

## APPENDIX 9: WRITING AND SPEAKING NUMBERS

|          |           |          |           |             |             |                |
|----------|-----------|----------|-----------|-------------|-------------|----------------|
| <b>a</b> | <b>1</b>  | one boy  | <b>11</b> | eleven      | <b>1st</b>  | the first boy  |
|          | <b>2</b>  | two boys | <b>12</b> | twelve      | <b>2nd</b>  | the second boy |
|          | <b>3</b>  | three    | <b>13</b> | thirteen    | <b>3rd</b>  | third          |
|          | <b>4</b>  | four     | <b>14</b> | fourteen    | <b>4th</b>  | fourth         |
|          | <b>5</b>  | five     | <b>15</b> | fifteen     | <b>5th</b>  | fifth          |
|          | <b>6</b>  | six      | <b>16</b> | sixteen     | <b>6th</b>  | sixth          |
|          | <b>7</b>  | seven    | <b>17</b> | seventeen   | <b>7th</b>  | seventh        |
|          | <b>8</b>  | eight    | <b>18</b> | eighteen    | <b>8th</b>  | eighth         |
|          | <b>9</b>  | nine     | <b>19</b> | nineteen    | <b>9th</b>  | ninth          |
|          | <b>10</b> | ten      | <b>20</b> | twenty      | <b>10th</b> | tenth          |
|          |           |          |           |             | <b>12th</b> | twelfth        |
|          | <b>30</b> | thirty   | <b>61</b> | sixty-one   | <b>20th</b> | twentieth      |
|          | <b>40</b> | forty    | <b>72</b> | seventy-two | <b>22nd</b> | twenty-second  |
|          | <b>50</b> | fifty    | <b>99</b> | ninety-nine | <b>31st</b> | thirty-first   |

**b** In larger numbers, we put commas (not periods) after thousands and millions. We also say **and** after hundreds (nowhere else).

|                    |  |
|--------------------|--|
| <b>100</b>         | a hundred / one hundred  |
| <b>201</b>         | two hundred <b>and</b> one   |
| <b>666</b>         | six hundred <b>and</b> sixty-six                                       |
| <b>1,000</b>       | a thousand / one thousand  |
| <b>222,000</b>     | two hundred <b>and</b> twenty-two thousand                             |
| <b>1,000,000</b>   | a million / one million  |
| <b>426,000,000</b> | four hundred <b>and</b> twenty-six million                             |
| <b>2,254,002</b>   | two million, two hundred <b>and</b> fifty-four thousand <b>and</b> two |

**c** For the number **0**, we say

|                                 |                                  |
|---------------------------------|----------------------------------|
| zero in counting and arithmetic | 'o' in phone numbers etc.        |
| zero for the temperature        | nil for the score in most sports |

| <b>d</b> | <b>FRACTIONS</b>             | <b>DECIMALS</b>             |
|----------|------------------------------|-----------------------------|
|          | 1/2 a half                   | 0.5 zero point five         |
|          | 1/3 a third                  | 0.33 zero point three three |
|          | 1/4 a quarter                | 0.25 zero point two five    |
|          | 1/5 a fifth                  | 0.2 zero point two          |
|          | 2 1/2 two and a half         | 2.5 two point five          |
|          | 2 3/4 two and three quarters | 2.75 two point seven five   |

**e** Whole numbers have no plural. We say **two hundred** (NOT *hundreds*). But when we are talking generally, we can say: **hundreds of people**

**f** Numbers go before adjectives: **Three large** cars were coming along.  
 but after      **a, an, the, this, that, these, those,**      - **the first** car  
                          **some, any, all, every, either, neither**      - **all three** cars

We can also use numbers before of: **two of** the cars / **two of** them