

Unit 8: Grammar – First and second conditional

Complete the conversation using the missing phrases.

a if the staff don't see the benefits	d if there are fewer walls
b if we all keep documents there	e people will communicate better
c it won't work	

= a

= b

= c

= d

= e

A: I hear your offices are being redesigned. How do you feel about it?

B: I'm not sure. The management think it will improve communication.

A: Really? What's their thinking?

B: If there are soft areas for chatting, 1

A: Oh, I see. What about the open plan offices?

B: They think that 2, people will talk more.

A: And are there any other changes?

B: Yes. There is a new platform for sharing information internally. Everything will be

much more efficient 3 I think it's a good idea. But 4 if

..... certain people refuse to use it.

A: And do you think that will happen?

B: Well ... it's like all changes – 5 , they won't use it. If they do, ...

Match 1–6 with a–f to complete the sentences.

- a I think we'd get more business.
- b everything would take much more time.
- c they would get the information immediately.
- d if the project leader explained things more clearly?
- e if you went to some conferences.
- f I wouldn't be so stressed.

= a

= b

= c

= d

= e

= f

- 1 If we didn't have so many deadlines,
.....
- 2 Would the team understand more
.....
- 3 If we used social media more,
.....
- 4 You would make a lot of contacts
.....
- 5 If you sent it by email with a link,
.....
- 6 If the technology didn't exist,
.....

Complete the sentences with the words below.

= didn't

= doesn't

= don't

= might

= will

= won't

= wouldn't

- 1 I call a couple of customers if I have time this afternoon.
- 2 If I were you, I spend so much time catching up on emails.
- 3 If she spend so much time on the phone, she could finish earlier.
- 4 If we don't finish this report on time, I go to the meeting.
- 5 I think we be more efficient if we worked from home one day per week.
- 6 He won't meet our Dutch customers if he attend the webinar.
- 7 If I see you this afternoon, I'll definitely see you tomorrow.