

## Number Use Worksheet

1. According to our market research, \_\_\_\_\_ percent of our customers pay their bills online.
  - a. 25
  - b. twenty-five
  - c. either a or b
2. Our shareholders are meeting on March \_\_\_\_\_.
  - a. twenty-first
  - b. 21<sup>st</sup>
  - c. 21
3. The graduation rate for students who are involved in campus organizations is \_\_\_\_\_ greater than it is for those who are not.
  - a. 2 ½
  - b. 2 and one-half
  - c. two and one half
4. You can receive \_\_\_\_\_ off on your next order if you take our online survey.
  - a. 10 dollars
  - b. \$10
  - c. ten dollars
  - d. either a or b
  - e. either b or c
5. Your checked bag should not weight more than \_\_\_\_\_ pounds.
  - a. Fifty
  - b. 50
  - c. either a or b
6. The deadline for submitting applications is the \_\_\_\_\_ of June.
  - a. 1st
  - b. first
  - c. 1
7. The closet in my office is \_\_\_\_\_ feet long and \_\_\_\_\_ feet wide.
  - a. 10, two
  - b. 10, 2
  - c. ten, two

8. Our division's staff consists of \_\_\_\_\_ manager, \_\_\_\_\_ supervisors, \_\_\_\_\_ administrative assistants, \_\_\_\_\_ senior accountants, and \_\_\_\_\_ junior accountants.
- one, three, four, 11, 23
  - one, three, four, eleven, twenty-three
  - 1, 3, 4, 11, 23
9. Our next team meeting is scheduled for tomorrow at \_\_\_\_\_ in the conference room.
- eleven a.m.
  - 11 a.m.
  - 11 o'clock
  - 11:00 o'clock
  - only b and c
  - any of the above
10. Nearly \_\_\_\_\_ of the people we invited to the grand opening have indicated they will attend.
- $\frac{3}{4}$
  - three-fourths
  - either a or b is correct

## Answers: Number Use Worksheet

Answers are indicated by a \*\*\* and followed by an explanation.

1. According to our market research, \_\_\_\_\_ percent of our customers pay their bills online.
  - a. 25\*\*\* (*Percentages are expressed as numerals.*)
  - b. twenty-five
  - c. either a or b
  
2. Our shareholders are meeting on March \_\_\_\_\_.
  - a. twenty-first
  - b. 21<sup>st</sup>
  - c. 21\*\*\* (*Days of the month are expressed as numerals when the month precedes the day.*)
  
3. The graduation rate for students who are involved in campus organizations is \_\_\_\_\_ greater than it is for those who are not.
  - a. 2 ½ \*\*\* (*Mixed numbers are expressed as numerals.*)
  - b. 2 and one-half
  - c. two and one half
  
4. You can receive \_\_\_\_\_ off on your next order if you take our online survey.
  - a. 10 dollars
  - b. \$10
  - c. ten dollars
  - d. either a or b
  - e. either b or c\*\*\* (*Amounts of money are spelled out when the unit of currency is also spelled out. Amounts of money are expressed as numerals when the unit of currency is represented by a symbol.*)
  
5. Your checked bag should not weight more than \_\_\_\_\_ pounds.
  - a. 50\*\*\* (*Units of measurement are expressed as numerals.*)
  - b. fifty
  - c. either a or b
  
6. The deadline for submitting applications is the \_\_\_\_\_ of June.
  - a. 1st
  - b. first\*\*\* (*A day of the month that appears alone and is nine or less is spelled out.*)
  - c. 1
  
7. The closet in my office is \_\_\_\_\_ feet long and \_\_\_\_\_ feet wide.
  - a. 10, two
  - b. 10, 2\*\*\* (*Units of measurement are expressed as numerals.*)
  - c. ten, two

8. Our division's staff consists of \_\_\_\_\_ manager, \_\_\_\_\_ supervisors, \_\_\_\_\_ administrative assistants, \_\_\_\_\_ senior accountants, and \_\_\_\_\_ junior accountants.
- one, three, four, 11, 23
  - one, three, four, eleven, twenty-three
  - 1, 3, 4, 11, 23\*\*\* (*Numerals are used for numbers in a series that refer to related items, where one of the items is ten or greater.*)
9. Our next team meeting is scheduled for tomorrow at \_\_\_\_\_ in the conference room.
- eleven a.m.
  - 11 a.m.
  - 11 o'clock
  - 11:00 o'clock
  - only b and c\*\*\* (*Time can be expressed in either numerals or words according to the rule of nine; using "o'clock" when the time is expressed with ":00," is not a way to indicate time.*)
  - any of the above
10. Nearly \_\_\_\_\_ of the people we invited to the grand opening have indicated they attend.
- $\frac{3}{4}$
  - three-fourths\*\*\* (*Fractions that stand alone are spelled out.*)
  - either a or b is correct