

English for Project Managers

How to use **at**, **in** and **on** – prepositions of time



You will need to think about word order for this lesson...

For example:

The business owner opened his company in Manchester in 1979.

Subject




Verb

Object

Place

Time

Remember 'Time' is at the end of a typical English sentence!

	at	
	Time – (clock)	The meeting starts at 9 o'clock
	Time - of day Present time	The presentation will finish at 5 p.m Your flight will depart at midday You will not have to work at the weekend The developer is busy at the moment Did you go anywhere at Christmas?
	in	
	Month Year Season Past/future Time span*	The project will finish in May The business started in 1979 The weather is better in the summer We have always delivered on time in the past I make important calls in the morning* The meeting will finish in a few minutes <i>*sometime during the period</i>
	on	
	A date A weekday Weekday period	I was born on 20 April 1960 The product was ready on Friday I am always busy on Monday mornings* <i>*covers the complete period</i>



Also remember – when telling the time:

“It is 10 minutes to 2” ... “It is 20 minutes past 10”

...today we really only use “o'clock” on a *full* hour...

“The meeting starts at 5 o'clock” ... “The PM will be here at 3 p.m.”



Practice what you have learnt

1. Finish the sentence (at / in / on):
 - a. The next meeting is Monday.
 - b. The last meeting finished 12 o'clock.
 - c. The supplier does not deliver weekend.
 - d. The last time I missed a milestone was 2010.
 - e. The best time to have meetings ismornings.

2. Complete the conversation between the Project Manager (PM) and Project Support Office (PS):

WEDNESDAY TODAY

21 ~~NO MORE APPOINTMENTS~~
AFTERNOON
- GOLF WITH CEO

APPOINTMENTS	TASKS
8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>
11	<input type="checkbox"/>
12 LUNCH - NEW SUPPLIER	<input type="checkbox"/>
1	<input type="checkbox"/>

PS: The CFO would like to see you sometimeWednesday.

PM: I have no time afternoon – it would have to bemorning.

PS: The CFO never likes to have any meetings Wednesday mornings. Are you perhaps free 12 o'clock?

PM: I have an appointment lunch time and have just noticed that I have no appointments free Wednesday to see him. Perhaps the best time would be Thursday, or February.

Answers:
1. a. on b. at c. at the d. in e. in the
2. i. on Wednesday ii. in the afternoon iii. in the morning iv. on Wednesday mornings v. at 12 o'clock vi. at lunch time vii. on Wednesday viii. on Thursday ix. in February