Reinforcement Exercises

LEVEL 1

A. Self-Check. Number Expression. Choose the correct answer.

1. All (a) eighteen, (b) 18 attendees agreed that the ethics workshop was beneficial.
   Answer: b

2. (a) 23, (b) Twenty three (c) Twenty-three call centers in India announced that they will be switching from customer service to mortgage processing.
   Answer: c

3. On the (a) 9th, (b) ninth of April, Maryland became the first state to pass legislation that will make it illegal for employers to ask employees and job applicants for their social media user names and passwords.
   Answer: a

4. U.S. Census forms are available in (a) 6, (b) six languages.
   Answer: a

5. The U.S. Census Bureau spends about (a) $1.00, (b) $1 per person on paid advertising to persuade citizens to take part in the census.
   Answer: b

6. The new Emporis buildings are located at (a) Three, (b) 3 Peachtree Pointe in Atlanta.
   Answer: b

7. Financial institutions are clustered on (a) Seventh, (b) 7th Avenue in New York City.
   Answer: a

8. Send the letter to (a) 320 27th Street, (b) 320 27 Street.
   Answer: a

9. Organizers expect (a) 59000, (b) 59,000 to attend the Natural Products Expo in Anaheim.
   Answer: b

10. We plan to meet again at (a) 11:00 a.m., (b) 11 a.m. Friday.
    Check your answers below.

B. Number Expression. Assume that the following phrases appear within sentences (unless otherwise noted) in business correspondence. Write the preferred forms in the spaces provided. If a phrase is correct as shown, write C.

Example: 1135 54 Street

11. seventeen new status updates
    Answer: 17 new status updates

12. on Sixth Street
    Answer: C

13. charged $.15 per copy
    Answer: charged 15 cents per copy

14. received 9 text messages
    Answer: received nine text messages

15. on December nineteenth
    Answer: on December 19

16. located on 5th Avenue
    Answer: located on Fifth Avenue

17. charges of $3.68, 79 cents, and $40.00
    Answer: charges of $3.68, $.79, and $40

18. on the ninth of May
    Answer: on the 9th of May

19. meeting at 8:00 a.m.
    Answer: meeting at 8 a.m.

20. arrived at 10 p.m. in the evening
    Answer: arrived at 10 p.m.
21. a total of fifty-seven orders
22. on October 31st
23. moved to 12655 32nd Street
24. costs $79 dollars
25. (Beginning of sentence) 27 interviewees
26. 1319 people visited
27. the address is 7 Hampton Square
28. the address is 1 Hampton Square
29. has eighty-one rooms
30. (International style) at 6 p.m.
31. (International style) on April 15, 2015
32. located at 2742 8th Street
33. at six thirty p.m.
34. call (800)123-4567
35. for one hundred dollars
36. costs exactly 90¢
37. at 18307 Eleventh Street
38. call 800/598-3459
39. all 50 states
40. bought 2 lattes

C. Writing Exercise. Number Expression. Rewrite these sentences correcting any errors you note.

41. 259 identity theft complaints were filed with the FTC on November 2nd alone.
   A total of 259 identity theft complaints were filed with the FTC on November 2 alone.

42. Please call me at 925/685/1230 Ext. 2306.
   Please call me at (925) 685-1230, Ext. 2306.

43. On November 15th Ivan submitted the following petty cash disbursements: $2.80, 95 cents, $5.00, and 25 cents.
   On November 15 Ivan submitted the following petty cash disbursements: $2.80, $.95, $5, and $.25.

44. Erika Rothschild moved from 1,716 Sunset Drive to 1 Bellingham Court.
   Erika Rothschild moved from 1716 Sunset Drive to One Bellingham Court.

45. 24 different wireless packages are available from our 3 local dealers.
   Twenty-four different wireless packages are available from our three local dealers.

46. On the 18 of August, I sent you 3 e-mail messages about restricting personal Web use.
   On the 18th of August, I sent you three e-mail messages about restricting personal Web use.

47. Although McDonald’s advertised a sandwich that cost only ninety-nine cents, most customers found that lunch cost between three dollars and three dollars and ninety-nine cents.
   Although McDonald’s advertised a sandwich that cost only 99 cents, most customers found that lunch cost between $3 and $3.99.
48. Regular work breaks are scheduled at 10:00 a.m. in the morning and again at 3:30 p.m. in the afternoon.

Regular work breaks are scheduled at 10 a.m. and again at 3:30 p.m.

49. We want to continue operations through the thirtieth, but we may be forced to close by the twenty-second.

We want to continue operations through the 30th, but we may be forced to close by the 22nd.

50. The United States experienced 20,000 job cuts between April first and April thirtieth.

The United States experienced 20,000 job cuts between April 1 and April 30.

A. Self-Check. Number Expression. Choose the correct answer.

51. Gillian Martin prepared (a) 2 40-page, (b) two 40-page business proposals.  

52. People have been receiving spam in their e-mail boxes for over (a) thirty-five, (b) 35 years.  

53. Your flight to Honolulu will depart from (a) Gate Seven, (b) Gate 7.  

54. Of the 235 e-mail messages sent, only (a) 7, (b) seven bounced back.  

55. Although he is only (a) 25, (b) twenty-five, Mohammad Sigari owns his own restaurant in Monterey.  

56. AIG lost (a) $62 billion, (b) $62,000,000,000 in just 92 days.  

57. Have you completed your IRS Form (a) Ten Forty, (b) 1040?  

58. The (a) 100th, (b) one hundredth anniversary of the sinking of the Titanic was observed in 2012.  

59. Your short-term loan covers a period of (a) 60, (b) sixty days.  

60. The serial number on my tablet computer is (a) 85056170, (b) 85,056,170.  

Check your answers below.

B. Number Expression. For the following sentences, underline any numbers or words that are expressed inappropriately and write the correct forms in the spaces provided. If a sentence is correct as written, write C.

Example: The documentation group has prepared 4 twenty-page reports.  

61. Of the 3022 paintings in the Louvre's permanent collection, one painting, the Mona Lisa, is the most popular.  

62. No. 3 on the agenda will take about forty-five minutes to discuss.  

63. Our board of directors is composed of 15 members, of whom three are accountants, four are marketing specialists, and eight are in the finance industry.  

64. We plan to order five twelve-month data plans for our employees.
65. After a period of sixteen years, ownership reverts to the state.

66. In 2006 Facebook had approximately 12,000,000 users; today it has over 1,000,000,000.

67. The following policy Nos. are listed for Lisa Orta: No. 1355801 and No. 1355802.

68. Model 8,400 costs $10,000 and can be leased for $275 a month.

69. More than 10,000,000 people have downloaded the Instagram app for their Android smartphones.

70. Of the 385 manuscript pages, ten pages require minor revisions and eight pages demand heavy revision.

71. John Bologni, forty-one, and Sarah Flores, thirty-three, were recognized for their philanthropic work in the community.

72. On page forty-four of Volume two, you will see that absenteeism costs American corporations $74,000,000,000 annually.

73. Warranties on all plasma HDTVs are limited to ninety days.

74. They can't believe that the amateur video they made in their backyard has received eight hundred thousand views on YouTube.

75. Only two of the 78 staff members took a sick day last month.

76. Rich Snyder became president of In-N-Out Burger when he was just 24 years old.

77. When the child was two years six months old, his parents established a trust fund for $1.6 million.

78. Bill Gates' mansion on Lake Washington features a wall of twenty-four video screens, parking for twenty cars, and a reception hall for one hundred people.

79. Taking 7 years to construct, the 40,000-square-foot home reportedly cost more than fifty million dollars.

80. Ford Motor Company sold more than 17,000,000 Model Ts between 1908 and 1927, making it the best-selling car in history.

C. Number Expression. Assume that the following phrases appear in business or professional correspondence. Write the preferred forms in the spaces provided. If a phrase is correct as shown, write C.

81. sold for $3,600,000

82. one hundred four six-page essays

83. a law that is one year two months and five days old

84. nine offices with eleven computers and fifteen desks

85. three seventy-five pound weights

86. loan period of ninety days

87. Joan Brault, seventy-six, and and Frank Brault, seventy-four

88. Account No. 362,486,012

89. four point nine billion dollars

sold for $3.6 million

104 six-page essays

a law that is 1 year 2 months and 5 days old

nine offices with 11 computers and 15 desks

three 75-pound weights

loan period of 90 days

Joan Brault, 76, Frank Brault, 74

Account No. 362486012

$4.9 billion
90. Highway Six
91. you are Number 25
92. sixty-three job applicants
93. about three hundred voters
94. four point four million people
95. Section three point two
96. 9 three-bedroom apartments
97. warranty period of two years
98. insurance for 15 computers, 12 printers, and 3 scanners
99. selected Numbers 305 and 409
100. took out a nine-month CD

LEVEL 3

A. Self-Check. Number Expression. Choose the correct answer.

101. More than (a) one half, (b) one-half, (c) 1/2 of drivers are driving less to keep gas costs down.

102. Those over age thirty make up about (a) 30 percent, (b) thirty percent of Facebook users, making it the fastest-growing demographic.

103. The size of carry-on baggage on Delta flights should not exceed (a) 22" x 14" x 9", (b) 22 by 14 by 9 inches.

104. Most airlines do not allow carry-on baggage that weighs more than (a) 40, (b) forty pounds.

105. First Federal Bank ranks (a) 103rd, (b) one hundred third in terms of capital investments.

106. Surprising pollsters, Senator Williams received a (a) two-thirds, (b) two thirds majority.

107. The highest score in an NBA basketball game occurred in 1983 when the Detroit Pistons beat the Denver Nuggets by a score of (a) 186 to 184, (b) one hundred eighty six to one hundred eighty four.

108. Maintenance costs are only (a) 0.5, (b) .5 percent above last year’s.

109. Hurricane Katrina spawned a “Tiny House Movement,” with many people now living in cottages that are less than (a) five hundred eighty, (b) 580 square feet.

110. Did you know that many office buildings have no (a) 13th, (b) thirteenth floor?

Check your answers below.
B. Writing Exercise. Using Numbers. Rewrite the following sentences with special attention to appropriate number usage.

111. Formula Rossa, which claims to be the world’s fastest roller coaster, reaches speeds of one hundred fifty miles per hour in just four point nine seconds.

Formula Rossa, which claims to be the world’s fastest roller coaster, reaches speeds of 150 miles per hour in just 4.9 seconds.

112. When the ride first opened on November 4th, 2010, nearly 1/3 of the visitors to Ferrari World in Abu Dhabi lined up for a high-speed joyride on four sixteen-passenger rail cars.

When the ride first opened on November 4, 2010, nearly one third of the visitors to Ferrari World in Abu Dhabi lined up for a high-speed joyride on four 16-passenger rail cars.

113. Engineers with Intamin used precise instruments to ensure that Formula Rossa’s one point four miles of steel track were within 0.05 inches of specifications.

Engineers with Intamin used precise instruments to ensure that Formula Rossa’s 1.4 miles of steel track were within 0.05 inches of specifications.

114. To ride Formula Rossa, you must be at least fifty-one inches but less than 6’ 5” tall.

To ride Formula Rossa, you must be at least 51 inches but less than 6 feet 5 inches tall.

115. A ride on the Formula Rossa roller coaster, which lasts one minute thirty-two seconds and climbs to one hundred seventy four feet, lets riders experience the feeling of traveling at one point seven g-forces.

A ride on the Formula Rossa roller coaster, which lasts 1 minute 32 seconds and climbs to 174 feet, lets riders experience the feeling of traveling at 1.7 g-forces.

116. Located in Abu Dhabi, Ferrari World is situated under a two million one hundred fifty-two thousand seven hundred eighty-two square foot roof, making it the largest indoor amusement park in the world.

Located in Abu Dhabi, Ferrari World is situated under a 2,152,782-square-foot roof, making it the largest indoor amusement park in the world.

117. Washington, DC, occupies 68 point 3 square miles; and its population is about 618 thousand.

The square mileage of Washington, DC, is 68.3; and its population is about 618,000.

118. Although Washington, DC, has a population of 617996, its population during the week grows to approximately 1,000,000 because of commuters.

Although Washington, DC, has a population of 617,996, its population during the week grows to approximately one million (or 1 million) because of commuters.

119. African Americans make up approximately fifty point seven percent of the population in Washington, DC.

African Americans make up approximately 50.7 percent of the population in Washington, DC.

120. Even though 1/2 of Washington, DC, residents have at least a 4-year college degree, 1/3 of all residents are functionally illiterate.

Even though one half of Washington, DC, residents have at least a four-year college degree, one third of all residents are functionally illiterate.
C. **Writing Exercise. Using Numbers.** In your local newspaper, find ten sentences with numbers. Write those sentences on a separate sheet. After each one, explain what rule the number style represents. Strive to find examples illustrating a variety of rules.

D. **FAQs About Business English Review.** In the space provided, write the correct answer choice.

121. Your contribution of (a) $100 dollars, (b) 100 dollars, (c) $100 to the Animal Rescue Foundation is greatly appreciated.

122. Kiva.org (a) aids, (b) aides entrepreneurs in developing countries by offering them microloans.

123. The United States sent foreign (a) aide, (b) aid to tsunami victims in Japan.

124. Lyle is training to become an (a) aide, (b) aid in a psychiatric facility.

125. Investors were afraid that they would (a) loose, (b) lose money on junk bonds.

126. Sharon hunted for (a) loose, (b) lose change for the parking meter.

127. Your final payment of (a) $1,895, (b) "$1,895" is due by January 31.

128. The (a) Class of 08, (b) Class of '08 is planning a reunion for this summer.

129. The decade of the (a) 70's, (b) 70s, (c) '70s brought us disco music and urban cowboys.

130. The abbreviation for pound is (a) pd., (b) lb.
Chat About It

Your instructor may assign any of the following topics for you to discuss in class, in an online chat room, or on an online discussion board. Some of the discussion topics may require outside research. You may also be asked to read and respond to postings made by your classmates.

**Discussion Topic 1:** Many errors have been made in business because people didn’t proofread numbers carefully enough. For example, Royal Caribbean Cruise Line listed a $1,399 cabin online for $139. Starwood Hotels left a zero off a price, thereby offering a $850 bungalow for just $85. United Airlines accidentally listed a $2,500 ticket for just 25 cents. And Texas Women’s University transposed two numbers in a phone number; instead of reaching the TWU Admissions Department, students called a sex hotline instead! Why do you think it is important to proofread numbers carefully for accuracy? Why do you think errors like these are made? Share your thoughts with your classmates. If you have any related personal experiences, share those too.

**Discussion Topic 2:** The currency of the United States is the dollar, represented by the dollar sign ($). Other countries use different currencies represented by different symbols. Choose a country and do research to determine the name of the country’s currency and its currency symbol. Report your findings to your classmates.

**Discussion Topic 3:** In this chapter you learned that the United States uses date and time formats that are different from those used in much of the rest of the world. Choose a country and research its accepted date and time formats. Share your findings with your classmates. In addition, discuss what problems can result from the use of different date and time formats around the world.

**Discussion Topic 4:** In his book *On Writing*, the author Stephen King wrote, “One of the really bad things you can do to your writing is to dress up the vocabulary, looking for long words because you’re maybe a little bit ashamed of your short ones.” What do you think Stephen King means by this? How can you apply this advice to your own professional writing? Share your thoughts with your classmates.

**Discussion Topic 5:** The American writer Mark Twain once said, “I have always tried hard and faithfully to improve my English and never to degrade it. I always try to use the best English to describe what I think and what I feel, or what I don’t feel and don’t think.” Why do you think Mark Twain believed so strongly in using English properly? Do you agree? How has this class changed the way you will use English in your personal and professional lives? Share your thoughts with your classmates.
Underline numbers that are expressed inappropriately. Write corrected forms in the spaces provided. Then compare your answers with those below.

1. 98 restaurants took part in San Francisco’s Dine About Town event for charity.
   - Ninety-eight

2. We can offer you unlimited data for just $40 dollars a month.
   - $40

3. The mystery author Cara Black tries to post at least 4 140-character updates on Twitter every day.
   - four 140-character

4. If you save only five hundred dollars annually, you will have fifty-four thousand dollars after twenty-five years if it earns an average of 10% interest.
   - $500, $54,000, 25, 10 percent

5. Approximately 7,500,000 people in the United States control about 11 trillion dollars in assets.
   - 7.5 million, $11 trillion

6. By the March 31st application deadline, we received sixty-seven applications for a job that pays $11.00 an hour.
   - March 31, 67, $11

7. Please call our office, located at 3549 6th Avenue, at 585/663-0785, to schedule an appointment.
   - 3549 Sixth Avenue, (585) 663-0785

8. Flight thirty-seven will depart from Gate five at 5:00 p.m.
   - 37, 5, 5 p.m.

9. On the sixth of May, 13,500 technology experts will attend a convention in Las Vegas.
   - 6th, 13,500

10. The coldest temperature ever recorded was minus eighty-nine point two degrees Celsius in 1983 in Antarctica.
    - -89.2 degrees