CHEAT SHEET · TELLING THE TIME

How to tell the time

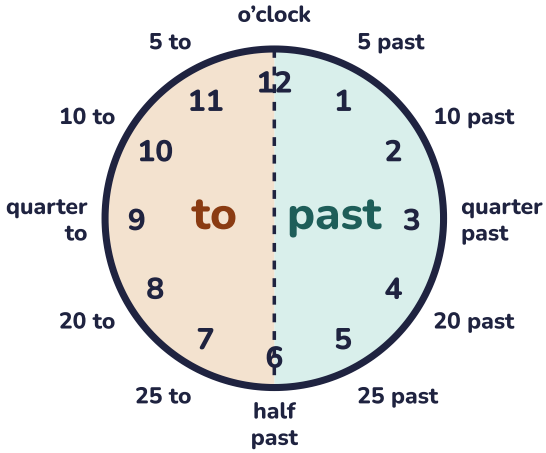
The short hand shows the hour. The long hand shows the minutes.

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.

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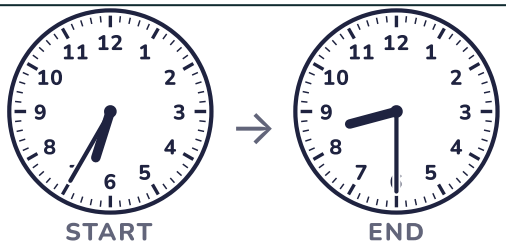
How long?

Count on from the start time to the end time. Jump to the next o'clock first.

Name _____ Date _____ Score _____ / 10

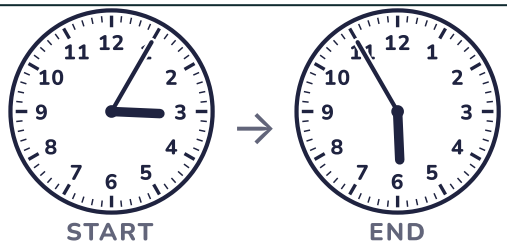
From the clocks

1



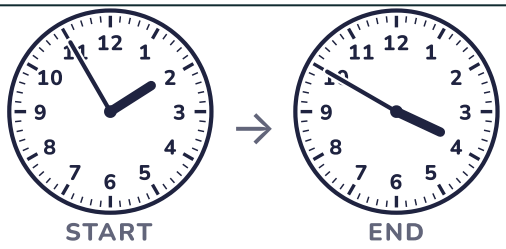
How long? _____

2



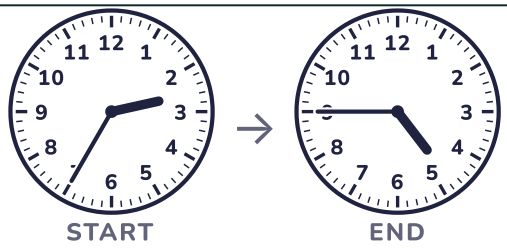
How long? _____

3



How long? _____

4



How long? _____

Time problems

5. Leo finished a walk at 20:00. The walk took 2 hours 45 minutes. What time did it start? _____

6. A loaf goes in the oven at 16:48 and comes out at 18:09. How long does it bake for? _____

7. Sam's swimming lesson starts at 18:25 and lasts 25 minutes. What time does it finish? _____

8. A film starts at 13:21 and finishes at 15:27. How long is the film? _____

9. A train leaves at 16:25. The journey takes 1 hour. What time does it arrive? _____

10. Ruby puts a cake in the oven at 19:36. It needs 2 hours 23 minutes. What time should it come out? _____

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Convert units of time

Fill in the missing numbers. Use the facts in the bubbles to help.

Name _____ Date _____ Score _____ / 16

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 = 1 leap year

1. 9 minutes = _____ seconds
2. 240 seconds = _____ minutes
3. 35 days = _____ weeks
4. 24 months = _____ years
5. Days in a leap year = _____ days
6. 420 minutes = _____ hours
7. 8 years = _____ months
8. Days in June = _____ days
9. 5 hours = _____ minutes
10. 1½ hours = _____ minutes
11. Days in February = _____ days
12. 205 minutes = _____ hours _____ minutes
13. 9 weeks = _____ days
14. Days in August = _____ days
15. 3 hours 25 minutes = _____ minutes
16. 3 days = _____ hours

Bigger unit to smaller unit: multiply. Smaller unit to bigger unit: divide.

Train timetable

Use the timetable to answer the questions. All the times use the 24-hour clock.

Name _____ Date _____ Score _____ / 9

Bramble Valley Railway: weekdays

Station	Train 1	Train 2	Train 3	Train 4	Train 5
Bramble Valley	07:35	09:05	11:00	12:25	14:05
Acorn Halt	07:46	09:16		12:36	14:16
Millbrook	07:55	09:25	11:18	12:45	14:25
Hazel Cross	08:06	09:36	11:29	12:59	14:36
Kettle Bridge	08:14	09:44	11:37	13:07	14:44

– means the train doesn't stop at that station.

1. The 07:35 train leaves Bramble Valley. What time does it arrive at Kettle Bridge? _____
2. How long does Train 5 take to get from Bramble Valley to Kettle Bridge? _____
3. How many minutes does Train 5 take from Millbrook to Hazel Cross? _____
4. How many of the trains stop at Acorn Halt? _____
5. Noah gets to Acorn Halt at 10:20. What time is the next train that Noah can catch? _____
6. Ava must be at Hazel Cross by 14:13. What is the latest train from Bramble Valley that gets there in time? Give its departure time. _____
7. Write the time Train 1 arrives at Millbrook as a 12-hour time with am or pm. _____
8. Which train has the quickest journey from Bramble Valley to Kettle Bridge? _____
9. Train 5 is running 15 minutes late at every station. What time will it reach Hazel Cross? _____

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Analogue and 24-hour

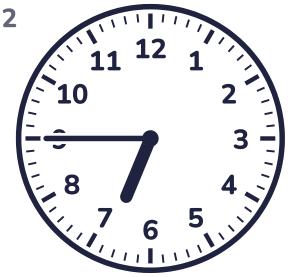
Use the clues to write 24-hour times. Then draw the hands and write the 12-hour time with am or pm.

Name _____ Date _____ Score _____ / 16

Write the 24-hour time

1 

pm

2 

pm

3 

in the evening

4 

in the afternoon

5 

am

6 

in the morning

7 

in the morning

8 

am

Draw the hands, then write it with am or pm

9 **16:48**



10 **23:15**



11 **17:03**



12 **13:47**



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.

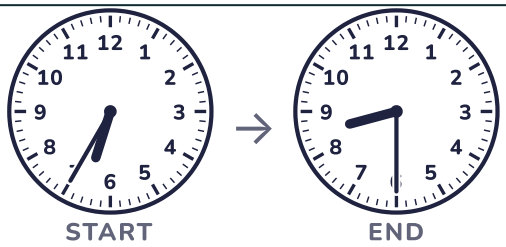
How long?

Answers are shown in red.

Name _____ Date _____

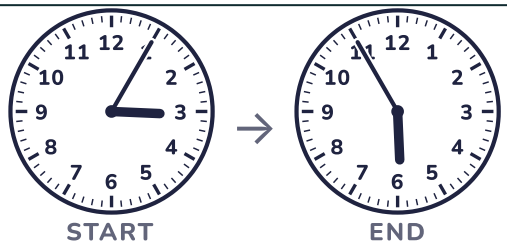
From the clocks

1



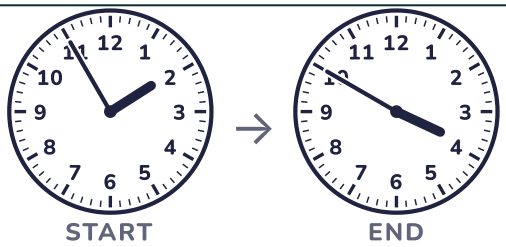
How long? **1 hour 55 minutes**

2



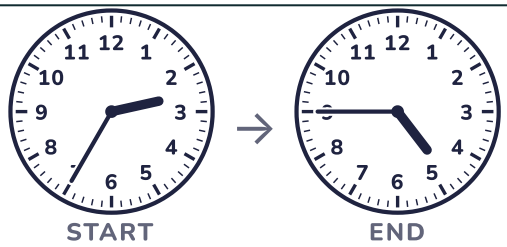
How long? **2 hours 50 minutes**

3



How long? **1 hour 55 minutes**

4



How long? **2 hours 10 minutes**

Time problems

5. Leo finished a walk at 20:00. The walk took 2 hours 45 minutes. What time did it start? **17:15**

6. A loaf goes in the oven at 16:48 and comes out at 18:09. How long does it bake for? **1 hour 21 minutes**

7. Sam's swimming lesson starts at 18:25 and lasts 25 minutes. What time does it finish? **18:50**

8. A film starts at 13:21 and finishes at 15:27. How long is the film? **2 hours 6 minutes**

9. A train leaves at 16:25. The journey takes 1 hour. What time does it arrive? **17:25**

10. Ruby puts a cake in the oven at 19:36. It needs 2 hours 23 minutes. What time should it come out? **21:59**

Convert units of time

Acorn & Ink

Answers are shown in red.

Name _____ Date _____

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 = 1 leap year

1. 9 minutes = **540** seconds
2. 240 seconds = **4** minutes
3. 35 days = **5** weeks
4. 24 months = **2** years
5. Days in a leap year = **366** days
6. 420 minutes = **7** hours
7. 8 years = **96** months
8. Days in June = **30** days
9. 5 hours = **300** minutes
10. 1½ hours = **90** minutes
11. Days in February = **28** days
12. 205 minutes = **3** hours **25** minutes
13. 9 weeks = **63** days
14. Days in August = **31** days
15. 3 hours 25 minutes = **205** minutes
16. 3 days = **72** hours

Bigger unit to smaller unit: multiply. Smaller unit to bigger unit: divide.

Train timetable

Acorn & Ink

Answers are shown in red.

Name _____ Date _____

Bramble Valley Railway: weekdays

Station	Train 1	Train 2	Train 3	Train 4	Train 5
Bramble Valley	07:35	09:05	11:00	12:25	14:05
Acorn Halt	07:46	09:16		12:36	14:16
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Hazel Cross	08:06	09:36	11:29	12:59	14:36
Kettle Bridge	08:14	09:44	11:37	13:07	14:44

– means the train doesn't stop at that station.

1. The 07:35 train leaves Bramble Valley. What time does it arrive at Kettle Bridge? **08:14**
2. How long does Train 5 take to get from Bramble Valley to Kettle Bridge? **39 minutes**
3. How many minutes does Train 5 take from Millbrook to Hazel Cross? **11 minutes**
4. How many of the trains stop at Acorn Halt? **4**
5. Noah gets to Acorn Halt at 10:20. What time is the next train that Noah can catch? **12:36**
6. Ava must be at Hazel Cross by 14:13. What is the latest train from Bramble Valley that gets there in time? Give its departure time. **12:25**
7. Write the time Train 1 arrives at Millbrook as a 12-hour time with am or pm. **7:55 am**
8. Which train has the quickest journey from Bramble Valley to Kettle Bridge? **Train 3**
9. Train 5 is running 15 minutes late at every station. What time will it reach Hazel Cross? **14:51**

Analogue and 24-hour

Acorn & Ink

Answers are shown in red.

Name _____ Date _____

Write the 24-hour time

1



pm

15:20

2



pm

18:45

3



in the evening

19:18

4



in the afternoon

15:31

5



am

05:20

6



in the morning

07:11

7



in the morning

08:36

8



am

07:31

Draw the hands, then write it with am or pm

9 **16:48**



4:48 pm

10 **23:15**



11:15 pm

11 **17:03**



5:03 pm

12 **13:47**



1:47 pm

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.