Business writing: Is it '100' or 'one hundred'?

Is it “100” or “one hundred”? Know how to express a number in your business writing with these rules from Daily Writing Tips:

1. **If the number is between one and nine**, spell it out. Unless you’re sending a text message, writing out small numbers is the standard.

2. **You may spell out one-word numbers.** This isn’t a hard-and-fast rule, but many professionals appreciate the formality of spelling out one-word numbers.

   *Example:* Write out “seventy” but use digits to express “75.”

3. **Always use a comma.** Writing “4,179” rather than “4179” makes it easier for a reader to scan the number.

4. **Never start a sentence with a number.** Either spell out the number or rewrite the sentence. Example: “$5,000 went toward a new HVAC system for the office” would become either “Five thousand dollars went toward a new HVAC system for the office” or “We had to devote $5,000 toward a new....”

5. **Use digits to express percentages,** such as “a 20% increase.”

6. **Break up two numbers that appear next to each other.**

   *Example:* “We bought 17 500-sheet packs of paper.” To avoid visual confusion, write “We bought seventeen 500-sheet packs of paper.”

7. **Be consistent,** particularly within the same sentence.

   *Take this example:* “Out of 25 employees, 20 signed up for professional development this year.” If you introduce digits into a sentence, be consistent and use digits throughout the sentence.