



Task Title: 12 and 24-Hour Clock Conversion

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Learners will convert times between 12 and 24-hour clock formats in words and numbers within a chart.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage time/C2.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Usually when telling time, you use the 12-hour clock with a.m. and p.m. Some schedules, appointments and work equipment use the 24-hour clock and you need to be able to convert between the two times.

Work Sheet

Task 1: Fill in the blanks in the chart below by converting the times between 12- and 24-hour clocks and between words and numbers.

12-hour clock in words	12-hour clock in numerals	24-hour clock in words	24-hour clock in numerals
Quarter to ten in the morning		Nine forty-five	09:45
Seven o'clock in the evening		Nineteen hundred hours	
		Twenty-three thirty	23:30
	10:15 p.m.		22:15
Noon	12:00 p.m.		
Quarter past two in the morning			02:15
	2:10 p.m.	Fourteen ten	
	08:15 a.m.		08:15
Twenty past seven in the morning			07:20
	10:45 p.m.	Twenty-two forty-five	

Answers

Task 1: Fill in the blanks in the chart below by converting the times between 12- and 24-hour clocks and between words and numbers.

Answer:

12-hour clock in words	12-hour clock in numerals	24-hour clock in words	24-hour clock in numerals
Quarter to ten in the morning	09:45 a.m.	Nine forty-five	09:45
Seven o'clock in the evening	7:00 p.m.	Nineteen hundred hours	19:00
Eleven thirty in the evening	11:30 p.m.	Twenty-three thirty	23:30
Ten fifteen in the evening or quarter after ten in the evening	10:15 p.m.	Twenty-two fifteen	22:15
Noon	12:00 p.m.	Twelve hundred hours	12:00
Quarter past two in the morning	2:15 a.m.	Two fifteen	02:15
Ten after two in the afternoon or two ten in the afternoon	2:10 p.m.	Fourteen ten	14:10
Eight fifteen in the morning or quarter after eight in the morning	08:15 a.m.	Eight fifteen	08:15
Twenty past seven in the morning	7:20 a.m.	Seven twenty	07:20
Ten forty-five in the evening or quarter to eleven in the evening	10:45 p.m.	Twenty-two forty-five	22:45

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			
	makes entries using a limited range of vocabulary			
C2.2	understands and converts time between 12- and 24-hour clocks			

Task Title: 12to24HourClockConversion_EASPI_A2.2_B3.2a_C2.2

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
