

- When writing out numbers 21 through 99 except those ending in 0, a hyphen is needed between the two words that compose the number.

Examples:

43 = forty-three

79 = seventy-nine

- When writing out all numbers, the word “and” is reserved only for the decimal point. Breaks between groupings of three digits are denoted by a comma (NOT the word “and”).

Examples:

23,456.78 = twenty-three thousand, four hundred fifty-six and seventy-eight hundredths

1.0493 = one and four hundred ninety-three ten thousandths

- In Basic Mathematics, Prealgebra, and Prealgebra & Introductory Algebra, 1.1:* For four-digit numbers a comma after the third place is optional when inputting an answer, but for numbers with more than four digits, commas are required after every third place.
- In all other lessons:* For four-digit numbers and larger, a comma after every third place is optional when inputting an answer, and either format will be marked correct. In some places, commas are not allowed between characters, and numerical answers without them will be marked correct.

Examples:

1,439 or 1439

2,001,003 or 2001003

- Fractions should generally be reduced to simplest terms, unless the directions state otherwise.

Example:

$$\frac{2}{4} = \frac{1}{2}$$

- Decimal number answers should always be rounded to the indicated place of accuracy. Oftentimes, more accurate answers are accepted, but the best practice is to round as specified.

Examples:

Round 5.49098 to the nearest ten thousandth = 5.4910

- For coefficients of 1 or -1, the number 1 should be omitted.

Examples:

$$1x \rightarrow x$$

$$-1y \rightarrow -y$$

- When entering a negative fraction, it is preferred to place the negative sign in the numerator or in front of the entire fraction. A negative in the denominator is never preferred, and most often is not allowed or is considered unsimplified.

Examples:

$$\frac{-8}{13} \text{ or } -\frac{8}{13} \text{ is preferred over } \frac{8}{-13}.$$

- It is preferred to enter answers as a fraction in improper form rather than in mixed number form unless otherwise directed.

Example:

$$\frac{9}{2} \text{ is preferred over } 4\frac{1}{2}.$$

- Generally, any numeric answer or answer that is an equation should be given in simplest form (with all like terms combined) unless the instructions specify otherwise.

Examples:

Enter 18 instead of $20 - 2$.

Enter $6x + 3y$ instead of $2x + 3x + 2y + y$.

- If asked to set up an equation, if the directions indicate not to solve the problem or not to simplify, it is best to follow those instructions.

Example:

"The sum of three consecutive integers is -36."

Answer: $3n + 3 = -36$ NOT $3n = -39$ and NOT $n = -13$.