

Grammar

Zero and first conditionals

- 1 Match the beginning of the sentences (1–7) with the endings (a–g). Then add a comma if necessary.

- 1 When I write to friends _____
 - 2 If I get a text message from a number I don't recognize _____
 - 3 I never start a text message with a greeting unless _____
 - 4 As soon as I get a message from someone in my family _____
 - 5 I write "Dear Sir or Madam" _____
 - 6 If a company calls me _____
 - 7 I don't open junk emails _____
- a I always ask the person to repeat their name.
 - b I always put "Lots of love" at the end.
 - c I don't know the person well.
 - d I don't read it.
 - e I reply.
 - f in case they have a virus.
 - g when I send an email to a business.

- 2 Circle the correct options to complete the paragraph.

My morning routine changes from day to day. I have more time on the weekends than during the week. *'If / Unless* it's a work day, I only have a quick breakfast—maybe just a cup of tea. I make toast *'as long as / as soon as* I have enough time. The weekends are more relaxed. I stay in bed late *'unless / when* I am going out with friends. I make a big pot of coffee, and *'as soon as / if* there's milk in the fridge, I use that for a homemade cappuccino. *'Unless / When* the weather is nice, I like to go outside. So *'as soon as / if* I finish my breakfast, I go for a walk around my neighborhood.



- 3 Complete the shoppers' comments about Buy Nothing Day to make sentences with the first conditional. Use the verbs in parentheses.

- 1 If you _____ (change) your routine for just one day, it _____ (be) easier to change in the future.
- 2 If we _____ (not / go) shopping tomorrow, we _____ (have) more time to be with our friends.
- 3 I _____ (take part in) Buy Nothing Day as soon as I _____ (have) everything I need.
- 4 Unless we _____ (keep) buying things, stores _____ (close).
- 5 _____ (keep) your credit card in case you really _____ (need) it.
- 6 If I _____ (not / spend) money today, I _____ (spend) it tomorrow.
- 7 I _____ (donate) some clothes to a charity as long as I _____ (can buy) one new thing first.
- 8 If you _____ (cut up) your credit cards, you _____ (be) sorry.

- 4 Complete the news item about working a four-day week with one word or expression in each space. In some spaces, there is more than one correct answer.

Multinational companies, including Unilever and Microsoft, are looking at the idea of a shorter working week. Many employees might worry that ¹ _____ they only work for four days a week, the company will cut their pay. However, Unilever has said that all 81 of their New Zealand employees ² _____ get the same pay while they work one day less in a year-long experiment. In another New Zealand company, Perpetual Guardian, the owner Andrew Barnes has suggested that ³ _____ an employee produces the work the contract asks for, he or she will receive what their contract says. Microsoft in Japan has found, in a similar experiment, that ⁴ _____ employees get the same pay for less time, they become more efficient.

There are some possible benefits for companies; for example, if a company changes to a shorter week, it ⁵ _____ be more attractive to new workers and it can choose the best people. On the other hand, ⁶ _____ every department of a company changes in the same way, the idea probably won't be a success.

Pronunciation

Saying words beginning with /p/, /b/, /k/, and /g/

- 1 **A 41** Listen and circle the word you hear.

- | | | | |
|---------|--------|----------|-------|
| 1 peach | beach | 6 came | game |
| 2 path | bath | 7 cold | gold |
| 3 pie | bye | 8 could | good |
| 4 pot | bought | 9 cave | gave |
| 5 pea | bee | 10 coast | ghost |

- 2 **A 42** Listen and repeat the words in Exercise 1.

Listening

- 1 **A 43** Listen to three people talking about changing a habit. Write the speaker's name under the correct photo.

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