

English for Presentations 3

Talking about presentations; Numbers.



Cardinal Numbers.

Numerical form	Written form
1	one
2	two
3	three
4	four
...	
21	twenty-one

Ordinal Numbers.

Numerical Form	Written Form
1st	First
2nd	Second
3rd	Third
4th	Fourth
21st	Twenty-first

Where to put the “And”?

- 101 - One hundred and one.
- 110 - One hundred and ten.
- 1001 - One thousand and one.
- 110,000 - One hundred and ten thousand.
- 110,001 - One hundred and ten thousand and one.
- 110,110 - One hundred and ten thousand, one hundred and ten.
- 1,000,001 - One million and one.

Larger Quantities,

Numerical Form	Written Cardinal	Numerical Ordinal	Written Ordinal
100	One / a hundred	100th	One hundredth
101	One hundred and one	101st	One hundred and first.
1000	One thousand	1000th	One thousandth
1101	One thousand, one hundred and one.	1101st	One thousand, one hundred and first.
10,000	Ten thousand.	10,000th	Ten thousandth
1,000,000	One million	1,000,000th	One millionth

Decimals.

Numerical	Written
0.1	Point one OR Zero / nought point one.
0.145	Point one, four, five. OR nought point one, four, five
5.308	Five point three, zero, eight OR Five point three, “O”, eight.
1,100.9	One thousand, one hundred point nine.

Currency & Cost

Numerical	Written
\$5.20	Five Dollars (and) twenty cents.
£3.99	Three Pounds ninety-nine.
€1,100.50	One thousand, one hundred Euros (and) fifty cents.
£350.20	Three hundred and fifty pounds twenty.

Fractions.

Numerical Form	Written Form
$\frac{1}{2}$	half.
$\frac{1}{3}$	A third / one third.
$\frac{1}{4}$	A quarter / one quarter.
$\frac{1}{5}$	A fifth / one fifth.
$\frac{2}{5}$	Two fifths.
$\frac{6}{10}$	Six tenths.

Talking approximately.

Less	Equal	More
A little less than	About	Well over
Almost	Approximately	Just over
Nearly	Roughly	Exceeding
Just under	Around	Above
Approaching	In the region of	In excess of

Talking about numbers.



How do you say and write these numbers in English?

- 251
- 7,489
- 3.8bn
- €49m
- \$19.62
- $\frac{2}{3}$
- 175m^2
- 1,240,000
- 7.2

Talking about numbers.



How do you say and write these numbers in English?

- 251 Two hundred and fifty-one.
- 7,489 Seven thousand, four hundred and eighty-nine.
- 3.8bn Three point eight billion.
- €49m Forty-nine million Euros.
- \$19.62 Nineteen Dollars (and) sixty-two Cents.
- $\frac{2}{3}$ Two thirds.
- 175m² One hundred and seventy-five metres squared.
- 1,240,000 One million, two hundred and forty thousand.
- 7.2 Seven point two.