

### Time expressions meetings roleplay

Choose topics from the next page and discuss what the best times would be, changing topic when you agree or when it's clear that you can't agree.

Ask about anything on that page you can't understand or can't imagine a suitable time for.

### Pronouncing time expressions presentation

Without looking at the next page, try to pronounce the times given as figures below:

- Business hours/ Opening hours (e.g. from eight thirty a.m. to 17:30)
- Dates of your summer sales (e.g. from 16/6 to the end of August)
- Factory tour times (e.g. at 10:30)
- Hours worked by part-time cashiers (e.g. 25hr/ wk)
- How long job interviews will be (e.g. 00:20:00)
- How long your television commercial will be (e.g. 00:00:45)
- How much paid annual leave to give employees (e.g. 4wk/ yr)
- How often to run full virus scans (for example, 1 / 2wk)
- How often to update your catalogue (e.g. 1/ 3 mths)
- How often your section will have regular meetings (e.g. 2/ wk)
- Shifts for emergency IT support (e.g. from 22:00 to five in the morning)
- The deadline for applications (e.g. by 31<sup>st</sup> of this month or within three weeks)
- Weekend office opening hours (e.g. from 10:00 to four thirty p.m.)
- When the next product launch will be (e.g. in 2026)

Check with the next page. Other pronunciations might be possible, so check with your teacher check if you said something in a different way.

### Prepositions in time expressions presentation

Without looking at the next page, try to put the right preposition into each gap below:

- Business hours/ Opening hours (e.g. from eight thirty a.m. \_\_\_\_\_ five thirty p.m.)
- Dates of your summer sales (e.g. \_\_\_\_\_ the sixteenth of June to the end of August)
- Factory tour times (e.g. \_\_\_\_\_ half past ten every morning)
- How long a limited-time special offer will be available (e.g. \_\_\_\_\_ two weeks)
- How long a sportsman's product endorsement deal will be (e.g. \_\_\_\_\_ a decade)
- Shifts for emergency IT support (e.g. from 10 \_\_\_\_\_ the evening to 5 in the morning)
- The next board meeting (the last one was three months \_\_\_\_\_)
- The deadline for applications (e.g. \_\_\_\_\_ the 31st of this month or \_\_\_\_\_ 3 weeks)
- Time of your product launch party (e.g. half past seven \_\_\_\_\_ the evening)
- When invoices will be sent (e.g. the twenty fifth \_\_\_\_\_ every month)
- When the next product launch will be (e.g. \_\_\_\_\_ twenty twenty six)
- When the office will close (e.g. \_\_\_\_\_ half past nine \_\_\_\_\_ the evening)
- When to set up a new branch (for example, \_\_\_\_\_ two years/ \_\_\_\_\_ the year after next)
- Your target date for doubling your market share (e.g. \_\_\_\_\_ five years)

Check your answers below.

Choose three topics below and roleplay a whole meeting on those topics (from greetings, small talk etc, at the start to summarising, talking about future contact, etc at the end).

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### Times to discuss – with example times in brackets version

- Business hours/ Opening hours (e.g. from eight thirty a.m. to five thirty p.m.)
- Dates of your summer sales (e.g. from the sixteenth of June to the end of August)
- Dates of...
- Factory tour times (e.g. at half past ten every morning)
- Hours worked by part-time cashiers (e.g. twenty five hours a week)
- How long a limited-time special offer will be available (e.g. for two weeks)
- How long an athlete's product endorsement deal will be (e.g. for a decade)
- How long job interviews will be (e.g. twenty minutes)
- How long temp contracts will be (e.g. for six months)
- How long to offer interest-free credit for (e.g. for three months)
- How long you will pay for a billboard before evaluating its effectiveness (e.g. a week)
- How long you will sponsor a sports team for (e.g. for three or four years)
- How long your advertising campaign will be (e.g. for a fortnight/ for two weeks)
- How long your television commercial will be (e.g. half a minute or forty five seconds)
- How long...
- How much paid annual leave to give employees (e.g. four weeks a year)
- How much...
- How often to run full computer virus scans (e.g. once every two weeks)
- How often to update your catalogue (e.g. once a quarter/ once every three months)
- How often you will upgrade your software (e.g. twice a year/ once every six months)
- How often your radio commercial will be broadcast (e.g. once every two hours)
- How often your section will have regular meetings (e.g. twice a week)
- How often... (frequently, from time to time, now and then, hardly ever, almost never)
- Length of sales force training (e.g. for six weeks/ for a month and a half)
- Length of...
- Maximum overtime per week (e.g. fifteen hours a week)/ Maximum...
- Probationary periods (e.g. for three months)
- Shifts for emergency IT support (e.g. from ten in the evening to five in the morning)
- The date and time of the next board meeting (the last one was three months ago)
- The date and time of the next...
- The deadline for applications (e.g. by the thirty first of this month or within three weeks)
- The deadline for... (e.g. ... at the latest/ ...at the very latest)
- The next AGM (= shareholders' meeting, e.g. in the middle of next month)/ The next...
- Time of your product launch party (e.g. at half past seven in the evening)
- Time of...
- Weekend office opening hours (e.g. from ten a.m. to four thirty p.m.)
- What time of day you want your TV ad to be broadcast (e.g. at prime time)
- What time of day...
- What your financial year will change to (e.g. between April and March every year)
- When invoices will be sent (e.g. the twenty fifth of every month)
- When the next product launch will be (e.g. in twenty twenty six)
- When the office will close (e.g. at half past nine in the evening/ at nine thirty p.m.)
- When to set up a new branch (for example, in two years/ the year after next)
- When...
- Your target date for doubling your market share (e.g. within five years)
- Your target date/ time for...

### Times to discuss – without example times version

- Business hours/ Opening hours
- Dates of your summer sales
- Dates of...
- Factory tour times
- Hours worked by part-time cashiers
- How long a limited-time special offer will be available
- How long an athlete's product endorsement deal will be
- How long job interviews will be
- How long temp contracts will be
- How long to offer interest-free credit for
- How long you will pay for a billboard before evaluating its effectiveness
- How long you will sponsor a sports team for
- How long your advertising campaign will be
- How long your television commercial will be
- How much paid annual leave to give employees
- How often to run full computer virus scans
- How often to update your catalogue
- How often you will upgrade your software
- How often your radio commercial will be broadcast
- How often your section will have regular meetings
- How long/ much/ often...
- Length of sales force training
- Length of...
- Maximum overtime per week
- Maximum...
- Probationary periods
- Shifts for emergency IT support
- The date and time of the next board meeting
- The date and time of the next...
- The deadline for applications
- The deadline for...
- The next AGM
- The next...
- Time of your product launch party
- Time of...
- Weekend office opening hours
- What time of day that you want your TV ad to be broadcast
- What time of day...
- What your financial year will change to
- When invoices will be sent
- When the next product launch will be
- When the office will close in the evening
- When to set up a new branch
- When...
- Your target date for doubling your market share
- Your target date/ time for...