

Metrication in the office - Basic

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1- Length

RECOMMENDED LENGTH should be used					Km are m Mm		UNITS and whenever possible		TYPISTS' GUIDE						
UNIT	SYMBOL	NEAREST IMPERIAL EQUIVALENT	CONVERSION IMPERIAL TO METRIC	FORMULA	TYPE LIKE THIS:-										
kilometer= 1000 meters	km	5/8 mile	1 mile=1.609 km	10^3 m		8	2	3		k	m				
meter	m	1 yard	1 yard=0.9144 m	m		7	5	2		m					
decimeter= 1/10 meter	dm	4 inches	4 in =1.016 dm	10^{-1} m		2	0	4		d	m				
Centimeter = 1/1000 meter	cm	1/2 inch	1 inch = 2.54 cm	10^{-2} m		6	7	2		c	m				
Millimeter= 1/1000 meter	mm	1/16 inch	1/16 inch = 1.588 mm	10^{-3} m		3	2	9		m	m				
Micrometer = 1/1 000 000 meter	μ m	1/25 of a 'thou'	1 thou=25.4 μ m	10^{-6} m		2	1	8		μ	m				
NEVER MIX METRIC UNITS				OTHER LENGTH CONVERSIONS											
e g write: 39.410 m NOT 39 m 410 mm				1 foot = 304.8 mm				3	0	4	.	8	m	m	
				1 inch = 25.4 mm					2	5	.	4	m	m	
				1 chain - 20.12 m					2	0	.	1	2	m	
				1 international nautical mile (6076 ft) = 1852 m				1	8	5	2		m		

3. Volume

Volume	m ³ (cubic meter) mm ³ (cubic millimeter) also use 1 liter=1d m ³	are recommended units											
UNIT	SYMBOL	NEAREST IMPERIAL EQUIVALENT	CONVERSION IMPERIAL TO METRIC	FORMULA	TYPE LIKE THIS:-								
cubic meter	m³	1 cu yard	1 cu yd =0.7646 m³	m³		5	7	3	or	m	3		m
Cubic Decimeter or litre= 1/1000 cubic meter	dm³ or liter	1 quart	1 gallon = 4.546 dm³ 1 pint = 0.5683 dm³	dm³ or liter	7	2	or	d	m	3	D	m	S
cubic centimeter or milliliter = 1/1000 000 cubic meter	cm³ or ml	1/16 cu inch	1 fluid ounce = -28.41 cm³	cm³ or ml			5	5	6	or	c	m	3
							5	5	6	or	m	1	

NOTE : ALL CONVERSION FACTORS ARE ROUNDED TO FOUR SIGNIFICANT FIGURES -THIS IS USUALLY SUFFICIENTLY ACCURATE FOR OFFICE WORK.

OTHER AREA CONVERSIONS

1 acre	=	4047 m ²
1 sq. foot	=	0.0929 m ²
1 rood (1210 sq. yds.)	=	1012 m ²
1 sq. mile (640 acres)	=	2.590 km ²
1 sq. inch	=	645.2 mm ²

OTHER VOLUME CONVERSIONS

1 cu. foot	28.32	dm³	or	28.32	liters
1 cu. inch	16.39	cm³	or	16.39	milliliters
1 UK gallon	4.546	dm ³	or	4.546	liters
1 US gallon	3.785	dm ³	or	3.785	liters
1 UK pint	0.5682	dm ³	or	0.5682	liters
1 UK fluid oz.	28.41	cm ³	or	28.41	milliliters
1 UK fluid drachm	3.552	cm ³	or	3.552	milliliters
1 UK fluid minim	59.19	mm ³	or	0.059 19	milliliters

METRIC QUANTITIES

(Writing , Typing ,Printing)

RULES

1. The names of the units are NEVER written with an upper case (CAPITAL) letter (except at the beginning of a sentence) nor are they followed by punctuation.

e.g. 175 watts 16 joules

2. Symbols can be either upper or lower case BUT the correct choice is essential. No abbreviation stop is used.

e.g. 175 W 16 J 12-5 s

3. Names of units can have an V in the plural.
Symbols NEVER.

**e.g. 175 watts but 175 W
12-5 seconds but 12-5 s**

4. Always leave one space between number and unit or between number and symbol (except for 0 • " when used for angles)

e.g. 175 watts 175 W

5. A prefix is not separated by a space from the number or unit it qualifies.

**e.g. 17 kilometres 17 km
490 MW 490 megawatts**

6. A complex unit formed by multiplication has its units or symbols separated by a space.

e.g. 39 newton metres 39 N m

7. A complex unit formed by division

has:— (1) 'Per' between units (18 tonnes per square metre)

or (2) A 'solidus' (/) between symbols (18 t/m²)

or (3) A quotient can be used (18-[^])

or (4) The form 18 t m² can be used.

8. If possible, prefixes should be used to ensure that numerical values lie between 0-1 and 1000.

**e.g. 97 000 V is better expressed as 97 kV
00026 m 2-6 mm**

9. For numbers less than unity, put a zero before the decimal point.

e.g. 0012 0-975

