

# 3

## Right on time



I'm a really busy person. I'm a single parent with two young lively children – Jessica and Danny. I also have a part-time job and go to classes at the local college. I have to juggle all these things! I couldn't manage it without my watch. Telling the time is very important to me. So is writing dates on my calendar. That's another thing I can't do without!

### Talk about it

How many clocks do you have around your home?

Where are the clocks you rely on most?

How do you spend your time during the day?

Do you use a diary? When is it most useful?

Do you use a calendar? What do you write on it?

Do you use bus or train timetables to plan your journeys?

### These are the skills you will practise in this unit.

Which are the most useful for you? Tick the boxes.

- |  |           |
|--|-----------|
| <input type="checkbox"/> Read the time in hours, half hours and quarter hours                    | MSS1/E2.4 |
| <input type="checkbox"/> Read and write the date in different ways                               | MSS1/E2.3 |
| <input type="checkbox"/> Use lists, timetables and diagrams to find out information              | HD1/E2.1  |
| <input type="checkbox"/> Draw up lists, timetables and diagrams to give other people information | HD1/E2.5  |

## What's the time?

Leaving home in the morning is always such a rush.  
"Hurry up," I say to the kids. "It's nine o'clock already."  
Danny and Jessica both have **digital** watches.  
This is how they show the time.



Danny's watch



Jessica's watch



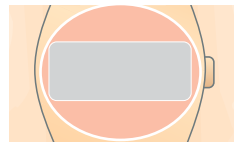
### Activity 1

- 1 What do these watches show when the time is 5 o'clock?

Danny's watch



Jessica's watch



- 2 What time do these digital watches show?

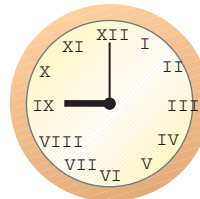


At school the kids have dinner at 1 o'clock and story time at 3:00.

The school clock uses two **hands** to show the time. It is an **analogue** clock.

The shorter hand points to the hour. The longer hand points to 12 when it is o'clock.

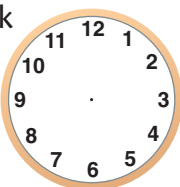
These clocks both say 9 o'clock:



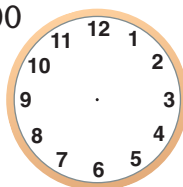
### Activity 2

Draw these times onto the clock faces.

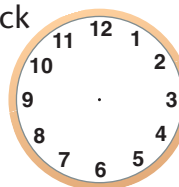
- 1 1 o'clock



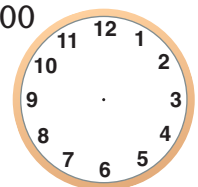
- 2 3:00



- 3 8 o'clock



- 4 10:00





### Activity 3

- 1 How many minutes make half an hour? .....
- 2 How many minutes make a quarter of an hour? .....
- 3 How many minutes make three-quarters of an hour? .....

*I keep track of the time on my watch.*

Quarter past 3



Half past 3



Quarter to 4



4 o'clock



*I finish work.*

*Kids finish school.*

*We all get home.*

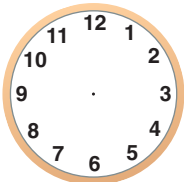
*Time for a cup of tea!*

Here are the same times on Danny's watch:

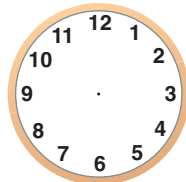


### Activity 4

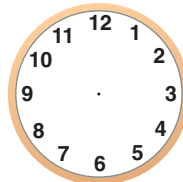
- 1 Draw in the hands to show the correct time on these clocks:



half past 1

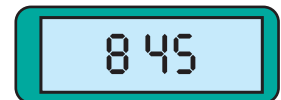
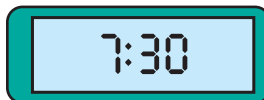


a quarter past 10



a quarter to 5

- 2 What times do these digital clocks show?



Do you need more practice – in reading digital clocks?

Yes ☐ No ☐

– in reading clocks with hands?

Yes ☐ No ☐

For more work on this go to H1 (page 13).

### Remember

- 1 hour = 60 minutes.
- A quarter to four is the same as three-quarters of an hour past three o'clock.

## What's the date?

*I always have to remember lots of dates – dates when the kids see their father, dentist appointments, school assemblies, half-term dates. The list is endless. Whenever the kids bring back a letter from the school, I always write down the dates.*

### HIGH STREET DENTAL PRACTICE

Your next appointment is on:

Date..... **21 Oct**

Time..... **10.30**

A year is split up into 12 months.

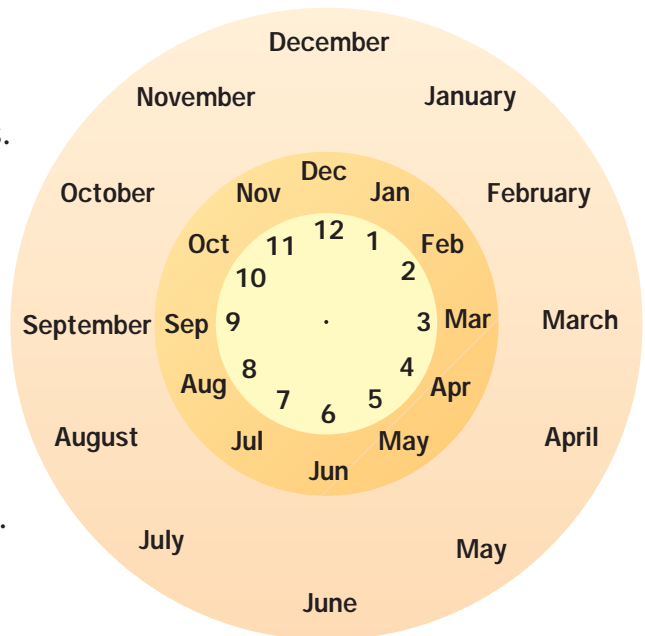
The outside ring shows the order of the months.

The middle ring shows how the names are shortened to the first three letters.

But the inside ring shows the shortest way to write the month, as a number.

So for July the short form is **Jul** and it is month **7**.

Aug is the shortened version of .....  
It is month number .....



### Activity 5

1 *These are some of the months when the kids are on holiday.*

Write their shortened names:

April .....

February .....

October .....

August .....

2 *These are the months when I pay my phone bill.*

Write out their full names:

Sep .....

Dec .....

Mar .....

Jun .....

3 Write the numbers of these months:

Jan .....

May .....

Jul .....

4 Write the names of these months:

3rd month ..... 11th month ..... 9th month .....

*I often have to write my kids' dates of birth on forms. Jessica was born on the 15th of May in the year 1995. But I don't bother to write this out. I just put 15/5/95.*

### Remember

- In Britain dates are always written in this order: day, month, year
- Sometimes the year is written in full. For example 15/5/1995
- The years 2000 to 2009 are written with an 0 before the last number. For example, the 8th of February 2005 is written 8/2/05
- These are different ways of writing the same date:  
1st of April 2006    1 April 2006    1 Apr 06  
1/4/06    01/04/06



## Activity 6

- 1 Write these dates in the same way as Jessica's date of birth:

Today's date .....

The date you started basic skills classes .....

- 2 Follow the example to write both dates in five different ways:

Example	1st April 2006	1 April 2006	1 Apr 06	1/4/06	01/04/06
Dentist			18 Oct 05		
Parents' evening		5 March 2004			

*Most foods have a 'use by' or 'best before' date stamped on the packaging. I check this date to make sure the kids don't eat food that has gone bad.*



## Activity 7

'Use by' dates can be written in many different ways.

Write the date in the form 5/8/04 below each of these:

USE BY:                      26 JUN 05                      22 FEB 04                      08 MAY 2006  
.....

BEST BEFORE:                      03-08-04                      15.08.2005                      END MAY 2006  
.....

Do you need more practice on reading and writing dates?

Yes ☐

No ☐

For more work on this, go to H2 (page 13).

This work links to mini-project M1 (page 16).

## Reading timetables

*During the school holidays, the kids often spend a few days with their cousins. I take them there and back on the train, but my sister picks them up from the station. I look at the train timetable to see when the trains leave and when they arrive.*



This is part of the timetable for the trains in the summer holidays:

Depart	9:45	10:00	10:15	10:30	10:45
Arrive	10:30	10:45	11:00	11:15	11:30

I decide to catch the 10:15 train. Look for 10:15 on the Depart line.

Below this is 11:00 on the Arrive line.

The train arrives at 11:00.



### Activity 8

- 1 What time does the 10:45 train arrive? .....
- 2 If my sister says she wants to pick them up at 11:15, which train should we catch? .....
- 3 Which is the first train to leave after 9:30? .....

*Danny and Jessica always argue about which TV programme they want to watch. They look at the TV guide to see what is coming on each evening.*

These are some of the programmes that are on one evening:

BBC1 .....	ITV1 .....	Sky 1 .....
7:20 Holiday Show	7:30 Coronation Street	7:30 The Simpsons
8:00 Talking with Animals	8:00 Where the Heart Is	8:00 Pop Years

The columns show you which programmes are shown on BBC1, ITV1 and Sky 1.

For example, at 8:00, ITV1 is showing 'Where the Heart Is'.



## Activity 9

- Both kids watch Sky 1 at 7:30. What is showing then? .....
- What channel is showing 'Talking with Animals'? .....
- If Jessica watches 'Talking with Animals', can Danny watch 'Pop Years'?  
.....
- What time is 'Coronation Street' on? .....

*I have a timetable for my classes at college. It shows the day of the week and the time for each class. For example, on Tuesday I'm at numeracy class from 7:30 to 8:30.*

	Monday	Tuesday	Wednesday	Thursday	Friday
Numeracy		7:30-8:30		8:00-9:00	
IT			2:30-4:30		



## Activity 10

- Which day do I have an IT class? .....
- When does the IT class begin? .....
- Which days do I have numeracy classes? .....
- What time does numeracy class finish on Tuesday? .....

*I have a part-time job at the school. This table shows the number of hours I work on each day.*

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours worked	4	2	0	3	3



## Activity 11

- How many hours do I work on Thursday? .....
- Which day do I work longest? .....
- Which day do I work for 2 hours? .....



Do you need more practice on reading timetables?

Yes ☐

No ☐

For more work on this, go to H3 (page 14) or E1 (page 15).

This work links to mini-projects M1/M3 (page 16).

## Reading a calendar

Every year the school gives me a list of dates to show when the kids are at school and when they are on holiday. This is the list for one year.

If I want to know when the kids finish in December, I have to look for the end of the autumn term. It is 19 December.

Autumn term begins	3 September
Half-term	21 to 25 October
Autumn term ends	19 December
<b>HOLIDAY * * * * *</b>	
Spring term begins	7 January
Half-term	17 to 21 February
Spring term ends	28 March
<b>HOLIDAY * * * * *</b>	
Summer term begins	15 April
Half-term	26 May to 30 May
Summer term ends	17 July



### Activity 12

- 1 On what date does the autumn term begin? .....
- 2 What is the date of the first day of the spring term? .....
- 3 Is 12 April a school day or a holiday? .....
- 4 Which is the last day of the summer term? .....
- 5 What is the first day of the summer holidays? .....

Danny supports the local football team. When they are playing at home, Tony, his dad, takes him to see them play.

This is part of the fixture list:

<b>21 September</b>	At home to Leeds
<b>28 September</b>	Away to Liverpool
<b>5 October</b>	At home to Arsenal
<b>12 October</b>	Away to Manchester United
<b>19 October</b>	At home to Newcastle
<b>26 October</b>	Away to Tottenham



### Activity 13

- 1 On what date do the team play Arsenal? .....
- 2 Who do they play on 28 September? .....
- 3 Are the local team at home or away on 5 October? .....
- 4 On what date do they play Newcastle? .....

Sometimes dates for one month are put together on a special list called a calendar. This is the list or calendar for October. It shows the half-term dates and the days and evenings that the kids' dad, Tony, is looking after them.

For example, Tony is babysitting on 10 October. Find 10 in the table. It shows 'Tony babysitting'.

Now look at the top of the column. It shows Thursday. So the 10 October is a Thursday.

What day is the 26 October? .....

What date is the Friday in half-term? .....

## OCTOBER

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 Tony babysitting	2	3	4	5 Kids at Tony's	6
7	8	9	10 Tony babysitting	11	12	13 Kids at Tony's
14	15	16	17	18 11 00 dentist	19 Kids at Tony's	20
21 half-term	22 half-term	23 half-term	24 half-term	25 half-term	26	27 Kids at Tony's
28	29	30	31 Tony babysitting			

### Activity 14

1 Write down the dates when Tony is babysitting.

10 October, ..... , .....

2 Which dates do the kids go to Tony's on a Saturday? ..... and .....

3 Which dates do they go to Tony's on a Sunday? ..... and .....

4 What day do I have to go to the dentist? .....

5 Write these other important dates onto the calendar to show the right day:

Parents' evening    9 Oct    Visiting my Mum    12 Oct

Jessica's class outing    16 Oct    Mum visiting us    20 Oct

Do you need more practice on reading calendars?

Yes ☐

No ☐

For more work on this, go to H4 (page14) or E2 (page 15).

This work links to mini-project M1 (page 16).

## Making plans

A lot of Jessica's and Danny's friends have birthdays in May. They have invitations to so many parties that they can't remember whose birthday party they are going to next!

I made this list in date order of the parties that Danny is going to.

from Kylie to

Jessica

on 15 May

from Sarah to

Jessica and Danny

on 4 May

from Wesley to

Danny

on 8 May

from Emma

to Danny

on 18 May

FROM CHRISTOPHER TO

Jessica

ON 19 MAY

from Rahim to

Jessica and Danny

on 26 May

### Danny's parties

4 May	Sarah
8 May	Wesley
18 May	Emma
26 May	Rahim



### Activity 15

- 1 Make a similar list to show the parties Jessica is going to, in date order.

### Jessica's parties

.....

.....

.....

.....

.....

2 Make a list of six of your family or friends' birthdays.

.....

.....

.....

.....

.....

.....

3 Now write the list in date order. Start with January. You may need to look back at the date chart on page 4.

Name	Date

4 Find out the birthdays of some of the people in your group.  
Write these dates as a list.

.....

.....

.....

5 Now write the list in date order. Start with January  
Use the month chart on page 4 if you need to.

Name	Date

Monday	9:00 - 11:30	helping teacher in nursery
Tuesday	12:15 - 2:15	playground duty and clearing up
Wednesday		not working
Thursday	12:15 - 3:15	dinner duty
Friday	12:15 - 3:15	dinner duty

*In my job I help out at a nursery in many different ways. The head gives me a list at the beginning of the week so that I know what I am doing when. This is one of the weeks.*



## Activity 16

I transfer the information to a timetable so that I can see more clearly what I have to do.

What does the list tell me I am doing on Tuesday afternoon?

*I have put this in the box for Tuesday afternoon.*

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon		Playground duty and clearing up			

Complete the timetable with her other duties.

- 2 Draw up a timetable to show when you come to classes and when you study on your own.




Do you need more practice at making tables?

Yes ☐ No ☐

Do you know how many minutes there are in an hour?

Yes ☐ No ☐

This work links to mini-projects M1/M2 (page 16).

## Activity H1

1 What times do these clocks show? Write the times in the form: 8:15.



.....



.....



.....



.....

2 Write the same times using o'clock, quarter past, and so on.

.....

.....

.....

.....

## Activity H2

Don't miss the bank holidays.

1 A bank holiday is when the banks, the post office, most offices and many shops are shut. These bank holidays are always on the same date. Write the date in figures for each bank holiday in the year 2004.

Christmas Day 25 December .....

Boxing Day 26 December .....

New Year's Day 1 January .....

2 The bank holidays Good Friday, Easter Monday, May bank holiday, and August bank holiday fall on different dates from year to year. Use a calendar or diary to find their dates this year. Fill in the table.

Bank holiday	Date in words	Date in numbers
Good Friday		
Easter Monday		
May bank holiday		
August bank holiday		



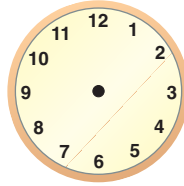
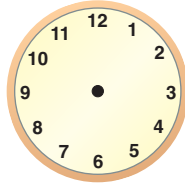
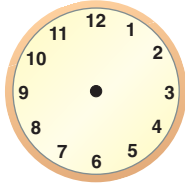
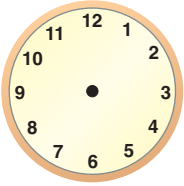
### Activity H3

These are the times for a holiday flight from London Heathrow to Cuba.

#### OUTWARD

Dep. Heathrow 11:00 morning  
 Arr. Madrid 1:30 afternoon  
 Dep. Madrid 2:15 afternoon  
 Arr. Cuba 7:45 evening (local time)

1 Draw hands on these clocks to show each of these times.



2 What time does the plane leave Madrid? .....

3 What time does the plane arrive in Cuba? .....



### Activity H4

Sometimes information is listed in a table, but the table does not use lines to separate the rows and columns.

Telephone bills list the date and time of calls you have made. Here is part of a bill:

Date	Day	Time	Place called	Cost
20/02/02	Fri	9:30	Sheffield	0.042
		2:15	Sheffield	1.543
		4:45	Derby	0.065
22/02/02	Sun	12:00	Leeds	0.080
23/02/02	Mon	11:15	Derby	0.042
		4:30	Derby	0.664
		8:45	Leeds	1.024

1 Write the date 20/02/05 in words: .....

2 How many calls were made on 23 February? .....

3 At what time was the first call made on 23 February? .....

4 At what time was the call made on Sunday? .....

5 Which place was called at a quarter to five on 20 February? .....



## Extension



### Activity E1

This is part of a timetable that shows the times of trains from Salisbury and Andover to London:

Monday to Friday				
Salisbury	dep	6:30	7:45	10:00
Andover	dep	6:45	8:00	10:15
London Waterloo	arr	8:00	9:15	11:30

- 1 What time does the 6:30 train from Salisbury arrive in Waterloo? .....
- 2 What time did the 8 o'clock train from Andover leave Salisbury? .....
- 3 When did the train that arrives in Waterloo at 11:30 leave Salisbury? .....



### Activity E2

#### JUNE 2006

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
					1	2
3	4	5	6 Karen's birthday	7	8	9
10	11	12	13	14	15 9.15 Hospital appointment	16
17	18	19	20	21	22	23
24	25 Outing to Blackpool	26	27	28	29	30

- 1 Write the full date of the hospital appointment using numbers only. ....
- 2 Write the date of the outing to Blackpool using numbers only. ....
- 3 Write Karen's birthday in words and numbers. ....
- 4 Write these dates onto the calendar: 24 June 06 John's party,  
Dentist 12/6/06 at 3:15, Meet teacher Wed 21st at 10:30.



# Mini-projects



## Activity M1

Plan an outing to another city or place that involves taking a mainline train.

You need to decide:

- the date or day of the week you want to travel .....
- the rough time you want to depart or arrive .....
- the rough time you want to return .....

Use one of these ways of getting information about train times:

- Go to the station and ask for a timetable to the place you want to go to.
- Phone up the train enquiries number 08457 484950 and ask for information.
- Use the Internet to find out train times. These websites give train timetables:

[www.rail.co.uk/ukrail/planner/planner.htm](http://www.rail.co.uk/ukrail/planner/planner.htm)

[www.qjump.co.uk](http://www.qjump.co.uk)

[www.thetrainline.com/Time-Table](http://www.thetrainline.com/Time-Table)

You will then get a list of trains. Fill in the table and then highlight the trains you would want to travel on.

### OUTWARD JOURNEY

Time train departs					
Time train arrives					

### RETURN JOURNEY

Time train departs					
Time train arrives					



## Activity M2

Work in groups.

Think of an activity that you all do at some time during the day or the week. Possible activities are exercising, cooking or watching television.

Find out how many hours each member of the group spends doing that activity most days, or most weeks. Show your results in a table.



## Activity M3

Find out at what times the main news is shown on BBC1 on a weekday.

# Check it

## Activity C1

Ring each correct answer. There might be more than one in each row.

- The time 'quarter past three' can be written:  
3:25      3.15      3:00      3:15
- The time 11:45 is:  
eleven forty-five    a quarter to eleven    a quarter to twelve    twelve fifteen
- In Britain, the 21st of September 2005 is written:  
9.21.05      21/9/05      21 Sept 2005      21.09.05

## Activity C2

Put these dates in order, with the earliest date first and the latest date last:

5.4.98      11 May 03      1/12/00      28 Nov 06

.....

## Activity C3

The table shows information about a fixture list. Use it to answer the questions.

Date	Time	Opponent	Home or away
6 May 05	3:15	Hometown Hellraisers	Away
15 June 05	7:30	Kingstreet Kangas	Home
1 July 05	10:00	The Scorpions	Away
28 July 05	7:45	Shooting Stars	Home

- What dates are the home matches? ....., .....
- What time does the team play the Shooting Stars? .....
- Which match begins at a quarter past three? .....
- Who does the team play on 1 July? .....



### Activity C4

The table shows the number of days each member of staff took off during one month:

Member of staff	Number of days off
Rajid	5
Tessa	9
Pat	6
John	10
Gloria	3

- 1 Who had the most days off? .....
- 2 Who had the least days off? .....
- 3 How many days off did Pat have? .....
- 4 Who had nine days off? .....

### How am I doing?

Look back at the skills listed on page 1.

Then finish the sentences below.

I am confident in  
.....  
.....

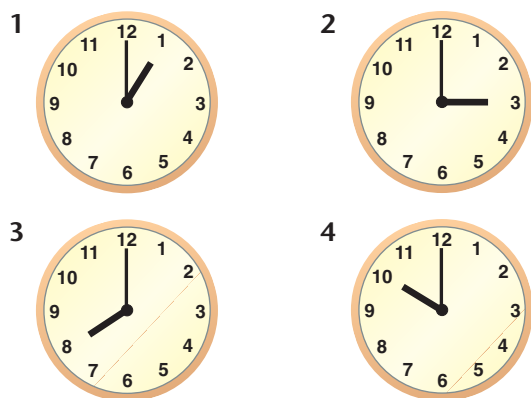
I need more practice with  
.....

Date .....

## Activity 1

- Digital watches show 5 00 and 5:00
- The digital watches show 1 o'clock and 8 o'clock.

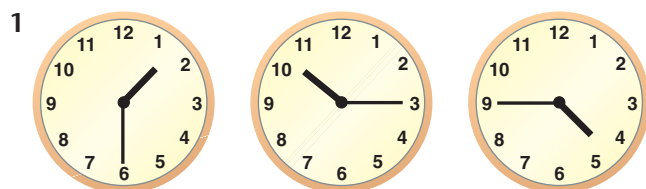
## Activity 2



## Activity 3

- 30 minutes
- 15 minutes
- 45 minutes

## Activity 4



- a quarter past six  
half past seven  
a quarter to nine

## Activity 5

- Apr Feb Oct Aug
- September December March June
- 1 5 7
- March November September

## Activity 6

- Check with teacher
- Dentist:** 18th October 2005, 18 October 2005, 18 Oct 05, 18/10/05, 18/10/05  
**Parent's evening:** 5th March 2004, 5 March 2004, 5 Mar 2004, 5/3/04, 05/03/04

## Activity 7

Use by: 26/6/05 22/2/03 8/5/02  
Best before: 3/8/04 15/8/05 31/5/06

## Activity 8

- 11:30
- 10:30
- 9:45

## Activity 9

- The Simpsons
- BBC1
- No
- At 7:30

## Activity 10

- Wednesday
- 2:30
- Tuesday and Thursday
- 8:30

## Activity 11

- 3 hours
- Monday
- Tuesday

## Activity 12

- 3 September
- 7 January
- a holiday (or weekend)
- 17 July
- 18 July

## Activity 13

- 5 October
- Liverpool
- at home
- 19 October

## Activity 14

- 1 October, 31 October
- on the 5th and 19th
- on the 13th and 27th
- Friday (the 18th)
- Check with teacher

## Activity 15

- 4 May Sarah  
15 May Kylie  
19 May Christopher  
26 May Rahim
- 2, 3, 4, 5 Check with teacher



### Activity 16

1		Monday	Tuesday	Wednesday	Thursday	Friday
	Morning	Help in nursery				
	Afternoon		playground duty and help clear up		dinner duty	dinner duty

2 Check with teacher

### Help

#### Activity H1

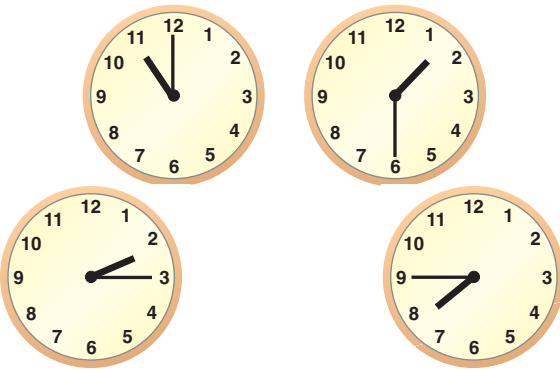
- 1 7:00, 2:15, 5:30, 10:45
- 2 7 o'clock, a quarter past 2, half past 5, a quarter to 11

#### Activity H2

- 1 25/12/04 26/12/04 1/1/04
- 2 Check with teacher

#### Activity H3

1



- 2 2:15
- 3 7:45

### Activity H4

- 1 20th February 2002
- 2 3 calls
- 3 11:15
- 4 12:00
- 5 Derby

### Extension

#### Activity E1

- 1 8:00
- 2 7:45
- 3 10:00

#### Activity E2

- 1 15/6/06
- 2 25/6/06
- 3 6th June 2006
- 4 See calendar below

## JUNE 2006

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
					1	2
3	4	5	6	7	8	9
10	11	12 Dentist 3:15	13	14	15	16
17	18	19	20	21 Meet teacher 10:30	22	23
24 John's party	25	26	27	28	29	30



### Mini projects

M1, M2, M3

Check with teacher

### Check it

#### *Activity C1*

1 3.15, 3:15

2 eleven forty-five, a quarter to twelve

3 21/9/05 21 Sept 2005 21.09.05

#### *Activity C2*

5.4.98 1/12/00 11 May 2003 28 Nov 06

#### *Activity C3*

1 15 June 05 and 28 July 05

2 7:45

3 Hometown Hellraisers

4 The Scorpions

#### *Activity C4*

1 John

2 Gloria

3 6 days

4 Tessa