

Week 10

Conditionals – part 1

First conditional

Use the first conditional if you believe that the condition is likely or possible.

If + present (condition), + future/imperative/modals (result)

- **We use this form to say what we believe the result will be of a future action.**

If you finish the report by Monday, the boss will be very pleased.

- **It is often used in negotiations to state conditions.**

If you help me move tomorrow, I will treat you to a dinner and a movie.

- **It is also used for threats and warnings.**

You'll be fired if you lie to the boss once again.

You can use unless to mean 'if not' in the condition clause.

You'll miss the flight unless you hurry up.

Second conditional

If + past simple (=condition), would/could/might+verb (=result)

We use it:

- **to talk about events that are not very likely to happen.**

If I behaved like that, the boss would sack me. (but I have never behaved in this way in the past and it's very unlikely I will start now.)

- **to talk about something in the present or future which is entirely imaginary or hypothetical.**

If I owned the company, I would fire some people. (but I'm just an employee)

- **To be more polite or delicate in making requests or indirect offers.**

What would you say if I asked you to be Managing Director?

Would you mind if I came to work an hour late on Friday?

Although you can hear „was“ in everyday conversation, the form "was" is not considered grammatically correct in this type of conditional, so in written English or in testing situations, you should always use "were."

If I were you, I would ask for a raise.

Third conditional

If + past perfect (=condition), + would/might/could + have + past participle

We use the third conditional:

- **To talk about 'unreal' or imaginary past situations.**

If he hadn't pulled some strings, we wouldn't have got the contract. (but he did pull some strings so we did get the contract)

- **To express regrets**

If I had known how important the deal was, I would have worked harder. (but I did not know it and now I regret it)

The following expressions can also introduce a conditional:

Supposing

Provided that/as long as...

In case...

A First conditionals.

Complete the sentences with the correct answer.

1. If you accept our offer....
 - a. we will have to withdraw.
 - b. you will get a special discount.
 - c. you will lose your business.
 - d. you'll be in big trouble.
2. If you call us at the following phone number
 - a. we will be happy to give you more information.
 - b. our sales will increase by 10 percent.
 - c. we will be in big trouble with other clients.
 - d. the manager will ask you for help.
3. If you post the enclosed order by the end of September
 - a. you will have to wait until the post reaches us.
 - b. you will be completely satisfied with the computer.
 - c. we will deliver the computer free of charge.
 - d. we will have to pay more money for sending the computer.
4. If you order in bulk...
 - a. we will make more profit.
 - b. you will encourage us to send more.
 - c. you will receive a discount.
 - d. we will be glad to give you further details.
5. If you pay in advance...
 - a. our agent will pay you a visit.
 - b. we will understand that you need our product.
 - c. we will send you expensive products.
 - d. we will take 15% off the price.

B Put the verbs in brackets into the correct tenses to form first conditional sentences.

1. I (give) _____ you a 15% discount on condition that you pay within 30 days.
2. We (not be) _____ able to stay in business unless he (pay) _____ in cash.
3. We (place) _____ an order for 50,000 units, providing you can get them to us in time for the Christmas season.
4. As long as you (guarantee) _____ that we are your sole supplier, we (allow) _____ you to have the goods at a special price.
5. Unless you pay the full price, we (not manage) _____ to cover our overheads.

C You're making an important speech at the conference tomorrow. What will you do if:

- You are too nervous to sleep tonight?
- Your computer where all your notes are stored has broken down?
- Your best suit has a stain?
- You lose your voice?

If I am too nervous to sleep, I'll...

D Put the verbs in brackets into the correct tenses to form second conditionals.

1. If interest rates (be) _____, I (take out) _____ a loan from the bank.
2. Banks (not lend) _____ you money unless they (be) _____ sure you could pay it back.
3. If offices (be) _____ cheaper, I (start) _____ my business in the centre of London.
4. If it (not be) _____ such hard work, I (open) _____ a restaurant.
5. He knew he (never get) _____ rich unless he (start) _____ his own business.
6. If my overheads (be) _____ lower, my profits (be) _____ higher.

E Put the verbs in brackets into the correct tenses to form first or second conditionals.

1. If we (get)_____any more orders, we'll have to hire more people.
2. Even if you tell him the truth, it (not make)_____any difference.
3. What (happen)_____if we change the job sequence
4. If they do not deliver the goods within a week, we (look)_____for a new supplier.
5. If this project works well, we (open)_____similar offices all over the country.
6. If I won 1,000,000 Euros in the lottery, I _____(travel) around the world. I _____ (not stay) in my present job, but _____(start up) a business of my own.
7. If I were so lucky, I _____(share) some of my luck and wealth with my nearest and dearest, but also _____ (donate) some money to charities as well.
8. Unless you _____ (have) good financial planning, your expansion plans _____ (end) in disaster.
9. If I _____ (know) the answer to that question, I _____ (be) a very rich person.
10. If you _____ (have) three wishes for your career, what _____ they (be)?
11. Unless your work _____ (improve), you _____ (have to) start looking for another job.
12. I'm not saying it's going to happen, but how _____ you (feel) if we _____ (ask) you to work in our Belize office?
13. Just imagine what you _____ (do) if the company suddenly _____ (go) bankrupt.