

Università di Cagliari



Corso di Laurea in
Economia e Gestione Aziendale
Economia e Finanza
Economia e Gestione Aziendale

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Change the form of the word in brackets and complete these sentences. For example:

He manages one of the biggest football clubs in the country. (manage)

The new manager improved moral in the department. (manage)


Increasing salaries is only one way to increase _____ . (motivate)

Fear of _____ is another way to inspire staff. (fail)

Many managers believe _____ cannot be trusted. (employ)

I have _____ with my six subordinates today. (appraise)

Change the form of the word in brackets and complete these sentences. For example:



He manages one of the biggest football clubs in the country. (manage)

The new manager improved moral in the department. (manage)

Increasing salaries is only one way to increase **MOTIVATION** (motivate)

Fear of **FAILURE** is another way to inspire staff. (fail)

Many managers believe **EMPLOYEES** cannot be trusted. (employ)

I have **APPRAISAL** with my six subordinates today. (appraise)

Change the form of the word in brackets and complete these sentences.



Did you hear about the basketball _____ who strangled a subordinate? (coach)

We're in danger of setting our _____ too high. (expect)

The board of _____ meets four times a year. (direct)

Change the form of the word in brackets and complete these sentences.

Did you hear about the basketball **COACH** who strangled a subordinate? (coach)

We're in danger of setting our **EXPECTATION** too high. (expect)

The board of **DIRECTORS** meets four times a year. (direct)

Vocabulary.

Complete the sentences with a, b, or c

- 1- Nike was _____ in the seventies.
a) designed b) founded c) branded
- 2- We're still profitable but have a hierarchical structure which is a _____ in this century.
a) weakness b) weapon c) strongpoint
- 3- The expansion of markets in Asia offers incredible _____ for everyone.
a) performances b) ranks c) opportunities
- 4- Our production _____ are from twelve to eighteen months.
a) cycles b) workers c) lines

Vocabulary.

Complete the sentences with a, b, or c

1- Nike was **FOUNDED** in the seventies.

- a) designed b) founded c) branded

2- We're still profitable but have a hierarchical structure which is a **WEAKNESS** in this century.

- a) weakness b) weapon c) strongpoint

3- The expansion of markets in Asia offer incredible **OPPORTUNITIES** for everyone.

- a) performances b) ranks c) opportunities

4- Our production **CYCLES** are from twelve to eighteen months.

- a) cycles b) workers c) lines

Vocabulary.

Complete the sentences with a, b, or c

5- Our women-only store will be a completely new _____ for our customers.

- a) weapon b) concept c) trend

6- The _____ group makes all our clothes and shoes.

- a) marketing b) sponsor c) apparel

7- The biggest _____ we face is global change.

- threat b) delay c) aspect

8- The danger from competitors _____ us into finding a solution.

- a) made b) impressed c) galvanised

9- The problem is to keep up with _____ trends which are constantly changing.

- a) shift b) fashion c) creator

Vocabulary.

Complete the sentences with a, b, or c



- 5- Our women-only store will be a completely new **CONCEPT** for our customers.
a) weapon b) concept c) trend
- 6- The **APPAREL** group makes all our clothes and shoes.
a) marketing b) sponsor c) apparel
- 7- The biggest **THREAT** we face is global change.
threat b) delay c) aspect
- 8- The danger from competitors **GALVANISED** us into finding a solution.
a) made b) impressed c) galvanised
- 9- The problem is to keep up with **FASHION** trends which are constantly changing.
a) shift b) fashion c) creator

Vocabulary.

Write in the missing vowels (a, e, i, o, u) in these sentences.

1- My s__n__ _r manager is very __ct__v__.

2- The IT r__v__l__t__ _n never stops!

3- We had __ct__v__sts outside the company and received lots of bad p__bl__c__ty.

4- I don't know where these d__s__gn__rs get their __nsp__r__t__ _n from!

5- C__st__m__rs choose us for our r__p__t__t__ _n.

6- We need to re-__n__rg__s__ our entire br__nd.

7- R__t__ __l__rs are reporting m__s__r__bl__ sales results this year.

Vocabulary.

Write in the missing vowels (a, e, i, o, u) in these sentences.



1- My sEnIOr manager is very ACTIVE.

2- The IT rEvOlUtIOn never stops!

3- We had ActIvIsts outside the company and received lots of bad pUbLIcItY.

4- I don't know where these dEsIgnErs get their InspIrAtIOn from!

5- CUstOmErs choose us for our rEpUtAtIOn.

6- We need to re-EnErgIsE our entire brAnd.

7- REtAILERs are reporting mIsErAbLE sales results this year.

Complete the phrases from presentations with these verbs. Change the verb form if necessary.

bring / hope / give / like / ask / see / discuss

- 1- I'd _____ to start by telling you about my company
- 2- Do you mind _____ that question at the end?
- 3- This _____ me to my next point.
- 4- This chart _____ an idea of the problem.
- 5- I'll _____ each point and then make a recommendation.
- 6- On this slide you can _____ our results.
- 7- I _____ you have found my comments useful.

Complete the phrases from presentations with these verbs. Change the verb form if necessary.

bring / hope / give / like / ask / see / discuss

- 1- I'd **LIKE** to start by telling you about my company
- 2- Do you mind **ASKING** that question at the end?
- 3- This **BRINGS** me to my next point.
- 4- This chart **GIVES** an idea of the problem.
- 5- I'll **DISCUSS** each point and then make a recommendation.
- 6- On this slide you can **SEE** our results.
- 7- I **HOPE** you have found my comments useful.

Word-formation



Adjectives in -al, -able: promotional, practical, fashionable, reliable

Adverbs in -ly: promotionally, practically, fashionably, reliably

Nouns in -ship, -er, -ation, -ist: economist, promoter, relation, relationship

Word building 1

Complete the table with the missing words

Noun

Fashion

Creation

Commerce

Economy

Fame

Adjective

luxurious

industrial

talented

Word building 1

Complete the table with the missing words

Noun

Luxury _____

Fashion

Industry _____

Creation

Commerce

Economy

Fame

Talent _____

Adjective

luxurious

fashionable _____

industrial

creative _____

commercial _____

economic _____

famous _____

talented

Phonetics 2



/'bæriə/

[lɔ:ntʃ]

/'væljəbl/

/'pri:miam/

/'spansə(r)ʃip/'spɒn-]

/bɒm'ba:d/

/kən'sju:mə/

/prə'mæʃn/

/ə'pi:l/

/'ædvətaiz/

/kən'sistənsi/

/'kwɒləti /'kwɒ-/

Phonetics 2

/'bæriə/ **BARRIER**

[lɔ:ntʃ] **LAUNCH**

/'væljəbl/ **VALUABLE**

/'pri:miəm/ **PREMIUM**

/'spɒnsə(r)ʃɪp/'spɒn-]

SPONSORSHIP

/bɒm'ba:d/ **BOMBARD**

/kən'sju:mə/ **CONSUMER**

/prə'məʊʃn/ **PROMOTION**

/ə'pi:l/ **APPEAL**

/'ædvətaɪz/ **ADVERTISE**

/kən'sɪstənsɪ/

CONSISTENCY

/'kwɒlətɪ /'kwɒ-/ **QUALITY**

WORD BUILDING p.78

VERB

NOUN

PERSON

1. MAKE A FORMAL REQUEST

APPLICATION

2. TEST OF SOMEONE'S SKILLS

EVALUATE

3. ASK A CANDIDATE QUESTIONS

INTERVIEWER

4. MAKE A PLAN FOR SOMETHING
THAT WILL BE BUILT

DESIGN

5. EVALUATE

ASSESS

6. PROCESS BY WHICH PEOPLE
EXCHANGE INFORMATION

TRANSACTOR

7. CHOOSE SOMEONE FOR A POSITION

EMPLOY

Language

1 Sentences 1-7 each contain one mistake with relative pronouns or commas. Add, change or delete relative pronouns and commas where necessary.

- 1 The process what we set up for testing quality simply isn't working properly.
- 2 Mike is the Human Resources Manager whose hired you.
- 3 Enron, which is an American company was one of the biggest financial scandals in history.
- 4 It's reading all the CVs, that takes up all the time.
- 5 The people that who qualified haven't accepted our offer.
- 6 All the interviews which incidentally took all day and all evening, were a complete waste of time.
- 7 We didn't even bother to read those who CVs didn't include the minimum requirements.

- 1 The process **which (or that)** we set up for testing quality simply isn't working properly.
- 2 Mike is the Human Resources Manager **who** hired you.
- 3 Enron, which is an American company, was one of the biggest financial scandals in history. (add second comma)
- 4 It's reading all the CVs that takes up all the time. (delete comma)
- 5 The people who qualified haven't accepted our offer. (delete 'that' or 'who')
- 6 All the interviews, which incidentally took all day and all evening, were a complete waste of time. (add first comma)
- 7 We didn't even bother to read those **whose** CVs didn't include the minimum requirements.

Vocabulary

2 Complete these sentences with the word in brackets. Change the form if necessary; e.g. apply – application – applicant

8 Usually we begin by putting an _____ in the newspaper.
(advertise)

9 Then we spend a week or so studying each of the _____ . (apply)

10 Without the right _____ the CV is thrown away immediately. (qualify)

11 We make _____ with each of the successful candidates for an initial telephone interview. (appoint)

- 8 Usually we begin by putting an **advertisement** in the newspaper.
(advertise)
- 9 Then we spend a week or so studying each of the **applications**. (apply)
- 10 Without the right **qualifications** the CV is thrown away immediately. (qualify)
- 11 We make **appointments** with each of the successful candidates for an initial telephone interview. (appoint)

12 We can _____
someone's basic communication skills this
way. (evaluate)

13 The best _____
are then invited for a face-to-face
meeting. (interview)

14 We speed up the whole process by
creating _____
files on the computer. (person)

15 The whole _____ procedure
takes just over three weeks. (select)

12 We can **evaluate** someone's basic communication skills this way.

(evaluate)

13 The best **interviewees** are then invited for a face-to-face meeting.

(interview)

14 We speed up the whole process by creating **personnel** files on the

computer. (person)

15 The whole **selection** procedure takes just over three weeks. (select)

3 Match the verbs in 17-21 to the nouns a-f.

16 _____ 17 _____ 18 _____ 19 _____ 20 _____ 21 _____

16 fix

17 attend

18 take

19 make

20 evaluate

21 complete

a a formal request

b a form

c a test

d performance

e a deadline

f a conference

16 e / 17 f / 18 c / 19 a / 20 d / 21 b



To fix a deadline

To attend a conference

To take a test

To make a formal request

To evaluate performance

To complete a form

3 Terms in 17-24 refer to money in or money out on a Profit and Loss statement. Match the terms to the two categories and write their number below.

◆ MONEY IN: _____

◆ MONEY OUT: _____

17 Sales revenue

18 Overheads

19 Interest receivable

20 Interest payable

21 Turnover

22 Gains on fixed assets

23 Salaries

24 Dividend

3 Terms in 17-24 refer to money in or money out on a Profit and Loss statement. Match the terms to the two categories and write their number below.



- ◆ MONEY IN: 17, / 19, / 21, / 22
- ◆ MONEY OUT: 18, / 20, / 23, / 24

17 Sales revenue

18 Overheads

19 Interest receivable

20 Interest payable

21 Turnover

22 Gains on fixed assets

23 Salaries

24 Dividend

Useful phrases

4 Re-order these words to make phrases for referring to visuals in a presentation.

25 you from this graph as can see...

26 on it's this obvious slide...

27 this here to the see figures led you.

28 notice table from you'll this ...

29 shows what chart clearly this I mean

30 a this flow look at take chart.

25 As you can see from this graph...

26 It's obvious on this slide.../ On this slide it's obvious...

27 This led to the figures you see here.

28 You'll notice from this table...

29 This chart clearly shows what I mean.

30 Take a look at this flow chart.

a Complete with *How much* / *How many*.

How much sugar do you put in your tea?

1 _____ butter do you use?

2 _____ cans of cola did she drink?

3 _____ oil do I need?

4 _____ chocolates were in that box?

5 _____ rice do you want?

6 _____ coffee does he drink?

7 _____ bottles of water did you buy?

8 _____ tins of tuna do we have?

9 _____ orange juice is there in that
carton?

10 _____ biscuits did you eat?

b **Circle** the correct word or phrase.

I don't put **much** / *many* salt on my food.

- 1 We don't eat *a lot of* / *a lot* sweets.
- 2 **A** How much chocolate do you eat? **B** *A little* / *A few*.
- 3 My friends don't drink *much* / *many* coffee.
- 4 **A** How much fruit do you buy? **B** *Quite a lot* / *Quite a lot of*.
- 5 We eat *a lot of* / *much* fish. We love it!
- 6 **A** Do your children drink any milk? **B** No. *Not much* / *Not many*.
- 7 Donna ate her hamburger, but she didn't eat *much* / *many* chips.
- 8 **A** How many vegetables do you eat? **B** *Any* / *None*. I don't like them.
- 9 I have a cup of tea and *a few* / *a little* cereal for breakfast.
- 10 **A** Do you eat *much* / *many* meat?
B No, I don't eat *no* / *any* meat. I'm a vegetarian.

ARTICLES

ALWAYS WITH SINGULAR COUNTABLE NOUNS

a boy, the chair, the scholarship, the man, a student, the environment

NEVER WITH UNCOUNTABLE NOUNS

time, money, food, choice, globalization
Ex: MONEY IS INDISPENSABLE; TIME IS MONEY; I NEED FOOD TO SURVIVE

But:

-The money you gave me yesterday is not enough.

-I like the food they serve in that restaurant.

-They think with pleasure about the time they spent with us in California

NEVER WITH PLURAL COUNTABLE NOUNS

- This article is about brands
-Students don't like studying

But....

-The students in our class are very nice

- The brands sold in that shop are outdated

- 1 Pete and Kate is going to stay in a hotel this weekend.
- 2 They not going to finish the work before next week.
- 3 I'm not going to is at the party next week.
- 4 He are going to visit the Opera House in Sydney in the summer.
- 5 I'm not going study French next year.
- 6 There going to do a computer course next week.
- 7 Are you going play football this weekend?
- 8 You going to eat at that new restaurant this weekend?

CORRECT THE MISTAKES

Going to

Find and correct the mistakes in these sentences.

- 1 Pete and Kate is going to stay in a hotel this weekend.
- 2 They not going to finish the work before next week.
- 3 I'm not going to is at the party next week.
- 4 He are going to visit the Opera House in Sydney in the summer.
- 5 I'm not going study French next year.
- 6 There going to do a computer course next week.
- 7 Are you going play football this weekend?
- 8 You going to eat at that new restaurant this weekend?

1. Are

2. Are

3. His

4. Is

5. To

6. They are

7. To

8. Are you

b Cross out the wrong form. Tick (✓) if both forms are possible.

~~I see~~ / I'm seeing my boyfriend tonight.

1 What are you ~~doing~~ / do you do after class today?

2 Is it ~~going to rain~~ / raining tomorrow?

3 We're ~~going to go away~~ / going away this weekend.

4 I'm ~~meeting~~ / I meet Susan this evening.

5 Where are you ~~going to stay~~ / staying in Paris?

6 Hurry up! We're ~~going to be late~~ / being late.

7 She's ~~going to come~~ / coming tonight.

b Complete the predictions with *will / won't* + a verb.

be do have last make

I don't think *we'll have* another war. This one is probably the last.'
Richard Nixon, 1971 (talking about the Vietnam war)

1 'He _____ never _____ anything important in life.'
Albert Einstein's teacher (said to his father) 1895

2 'No film about the Civil War _____ ever _____ any money.'
An MGM executive 1945 (about the film *Gone With The Wind*.)

3 'It's a bad joke. It _____.'
Coco Chanel (about the miniskirt)

4 'I don't think there _____ a woman Prime Minister in my lifetime.'
Margaret Thatcher, 1976

b Complete the predictions with *will / won't* + a verb.

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1 'He *Will* never *do* anything important in life.'
Albert Einstein's teacher (said to his father) 1895

2 'No film about the Civil War *will* ever *make* any money.'
An MGM executive 1945 (about the film *Gone With The Wind*.)

3 'It's a bad joke. It *won't last*.'
Coco Chanel (about the miniskirt)

4 'I don't think there *will be* a woman Prime Minister in my lifetime.'
Margaret Thatcher, 1976

will be

review of tenses: present, past, and future

Tense	Example	Use
present simple	I live in the city centre. She doesn't smoke .	Things that happen always or usually.
present continuous	He's looking for a new job. I'm leaving tomorrow.	Things that are happening now or in the near future.
past simple	We saw a good film last night. We didn't do anything yesterday.	Finished actions in the past.
past continuous	He was working in Paris. What were you doing at 7.00?	Actions that were in progress at a past time.
<i>going to</i> + infinitive	I'm going to see Tom tonight. It's going to rain .	Future plans and predictions.
<i>will / won't</i> + infinitive	You'll love New York. I'll phone her later. I'll help you. I'll pay you back tomorrow.	Predictions, instant decisions, offers, and promises.

1 Opposite verbs

a Match the verbs and pictures.

	Opposite
<input type="checkbox"/> buy (a house)	_____
<input checked="" type="checkbox"/> win (a match)	_____
<input type="checkbox"/> lend (money to somebody)	_____
<input type="checkbox"/> find /fu:z/ (your keys)	_____
<input type="checkbox"/> push (the door)	_____
<input type="checkbox"/> pass (an exam)	_____
<input type="checkbox"/> forget (a name)	_____
<input type="checkbox"/> turn on (the TV)	_____
<input type="checkbox"/> send (an e-mail)	_____
<input type="checkbox"/> miss (a train)	_____
<input type="checkbox"/> arrive (at the station)	_____
<input type="checkbox"/> teach (a language)	_____

b Find the opposite verbs in the box. Write them in the Opposite column.

borrow (from somebody) catch fail get / receive
learn leave lose (x2) pull remember sell turn off

1 Opposite verbs

a Match the verbs and pictures.

	Opposite
<input type="checkbox"/> buy (a house)	Sell _____
<input checked="" type="checkbox"/> win (a match)	Lose _____
<input type="checkbox"/> lend (money to somebody)	Borrow _____
<input type="checkbox"/> find /fu:z/ (your keys)	Lose _____
<input type="checkbox"/> push (the door)	Pull _____
<input type="checkbox"/> pass (an exam)	Fail _____
<input type="checkbox"/> forget (a name)	Remember _____
<input type="checkbox"/> turn on (the TV)	Turn off _____
<input type="checkbox"/> send (an e-mail)	Receive/get _____
<input type="checkbox"/> miss (a train)	Find _____
<input type="checkbox"/> arrive (at the station)	Leave _____
<input type="checkbox"/> teach (a language)	Learn _____

b Find the opposite verbs in the box. Write them in the Opposite column.

borrow (from somebody) catch fail get / receive
learn leave lose (x2) pull remember sell turn off

b Complete with the correct form of the verbs.

If you tell me your secret, I won't tell anybody. (tell, not tell)

1 If we _____ walking, the bus _____. (start, come)

2 He _____ angry if you _____ him. (be, not tell)

3 If I _____ it down, I _____ it. (not write, not remember)

4 _____ you _____ me if you _____ any news?
(call, get)

5 If you _____ her nicely, she _____ you. (ask, help)

6 You _____ if you _____. (not pass, not study)

b Complete with the correct form of the verbs.

If you tell me your secret, I won't tell anybody. (tell, not tell)

1 If we start walking, the bus will come. (start, come)

2 He will be angry if you don't tell him. (be, not tell)

3 If I don't write it down, I won't remember it. (not write, not remember)

4 Will you call me if you get any news?
(call, get)

5 If you ask her nicely, she will help you. (ask, help)

6 You won't pass if you don't study. (not pass, not study)

Choose the correct alternative.

- 1 If you *see/will see* Max, *will you/do you* tell him I want to talk to him?
- 2 If they *won't come/don't come* home soon, their dinner *will be/is* cold.
- 3 Your mother *will be/is* worried if you *don't call/won't call* her.
- 4 If you *don't leave/won't leave* now, you'll *miss/miss* the train.
- 5 Your manager *won't be/is not* very happy if you *will go/go* to work in those clothes.
- 6 If we *find/will find* a nice restaurant, we'll *tell/we tell* you about it.
- 7 We'll *be/are* in New York by 8 o'clock if there *aren't/won't be* any problems.
- 8 If you *don't sleep/won't sleep* well tonight, you *won't feel/do not feel* good in the morning.

1. If you see Max, will you tell him I want to talk to him?
2. If they don't come home soon, their dinner will be cold
3. Your mother will be worried if you don't call her
4. If you don't leave now, you'll miss the train
5. Your manager won't be very happy if you go to work in those clothes
6. If we find a nice restaurant, we'll tell you about it
7. we'll be in NY by 8.00 o'clock if there aren't any problems
8. If you don't sleep well tonight, you won't feel good in the morning

Correct the mistakes in these sentences.

- 1 If I'll pass the exam, I'll get the place at university I want.
- 2 I ring you tomorrow, if I see him.
- 3 We'll get a new car if he got a new job.
- 4 They'll won't be happy if they don't go to the party.
- 5 You see her on the news if you'll turn on the TV at 9:00.
- 6 You won't be cold you take your jacket.
- 7 I'll can use the computer programme if you teach me.
- 8 If you see him tomorrow, you'll tell him the news?

1. If I pass the exam, I'll get the place at the university I wa
2. I'll ring you tomorrow, if I see him
3. we'll get a new car if he gets a new job
4. They won't be happy if they don't go to the party
5. You'll see her on the news if you turn on the TV at 9:00
6. You won't be cold if you take your jacket
7. I'll use the computer program if you teach me
8. If you see him tomorrow, will you tell him the news?

Complete with the correct form of the verbs.

If I found a good job, I would move to the USA.
(find, move)

1 We _____ the house if it _____ a garden.
(buy, have)

2 If I _____ his number, I _____ him.
(know, phone)

3 You _____ more if you _____ harder.
(learn, work)

4 If you _____ for a week, you _____ see
everything. (stay, can)

5 We _____ our son more often if he _____
nearer. (see, live)

6 I _____ to the doctor's if I _____ you. (go, be)

Complete with the correct form of the verbs.

If I found a good job, I would move to the USA.
(find, move)

1 We **WOULD BUY** the house if it HAD a garden.
(buy, have)

2 If I **KNEW** his number, I WOULD PHONE him.
(know, phone)

3 You **WOULD LEARN** more if you WORKED harder.
(learn, work)

4 If you **STAYED** for a week, you COULD see everything.
(stay, can)

5 We **WOULD SEE** our son more often if he LIVED nearer.
(see, live)

6 I **WOULD GO** to the doctor's if I WERE you. (go, be)

Put the words in the correct order using the Second Conditional. Match (1–6) to (a–f) to make sentences.

1 If I/be/better at football

2 If she/not be/so busy

3 If she/know/his number

4 If I/not already have/a dog

5 If he/eat more

6 If I/live/in Hong Kong

a get/a cat.

b not be/hungry all the time.

c have to/speak Cantonese.

d have/time to see us.

e play/in the first team.

f call/him.

1. IF I WERE BETTER AT FOOTBALL

2. IF SHE WEREN'T SO BUSY

3. IF SHE KNEW HIS NUMBER

4. IF I DIDN'T ALREADY HAVE A DOG

5. IF HE ATE MORE

6. IF I LIVED IN HONG KONG

A. I WOULD GET A CAT

B. HE WOULD NOT BE HUNGRY ALL THE TIME

C. I WOULD HAVE TO SPEAK CANTONESE

D. SHE WOULD HAVE TIME TO SEE US

E. I WOULD PLAY IN THE FIRST TEAM

F. SHE WOULD CALL HIM

1.E.

2.D.

3.F.

4.A.

5.B.

6.C

Correct the mistakes in the sentences.

- 1 If I had more time, I'd to learn a new language. 1. I WOULD LEARN
- 2 What would you do when you lost your wallet? 2. IF
- 3 If I would have a holiday, I'd go to Mauritius. 3. IF I HAD A HOLIDAY
- 4 We wouldn't driven to work if we lived nearer the office. 4. WE WOULDN'T DRIVE
- 5 She'd be here now if it is possible. 5. IF IT WERE POSSIBLE
- 6 If you left your country, you would miss it? 6. WOULD YOU MISS IT?
- 7 I would sleep all morning if I would have the chance. 7. IF I HAD THE CHANCE
- 8 If I wasn't be so lazy, I wouldn't enjoy beach holidays. 8. IF I WASN'T/WEREN'T

Write second conditional questions.

- 1 What / you do if / lose / wallet?
- 2 What / you do if / win the lottery?
- 3 What / you do if / find some money in the street?
- 4 What / you do if / have more free time?
- 5 What / you do if / can speak perfect English?

1. *WHAT WOULD YOU DO IF YOU LOST YOUR WALLET?*

2. *WHAT WOULD YOU DO IF YOU WON THE LOTTERY?*

3. *WHAT WOULD YOU DO IF YOU FOUND SOME MONEY IN THE STREET?*

4. *WHAT WOULD YOU DO IF YOU HAD MORE FREE TIME?*

5. *WHAT WOULD YOU DO IF YOU COULD SPEAK PERFECT ENGLISH?*

4A Complete the sentences with the correct form of the verb in brackets.

- 1 When Marianne _____ (find) a job, she _____ (leave) home.
- 2 Thomas _____ (get) a promotion if he _____ (work) harder.
- 3 If people _____ (exercise) regularly, they tend to _____ (live) longer.
- 4 If we _____ (leave) early enough, we _____ (miss) the traffic.
- 5 We _____ (start) the meeting as soon as everybody _____ (be) here.
- 6 If the music _____ (be) loud, people always _____ (dance).
- 7 When the weather _____ (be) good, we usually _____ (eat) outside.
- 8 If you _____ (use) sun cream, you _____ (not get) burned when we go sailing.

4A Complete the sentences with the correct form of the verb in brackets.

- 1 When Marianne finds (find) a job, she will leave (leave) home.
- 2 Thomas would get (get) a promotion if he worked (work) harder.
- 3 If people exercise (exercise) regularly, they tend to live (live) longer.
- 4 If we left (leave) early enough, we would miss (miss) the traffic.
- 5 We start (start) the meeting as soon as everybody will be / is (be) here.
- 6 If the music is (be) loud, people always dance (dance).
- 7 When the weather is (be) good, we usually eat (eat) outside.
- 8 If you used (use) sun cream, you wouldn't get (not get) burned when we go sailing.

2 Rewrite the sentences using the second conditional.

1 Joe goes to bed at 2a.m. He feels tired all the time.

If Joe didn't go to bed at 2a.m. he wouldn't feel tired all the time.

2 She doesn't play for the team – she isn't fast enough.

If she _____.

3 We can't drive to your house because we don't have a car.

We _____.

4 They won't pass the exam because they don't study.

They _____.

5 I have a supportive family. My life is so easy.

My life _____.

6 I'd love to buy that house, but I don't have the money.

If I _____.

7 I'm so lazy. I don't write to my friends.

I _____ lazy.

8 You don't water your plants regularly. They look so dry!

If you _____.

9 Tom and Dave never help in the house. Their mother doesn't ask them.

They _____.

10 I work on Saturdays. I can't come to the barbecue.

If I _____.

2 Rewrite the sentences using the second conditional.

- 1 Joe goes to bed at 2a.m. He feels tired all the time.
If Joe didn't go to bed at 2a.m. he wouldn't feel tired all the time.
- 2 She doesn't play for the team – she isn't fast enough.
If she were fast enough, she would play for the team.
- 3 We can't drive to your house because we don't have a car.
We would drive to your house if we had a car.
- 4 They won't pass the exam because they don't study.
They would pass the exam if they studied.
- 5 I have a supportive family. My life is so easy.
My life wouldn't be so easy if I didn't have a supportive family
- 6 I'd love to buy that house, but I don't have the money.
If I had the money I would love to buy that house.
- 7 I'm so lazy. I don't write to my friends.
I would write to my friends if I weren't so lazy.
- 8 You don't water your plants regularly. They look so dry!
If you watered your plants regularly, they wouldn't look so dry
- 9 Tom and Dave never help in the house. Their mother doesn't ask them.
They would help if their mother asked them.
- 10 I work on Saturdays. I can't come to the barbecue.
If I didn't work on Saturdays, I would come to the barbecue

9A Underline the correct alternative.

- 1 If I have time later, *I call* / *I'll call* you.
- 2 If I *don't* / *wouldn't* sleep well enough, I feel terrible the next day.
- 3 If there *is* / *would be* anything else you need, just tell me.
- 4 Those plants *die* / *will die* unless you water them soon.
- 5 If we had more room, *I'll* / *I'd* invite them to stay.
- 6 It wouldn't be as bad if we *didn't* / *don't* have so many exams this year.
- 7 If I didn't have a car, I *will* / *would* cycle everywhere.
- 8 If we *won't* / *don't* leave now, we'll be late.
- 9 It's more expensive if you *live* / *lived* in a bigger house.
- 10 If we *get* / *will get* hungry, we'll buy some sandwiches.
- 11 She *would* / *will* get angry if we asked her.
- 12 Life would be easier if we *will have* / *had* more money.

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Underline the best verb form.

- 1 We visited Syria. We *didn't go/hadn't been* there before.
- 2 I went to Bill's house but he wasn't there. He *went/had gone* into town already.
- 3 She switched off the television and *went/had gone* to bed.
- 4 I wanted to listen to my personal stereo but I *left/had left* all my CDs in the flat.
- 5 A new secretary arrived. She *didn't work/hadn't worked* in our office before.
- 6 I left my job in the hospital and after that I *worked/had worked* in a factory.
- 7 I didn't recognise Josie because I *didn't see/hadn't seen* her for years.
- 8 He heard music from the flat below. The party *started/had started* already.
- 9 It was Dr Luber on the phone! *Did he find/Had he found* a solution to their problem?
- 10 I got into the car and *drove/had driven* for hours. The road was quiet.

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Complete the sentences. Put the verbs in the past simple or past perfect.

We didn't get a table in the restaurant because we hadn't booked. (not get, not book)

1 I _____ Maria because she _____ her hair. (not recognize, cut)

2 My friend _____ to tell me I _____ my jacket in the car. (phone, leave)

3 When I _____ the TV, the match _____. (turn on, finish)

4 She _____ me the book because she _____ it yet. (not lend, finished)

5 He _____ all his exams because he _____ at all. (fail, not study)

6 When we _____ home we saw that somebody _____ the kitchen window. (get, break)

Complete the sentences. Put the verbs in the past simple or past perfect.

We didn't get a table in the restaurant because we hadn't booked. (not get, not book)

1 I did not recognize Maria because she had cut her hair. (not recognize, cut)

2 My friend phoned to tell me I had left my jacket in the car. (phone, leave)

3 When I turned on the TV, the match had finished. (turn on, finish)

4 She didn't lend me the book because she hadn't finished it yet. (not lend, finished)

5 He failed all his exams because he hadn't studied at all. (fail, not study)

6 When we got home we saw that somebody had broken the kitchen window. (get, break)

Put in the correct third conditional verb form:

1. If you _____ (not / be) late, we _____ (not / miss) the bus.
2. If she _____ (study), she _____ (pass) the exam.
3. If we _____ (arrive) earlier, we _____ (see) John.
4. If they _____ (go) to bed early, they _____ (not / wake) up late.
5. If he _____ (become) a musician, he _____ (record) a CD.

Put in the correct third conditional verb form:

1. If you hadn't been (not / be) late, we wouldn't have missed (not / miss) the bus.
2. If she had studied (study), she would have passed (pass) the exam.
3. If we had arrived (arrive) earlier, we would have seen (see) John.
4. If they had gone (go) to bed early, they would have woken (not / wake) up late.
5. If he had become (become) a musician, he would have recorded (record) a CD.

6. If she _____ (go) to art school, she _____ (become) a painter.
7. If I _____ (be) born in a different country, I _____ (learn) to speak a different language.
8. If she _____ (go) to university, she _____ (study) French.
9. If we _____ (not / go) to the party, we _____ (not / meet) them.
10. If he _____ (take) the job, he _____ (not / go) travelling.

6. If she had gone (go) to art school, she would have become (become) a painter.
7. If I were born (be) born in a different country, I would have learned (learn) to speak a different language.
8. If she had gone (go) to university, she would have studied (study) French.
9. If we hadn't gone (not / go) to the party, we wouldn't have met (not / meet) them.
10. If he had taken (take) the job, he wouldn't have gone (not / go) travelling.