

Task Title: 12 and 24-Hour Clock Conversion

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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 |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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