

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.

Write out a number when it begins a sentence.

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

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.

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.