

# NUMBERS

**In general you should write numbers in words when it would take only one or two words to spell it out.**

*Example:* They gave a **twenty-one** gun salute.  
It is the **thirty-third** anniversary celebration.  
**One hundred** children attended.  
The **six-year-old** boy survived the **ten hour** flight without a problem.

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**Write out a number when it begins a sentence.**

*Example:* **Four hundred thirty** students marched.

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**Use figures when the number would be three or more words.**

*Example:* There are **486** rooms in that hotel.  
He sold **3,490** copies of his book.

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**Use figures for dates, amounts of money, addresses, scores, chapters, pages, fractions, decimals, percentages, times of day, statistics and precise measurements.**

*Example:* Her aunt was born on **April 16, 1942**.  
The office closed at **4:30 p.m.**  
David completed **90 percent** of the task.  
Our class must read **Chapter 8, page 105**.  
That worm was **5.3 inches long!**  
He increased the recipe by a **ratio of 3 to 1**.

**Note: Use words to write the day of the month when the year is not given.**

*Example:* December **seventh** was a day to remember.

**CAUTION--DO NOT USE:** st, th, etc., after figures in a date when the year is given.

**TRY IT**

1. James was born on April 1st, 1976.
2. Please read page ten in chapter six of the book.
3. Three hundred sixty-five days make up a calendar year.
4. Many of the 64 girls attending the camp felt homesick.
5. Mary has lived in Virginia for 12 years.
6. The boy spent \$6.50 for 2 tickets to the game.
7. The class had a five-to-one ratio of women to men.
8. The stadium was filled with one thousand, seven hundred and sixty-three screaming fans.
9. The twins turned 24 years old on August 6th.
10. Approximately seventy-five percent of the children were Indian.

### NUMBERS ANSWER KEY

1. James was born on **April 1, 1976**.
2. Please read page **10** in chapter **6** of the book.
3. **365** days make up a calendar year.
4. Many of the **sixty-four** girls attending the camp felt homesick.
5. Mary has lived in Virginia for **twelve** years.
6. The boy spent **\$6.50** for two tickets to the game.
7. The class has a **5 to 1** ratio of women to men.
8. The stadium was filled with **1,763** screaming fans.
9. The twins turned **twenty-four** years old on August **sixth**.
10. Approximately **75 percent** of the children were Indian.