on 1 or 2 re-order an addition so the largest number is first. subtract ‘near’ tens (11, 12, 21, 22) by counting back 10 and adjusting. add and subtract near 10s (11, 12, 21, 22) from 2-digit numbers know when to count on or count back to add or subtract.
Geometry: position and direction (GPD); Measurement (MEA)	Understand and use terms and vocabulary associated with position, direction and movement; measure lengths using uniform units; begin to measure in centimetres and metres	<ul style="list-style-type: none"> use language of position, direction and movement understand vocabulary: in, on, under, over, behind, above, in front of, next to, between, left, right, forward, backward, top, middle, bottom, inside, outside, turn, quarter turn, half turn. use language of position, direction and movement understand vocabulary: in, on, under, over, behind, above, in front of, next to, between,

		<ul style="list-style-type: none"> left, right, forward, backward, top, middle, bottom, inside, outside, turn, quarter turn, half turn. understand the need for a standard unit use a uniform unit to measure lengths. begin to estimate and measure in centimetres. begin to estimate and measure in metres begin to know whether to measure in cm or metres.
Mental addition and subtraction (MAS); Mental multiplication and division (MMD)	Add and subtract 2-digit numbers; add near doubles to double 15; add several small numbers spotting near doubles or pairs to 10	<ul style="list-style-type: none"> begin to add 2-digit numbers counting on in 10s and 1s. begin to subtract 2-digit numbers counting back in 10s and 1s. add and subtract two 2-digit numbers by counting on and back in 10s and 1s. say the doubles up to double 20 and know them by heart add near doubles by doubling then adding or subtracting 1. use known number facts to add three 1-digit numbers say the bonds to 10 and doubles to 10 + 10 and know them by heart.
Mental multiplication and division (MMD); Measurement (MEA)	Count in 2s, 5s and 10s from zero; count in multiples of 2p, 5p and 10p; number sequences of 2s, 5s and 10s; find the totals of coins and ways to make an amount; use coins to make given amounts of money	<ul style="list-style-type: none"> draw jumps of 2, 5 and 10 relate counting in 2s, 5s and 10s to adding 2, 5 and 10. count in 2s, 5s and 10s. complete patterns counting in 2s, 5s and 10s recognise multiples of 2, 5 and 10. work out the coins that are needed to pay an amount up to 30p. work out different ways of making 25p work out which coins are needed to pay an amount up to £1.
Spring 1		
Number and place-value (NPV); Mental addition and subtraction (MAS)	Place-value and ordering 2-digit numbers; place-value additions and subtractions; add and begin to subtract 9, 10, and 11	<ul style="list-style-type: none"> say what each digit in a 2-digit number represents say the number before or after any 2-digit number. partition 2-digit numbers into tens and ones and recombine write place-value additions and subtractions. add 10 and 11 to 2-digit numbers. add 9, 10 and 11 to 2-digit numbers. add and subtract 9, 10 and 11 to and from 2-digit numbers.
Mental addition and subtraction (MAS)	Revise number bonds to 10; begin to bridge 10; subtract from 10 and 20; use number facts to find the complement to ten; find a difference between two numbers by counting on	<ul style="list-style-type: none"> use bonds to ten to add single digit numbers bridging ten. use their bonds to 10 to solve subtractions use their bonds to 20 to solve subtractions. add to the next ten using bonds to ten complete addition sentences showing complements to multiples of ten use bonds to ten to solve complement to multiples of ten additions. work out a small difference (1-digit number) between two numbers identify the larger and the smaller of two numbers (<100).

Mental addition and subtraction (MAS)	Rehearse complements to multiples of 10; find differences using a number line; find change from 10p and 20p, and from £10 to £20 by counting up and using bonds to 10 and 20; add two 2-digit numbers by counting on	<ul style="list-style-type: none"> • use knowledge of bonds to ten to find complements to next ten • count on to find complement to next ten.
		<ul style="list-style-type: none"> • chn know complements to ten and use to find difference between • chn count up to find difference between numbers.
		<ul style="list-style-type: none"> • add to ten or twenty using bonds • find change from 20p by counting up.
		<ul style="list-style-type: none"> • count up to ten and twenty to find change, using knowledge of bonds • find change from ten and twenty (£ or p) by counting up in ones • begin to understand counting up is method of solving subtraction (money).
		<ul style="list-style-type: none"> • add two 2-digit numbers by counting on in tens and ones • add two 2-digit numbers crossing tens using complements to ten and then adding on e.g. 38+54, Start with 54, count on 3 tens, 84 then add 6 to 90 and finally add the remaining 2 to 92.
Geometry: properties of shapes (GPS); Measurement (MEA); Geometry: position and direction (GPD)	Recognise and identify properties (including faces and vertices) of 3D shapes; sort according to properties including number of faces; name the 2D shapes of faces of 3D shapes; tell the time to the nearest quarter on analogue and digital clocks	<ul style="list-style-type: none"> • identify and name 3D shapes • sort 3D shapes according to the number of faces using Venn diagrams.
		<ul style="list-style-type: none"> • name and describe properties of 3D shapes; sphere, cube, cuboid, cylinder, cone and pyramid • create repeating patterns using 3D shapes.
		<ul style="list-style-type: none"> • identify and name common 3D shapes • describe the properties of 3D shapes with particular reference to the number and shape of their faces.
		<ul style="list-style-type: none"> • tell the time on analogue and digital clocks to the nearest quarter of an hour (quarter past, half past, quarter to and o'clock).
		<ul style="list-style-type: none"> • tell the time to the nearest quarter on analogue and digital clocks.
Number and place-value (NPV)	Order 2-digit numbers and revise the < and > signs; locate 2-digit numbers on a landmarked line and square; round 2-digit numbers to nearest 10; estimate a quantity <100 within a range	<ul style="list-style-type: none"> • compare and order 2-digit numbers using < and > signs.
		<ul style="list-style-type: none"> • locate 2-digit numbers on a 0-100 landmarked line.
		<ul style="list-style-type: none"> • round 2-digit numbers to nearest ten.
		<ul style="list-style-type: none"> • round 2-digit numbers to nearest ten.
		<ul style="list-style-type: none"> • estimate a quantity <100 within given ranges.
Spring 2		
Fractions, ratio and proportion (FRP); Mental multiplication and division (MMD)	Revise doubles and corresponding halves to 15; find half of odd and even numbers to 30; Revise and recognise 1/2s, 1/4s, 1/3s and 2/3s of shapes; place 1/2s on a number line; count in 1/2s and 1/4s; understand and write mixed numbers	<ul style="list-style-type: none"> • double numbers to 15 and find corresponding halves.
		<ul style="list-style-type: none"> • halve even numbers to 30 • recognise odd and even number to 30.
		<ul style="list-style-type: none"> • recognise, read and write $\frac{1}{2}$, $\frac{1}{4}$, $\frac{3}{4}$, $\frac{1}{3}$ and $\frac{2}{3}$.
		<ul style="list-style-type: none"> • understand mixed numbers and place halves on a number line.

		<ul style="list-style-type: none"> count in steps of $\frac{1}{2}$ and $\frac{1}{4}$ (without necessarily using the equivalence between halves and quarters).
Mental multiplication and division (MMD)	Count in 2s, 5s and 10s to solve multiplication problems and find specified multiples; introduce the \times sign; record the 2, 5 and 10 times-tables; find multiplications with the same answer; write multiplications to go with arrays, rotate arrays to show they are commutative	<ul style="list-style-type: none"> find a specified multiple in the 2s, 5s and 10s count, e.g. the 4th number in the 2s count.
		<ul style="list-style-type: none"> understand the \times sign begin to know the 2, 5 and 10 times-tables.
		<ul style="list-style-type: none"> begin to learn the $2\times$, $5\times$ and $10\times$ tables find multiplications with the same answer.
		<ul style="list-style-type: none"> solve simple word problems involving multiplication.
		<ul style="list-style-type: none"> write multiplications to go with arrays begin to understand that multiplication is commutative.
Measurement (MEA); Statistics (STA)	Tell the time to the nearest quarter of an hour using analogue and digital clocks; understand units of time; express hours in minutes and minutes in seconds; interpret and complete a pictogram where one symbol represents one or two things	<ul style="list-style-type: none"> tell the time on an analogue or digital clock to the nearest quarter.
		<ul style="list-style-type: none"> recognise and identify units of time: minutes, hours, days, weeks, months and years begin to know how to express each unit of time in terms of another, smaller unit, e.g. 4 weeks in a month, 24 hours in a day, etc.
		<ul style="list-style-type: none"> understand how long an hour, a minute and a second is recognise and use units of time: hours, minutes, seconds use tally charts to record data construct a block graph using cubes.
		<ul style="list-style-type: none"> children can complete a pictogram and interpret and complete pictograms and block graphs where one picture or block represents one item.
		<ul style="list-style-type: none"> children can interpret and complete a pictogram using one symbol to represent two children.
Mental multiplication and division (MMD)	Revise 2, 5 and 10 times-tables; revise arrays and hops on the number line; multiply by numbers other than 2, 5 and 10; arrange objects into arrays and write the corresponding multiplications; make links between grouping and multiplication to begin to show division; write divisions as multiplications with holes in and use the \div sign	<ul style="list-style-type: none"> can count in twos, fives and tens write multiplications to go with hops on numbers lines arrays begin to know their 2, 5 and 10 times-tables by heart.
		<ul style="list-style-type: none"> use multiplication facts to and counting in steps to multiply by 2, 3, 4, 5 and 10.
		<ul style="list-style-type: none"> arrange objects into arrays and write the corresponding multiplications.
		<ul style="list-style-type: none"> understand division as grouping use multiplication facts or counting up in steps to solve divisions.
		<ul style="list-style-type: none"> begin to write divisions using the \div sign.
Measurement (MEA); Mental addition and subtraction (MAS)	Recognise all coins, know their value, and use them to make amounts; recognise £5, £10, £20 notes; make amounts using coins and £10 note; write amounts using	<ul style="list-style-type: none"> recognise & know value of coins 1p-£2 add several coins adding by counting on in £, 10ps and 1ps.

	<p>£.p notation; order coins 1p-£2 and notes £5 - £20; add several coins writing totals in £.p notation (no zeros in 10p place); add two amounts of pence, using counting on in tens and ones; add two amounts of money, beginning to cross into £s</p>	<ul style="list-style-type: none"> • recognise & know value of coins 1p-£2, • know £1=100p • begin to write amounts using £.p notation. <hr/> <ul style="list-style-type: none"> • recognise & know value of coins 1p-£2 & notes £5-£20 • add several coins adding by counting on in £, 10ps and 1ps • begin to write using £.p notation. <hr/> <ul style="list-style-type: none"> • add two amounts of money (<£1) not crossing £1 but crossing 10ps by counting on in 10ps and then 1ps starting with the larger number. <hr/> <ul style="list-style-type: none"> • add two amounts of money (<£1) crossing 10ps and £1 by counting on in 10ps and then 1ps starting with the larger number • write amounts using £.p notation (No zeros in 10ps place).
Summer 1		
<p>Number and place-value (NPV); Mental addition and subtraction (MAS)</p>	<p>Locate, order and compare 2-digit numbers on 0-100 landmarked lines and on the 1-100 square; use < and > signs; locate numbers on an empty 0-100 line; introduce numbers 101 to 200 and count in 100s to 1000; add 2-digit numbers by counting on in 10s and 1s; subtract 2-digit numbers by counting back in 10s and 1s</p>	<ul style="list-style-type: none"> • locate, order and compare 2-digit numbers on 0-100 landmarked lines and on the 1-100 square • use < and > signs. <hr/> <ul style="list-style-type: none"> • begin to locate numbers on an empty number line • round 2-digit numbers to the nearest 10. <hr/> <ul style="list-style-type: none"> • read numbers to 200 and locate them on a 101 to 200 square • count in steps of 100 to 1000. <hr/> <ul style="list-style-type: none"> • add 2-digit numbers by putting the larger number first, then counting on the 10s, then adding on the 1s of the smaller number. <hr/> <ul style="list-style-type: none"> • subtract 2-digit numbers by subtracting the 10s then the 1s of the smaller number.
<p>Mental addition and subtraction (MAS); Mental multiplication and division (MMD)</p>	<p>Use doubles and number bonds to add three 1-digit numbers; use number facts to 10 and 20 in number stories; find complements to multiples of 10; understand subtraction as difference and find this by counting up; find small differences either side of a multiple of 10</p>	<ul style="list-style-type: none"> • double numbers to double 10 • know number bonds to 10 • use doubles and number bonds to ten in adding three single digit numbers. • use number bonds to 10 and 20 in stories. <hr/> <ul style="list-style-type: none"> • find complements to multiples of 10 • begin to understand subtraction as difference, and find this by counting up using pairs to 10. <hr/> <ul style="list-style-type: none"> • work out differences (less than 10) using knowledge of complements to ten and PV additions. <hr/> <ul style="list-style-type: none"> • work out differences (less than 10) using knowledge of complements to ten and PV additions.
<p>Mental addition and subtraction (MAS); Written addition and</p>	<p>Add and subtract 1-digit numbers to and from 2-digit numbers; subtract 2-digit numbers by counting back in</p>	<ul style="list-style-type: none"> • add/subtract 1-digit numbers from 2-digit numbers.

subtraction (WAS)	tens and ones; add two 2-digit numbers by counting in 10s, then adding 1s; add 2-digit numbers using 10p and 1p coins (partitioning, answers less than 100); add 2-digit numbers using place-value cards (partitioning, answers more than 100)	<ul style="list-style-type: none"> • children subtract 2-digit numbers by counting back in 10s and 1s (not crossing tens).
		<ul style="list-style-type: none"> • add two 2-digit numbers by counting on in tens and ones • begin to cross 100 when adding two numbers.
		<ul style="list-style-type: none"> • children begin to add three 2-digit numbers using coins to count tens and ones and total.
		<ul style="list-style-type: none"> • children can use partitioning to add any pair of 2-digit numbers.
Measurement (MEA); Statistics (STA)	Measure weight using standard or uniform non-standard units; draw a block graph where one square represents two units; weigh items using 100g weights using scales marked in multiples of 1kg or 100g; measure capacity using uniform non-standard units; measure capacity in litres and in multiples of 100ml	<ul style="list-style-type: none"> • measure weight using uniform non-standard units • draw a block graph where one square represents two units.
		<ul style="list-style-type: none"> • begin to know standard units of weight (g and kg) • begin to read a scale marked in intervals of 100g.
		<ul style="list-style-type: none"> • measure capacity in uniform non-standard units • understand bar charts where one square represents two units.
		<ul style="list-style-type: none"> • have a sense of how much one litre and half a litre are.
		<ul style="list-style-type: none"> • draw block graph where one square represents two units • recognise that capacity is measure in litres and in millilitres.
Mental multiplication and division (MMD); Fractions, ratio and proportion (FRP)	Double multiples of 10 and 5 (answers less than 100); double 2-digit numbers ending in 1, 2, 3 or 4 (answers less than 100); find a quarter of numbers up to 40 by halving twice; begin to find $\frac{3}{4}$ of numbers; find $\frac{1}{2}$, $\frac{1}{4}$ and $\frac{1}{3}$ of amounts (sharing); find patterns	<ul style="list-style-type: none"> • double multiples 10 and 5 (answers less than 100).
		<ul style="list-style-type: none"> • double 2-digit numbers ending in 1, 2, 3 or 4 (answers less than 100).
		<ul style="list-style-type: none"> • find a quarter of numbers up to 40 by halving twice (whole number answers); begin to find $\frac{3}{4}$ of amounts.
		<ul style="list-style-type: none"> • find half, third and a quarter of numbers of objects.
		<ul style="list-style-type: none"> • find a third of a number of objects by sharing between three.
Summer 2		
Number and place-value (NPV); Measurement (MEA); Mental addition and subtraction (MAS)	Revise place-value in 2-digit numbers; understand place-value in numbers between 100 and 200; understand place-value of 3-digit numbers (no zeros and then including zeros in the 10s and 1s places); record amounts of money using £.p notation	<ul style="list-style-type: none"> • subtract by counting back in tens and ones • use known number facts to subtract ones e.g. $8 - 4 = 4$ as $4 + 4 = 8$, etc.
		<ul style="list-style-type: none"> • count back in tens and ones to solve subtraction (2-digit – 2-digit) • use number facts to help add and subtract ones • use addition to check subtraction of 2-digit numbers.
		<ul style="list-style-type: none"> • add several 1-digit numbers using number facts to help
		<ul style="list-style-type: none"> • know number bonds to 5, 6, 7, 8, 9, 10, 11 & 12 and doubles to double 15.

		<ul style="list-style-type: none"> • find totals of notes and coins • record amounts of money using £.p notation.
		<ul style="list-style-type: none"> • record amounts of money using £.p notation.
Mental multiplication and division (MMD); Number and place-value (NPV)	Count in 3s, recognising numbers in the 3x table; write multiplications to go with arrays; understand that multiplication is commutative; understand that division and multiplication are inverse operations; solve divisions as multiplications with a missing number; count in 2s, 3s, 5s and 10s to solve divisions	<ul style="list-style-type: none"> • begin to count in 3s • begin to solve multiplications in 3x table by counting in 3s.
		<ul style="list-style-type: none"> • understand the \times sign • begin to know the 3 times-table • begin to know multiplication is commutative (it can be done in any order).
		<ul style="list-style-type: none"> • begin to know the 3 times-table • begin to know multiplication is commutative (it can be done in any order).
		<ul style="list-style-type: none"> • chn solve missing number multiplications by counting up in steps.
		<ul style="list-style-type: none"> • solve and record divisions.
Measurement (MEA)	Measure and estimate lengths in centimetres; tell the time involving multiples of 5 minutes past the hour and 5 minutes to the hour; tell time to five minutes; say the time 10 minutes later	<ul style="list-style-type: none"> • begin to measure in centimetres • have a rough idea of how long 10cm is. • use a 30cm ruler to measure lengths to the nearest centimetre.
		<ul style="list-style-type: none"> • know that there are 60 minutes in an hour • tell time to $\frac{1}{4}$ hour, and multiples of 5 past the hour on analogue and digital clocks.
		<ul style="list-style-type: none"> • tell the time involving multiples of 5 minutes past the hour • begin to tell times with multiples of 5 to the hour.
		<ul style="list-style-type: none"> • read and write times to o'clock, half past and quarter hour on analogue and digital clocks.
Mental multiplication and division (MMD); Written addition and subtraction (WAS); Mental addition and subtraction (MAS)	Partition to add two 2-digit numbers; find a difference between two 2-digit numbers; multiply two numbers using counting in steps; solve division problems by counting in steps of 2, 3, 5 and 10	<ul style="list-style-type: none"> • add two 2-digit numbers using partitioning • understand the value of the digits in a 2-digit number.
		<ul style="list-style-type: none"> • begin to find a difference by counting up from one 2-digit number to another • begin to use an empty number line to perform subtractions.
		<ul style="list-style-type: none"> • use clever counting in 2s, 5s and 10s to work out multiplications • begin to use clever counting in 3s and 4s to work out multiplications • identify patterns and use these to predict answers • use mathematical reasoning to explain patterns.
		<ul style="list-style-type: none"> • use clever counting to work out division • understand that multiplications can also be written as divisions.
		<ul style="list-style-type: none"> • use counting in 2s, 5s and 10s to solve word problems involving multiplication and division.
		<ul style="list-style-type: none"> • compare 3-digit numbers in the context of temperatures • find small differences in temperature • read a scale with only multiples of 5 labelled (marks for other numbers).
		<ul style="list-style-type: none"> • find complements to 100.

		<ul style="list-style-type: none">• know what each digit represents in 3-digit numbers and numbers between 100 and 200• compare numbers using place value.
		<ul style="list-style-type: none">• write 3-digit numbers and know what each digit stands for.
		<ul style="list-style-type: none">• write 3-digit numbers and know what each digit stands for• use zero as a place holder.