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Workplace Prepositions: In, On, At, By, and Until

Medium | B1 | Intermediate | Future tense | Imperative mood | Phrase | Preposition | Collocations

1. Choose the best word for each gap to complete this slightly chaotic out-of-office reply.

"I am currently _____ leave, enjoying a remote beach with absolutely no Wi-Fi.
If you desperately need the quarterly numbers, they are _____ the master spreadsheet.
You can also view our real-time panic metrics _____ the new analytics dashboard."

Choose the correct option for each gap.

Blank 1

- **A)** in
- **B)** on
- **C)** at

Blank 2

- **A)** on
- **B)** in
- **C)** at

Blank 3

- **A)** in
- **B)** on
- **C)** at

2. Help the busy employee complete their chat message by choosing the correct word.

I'd love to help you figure out why the printer is making that weird noise, but I'm currently ___ a Zoom call with the CEO!

Select one.

- **A)** in
- **B)** on
- **C)** at
- **D)** by

3. Help the confused new hire complete their urgent message by choosing the correct prepositions.

"Are we meeting _____ Zoom or Teams today?
I looked for a link _____ the project channel, but I couldn't find one.
Should I just ask the manager _____ the morning standup?"

Choose the correct option for each gap.

Blank 1

- **A)** in
- **B)** on
- **C)** at

Blank 2

- **A)** on
- **B)** in
- **C)** at

Blank 3

- **A)** on
- **B)** at
- **C)** to

4. The IT support team is sharing tips about a new software update. Select ALL the grammatically correct sentences.

Select all that apply.

- **A)** The new feature works perfectly on mobile, but you can also find it on the website.
- **B)** Since Sarah is on leave, I will announce the updates at the daily standup.
- **C)** I tried to log in in desktop, but the button is missing in the website.
- **D)** We will discuss this bug on the standup when Mark returns from being in leave.

5. Select the correct word to complete the IT support message.

If you're looking for the new office Wi-Fi password, I posted it ___ the #announcements channel this morning.

Select one.

- **A)** on
- **B)** in
- **C)** at
- **D)** to

6. The project manager is sending out a cheerful but urgent update. Select ALL the sentences that use time and location prepositions correctly.

Select all that apply.

- **A)** We have until Friday to finish the data entry in the spreadsheet.
- **B)** Please submit your final report by 3 pm so I can update the charts on the dashboard.
- **C)** You need to finish the summary until Monday so we can put it on the email.
- **D)** The boss wants this done in 3 pm, so please leave your notes on the doc.

7. Choose the correct preposition to complete the project manager's friendly reminder.

Please make sure to upload the presentation to the shared drive ___ Friday, or the client will be very grumpy!

Select one.

- **A)** by
- **B)** until
- **C)** in
- **D)** at

8. Select the correct preposition for each gap to complete the project manager's strict update.

"I need the final presentation slides _____ Friday at the absolute latest.
I will be offline _____ 3 pm today for a dentist appointment, so please don't call me.
We are planning to launch the new app feature _____ Q3."

Choose the correct option for each gap.

Blank 1

- **A)** until
- **B)** by
- **C)** in

Blank 2

- **A)** by
- **B)** until
- **C)** on

Blank 3

- **A)** on
- **B)** at
- **C)** in