

Business English 11: Prepositions of Time



1. Ms. Smith is calling Fred her Personal assistant (PA) to ask about next Monday's schedule. Read the dialogue and answer the following questions with your class.

Ms. Smith: Hi Fred, it's Ms. Smith how are you?

Fred: Good morning Ms. Smith, I'm fine thanks. How are you today?

Ms. Smith: I am good thank you. I am calling you about my schedule for next Monday the 3rd. Can you tell me what appointments I have?



Fred: Yes, of course. The good news is we are not busy in summer so you only have two appointments on the 3rd.

Ms. Smith: You're right. The office is so quiet in August, I am starting to get bored! So, what do I have?

Fred: You have a meeting with the HR manager at quarter to 10 in the morning and a video conference with Barcelona at noon.

Ms. Smith: Ok great. Anything else?

Fred: No that's everything for next Monday. Can I help you with anything else Ms. Smith?

Ms. Smith: No thanks Fred. That's everything. Have a nice day.

Fred: You too. Bye!

Ms. Smith: Bye!

1. Is Ms. Smith is married or single?
 - a. Yes
 - b. No
 - c. *I don't know*
2. How many appointments does Ms. Smith have on Monday the 3rd? *Two*
3. What time of the year is it?
 - a. *summer*
 - b. winter
 - c. spring
 - d. autumn
4. What time is Ms. Smith's meeting with the HR manager?
 - a. *09:45 am*
 - b. 10:45 am
5. What time is the video conference with Barcelona?
 - a. 12:00 am
 - b. *12:00pm*

Prepositions of Time

IN	ON	AT
<ul style="list-style-type: none"> • seasons • months (<i>in June, in August etc.</i>) • parts of the day (<i>in the morning, in the afternoon, in the evening</i>) • years (<i>in 2001, in 2022 etc.</i>) 	<ul style="list-style-type: none"> • dates (on the <u>3rd</u> of July <i>or</i> on July <u>3rd</u>.) • days of the week (on Monday, on Tuesday etc.) • Name days (on my birthday, on Easter day etc.) 	<ul style="list-style-type: none"> • times (<i>at 8pm, at 9:45am</i>) • at breakfast, at lunch, at dinner • at the weekend

Note:

on the weekend (US English) or at the weekend (British English) are both correct



2. Fill in the blanks with the correct proposition of time.

1. Tom starts work every day ___*at*___ 9 am.
2. How often do you work ___*on/at*___ the weekend?
3. The company shuts down for two weeks ___*in*___ December.
4. The employees don't talk about work ___*at*___ lunch.
5. The Christmas party is ___*on*___ the 16th of December.
6. Alice doesn't ride her bike to work ___*in*___ winter.
7. Jane moved to Barcelona ___*in*___ 2020.
8. I usually go to the gym ___*on*___ Mondays and Wednesdays.
9. You have an appointment with the marketing manager ___*on*___ October 14th.
10. I rarely finish work after six o'clock ___*in*___ the evening.
11. The hotel is usually fully booked ___*in*___ summer.
12. The company shuts down ___*on*___ Christmas day.
13. We have a new shampoo line starting ___*in*___ autumn.



3. Read about Stephanie and Ian and answer the following questions.

 <p>Stephanie:</p> <p>I usually wake up at 7 am. I shower first thing in the morning, then I have breakfast. I usually read the news at breakfast.</p> <p>I work as a hotel manager. I usually start work at 9:30 pm but I start at 8:15 am on Fridays. We are very busy on Fridays because tourists come to our hotel for weekend trips.</p> <p>The summer season is very busy for us so I usually go on holiday in winter. I like to go on ski trips in the alps.</p>	 <p>Ian:</p> <p>I always wake up at 8 am. I don't like mornings so I have a shower in the evening and I don't eat breakfast in the morning.</p> <p>I work as a personal assistant for a fashion designer. We are always very busy and we work long hours. I switch my computer on at 10:30am and I usually switch it off at 8:45pm.</p> <p>I usually take a one week holiday in summer or autumn. It is impossible to go on holiday in winter because Christmas and ski season are our busiest time of the year!</p>
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Fill in the gap with *Stephanie* or *Ian*.

1. *Stephanie*..... wakes up before eight o'clock in the morning.
2. *Ian*..... showers in the evening.
3. *Ian*..... doesn't have breakfast.
4. *Stephanie*..... starts work at half past nine in the morning.
5. *Stephanie*..... is busy on Fridays.
6. *Ian*..... doesn't go on holiday in winter.
7. *Stephanie*..... is busy in the summer season.



Work with a partner. Take it in turns asking and answering the following questions.

1. What time do you usually wake up?
2. When do you usually take a shower?
3. What time do you start work?
4. What time do you usually finish work?
5. Do you work at the weekend?
6. When is your birthday?
7. When do you usually go on holiday?