

Instructor Page

These exercises provide practice reading and recording dates and times using abbreviations. These are necessary skills for setting or making appointments.

- A. *Practice reading these dates aloud.* (Go over chart with students. Note that '85 could mean 1985 or 2085. We abbreviate both the current and the most recent century.)

Week Day	Month	Date	Year
Mon.	Nov.	17	2005
Thu.	Aug.	28	2010
Tues.	10	3	'85
SA	JU	8	'08
Wed.	9	14	2009
F	3	06	1999
Sun.	Jan.	30	'11

- B. *Listen to the date. Fill in the **missing parts**, using an abbreviation if possible.* (Read dates smoothly and naturally.)

Week Day	Month	Date	Year
Tuesday	December	18th	2006
Friday	September	29th	2011
Wednesday	November	4th	1986
Sunday	August	9th	2009
Thursday	October	15th	2010
Saturday	April	6th	2000
Monday	March	30	2012

- C. *Listen to the date. Write it down using abbreviations. If you don't get it all, ask me to repeat it.* (Read dates smoothly and naturally.)

Week Day	Month	Date	Year
Wednesday	January	19th	2007
Saturday	October	30th	2012
Thursday	December	5th	1987
Monday	September	10 th	2010
Friday	November	16 th	2011
Sunday	May	3 rd	2001
Tuesday	February	25 th	2011

HEALTH UNIT: SECTION 7
Making and Keeping an Appointment

BEGINNER
DATES AND TIMES PRACTICE

D. *Let's read these times aloud together.*

- | | | | |
|---------------|--------------|---------------|---------------|
| 1. 8:00 a.m. | 2. 3:15 p.m. | 3. 12:00 p.m. | 4. 12:05 a.m. |
| 5. 12:45 p.m. | 6. 2:30 p.m. | 7. 10:00 a.m. | 8. 4:10 p.m. |

E. *Read each sentence. Circle either a.m. or p.m., depending on what makes the most sense.*

- | | | |
|----------------------------------|------|------|
| 1. Jan is asleep at 2:00. | a.m. | p.m. |
| 2. Jan wakes up at 6:45. | a.m. | p.m. |
| 3. Jan eats breakfast at 7:30. | a.m. | p.m. |
| 4. Jan drives to school at 8:15. | a.m. | p.m. |
| 5. Jan eats lunch at 12:00 | a.m. | p.m. |
| 6. Jan goes for a walk at 4:45. | a.m. | p.m. |
| 7. Jan eats dinner at 6:20. | a.m. | p.m. |
| 8. Jan goes to bed at 10:00. | a.m. | p.m. |

F. *Write the time you hear me say.*

1. *quarter past three in the morning*
2. *quarter to eight in the evening*
3. *six thirty in the morning*
4. *four – fifteen in the afternoon*
5. *twelve o'clock noon*
6. *five after eight in the morning*
7. *midnight*
8. *seven forty-five in the morning*

G. *Read these appointment times aloud.*

- | | |
|------------------------------------|---|
| 1. <u>12/17/09 at 4:00 p.m</u> | 2. <u>Mon. Oct. 3, 2:45 PM.</u> |
| 3. <u>F 8/06 7:00 a.m.</u> | 4. <u>Wed. 11/15th 3:30 p.m.</u> |
| 5. <u>Tues. Feb. 26, 8:45 A.M.</u> | 6. <u>THU. 4-30-09 9:15 AM</u> |

H. *Pretend I am a receptionist and I am giving you your appointment time on the telephone. Write it down using any abbreviations you like. Don't be shy about asking me to repeat it.*

1. Monday, January 18th at 5:00 p.m.
2. Tuesday, October 4th at 3:45 p.m.
3. Saturday, March 6th at 8:00 a.m.
4. Thursday, December 15th at 12:20 p.m.
5. Wednesday, July 27 at 7:45 a.m.
6. Friday, May 10th at 9:15 a.m.

HEALTH UNIT: SECTION 7
Making and Keeping an Appointment

BEGINNER
DATES AND TIMES PRACTICE

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- | | | | |
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| 5. 12:45 p.m. | 6. 2:30 p.m. | 7. 10:00 a.m. | 8. 4:10 p.m. |

E. Read each sentence. Circle either a.m. or p.m., depending on what makes the most sense.

- | | | |
|----------------------------------|------|------|
| 1. Jan is asleep at 2:00. | a.m. | p.m. |
| 2. Jan wakes up at 6:45. | a.m. | p.m. |
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| 8. Jan goes to bed at 10:00. | a.m. | p.m. |

F. Write the time you hear me say.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

G. Read these appointment times aloud.

- | | |
|------------------------------------|---|
| 1. <u>12/17/09 at 4:00 p.m</u> | 2. <u>Mon. Oct. 3, 2:45 PM.</u> |
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H. Write down your appointment date and time.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |