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Mrs. Polzinetti

English 11

27 August, 2008

How to Tell Time

I. Introduction

A. Anecdote: Last night my cell phone battery died, I wasn't wearing a watch and the only way I knew the time was to look at a traditional clock.

B. Relevance to the audience: Someday you might need to be able to tell time, too.

C. Announce topic: how to tell time

II. Face of the Clock – Visual Aid

A. Explain the dual-purpose of the numbers.

1. Hour

2. Minute

B. Explain the three hands.

1. Hour

2. Minute

3. Second

III. Figuring Out the Time

A. Position of the hour hand

1. Before, on or after a number

2. Possible to tell the approximate time just from this position

B. Position of the minute hand

C. Position of the second hand for highest accuracy

D. Show three samples – Visual Aid

1. 2:45

2. 9:22

3. 5:50

IV. Audience Participation

A. Give the class a quiz.

B. Reward winners with candy.

V. Conclusion

A. Now you should know how to tell time using a traditional clock.

B. Are there any questions?

C. Thank you.

Note the following things about the outline:

1. The heading and title are in MLA format.
2. Major sections (introduction, body sections, conclusion) of the outline use Roman numerals.
3. Sub-sections use capital letters and are indented.
4. Sub-sections of the subsections use Arabic numerals and are indented twice.
5. Every line of text begins with a capital letter.
6. If a line of text is a complete sentence, it ends with a period or question mark.
7. The outline is double-spaced.