MET EDUCATION · FREE REFERENCE

Numbers, Dates and Time

Reference Notes — every number word, ordinal, month and day, spelt out in full. Look it up, then write it.

Pink = a spelling people often get wrong. Look twice.

1 Number words: 0 to 100

0 zero	1 one	2 two	3 three	4 four
5 five	6 six	7 seven	8 eight	9 nine
10 ten	11 eleven	12 twelve	13 thirteen	14 fourteen
15 fifteen	16 sixteen	17 seventeen	18 eighteen	19 nineteen
20 twenty	21 twenty-one	22 twenty-two	23 twenty-three	24 twenty-four
25 twenty-five	26 twenty-six	27 twenty-seven	28 twenty-eight	29 twenty-nine
30 thirty	31 thirty-one	32 thirty-two	33 thirty-three	34 thirty-four
35 thirty-five	36 thirty-six	37 thirty-seven	38 thirty-eight	39 thirty-nine
40 forty	41 forty-one	42 forty-two	43 forty-three	44 forty-four
45 forty-five	46 forty-six	47 forty-seven	48 forty-eight	49 forty-nine
50 fifty	51 fifty-one	52 fifty-two	53 fifty-three	54 fifty-four
55 fifty-five	56 fifty-six	57 fifty-seven	58 fifty-eight	59 fifty-nine
60 sixty	61 sixty-one	62 sixty-two	63 sixty-three	64 sixty-four
65 sixty-five	66 sixty-six	67 sixty-seven	68 sixty-eight	69 sixty-nine
70 seventy	71 seventy-one	72 seventy-two	73 seventy-three	74 seventy-four
75 seventy-five	76 seventy-six	77 seventy-seven	78 seventy-eight	79 seventy-nine
80 eighty	81 eighty-one	82 eighty-two	83 eighty-three	84 eighty-four
85 eighty-five	86 eighty-six	87 eighty-seven	88 eighty-eight	89 eighty-nine
90 ninety	91 ninety-one	92 ninety-two	93 ninety-three	94 ninety-four
95 ninety-five	96 ninety-six	97 ninety-seven	98 ninety-eight	99 ninety-nine
100 one hundred				

Hyphen: one hyphen joins the tens and the units — *twenty-one*, *ninety-nine*. In writing, 100 is **one hundred**. In speech you may hear *a hundred*.

2 The tens

10 ten	20 twenty	30 thirty	40 forty	50 fifty
60 sixty	70 seventy	80 eighty	90 ninety	100 one hundred

3 The hundreds

100 one hundred	200 two hundred	300 three hundred	400 four hundred	500 five hundred
600 six hundred	700 seven hundred	800 eight hundred	900 nine hundred	1,000 one thousand

4 Big numbers

DIGITS	WORD	ZEROS
1,000	one thousand	3
10,000	ten thousand	4
100,000	one hundred thousand	5
1,000,000	one million	6
10,000,000	ten million	7
100,000,000	one hundred million	8
1,000,000,000	one billion	9
10,000,000,000	ten billion	10
100,000,000,000	one hundred billion	11
1,000,000,000,000	one trillion	12

5 Putting it together

DIGITS	WORD (HONG KONG SCHOOL USAGE)
101	one hundred **and** one
250	two hundred **and** fifty
1,050	one thousand **and** fifty
5,401	five thousand four hundred **and** one
46,910	forty-six thousand nine hundred **and** ten
2,000,300	two million three hundred
6,428,905,171	six billion four hundred **and** twenty-eight million nine hundred **and** five thousand one hundred **and** seventy-one

THREE RULES

"and" goes after *hundred* when more follows it: *four hundred **and** twenty-eight million*. It also goes before a last part under one hundred: *one thousand **and** fifty*.

No -s after a number: *two hundred*, *five million*. Use *-s* only for a vague amount: *thousands of people*.

No comma in the words. The comma lives in the digits only.

6 Ordinal numbers: 1st to 100th

Ordinal numbers show order: *first*, *second*, *third*. We use them for dates, floors, races and birthdays.

1st first	2nd second	3rd third	4th fourth
5th fifth	6th sixth	7th seventh	8th eighth
9th ninth	10th tenth	11th eleventh	12th twelfth
13th thirteenth	14th fourteenth	15th fifteenth	16th sixteenth
17th seventeenth	18th eighteenth	19th nineteenth	20th twentieth
21st twenty-first	22nd twenty-second	23rd twenty-third	24th twenty-fourth
25th twenty-fifth	26th twenty-sixth	27th twenty-seventh	28th twenty-eighth
29th twenty-ninth	30th thirtieth	31st thirty-first	32nd thirty-second
33rd thirty-third	34th thirty-fourth	35th thirty-fifth	36th thirty-sixth
37th thirty-seventh	38th thirty-eighth	39th thirty-ninth	40th fortieth
41st forty-first	42nd forty-second	43rd forty-third	44th forty-fourth
45th forty-fifth	46th forty-sixth	47th forty-seventh	48th forty-eighth
49th forty-ninth	50th fiftieth	51st fifty-first	52nd fifty-second
53rd fifty-third	54th fifty-fourth	55th fifty-fifth	56th fifty-sixth
57th fifty-seventh	58th fifty-eighth	59th fifty-ninth	60th sixtieth
61st sixty-first	62nd sixty-second	63rd sixty-third	64th sixty-fourth
65th sixty-fifth	66th sixty-sixth	67th sixty-seventh	68th sixty-eighth
69th sixty-ninth	70th seventieth	71st seventy-first	72nd seventy-second
73rd seventy-third	74th seventy-fourth	75th seventy-fifth	76th seventy-sixth
77th seventy-seventh	78th seventy-eighth	79th seventy-ninth	80th eightieth
81st eighty-first	82nd eighty-second	83rd eighty-third	84th eighty-fourth
85th eighty-fifth	86th eighty-sixth	87th eighty-seventh	88th eighty-eighth
89th eighty-ninth	90th ninetieth	91st ninety-first	92nd ninety-second
93rd ninety-third	94th ninety-fourth	95th ninety-fifth	96th ninety-sixth
97th ninety-seventh	98th ninety-eighth	99th ninety-ninth	100th one hundredth

Only the last word changes: *twenty-**first**, ninety-**ninth***. **Tens** change *-y* to *-ieth*: *twentieth*, *fortieth*. **11th, 12th and 13th** always end in *th*.

7 Bigger ordinals

101st	one hundred and first	**102nd**	one hundred and second
103rd	one hundred and third	**111th**	one hundred and eleventh
112th	one hundred and twelfth	**113th**	one hundred and thirteenth
121st	one hundred and twenty-first	**200th**	two hundredth
1,000th	one thousandth	**1,000,000th**	one millionth
1,000,000,000th	one billionth		

8 The twelve months

1 January Jan 31 days	**2** February Feb 28 or 29 days	**3** March Mar 31 days	**4** April Apr 30 days
5 May — 31 days	**6** June — 30 days	**7** July — 31 days	**8** August Aug 31 days
9 September Sept 30 days	**10** October Oct 31 days	**11** November Nov 30 days	**12** December Dec 31 days

February has 29 days in a **leap year** (a year with 366 days). A leap year comes once every four years. *May*, *June* and *July* are already short, so we write them in full.

9 The seven days

Monday Mon	Tuesday Tue	Wednesday Wed	Thursday Thu	Friday Fri	Saturday Sat	Sunday Sun

Weekdays: Monday to Friday. **The weekend:** Saturday and Sunday.

CAPITAL LETTERS

Months and days always start with a capital letter: *Monday*, *March*. Seasons do not: *spring*, *summer*, *autumn*, *winter*.

10 Every date of the month

How to write and say each day of the month. January is the example — every month works the same way.

DD-MM	WRITTEN	SAID ALOUD
01-01	1st January	the first of January
02-01	2nd January	the second of January
03-01	3rd January	the third of January
04-01	4th January	the fourth of January
05-01	5th January	the fifth of January
06-01	6th January	the sixth of January
07-01	7th January	the seventh of January
08-01	8th January	the eighth of January
09-01	9th January	the ninth of January
10-01	10th January	the tenth of January
11-01	11th January	the eleventh of January
12-01	12th January	the twelfth of January
13-01	13th January	the thirteenth of January
14-01	14th January	the fourteenth of January
15-01	15th January	the fifteenth of January
16-01	16th January	the sixteenth of January
17-01	17th January	the seventeenth of January
18-01	18th January	the eighteenth of January
19-01	19th January	the nineteenth of January
20-01	20th January	the twentieth of January
21-01	21st January	the twenty-first of January
22-01	22nd January	the twenty-second of January
23-01	23rd January	the twenty-third of January
24-01	24th January	the twenty-fourth of January
25-01	25th January	the twenty-fifth of January
26-01	26th January	the twenty-sixth of January
27-01	27th January	the twenty-seventh of January
28-01	28th January	the twenty-eighth of January
29-01	29th January	the twenty-ninth of January
30-01	30th January	the thirtieth of January
31-01	31st January	the thirty-first of January

Want to practise? *Numbers, Dates and Time — The Complete Practice Workbook*: 6 picture-first teaching pages, 14 exercises and a full answer key. At **myenglishtutorhk.com**