

Decimals

If a decimal number is spoken to me, how do I change it from word form to number form?

Many times numbers are communicated verbally. In a factory setting, a supervisor might say, “Set this machine so that it is making the parts *three and seventy five thousandths* of inch long.” The person setting the machine must know how to visualize or write the number spoken by the supervisor.

Example “*three and seventy five thousandths*”

three and seventy five thousandths
↓ ↓ ↓
3.075

- The key to doing this one correctly is to insert a zero immediately after the decimal point. This “pushes” 75 far enough to the right so that the 5 occupies the thousandths position.

Example “*four thousandths*”

four thousandths
↓
.004

- There is no whole number component, so start with a decimal point. In order to force the 4 to occupy the thousandths position, you must add two zeroes after the decimal point.

Example “*six hundred seventy two and twenty five hundredths*”

six hundred seventy two and twenty five hundredths
↓ ↓ ↓ ↓
672.25

- You do not need to insert any zeroes after the decimal point since the 5 will occupy the hundredths position naturally.