

Being on Time

Pre-reading

Questions:

- What does it mean to “be on time”?
- Do you think it’s important to be on time? Why or why not?

Definitions:

- Host – a person who invites and entertains guests
- Value – to think of as important or valuable



Reading

14 Being on time is important. Be on time when you are invited to someone’s home
30 for a meal. Do not arrive early. Your hosts will be busy getting their house clean.
47 They also will be preparing the food. If you are going to be late, call the people who
invited you. It is **polite** to let your hosts know you will be late.

63 Being on time is important. When you go to a movie you should arrive before
78 the movie starts. You may want to be at the movie theater 10 minutes early. You
94 will then have time to get your ticket and find a seat. You should also be at least 10
113 minutes early for weddings and funerals.

119 Being on time is important. You should arrive 5 to 10 minutes early for
133 meetings and appointments. Arrive 5 to 10 minutes early for job interviews. Arrive
146 5 to 10 minutes early for school conferences and doctor appointments. Arriving
158 early shows you value, or care about, the meeting. It shows you respect the time of
174 others. If you are late for an interview or appointment, your meeting may be
188 cancelled.

189 Being on time is important. Some people set their clocks 5 minutes ahead.
202 People do this on clocks in their homes and cars. Some people set their wrist
217 watches 10 minutes ahead. Setting a clock ahead helps some people be on time.

231

Understanding

1. How early should you arrive at meetings? _____

2. What does the word **polite** mean? _____

3. Why should you be early to a job interview? _____

4. Give examples of other appointments or meetings where it is important to be on time.

5. What can people do to help them be on time? _____

6. If you are going to be late, what should you do? _____

7. If you have a job interview at 3:00 p.m., what time should you arrive? _____

Writing

Choice A: In your own words, summarize what you learned from this reading.

Choice B: Do you think it's important to be on time? Why or why not?
