

Writing the Date and times

Writing Dates and Times		
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Summary: There are different ways of writing date. They vary from formal to informal, and there are differences between British and American English. The following table shows some typical formats.		
Key words: Months, Ordinal Numbers, Schedule.		
Abstract: As a student or professional is important that you write the date correctly.		
<p>There are several different ways to write the date in English. They vary from formal to informal, and there are differences between British and American English. The following table shows some typical formats.</p> <p>Note: which format to use is a question of formality, politeness and personal choice. Generally, the longer formats, such as B or C, are more polite (since they show more respect for the reader). Shorter formats, such as D or E, are used in less formal situations, for example a memo, a letter between friends or an impersonal business letter. Format F is rather official and is typically seen on an invoice or an official or technical document. Format A is extremely formal and mainly used on printed items, for example a wedding invitation. The numerical formats may use a full stop (.) or hyphen (-) instead of a slash (/), for example: 14.3.2015 or 03-14-15</p>		
format	British: day-month-year	American: month-day-year
A	the Fourteenth of March, 2015	March the Fourteenth, 2015
B	14th March 2015	March 14th, 2015
C	14 March 2015	March 14, 2015
D	14/3/2015	3/14/2015

E	14/3/15	3/14/15	
F	14/03/15	03/14/15	

Note that another format exists which writes the date numerically in the order Year-Month-Day, for example: 2015/03/14. This is rare in British or American English and used mainly in very official or technical documents.

In English, months are correctly written with an initial capital: **J**anuary, **F**ebruary...

Months			
number	Name	abbreviations	
1	January	Jan	J
2	February	Feb	F
3	March	Mar	M
4	April	Apr	A
5	May	May	M
6	June	Jun	J

7	July	Jul	J
8	August	Aug	A
9	September	Sep	S
10	October	Oct	O
11	November	Nov	N
12	December	Dec	D

days of the month	
1st	First
2nd	Second
3rd	Third
4th	Fourth
5th	Fifth

6th	Sixth
7th	Seventh
8th	Eighth
9th	Ninth
10th	Tenth
11th	Eleventh
12th	Twelfth
13th	Thirteenth
14th	Fourteenth
15th	Fifteenth
16th	Sixteenth
17th	Seventeenth

18th	Eighteenth
19th	Nineteenth
20th	Twentieth
21st	twenty-first
22nd	twenty-second
23rd	twenty-third
24th	twenty-fourth
25th	twenty-fifth
26th	twenty-sixth
27th	twenty-seventh
28th	twenty-eighth
29th	twenty-ninth

30th	Thirtieth
31st	thirty-first

Rule: The following examples apply when using dates:

The meeting is scheduled for June 30.

The meeting is scheduled for the 30th of June.

We have had tricks played on us on April 1.

The 1st of April puts some people on edge. (Some prefer to write it out: *The first of April*)

Rule: There are differing policies for expressing decades using numerals. Some write *the 1980s* and *the '80s*, others write *the 1980's* and *the 80's*. However, using two apostrophes (*the '80's*) is awkward and is not recommended.

Correct:

During the '80s, the world's economy grew.

During the 1980s, the world's economy grew.

During the 1980's, the world's economy grew.

Not Advised:

During the '80's, the world's economy grew.

Rule: Some writers spell out the time of day, others prefer numbers.

Example: *She gets up at four thirty before the baby wakes up.*

Example: *The baby wakes up at 5 o'clock in the morning.*

Rule: Some use numerals with the time of day when exact times are being emphasized.

Example: *Her flight leaves at 6:22 a.m.*

Example: *Please arrive by 12:30 p.m. sharp.*

Rule: It is clearer to use *noon* and *midnight* rather than *12:00 p.m.* or *12:00 a.m.*

Note: You may use *AM* and *PM*, *A.M.* and *P.M.*, *am* and *pm*, or *a.m.* and *p.m.*

Some put a space after the numeral, others do not.

Example: *Her flight leaves at 6:22 a.m.*

Example: *Her flight leaves at 6:22am.*

Example: *Please arrive by 12:30 P.M. sharp.*

Bibliography

<https://www.englishclub.com/vocabulary/time-date.htm> Recovered on April 20th, 2015

<http://data.grammarbook.com/blog/numbers/writing-dates-and-times/> Recovered on April 20th, 2015