

100 ; 200 ; 300 ; 456 ; 589

- One hundred, two hundred (no 's'), three hundred, four hundred **and** fifty- six (UK), five hundred, eighty-nine (USA)

700

134

832

999

1,000 ; 2,000 ; 3,000 ; 4,569

- One thousand; two thousand, three thousand (no 's'); four thousand, five hundred and sixty-nine

**6,000**

**7,777**

**9,453**

**12,658**

NOTE: COMMA,,, AFTER THOUSAND

1,000,000 ; 5,000,000 ; 8,264,321

- One million; five million; eight million, two hundred and sixty- four thousand, three hundred and twenty-one

NOTE. Comma after million and thousand.

**25,369,258**

**6,000,000**

**4,521,321**

# 0

- 0 = zero
- Telephone = “oh”
- Before a decimal point = nought
- Football = nil
- Tennis = love

# PERCENTAGES AND DECIMALS

- 33 %
- %
- 1.5
- 3.56
- 0.99
- 1.55 %
- Thirty- three per cent
- per cent (UK)  
percent (US)
- One point five
- Three point five six
- (Nought) point nine  
nine
- One point five five per  
cent

# Telephone numbers

- Each digit is pronounced separately
- 76584 = seven, six, five, eight, four
- Zero is pronounced “oh”
- 0756 = oh, seven, five, six
- Double numbers are pronounced double eight
- 07759 = oh, double seven, five, nine

# MONEY

- €      £      \$
- c.      p.
- £ 56
- \$ 35
- 49 €
- 50 p
- 1 p
- £ 56.50
- 125.20 €
- Euros, pounds, dollars
- Cents, pence
- Fifty-six pounds
- Thirty-five dollars
- Forty-nine euros
- Fifty pence (or Fifty p.)
- 1 penny (or 1 p.)
- Fifty-six pounds fifty
- One hundred and twenty-five euros twenty

# The Date

- |      |    |    |    |           |                  |
|------|----|----|----|-----------|------------------|
| • 1  | 11 | 21 | 31 | • First   | Eleventh         |
| • 2  | 12 | 22 |    | • Second  | Twelfth          |
| • 3  | 13 | 23 |    | • Third   | Thirteenth etc   |
| • 4  | 14 | 24 |    | • Fourth  |                  |
| • 5  | 15 | 25 |    | • Fifth   | Twentieth        |
| • 6  | 16 | 26 |    | • Sixth   | Twenty first     |
| • 7  | 17 | 27 |    | • Seventh | Thirtieth        |
| • 8  | 18 | 28 |    | • Eighth  | Thirty first etc |
| • 9  | 19 | 29 |    | • Ninth   |                  |
| • 10 | 20 | 30 |    | • Tenth   |                  |

# Years

- 1990
  - 1998
  - 2000
  - 2006
  - 2012
- Nineteen ninety
  - Nineteen ninety-eight
  - Two thousand
  - Two thousand and six
  - Twenty twelve  
(or Two thousand and twelve)

# Whole date

- Written
- 4.2.53(UK)
- 2.4.53(US)
- 4th February 1953
- February 4, 1953
- Feb.4. 1953
  
- All are correct

- Pronunciation

- The fourth of  
February, nineteen  
fifty-three

Or

- February the fourth,  
Nineteen fifty-three

# Alphabet

a	b	c	d	e	f	g	h	i
ai	bi	ci	di	i	eff	dgi	eitch	aie

j	k	l	m	n	o	p	q	r
djéi	kei	ell	em	en	oh	pi	quiou	are

s	t	u	v	w	x	y	z
ess	ti	you	vi	debbel	ex	why	zed/zi
				you			

# E mails

- . dot
- / slash
- - dash or hyphen
- \_ underscore
- @ at

[person-a@hotmail.com](mailto:person-a@hotmail.com)

person dash a at hotmail dot com (all in lower case)