CHEAT SHEET · TELLING THE TIME

How to tell the time

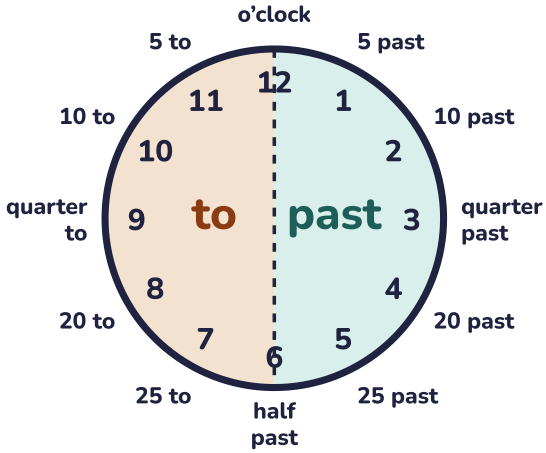
The short hand shows the hour. The long hand shows the minutes.

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 7–9

Nearest minute

Acorn & Ink

Write each time in digits, then in words.

Name _____ Date _____ Score _____ / 18

1



Digital _____

2



Digital _____

3



Digital _____

4



Digital _____

5



Digital _____

6



Digital _____

7



Digital _____

8



Digital _____

9



Digital _____

Count in fives to the last number the minute hand passed, then count on the small marks in ones.

Acorn & Ink

Nearest minute

Write each time in digits, then in words.

Name _____ Date _____ Score _____ / 18

1



Digital _____

2



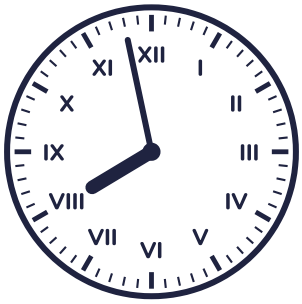
Digital _____

3



Digital _____

4



Digital _____

5



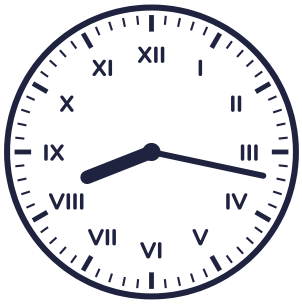
Digital _____

6



Digital _____

7



Digital _____

8



Digital _____

9



Digital _____

Count in fives to the last number the minute hand passed, then count on the small marks in ones.

Analogue and 24-hour

Use the clues to write 24-hour times. Then draw the hands and write the 12-hour time with am or pm.

Name _____ Date _____ Score _____ / 16

Write the 24-hour time

1 

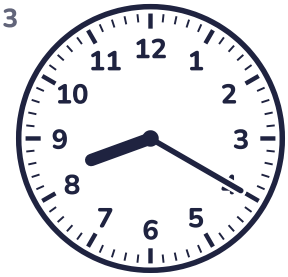
pm

_____

2 

in the morning

_____

3 

in the morning

_____

4 

am

_____

5 

am

_____

6 

in the evening

_____

7 

in the afternoon

_____

8 

pm

_____

Draw the hands, then write it with am or pm

9 **21:44**



_____

10 **14:36**



_____

11 **14:14**



_____

12 **06:31**



_____

pm times: add 12 to the hour. 4:15 pm is 16:15. From 13:00 on, take away 12 to get back: 21:30 is 9:30 pm.

TELLING THE TIME · AGES 7–9

What time will it be?

Acorn & Ink

Read the clock on the left. Work out the new time, write it in digits and draw it on the right-hand clock.

Name _____ Date _____ Score _____ / 12

1



What time will it be **25 minutes later**?

Answer _____



2



What time will it be **40 minutes later**?

Answer _____



3



What time was it **30 minutes *ago***?

Answer _____



4



What time will it be **50 minutes later**?

Answer _____



5



What time will it be **45 minutes later**?

Answer _____



6



What time was it **10 minutes *ago***?

Answer _____



Jump to the next o'clock first, then on again. 3:50 + 25 minutes: 10 minutes to 4:00, then 15 more makes 4:15.

Acorn & Ink

Nearest minute

Answers are shown in red.

Name _____ Date _____

1



Digital 9:07

seven minutes past nine

2



Digital 2:38

twenty-two minutes to three

3



Digital 7:51

nine minutes to eight

4



Digital 10:31

twenty-nine minutes to eleven

5



Digital 8:28

twenty-eight minutes past eight

6



Digital 4:43

seventeen minutes to five

7



Digital 7:14

fourteen minutes past seven

8



Digital 4:57

three minutes to five

9



Digital 5:43

seventeen minutes to six

Count in fives to the last number the minute hand passed, then count on the small marks in ones.

Nearest minute

Answers are shown in red.

Name _____ Date _____

1



Digital 12:47

thirteen minutes to one

2



Digital 6:59

one minute to seven

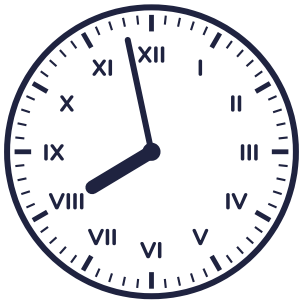
3



Digital 8:02

two minutes past eight

4



Digital 7:58

two minutes to eight

5



Digital 3:09

nine minutes past three

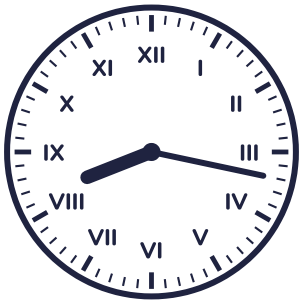
6



Digital 11:31

twenty-nine minutes to twelve

7



Digital 8:17

seventeen minutes past eight

8



Digital 12:11

eleven minutes past twelve

9



Digital 4:54

six minutes to five

Count in fives to the last number the minute hand passed, then count on the small marks in ones.

Analogue and 24-hour

Acorn & Ink

Answers are shown in red.

Name _____ Date _____

Write the 24-hour time

1 

pm

18:20

2 

in the morning

06:44

3 

in the morning

08:20

4 

am

05:39

5 

am

07:47

6 

in the evening

20:53

7 

in the afternoon

14:52

8 

pm

23:12

Draw the hands, then write it with am or pm

9 21:44



9:44 pm

10 14:36



2:36 pm

11 14:14



2:14 pm

12 06:31



6:31 am

pm times: add 12 to the hour. 4:15 pm is 16:15. From 13:00 on, take away 12 to get back: 21:30 is 9:30 pm.

What time will it be?

Acorn & Ink

Answers are shown in red.

Name _____ Date _____

1



What time will it be **25 minutes later**?

Answer **10:50**



2



What time will it be **40 minutes later**?

Answer **8:35**



3



What time was it **30 minutes *ago***?

Answer **12:50**



4



What time will it be **50 minutes later**?

Answer **5:40**



5



What time will it be **45 minutes later**?

Answer **9:25**



6



What time was it **10 minutes *ago***?

Answer **10:50**



Jump to the next o'clock first, then on again. 3:50 + 25 minutes: 10 minutes to 4:00, then 15 more makes 4:15.