

NUMBERS

- **Spell out numbers of one or two words; use figures for all other numbers and amounts.**
 - I found twelve copies of my English Readers.
 - Apples are on sale for Rs. 500/- per kilogram.
- **Spell out numbers in the beginning of the sentence.**
 - 12 copies of the English Reader were found missing in the library. ✘
 - Twelve copies of the English Reader were found missing in the library. ✔
- **Dates**
 - November 17, 2020
 - 32 B.C.
 - A.D. 60
- **Time**
 - 5.30 a.m. [half-past five in the morning]
 - 3 p.m. [three o'clock in the evening]
- **Address**
 - 16, Atlantis Liberty Park
405, 24th Avenue
- **Page and division numbers in books**
 - page 705
 - chapter 2
 - volume X
- **Identification numbers**
 - Channel 9
 - Room 505
 - Interstate 45

