

Business English- Time Expressions- Meetings Roleplay

Choose topics from the next page and discuss what the best times would be.

Ask about anything on that page that 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 mnth)
- How often your section will have regular meetings (e.g. 2 or 3/ wk)
- Shifts for emergency IT support (e.g. from 22:00 to five in the morning)
- The deadline for applications (e.g. by 31st 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 2020)
- When to set up a new branch (for example in 2022)

Check with the next page. Other pronunciations might be possible, so check if you said it another way.

Prepositions in time expressions presentation

Without looking at the next page, try to put the right prepositions 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 ten _____ the evening to five in the morning)
- The date and time of the next board meeting (the last one was three months _____)
- The deadline for applications (e.g. _____ the thirty first of this month or _____ three weeks)
- Time of your product launch party (e.g. five o'clock or 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)
- When the office will close in the evening (e.g. _____ half past nine _____ the evening)
- When to set up a new branch (for example _____ twenty twenty two)
- Your target date for doubling your market share (e.g. _____ five years)

Check your answers below.

Discuss points from the list below again, but this time as a whole roleplay meeting with three items on the agenda.

Times to discuss

- 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 a sportsman'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 (for example six months)
- How long to offer interest-free credit for (e.g. 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. a fortnight or three 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 virus scans (for example once every two weeks)
- How often to update your catalogue (e.g. once a quarter or once every three months)
- How often you will upgrade your software (e.g. your CAD software)
- 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 or three times a week)
- How often....
- Length of sales force training (for example six weeks)
- Length of...
- Maximum overtime per week (e.g. fifteen hours a week)
- Probationary periods (e.g. 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...
- The next AGM (= annual general meeting = shareholders' meeting)
- The next...
- Time of your product launch party (e.g. five o'clock or 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 that you want your TV ad to be broadcast (e.g. at prime time)
- What time of day...
- What your financial year dates 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)
- When the office will close in the evening (e.g. at half past nine in the evening)
- When to set up a new branch (for example in twenty twenty two)
- When...
- Your target date for doubling your market share (e.g. within five years)