

### OALCF Task Cover Sheet

**Task Title:** 12 and 24-Hour Clock Conversion

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment ✓ Apprenticeship Secondary School ✓ Post Secondary ✓ Independence ✓	
<b>Task Description:</b> Learners are required to convert times between 12 and 24 hour clock formats in words and numbers within a chart.	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers	<b>Task Group(s):</b> A2: Interpret documents B3: Complete and create documents C2: Manage time
<b>Level Indicators:</b> A2.2: Interpret simple documents to locate and connect information B3.2a: Use layout to determine where to make entries in simple documents C2.2: Make low-level inferences to calculate using time	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Learner information and instructions</li><li>• Pen or pencil</li></ul>	

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**Learner Information and Tasks:**

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

**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	

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**Answer Key**

<b>12-Hour Clock in words</b>	<b>12-Hour Clock in numerals</b>	<b>24-Hour Clock in words</b>	<b>24-Hour Clock in numerals</b>
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

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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A2.2	<ul style="list-style-type: none"> <li>Performs limited searches using one or two search criteria.</li> </ul>			
	<ul style="list-style-type: none"> <li>Extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>Uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes low-level inferences</li> </ul>			
B3.2a	<ul style="list-style-type: none"> <li>Uses layout to determine where to make entries</li> </ul>			
	<ul style="list-style-type: none"> <li>Begins to make some inferences to decide what information is needed, where and how to enter the information</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes entries using a limited range of vocabulary</li> </ul>			
C2.2:	<ul style="list-style-type: none"> <li>Understands and converts time between 12- and 24-hour clocks</li> </ul>			

**This task:** was successfully completed\_\_\_ needs to be tried again\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature