

CONDITIONAL SENTENCES



CONDITIONAL SENTENCES are used to express logical relationships between actions or events—such as cause and effect, hypothetical outcomes, or future possibilities.

A **conditional sentence** describes a situation and its possible result. It typically has two parts:

- The “**if-clause**” (condition)
- The **main clause** (result or consequence)

If the sample size is too small, the results may not be statistically significant.

(Condition: small sample size → Consequence: weak results)

ZERO CONDITIONAL

- **Discuss research findings**

"If participants reported high stress levels, their cognitive performance declined."

- **Explain methods or procedures**

"If the temperature increases, the reaction rate accelerates."

- **Speculate or hypothesize**

"If climate policies had been enforced earlier, the emissions could have been reduced."

- **Draw logical conclusions**

"If theory A holds true, then outcome B must follow."

- **Make recommendations or suggest implications**

"If further research is conducted, more reliable data may emerge."

Things that are always true, especially in **science, logic, or general rules**.

This conditional shows a **cause-and-effect** relationship.

"Every time this happens, that happens."

Used in **academic writing** to explain natural processes, definitions, or laws.

If a substance is heated above its melting point, it changes from solid to liquid.

If + Present Simple, Present Simple

If the temperature drops below 0°C, water freezes.

(Scientific fact – always true)

If students read the required texts, they perform better in discussions.

(General result based on experience)

If a cell divides, it creates an identical copy.

(Biological process – always happens)

FIRST CONDITIONAL

Real situations that could **actually** happen in the future.

Use it when there is a **real possibility** of the condition being fulfilled.

If this happens, that will happen.

If + Present Simple, Will + Base Verb

- Use **present simple** after "if", but **will** in the result clause.
- *If the students attend all sessions, they will pass the course.*
(Possible future outcome)
- *If the data is consistent, the hypothesis will be confirmed.*
(Future possibility in research)
- *If we complete the analysis by Friday, we will submit the report next week.*
(Plan with condition)

SECOND CONDITIONAL

Imaginary or unlikely situations in the present or future.

Used to discuss ideal situations, theoretical ideas, or things that are not currently true.

If this happened (but it's not happening), that would happen.

If + Past Simple, Would + Base Verb

- The verb after “if” uses the **past simple**, even though we are talking about the present or future.
- Use "**were**" instead of "was" (If I were, If she were, etc.)
- *If we had more time, we would include a larger sample size.*
(But we don't have more time)
- *If the software were updated, the system would run faster.*
(It's not updated now)
- *If the student participated more actively, she would improve her speaking skills.*
(But she doesn't participate much)

THIRD CONDITIONAL

Something that **did not happen in the past**, and imagine a **different past result**.

Expresses **regret, criticism, or alternative outcomes** of past events.

If this had happened (but it didn't), that would have happened (but it didn't either).

Reflections, especially in **academic reports**, when discussing **failures, errors, or alternative methods**.

If + Past Perfect, Would Have + Past Participle

- "If" clause: use **past perfect** (had + past participle)
- Main clause: use **would have + past participle**

- *If the researcher had followed the instructions, the results would have been valid.*

(But they didn't follow them – the results were not valid)

- *If we had collected the data earlier, we would have finished the analysis on time.*

(We didn't collect it earlier – we were late)

- *If the equipment had worked properly, the experiment would have been successful.*

(It didn't work – the experiment failed)

Common in the **limitations** or **conclusion** section of academic papers.

Discussing Research Findings

If participants reported high stress levels, their cognitive performance declined.

Explaining Methods or Procedures

If the temperature increases, the reaction rate accelerates.

Speculating or Hypothesizing

If climate policies had been enforced earlier, emissions could have been reduced.

Drawing Logical Conclusions

If theory A holds true, then outcome B must follow.

Making Recommendations

If further research is conducted, more reliable data may emerge

WRAPUP

1. Zero Conditional

Usage: To talk about general truths, scientific facts, or things that always happen under certain conditions.

Structure: If + present simple, present simple

Example: *If you heat water to 100°C, it boils.*

Tip: Use this for facts or routines (e.g., rules, processes, natural laws).



2. First Conditional

Usage: To talk about real or likely future possibilities.

Structure: If + present simple, will + base verb

Example: *If it rains tomorrow, we will cancel the trip.*

Tip: Use this for things that are possible or probable in the future.

3. Second Conditional

Usage: To describe **unreal or hypothetical** situations in the present or future.

Structure: If + past simple, would + base verb

Example: *If I were the admin, I would fix the system.*

Tip: Use this to express imaginary situations, dreams, or unlikely events.

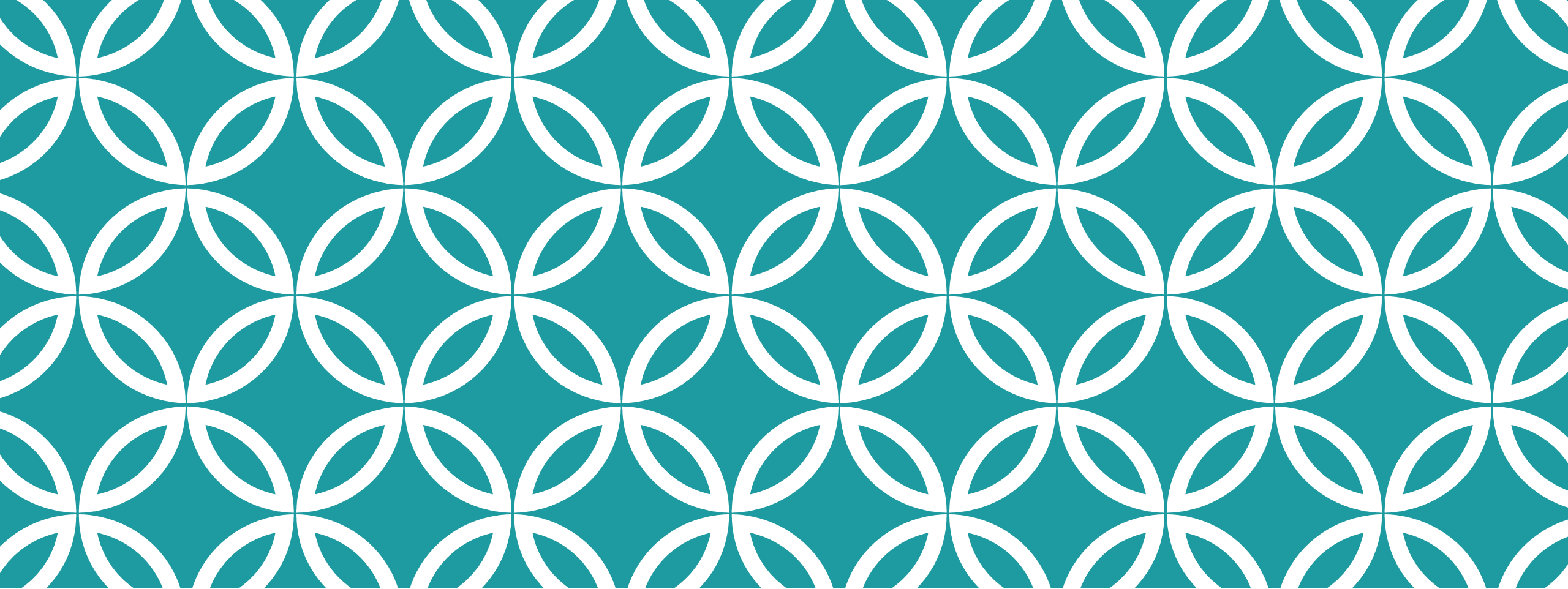
4. Third Conditional

Usage: To talk about **imaginary situations in the past**, often expressing regret or blame.

Structure: If + had + past participle, would have + past participle

Example: *If they had noticed the issue, they would have fixed it.*

Tip: Use this to describe things that didn't happen in the past and their possible results.



MEETING MINUTES



HOW TO WRITE EFFECTIVE MEETING MINUTES

- **The Function and Significance of Meeting Minutes**
- **Standard Format and Organizational Components of Meeting Minutes**
- **Appropriate Use of Formal Register in Minute Writing**
- **Frequently Used Expressions and Illustrative Samples**
- **Best Practices and Common Pitfalls in Minute Writing**

Listen to a meeting record and take a minute.