

2º ENGLISH

Date and time

03

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OBJECTIVES

Know the English alphabet

Learn cardinal and ordinal numbers

Ask and tell the time

Express dates correctly

Learn how to arrange appointments with our clients

/ 1. Introduction and practical context

In this third unit, we will learn how to spell correctly, how to count in English, and how to express time and dates in a proper way. All these items can be used, for example, to make arrangements with clients.

Listen to the following audio, which includes a case study that will be solved along this lesson.



Fig. 1. Keep an eye on the time.



Audio Intro. Stephen, the swedish waiter in UK.

<https://bit.ly/2KVLckG>





/ 2. The time

Asking for the time

In English, there are several ways to ask about the time (formal way or informal way). Examples:

What time is it, please? (Formal)

Could you tell me the time, please? (Formal)

Have you got the time, please? (Formal)

What time do you make it? (Informal)

Telling the time

When we talk about time on a clock, we use am to refer to times between 12.00 in the night and 11.59 in the day and we use pm to refer to times between 12.00 in the day and 11.59 in the night. Examples: I get up at 7.00 am. I went to bed at 11.00 pm.

We only use o'clock for the hour: It's four o'clock.

For times outside five-minute intervals, we say minutes past or minutes to. Examples: 10.01 one minute past ten. 10.58 two minutes to eleven.



Fig. 2. Know your alphabet

/ 3. Alphabet

The modern English alphabet consists of 26 letters. It originated around the 7th century from the Latin script. Since then, letters have been added or removed to give the current modern English alphabet of 26 letters.

In the first chart below, we will learn the complete alphabet (vowels and consonants).

A a	B b	C c	D d	E e	F f	G g	H h	I i
a	bee	cee	dee	e	ef	gee	(h)aitch	i
[eɪ]	[bi:]	[si:]	[di:]	[i:]	[ɛf]	[dʒi:]	[(h)ertʃ]	[aɪ]
J j	K k	L l	M m	N n	O o	P p	Q q	R r
jay	kay	el	em	en	o	pee	cue	ar
[dʒeɪ]	[keɪ]	[ɛl]	[ɛm]	[ɛn]	[ou]	[pi:]	[kju:]	[ɑ:/ɑr]
S s	T t	U u	V v	W w	X x	Y y	Z z	
ess	tee	u	vee	double-u	ex	wy(e)	zed/zee	
[ɛs]	[ti:]	[ju:]	[vi:]	['dʌbəlju:]	[eks]	[waɪ]	[zɛd/zi:]	



In this second chart below, we will learn special consonant sounds.

LETTERS	SOUNDS	EXAMPLES	LETTERS	SOUNDS	EXAMPLES
b	[b]	bee/sob	s/ss/c	[s]	sock/lass/city
c/k/ck/q	[k ^h /k]	car/skill/quack	sh/s/ti	[ʃ]	share/sure/emotion
ch/t	[t ^h /t]	chain/nature	t	[t ^h /t]	tea/stick/let
d	[d]	dog	th	[θ]	three/fifth
f/ff/gh/ph	[f]	faff/tough/photo	th	[ð]	the/mother
g	[g]	grand	v/f	[v]	voice/of
h	[h]	hand	w/u	[w]	wet/quiet
j/g/dg	[dʒ]	judge/gin	x	[ks/ɛks]	box/x-ray
l	[l]	laugh	y	[j]	yacht
m	[m]	moon	z	[z/s]	zoo/prose
n	[n]	note	s/ge/z	[ʒ]	measure/beige/seizure
ng/n	[ŋ]	sing/linger/drink	ch	[x]	loch
p	[p ^h /p]	pig/spot/top			
r	[r ^w /ɹ/r]	read			

Finally, in this third chart below, we will learn special vowel sounds.

VOWELS AND EXAMPLES	SOUNDS	VOWELS AND EXAMPLES	SOUNDS
ash	[æ]	four	[fɔ:]
all	[ɔ:t]	foot	[fʊt ^h]
father	[ˈfɑ:ðə]	goose	[gu:s]
better	[ˈbetə]	blood	[bləd]
day	[deɪ]	bone	[bəʊn]
earth	[ɜ:θ]	cow	[kəʊ]
drink	[drɪŋk ^h]	nail	[neɪl ^h]
eat	[i:t ^h]	bite	[baɪt ^h]
top	[tɒp]	ear	[ɪə]



Audio 1. Alphabet.
<https://bit.ly/2Kg3n8m>





/ 4. Cardinal and ordinal numbers

In English, there are cardinal and ordinal numbers. Here we have a detailed list of the most important ones:

CARDINAL NUMBERS	CARDINAL NUMBERS	ORDINAL NUMBERS	ORDINAL NUMBERS
0 zero	1 one	-	1st first
2 two	3 three	2nd second	3rd third
4 four	5 five	4th fourth	5th fifth
6 six	7 seven	6th sixth	7th seventh
8 eight	9 nine	8th eighth	9th ninth
10 ten	11 eleven	10th tenth	11th eleventh
12 twelve	13 thirteen	12th twelfth	13th thirteenth
14 fourteen	15 fifteen	14th fourteenth	15th fifteenth
16 sixteen	17 seventeen	16th sixteenth	17th seventeenth
18 eighteen	19 nineteen	18th eighteenth	19th nineteenth
20 twenty	30 thirty	20th twentieth	30th thirtieth
40 forty	50 fifty	40th fortieth	50th fiftieth
60 sixty	70 seventy	60th sixtieth	70th seventieth
80 eighty	90 ninety	80th eightieth	90th ninetieth
100 one hundred	101 one hundred and one	100th one hundredth	101st one hundred and first
1000 one thousand	1001 one thousand and one	1000th one thousandth	1001st one thousand and first
1230 one thousand two hundred and thirty	1000000 one million	1230th one thousand two hundred and thirtieth	1000000th one millionth

There are several important items to take into account when using cardinal numbers:

- In dozens, we use a hyphen [-] between numbers: 35 thirty-five.
- In compound numbers, one hundred is always followed by and: 135 one hundred and thirty-five.
- In compound numbers, the word thousand is not followed by and or by a hyphen [-]: 1640 one thousand six hundred and forty.



We can also mention some facts about ordinal numbers:

- They can be used for dates: 1st April or April 1st (first of April, April the first).
- We use them in the names of kings and queens: Henry VIII (Henry the Eighth).
- In compound ordinal numbers, the last one changes: 35th thirty-fifth



Fig. 3 Ready, steady... go!

/ 5. Case study 1: “Mr. Anderson calling”

Situation: A customer calls to the office of IT Consultants; Alice, the secretary of the company, answers the phone.

Question: The customer introduces himself and asks to talk to Mark Shaw. The secretary asks the customer to hold the line while she is passing the call through to his office. After a few seconds, Alice tells the customer that Mark Shaw is not available at that moment, because he's gone out for lunch, and she asks him if she could be of any help or if he would like to leave a message. He says if she could ask Mark Shaw to call him back later, because he needs to arrange an appointment for next week. The secretary asks the customer his full name and if he could spell it; the customer says his name is John Anderson and spells his full name. Alice tells the customer that she will make sure Mr. Shaw will get the message, the customer thanks Alice for this and he says goodbye to her.



Fig. 4. Daily planning

Spell the full name of the customer using the chart in point 2 of this unit (complete alphabet).

Solution: J-O-H-N // A-N-D-E-R-S-O-N ([dʒeɪ] [oʊ] [(h)ɛɪtʃ] [ɛn] // [eɪ] [ɛn] [di:] [i:] [ɑ:/ɑr] [ɛs] [oʊ] [ɛn])



Video 1. Can I take a message?

<https://bit.ly/2GRjdQT>



/ 6. Time

In section 2 of this unit, we started explaining how to ask and tell the time. But there are other important elements to point out about this topic.

Generally, we use cardinal numbers to express the time, followed by some expressions like these:

11.00 It's eleven o'clock	11.05 It's five past eleven
11.10 It's ten past eleven	11.15 It's a quarter past eleven
11.20 It's twenty past eleven	11.25 It's twenty-five past eleven
11.30 It's half past eleven	11.35 It's twenty-five to twelve
11.40 It's twenty to twelve	11.45 It's a quarter to twelve
11.50 It's ten to twelve	11.55 It's five to twelve



We can also use the digital time, in that case, we tell the time like this:

9.15 It's nine fifteen

14.30 It's fourteen thirty

Other useful expressions can be:

am To refer to times between 12.00 in the night and 11.59 in the day

pm To refer to times between 12.00 in the day and 11.59 in the night

In the morning (from 6.00am to 12.00pm)	
In the afternoon (from 12.00pm to 5.00pm) In the evening (from 5.00pm to 8.00pm) At night (from 8.00pm to 6.00am)	
At midnight (0.00h)	At midday (12.00h)
At breakfast time	At lunch time
At dinner time	

We can also use the expressions **from...to** and **until**. Examples:

I work every day *from* 9.00am to 5.00pm

Yesterday he was working *until* 8.00pm



Audio 2. Time.
<https://bit.ly/2GMz970>



/ 7. Date

We write the date in English in several ways. There are differences between American English and British English, but we will take British English as a model. In this case, we write the day of the month first, then the month (starting with a capital letter) and finally the year.

Here are some examples: 15 June 2019, 23 December 1998.

We can also write the date using only numbers: 15/6/2019, 15-6-2019, 15.6.19

Sometimes we use the last two letters of the number: Today is the **3rd** of June. The concert will be on October **13th**

All months have a shortened form, except from May and June: Jan, Feb, Mar, Apr, Jul, Aug, Sept, Oct, Nov, Dec.

Asking and telling the date

We ask and tell the date in several ways, let's see some examples:

What date is it? It's the second of December

What's the date today? It's December the second

What's today's date? Sixteenth of March



Telling the years

There are also some differences in telling the years before the year 2000 and after the year 2000. Examples:

1908 nineteen oh eight

1901 nineteen hundred and one/ nineteen oh one

1900 nineteen hundred

1998 nineteen ninety-eight

2000 two thousand

2005 two thousand and five/ twenty oh five

2019 twenty nineteen/two thousand and nineteen



Fig. 5. Calendar

The preposition we normally use with dates is **on** (On Monday 14th of January), but when we use only months, we place the preposition **in** before the month (In January).

/ 8. Case study 2: “Arranging an appointment with Mr. Shaw”

Situation: A customer calls to the office of IT Consultants; Alice, the secretary of the company, answers the phone.

Question: The customer asks if he can speak to Mark Shaw. Alice tells the customer that Mark Shaw is in a meeting until lunchtime, and she asks him if she can take a message. He says that he would like to arrange an appointment with Mr. Shaw and says his name is John Anderson. The secretary asks the customer to hold on for a minute because she will just look in the diary. Alice asks the customer when is convenient for him. The customer asks if next Wednesday 13th May would be ok. Alice suggests the customer several hours on Wednesday, and finally they agreed to arrange the appointment on Wednesday afternoon. The customer thanks Alice and she says goodbye to him. Imagine Alice has arranged the appointment with the customer at 4.30pm. How would she express the date and time of this appointment?



Fig. 6. Diary

Solution: On Wednesday 13th of May at 4.30 in the afternoon



Video 2. Making an arrangement.
<https://bit.ly/2KAeR1D>





/ 9. Summary and unit's practical case resolution

Throughout this unit, we have learnt, remembered and reinforced the following concepts:

- The English alphabet: we have learnt the 26 letters of the modern English alphabet, but also the special consonant sounds and the special vowel sounds.
- Cardinal and ordinal numbers: we have learnt the most important cardinal and ordinal numbers and their most significant uses.
- Asking and telling the time: we have learnt to say and tell the time properly, and we have also revised some time expressions.
- Expressing dates correctly: we have learnt to ask and tell the date in a correct way, paying special attention to months and their short forms, and also to the case of years before and after the year 2000.
- How to arrange appointments with our clients: in both practical cases that we have developed in this unit, we have learnt some significant expressions to use when in need to arrange appointments with our customers (using hours and dates).

Case study resolution

At the beginning of this unit we had seen the case study of Stephen, the Swedish teenager who was going to work and study in United Kingdom. He had lost his watch and his mobile phone was run out of battery, but he had an appointment with his new boss and he needed to ask the time to someone there.

The answer to this question is these expressions (because it is a formal context): What time is it, please? / Could you tell me the time, please? / Have you got the time, please?



Fig. 7. Don't be late!

/ 10. Bibliography

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