

Lesson Plan: Telling the time

LEVEL	TIME	SKILLS	FOCUS
Beginner (A1)	45-60 minutes	Grammar, vocabulary, speaking	O'clock, half past, quarter past/to, digital time, a.m./p.m.

OBJECTIVES

By the end of the lesson, students will be able to:

- Tell and ask for the time using correct expressions
- Understand both analogue and digital time formats
- Use a.m. and p.m. appropriately
- Respond to 'What time is it?' and 'What time does ... start/finish?'

TARGET LANGUAGE (EXAMPLES)

Key expressions

- It's three o'clock. (3:00)
- It's half past four. (4:30)
- It's quarter past six. (6:15)
- It's quarter to nine. (8:45)
- It's ten past two. (2:10)
- It's twenty to seven. (6:40)

Digital / 24-hour

- 3:00 a.m. / 3:00 p.m.
- 13:00 = 1 p.m.
- Noon = 12:00 p.m.
- Midnight = 12:00 a.m.

Useful phrases

- What time is it?

- Do you have the time?
- It's about...
- It's exactly...
- It's nearly...

LESSON PROCEDURE

1. Warm-up (5 min)

Task: Show clock images on the board. Students call out the time.

- Start with o'clock and half past before introducing quarters and minutes.

2. Presentation (15 min)

Task: Introduce analogue time expressions with a large clock prop or drawing.

- Key concept: 'past' (0–30 min), 'to' (31–59 min).
- Show digital equivalents alongside each analogue expression.

3. Guided practice (10 min)

Task: Students write the time shown on 8 clock faces.

- Include a mix: o'clock, half past, quarter past, quarter to, and minutes.

4. Communicative practice (15 min)

Task: Partner activity: Student A draws a time on a clock face; Student B says it.

- Then: 'What time do you wake up / have breakfast / go to bed?' — students interview each other.

5. Listening task (5–10 min)

Task: Teacher reads out a daily schedule. Students write the times.

- 'My alarm goes off at quarter past six. I leave home at twenty to eight.'

EXTENSION / HOMEWORK

Choose one:

1. Write out your daily schedule with times written in full (e.g. 'at half past seven').
2. Draw 6 clock faces showing specific times and write each time underneath in words.
3. Write a short paragraph about your morning routine mentioning 5 different times.