

Time Prepositions: by / until / within / from...to / throughout

B1 Intermediate — English Grammar Worksheet

Name: _____

Date: _____

Score: _____ / 40

Language Focus

Preposition	Use	Examples
by	a deadline — no later than a point in time	by Friday, by 5pm, by the end of the month
until	continuing up to a point in time	until midnight, until she arrived, until 2025
within	inside a period of time (from now)	within two days, within 24 hours, within a week
from...to	the start and end of a period	from Monday to Friday, from 9am to 5pm
throughout	during the whole of a period or event	throughout the year, throughout the meeting

Reading / Listening Text

The project must be finished by Friday. We have been working on it throughout the week. The office is open from nine to six, so you can call us any time within those hours. I need the report on my desk within two days. The noise continued until midnight, so nobody slept well. From January to March, the team will focus entirely on the new product launch.

Exercise 1: Listening Gap Fill

Listen and fill in the missing prepositions.

The project must be finished (1) Friday. We have been working on it (2) the week. The office is open (3) nine to six, so you can call us any time (4) those hours. I need the report on my desk within two days. The noise continued (5) midnight, so nobody slept well. From January to March, the team will focus entirely on the new product launch.

Exercise 2: Multiple Choice

1. Please submit your application _____ the end of the month. (by until throughout)
2. She waited at the bus stop _____ the last bus came. (by until within)
3. The festival runs _____ July _____ August. (from / to by / until within / throughout)
4. You must reply _____ 24 hours. (by within until)
5. It rained _____ the entire journey. (within until throughout)
6. The library is open _____ Monday _____ Saturday. (from / to by / until within / throughout)
7. I need to leave _____ three o'clock. (by until throughout)

8. He studied _____ two in the morning. (by until within)

Exercise 3: Matching

Match the sentence halves (1–5) to the correct ending (a–e).

Sentence beginning

Ending

1. The results must be ready ____

_____ a) within three days.

2. She kept working ____

_____ b) by tomorrow morning.

3. The heating was on ____

_____ c) throughout the cold spell.

4. Deliveries are made ____

_____ d) until she finished the report.

5. Please confirm your attendance ____

_____ e) from Monday to Friday.

Exercise 4: Gap Fill

Complete the sentences with **by**, **until**, **within**, **to**, or **throughout**.

1. The construction work continued _____ the whole summer.

2. You must pay the fine _____ two weeks or face a penalty.

3. The shop is open from 8am _____ 8pm.

4. Can you finish this _____ lunchtime?

5. She didn't stop talking _____ the film ended.

6. He kept his promise _____ the end of his life.

Exercise 5: Error Identification

Each sentence contains one incorrect preposition. Find it and write the correct one.

1. Please send the documents until Friday at the latest.

Wrong word: _____ Correction: _____

2. The builders worked until the entire project, never taking a break.

Wrong word: _____ Correction: _____

3. You need to register by 48 hours of arrival.

Wrong word: _____ Correction: _____

4. She waited by the phone rang.

Wrong word: _____ Correction: _____

5. The temperature stayed below zero within the whole of January.

Wrong word: _____ Correction: _____

Exercise 6: Sentence Transformation

Rewrite the sentences using the word given. Keep the meaning the same.

1. The deadline is Friday. You must not miss it.

Use: *by*

2. She didn't stop working. She stopped when the task was complete.

Use: *until*

3. The whole conference, from start to finish, was well organised.

Use: *throughout*

4. You have 30 days to make a complaint. You cannot wait longer.

Use: *within*

5. The course starts in October and ends in December.

Use: *from / to*

Exercise 7: Complete the Conversation

Complete the conversation with **by**, **to**, **until**, or **within**.

A: When does the sale end?

B: It runs from Monday _____ (to/by/until) Saturday.

A: And is there a cut-off time I need to order _____ (by/until/within)?

B: Yes, all orders must be placed _____ (by/until/within) midnight on Saturday.

A: What if I need it urgently?

B: Express delivery will arrive _____ (by/until/within) two working days.

Title: Time Prepositions: by / until / within / from...to / throughout (B1)

Exercise 1: Listening Gap Fill — Answers

1. by
2. throughout
3. from
4. within
5. until

Exercise 2: Multiple Choice — Answers

1. by
2. until
3. from / to
4. within
5. throughout
6. from / to
7. by
8. until

Exercise 3: Matching — Answers

1. The results must be ready by tomorrow morning.
2. She kept working until she finished the report.
3. The heating was on throughout the cold spell.
4. Deliveries are made from Monday to Friday.
5. Please confirm your attendance within three days.

Exercise 4: Gap Fill — Answers

1. The construction work continued throughout the whole summer.
2. You must pay the fine within two weeks or face a penalty.
3. The shop is open from 8am to 8pm.
4. Can you finish this by lunchtime?
5. She didn't stop talking until the film ended.
6. He kept his promise until the end of his life.

Exercise 5: Error Identification — Answers

1. Wrong: "until" → Correct: "by"
Please send the documents by Friday at the latest.

2. Wrong: "until" → Correct: "throughout"

The builders worked throughout the entire project, never taking a break.

3. Wrong: "by" → Correct: "within"

You need to register within 48 hours of arrival.

4. Wrong: "by" → Correct: "until"

She waited until the phone rang.

5. Wrong: "within" → Correct: "throughout"

The temperature stayed below zero throughout the whole of January.

Exercise 6: Sentence Transformation — Sample Answers

1. You must finish / submit it by Friday.

2. She worked until the task was complete.

3. The conference was well organised throughout.

4. You must make a complaint within 30 days.

5. The course runs from October to December.

Exercise 7: Conversation — Answers

A: When does the sale end?

B: It runs from Monday to Saturday.

A: And is there a cut-off time I need to order by?

B: Yes, all orders must be placed by midnight on Saturday.

A: What if I need it urgently?

B: Express delivery will arrive within two working days.