

Numbers

WORK WITH NUMBERS AND NUMERALS

As a general rule, spell out numbers from one through nine. Use for all others.

The U.S. Senate welcomed nine new members.

BUT

There are 100 U.S. senators from 50 states.

However

1. Spell out large round numbers.

The populations of China is over one billion.

2. Spell out times unless you are giving the exact time; always use numerals with A.M. and P.M.

He went to bed at 11 o'clock.

BUT

The train leaves precisely at 8:47 A.M.

3. Use numerals with units of measure and percents, but follow the general rule for units of time.

The stock he bought has lost 4 percent of its value.

BUT

We will be back in two weeks.

4. Use numerals – not words – for dates, exact sums of money, scores of games, addresses, page numbers, exact times of the day, and miles per hour.

He was born on March 1, 1941, at 6:15 A.M. at 10 Summit Street.

The book cost \$27.99.

On page 17, I read my team had won by a score of 8 to 3.

He was going 78 mph in a 55 mph zone.

CAUTION: Never begin a sentence with a numeral. Write out a number that begins a sentence or rewrite the sentence so that the numeral appears later.

Not: *170 people attend the fund – raiser.*
But: *One – hundred – seventy people attended the fund – raiser.*
Or: *The fund – raiser was attended by 170 people.*

Sample Quiz questions:

1. Click on the item that uses numbers or numerals correctly.
 - a. Enrollment in each class is limited to twenty – five students.
 - b. Enrollment in each class is limited to 25 students.
 - c. 25 students is the limit on enrollment in each class.

Answer: a. Enrollment in each class is limited to twenty – five students.

2. Click on the item that uses numbers or numerals correctly.
 - a. 50,000 tickets to the concert were sold on the first day; the price of the tickets ranged from thirty – five dollars to sixty dollars.
 - b. Fifty thousand tickets to the concert were sold on the first day; the price of the tickets ranged from thirty – five dollars to sixty dollars.
 - c. Fifty thousand tickets to the concert were sold on the first day; the price of the tickets ranged from \$35 to \$60.

Answer: c. Fifty thousand tickets to the concert were sold on the first day; the price of the tickets ranged from \$35 to \$60.