Writing a number in its word form

Study Development Quick Guide

Method one- Writing the parts as a sum:

"Write the number one million, two hundred and eighty thousand, three hundred and four"

1. Write each part that is separated by a comma on top of each other to add them (see long addition factsheet for more information on how to do this).

```
1,  0  0  0,  0  0  0
    2  8  0,  0  0  0
               3  0  4
   _____

   _____
```

As shown above, the sum has been separated into one million on the top, two hundred and eighty thousand in the middle, and three hundred and four on the bottom.

2. Complete the sum.

```
1,  0  0  0,  0  0  0
    2  8  0,  0  0  0
               3  0  4
   _____
1,  2  8  0,  3  0  4
```

Once the parts are added, the number is 1,280,304.

This method works particularly well if you're worried about place value or getting overwhelmed by reading it all in one go.

Method two: One number at a time

"Write the number one million, two hundred and eighty thousand, three hundred and four"

1. Read the first part of the number carefully and pay attention to the name of the number (e.g "thousand", "million" etc). Read the whole part until you get to the first comma. In this example, this is "million".

   It's slightly harder to tell when it is "hundred thousand" (since the hundred and thousand can be separated by other numbers), so it's important to read until the first comma to get the whole picture.

2. Draw out something to help yourself know how many digits there should be in the whole number. In the example, the type of number is a single "million" so there should be 7 digits. You could represent this as _ _ _ _ _ _ _, or draw a table:

3. Fill in the blanks left to right according to place value. Be very careful to include a zero if there isn't a number mentioned for that place value (e.g. there are no tens mentioned in the example number, just three hundred and four, so make sure to write this part as 304.):

   "One million"

   1 _ _ _ _ _ _

   "two hundred and eighty thousand"

   1, 2 8 0, _ _ _

   "three hundred and four"

   1, 2 8 0, 3 0 4"