CHEAT SHEET · TELLING THE TIME

How to tell the time

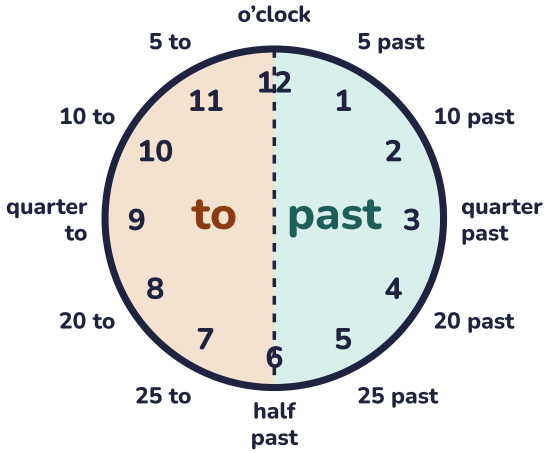
The short hand shows the hour. The long hand shows the minutes.

The two hands



Read the hour hand first: the number it is on, or has just passed.

Past and to



1. Find the hour

The short hand is on 4 or just past it? The hour is **4**.

2. Count the minutes

Count in fives from 12 to the long hand. On 7? 7 × 5 = **35 minutes**.

3. Past or to?

Under 30: past. Over 30: take it from 60. 4:35 is **25 to 5**.

12-hour and 24-hour

12 noon	**12:00**	1 pm	**13:00**
2 pm	**14:00**	3 pm	**15:00**
4 pm	**16:00**	5 pm	**17:00**
6 pm	**18:00**	7 pm	**19:00**
8 pm	**20:00**	9 pm	**21:00**
10 pm	**22:00**	11 pm	**23:00**
12 midnight	**00:00**	9:15 am	**09:15**

pm: add 12 to the hour. am: same hour, four digits.

Time facts

60 seconds = 1 minute

60 minutes = 1 hour

24 hours = 1 day

7 days = 1 week

12 months = 1 year

365 days = 1 year

366 days = leap year

12 hours on a clock face

30 days: April, June, September, November.
28 days: February (29 in a leap year).
31 days: all the others.

How long? Count on

10:45 to 11:20: jump to 11:00 (**15 min**), then to 11:20 (**20 min**). 15 + 20 = **35 minutes**. Never take away times like ordinary numbers: there are 60 minutes in an hour.

TELLING THE TIME · AGES 6–7

Read the clock

Write the time in words under each clock, like “twenty-five past three”.

Name _____ Date _____ Score _____ / 12

1 

_____

2 

_____

3 

_____

4 

_____

5 

_____

6 

_____

7 

_____

8 

_____

9 

_____

10 

_____

11 

_____

12 

_____

Count in fives round the clock. Right-hand side: past. Left-hand side: to.

TELLING THE TIME · AGES 6–7

Draw the hands

Acorn & Ink

Draw the hands to show each time. Make the hour hand short and the minute hand long.

Name _____ Date _____ Score _____ / 12

1 **ten past eleven**



2 **11:15**



3 **ten o'clock**



4 **2:20**



5 **quarter past six**



6 **3:45**



7 **twenty to twelve**



8 **6:25**



9 **quarter to one**



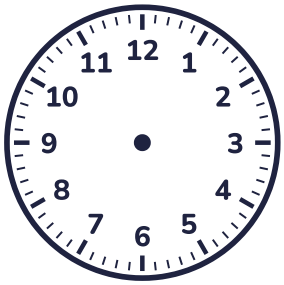
10 **9:15**



11 **half past ten**



12 **3:00**



Don't forget: at half past, the hour hand points half way between two numbers.

Acorn & Ink

Clock to digital

Find the clock that shows each time. Write its letter in the box.

Name _____ Date _____ Score _____ / 9

A



B



C



D



E



F



G



H



I



The digital times

1:35 ☐	10:25 ☐	9:35 ☐
3:55 ☐	2:00 ☐	12:40 ☐
1:15 ☐	3:00 ☐	12:05 ☐

Write it in words

Acorn & Ink

Change digital times into words, then words into digital times.

Name _____ Date _____ Score _____ / 14

Digital to words

3:35	_____
12:35	_____
5:45	_____
5:10	_____
4:00	_____
9:15	_____
10:15	_____
1:50	_____

Words to digital

9. twenty to nine = _____
10. five to one = _____
11. quarter past eleven = _____
12. twenty to four = _____
13. quarter to nine = _____
14. twenty-five past one = _____

Minutes after 30 are “to” the next hour. 4:40 has 60 − 40 = 20 minutes left, so it’s twenty to five.

Read the clock

Answers are shown in red.

Name _____ Date _____

1 

five past eight

2 

five to twelve

3 

quarter to ten

4 

ten to one

5 

five to eleven

6 

twenty to three

7 

ten to eight

8 

ten to six

9 

quarter to seven

10 

twenty-five to eleven

11 

quarter to three

12 

twenty-five to two

Count in fives round the clock. Right-hand side: past. Left-hand side: to.

Draw the hands

Answers are shown in red.

Name _____ Date _____

1 **ten past eleven**



2 **11:15**



3 **ten o'clock**



4 **2:20**



5 **quarter past six**



6 **3:45**



7 **twenty to twelve**



8 **6:25**



9 **quarter to one**



10 **9:15**



11 **half past ten**



12 **3:00**



Don't forget: at half past, the hour hand points half way between two numbers.

Clock to digital

Answers are shown in red.

Name _____ Date _____

A



B



C



D



E



F



G



H



I



The digital times

1:35	A	10:25	B	9:35	F
3:55	I	2:00	D	12:40	G
1:15	C	3:00	E	12:05	H

Write it in words

Acorn & Ink

Answers are shown in red.

Name _____ Date _____

Digital to words

3:35	twenty-five to four
12:35	twenty-five to one
5:45	quarter to six
5:10	ten past five
4:00	four o'clock
9:15	quarter past nine
10:15	quarter past ten
1:50	ten to two

Words to digital

9. twenty to nine = 8:40
10. five to one = 12:55
11. quarter past eleven = 11:15
12. twenty to four = 3:40
13. quarter to nine = 8:45
14. twenty-five past one = 1:25

Minutes after 30 are "to" the next hour. 4:40 has 60 – 40 = 20 minutes left, so it's twenty to five.