



Numbers in Text: Make It Clear

Numbers in text can cause confusion to the reader. When using numbers in text, the writer should try to make the numbers as clear as possible.

Large numbers should be written in as short a way as possible.

★ Confusing: Over 23,000,000 people voted in the election.

★ Clearer: Over 23 million people voted in the election.

When using two numerals in a row, spell out one number.

★ Confusing: The pre-school class had 14 3-year-old students

★ Clearer: The preschool class had fourteen 3-year-old students.

Numbers in a series should be used the same way.

★ Confusing: There were two apples, 3 bananas, and four oranges in the bowl.

★ Clearer: There were two apples, three bananas, and four pears in the bowl.

Below are confusing sentences with numbers. Rewrite each one so it is clearer.

1. The pet parade had 6 dogs, three cats and 2 guinea pigs.



2. To start the quilt, you should cut 6 2-inch strips of cloth.



3. There are over 7,000,000,000 people in the world.



4. The vote was 9 for the new club name and eight against it.



5. There are 1,000,000 reasons to learn to swim.



6. They drank 2 8-ounce glasses of water during the hot afternoon.



7. The new road cost \$15,000,000.



8. In the balloon bouquet there were 7 green balloons, five red ones, and eight blue ones.





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1. The pet parade had 6 dogs, three cats and 2 guinea pigs.

★ **The pet parade had six dogs, three cats and two guinea pigs.**

2. To start the quilt, you should cut 6 2-inch strips of cloth.

★ **To start the quilt, you should cut six 2-inch strips of cloth.**

3. There are over 7,000,000,000 people in the world.

★ **There are over seven [or 7] billion people in the world.**

4. The vote was 9 for the new club name and eight against it.

★ **The vote was nine for the new club name and eight against it.**

5. There are 1,000,000 reasons to learn to swim.

★ **There are one million [or a million] reasons to learn to swim.**

6. They drank 2 8-ounce glasses of water during the hot afternoon.

★ **They drank two 8-ounce glasses of water during the hot afternoon.**

7. The new road cost \$15,000,000.

★ **The new road cost \$15 million.**

8. In the balloon bouquet there were 7 green balloons, five red ones, and eight blue ones.

★ **In the balloon bouquet there were seven green balloons, five red ones, and eight blue ones.**