

Preparatory English 1

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Learning Unit 3:

TALKING ABOUT ROUTINES AND SCHEDULES



What are we going to learn today?

- Describing schedules and routines
- Making appointments
- Grammar- Preposition of time



Discussion:

- Is punctuality important to you?
- Do you try your best to be punctual?

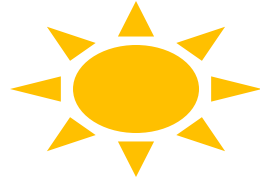


Talking about time generally

	Appropriate	Inappropriate
Talking about time generally	Yesterday, today, tomorrow, the day after Two weeks ago, this afternoon, this evening, tonight, in two weeks' time, two weeks later, another 2 weeks Yesterday morning, yesterday afternoon, yesterday evening, last night	Last last week, next next week, Today evening, Yesterday night



Talking about the time of the day



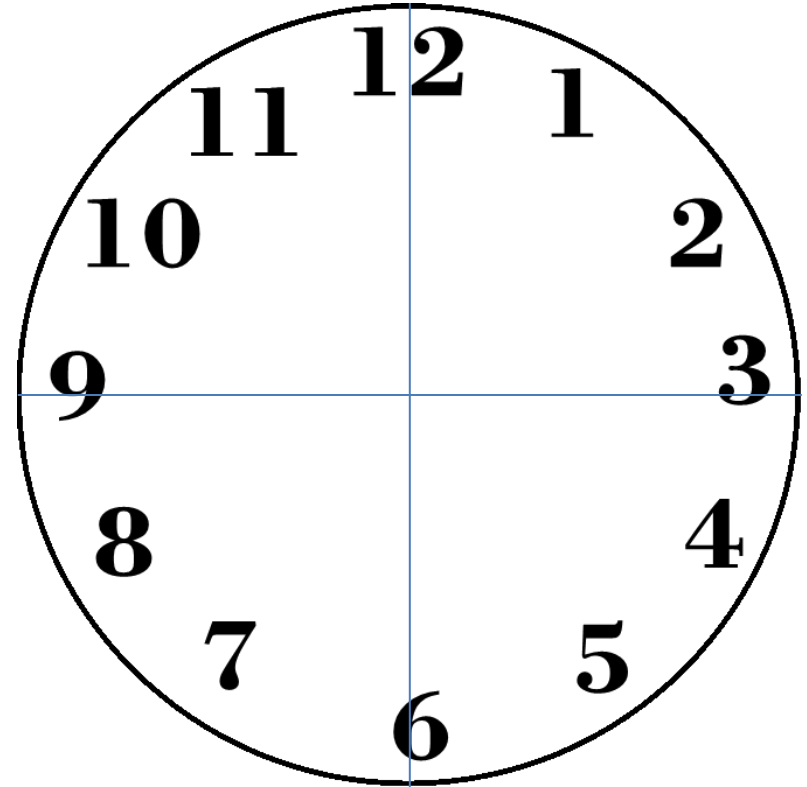
Dawn
Sunrise
Morning

Midday Noon
Afternoon

Evening
Sunset
Dusk
Night
Midnight

Talking about a specific time

- 3.15 p.m – A quarter past three in the afternoon
- 4.45 p.m – A quarter to five
- 5.30 p.m – Half past five
- 6.05 p.m – 5 past six



Useful expressions: Availability

- Are you free at 2 p.m.?
- Are you available at 2 p.m.?
- Can we meet/talk/ discuss at 2 p.m.?
- Can I see you at 2p.m.?



Useful expressions: Accepting

- Yes, I am free at 2 p.m.
- I am free at 2 p.m.
- I am available at 2p.m.



Useful expressions: Declining

- Sorry, I am not free/available at 2 p.m.
- I'm sorry, I have class at 2 p.m.
- I can't make it at 2p.m.
- I'm afraid that I have to cancel our meeting on Wednesday, as something unexpected has come up.
- I'm afraid that I'm not going to be able to meet you after all. Can we fix another time?



Useful expressions: Suggesting

- Maybe we can meet at 4 p.m.?
- Can we postpone it to 4 p.m.?
- Can we meet at at 4 p.m.?
- Can we make it at 4 p.m.?
- Why don't we meet at 4p.m.?
- Perhaps we can meet it at 4 p.m.?
- What about at 4 p.m.?
- Is 4 p.m. okay?



Grammar: Preposition of Time

Preposition	Use	Examples
in	in months	in July; in September
	year	in 1985; in 1999
	seasons	in summer; in the winter
	part of the day	in the morning; in the afternoon; in the evening
	duration	in a minute; in two weeks
at	part of the day	at night
	time of day	at 6 o'clock; at midnight



Grammar: Preposition of Time

Preposition	Use	Examples
on	days of the week	on Sunday; on Friday, on Sunday morning
	date	on the 25th of December*
	special holidays	on Good Friday; on Easter Sunday; on my birthday
ago	how far something happened (in the past)	6 years ago
between	time that separates two points	between Monday and Friday
by	not later than a special time	by Thursday, by October 1, 2013
during	through the whole of a period of time	during the holidays, during the presentation

Preposition of time

Exercise 1: Put in the correct preposition (at, in, on):

1. There was a loud noise which woke us up _____ midnight.
2. _____ Mondays, she usually walks to campus.
3. What are you doing _____ the morning?
4. Last week, I worked until 9pm _____ night.
5. My father always reads the paper _____ breakfast time.
6. The trees here are really beautiful _____ the spring.
7. John is going to buy the presents _____ the evening.
8. I'll see you _____ Tuesday afternoon, then.
9. William Shakespeare died _____ 1616.
10. She studies _____ 8pm every day.



Answers:

1. at
2. on
3. in
4. at
5. at
6. in
7. in
8. on
9. in
10. at

