

# Basic English Review

## Unit 11

# Number Expression and Capitalization

# Objectives

- To identify and apply guidelines for number expression
- To identify and apply guidelines for capitalization
- To recognize and write effective and grammatically correct complex sentences

## Definite Numbers

- Definite numbers above ten should be in figures.
- If a sentence contains related numbers any of which is over ten, use figures for all the related numbers.
- When the numbers in a sentence or paragraph are in different categories, use the style that is appropriate to that category.

## Section 30 Number Expression

# Indefinite and Approximate Numbers; Numbers at the Beginning of Sentences

- Indefinite numbers should be written in words.
  - The project took hundreds of hours to complete.
- Approximate numbers above ten should be expressed as figures.
  - The population of Brazil is 196,000,000.
- A number at the beginning of a sentence should be written in words.

## Section 30

# Number Expression

- Identify the errors and correct them.
  - She was only 10 when her mother died.
  - Jane's grandmother is in her early 90s.
  - The 40 members of our motorcycle club took 5 days to ride to Deadwood.
  - 3 bikes broke down on the trip.
  - Jed said there were 2 good reasons for having a Harley.

# Percentages, Fractions, and Decimals

- When writing a percentage, use figures with the word *percent*. The symbol % is only used in statistical copy.
- Spell out isolated simple fractions in words. Write mixed fractions and decimals in figures.
- It is a good idea to add a zero before decimals that are less than 1 so the decimal point is not overlooked.

# Number Expression

- Identify the errors and correct them.
  - Less than 20% of adults donate blood.
  - We gave  $\frac{2}{3}$  of our bake-sale proceeds to the food bank.
  - The kitchen counter did not fit tightly in the corner because it was .125 inch too small.

## Section 30 Number Expression

# Weights, Measures, and Distances

- Express weights, measures, and distances in figures.
  - 40 pounds
  - 6.5 kilometers



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## Section 30 Number Expression

# Time

- Use a number with *a.m.* or *p.m.*
- Spell out the number with *o'clock*.
- Do not use zeros with on-the-hour times, except in lists and tables that also include times not on the hour.
- Use *noon* and *midnight* alone, without the number 12.



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## Section 30 Number Expression

# Money

- Express amounts under \$1 with a figure and the word *cents*.
  - The candy bar cost 79 cents.
- Omit the decimal and zeros to the right of the decimal when expressing whole dollar amounts.
  - The totals are \$6.75, \$3, and \$4.50.
- Use figures for amount under a dollar when used with related amounts over a dollar.
  - This notebook is \$1.49, but that one is just \$.99.

## Section 30

# Number Expression

- Identify the errors and correct them.
  - I bought a granola bar at the airport for 99¢.
  - The awards luncheon is scheduled for 12 noon.
  - Janette drives nine miles to her dance class.
  - A two-day rental at Video World is \$3.00.
  - If your suitcase weighs more than fifty pounds, you have to pay an extra charge.
  - Let's meet for lunch at 11 o'clock and then go shopping.

## Section 30 Number Expression

# Dates, Addresses, and Ordinal Numbers

- If the figure (or date) follows the month, do not use *st*, *th*, or *d*.
  - He was born on December 5, 1930.
- If the date stands alone or comes before the month, use *st*, *th*, or *d* with the figure that represents the date.
  - Your next appointment is on the 12th.
  - Let's plan the party for the 3rd of June.

## Section 30 Number Expression

# Dates, Addresses, and Ordinal Numbers; Numbers as Numbers

- Streets numbered above ten use *st*, *th*, or *d*.
  - I'm looking at an apartment on 33rd Street.
- Streets numbered ten and under are spelled out.
  - Let's walk along Second Avenue.
- Other ordinal numbers that can be written in one or two words generally are expressed in word form.
  - It was their twenty-fifth anniversary.
- Use figures for numbers referred to as numbers.
  - The final score was 5 to 4.

## Section 30

# Number Expression

- Identify the errors in the sentences and correct them.
  - Barbara Jean's birthday is July 11th.
  - I think the store is on Eleventh Street.
  - This is the 3rd time this week he's been late.
  - If you multiply by ten, you'll get the right answer.
  - Can you name a prolific writer from the 18th century?

## Section 31 Capitalization

# Sentences, The Pronoun I, Dates and Holidays, and Proper Nouns and Adjectives

- Capitalize the first letter of the first word of every sentence.
- Always use the capital I for the pronoun I anyplace in any sentence.
- Capitalize the days of the week, the months of the year, and holidays.
- Capitalize proper nouns, abbreviations of proper nouns, and proper adjectives.

## Section 30

# Number Expression

- Identify the words that should have a capital letter.
  - the last thursday in november is thanksgiving.
  - it is the holiday i enjoy the most.
  - in history class, clint is studying the depression.
  - sarah drove to yosemite national park in her old chevrolet van.
  - have you paid your federal taxes yet?



## Section 31 Capitalization

# Titles

- Capitalize **courtesy titles** and all official titles that precede personal or proper names.
  - I wrote a letter to Senator Gage.
- Do not capitalize official titles that follow or are used in place of a person's name.
  - The sergeant was professional and courteous.
- Capitalize the titles of high-ranking national, state, and international officials that follow or are used in place of a personal name.
  - The Governor declared a state of emergency.

## Section 31 Capitalization

# Titles

- Do not capitalize titles used as a general term of classification or occupational titles.
  - On the Supreme Court, the justices are appointed for life.
  - Mr. Kane is our architect.

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## Section 31 Capitalization

# Titles

- Capitalize titles that denote family relationships when they are used before a person's name or when they stand alone and refer to a specific person.
  - Do you know if Uncle Don is coming to the funeral?
  - I asked Grandfather about the photos.
- Do not capitalize family titles that are used with a possessive pronoun but no name or that make a general reference.
  - My brother is an emergency room nurse.
  - The cousins are planning the reunion.

## Section 31

# Capitalization

- Identify the words that should have a capital letter and do not.
  - The internship was set up by professor Toth.
  - The governor invited monsignor Cavelli to the ceremony.
  - The group presented a petition to mayor Jerry Azeltine.
  - Carl McBride, editorial director, is an old friend of uncle Max.
  - The attending physician is dr. Elissa Wong.

## Section 31 Capitalization

# Academic Degrees and Professional Designations; Compass Directions

- Capitalize abbreviations for academic degrees and professional designations after a person's name.
  - Susan Cho, M.D., Ph.D., is a professor of neurology.
- Capitalize compass directions that refer to particular regions.
  - He's looking at several colleges in the South.
- Do not capitalize general compass points or directions.
  - Go east for 12 miles.

## Section 31 Capitalization

# Literary and Artistic Works; Salutations and Closings

- Capitalize the principal words in the titles of literary and artistic works.
- Parts of complete works also are capitalized.
- Articles, conjunctions, and prepositions with three or fewer letters are not capitalized unless they are the first or last word of the title.
- Capitalize the salutation and the first word of the complimentary closing of a letter.

## Section 31

# Capitalization

- Identify the words that should have a capital letter and do not.
  - Dwight Calkins, cpa, has opened an office in downtown Newport.
  - Sales are down in the midwest.
  - Ted remembers reading *journey to the center of the earth* when he was in middle school.
  - The “let’s talk business” feature in *business today* is the first thing I read.