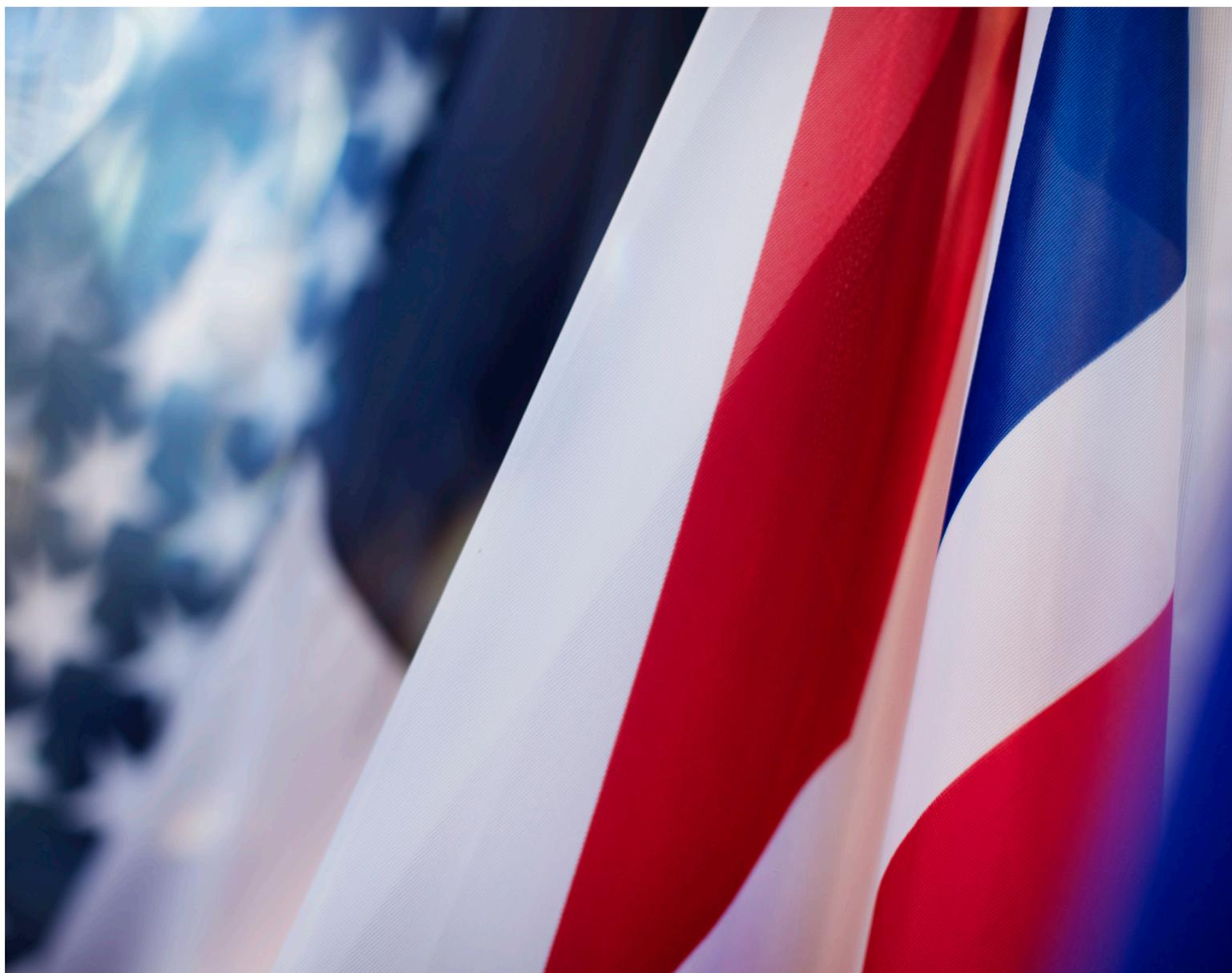




**NORWEGIAN  
ARMED FORCES**



# **English in the Armed Forces**

Grammar, rules and tips for public texts in the Norwegian Armed Forces

## English in the Armed Forces

In this publication you will find grammar, rules and tips for written English in the Norwegian Armed Forces. These recommendations apply to all public texts in the Armed Forces – including publications, letters, presentations, folders, CVs, biographies, social media and videos.

*The Norwegian Armed Forces Media Centre, January 2018*

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## 1. Main principles

Our written language is standard, modern British English. As a general rule, the first spelling on the [Oxford Dictionaries website](#) should be followed. An exception to this rule is the spelling of '-iz-' words (see below). This written English conforms to the standard used by large institutions like the BBC and [the European Union](#).

### **British English**

Examples:	programme	(not <i>program</i> )
	centre	(not <i>center</i> )
	harbour	(not <i>harbor</i> – except fixed names like <i>Pearl Harbor</i> )
	neighbour	(not <i>neighbor</i> )
	defence	(not <i>defense</i> )
	mobile phone	(not <i>cell phone</i> )
	aircraft/ aeroplane	(not <i>airplane</i> )
	tonnes	(not <i>tons</i> )
	metres	(not <i>meter</i> – except <i>parking meter, etc.</i> )
	kilograms	(not <i>kilogrammes</i> )

### **-is- / -iz- spelling**

Both spellings are correct, but use the *-is-* spelling for the sake of consistency in our texts. This is also in accordance with the EU and the BBC.

Examples:	organisation	(not <i>organization</i> – except fixed names: <i>North Atlantic Treaty Organization</i> )
	globalisation	(not <i>globalization</i> )
	to organise	(not <i>to organize</i> )
	to recognise	(not <i>to recognize</i> )
	to analyse	(not <i>to analyze</i> )

### **Resources:**

Oxford Dictionaries: <https://en.oxforddictionaries.com/>

EU Spelling Conventions: <http://publications.europa.eu/code/en/en-4100000.htm>

## 2. Numbers and dates

### Dates and years

Dates are written as in Norwegian, but without a full stop after the day. Remember that weekdays and months are written with a capital first letter.

Examples:        *The course starts Tuesday 15 March. (Not: 15th of March, March 15th, etc.)*  
                      *Norway's Constitution Day is 17 May.*  
                      *Norway was attacked on 9 April 1940.*

Note also:        *the 1970s, the '80s (Not: the 1970's, the 80's or the eighties)*

Note also:        *As an example, Norwegian "1800-tallet" = the 19th century or the 1800s.*  
                      *(English 15th century is not "1500-tallet", but "1400-tallet".)*

### Time

Use the European 24-hour clock, not the American 12-hour system (a.m. and p.m.) Hours and minutes are separated with a colon.

Example:         *She comes in at 15:30. (Not 3:30 p.m. or half past three in the afternoon, etc.)*  
                      *The meeting is held from 09:00 to 13:00.*  
                      *Regular work hours are 07:30–15:30.*

### Numbers

Thousands are always separated with a comma in English. Decimals are separated with a full stop. This is in contrast to Norwegian where thousands are separated with a space or full stop, and decimals are separated with a comma.

Example:	Norwegian:	36 495,22	9353 soldater
	English:	36,495.22	9,353 soldiers

### Units of measure

As a main rule, we use standard Norwegian/European metric units (kilometre, km/h, kilograms, litres, tonnes, degrees Celsius, etc.), and provide the American/Imperial units in parentheses. For flight altitude and speed at sea, we use feet and knots. [Use this link to convert](#). Be careful when converting currencies, since rates can change quickly.

Examples:        *The car was driving at a speed of 60 km/h (37 mph)*  
                      *The plane travelled 30,000 feet (9,144 meters) above the ground.*  
                      *We walked 16 kilometres (10 miles) in 36 °C (97 °F).*  
                      *The ship costs 4 million Norwegian kroner (approximately 500,000 dollars).*

### Percentage

Avoid using the per cent sign (%) in texts – use *per cent* instead (two words). The per cent sign can be used in tables.

Example:	Norwegian:	39 % (or 39 prosent in texts)
	English:	39 % (or 39 per cent in texts)

### 3. Capitalisation

#### **Main rules**

English has a wider use of capital letters than Norwegian. Examples are:

- Days and months: *Monday, Tuesday, January, February*
- National adjectives: *Norwegian, the German language, an American soldier*
- Royals: *Queen Sonja, King Harald, the King*
- Military ranks: *General, Lieutenant, Major General, Captain, Lieutenant Colonel, Rear Admiral*
- Military and civilian titles: *Commander, Chief of Defence, Inspector General, Prime Minister Erna Solberg, Defence Minister Ine Eriksen Søreide, President Trump.*

#### **Titles and headings**

English is not consistent, but generally prepositions and articles are not capitalised.

Examples:        *"Gone with the Wind", "Little by Little", "The Rules of the Armed Forces".*

We do not capitalise titles and paragraph titles in news articles (except for the first word and capital nouns).

Examples:        *Proud participant in Oslo Pride*  
                      *This will be our largest ship ever*  
                      *New Chief of Defence has his first day at work*

#### **Internet vs. internet**

We follow the BBC standard and do not use capitalisation: *The internet is ...*

#### **Acronyms (NATO etc.)**

Unlike Norwegian, English tend to use capital letters. We do the same.

Examples:        *NATO, AIDS, AWACS, UN, UNFICYP, UNICEF, ISAF, NRF, BBC, NRK, HQ, FAQ, etc. ...*

#### 4. Singular or plural?

English has a group of nouns that can be both singular and plural. Examples are: *armed forces, team, government, the United States, Norway, etc.*

When we look at these words like a collection of individuals, we normally use a plural noun. If we want to look at them as a unified institution, we use the singular.

Examples:      *The government have debated the income tax issues. (Referring to the ministers, they)*  
                     *The government has decided against further action. (Referring to the government as a whole)*  
                     *The team are happy with the exercise. (Referring to all the team members)*  
                     *The team is exercising tonight. (Referring to the team as a whole)*  
                     *ABBA are reuniting some day soon. (Referring to the members of the group)*  
                     *ABBA has had great success. (Referring to the group as a whole)*

#### **Main rules**

- *Countries* (Norway, the USA, the UK) are singular nouns (*Norway is, Norway wants, etc.*)
- *The Armed Forces* is a plural noun (*The Armed Forces are, The Armed Forces want, etc.*)
- *Police* is a plural noun (*The police are, the police have closed the road, etc.*)

#### **Article in state names and organisations**

Always use the article *the* in:

- Organisations like: *the EU, the BBC, the UN*
- Certain countries: *the United Kingdom/the UK, the USA, the Netherlands, the Philippines, the Bahamas, the Gambia*

## 5. Signs and punctuations

### **Quotation marks**

In Norwegian, we use « and ». In English, the correct form is " and ".

Example:            Norwegian:    *Jeg sa: «Ha det.»*  
                         English:            *I said, "Goodbye."*

English never use the dash (–) to start a quote as we do in Norwegian. Instead, English uses quotation marks.

Example:            Norwegian:    *– Jeg støtter FN, sier Rolf Hansen.*  
                         English:            *"I support the UN," says Rolf Hansen.*

### **Apostrophe**

Many use the accent sign (´) instead of the apostrophe ('). The accent sign should only be used in loanwords like *café* and *José*.

Example:            *I'm at John's place* (Not: *I´m at John´s place*)

## 6. Vocabulary

### **Names in the Armed Forces (note the capitalisations)**

#### Main departments

Forsvaret	<i>the Norwegian Armed Forces (or the Armed Forces)</i>
Forsvarsstaben	<i>the Norwegian Defence Staff (or the Defence Staff)</i>
Militærmisjonen i Brussel	<i>the Norwegian Military Mission to NATO</i>
Forsvarets operative hovedkv.	<i>the Norwegian Joint Headquarters</i>
Etterretningstjenesten	<i>the Norwegian Intelligence Service</i>
Hæren	<i>the Army (or the Norwegian Army)</i>
Sjøforsvaret	<i>the Navy (or the Royal Norwegian Navy)</i>
Luftforsvaret	<i>the Air Force (or the Royal Norwegian Air Force)</i>
Heimevernet	<i>the Norwegian Home Guard</i>
Forsvarets logistikkorganisasjon	<i>the Norwegian Defence Logistics Organisation</i>
Cyberforsvaret	<i>the Norwegian Armed Forces Cyber Defence</i>
Forsvarets spesialstyrker	<i>the Norwegian Armed Forces Special Operations Command</i>
Forsvarets sanitet	<i>the Norwegian Armed Forces Joint Medical Services</i>
Forsvarets høyskole	<i>the Norwegian Defence University College</i>
LOS-programmet	<i>the Norwegian Armed Forces Programme LOS</i>
Forsvarets fellestjenester	<i>the Norwegian Armed Forces Joint Support Services</i>
Forsvarets personell- og vernepliktssenter	<i>the Norwegian Armed Forces HR and Conscription Centre</i>

#### Other departments

Brigade Nord	<i>Brigade Nord (please note that "Nord" is the Brigade's official name, regardless of language. Do not translate "Nord", i.e. "Brigade North")</i>
F – Forsvarets Forum	<i>the Norwegian Defence Magazine F</i>
Feltprestkorps	<i>the Norwegian Military Chaplain Corps</i>
Forsvarets forskningsinstitutt	<i>the Norwegian Defence Research Establishment</i>
Forsvarets lønnsadm.	<i>the Norwegian Armed Forces Salary and Pay Office</i>
Forsvarets mediesenter	<i>the Norwegian Armed Forces Media Centre</i>
Forsvarets regnskapsadm.	<i>the Norwegian Armed Forces Accounting Office</i>
Forsvarets sikkerhetsavdeling	<i>the Norwegian Armed Forces Security Department</i>
Forsvarets spesialkommando	<i>the Norwegian Special Operations Commando</i>
Forsvarets vinterskole	<i>the Norwegian Armed Forces Winter Warfare School</i>
Forsvarsbygg	<i>the Norwegian Defence Estates Agency (NDEA)</i>
Forsvarsmateriell	<i>the Norwegian Defence Materiel Agency (NDMA)</i>
Forsvarsmuseet	<i>the Armed Forces Museum</i>
Garnisonen i Sør-Varanger (GSV)	<i>the Garrison of Sør-Varanger</i>
Hans Majestet Kongens Garde	<i>His Majesty The King's Guard</i>
Hærens våpenskole	<i>the Norwegian Army Weapons School</i>
Krigsskolen	<i>the Norwegian Military Academy</i>
Marinejegerkommandoen	<i>the Norwegian Naval Special Operations Commando</i>
Norges Hjemmefrontmuseum	<i>Norway's Resistance Museum</i>
Telemark bataljon	<i>Telemark Battalion</i>
Veteranavdelingen	<i>the Norwegian Veterans' Affairs Division</i>

### Positions

administrerende direktør	<i>CEO (full name: chief executive officer)</i>
bataljonssjef	<i>battalion commander</i>
forsvarsminister	<i>Minister of Defence</i>
forsvarssjef	<i>Chief of Defence</i>
fungerende sjef	<i>acting Chief or: Chief (acting)</i>
kompanisjef	<i>company commander</i>
sjef Hæren/Luft/FOH/FST/...	<i>Chief of Army/Air Force/Joint Headquarters/Defence Staff/ ...</i>
stabssjef	<i>Chief of Staff</i>

### Operations centres

Nasjonalt landoperasjonssenter	Norwegian Land Operations Centre (NORLOC)
Nasjonalt sjøoperasjonssenter	Norwegian Naval Operations Centre (NORNOC)
Nasjonalt luftoperasjonssenter	Norwegian Air Operations Centre (NAOC)
Territorielt operasjonssenter	Norwegian Home Guard Operations Centre (NORHGOC)
Nasjonalt spesialoperasjonssenter	Norwegian Special Operations Centre (NORSOC)
Cyberforsvarets operasjonssenter	Cyber Defence Operations Centre (CDOC)
Nasjonalt logistikkoperasjonssenter	Norwegian Logistics Operations Centre (NORLOGC)

**The Norwegian Armed Forces Media Centre, January 2018**

Have you seen any errors? Comments? Suggestions? Please e-mail us: [desk@fms.mil.no](mailto:desk@fms.mil.no)