**Writing the Date and times**

|  |
| --- |
| Writing Dates and Times |
| ***Author***: Marcela Camacho Iberri |
| ***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.  |
| 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.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

| **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 1980sand 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.andP.M., amandpm, 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 Aprill 20th, 2015<http://data.grammarbook.com/blog/numbers/writing-dates-and-times/> Recovered on Aprill 20th, 2015 |