

业务英语商业书信中标注日期有三点注意事项 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/183/2021\\_2022\\_\\_E4\\_B8\\_9A\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c29\\_183510.htm](https://www.100test.com/kao_ti2020/183/2021_2022__E4_B8_9A_E5_8A_A1_E8_8B_B1_E8_c29_183510.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](http://www.100test.com)