

## Numbers: Figures or Words?

### Basic rule:

Numbers from one to ten are expressed as words (one, two, three).

Numbers 11 and above are expressed as figures (22, 55, 330).

### Special Considerations

<b>Express as words</b>  Exact amounts when they begin a sentence Smaller of two numbers when used together Approximate amounts and fractions To express ordinals in running text To express time if the word "o'clock" is understood (usually just used in creative writing)	<b>Example</b>  Thirty companies Two 8-drawer file cabinets, 35 ten-drawer file cabinets About a thousand attended The fourteenth employee She left at five.
<b>Express as figures</b>  Dates and times, except in formal writing Dimensions and weights Dates in business letters Numbers following nouns such as page, chapter, room, and rule	<b>Example</b>  We started at 9:30 a.m. on June 1. The room is 15 x 20 feet. November 8, 1998 Rule 9, page 16