

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!***

# IN

## We use 'in' with:

*parts of the day* (except 'night') – the morning / the afternoon / the evening

*months* – January, February, March, April ...

*seasons* – spring, summer, autumn/fall, winter

*years* – 1868, 1964, 2017, 2025 ...

## IN – 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.

# ON

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

*dates* – January 4<sup>th</sup>, March 20<sup>th</sup>, August 28<sup>th</sup>, November 16<sup>th</sup> ...

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

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

## 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.

# AT

## 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)

\*in the US, they say 'on' the weekend.

*(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.

# WORKSHOP ACTIVITY I

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

# WORKSHOP ACTIVITY I

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

# WORKSHOP ACTIVITY I

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

# WORKSHOP ACTIVITY I

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

# WORKSHOP ACTIVITY 2

**Complete the following sentences in an appropriate way.**

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

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

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 \_\_\_\_\_ .

## WORKSHOP ACTIVITY 2

**Complete the following sentences in an appropriate way.**

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

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

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?