

## UNIT 8 PAGE 99 GRAMMAR 1

### Grammar 1

#### Conditionals: zero, first, second & third

**1** Read about conditionals.

**Zero conditional**  
We use the zero conditional to talk about things that are always or generally true.  
*If/When you go to a job interview, they ask you questions.*  
*My boss is not pleased if/when I get to work late.*

**First conditional**  
We use the first conditional to talk about something that is possible now or in the future.  
*If they hire you for the position, you'll earn a great salary.*  
*If you don't like working here, quit.*  
*If you enjoy travelling, you might like to apply for the travel agent's position.*

**Second conditional**  
We use the second conditional to talk about something that is impossible or unlikely in the present or the future. We also use it to give advice, usually with *If I were you*.  
*If I won a lot of money, I would retire from my job.*  
*If I were you, I wouldn't hire Mr Jones – he was rude!*  
*If you didn't have a stressful job, you could relax more.*

**Third conditional**  
We use the third conditional to talk about things in the past that were possible, but didn't happen.  
*I wouldn't have lost my job if I hadn't been late every morning.*  
*If I had known about the job, I could have told you about it.*

**2** Read the sentences a-c. Which one expresses something that

1 is always or generally true?   
2 is unlikely in the present or the future?   
3 was possible in the past, but didn't happen?

a I'd give everyone a better salary if they let me control the business.  
b If you steal from a company, you get fired.  
c If she had applied for the job, she would have got it.

Read 8.1-8.4 of the Grammar Reference before you do the task.

**3** Complete the text with the correct form of the verbs in brackets.



Add **will/won't/would** to the verbs (where necessary)

### Interview advice

If you want to earn money, you <sup>1</sup> \_\_\_\_\_ (need) a job! And if you need a job, you <sup>2</sup> \_\_\_\_\_ (have to) apply for one. If you <sup>3</sup> \_\_\_\_\_ (apply) for one, you might get an interview. Interviews can be difficult, but if you are prepared, you <sup>4</sup> \_\_\_\_\_ (not have) any problem showing the interviewer that you are the right person for the job. If you <sup>5</sup> \_\_\_\_\_ (be) interested, read these helpful hints and tips:

- 1 When you <sup>6</sup> \_\_\_\_\_ (want) to get better at something, you practise. If I were applying for a job, I <sup>7</sup> \_\_\_\_\_ (practise) answering interview questions long before I went to the actual interview.
- 2 If your interviewer asked you what you knew about the company, <sup>8</sup> \_\_\_\_\_ (you be) ready? If I <sup>9</sup> \_\_\_\_\_ (be) you, I'd do my research, and have a list of questions prepared to ask them too. If you <sup>10</sup> \_\_\_\_\_ (do), it will show that you're truly interested in getting the job.
- 3 If you <sup>11</sup> \_\_\_\_\_ (walk) into an interview wearing casual clothes and your interviewer was in a smart suit, you'd feel silly ... and you probably wouldn't get the job. Always dress for success! If you look successful, you <sup>12</sup> \_\_\_\_\_ (have) a better chance of being hired.