

## Times

24-hour clock	12-hour clock	Some ways to say it
05.15	5.15 am	oh five fifteen five fifteen in the morning five fifteen am
10.30	10.30 am	ten thirty in the morning ten thirty am
14.45	2.45 pm	fourteen forty-five two forty-five in the afternoon two forty-five pm
21.55	9.55 pm	twenty-one fifty-five nine fifty-five pm nine fifty-five in the evening

## Months

January, February, March, April, May, June, July, August, September, October, November, December

## Days

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

## Saying years

- 1998 = *nineteen ninety-eight*
- 2000 = *two thousand*
- 2008 = *two thousand and eight* (BrE); *two thousand eight* (AmE)

## Writing dates

- 2011-06-14 (yyyy-mm-dd) – ISO 8601: an international standard
- 14/06/11 (dd/mm/yy) – commonly used in Europe
- 06/14/11 (mm/dd/yy) – commonly used in the US
- 14<sup>th</sup> June 2011
- 14 June 2011
- June 14, 2011
- June 14<sup>th</sup>, 2011

## Saying dates

- *the fourteenth of June, two thousand and eleven* (BrE); *two thousand eleven* (AmE)
- *June the fourteenth, two thousand (and) eleven*

## 3 Symbols

General warnings and safety symbols  
danger/warning/caution/hazard



Specific hazards



flammable



toxic/poison



Danger  
high voltage  
high voltage

Safety equipment or help



emergency exit/ fire exit



fire alarm



fire  
extinguisher



hospital



first aid



emergency stop

Prohibitions



no entry



no exit



no smoking