

Державний вищий навчальний заклад  
“Українська академія банківської справи  
Національного банку України”  
Кафедра іноземних мов

## **ПРАКТИЧНА ГРАМАТИКА ДІЛОВОЇ АНГЛІЙСЬКОЇ МОВИ**

## **BUSINESS ENGLISH GRAMMAR IN USE**

Навчальний посібник  
для самостійної та індивідуальної роботи  
з дисципліни “Поглиблене вивчення іноземної мови”

У 2 частинах

Частина II

Для студентів 2 курсу  
економічних напрямів денної форми навчання

Суми  
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П71

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Навчальний посібник спрямований на подальше вдосконалення граматичної компетенції студентів для виконання більш складних комунікативних завдань у професійно орієнтованому контексті.

Матеріали видання спеціально призначені для виконання у незалежному режимі та містять чітко сформульовані завдання і зразки їх виконання, забезпечують критерії для оцінювання результатів. Вправи, що містяться в посібнику, мають комунікативне спрямування і базуються на реальних професійних ситуаціях і контекстах з широким використанням автентичних матеріалів, таких як: економічні статті, бізнесові документи, графіки та діаграми.

Призначений для студентів 2 курсу економічних напрямів денної форми навчання.

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## REPORTED SPEECH (1): STATEMENTS, THOUGHTS, COMMANDS, REQUESTS

### A. Introduction

When we report what someone else said, we can do it in three ways:

1. We can repeat the exact words using inverted commas (“”):  
*The agent said: “Sales are going well”.*
2. We can use a reporting verb in the present tense:  
*The agent **says** that sales are going well.*
3. We can use a reporting verb in the past and change the tense:  
*The agent **said** that sales **were** going well.*

### B. Tense changes

The table shows how tenses change in reported speech when we use a reporting verb in the past tense (i.e., **said** in example 3 above):

ACTUAL WORDS	REPORTED SPEECH
“I <b>work</b> for ICL.”	He said that he <b>worked</b> for ICL.
“I <b>am working</b> for ICL.”	He said that he <b>was working</b> for ICL.
“I <b>worked</b> for ICL.”	He said that he <b>had worked</b> for ICL.
“I <b>was working</b> for ICL.”	He said that he <b>had been working</b> for ICL.
“I <b>have worked</b> for ICL.”	He said that he <b>had worked</b> for ICL.
“I <b>will work</b> for ICL.”	He said he <b>would work</b> for ICL.
“I <b>may/can work</b> for ICL.”	He said he <b>might/could work</b> for ICL.

We do not change the past perfect, or **might/could/should/would**.

### C. Reporting thought

We use the same tense changes when we are reporting what people think or know (e.g., after **I didn’t realize, I knew, I thought, I had no idea**, etc.):

A “*I’m from Belgium.*”

B “*Are you? **I didn’t realize** you **were** Belgian. **I thought** you **were** French.*”

### D. Reporting commands and requests

We report commands and requests using **tell** or **ask** and the infinitive:

“ <i>Sit down.</i> ”	<i>He <b>told</b> me to <b>sit</b> down.</i>
“ <i>Don’t pay the invoice.</i> ”	<i>He <b>told</b> me <b>not to pay</b> the invoice.</i>
“ <i>Please wait.</i> ”	<i>He <b>asked</b> me to <b>wait</b>.</i>
“ <i>Please don’t smoke.</i> ”	<i>He <b>asked</b> me <b>not to smoke</b>.</i>

## E. Other changes

It is sometimes necessary to change other words:

- |                                      |  |
|--------------------------------------|--|
| "I saw him <b>yesterday</b> ."       | She said she had seen him <b>the day before</b> .    |
| "I met him <b>here</b> ."            | She told me that she had met him <b>there</b> .      |
| "I'll send them <b>this</b> report." | She said she would send him <b>the</b> report.       |
| "I'll do it <b>tomorrow</b> ."       | She said she would do it <b>the next day</b> .       |
| "I did it <b>a few days ago</b> ."   | She said she had done it <b>a few days earlier</b> . |

### Exercise 1. Tense changes

A customer came to a Mercedes showroom in a very old Fiat. There was an old lady in the back of the car. Look at some of the things the customer and the salesman said. Then rewrite the sentences in reported speech. (This is based on a true story.)

1. The customer said, "I'm thinking about buying a new car".
2. The salesman said, "The new S500 is very good value".
3. The customer said, "I bought a Mercedes in 1985 and I liked it a lot".
4. The salesman said, "You can take it for a test drive".
5. The customer said, "I don't have any identification...  
...but the woman in the car is my grandmother".
6. The salesman said, "That will be fine".
7. Two hours later, the salesman said, "Your grandson is taking a long time".
8. The woman said, "He isn't my grandson...  
...He offered to drive me to the shops. I have never seen him before".

1. The customer said that *he was thinking about buying a new car*.
2. The salesman said that \_\_\_\_\_
3. The customer said that \_\_\_\_\_
4. The salesman said that \_\_\_\_\_
5. The customer said that \_\_\_\_\_  
but that \_\_\_\_\_
6. The salesman said that \_\_\_\_\_
7. Later on, the salesman said to the woman that \_\_\_\_\_
8. The woman said that \_\_\_\_\_  
and that \_\_\_\_\_

### Exercise 2. Tense changes

Read the report about what a candidate said at an interview. Change the words in italics into direct speech.

Miss Briggs said that <sup>(1)</sup> *she was very interested in working for us*, and she explained that <sup>(2)</sup> *she had been working in the City for three years*. When I asked her about her reasons for leaving, she said that <sup>(3)</sup> *she liked*



## Exercise 5. Other changes.

Read the situations, and underline the correct words.

1. At 10.00 this morning, Julia says to you, “Dr Bangermann is arriving this afternoon”. At 10.30 the same morning you say to your boss, “Julia said that Dr Bangermann was arriving this afternoon / that afternoon”.
2. The sales manager says to you, “I’ll show the visitors round the factory tomorrow”. Three weeks later, you say to your boss, “He said he would show the visitors round the factory the following day / tomorrow.”
3. A client calls from his office and says, “I’d like to hold the meeting here”. Later you speak to your boss in your own office and say, “He said he’d like to hold the meeting here/there”.
4. A customer rings to say, “We sent the cheque yesterday”. The same day you say to your boss, “When I spoke to him, he said that he had sent the cheque yesterday/the previous day”.
5. A client rings you at your office and says, “I’ll meet you there tomorrow”. The same day at your office you say to your boss, “He said he would meet me here/there tomorrow”.

## Task 1

A headhunter took you out to dinner last night. Now a colleague is asking you about what you said. Answer his questions using reported speech.

1. “What personal details did you give him about yourself?”

*I told him I was married and that I lived in London.*

2. “What did you tell him about the company?”

\_\_\_\_\_

3. “What did you say your responsibilities were?”

\_\_\_\_\_

4. “What did you tell him about the salary you would need?”

\_\_\_\_\_

5. “What did he tell you about the new company?”

\_\_\_\_\_

6. “What did he tell you about the new job?”

\_\_\_\_\_

7. “So in the end what did you say to him?”

\_\_\_\_\_

## Task 2

Respond with surprise to the following comments.

1. **A** They are discontinuing this model at the end of the year.  
**B** Really? I thought *it was selling well*.
2. **A** It's my fortieth birthday next week.  
**B** Really? I had no idea \_\_\_\_\_.
3. **A** You will have to wait about three months for delivery.  
**B** Really? I didn't realize \_\_\_\_\_.
4. **A** I've just seen Mr Takashi in Reception.  
**B** Really? I thought \_\_\_\_\_.
5. **A** The bill for dinner came to £145 each.  
**B** Really? I had no idea \_\_\_\_\_.

## Task 3

Complete the sentences using **ask** or **tell** + infinitive.

1. They were late paying the bill, so I phoned and *told them to pay at once*.
2. I was too busy to see Jane, so I \_\_\_\_\_.
3. I could see that he had had too much to drink, so I \_\_\_\_\_.
4. Peter said he was going to the bank, so I \_\_\_\_\_.
5. The machine they sold us was faulty, so I \_\_\_\_\_.
6. I wanted the mechanic to tell me how much the repairs would cost, so I \_\_\_\_\_.

## REPORTED SPEECH (2): QUESTIONS AND REPORTING VERBS

### A. Wh- questions

Some questions begin with a question word (i.e., **Who, Where, Which, Why, When, What, How, How much**, etc.). Look at the way we report these questions:

*“When **will you** let us know your decision?” they asked me.*

*They asked me when **I would** let them know my decision.*

COMMON MISTAKES: When we report a question, the word order changes from verb – subject (**will, you**) to subject – verb (**I, would**).

*“Where is he?” she asked me.*

WRONG: *She asked me where ~~was~~ he.*

RIGHT: *She asked me where **he was**.*

### B. Yes/no questions

When we report **yes/no** questions, we use **if** or **whether** and the tense changes:

DIRECT QUESTION: *“**Are you feeling** all right?”*

REPORTED QUESTION: *She asked me if **I was feeling** all right.*

DIRECT QUESTION: *“**Do you know** Lars Hansen?”*

REPORTED QUESTION: *He asked me if **I knew** Lars Hansen.*

### C. Embedded questions

When we begin a sentence with one of the following phrases, we need to use the same word order as for reporting questions. We do not need to change the tense if the introductory phrase is in the present tense:

*“I wonder where that file is.”* (NOT: ...*where is that file.*)

*“I’m not sure if it is a good idea.”* (NOT: ...*is it a good idea.*)

*“Could you tell me what the time is?”* (NOT: ...*what is the time?*)

*“Do you know when the train leaves?”* (NOT: ...*when does the train leave?*)

### D. Reporting verbs

We often use other verbs instead of **say, tell**, etc. to report what someone says.

The verbs **warn, order, advise, encourage, remind, persuade** are followed by an object + infinitive:

*“I think you ought to see a lawyer”. He **advised me to see** a lawyer.*

The verbs **offer, refuse, promise** are followed by an infinitive:

*“We will not pay any more”. They **refused to pay** any more.*

The verbs **admit, deny, apologize for** are followed by the -ing form:

*“I am sorry I have kept you waiting”. He **apologized for keeping** me waiting.*

### Exercise 1. Reporting wh- questions

A speaker was asked these questions after a presentation. Report the questions.

1. "When will the new product be ready?"
2. "How much are you planning to spend on advertising?"
3. "Where do you intend to advertise?"
4. "What discount will you give to your distributors?"
5. "Why has it taken so long to develop?"
6. "How much market interest has there been in the new product?"
7. "Who is the product aimed at?"
8. "What sort of problems have you had in developing the product?"

1. They asked me *when the new product would be ready.*
2. They asked me *how much we were planning to spend on advertising.*
3. They asked me \_\_\_\_\_ .
4. They asked me \_\_\_\_\_ .
5. They asked me \_\_\_\_\_ .
6. They asked me \_\_\_\_\_ .
7. They asked me \_\_\_\_\_ .
8. They asked me \_\_\_\_\_ .

### Exercise 2. Reporting yes/no questions

A colleague of yours came back from a business trip, and you asked her the following questions. Rewrite the questions using reported speech.

1. "Did you have a good trip?"  
*I asked her if she had had a good trip.*
2. "Have they signed the contract?"  
\_\_\_\_\_
3. "Will you need to go back again?"  
\_\_\_\_\_
4. "Was the hotel OK?"  
\_\_\_\_\_
5. "Did you have any time off?"  
\_\_\_\_\_
6. "Are you feeling tired?"  
\_\_\_\_\_
7. "Did you have any problems?"  
\_\_\_\_\_
8. "Do you feel confident about the project?"  
\_\_\_\_\_
9. "Did they like the idea of a joint venture?"  
\_\_\_\_\_

### Exercise 3. Embedded questions

Rewrite the following sentences. Use the introductory phrases and either a question word or **if**.

1. Does the bank have a branch in Geneva, I wonder?  
*I wonder if the bank has a branch in Geneva.*
2. When will the plane get in? Do you know?  
*Do you know when the plane will get in?*
3. How are the negotiations going, I wonder?  
I wonder \_\_\_\_\_
4. Is Peter coming to the meeting? Do you know?  
Do you know \_\_\_\_\_
5. When is the talk going to start? Could you tell me?  
Could you tell me \_\_\_\_\_
6. Should I take the job? I'm not sure.  
I'm not sure \_\_\_\_\_
7. Where is their head office? I don't know.  
I don't know \_\_\_\_\_
8. Will they accept our offer, I wonder?  
I wonder \_\_\_\_\_
9. Have they sent us an order form? Could you tell me?  
Could you tell me \_\_\_\_\_
10. How did they get this information, I wonder?  
I wonder \_\_\_\_\_

### Exercise 4. Reporting verbs

Match the sentences in column A with the reported statements in column B.

- | A  | B  |
|--|--|
| 1. "Don't forget to sign the contract."                              | A. He apologized for signing the contract. |
| 2. "I didn't sign the contract."                                     | B. He warned me not to sign the contract.  |
| 3. "Go on, sign the contract. It's a really good idea."              | C. He encouraged me to sign the contract.  |
| 4. "If I were you, I would sign the contract."                       | D. He ordered me to sign the contract.     |
| 5. "No, I will not sign this contract under any circumstances".      | E. He refused to sign the contract.        |
| 6. "I am so sorry I signed the contract."                            | F. He admitted signing the contract.       |
| 7. "Yes, I am afraid to say that it was me who signed the contract." | G. He reminded me to sign the contract.    |
|  | H. He offered to sign the contract.        |
|  | I. He advised me to sign the contract.     |
|  | J. He denied signing the contract.         |

8. "I'll sign the contract if you like."
9. "Sign the contract NOW!"
10. "I really wouldn't sign the contract. You haven't read it. It could be a disaster."

### Task 1

A colleague has overheard you say the following things on the phone. Explain who you were talking to and what they asked you.

1. "Yes, the 15th would be fine."  
That was Mr Jackson. He asked me if he could change the date of our next meeting to the 15th, and I said it would be fine.
2. "No, I am afraid that 15 % is the maximum."  
\_\_\_\_\_
3. "It will be there first thing on Wednesday."  
\_\_\_\_\_
4. "Yes, I am sure we have paid it. I remember writing the cheque myself."  
\_\_\_\_\_
5. "£16,000". \_\_\_\_\_

### Task 2

Complete the sentence with a suitable embedded question.

1. The office is very different without Janet. I wonder ...  
how she is getting on in her new job.  
No, I'm afraid I don't know \_\_\_\_\_.
2. I am a stranger here myself.
3. I'll just have a look at the new price list. I'm not sure ... \_\_\_\_\_.
4. I need to go to New York next Wednesday. Could you tell me ... \_\_\_\_\_?
5. I can't understand this letter. Do you know... \_\_\_\_\_?

### Task 3

Complete the sentences using the verbs in brackets.

1. She was offered a very good job, so ...  
(advise) I advised her to accept it.
2. He said that the guarantee was out of date, and ...  
(refuse)... \_\_\_\_\_.
3. They said that they couldn't bring the price down any more, but...  
(offer) ... \_\_\_\_\_.
4. The bank realized that they were in the wrong, and they...  
(apologize) ... \_\_\_\_\_.

## CONDITIONALS: IF YOU GO...

### A. Zero conditional

We can talk about general facts or things that are always true using an **if** sentence. This kind of sentence has the present tense in both parts:

IF + PRESENT TENSE, <b>If</b> interest rates <b>fall</b> ,	PRESENT TENSE company profits <b>rise</b> .
---	--

In statements like this, **if** means the same as **when** or **every time**. This is sometimes called the zero conditional.

### B. First conditional: if + present + will

When we talk about future events that are reasonably likely and their results, we can use an **if**-sentence. The **if**-clause states the condition, and the other clause states the result:

IF + PRESENT TENSE <b>If</b> the government <b>raises</b> taxes, (CONDITION)	WILL + BARE INFINITIVE consumer spending <b>will fall</b> . (RESULT)
--	--

The **if**-clause can come in the first part of the sentence or the second:

***If** the government **raises** taxes, consumer spending **will fall**.*

*Consumer spending **will fall** **if** the government **raises** taxes.*

COMMON MISTAKES: We do not use **will** in the **if** part of the sentence:

WRONG: *If the shipment ~~will arrive~~ tomorrow, I will collect it.*

RIGHT: ***If** the shipment **arrives** tomorrow, I **will** collect it.*

### C. If or when?

When we talk about events that will take place in the future, we can use **if** or **when**:

*I'm flying to the States tonight. I'll give you a ring **if** I can find a phone.*

(The speaker is not sure if he will be able to find a phone or not.)

*I'm flying to the States tonight. I'll give you a ring **when** I get there.*

(The speaker has no doubt that the plane will arrive safely.)

### D. Variations

In a sentence with an **if**-clause we can use the imperative, or other modal verbs, instead of **will** + infinitive:

*If you hear from Susan today, **tell** her to ring me.*

*If the traffic is bad, I **may** get home late.*

*If we sign the contract today, we **can** start production at the end of next month.*

*If Mr Duval rings, you **must** ask him to leave his number.*

### Exercise 1. Zero conditional

Match the first part of the sentences in column **A** with the right endings in column **B**.

- | A  | B   |
|--|---|
| 1. Governments expect something in return    | A. something is wrong with the management.  |
| 2. Every time Peter chairs a meeting         | B. it gets there the following morning.     |
| 3. People are more productive                | C. I usually look after them.               |
| 4. If you send a letter by Datapost,         | D. <i>if they give aid.</i>                 |
| 5. If inflation rises,                       | E. if we launch a new model.                |
| 6. When you have a high staff turnover,      | F. it goes on for a long time.              |
| 7. If anyone from our Hamburg office visits, | G. if they work in pleasant surroundings.   |
| 8. We spend a great deal on promotion        | H. the value of people's savings goes down. |
| 9. I always fly Club Class                   | I. when I go on a long haul flight.         |

### Exercise 2. First conditional

Put the verbs in brackets into the correct tense. Use the present simple and **will** + infinitive in each sentence.

- A** If the meeting finishes (finish) late, I will spend (spend) the night in London.  
**B** If the meeting doesn't finish (not finish) late, I will catch (catch) the train home.
- A** If sales \_\_\_\_\_ (go) well this year, we \_\_\_\_\_ (increase) our profits.  
**B** If sales \_\_\_\_\_ (not/go) well this year, we \_\_\_\_\_ (try to) reduce our costs.
- A** If we \_\_\_\_\_ (leave) now, we \_\_\_\_\_ (get) a table at the restaurant.  
**B** If we \_\_\_\_\_ (stay) here for much longer, the restaurant \_\_\_\_\_ (shut).

### Exercise 3. If or when?

Fill in the blanks with **if** or **when**.

- I don't think you'll have any problems, but call me \_\_\_\_\_ you do.
- Mrs Barton is coming this afternoon. Could you send her up \_\_\_\_\_ she arrives?

3. We won't be able to compete \_\_\_\_\_ we don't modernize our production plant.
4. Put that on my bill please, and I'll pay \_\_\_\_\_ I check out.
5. I will feel very disappointed \_\_\_\_\_ I don't get promotion this year.
6. Sales are low this spring, but they will improve \_\_\_\_\_ summer starts.

#### Exercise 4. Variations

Read the following dialogue, and choose the best option from the words in italics.

HANS: I'll be at a meeting this afternoon, so if Pierre <sup>(1)</sup> *will call/calls*, <sup>(2)</sup> *tell/you'll tell* him I'll give him a ring later.

CLAUDIA: OK, but there's one other thing. You've got a meeting with Mr Sachs at 5.00. Will you be back by then?

HANS: It depends, really, but I'll call you. If the meeting <sup>(3)</sup> *will go on/goes* on after 4.30, you <sup>(4)</sup> *will/can* cancel my appointment with Mr Sachs. But if it has already finished by then, I <sup>(5)</sup> *may/can* be able to get back in time.

CLAUDIA: Anything else?

HANS: Yes, if you <sup>(6)</sup> *will manage/manage* to get hold of Kevin, you <sup>(7)</sup> *must/will* get the October sales figures from him. I need them today. The Chairman <sup>(8)</sup> *may come/can come* to the sales meeting tomorrow, and if he does, he <sup>(9)</sup> *is going to want/must* want to see them.

#### Exercise 5. Right or wrong?

Some of the following sentences are right and some are wrong. Put a tick (✓) next to the ones that are right and correct the ones that are wrong.

1. If you finish everything that needs to be done before five, you are able to go home. you can go home
2. Mr Lo probably won't want to go out for dinner if he has a meal on the plane. \_\_\_\_\_
3. If it will be their first visit to England, I expect they might want to do some sightseeing. \_\_\_\_\_
4. I may go and visit their headquarters if I will go to London next week. \_\_\_\_\_
5. Please don't hesitate to contact me if you require any further information. \_\_\_\_\_
6. What should I do if everyone will be still talking when I want to start my presentation? \_\_\_\_\_
7. If you will go to Paris next week, I can give you the name of a good hotel I know. \_\_\_\_\_

## Task 1

Rewrite these sentences using a first conditional sentence with **if**.

1. For further information call us on 0800 726354.  
*If you ring 0800 726354, they'll give you some more information.*
2. We've got these products on a 'sale or return' basis.  
\_\_\_\_\_
3. Subscribe to Business Age before September 30 and save up to 33 %.  
\_\_\_\_\_
4. The Ford Escort comes with a money-back guarantee.  
\_\_\_\_\_

## Task 2

Complete these sentences.

1. If I have time this weekend,... \_\_\_\_\_
2. If I go on holiday this year,... \_\_\_\_\_
3. If I can afford it,... \_\_\_\_\_
4. If I carry on learning English,... \_\_\_\_\_
5. If I stay in my present job,... \_\_\_\_\_
6. If I feel tired this evening,... \_\_\_\_\_
7. If I finish work early,... \_\_\_\_\_
8. If I move house at some stage in the future,... \_\_\_\_\_

## Task 3

You have been asked to speak on these topics at a meeting. Write short paragraphs about what you think will happen during the next two or three years, and what you or your company will do.

1. interest rates  
*I think that interest rates will rise again during the next two or three years. If they do, we will have to try to reduce our costs and the amount we borrow as much as possible, and we will not be able to expand.*
2. your market share  
\_\_\_\_\_  
\_\_\_\_\_
3. new competitors  
\_\_\_\_\_  
\_\_\_\_\_
4. the political situation  
\_\_\_\_\_  
\_\_\_\_\_

## CONDITIONALS: IF, UNLESS, ETC.

### A. If and unless

**Unless** means the same as **if... not**. It always refers to the conditional part of the sentence and not the result part of the sentence:

**If** he doesn't **get** here soon, we will have to start the meeting without him.

(CONDITION)

(RESULT)

**Unless** he **gets** here soon, we will have to start the meeting without him.

(CONDITION)

(RESULT)

We often use **not + unless**, which means **only... if**, when we want to emphasize a condition:

*They **will only sign** the contract **if** we give them an additional discount.*

*They **won't sign** the contract **unless** we give them an additional discount.*

### B. If and in case

We use **in case** to talk about precautions we will take before a problem happens. We use **if** to talk about what we will do after a problem happens:

*We are going to insure the shipment **in case** the goods get damaged in transit.*

(We will take out insurance first; the problem may or may not happen afterwards.)

***If** the goods get damaged in transit, we'll make a claim.*

(The damage may happen, and we will make a claim afterwards.)

Note that in sentences with **in case**, we often use **going to** rather than **will** because we are often talking about something we have already decided to do.

### C. Provided that, as long as, etc.

We can use **provided that/providing**, **as long as**, and **so long as** when we want to emphasize a condition. **Provided that** and **as long as** mean **if** and **only if** (**providing** and **so long as** are a little less formal than **provided that** and **as long as**):

*I will agree to these conditions **provided that** you increase my salary by 8.5 %.*

(I will only agree if you give me more money.)

*The strike will be successful **as long as** we all stay together.*

(It will only succeed if we all stay together.)

Note that we use the same sentence pattern as with other **if**-sentences.

## D. So that

We use **so that** to explain what the result or purpose of an action will be:

*I'll take a credit card **so that** we don't run out of money.*

(The credit card will stop us from running out of money.)

## Exercise 1. If and unless

Match the first part of each sentence in column A with the right ending in column B.

- | A   | B   |
|---|---|
| 1. <i>There's going to be a train strike tomorrow</i> | A. unless we give her the salary she wants. |
| 2. The union won't go on strike                       | B. we will not make a loss this year.       |
| 3. She will accept the job                            | C. we will make a loss this year.           |
| 4. She won't accept the job                           | D. they will not take legal action.         |
| 5. Unless sales improve dramatically                  | E. <i>unless we agree to their demands.</i> |
| 6. If sales improve dramatically                      | F. if we agree to their demands.            |
| 7. Unless we pay them immediately                     | G. they will take legal action.             |
| 8. If we pay them immediately                         | H. if we give her the salary she wants.     |

## Exercise 2. If and unless

Rewrite the following sentences using **unless**.

- If nothing goes wrong, we will sign the deal tomorrow.  
We will sign the deal tomorrow *unless something goes wrong.*
- We're not going to get that contract if we don't improve our offer.  
We're not going to get that contract \_\_\_\_\_.
- Only phone me if it is an emergency.  
Please don't phone me \_\_\_\_\_.
- If demand doesn't increase soon, we're going to have a bad year.  
We're going to have a bad year \_\_\_\_\_.
- This project will only be viable if you can cut your overheads.  
This project will not be viable \_\_\_\_\_.
- I'll accept an overseas posting if I can have my job back when I return.  
I won't accept an overseas posting \_\_\_\_\_.



2. The banks will support us *unless / as long* as the company is profitable.
3. I won't call you *unless/providing* I have a problem I can't deal with.
4. *So long as / Unless* we continue to order in bulk, they will go on giving us free delivery.
5. *Unless / Provided that* we solve the problem now, the situation is going to get worse.
6. We will be able to start this project in two months *as long as / unless* the board think it is a good idea.

### Exercise 6. In case or so that?

In each of the following sentences, fill in the blanks with **in case** or **so that**.

1. The building has smoke alarms *so that* we can detect fires immediately.
2. Keep the insurance documents safe \_\_\_\_\_ we need to make a claim.
3. I'll send you a fax \_\_\_\_\_ you get all the information you need today.
4. I'm going to hold a meeting \_\_\_\_\_ everyone can say what they think.
5. I'll phone you later \_\_\_\_\_ you have any problems with the program.
6. I've left the answering machine on \_\_\_\_\_ anyone calls.

### Task 1

Complete the following sentences.

1. I'll probably stay in my present job unless ...  
\_\_\_\_\_
2. The economic situation will continue to improve as long as ...  
\_\_\_\_\_
3. I won't be able to go to the interview on Thursday unless ...  
\_\_\_\_\_
4. Provided that Boeing get the safety certificate for their new aeroplane, ...  
\_\_\_\_\_
5. Unless I have to change the time of the meeting for some reason, ...  
\_\_\_\_\_
6. We will allow you to become the sole distributor of our product providing ...  
\_\_\_\_\_

### Task 2

Finish each of the sentences in three ways, using **if**, **in case**, and **so that**.

1. I'm going to leave early ...  
 A if *my boss lets me.*  
 B in case *I get caught up in the traffic.*  
 C so that *I get to the airport on time.*

2. I'll take some local currency with me ...  
A if \_\_\_\_\_.  
B in case \_\_\_\_\_.  
C so that \_\_\_\_\_.
3. I'll take my address book with me ...  
A if \_\_\_\_\_.  
B in case \_\_\_\_\_.  
C so that \_\_\_\_\_.
4. They haven't paid the invoice yet. I'll send them a reminder ...  
A if \_\_\_\_\_.  
B in case \_\_\_\_\_.  
C so that \_\_\_\_\_.
5. You will need to hire a car ...  
A if \_\_\_\_\_.  
B in case \_\_\_\_\_.  
C so that \_\_\_\_\_.

## CONDITIONALS: IF YOU WENT...

### A. Form

The second conditional is formed by using **if** + past tense and **would** + infinitive:

IF + PAST TENSE

WOULD + INFINITIVE

**If I knew** her number,

**I would send** her a fax.

COMMON MISTAKES: We do not use **would** in the **if** part of the sentence:

WRONG: *If trains ~~would~~ be more reliable, more people would use them.*

RIGHT: *If trains **were** more reliable, more people **would** use them.*

The **if**-clause can come in the first part of the sentence, or the second:

***If I knew** her number, **I would send** her a fax.*

***I would send** her a fax **if I knew** her number.*

### B. Imaginary situations

We can use the second conditional to refer to an action or state we imagine:

1. ***If these machines **were not** so expensive, we **would buy** them.***

(But they are expensive, and we are not going to buy them.)

2. ***If I **lost** my job tomorrow, I **would move** to London to find another one.***

(I don't think I will lose my job, but I understand the possible consequences.)

In 1 we are talking about the present, and imagining a situation that is different from reality. In 2 we are talking about a possible event in the future; however, by using the second conditional we make it clear that we do not really think it will happen.

### C. Variations

It is also possible to use **might** and **could** instead of **would**:

*If we had the finance, we **could** expand much more rapidly.*

*If the terms of the contract were different, we **might** accept it.*

In the **if**-clause, we can use **were** instead of **was**. This is very common when we give advice using the expression **If I were you...**

*If I **were** you, I would have another look through those figures.*

### D. First or second conditional?

If we think that a future event is reasonably likely, we use the first conditional:

***If the investment **grows** at 6 % a year, it **will be** worth £20,000 in ten years.*** (This is likely.)

If we are talking about an event that we think is unlikely or impossible, we use the second conditional:

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ДВНЗ “Українська академія банківської справи НБУ”

**If I had as much money as Bill Gates of Microsoft, I would retire.**  
(But I haven't and I never will.)

### Exercise 1. Form

Change the verbs in brackets using **would** + infinitive or the past tense.

- A. My session with the career counsellor was a bit of a waste of time.  
B. Really? Why?  
A. Well, firstly, he recommended moving to London, but that's impossible.  
If I <sup>(1)</sup> *got* (get) a job in London, I <sup>(2)</sup> \_\_\_\_\_ (have) to spend at least four hours a day on the train, and I'm not going to do that.  
B. Couldn't you move?  
A. No, because if I <sup>(3)</sup> \_\_\_\_\_ (move) to London, I <sup>(4)</sup> \_\_\_\_\_ (need) to sell the house, and I don't want to do that at the moment.  
B. Did he have any other ideas?  
A. He suggested retraining to become an accountant, but that's not a solution either. Even if I <sup>(5)</sup> \_\_\_\_\_ (start) next week, I <sup>(6)</sup> \_\_\_\_\_ (not/be) qualified for at least three years, and that is too long. So I don't really know what I'm going to do.

### Exercise 2. Imaginary situations

Rewrite the following sentences with **if** and the second conditional.

1. The reason we don't use them is that they are so expensive.  
But... *if they weren't so expensive, we would use them.*  
But... *we would use them if they weren't so expensive.*  
2. The reason I can't contact them is that I haven't got their address.  
But... \_\_\_\_\_  
3. The reason I work so hard is that I enjoy my job.  
But... \_\_\_\_\_  
4. The reason we are the market leaders is that we spend so much on R&D.  
But... \_\_\_\_\_  
5. The reason I won't give you an answer is that I haven't got the authority.  
But... \_\_\_\_\_

### Exercise 3. Variations

Complete the sentences with the correct form of verbs in the box.

change   be   think   speak   apply   earn   give   produce
---

1. I think they might *give* me that job in Paris if I *applied* for it, but I'm not interested in it.  
2. If I \_\_\_\_\_ you, I would \_\_\_\_\_ very carefully before investing.

3. It's a pity you have refused to talk to him. He might \_\_\_\_\_ his mind if you \_\_\_\_\_ to him personally.
4. It's a pity the circulation of our magazine is so low. If it \_\_\_\_\_ higher, we could \_\_\_\_\_ a lot more from advertising.
5. If our labour costs \_\_\_\_\_ lower, we could \_\_\_\_\_ cheaper goods.

#### **Exercise 4. First or second conditional?**

Read through the following sentences. Decide whether the events in them are likely or imaginary, and put the verbs in brackets into the right tense.

1. If everyone *contributed* (contribute) 10 % of their salaries to charity, there would *be* (be) no poverty.
2. I am sure we \_\_\_\_\_ (meet) our targets if we \_\_\_\_\_ (maintain) our current level of sales.
3. If I \_\_\_\_\_ (be) in your position, I \_\_\_\_\_ (insist) on having more staff in the department.
4. Please have a seat. If you \_\_\_\_\_ (wait) a couple of minutes, I \_\_\_\_\_ (give) you a lift.
5. I'm expecting a fax from Grayson's. If it \_\_\_\_\_ (come) today, please \_\_\_\_\_ (let) me know at once.
6. I \_\_\_\_\_ (apply) for the job if I \_\_\_\_\_ (have) a degree, but unfortunately I haven't.
7. What laws \_\_\_\_\_ (you/change) if you \_\_\_\_\_ (be) in Parliament?
8. I'm leaving now; I \_\_\_\_\_ (be) back at 8.30 if the traffic \_\_\_\_\_ (not/be) too bad.

#### **Task 1**

Answer the following questions using the second conditional.  
What would you do if...

1. ... you invented a new product?  
*If I invented a new product. I would patent it immediately.*
2. ... you lost your job?  
\_\_\_\_\_
3. ... you were offered a job in Saudi Arabia for five years?  
\_\_\_\_\_
4. ... your company's main competitors offered you a good job?  
\_\_\_\_\_
5. ... you lost all your money and credit cards?  
\_\_\_\_\_

## Task 2

Write down the advice you would give in the following situations. Begin each answer with “**If I were you...**”.

What would you say to ...

1. ... an 18 year old who wanted to join your company instead of taking up a place at a well-known university?

*If I were you I'd go to university, because you could join the company later.*

2. ... a colleague who had not heard about the result of an interview?

3. ... a friend who asked you what kind of car he should buy?

4. ... someone who was looking for a job with your company?

5. ... a visitor to your town who asked which restaurants were good?

## Task 3

Read the example and then write a short paragraph about the changes you would make in the following situation.

*If I were the Prime Minister, I would raise taxes and spend more money on education. I would reduce bureaucracy and cut defence spending. I would abolish the monarchy, and move into the palace, which I would make my private home.*

If I were Chairman of the company I work for ...

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## CONDITIONALS: IF YOU HAD GONE ...

### A. Form

Read the following information about a past action and its result:

*I went for a job interview. The interview was a success and they gave me the job.*

This is what actually happened. But we can imagine a different past action and a different result:

IF + HAD (NOT) DONE

WOULD (NOT) + HAVE DONE

*If the interview **had not been** a success, they **would not have given** me the job.*

This is the 3rd conditional. In speech, these forms are often abbreviated:

A. “What **would’ve** happened if the interview **hadn’t gone** well?”

B. *If the interview **hadn’t gone** well, they **wouldn’t have given** me the job.”*

The **if**-clause can come in the first part of the sentence or the second:

*“**If** the interview **hadn’t gone** well, they **wouldn’t have given** me the job.”*

*“They **wouldn’t have given** me the job **if** the interview **hadn’t gone** well”*

### B. Positives and negatives

When we use the 3rd conditional we are imagining the opposite situation. If what actually happened was negative, we use a positive form. If what actually happened was positive, we use a negative form:

WHAT HAPPENED: *We **didn’t put up** our prices (—), so we **kept** our market share. (+)*

3RD CONDITIONAL: *If we **had put up** our prices (+), we **would not have kept** our market share. (-)*

COMMON MISTAKES: We do not use **would** in the if clause.

WRONG: *If ~~I would have known~~ you were at the office I would have called in.*

RIGHT: *If I **had known** you were at the office I **would have called** in.*

### C. Variations

We can use **could** or **might** instead of **would**:

*If we had followed his advice, we **could** have lost a great deal of money.*

*If we had offered large quantity discounts, we **might** have won the order.*

## D. Mixed conditionals

The examples in C are about two actions in the past. However, if we talk about a past action and its result in the present we use **if** + past perfect and **would not** + infinitive:

PAST ACTION: *He did well on the training course.*

PRESENT RESULT: *He is head of department now.*

MIXED CONDITIONAL: *If he hadn't done well on the training course, he wouldn't be head of department now.* (NOT: *wouldn't have been*)

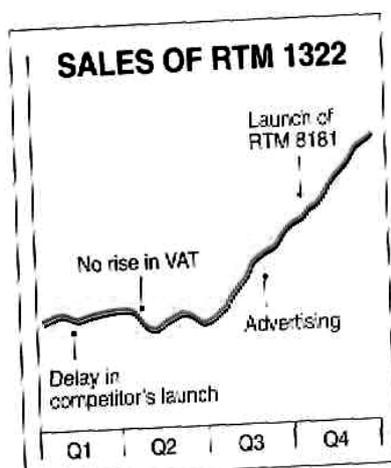
### Exercise 1. Form

Put the verbs into the correct form. Choose either the past perfect (**had done**) or **would** + perfect infinitive (**would have done**).

1. If we *had known* (know) that the company was in financial difficulty, we would not have done business with them.
2. We would have won that contract if we \_\_\_\_\_ (make) a better offer.
3. They \_\_\_\_\_ (go) out of business years ago if they had not invested in new technology.
4. Would sales have been higher if the price \_\_\_\_\_ (be) lower?
5. If we \_\_\_\_\_ (wait) a few more months, we would have saved a great deal of money on the new computers.
6. The company \_\_\_\_\_ (move) earlier if it had found suitable premises.
7. \_\_\_\_\_ you \_\_\_\_\_ (accept) the new job if they had offered it to you?
8. If the flight had been delayed, I \_\_\_\_\_ (stay) at the airport hotel.

### Exercise 2. Positives and negatives

Complete the sentences using the graph and the extract from a sales report.



### Sales of RTM fax machines

We were fortunate that sales of the old RTM 1322 fax held up well in the first half of the year. This was because the launch of our main competitor's new model was delayed due to technical problems. In the second quarter, we expected a rise in VAT and a drop in demand, but this did not happen and sales remained stable. We wanted to stimulate demand either by cutting prices or by launching an advertising campaign. We decided to advertise, and this led to an increase in sales, so we did not need to cut our prices. In the last quarter, sales went up again because of the launch of the improved model, the RTM 8181. This received very some favourable reviews. However, we did not win the 'Best Fax' award from Office News, and we narrowly failed to reach our target of 30% market share.

1. If our competitor *had brought out* (bring out) their new model in the first quarter, our sales *would not have held up* (not / hold up).
2. If they \_\_\_\_\_ (not/have) technical problems, their new model \_\_\_\_\_ (come out) sooner.
3. If there \_\_\_\_\_ (be) an increase in VAT, demand \_\_\_\_\_ (drop).
4. If we \_\_\_\_\_ (not / launch) an advertising campaign, our sales \_\_\_\_\_ (not / rise).
5. If the campaign \_\_\_\_\_ (not/be) successful, we \_\_\_\_\_ (cut) prices.
6. If we \_\_\_\_\_ (not / bring out) the new RTM 8181, our market share \_\_\_\_\_ (not/go up).
7. If we \_\_\_\_\_ (win) the Best Fax award, we \_\_\_\_\_ (reach) out target of 30 % of the market.

### Exercise 3. Common mistakes

Read through the sentences. Put a tick (✓) next to the ones that are right, and correct the ones that are wrong.

1. If I would have had the chance to study another foreign language, I would have learned Russian. *If I had had...*
2. We would have moved to a bigger hall if there had been any more people for the presentation. \_\_\_\_\_
3. The company had made bigger profits if they had been able to cut down on salaries. \_\_\_\_\_
4. If they had dealt with the complaint more quickly, they didn't receive so much bad publicity. \_\_\_\_\_
5. If there wouldn't have been so many mistakes in the advertisement, we wouldn't have had to redo it. \_\_\_\_\_

### Exercise 4. Might have, could have

Match the first part of the sentences in column A with the right ending in column B.

- | A  | B   |
|--|---|
| 1. <i>If we had had the right figures,</i>         | A. he might have gone into insurance.           |
| 2. <i>Could you have worked in Paris</i>           | B. they could have prevented the strike.        |
| 3. <i>We might have lost a great deal of money</i> | C. <i>we could have avoided a costly error.</i> |
| 4. <i>If they hadn't won that order,</i>           | D. if you had wanted to?                        |
| 5. <i>If he hadn't gone into banking,</i>          | E. if she had been more prepared.               |
| 6. <i>If you had left earlier,</i>                 | F. they might have had to close the factory.    |
| 7. <i>Her presentation could have been better</i>  | G. if we hadn't taken our lawyer's advice.      |
| 8. <i>If they had offered a 15 % pay rise,</i>     | H. you might have got there on time.            |

## Exercise 5. Mixed conditionals

Rewrite the sentences using mixed conditionals.

1. We didn't order the parts at the end of June. They aren't here now.  
If we had ordered the parts at the end of June, they would be here now.
2. We felt we could trust each other. Now we are partners.  
\_\_\_\_\_
3. He lost his driving licence. Now he has to take taxis everywhere.  
\_\_\_\_\_
4. You didn't go on the course. You don't know how to operate the new equipment.  
\_\_\_\_\_
5. I went to school in France. Now I am bilingual.  
\_\_\_\_\_

## Task 1

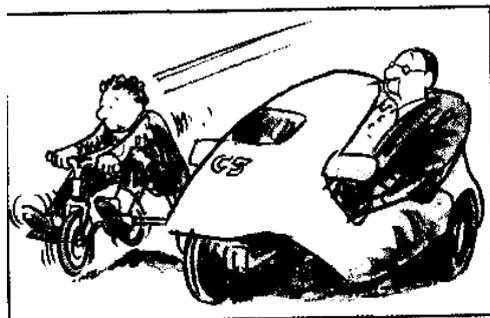
Think back to the last time you went abroad on business. Write down what you would have done if the following things had happened.

What would you have done if...

1. ... you had lost your passport while you were abroad?  
If I had lost my passport the last time I was abroad, I would have gone to the embassy to get a replacement.
2. ... someone had stolen your credit cards and money?  
\_\_\_\_\_
3. ... you had needed to contact the office urgently?  
\_\_\_\_\_
4. ... you had fallen seriously ill?  
\_\_\_\_\_
5. ... you had missed your return flight?  
\_\_\_\_\_

## Task 2

Read the passage about the Sinclair C5. Say what the company **should** or **shouldn't have done**, and explain why.



In 1985, the inventor Sir Clive Sinclair launched the C5. It was a three-wheeled electric car, but although it was a revolutionary vehicle, it was a commercial disaster. The company did very little research, but believed the product would be successful. The C5 did not have a very powerful engine, so it was not very fast. As a result, it did not appeal to adults. However, the C5 was not suitable for children either as it was so expensive, and it did not appear to be safe to use on the roads because it was so small. The result was that the C5 quickly became a national joke, and the company had to stop production almost immediately, after losing millions of pounds.

1. (market research) First of all the company should have done some more market research. If it had looked into potential demand, it would have realized that there was no demand for the product.

2. (engine size)

---

3. (expense)

---

4. (size)

---

## ANSWER KEY

### REPORTED SPEECH (1): STATEMENTS, THOUGHTS, COMMANDS, REQUESTS

#### Practice

##### Exercise 1

1. *he was thinking about buying a new car.*
2. the new S500 was very good value.
3. he had bought a Mercedes in 1985 and had liked it a lot.
4. he could take it for a test drive.
5. he didn't have any identification,... the woman in the car was his grandmother.
6. that would be fine.
7. her grandson was taking a long time.
8. he wasn't her grandson ... He had offered to drive her to the shops, but she had never seen him before.

##### Exercise 2

1. *I am very interested in working for you.*
2. I have been working in the city for three years.
3. I like what I do, but I want more responsibility.
4. I have a degree in Economics and an MBA.
5. I can't leave my job for another month.
6. I will consider your offer, and I will let you have a decision soon.

##### Exercise 3

1. E    2. D    3. G    4. F  
5. A    6. B    7. H    8. C

##### Exercise 4

1. *He asked me to come to dinner at 8.00.*
2. He told me to send the letter immediately.
3. He asked me not to mention the plans to anyone.
4. He asked me to return the form as soon as possible.
5. He told me not to put any calls through to his office.

##### Exercise 5

1. *this afternoon*    2. the following day  
3. there    4. yesterday  
5. here

## Production

### Task 1 (Sample answers only)

1. *I told him I was married and that I lived in London.*
2. I told him that the company was very well-managed.
3. I said that I was responsible for buying all the clothes for the stores.
4. I told him I would need at least 20 % more.
5. He said that it was a dynamic new company that was expanding fast.
6. He told me that I could almost write my own job description.
7. I told him that I would think about it.

### Task 2 (Sample answers only)

1. *it was selling well.*
2. you were that old.
3. it would take so long.
4. he left for Japan last night.
5. it was so expensive.

### Task 3 (Sample answers only)

1. *told them to pay at once.*
2. asked her to come back later.
3. told him not to drive home.
4. asked him to pay a cheque into my account.
5. told them to replace it.
6. asked him to give me an estimate.

## REPORTED SPEECH (2): QUESTIONS AND REPORTING VERBS

### Practice

#### Exercise 1

1. *when the new product would be ready.*
2. *how much we were planning to spend on advertising.*
3. *where we intended to advertise.*
4. *what discount we would give our distributors.*
5. *why it had taken so long to develop.*
6. *how much market interest there had been in the new product.*
7. *who the product was aimed at.*
8. *what sort of problems we had had in developing the product.*

#### Exercise 2

1. *I asked her if she had had a good trip.*
2. *I asked her if they had signed the contract.*
3. *I asked her if she would need to go back again.*
4. *I asked her if the hotel had been OK.*
5. *I asked her if she had had any time off.*
6. *I asked her if she was feeling tired.*
7. *I asked her if she had had any problems.*
8. *I asked her if she felt confident about the project.*
9. *I asked her if they had liked the idea of a joint venture.*

#### Exercise 3

1. *I wonder if the bank has a branch in Geneva.*
2. *Do you know when the plane will get in?*
3. *how the negotiations are going.*
4. *if Peter is coming to the meeting?*
5. *when the talk is going to start?*
6. *if I should take the job.*
7. *where their head office is.*
8. *if they will accept our offer.*
9. *if they have sent us an order form?*
10. *how they got this information.*

#### Exercise 4

1. G 2. J 3. C 4. I 5. E  
6. A 7. F 8. H 9. D 10. B

## Production

### Task 1 (Sample answers only)

1. *That was Mr Jackson. He asked me if he could change the date of our next meeting to the 15th and I said it would be fine.*
2. That was Miss Lemur. She asked if we could increase our discount, but I explained that we couldn't.
3. That was the Chief Engineer. He was ringing to ask when we could deliver the machinery, and I said he would have it on Wednesday.
4. That was the Production Department. They wanted to know if I had paid the electricity bill, and I said that I had.
5. That was the bank. They wanted to know how much we had lost as a result of their negligence, and I said it was over £16,000.

### Task 2 (Sample answers only)

1. *how she is getting on in her new job.*
2. where the station is.
3. whether the price has gone up or not.
4. what flights are available?
5. how to read Greek?

### Task 3 (Sample answers only)

1. *I advised her to accept it.*
2. he refused to repair the machine free of charge.
3. they offered to give us better credit terms.
4. apologized for causing so much trouble.

## CONDITIONALS: IF YOU GO ...

### Practice

#### Exercise 1

1. D                      2. F                      3. G                      4. B  
5. H                      6. A                      7. C                      8. E                      9. I

#### Exercise 2

1. *finishes, will spend*  
*doesn't finish, will catch.*
2. go, will increase  
don't go, will try to.
3. leave, will get  
stay, will be.
4. will lose, move  
stay, will be.

#### Exercise 3

1. if
2. when
3. if
4. when
5. if
6. when

#### Exercise 4

1. *calls*
2. *tell*
3. goes on
4. can
5. may
6. manage
7. must
8. may come
9. is going to

#### Exercise 5

1. Wrong – *you can go home.*
2. Right.
3. Wrong – if it is.
4. Wrong – if I go.

5. Right.
6. Wrong – is talking.
7. Wrong – if you go.

## Production

### Task 1 (Sample answers only)

1. *If you ring 0800 726354, they'll give you some more information.*
2. If we don't sell them, we'll get our money back from the distributors.
3. If you subscribe now, you'll save 33 %.
4. If you don't like it, they'll give you your money back.

### Task 2 (Sample answers only)

1. I'll go over to Paris.
2. I'll spend some time in Greece.
3. I'll buy a better car.
4. I'll soon be brilliant at it.
5. I'll go crazy.
6. I'll go to bed early.
7. I'll visit some friends on the way home.
8. I'll get a place that is nearer where I work.

### Task 3 (Sample answers only)

1. *I think that interest rates will rise again during the next two or three years. If they do, we will have to try to reduce our costs and the amount we borrow as much as possible, and we will not be able to expand.*
2. I am sure that our market share will increase. At the moment it is under 1 %, but that is because Intel is so powerful. However, as our market share increases, there will be a price war.
3. There are a number of other companies who are planning to bring out new chips. If they can produce chips as well as we can, they will affect our market share.
4. In the next two or three years there will be an election. If the current opposition party is elected, there will be a period of instability, but after a few months, we will all get used to it, and nothing will really change.

## CONDITIONALS: IF, UNLESS, ETC.

### Practice

#### Exercise 1

1. E                      2. F                      3. H                      4. A  
5. C                      6. B                      7. G                      8. D

#### Exercise 2

1. *unless something goes wrong.*
2. unless we improve our offer.
3. unless it's an emergency.
4. unless demand increases soon.
5. unless you can cut your overheads.
6. unless I can have my job back when I return.

#### Exercise 3

1. *in case the hotels are busy.*
2. in case he loses it.
3. in case he wants to hire a car.
4. in case the office needs to phone him.
5. in case he has to see a doctor.
6. in case it is cold.

#### Exercise 4

1. *I'm going to leave early in case the traffic is heavy.*
2. *If I have a lot of time to spare, I'll read through my notes.*
3. I'm going to inspect the room first in case it is not suitable.
4. If the seating isn't right, I'll see the organizers.
5. I'm going to take extra handouts in case the audience is larger than expected.
6. If the audience is not experienced, I'll keep the talk simple.

#### Exercise 5

1. *provided that*                      2. as long as                      3. unless  
4. So long as                      5. Unless                      6. as long as

#### Exercise 6

1. so that                      2. in case                      3. so that  
4. so that                      5. in case                      6. in case

## Production

### Task 1 (Sample answers only)

1. I get a better offer from someone else.
2. the government can keep inflation under control.
3. I can get the day off.
4. they will make substantial profits next year.
5. I'll see you at 6.30.
6. you can maintain the required level of sales.

### Task 2 (Sample answers only)

1. **A** *my boss lets me.*  
**B** *I get caught up in the traffic.*  
**C** *I get to the airport on time.*
2. **A** I can find a bureau de change.  
**B** I need to get a taxi.  
**C** I don't have to look for a bank when I arrive.
3. **A** I go to Bolivia next week.  
**B** I need to call some contacts.  
**C** I can write down any new people I meet.
4. **A** they don't pay tomorrow.  
**B** the original invoice got lost.  
**C** they know we are still waiting.
5. **A** you go to the north of the country.  
**B** you want to travel outside the main cities.  
**C** you can be independent.

## CONDITIONALS: IF YOU WENT ...

### Practice

#### Exercise 1

- |               |                |                |
|---------------|----------------|----------------|
| 1. <i>got</i> | 2. would have. | 3. moved       |
| 4. would need | 5. started     | 6. wouldn't be |

#### Exercise 2

(In these sentences, the if clause can come at the beginning or the end.)

1. *if they weren't so expensive, we would use them.*
2. if I knew their address, I would contact them.
3. if I didn't enjoy my job, I wouldn't work so hard.
4. if we didn't spend so much on R&D, we wouldn't be the market leaders.
5. if I had the authority, I would give you an answer.

#### Exercise 3

- |                         |                  |
|-------------------------|------------------|
| 1. <i>give, applied</i> | 2. were, think   |
| 3. change, spoke        | 4. were*, earn   |
|                         | 5. were, produce |

\* was is also possible, but a little less formal.

#### Exercise 4

1. *contributed, would be.*
2. will meet, maintain.
3. were, would insist.
4. wait, will give.
5. comes, let.
6. would apply, had.
7. would you try to change, were.
8. will be, isn't.

### Production

#### Task 1 (Sample answers only)

1. *If I invented a new product, I would patent it immediately.*
2. If I lost my job, I would set up my own business.
3. If I were offered a job in Saudi Arabia for five years, I might accept it.
4. If one of my company's main competitors offered me a good job, I would probably turn it down.
5. If I lost all my money and credit cards, I would phone my bank and credit card company immediately.

**Task 2 (Sample answers only)**

1. *If I were you I'd go to university, because you could join the company later.*
2. If I were you, I would phone them.
3. If I were you, I'd get a Mercedes.
4. If I were you, I'd contact the Personnel Manager.
5. If I were you, I'd go to the Chang Mai Kitchen.

**Task 3 (Sample answers only)**

1. *If I were the Prime Minister, I would raise taxes and spend more money on education. I would reduce bureaucracy and cut defence spending. I would abolish the monarchy, and move into the palace, which I would make my private home.*
2. If I were Chairman of the company I work for, I would award myself a large pay rise. Then I would start looking at new areas of the world where we could do business, and I would set up operations in the Pacific Rim and Latin America. I would spend much more on new technology, and I would reduce the workforce.

## CONDITIONALS: IF YOU HAD GONE ...

### Practice

#### Exercise 1

1. *had known.*
2. *had made.*
3. *would have gone.*
4. *had been.*
5. *had waited.*
6. *would have moved.*
7. *Would (you) have accepted.*
8. *would have stayed.*

#### Exercise 2

1. *had brought out, would not have held up.*
2. *had not had, would have come out.*
3. *had been, would have dropped.*
4. *had not launched, would not have risen.*
5. *had not been, would have cut.*
6. *had not brought out, would not have gone up.*
7. *had won, would have reached.*

#### Exercise 3

1. *Wrong-If I had had.*
2. *Right.*
3. *Wrong – would have made.*
4. *Wrong – wouldn't have received.*
5. *Wrong – hadn't been.*

#### Exercise 4

1. C                      2. D                      3. G                      4. F  
5. A                      6. H                      7. E                      8. B

#### Exercise 5

1. *If we had ordered the parts at the end of June, they would be here now.*
2. *If we hadn't felt we could trust each other, we wouldn't be partners.*
3. *If he hadn't lost his driving licence, he wouldn't have to take taxis everywhere.*
4. *If you had gone/been on the course, you would know how to operate the new equipment.*
5. *If I hadn't been/gone to school in France, I wouldn't be bilingual.*

## Production

### Task 1 (Sample answers only)

1. *If I had lost my passport the last time I was abroad, I would have gone to the embassy to get a replacement.*
2. If someone had stolen my credit cards and money, I would have gone to the police.
3. If I had needed to contact the office urgently, I would have phoned.
4. If I had fallen seriously ill, I would have been covered by my insurance.
5. If I had missed my return flight, I would have had to buy another ticket.

### Task 2 (Sample answers only)

1. *First of all, the company should have done some more market research. If it had looked into potential demand, it would have realized that there was no demand for the product.*
2. They should have made the C5 either much more powerful or much less powerful. If it had been less powerful, it would have been more suitable for children.
3. They should have made the C5 much cheaper. If C5s had been cheaper, parents would have bought them as presents.
4. They should have made the C5 larger. If they had made it larger, it would have seemed safer to use on the road.

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*Навчальне видання*

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Навчальний посібник  
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з дисципліни “Поглиблене вивчення іноземної мови”

У 2 частинах

Частина II

Укладачі:

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