

READING AND WRITING NUMBERS

As we are nearing the end of the summer, we will soon be hearing the statistics on the number of visitors, the average cost of a family holiday, state and local revenue from tourism, as well as the statistics on the cost of necessities for the new school year, seasonally adjusted unemployment rates and so forth. You might even be the one preparing the statistics!

In either event, should you find yourself talking or writing about those figures in English, this lesson might help you to pronounce and write them in the correct way. The examples given below focus on some differences between English and Croatian.

Singular or plural

The words *hundred*, *thousand*, *million* and *dozen*, when used as a definite number are always singular. Only when they express a large but indefinite number we can use *hundreds of*, *thousands of*, *millions of* and *dozens of*.

| English | Read as: | Croatian |
|------------------------|----------------|--------------------|
| 100 | a/one hundred | sto/stotinu |
| 500 | five hundred | petsto/pet stotina |
| 1,000 | a/one thousand | tisuću |
| 3,000 | three thousand | tri tisuće |
| 1,000,000 | a/one million | milijun |
| 7,000,000 | seven million | sedam milijuna |
| hundreds of pounds | | stotine funti |
| thousands of customers | | tisuće kupaca |

If you sometimes use numbers over a million, notice that there is a difference between English and Croatian when it comes to counting zeros.

| English | Read as: | Croatian |
|-------------------|----------------|-----------|
| 1,000,000 | a/one million | milijun |
| 1,000,000,000 | a/one billion | milijarda |
| 1,000,000,000,000 | a/one trillion | bilijun |

If you want to avoid writing zeros when dealing with millions, in English it is possible to use an abbreviation for the word *million* which follows the number without a space. For example, *The new school cost €7m to build.* (read as: seven million euros)

Commas and points

Great Britain and the United States are two of the few places in the world that use a point to indicate the decimal place. Croatia uses a comma instead. Likewise, while the U.K. and U.S. use a comma to separate groups of thousands, Croatia uses a point instead. Do not forget to also use the decimal point between the whole number and the decimal when you express values in per cents (%) or per mills (‰). In Croatia, a comma is used instead of the decimal point.

| English | Read as: | Croatian |
|--------------|--|--------------|
| 6,300.00 | six thousand three hundred | 6.300,00 |
| 18,150.00 | eighteen thousand one hundred and fifty | 18.150,00 |
| 1,412,605.14 | one million four hundred and twelve thousand six hundred and five point fourteen | 1.412.605,14 |

| English | Read as: | Croatian |
|---------------------|---|---------------------|
| 40% ⁷ | forty per cent ⁷ | 40% ⁷ |
| 63.07% ⁷ | sixty-three point nought/zero seven per cent ⁷ | 63,07% ⁷ |
| 0.5% ⁷ | nought/zero point five per mill | 0,5% ⁷ |

Space

There is no consensus as to whether or not to include a space between the number and per cent sign in English and in Croatian. Hence the question mark in the examples under the previous heading. British and Croatian style guides seem to be in favour of spacing, but common practice shows that the per cent sign is rarely separated by a space. In American English, the space is skipped with percentages. Notice also that in English the per cent sign can be written in two different ways: as *per cent* or *percent*.

Likewise, in the U.K. and U.S. there is no consensus as to whether or not to include a space between a number and a unit of measurement. Style guides generally recommend to leave a space, but in everyday usage the two are not usually spaced. In Croatian, there is usually a space between a number and a unit of measurement.

| Frequent English usage | Read as: | Croatian usage |
|------------------------|----------------------------------|------------------|
| 50mph | fifty miles per hour | 80 km/h |
| 5ft 7ins or 5' 7" | five foot seven inches | 170 cm |
| 77°F | seventy-seven degrees Fahrenheit | 25°C |
| 0.5 cm | point five centimetres | 0,5 cm |
| 65 sq ft | sixty-five square feet | 6 m ² |

When it comes to currency symbols, do not insert a space between a currency *symbol* and the number. However, separate currency *abbreviations* and the number with a space. You will also notice that currency symbols and abbreviations precede the numbers in the English language.

| English | Read as: | Croatian |
|-----------|--------------------------------------|----------------------|
| £60 | sixty pounds | 60 funti |
| \$25 | twenty-five dollars | 25 dolara |
| GBP 2.40 | two pounds forty pence | 2 funte i 40 penija |
| USD 35.20 | thirty-five dollars and twenty cents | 35 dolara i 20 centi |

How to read some basic mathematical symbols

| | |
|-------------|------------------------------|
| 2 + 2 = 4 | 2 plus 2 equals 4 |
| 4 - 3 = 1 | 4 minus 3 equals 1 |
| 2 x 3 = 6 | 2 times 3 equals 6 |
| 9 ÷ 3 = 3 | 9 divided by 3 equals 3 |
| √16 = 4 | the square root of 16 is 4 |
| 5-6 | 5 to 6 |
| 10 ± 20% | 10 plus or minus 20 per cent |
| (BP) 120/80 | (blood pressure) 120 over 80 |
| #3 | number 3 |
| ½ | a/one half |
| ⅞ | seven eighths |
| 2 ⅓ (miles) | two and a third miles |

SMART Business

Palinovečka 19 (Vrbani III), Zagreb

Mob: +385 91 3874 357

Tel: +385 1 3874 355

E-mail: business@smart-jezici.hr

Web: <http://business.smart-jezici.hr/>

Iskoristite pogodnost
za **individualnu**
nastavu do
31. kolovoza: cijena
po satu **samo 119 kn!**