

Numbers, dates, times, symbols

Numbers

325	three hundred and twenty-five
6,148	six thousand, one hundred and forty-eight*
8,723,935	eight million, seven hundred and twenty-three thousand, nine hundred and thirty-five
3.1415	three point one four one five*
€45.89	forty-five euros, (and) eighty-nine (cents)
\$23.53	twenty-three dollars, (and) fifty-three (cents)
0044 17 33 897 702	zero** zero four four***, one seven, three three, eight nine seven, seven zero two

* A comma (,) in English shows thousands, and a point (.) shows the decimal place.

** British people often say 'oh' instead of 'zero' when saying telephone numbers.

*** In telephone numbers, 44 can also be said 'double four' (BE).

Dates

The date 21 June 2005 can be said in different ways:
 'the twenty-first of June, two thousand and five'
 'June twenty-first, two thousand and five'
 'June twenty-one, two thousand and five' (AE)

Remember that the date 01.02.06 means 1 February 2006 in Great Britain, but 2 January 2006 in the USA.

Times

The 12-hour clock is normally used on the telephone. So the time 14.00 is '2 pm', or '2 o'clock in the afternoon' or just '2 o'clock' (often it is clear from the context whether you mean am or pm). 14 o'clock and 2 o'clock pm are not possible in English.



ten o'clock



five past ten
just after ten



(a) quarter
past ten



twenty past
ten



half (past) ten



twenty-five to
eleven



(a) quarter to
eleven



ten to eleven



twelve minutes
to eleven



midnight or
noon/midday

Symbols

_	underscore	:	colon
@	at	;	semi-colon
-	hyphen	/	(forward) slash
—	dash	\	back slash
.	point (numbers), full stop/period (at the end of a sentence), dot (in an email or website address)	#	hash/pound/number
?	question mark	*	asterisk/star
!	exclamation mark	(open bracket
)	close bracket
		()	round brackets
		[]	square brackets