

Writing Numbers

Some Rules to Follow

Standard Rule

- Any number that can be written as **one or two words** must be spelled.
 - Nine, twelve, thirty, sixty-seven, one hundred, ninety-nine, sixteen million
- Otherwise, the number remains as is: 101, 1489.
- Fractions, unless they begin a sentence, remain fractions, unless they are the common ones like a **half, quarter, or three-quarters**.

Sentences

- Never begin a sentence with a numeral, like this:
 - 6 of us went to see the beehive.
- It should read:
 - Six of us went to see the beehive.

Centuries and Decades

- Always written:
 - The **Seventeenth Century**
 - Note that centuries are also capitalized.
 - During the **Seventies**, we were young.

Percent

- Always written as **'percent'** and not as **%**.
- **Twenty percent** of the class is wearing Nike shoes.

Decimals

- Numerals written as decimals remain as decimals.
 - Avoid beginning a sentence with a decimal number.
 - Studies show that **23.5 percent** of Canadians have shoveled snow.
