



Task Title: 12 and 24-Hour Clock Conversion

OALCF Cover Sheet – Learner 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	