

BY

“By” is used to describe an action or event that happens on or before a particular moment.

e.g. We expect to make a decision **by** the end of November.

e.g. Could you send me the report **by** 5 pm, please?

e.g. We need to let everyone know about the meeting **by** Monday morning.

Try making 1 example sentence about your work using “by” and share with the rest of the workshop!



AUGUST OPEN WORKSHOP

Use “by” and “until” correctly!

PERIODS OF TIME

UNTIL

We use “until” to talk about the period of time from a starting point until a deadline or the end of some period of time.

e.g. I have 4 hours until this report is due.

e.g. The tests will continue until November next year.

e.g. I can give you until Friday to prepare this manuscript.

Try making 1 example sentence about your work using “until” and share with the rest of the workshop!

