



Writing Emails Audio Course Season 1

Episode 3: Emailing Functions and Phrases – Prepositions

Lesson objective

In episode three we discuss particular forms and functions that will help you develop phrases to use in emails.

What is a preposition?

A preposition is a word that comes before a noun or pronoun to show the word's relationship to another word nearby.

Here's an example:

She's *in* the middle of a conference call.

pronoun + preposition + (in the middle of a) + noun

There are four different types of prepositions.

Preposition of Direction

The first indicates direction (such as *up, down, over, under, round, through*).

For example:

'You'll find the files *under* the assessment heading.'

Noun (files) + preposition (under) + (the) + noun (assessment).

Preposition of Time

The second indicates time (*at, in, on*).

For example:

'I'll see you *on* Wednesday.'

Pronoun (you) + preposition (on) + noun (Wednesday).



Preposition of Location

The third indicates location (*at, in, on*).

For example: 'You'll find her *on* the fourth floor.'

Pronoun (her) + preposition (on) + noun (fourth floor).

Preposition of Relationships

And the final type of preposition indicates relationships (*among, around, for, with, from*).

For example: We're still waiting *for* our client to show up.

Verb (waiting) + Preposition (for) + (our) + noun (client).
