



## STUDY NOTES

## EPISODE 22 FINANCE REPORT

### NUMBERS, NUMERALS AND DIGITS

Understanding numbers, numerals and digits is an important part of the IELTS test, and may be assessed in any section of the test.

In the writing test, numbers are used to describe trends and numerical data in graphs and charts.

Numbers occur in a variety of different contexts in the listening, so good comprehension of dates, prices, telephone numbers, fractions etc. will be necessary. Similarly, the reading test can require scanning and skimming for specific numerical information, while in the speaking section, referring to dates, age groups, numerical expressions, is a possibility.

Thus, familiarity with numerical words, phrases and expressions, as well as the rules for writing numbers is beneficial.

These study notes focus on the most common conventions relating to numbers, numerals and digits.

The following table summarises and focuses on the most common conventions relating to numbers, numerals and digits.

### Study Tips

Because comprehension of numbers is an important skill which may be assessed in any section of the IELTS test, regularly practising *saying* and *writing* numbers, numerals and digits in various contexts is helpful, and this will also build your confidence.



## NUMBERS, NUMERALS AND DIGITS

FORM AND USE	COMMENTS	
<p><b>Cardinal and Ordinal</b></p> <p>Examples:</p> <p>Jane is the <b>sixth</b> person in a queue of <b>twenty</b>.</p> <p>The town of Selkirk will be celebrating its <b>250<sup>th</sup></b> anniversary.</p> <p>It's Tom's <b>eleventh</b> birthday tomorrow.</p> <p>By the end of the year, he will be <b>second</b> in command.</p>	<p><b>Cardinal numbers</b></p> <ul style="list-style-type: none"> <li>express size, how much, how many, etc</li> </ul> <p>0 - nought, zero, oh, nil            1 - one            2 - two            3 - three            4 - four            5 - five            6 - six            7 - seven            8 - eight            9 - nine            10 - ten            11 - eleven            12 - twelve            13 - thirteen            14 - fourteen            15 - fifteen            16 - sixteen            17 - seventeen            18 - eighteen            19 - nineteen            20 - twenty            21 - twenty-one            22 - twenty-two            23 - twenty-three...            30 - thirty            40 - forty            50 - fifty            60 - sixty            70 - seventy            80 - eighty            90 - ninety            100 - a hundred            500 - five hundred            1,000 - a thousand            1,000,000 - a million</p>	<p><b>Ordinal numbers</b></p> <ul style="list-style-type: none"> <li>used to indicate dates, rank or a sequence of events</li> </ul> <p>1<sup>st</sup> - first            2<sup>nd</sup> - second            3<sup>rd</sup> - third            4<sup>th</sup> - fourth            5<sup>th</sup> - fifth            6<sup>th</sup> - sixth            7<sup>th</sup> - seventh            8<sup>th</sup> - eighth            9<sup>th</sup> - ninth            10<sup>th</sup> - tenth            11<sup>th</sup> - eleventh            12<sup>th</sup> - twelfth            13<sup>th</sup> - thirteenth            14<sup>th</sup> - fourteenth            15<sup>th</sup> - fifteenth            16<sup>th</sup> - sixteenth            17<sup>th</sup> - seventeenth            18<sup>th</sup> - eighteenth            19<sup>th</sup> - nineteenth            20<sup>th</sup> - twentieth            21<sup>st</sup> - twenty-first            22<sup>nd</sup> - twenty-second            23<sup>rd</sup> - twenty-third            30<sup>th</sup> - thirtieth            40<sup>th</sup> - fortieth            50<sup>th</sup> - fiftieth            60<sup>th</sup> - sixtieth            70<sup>th</sup> - seventieth            80<sup>th</sup> - eightieth            90<sup>th</sup> - ninetieth            100<sup>th</sup> - one hundredth            500<sup>th</sup> - five hundredth            1,000<sup>th</sup> - one thousandth            1,000,000<sup>th</sup> - one millionth</p>



## NUMBERS, NUMERALS AND DIGITS

FORM AND USE	COMMENTS	
	<p>Note the spelling of numerals:</p> <p><b>9 – nine</b>            and  <b>90 – ninety</b></p> <p><b>14 – fourteen</b>    and  <b>40 – forty</b></p>	<p><b>DATES</b></p> <p><b>Spoken:</b></p> <p>Jane was born on <i>the twenty-seventh of April, nineteen eighty-eight.</i>  <small>[British and Australian English]</small></p> <p>Jane was born on <i>April twenty-seventh, nineteen eighty-eight.</i>  <small>[American English]</small></p> <p><b>Written:</b></p> <p>Jane was born on 27 April, 1988. <small>[British and Australian English]</small></p> <p>Jane was born on April 27, 1988. <small>[American English]</small></p>





## NUMBERS, NUMERALS AND DIGITS

### FORM AND USE

### COMMENTS

#### Telephone Numbers

#### Spoken

- grouped into 2s, 3s or even a larger number, especially if it involves zeros; usually, the intonation will **rise** ↗ at the end of the each group, and **fall** ↘ at the end

Examples:

**9218 1234** = *nine two one eight ↗ ... one two three four ↘*; or *nine two ↗ ... one eight ↗ ... one two ↗ three four ↘*; **4725 7000** = *four seven two five ↗ ... seven thousand ↘*

- British and Australian English would use '**double**' and '**triple**'

Examples:

9218 86**88** = *nine two one eight ... eight six **double eight***; 9563 **5666** = *nine five six three ... five **triple six***

- North America English would give individual numbers

Examples:

9218 86**88** = *nine two one eight ... eight six eight eight*

- 0 is spoken as the letter 'o' [ou] in British and Australian English, and zero ['ziərou] in North American English

Examples:

7586 4309 = *seven five eight six ... four three **o** nine* and *seven five eight six ... four three **zero** nine*, respectively.

#### Written

- telephone numbers can consist of a number of parts

Example:

Insearch: UTS  
**+61 2 9218 8600** =

- an international code, which is usually 00, and designated by a + sign;
- a country code [61];
- area code indicating the state or province [2];
- local number [9218 8600]

The different parts are separated by a space.

- mobile numbers are grouped in a number of different ways with the following spacing

Examples:

04 02 921 120  
or  
46 821 45 680



## NUMBERS, NUMERALS AND DIGITS

FORM AND USE	COMMENTS	
<p><b>Fractions</b></p>	<p><b>Spoken</b></p> <p><b>Simple fractions:</b></p> <p>a quarter This is a short meeting, so designate <b>a quarter of an hour</b> in your diary, please.</p> <p>a third They ate <b>a third of the cake</b>.</p> <p>a half That glass is <b>half full</b>.</p> <p>three quarters Only <b>three quarters</b> of the choir sang.</p> <p>one and a quarter It is a <b>one and a quarter hour</b> drive to the city.</p> <p><b>Complex fractions:</b> one hundred and fifty-two <b>over</b> five hundred and seventy-five With complex fractions use the word <b>over</b>.</p> <p>Apart from these, all remaining fractions are expressed as ... <i>th</i> and <i>ths</i>.</p> <p>Examples:</p> <p>one <b>fifth</b> five <b>sixths</b> seven <b>tenths</b> nine <b>tenths</b></p>	<p><b>Written</b></p> <p><math>\frac{1}{4}</math></p> <p><math>\frac{1}{3}</math></p> <p><math>\frac{1}{2}</math></p> <p><math>\frac{3}{4}</math></p> <p><math>1\frac{1}{4}</math></p> <p>152/575</p> <p><math>\frac{1}{5}</math> <math>\frac{5}{6}</math> <math>\frac{7}{10}</math> <math>\frac{9}{10}</math></p>



## NUMBERS, NUMERALS AND DIGITS

FORM AND USE	COMMENTS	
<p><b>Decimals</b></p>	<p><b>Spoken</b>            Decimal numbers are read separately and introduced with the word <b>point</b>.            Examples:</p> <p style="padding-left: 40px;">point two five            point five            point seven five            twenty-five point seven two</p> <p style="padding-left: 40px;">six point o five            (British and Australian English)            or            six point zero five            (North American English)</p> <p>Decimals with less than one are read as:</p> <p style="padding-left: 40px;"><b>nought</b> point four five            (British and Australian English)  <b>naught</b> point four five            (North American English)            o point four five            (British and Australian English)  <b>zero</b> point four five            (North American English)</p> <p>With metric units such as kilograms, metres or tonnes, the word point is also used:</p> <p style="padding-left: 40px;">five point five kilograms/kilos</p>	<p><b>Written</b></p> <p style="padding-left: 40px;">.25            .5            .75            25.72</p> <p style="padding-left: 40px;">6.05</p> <p style="padding-left: 40px;">0.45</p> <p style="padding-left: 40px;">5.5 kg</p>





NUMBERS, NUMERALS AND DIGITS		
FORM AND USE	COMMENTS	
Expressing '0'	<b>Spoken</b> <b>nought</b> [nɔ:t] British and Australian English <b>naught</b> [nɔ:t] North American English Examples: nought point two five naught point two five	<b>Written</b> 0 0.25
	<b>zero</b> ['zi:ərou] <ul style="list-style-type: none"> <li>Commonly used in mathematics and for temperature.</li> </ul> Examples: That sum equals zero. ten degrees below zero	=0 -10°
	<b>0</b> [ou] <ul style="list-style-type: none"> <li>Commonly used in British and Australian English in telephone numbers.</li> </ul> Example: Call nine 0 six four and ask for extension two 0	9064 ext. 20
	<b>nil</b> [nɪl] or <b>nothing</b> <ul style="list-style-type: none"> <li>Commonly used to express sports scores.</li> </ul> Example: The score for the grand final was seven nil/seven to nothing.	7-0
	<b>love</b> [lʌv] <ul style="list-style-type: none"> <li>Used in tennis</li> </ul> Example: Their score quickly turned thirty love.	30-0





## NUMBERS, NUMERALS AND DIGITS

FORM AND USE	COMMENTS	
<p><b>Rules for Writing Numbers</b></p>	<p><b>Spoken</b></p> <ul style="list-style-type: none"> <li>When writing or reading numbers 100, 1,000 or 1,000,000, <b>one</b> or <b>a</b> is used.</li> </ul> <p>Examples:</p> <p>one/a hundred students one/a thousand and one reasons one/a million dollar lottery</p> <ul style="list-style-type: none"> <li>The words <b>hundred</b>, <b>thousand</b>, <b>million</b> and <b>billion</b> are singular following both singular and plural numbers or quantifiers.</li> </ul> <p>Examples:</p> <p>three hundred books several thousand pages five million locusts</p> <ul style="list-style-type: none"> <li>When the words <b>hundred</b>, <b>thousand</b>, <b>million</b> and <b>billion</b> denote an indefinite number, a plural is used.</li> </ul> <p>Examples:</p> <p><b>Hundreds</b> of birds came to nest on the island. There were <b>thousands</b> of people who came to celebrate the festival.</p>	<p><b>Written</b></p> <p>100 students 1,001 reasons 1,000,000 lottery</p> <p>300 books several 1,000 pages 5,000,000</p>



## NUMBERS, NUMERALS AND DIGITS

FORM AND USE	COMMENTS
<p><b>Numbers in Numerals or Words</b></p>	<ul style="list-style-type: none"> <li>▪ When numbers are one or two words long they are written out. Examples: There were only <b>seven</b> people in the queue. The club had <b>five hundred</b> registered members.</li>   <li>▪ When numbers of three or more words are used, these should be expressed as numerals. Example: The cinema's seating capacity is <b>275</b>.</li>   <li>▪ Numbers, which begin a sentence, are written out. Example: <b>Seventy-five percent</b> of the group participated in the discussion.</li>   <li>▪ If the number at the beginning of the sentence is large, then rephrase the sentence, and use the numeral. Example: <b>Eight hundred fifty thousand</b> people were resettled after the war. Rephrase: The resettlement affected <b>850,000</b> people after the war.</li>   <li>▪ Numerals and words should not be mixed in a series or range. Example: The floral arrangement included <b>10</b> roses, <b>6</b> sprigs of baby's breath, and <b>4</b> lilies. Only children <b>between the ages of 10 and 15</b> could audition for the part.</li>   <li><b>decade</b> /'dɛkeɪd/  <ul style="list-style-type: none"> <li>▪ describes a period of ten years</li> </ul>           Example: The project took a <b>decade</b> to complete.           <ul style="list-style-type: none"> <li>▪ when expressing a decade in numerals, it should be written with an <b>s</b>.</li> </ul>           Example: The company experienced record profits in the <b>1980s</b> and <b>1990s</b>.</li>   <li><b>century</b> /'sɛntʃəri/  <ul style="list-style-type: none"> <li>▪ describes a period of one hundred years</li> </ul>           Example: Many great discoveries were made in the 19<sup>th</sup> <b>century</b>.</li> </ul>



## Numbers in Numerals or Words

Note:

19<sup>th</sup> century = 1800 – 1900

20<sup>th</sup> century = 1900 – 2000

**millennium** /mə'leniəm/

- describes a period of one thousand years

Example:

Recently, we began a new **millennium**.

**teens** /tinz/

- describes the period of a person's life between 13 and 19, and by using qualifiers **early** or **late** the time period can be further narrowed

Example:

They started playing tennis in their **early teens**.

**twenties, thirties, forties, fifties, sixties, etc.**

- commonly used to describe temperature and age; by using qualifiers **low**, **mid**, and **high** a particular temperature range can be specified, while **early**, **mid** and **late** qualify a particular time period

Examples:

Sydney's temperature during the heat wave was in the **high thirties**.

Several of the scientists were in their **early seventies**.



## NUMBERS, NUMERALS AND DIGITS

FORM AND USE	COMMENTS	
<p><b>Prefixes which indicate Number</b></p>	<p><b>Prefix</b></p> <p><b>uni-/mono-</b> (one)</p> <p><b>bi-/di-</b> (two)</p> <p><b>demi-</b> (half)</p> <p><b>semi-</b> (half)</p> <p><b>tri-/trio</b> (three)</p> <p><b>quad-/tetra</b> (four)</p> <p><b>quin-/penta</b> (five)</p> <p><b>sex-/hexa</b> (six)</p> <p><b>sept-/hepta</b> (seven)</p> <p><b>octo-/octa</b> (eight)</p> <p><b>nono-/nona</b> (nine)</p> <p><b>deci-/deca</b> (ten)</p> <p><b>centi-</b> (0.01 of a unit)</p> <p><b>milli-</b> (0.01 of a unit)</p>	<p><b>Examples</b></p> <p>unification, monologue, unilateral</p> <p>bilingual, disyllabic, dioxide, bilateral, dialogue</p> <p>demigod</p> <p>semicircle</p> <p>triangle, tricycle</p> <p>triple</p> <p>quadrangle, quadruple</p> <p>pentathlon</p> <p>sexagenarian, hexagon</p> <p>September, heptathlon</p> <p>octopus, octagon</p> <p>nonagonal</p> <p>decimal, decade</p> <p>centipede, centimetre, centilitre</p> <p>millimetre, milligram, millisecond</p>



## NUMBERS, NUMERALS AND DIGITS

FORM AND USE	COMMENTS	
<b>Arabic and Roman Numerals</b>	<b>Arabic numerals</b> <ul style="list-style-type: none"><li>are widely used in almost all contexts, and are preferred to Roman numerals</li></ul> Examples: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 etc.  English uses Arabic numerals	<b>Roman numerals</b> <ul style="list-style-type: none"><li>are limited in their use to such applications as: designating act and scene numbers in plays, numbering introductory pages in books or designating numbers of queens, kings, emperors etc.</li></ul> Examples: i, ii, iii, iv, v, vi etc. (lower case) I, II, III, IV, V, VI etc. (upper case)  Shakespeare's play, <i>Hamlet</i> , act <b>ii</b> , scene <b>v</b> , line 125; Queen Elizabeth <b>II</b>

