

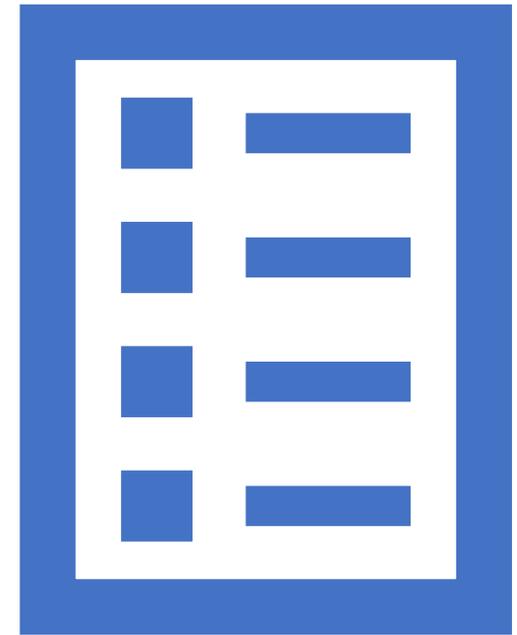


MAY 2025

**OPEN BASIC
WORKSHOP**

- At work, we often need to explain when a task or process started/will start and/or finished/will finish.

- This month we will look at three little words to help you do this successfully ...



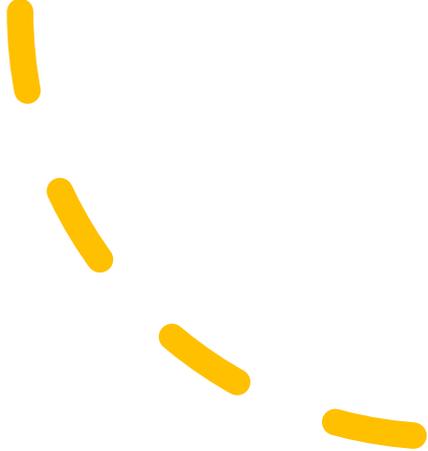


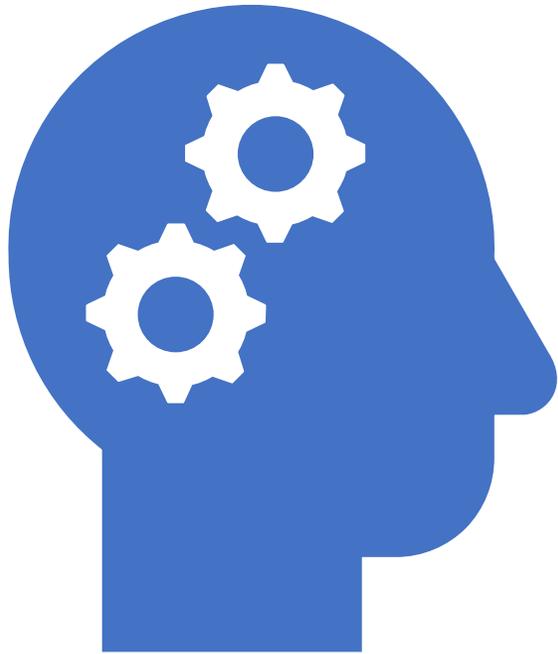
'FROM'

'TO'

and

'UNTIL'

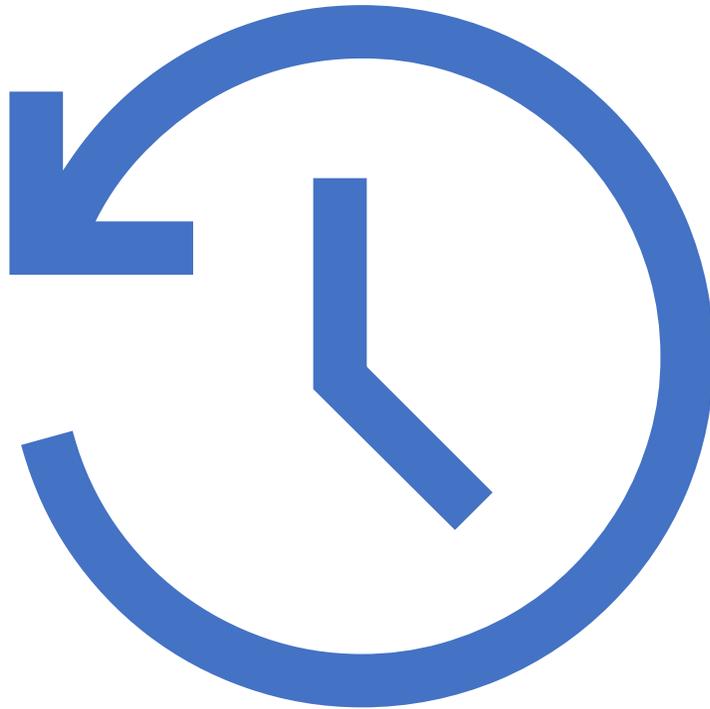




Understanding how to use *'from'*, *'to'* and *'until'* properly in relation to time helps us to clearly communicate the duration or timeframe of events, activities, or schedules.



FROM ... TO



FROM ... TO

'From' and 'to' are prepositions used when indicating the start and end points of a specific period or duration of time.

'From' specifies the start point of a time duration.
It specifies the time that something starts.

'To' specifies the end point of a time duration.
It specifies the time that something ends.



FROM ... TO

**EXAMPLE
SENTENCES**



The meeting is scheduled to run **from** 2 PM **to** 4 PM. *(The meeting starts at 2 PM and concludes at 4 PM.)*

The presentations will run **from** 3 o'clock **to** 5 o'clock. *(The presentations begin at 3 PM and end at 5 PM.)*

The store operates **from** Monday **to** Friday, **from** 9 AM **to** 6 PM. *(The store is open during these specified days and times.)*



UNTIL

UNTIL

'Until' is a preposition that means *'up to (the time that)'*

'Until' is used to indicate **the point in time or the event** at which **something ends or stops** happening.

In other words, **it is often employed to express a limit in time.**

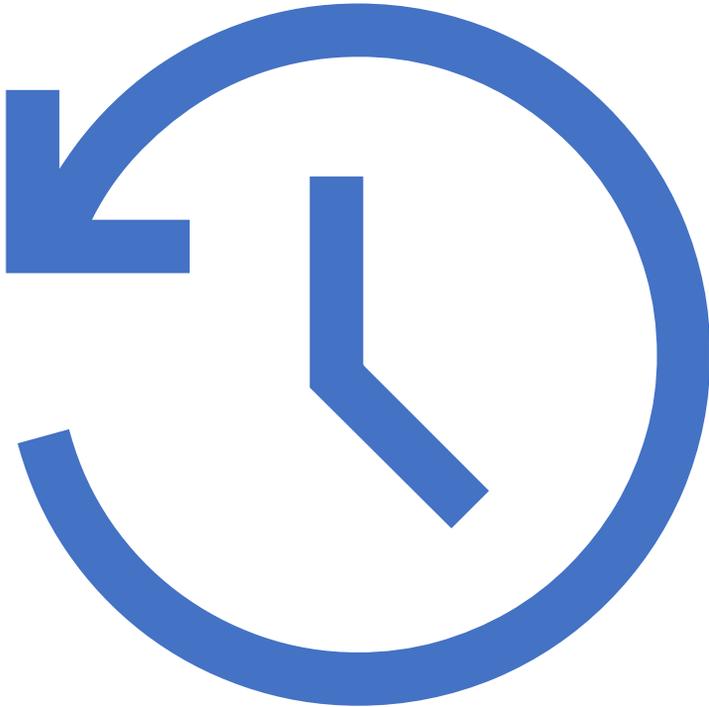
"I will wait here **until** 5 PM."

"She studied **until** midnight."

"We won't leave **until** the rain stops."

*We sometimes use **till** or **'til** instead of **'until'**.*

***Till** and **'til** are considered more informal and we don't usually use them in formal writing.*





We can also use **'from'** with **'until'** to talk about when something begins and when it ends:

I worked out at the gym **from** 6 pm **until** 7.30 pm.

The road outside our office will be closed **from** 6 am **until** 6 pm tomorrow.

In general, "from ____ to ____" sounds more natural to most native speakers than "from ____ until ____", but both forms are correct and acceptable.



UNTIL

**EXAMPLE
SENTENCES**



The film didn't end **until eleven o'clock.**
(It was 11 o'clock when the film finished)

She stayed at the party **until midnight.**
(The time when she left the party was midnight.)

They are staying in the hotel **until Friday.**
(Their stay in the hotel ends on Friday.)

WORKSHOP ACTIVITY 1

Let's have a quiz!

**Choose the best answer
from the 4 options!**

Question 1: Choose the correct sentence!

- A Tomorrow, I will work to 9 a.m. until 5 p.m.**
- B Yesterday, I will work to 9 a.m. until 5 p.m.**
- C Yesterday, I will work from 9 a.m. to 5 p.m.**
- D Tomorrow, I will work from 9 a.m. to 5 p.m.**

Question 2: Choose the correct sentence!

- A The negotiations will continue from both sides reach agreement.**
- B The negotiations will continue to both sides reach agreement.**
- C The negotiations will continue until both sides reach agreement.**
- D The negotiations will continue both sides reach agreement.**

Question 3: Choose the correct sentence!

- A They played music from 8pm to 6am.**
- B They played music to 8pm until 6am.**
- C They played music to 8pm to 6am.**
- D They played music until 8pm to 6am.**

Question 4: Choose the correct sentence!

- A The project timeline extended has been until the end of the quarter.**
- B The project timeline has been extended until the end of the quarter.**
- C The end of the quarter, the project timeline has been extended until.**
- D The end of the quarter, the project timeline until has been extended.**

Question 5: Choose the correct sentence!

- A The training sessions will run from Monday to Thursday last week.**
- B The training sessions will run from Monday to Thursday next week.**
- C The training sessions will run until Monday to Thursday next week.**
- D The training sessions will run to Monday until Thursday last week.**

Question 6: Choose the correct sentence!

- A They played in the park from the sun went down.**
- B They played in the park until to the sun went down.**
- C They played in the park until the sun went down.**
- D They played in the park from to the sun went down.**

WORKSHOP ACTIVITY 2

GAP-FILL EXERCISE

COMPLETE THE SENTENCES
WITH THE MOST APPROPRIATE
MISSING WORD(S)
- 'FROM', 'TO' OR 'UNTIL'

'FROM', 'TO' OR 'UNTIL'

01 The engineers will work hard _____ the final version of the semiconductor device is perfected.

02 The production timeline is set _____ the initial design stage _____ the delivery of the semiconductor products.

'FROM', 'TO' OR 'UNTIL'

03 Our sales forecast covers the period _____ the first quarter to the end of the fiscal year.

04 The research and development team worked tirelessly _____ they achieved the breakthrough they were searching for.

'FROM', 'TO' OR 'UNTIL'

05 We aim to deliver exceptional products to our customers from design _____ production.

06 The strategic plan outlines our goals _____ the current quarter _____ the next fiscal year.

'FROM', 'TO' OR 'UNTIL'

07 We provide technical support for our clients _____ the purchase date to the end of the warranty period.

08 She worked at her desk _____ 11:30 p.m.

'FROM', 'TO' OR 'UNTIL'

09 The marketing campaign will run _____ February _____ April.

10 Quality assurance practices are maintained _____ the software meets the predefined standards.

WORKSHOP ACTIVITY 3

MULTIPLE-CHOICE EXERCISE

CHOOSE THE BEST SENTENCE

01

- A I work until 9 a.m. to 5 p.m. every day.
- B I work from 9 a.m. to 5 p.m. every day.
- C I work to 9 a.m. until 5 p.m. every day.

02

- A We played chess until to midnight.
- B We played chess to midnight.
- C We played chess until midnight.

03

- A The store is open from 10 a.m. to 7 p.m. on weekdays.
- B The store is open to 10 a.m. from 7 p.m. on weekdays.
- C The store is open to 10 a.m. until 7 p.m. on weekdays.

04

- A Please keep the door closed from I return.
- B Please keep the door closed until I return.
- C Please keep the door closed to I return.

05

- A His meeting is from 10:30 am to 3 pm.
- B His meeting is to 10:30 am until 3 pm.
- C His meeting is until 10:30 am to 3 pm.

06

- A The training will take place until Monday to Wednesday.
- B The training will take place to Monday until Wednesday.
- C The training will take place from Monday to Wednesday.

07

- A He promised to wait until 5 o'clock.**
- B He promised to wait 5 o'clock.**
- C He promised to wait to 5 o'clock.**

08

- A The conference will run to October 4th from October 8th.**
- B The conference will run from October 4th to October 8th.**
- C The conference will run until October 4th from October 8th.**

09

- A We will continue testing the new chip design to all performance benchmarks are met.
- B We will continue testing the new chip design until all performance benchmarks are met.
- C We will continue testing the new chip design from all performance benchmarks are met.

10

- A The movie doesn't end to eleven o'clock.
- B The movie doesn't end from eleven o'clock.
- C The movie doesn't end until eleven o'clock.



THANK YOU! 😊