

## Ordinal Numbers - used for ranking

| In figures | In words | Pronounce It |
| :---: | :---: | :---: |
| 1st | the first | $\underline{\text { 1st }}$ |
| 2 nd | the second | 2nd |
| 3 rd | the third | 3 rd |
| 4th | the fourth | 4th |
| 5th | the fifth | 5th |
| 6th | the sixth | 6th |
| 7th | the seventh | 7th |
| 8th | the eighth | 8th |
| 9th | the ninth | 9th |
| 10th | the tenth | 10th |
| 11th | the eleventh | 11th |
| 12th | the twelfth | 12th |
| 13th | the thirteenth | 13th |
| 14th | the fourteenth | 14th |
| 15th | the fifteenth | 15th |
| 16th | the sixteenth | 16th |
| 17th | the seventeenth | 17th |
| 18th | the eighteenth | 18th |
| 19th | the nineteenth | 19th |
| 20th | the twentieth | 20th |
| 21st | the twenty-first | ... |
| 22 nd | the twenty-second | ... |
| 23rd | the twenty-third | ... |
| 24th | the twenty-fourth | ... |
| 25th | the twenty-fifth | ... |
| 26th | the twenty-sixth | ... |
| 27th | the twenty-seventh | ... |
| 28th | the twenty-eighth | ... |
| 29th | the twenty-ninth | ... |
| 30th | the thirtieth | 30th |
| 40th | the fortieth | 40th |
| 50th | the fiftieth | 50th |
| 60th | the sixtieth | 60th |
| 70th | the seventieth | 70th |
| 80th | the eightieth | 80th |

## Ordinal numbers are often used in fractions:

## Fractions

| Symbol | Word |
| :---: | :--- |
| $1 / 8$ | One eighth |
| $1 / 5$ | One fifth |
| $1 / 4$ | One quarter |
| $3 / 4$ | Three quarters |
| $1 / 3$ | One third |
| $2 / 3$ | Two thirds |
| $1 / 2$ | One half |

## Sums

Symbols Word (common term in brackets)

| + |
| :---: |
| - |
| X |
| $\div$ |
| $=$ |
|  |
| $\%$ |

$(((1+6)-2) x$
2) $\div 2.5=4$
$10 \% 100=10$

Plus (And)
Minus (Take away)
Multiplied by (Times)
Divided by
Equals (Is)
Point
Percent

One plus six minus two multiplied by two divided by two point five equals four
or
One and six take away two times two divided by two point five is four
Ten percent of one hundred equals ten.

What to say
We often say "a" instead of "one".
For example when we have the numbers 100 or $1 / 2$ we say "A hundred" or "A half".
For example:
$1 \frac{1}{2}$ - "One and a half."
When pronouncing decimals we use the word point to represent the dot. The numbers following the dot are pronounced separately.

For example:
When you have the number 1.36 we say "One point three six."

## Interesting Numbers

$\sim 0 \sim$
What could possibly be interesting about nothing?
You can put as many noughts in front of a number without changing the value of that number:- 01, 002, 0003, 00004 ...
Also there are a number of ways you can say 0 in English.

| When we use it | For example:- |  |
| :---: | :--- | :--- |
| $\mathbf{0}=\mathbf{o h}$ | after a decimal point | $9.02=$ "Nine point oh two." |

~ 12 ~
The number 12 is often represented as a dozen and the number 6 as a half dozen.
For example:
12 eggs= "A dozen eggs."
6 eggs = "Half a dozen eggs."

$$
\sim 13 \sim
$$

A dozen is 12 , but a baker's dozen is 13 , because in the past bakers who were caught shortchanging customers could be liable to severe punishment, so they used to add an extra bread roll to make up the weight.

$$
\sim 100 ~
$$

A century is 100 . The roman numeral for 100 is C , for centum.
One hundred is the basis of percentages (literally "per hundred"). 100\% is the full amount of something.
~ 1 billion ~
When is a billion not a billion?
In British English billion traditionally means a million million $=1,000,000,000,000=$ $10^{12}$
In American English billion means a thousand million $=1,000,000,000=10^{9}$
The American billion has become standard in technical and financial use.
However, to avoid confusion it is better to use the terms "thousand million" for $10^{9}$ and "million million" for $10^{12}$.
Milliard " is French for the number $10^{9}$. It is not used in American English but is sometimes, but rarely, used in British English.

## Letters as Numbers

$\sim \mathbf{k} \sim$
The letter k is often used to denote a thousand. So, $1 \mathrm{k}=1,000$.
If you see a job advertised and it offers a salary of $£ 12 \mathrm{k}$ it means $£ 12,000.00$.
$\sim \mathbf{m} \sim$
The letter m is often used to denote a million. So, $1 \mathrm{~m}=1,000,000$.
If you see a job advertised and it offers a salary of $£ 12 \mathrm{~m}$, apply for it!
$\sim$ bn ~
The letters bn denote a billion. So, 1 bn is usually $1,000,000,000$ (see above).
If you see a job advertised and it offers a salary of $£ 12 \mathrm{bn}$, it's probably a missprint.

