

Time Sheets

Pre-reading

Questions:

- What are time sheets? Where and how are they used?

Definitions:

- Time clock – a clock that stamps the time on your time card
- Punch – to get a time stamped on your time card
- Easy – not hard

Reading



19 “Hi, my name is Pam. This is my first day at this job. I used a time clock to
punch in at my old job. Do you punch in here?” asks Pam.

32 “No, we use time sheets,” says Al. “Here is mine,” Al says as he shows his
48 time sheet to Pam. “I write the date that I work. Then I write the times when I start
67 and end my work day. It’s easy.”

74 “Where can I find a time sheet?” asks Pam. “There is a stack of them in the
91 office,” says Al. Al tells Pam that time sheets are due on the first and fifteenth of the
109 month.

110 “Thanks for your help,” says Pam. “You’re welcome,” says Al.
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Understanding

1. Pam used a _____ to record her work time at her old job.
2. How does Pam record her work time at her new job? _____

3. What is written on the time sheets? (List three things.) _____

4. Where are the time sheets? _____

5. Time sheets are due on the _____ and _____
of the month.

Writing

Choice A: Retell the story in your own words.

Choice B: How do you keep track of your work time at your job?
