



- ◊ Read a script about meeting arrangements
- ◊ Review telling the time
- ◊ Review talking about times and dates

Starting Off

- 1 Read the **Script** below. Katherine Jeffries is talking to her boss, John Brown, about her schedule for the next 2 weeks. Who are they meeting on the 23rd?
- 2 Read the script again and notice how to talk about times and dates.
- 3 **Review**
 - Telling the time
 - Talking about times and dates



Script (286) - as you read, notice some of the expressions and prepositions used to talk about times and dates.

John: Ok Katherine, can we just look at your schedule for **the next two weeks**?

Katherine: Sure.

John: **Tomorrow**, we have a meeting **from 9.30 to 11.30** with Sarah Marchant, our CEO to discuss the new payroll software.

Katherine: **Tomorrow at half past nine** – ok.

John: Starting **on Monday next week** we have a three-day training course on the new payroll software.

Katherine: **What time** does it start?

John: The training starts **at 9 o'clock**. We'll stop **at 10.20** for a coffee break and then again **at 12.15** for lunch.

Katherine: **12.50**?

John: No, **12.15**.

Katherine: And **when** does the training finish in the evening?

John: It finishes **at 4.45**. Then, **on Thursday 23rd April** we have an appointment with a Recruitment agency **at 10.45**.

Katherine: Sorry - was that **Tuesday the 23rd** or **Thursday the 23rd**?

John: **Thursday the 23rd at quarter to eleven**.

Review - Telling the time



- **AM** = in the morning
- **PM** = in the afternoon, evening.
- In English we don't often use the 24 hour clock. Don't say 'The meeting is at 14 o'clock.' Say 'The meeting is at **2 / 2pm / 2 o'clock**.'
- We sometimes use the twenty-four hour clock when we talk about flight / train times.
- 12am = **midnight**.
- 12pm = **midday / noon**.

There are two ways of telling the time. Listen and repeat the examples below. (287)

10:00	Ten o'clock.	Ten o'clock.
10:05	Five past ten.	Ten oh five.
10:10	Ten past ten.	Ten ten.
10:15	Quarter past ten.	Ten fifteen.
10:20	Twenty past ten.	Ten twenty.
10:25	Twenty-five past ten.	Ten twenty-five.
10:30	Half past ten.	Ten thirty.
10:35	Twenty-five to eleven.	Ten thirty-five.
10:40	Twenty to eleven.	Ten forty.
10:45	Quarter to eleven.	Ten forty-five.
10:50	Ten to eleven	Ten fifty.
10:55	Five to eleven.	Ten fifty-five.



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Review - Days, months & dates

Days of the week		Months of the year	
Monday		January	July
Tuesday		February	August
Wednesday		March	September
Thursday		April	October
Friday		May	November
Saturday		June	December
Sunday			

Notice that the days of the week and months of the year always begin with a capital letter.

To say the date, use ordinal numbers:

1st	the first	10th	the tenth
2nd	the second	11th	the eleventh
3rd	the third	12th	the twelfth
4th	the fourth	13th	the thirteenth
5th	the fifth	20th	the twentieth
6th	the sixth	21st	the twenty-first
7th	the seventh	22nd	the twenty-second
8th	the eighth	
9th	the ninth	30th	the thirtieth

Prepositions

Use **at** for a time. 'The meeting starts **at** 10 o'clock.'

Use **on** for a day/date. 'The meeting is **on** Monday.'
(UK) 'The meeting is **on** the 23rd of June.'
(USA) 'The meeting is **on** June 23rd.'

We say and write the date differently in the UK and the USA. Listen and repeat (288).

UK - dd/mm/yyyy		USA - mm/dd/yyyy	
01/01/2015	The first of January two thousand and fifteen.	01/01/2015	January first two thousand fifteen.
02/01/2015	The second of January two thousand and fifteen.	02/01/2015	February first twenty fifteen.
10/02/2015	The tenth of February twenty fifteen.	10/02/2015	October second twenty fifteen.

Useful vocabulary

Useful expressions

an appointment	What time is it?
a schedule	What time does it start?
a diary	When does (the meeting) start?
today / tomorrow / yesterday	What's the date today?
next week / month / year	It's the 5th of May. (We are the fifth of May.)
last week / month / year	