

CONDITIONALS, KEY

I. Transform the sentences so that they have the same meaning

1. Cutting your overheads may make this project viable.
The project may be viable if you cut your overheads.
2. We finished our assignment on time only because he was so kind to help us.
If he hadn't been so kind to help us, we wouldn't have finished our assignment on time.
3. As the group is continuously building its cash reserves, it is able to finance plans for global expansion.
The group wouldn't be able to finance plans for global expansion, if it wasn't continuously building its cash reserves.
4. Liquidation is the result of a company being insolvent.
If a company is insolvent, it goes into liquidation.
5. The colours we specified weren't out of stock, so we didn't have to cancel the order.
If the colours we specified had been out of stock, we would have had to cancel the order.
6. The fax is out of order, so we haven't been able to pass on your report to the Works Manager yet.
We would have passed on your report to the Works Manager if the fax wasn't out of order.

7. I don't know Peter's phone number by heart.

I wish I had my address book here with me. (*to have*)

8. I don't know where we are now.

I wish we had taken the map. (*to take*)

II. Complete the sentences below with WHEN/IF/IN CASE or UNLESS

1. If you are interested in our range of woollen products, the undersigned will be pleased to execute your order promptly, to your specifications.
2. Unless employees get promoted, their salary won't go up.
3. If/When a company observes that its products are more expensive for most domestic customers, it is forced to look for overseas for sales. It's a common procedure.
4. The person who is going to make the speech should take extra handouts in case the audience is larger than expected.
5. I will discuss the issue of perks with Sue when she has her usual coffee break.

III. Put a tick (a star in the key) next to expression(s) that suit the context of each sentence.

1. The Chief Executive Officer is considering departing _____ he receives a giant pay-off.
 - a. under condition that
 - b. provided that *
 - c. on condition that*

- d. so long as*
- 2. But _____ the new products do not become a commercial success, what will we do then?
 - a. suppose*
 - b. supposing*
 - c. providing *
 - d. unless
- 3. _____ you are able to decide on which costs could feasibly be cut, the management will reconsider the cost accounting system.
 - a. as far as
 - b. so long as *
 - c. in case *
 - d. as long as *

IV. Rewrite the sentences, as in the example.

- 1. He doesn't know her. That's why he didn't speak to her.
If he knew her, he would have spoken to her.
- 2. He gave away confidential information to competition. He's unemployed now.
If he hadn't given away confidential information, he would be employed now.
- 3. The laundry service was not put out to competitive tender. It costs us a lot of money now.
It wouldn't cost us so much money if the laundry service had been put out to competitive tender.
- 4. Her mobile phone has no reception in remote rural areas. That's why she couldn't be contacted yesterday.
If she had better reception/If her mobile had reception in remote, rural areas, she could have been contacted yesterday

V. Rewrite the sentences below, using WILL, WERE TO, SHOULD or WOULD instead of the underlined phrases

- 1. If by some remote chance technical problems arise, we will send our experts to put things right. If technical problems should arise...
- 2. If he gave notice, though I doubt that he would, I wouldn't protest. If he were to give notice...
- 3. If you just take the trouble to sign it here and we will arrange the rest. If you will/would just sign...
- 4. Please contact our Sales Department if by any chance you need to cancel your registration.
...if you should need to cancel...
- 5. We will be glad if you are willing to reply by return and give us details of your charge. ...if you will reply...

VI. Use an inversion of subject and verb in the conditional clauses of the sentences in VI. and below

- 1. Should technical problems arise, ...
- 2. Were he to give notice, I...
- 3. –

4. Please contact our Sales Department should you need to cancel...
5. -
6. If the market conditions had been better, our company would have expanded.
Had the market conditions been better, our company would have expanded.
7. If it hadn't been for the Government intervention, there would have been no other chance to stimulate consumer spending.
Had it not been for the Government intervention, there...
8. If it were not for their foresight, we wouldn't consider the purchase.
Were it not for their foresight, we...
9. If I were you, I'd look for another job.
Were I you, I'd ...
10. If I had known you were ill, I would have visited you.
Had I known you were ill, I ...