



Rounding Numbers Examples

Your Answer	Option in Reporting 1	Option in Reporting 2
3.4574	3.4574 *	3.457 #
10.2365	10.2365 *	10.237 #
22.4394	22.4394 *	22.439 #
15.8796	15.8796 *	15.880 #
17.8455	17.846 *	17.9 [Wrong] 
7.66788	7.668 *	7.667 [Wrong] 
16.34549	16.3455 *	16.346 #

* These are all fine and more accurate than those with a # . When in doubt, report the 4th figure. If you do round, do so carefully. You will never be wrong reporting too much information to the right. Also, sometimes the 5th digit to the right as in the **16.34549** example needs to be considered before rounding. There the 9 in the 5th position to the right changes the 4 in the 4th position to the right to a 5 when rounding down which then allows for the rounding up of the 5 in the in the 3rd position to the right to a 6 making the *Option in Reporting* example at the far right of **16.346** correct also.

These answers are very much OK also, bearing in mind that those with the asterisk (*) are more accurate.

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