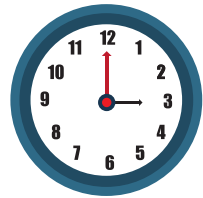


AUGUST OPEN WORKSHOP

Prepositions of Time



In business, it is important to be **clear** and **precise** when you are talking about **time**. Company employees often need to explain or agree when something will happen. For example, you may be planning to meet with a colleague or a client, or you might need to schedule a production or design process. Whatever the situation, you will need to know when to use '**prepositions**', those small but important words '**in**', '**on**' and '**at**' and when **not** to use prepositions. Let's take a look!

IN

We use 'in' with:

- **parts of the day** (except 'night') – **in** the morning / **in** the afternoon / **in** the evening
- **months** – **in** January, **in** February, **in** March, **in** April etc.
- **seasons** – **in** spring, **in** summer, **in** autumn/fall, **in** winter
- **years** – **in** 1868, **in** 1964, **in** 2017, **in** 2025 etc.

Example sentences:

- Sales increased by 4 % **in** February.
- I'm busy all morning. Let's meet **in** the afternoon.
- Micron acquired Lexar Media **in** 2006.

in

ON ('on' is always used with a single, specific day: **on one** day!)

We use 'on' with:

- **days of the week** – **on** Monday, **on** Tuesday, **on** Wednesday etc.
- **dates** – **on** January 4th, **on** March 20th, **on** August 28th, **on** November 16th etc.
- **special / named days** – **on** Children's Day, **on** New Year's Eve, **on** The Emperor's Birthday etc.
- **the weekend** – **on** the weekend (US)

Example sentences:

- The meeting scheduled for today has been postponed and will now take place **on** Friday.
- Micron Technology Inc. was founded **on** Oct. 5, 1978
- **On** New Year's Day, I usually visit a temple with my family.

on

AT

We use 'at' with:

- **clock time** – **at** 3 pm, **at** 2:45, **at** noon etc.
- **meal times** – **at** lunch, **at** dinner etc.
- **holiday periods of more than one day** – **at** Christmas, **at** New Year etc.
- **the weekend** – **at** the weekend (UK)

Example sentences:

- I have a bath every night **at** about 8:30.
- Let's have a chat about this **at** lunch.
- I usually buy presents for my family and friends **at** Christmas.

at



NO PREPOSITION

We don't use a preposition with:

- 'special' time words - 'yesterday', 'tomorrow', 'today' or 'tonight'

We also don't use a preposition with the words:

- 'last', 'this', 'next', or 'every' - **last** Monday, **this** week, **next** month, **every** January, **last** spring, **this** year
- 'this', 'every' - **this** morning, **every** afternoon, **this** evening (NB We don't usually use 'last' or 'next' with these words)

Example sentences:

- I spoke to the CEO **last** Monday.
- The new machinery should arrive **tomorrow** morning.
- I'm giving my sales presentation **next** month.
- I'm working in Tokyo **this** week.
- The visitors from Boise will arrive later **today**.
- I found out about it **yesterday**.
- I have to write a report for my manager **every** month.



WORKSHOP ACTIVITY

Complete the following sentences in an appropriate way.

Example: I'm meeting John **on** __(Friday)__. .

Example: I'm meeting John __(next week / tomorrow)__. .

01. I'm going to Osaka _____ .
02. The plane is scheduled to arrive **at** _____ .
03. There are lots of great festivals in Japan **in** _____ .
04. I'm going back to my hometown for a few days **at** _____ .
05. I hate getting up early **in** _____ .
06. I saw a great movie _____ .
07. My favorite Japanese festival is always held **on** _____
08. Is your birthday **on** _____ ?
09. What did you do **at** _____ ?
10. Are you going to go the cafeteria **at** _____ ?
11. It's my mother's birthday next Monday, so I need to buy a birthday present for her _____ .
12. I go to the movies _____ .