

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

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