June 2023

Basic

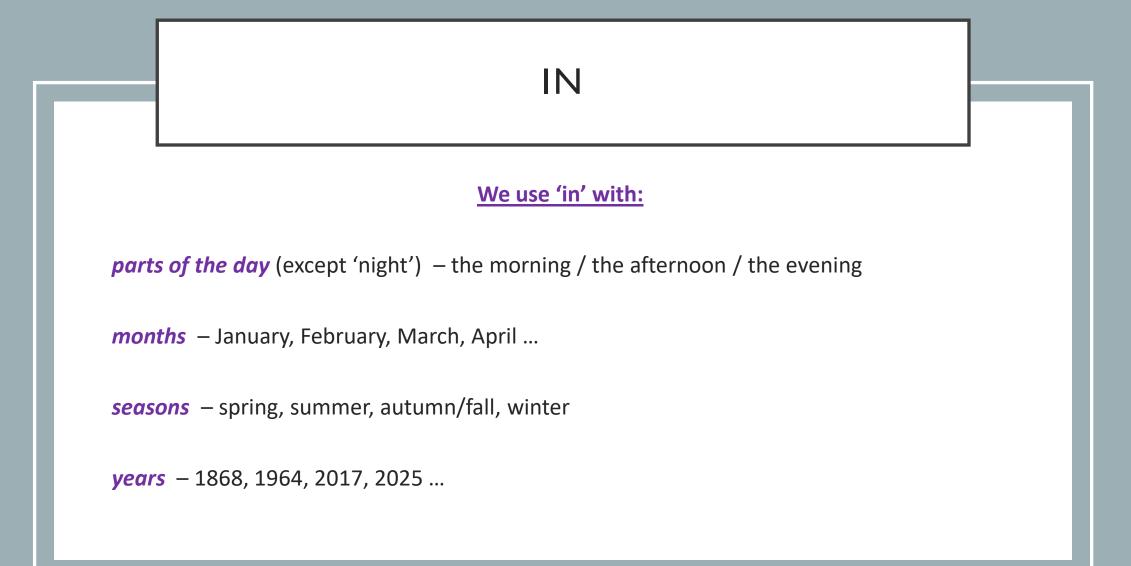
OPEN WORKSHOP

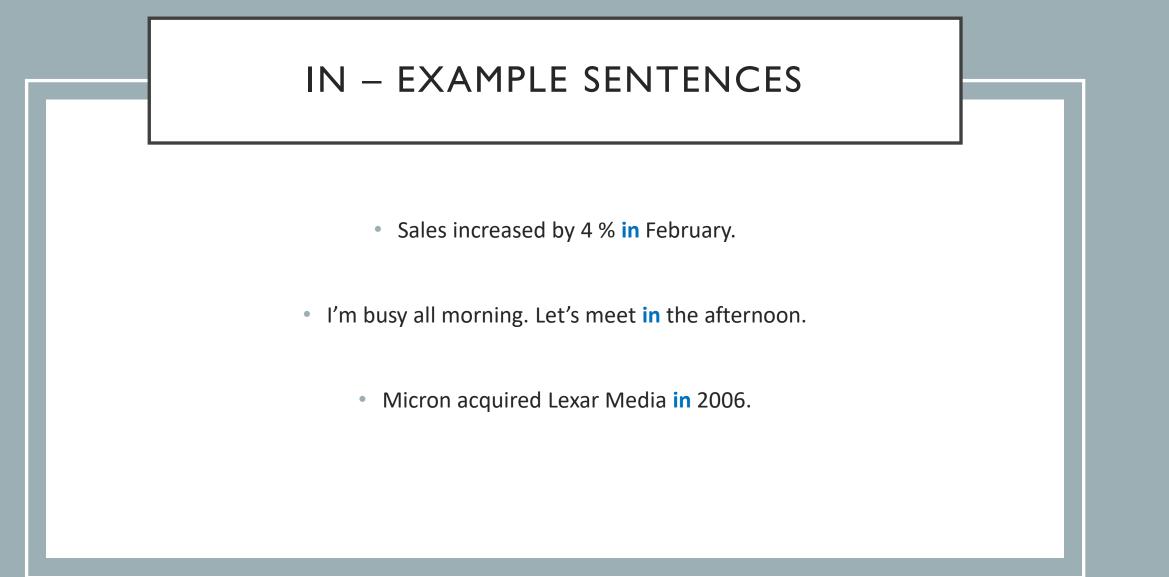
TOPIC: IN, ON, AT

At work, we 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': 'in', 'on' and 'at' and when **not** to use prepositions.

Let's take a closer look!





ON

days of the week – Monday, Tuesday, Wednesday ...

dates – January 4th, March 20th, August 28th, November 16th ...

special / named days – Children's Day, New Year's Eve, The Emperor's Birthday ...

(* 'on' is always used with a single, specific day: <u>on</u> <u>on</u>e!)

ON - 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.

We use 'at' with:

clock time - 3 pm, 2:45, noon ...

meal times - lunch, dinner ...

holiday periods of more than one day - Christmas, New Year ...

```
the weekend* (UK)
```

<u>*in the US, they say 'on' the weekend.</u>

(It doesn't matter which one you use, but if you're communicating with Americans, then it's probably better to use 'on' the weekend.)

AT - 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.

NO PREPOSITION

When we use 'special' time words such as **'yesterday', 'tomorrow', 'today' or 'tonight',** we **don't use a preposition**.

We also don't use a preposition when we use words such as 'last', 'this', 'next' or 'every'.

last / this / next / every ... Monday, Tuesday, week, month, January, February, spring, summer, year

this / every ... morning, afternoon, evening (We don't usually use 'last' or 'next' with these words)

NO PREPOSITION – 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.

01. I usually visit my hometown	_ August.
A at	
B last	
C in	
D on	
02. The conference will take place sometime _	spring.
A next	
B last	
C on	
D at	

03. You need to show your ID	day when you enter the building.
A at	
B last	
C in	
D every	
04. The presentation will start	2:30.
A at	
B this	
C on	
D next	

05. I should be able to complete the report _____ morning.

- A tomorrow
- B on
- C yesterday
- D at
- 06. I'm really busy _____ week.
- A yesterday
- B this
- C at
- D in

- 07. I'm free _____ Wednesday.
- A tomorrow
- B at
- C in
- D on

- 08. I'm going to a school reunion ______. I'm really looking forward to it.
- A yesterday
- B last month
- C next week
- D in 2019

Complete the following sentences in an appropriate way.

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

Example: I'm meeting John <u>(next week / tomorrow)</u>.

01. The plane is scheduled to arrive **at** ______.

02. I saw a great movie ______.

03. There are lots of great festivals in Japan in ______.

04. I'm going to Osaka ______.

Complete the following sentences in an appropriate way.

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

Example: I'm meeting John <u>(next week / tomorrow)</u>.

05. I hate getting up early **in** ______.

06. I usually visit my local shrine **at** ______.

07. My mother's birthday is **on** ______.

08. I'm going for a meal with my colleagues ______. Would you like to join us?