

17 Practice

Exercise 1 B C D E

Underline the correct words.

- 1 If we're/we would be late, they'll start/they'd start without us.
- 2 If we will take/take a taxi, we'll arrive/we arrive sooner.
- 3 If we worked/would work for ADC, we'll get/we'd get a better salary.
- 4 When inflation will go/goes up, there would be/is usually pressure on salaries.
- 5 If we don't hurry/won't hurry, we would be/we'll be late.
- 6 If you change/are changing your mind, give me/you will give me a ring.
- 7 Unless you click/would click on that icon, it didn't/it won't print out.
- 8 If you ordered/order on the Net, we always will send/send an email confirmation.
- 9 If I lend/will lend you this book, when do you return/will you return it?
- 10 If you heard/hear anything in the next few days, let me/letting me know.

Exercise 2 C D

Read the sentences and decide if the events are likely or imaginary. Complete the sentences by putting the verbs in brackets into the correct form – the present simple + will or the preterit + would. Do **NOT** use contractions.

- 1 It's not far. If you follow (follow) this road, you will come (come) to the station.
- 2 If I was (be) on the Board of this company, I would argue (argue) against the merger.
- 3 If you (have) any questions, I (deal) with them at the end of my presentation.
- 4 If the council (ban) all cars from the city centre, there (not be) so much pollution.
- 5 A: I have no idea what the other side are going to propose in the negotiation tomorrow.
B: Neither do I. If I (know), I (tell) you.
- 6 A: My train leaves in forty minutes.
B: It only takes ten minutes to the station by taxi. If you (leave) now, you (catch) it.
- 7 A: Is that the time? I really should be going.
B: If you (wait) a moment, I (give) you a lift.
- 8 A: Would you like to go to English evening classes with me?
B: I'm sorry, but I can't. I'm really busy. If I (have) more time, I (love) to.

Exercise 3 B C D

Complete the sentences with the correct pair of possible forms, a) or b).

- 1 If the bank lends us the money, a it in new machinery.
a) we'll invest/we're going to invest b) we'd invest/we were investing
- 2 When a lot of orders, we always employ extra staff in the factory.
a) we'll get/we got b) we get/we've got
- 3 If this project again, I think I'd do it differently.
a) I was starting/I started b) I'll start/I've started
- 4 If the computer crashes, someone from the IT department.
a) you'd call/you are calling b) call/you'll have to call

Exercise 4 B C D E



26 Paula, a marketing manager of a car manufacturing company, is talking to her colleague Luis, a production manager. Complete their conversation with the words from the list below.

will (x2) won't (x2) would (x2) wouldn't unless (x2) be is is going to be don't didn't

PAULA: Luis. Aren't you worried about the proposed strike?

LUIS: Well, sure ...

PAULA: You see, if the factory workers go on strike, we (1) will lose a lot of production. If we lose production, we (2) be able to supply all our customers.

LUIS: Yes, I know, but ...

PAULA: And if we (3) supply our customers, they'll probably buy other makes of car. If that happens, our market share (4) go down. It's not looking good.

LUIS: Well, that's right, but ...

PAULA: And what's more, in my experience, when workers go on strike there (5) a bad atmosphere for months afterwards.

LUIS: Yes.

PAULA: So, (6) you can come to an agreement with the workers soon, there (7) a lot of trouble ahead. If you want my advice, (8) very careful.

LUIS: Look, don't worry.

PAULA: Don't worry?

LUIS: Yes. Look, the workers know that the success of the company depends on this new model. (9) they're stupid, they (10) go on strike.

PAULA: Oh?

LUIS: Now, just imagine – if it sold really well, we (11) increase our market share and our profits. If that happened, we (12) need to make so many job cuts. And if we (13) have to cut jobs, the trade unions (14) be much happier.

PAULA: Well, I suppose you've got a point.

Exercise 5 B C D

You are talking to a friend about your new job. Use your thoughts to complete the sentences you say. Put the verb in brackets into either the present simple, past simple, imperative, *will* + infinitive or *would* + infinitive.

You think: *People say that hard work usually results in promotion in this company.*

You say: (1) They say that if you work (work) hard, you get (get) promoted.

You think: *I want to show them that I'm good at my job so that I can have more job security.*

You say: (2) I hope that if I (do) my best, they (give) me a permanent contract after a few months.

You think: *I've been late in the morning a few times. I wish I could work at the Leiria site which is nearer my home.*

You say: (3) I'm sometimes late for work. If I (work) at the Leiria site, it (not be) such a problem.

You think: *One thing worries me. I had a health problem a few years ago, but it's very unlikely that it will reoccur.*

You say: (4) I wonder what (happen) if my health problem (reoccur)?

You think: *Maybe it's not a problem. In general they seem to be very reasonable about illness.*

You say: (5) Actually, if you (miss) one or two days because of illness, they (not seem) to mind.

You think: *Goodbye. I hope I'll see you soon.*

You say: (6) If you (fancy) a drink one evening, just (give) me a ring.

18 Practice

Exercise 1 B F unit 17

Underline the correct words. This exercise includes revision of imaginary futures.

- 1 If you phoned/had phoned me yesterday, I had told/would have told you.
- 2 If you took/would have taken more exercise, you might feel/had felt better.
- 3 If Tim would have listened/had listened more carefully, he wouldn't have made/didn't make that mistake.
- 4 If we'd found/we found suitable premises, we'd have moved/we had moved earlier.
- 5 If people kept/had kept their offices more tidy, it might present/presented a better image to our visitors.
- 6 If I d known/I would know about their financial problems, I wouldn't do/wouldn't have done business with them.
- 7 If our side had been/was better prepared, we succeeded/could have succeeded in the negotiations.
- 8 I wouldn't/won't worry if I am/were you.

Exercise 2 C

Complete the sentences with the words from the list below. Each word is used twice.

when as long as in case unless

- 1 I'll speak to you again when I've looked at the contract in detail.
- 2 Leave your return flight open the negotiations take an extra day.
- 3 We can start the project next week everyone agrees.
- 4 We can start the project next week anyone disagrees.
- 5 The Board will be happy our share price remains high.
- 6 Keep your receipt you need to return the goods.
- 7 The new stock will arrive the Christmas sales are finished.
- 8 We'll probably make a loss this year sales improve in the last quarter.

Exercise 3 D

Underline the correct words.

- 1 I wish I hadn't drunk/didn't drink so many whiskies last night.
- 2 There's so little space in here. I wish I have/had a bigger office.
- 3 I don't feel well. I wish I could stay/will stay in bed this morning.
- 4 I hope you enjoyed/enjoy yourselves at the theatre tonight.
- 5 I've been waiting thirty minutes for the bus. I wish I took/had taken a taxi.
- 6 I must get in touch with Sue. If only I know/knew her number!
- 7 I'm not a good typist. I wish I could type/would type better.
- 8 I wish Jim didn't interrupt/doesn't interrupt so often in meetings.
- 9 I have to finish this report by tomorrow. If only I would have/had more time.
- 10 Enjoy your holiday. I hope you have/could have a good time.
- 11 That presentation was a disaster! I wish I could do/would do it all again!
- 12 I'm disappointed with this camera. I wish I didn't buy/hadn't bought it.

Exercise 4 B C E



27 Patrick and Jurgen are discussing a negotiation that went wrong. Complete the dialogue with words from the list below.

if as long as in case unless (x2) will had (x2) can would have (x2) would not have

- PATRICK: Jurgen, (1) if you've got a moment, (2) I have a word with you?
- JURGEN: Sure. (3) it doesn't take too long, I've got a meeting in five minutes. Is it about that contract that we lost?
- PATRICK: Yes. What went wrong? Do you think we (4) got the deal if we (5) offered a better price? Maybe we (6) lost the business.
- JURGEN: No, I don't think the problem was the price.
- PATRICK: No? Well, was it a problem with the delivery time? If we (7) given a shorter delivery time, (8) we been more successful?
- JURGEN: No, the delivery time was OK.
- PATRICK: Hmm, this is strange. We really should find out what went wrong (9) a situation like this happens in the future. You know, (10) we learn from our mistakes, we (11) lose more orders. Now, Jurgen, tell me what do you think could really have happened?
- JURGEN: Well, nothing, (12) they didn't like our sales rep.
- PATRICK: Oh?
- JURGEN: Do you know who it was?
- PATRICK: Er, it was me.

Exercise 5 B E unit 17

A supplier is thinking about a negotiation in the future. Match his thoughts 1–4 with his words a)–d).

- | | |
|--|---|
| 1 We're likely to offer a lower price.
If we do, success is possible. <input checked="" type="checkbox"/> | a) If we offer a lower price,
we'll get the contract. |
| 2 We're likely to offer a lower price.
If we do, success is certain. <input type="checkbox"/> | b) If we offer a lower price,
we might get the contract. |
| 3 Perhaps we'll offer a lower price.
If we do, success is possible. <input type="checkbox"/> | c) If we offered a lower price,
we'd get the contract. |
| 4 Perhaps we'll offer a lower price.
If we do, success is certain. <input type="checkbox"/> | d) If we offered a lower price,
we might get the contract. |

The same supplier is thinking about a negotiation in the past. Match his thoughts 5–8 with his words e)–h).

- | | |
|---|--|
| 5 We offered a lower price.
That's why we succeeded. <input type="checkbox"/> | e) If we'd offered a lower price,
we'd have got the contract. |
| 6 We offered a lower price.
That's probably why we succeeded. <input type="checkbox"/> | f) If we'd offered a lower price,
we might have got the contract. |
| 7 We didn't offer a lower price.
That's why we failed. <input type="checkbox"/> | g) If we hadn't offered a lower price,
we'd have lost the contract. |
| 8 We didn't offer a lower price.
That's probably why we failed. <input type="checkbox"/> | h) If we hadn't offered a lower price,
we might have lost the contract. |