



# 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.

#### 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.

### 4 Write a conditional sentence in your notebook for each situation below.

- 1 Frank worked late, so he didn't come to the gym with me.
- 2 I have to finish this report by five o'clock. I can't finish it without your help.
- 3 Mary had an interview, but she didn't do well because she was so nervous.
- 4 Your colleagues don't co-operate with you, so you complain to your employer.
- 5 We didn't listen to the boss. We did a poor job on the project.





## Grammar 2

### Conditionals: mixed conditionals

#### 1 Read about mixed conditionals.

A mixed conditional is where the clauses in a conditional sentence refer to different times. We can use a mixed conditional to express the present result of a hypothetical past event or situation.

*If I **hadn't missed** the bus, I **would be** at work now.* (= I missed the bus, so I'm not at work yet.)

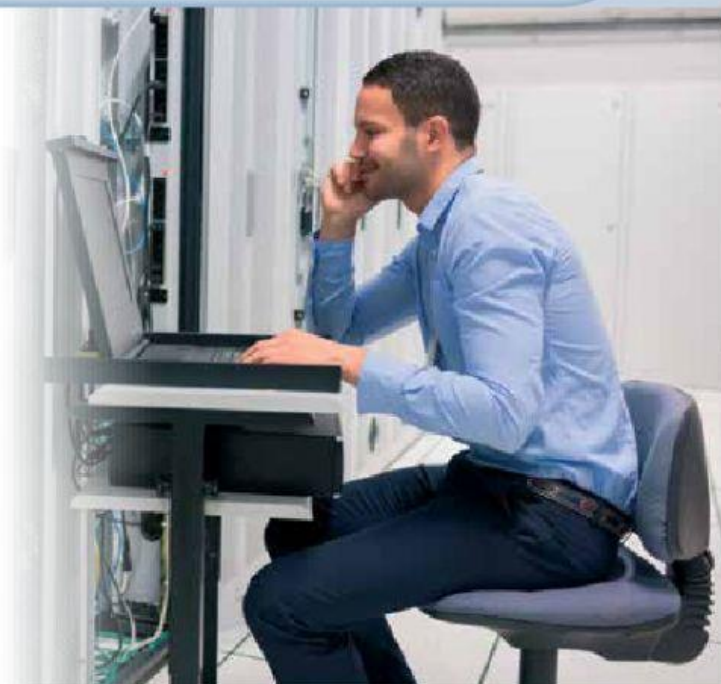
#### 2 Read this sentence. Which tenses does it use? Did Nick shout at his boss? Is he a manager now?

If Nick hadn't shouted at his boss, he would be a manager now.

Read 8.5 of the Grammar Reference before you do the tasks.

#### 3 Choose the correct answers to complete the mixed conditional sentences.

- If Maria hadn't lost her job,
  - she wouldn't have felt so bad right now.
  - she wouldn't feel so bad right now.
- If Nia hadn't gossiped about her colleagues,
  - they would still like her.
  - they would have still liked her.
- If I had taken the job at the travel agent's,
  - I would be in Greece right now.
  - I would have been in Greece right now.
- Todd would be wealthy
  - if he hadn't given away all his money.
  - if he hasn't given away all his money.
- If we had had an interest in technology,
  - we will have careers as technicians.
  - we would have careers as technicians.



#### 4 Complete the mixed conditional sentences.

- The candidate wore dirty jeans to his interview, so he doesn't work here now.  
If the candidate \_\_\_\_\_ dirty jeans to his interview, he \_\_\_\_\_ here now.
- Her boss gave her a company car, so she doesn't take the bus every day.  
If her boss \_\_\_\_\_ her a company car, she \_\_\_\_\_ the bus every day.
- We didn't go to the meeting, so we don't know about the new pension plan.  
If we \_\_\_\_\_ to the meeting, we \_\_\_\_\_ about the new pension plan.
- We saved enough money, so we are able to set up our own business.  
If we \_\_\_\_\_ enough money, we \_\_\_\_\_ our own business.
- My boss didn't take me to Europe with her, so I'm here in the office today.  
If my boss \_\_\_\_\_ me to Europe with her, I \_\_\_\_\_ here in the office today.
- They didn't buy the business, so they aren't wealthy now.  
If they \_\_\_\_\_ the business, they \_\_\_\_\_ wealthy now.
- I was late for work again, so Mr Banes is angry with me.  
If I \_\_\_\_\_ late for work again, Mr Banes \_\_\_\_\_ angry with me.
- She accepted the job offer, so she works here now.  
If she \_\_\_\_\_ the job offer, she \_\_\_\_\_ here now.