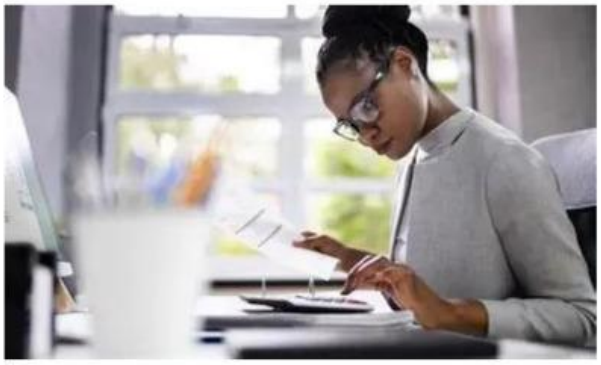
Laura's Life as an Accountant.



My name is Laura, and I've been working as an accountant for five years. I like my job because I enjoy working with numbers and helping people understand their finances. Every day, I check company records and make sure everything is correct. If I see a mistake, I correct it immediately. If clients send the documents late, we start working later too. If I don't drink coffee in the morning, I feel tired all day.

On Mondays, we usually have a finance team meeting. If the meeting starts on time, we finish before 11 a.m. If a client needs help, I will explain the process step by step. If we get a new project next week, we will need to organize the files carefully. Sometimes I dream about the future. If I had more free time, I would take a course in financial planning.
If I were the finance director, I would create a new system for invoices. And if my office was closer to home, I would walk to work every day. Being an accountant can be stressful, but it's also rewarding. If you work hard, you learn a lot about responsibility and organization.

>>My name is **Laura**, and I've been working as an **accountant** for five years. I like my job because I enjoy working with numbers and helping people understand their finances. Every day, I check company records and make sure everything is correct.

If I **see a mistake**, I **correct it** immediately. *(Zero Conditional)*
If clients **send the documents late**, we **start working later** too. *(Zero Conditional)*
If I **don't drink coffee** in the morning, I **feel tired** all day. *(Zero Conditional)*

On Mondays, we usually have a finance team meeting. If the meeting **starts on time**, we **finish before 11 a.m.** *(First Conditional)*
If a client **needs help**, I **will explain** the process step by step. *(First Conditional)*
If we **get a new project next week**, we **will need** to organize the files carefully. *(First Conditional)*

LIVEWORKSHEETS

Sometimes I dream about the future. If I **had more free time**, I **would take** a course in financial planning. *(Second Conditional)*
If I **were the finance director**, I **would create** a new system for invoices. *(Second Conditional)*
And if my office **was closer** to home, I **would walk** to work every day. *(Second Conditional)*

Being an accountant can be stressful, but it's also rewarding. If you **work hard**, you **learn a lot** about responsibility and organization. *(Zero Conditional)*<<

1 Match the Sentences

Match the sentence to the correct type of conditional (Zero, First, or Second).

Sentence	Conditional Type
A. If I had more time, I would take a course.	
B. If I see a mistake, I correct it.	
C. If we get a new client, we will update the records.	
D. If she needs help, I will explain it.	
E. If I don't sleep enough, I feel tired the next day.	
F. If I were the boss, I would hire more people.	

2 Complete the Sentences

Complete each sentence using your own ideas.

1. If I finish my work early, I _____.
2. If I had a better salary, I _____.
3. If we don't follow the accounting rules, we _____.
4. If a client doesn't understand a report, I _____.
5. If I took a course in Excel, I _____.

LIVEWORKSHEETS

3️⃣ Rewrite the Conditionals

A. Zero ➞ First

- If I work too much, I feel stressed.
  ➞ _____

B. First ➞ Second

- If I finish early, I will help my coworker.
  ➞ _____

C. Second ➞ Zero

- If I earned more, I would travel more.
  ➞ _____

4️⃣ Create Your Own

Write one sentence for each conditional.

- **Zero Conditional**: _____
- **First Conditional**: _____
- **Second Conditional**: _____

LIVEWORKSHEETS