

Fractions and Decimals

Fractions and decimals are used for numbers that are smaller than one. In spoken English, the word *point* is used to express a decimal.

Fraction	Decimal	Words
1/2	0.5	half/a half/ one half
1/3	0.333	a third/ one third
2/3	0.666	two-thirds
1/4	0.25	one fourth/one quarter
1 3/4	1.75	one and three quarters
1/5	0.2	one fifth

Dialogue and Explanation of use:

- Her score was 87.4.
- (*eighty-seven point four*)
- It costs \$4.55.
- (*four fifty-five OR four dollars and fifty-five cents*)
- She ate half of the cake.
- I went around the block 1.5 times.
- (*one and a half*)
- .

5. Writing Guidelines

Numbers are easier in spoken English than in written English. There are many guidelines to learn for writing numbers in English.

1. Spell out numbers one to ten.

2. Use numerical figures for numbers 11 and up.

3. Use a comma for numbers over 1,000. Start at the end of a number and place a comma every third digit.

7,702,039

4. Spell out a number if it's the first word in a sentence (or rewrite the sentence). *Twelve kids came to the party. There were 12 kids at 5.*

5. If a sentence has two numbers

with different rules, spell out both (or write both numerically). *We only have two days left to write fifty-four cards.*

6. Hyphenate numbers that act as adjectives (when they come before nouns), and remember that these adjectives should not be in plural form. *My ten-year-old child is deaf. My child is ten years old.*

7. If spelling out large numbers, hyphenate compound numbers. *My son is two and my daughters is twenty-two.*

8. Spell fractions with hyphens. Any number over one-half is followed by a plural noun (unless it is part of only one thing).

About two-thirds of the students voted. I ate three-quarters of the apple.

9. For money, use numerical figures with a dollar sign. If the amount can be expressed in a single word, refer to rules 1 and 2, and spell out *dollar(s)*. *The toy costs \$1.45. I need five dollars. Can I borrow 20 dollars?*