



## Grammar Tidbit #22

### Writing Numbers

#### NUMBERS THAT ARE SPELLED OUT

##### Numbers at the Beginning of a Sentence

Fifty students came to the class trip last year, but this year there were 90.

##### Numbers Under 10

Jack has three motorcycles and seven cars.

Note: Some style guides recommend spelling out the numbers one to one hundred.

##### Fractions (usually hyphenated)

I've read about one-third of the book.

Note: when it is a mixed fraction we use numerals (unless it comes at the beginning of a sentence).

Example: The recipe calls for 2½ cups of flour.

#### NUMBERS THAT REQUIRE NUMERALS

##### Numbers 10 and Above

He has baked about 20 cakes and 30 cobbles for the fundraising.

##### Dates and Years

I was born on August 27, 1986.

##### Percentages

You've got a 50% chance of winning.

Note: If a percentage begins a sentence, it should be spelled out.

##### Decimals

There was 0.95 inches of snow last month.

#### SPECIAL CASES

**Decades:** Decades can be written in multiple ways: *the 1990s, the '90s or the nineties.*

**Time:** We usually spell out the time when it is followed by o'clock or when a.m. or p.m. is not mentioned. However, we use numerals when we need to emphasize the exact time and when using A.M. and P.M. We usually spell out *noon* and *midnight* instead of writing *12:00 p.m.* and *12:00 a.m.*

**Large Whole/Round Numbers:** If there are only a few words, we often spell out:

*He earned five million dollars last year. or He earned \$5 million last year.*

*Can you loan me twenty dollars?*