

商业书信中标注日期的几点注意事项 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022__E5_95_86_E4_B8_9A_E4_B9_A6_E4_c85_151395.htm On letterhead stationery , the dateline is simply made up of the date of writing. Three points about date writing should be kept in mind. First , use the standard form , e.g. , November 18 , 1995 ; secondly , avoid using ordinal suffixes (-st , -nd , -rd , -th) which seem not only stiff but also out of fashion ; thirdly , stay away from using abbreviations , hyphens , and diagonals , e.g. , 12-12-95 , 2/2/95. On stationery without letterhead (as in the case in which individuals write a business letter) , the writer usually places his own address , not his name , before the date : 15 Patrician Way New Jersey 13469 August 18 , 1990 September 16 , 1994 在有抬头的信里，日期往往只是很简单地由写信日期构成。写日期要始终记住三点：1. 使用标准符号，比如November 18 , 1995 ; 2. 避免使用序数词的后缀，比如-st , -nd , -rd , -th , 因为这些不光看上去拘谨也不符合潮流；3. 不要使用缩写、连字号和斜线，比如12-12-95 , 2/2/95. 在没有抬头的信里，比如个人写的商业书信，作者往往就在日期的前面写上自己的地址，而不是名字：15 Patrician Way New Jersey 13469 August 18 , 1990 September 16 , 1994 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com