

Many times when using decimals or even whole numbers, you have to do some rounding up or down, since the answer needs to be to a certain number of decimal places. One good example of this is money, where we only need two decimal places for the cents.

Rounding off isn't difficult; you just need to follow the rules:

## Rule 1

If the first digit to be dropped is less than 5, that digit and all the digits that follow it are simply dropped.

### Example: Round one decimal place

*This is the first digit to be dropped which is less than 5*

**6.422** ← *Drop all digits after the first decimal place*

Answer: 6.4

## Rule 2

If the first digit to be dropped is a digit greater than 5, or if it is a 5 followed by digits other than zero, the excess digits are all dropped and the last retained digit is increased in value by one unit.

### Example 1: Round two decimal places

*This is the first digit to be dropped which is greater than 5 and followed by non-zero digits*

**6.4872** ← *The excess digits are dropped*

Answer: 6.49 ← *The last retained digit is increased in value by one unit*

### Example 2: Round to one decimal place

*This is the first digit to be dropped which is a 5 and followed by non-zero digits*

**6.6501** ← *The excess digits are dropped*

Answer: 6.7 ← *The last retained digit is increased in value by one unit*

### Rule 3

If the first digit to be dropped is a 5 and is not followed by any other digit, or if it is a 5 followed only by zeros, an odds and even rule is applied. The intention of the odd-even rule is to average the effects of rounding off.

#### **Odds and evens rule**

**EVEN:** If the last retained digit is even, its value is not changed, the 5 and any zeros that follow are dropped.

**ODD:** if the last digit is odd, its value is increased by one.

#### **Evens Rule Example 1: Round to one decimal place**

This is the last digit to be retained, which is even

This is the first digit to be dropped which is a 5 and followed by only zeros

**6.6500**

The 5 and the zeros are dropped

**Answer: 6.6**

Because the last digit to be retained is even its value is not changed

#### **Evens Rule Example 2: Round to two decimal places**

This is the last digit to be retained, which is even

This is the first digit to be dropped which is a 5 followed by no other digits

**7.485**

The 5 is dropped

**Answer: 7.48**

Because the last digit to be retained is even its value is not changed

#### **Odds Rule Example 3: Round to two decimal places**

**Answer: 7.48**

This is the last digit to be retained, which is odd

This is the first digit to be dropped which is a 5 and followed by only zeros

**6.755000**

The 5 and the zeros are dropped

**Answer: 6.76**

Because the last digit to be retained is odd its value is increased by one unit

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