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

Being on time is important. Be on time when you are invited to someone’s home for a meal. Do not arrive early. Your hosts will be busy getting their house clean. 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.

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

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

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

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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?

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