

## Dictating Fractions

You can dictate most common fractions the way you would normally say them. To dictate  $1/2$ ,  $1/3$ ,  $1/4$ ,  $1/5$ ,  $1/6$ ,  $1/7$ ,  $1/8$ ,  $1/9$ ,  $1/10$ , and  $1/16$  or a multiple of these fractions, just say the fraction normally.

<b>TO ENTER...</b>	<b>SAY...</b>
$1/2$	one half
$1/4$	one fourth or one quarter
$15/16$	fifteen sixteenths or fifteen over sixteen
$3\ 7/8$	three and seven eighths or three and seven over eight

If the denominator (bottom number in the fraction) is greater than 10, you can enter the fraction by saying "slash" or "over" between the two numbers.

<b>TO ENTER...</b>	<b>SAY...</b>
$9/12$	nine [slash] twelve or nine over twelve
$5\ 3/56$	five [space bar] three [slash] fifty six
$130/70$	one thirty over seventy

A few common fractions can also be displayed on your computer as special characters (such as  $1/4$ ,  $1/2$ , or  $3/4$ ) instead of two numbers separated by a slash character (such as  $1/4$ ,  $1/2$ , or  $3/4$ ). For information about dictating fraction characters, see Dictating uncommon special characters on page 115.