



CLEAN UP

your

ENGLISH

DAY 3

CONDITIONAL SENTENCES
OVERVIEW AND PROPER USE

SCAN THE INTERACTIVE EXERCISES



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Topic: Reviewing conditional sentences

Complete the exercises before attending the lecture.

Bring your answers to the session for discussion and feedback.

Pay attention to how conditionals are used in professional communication.

Pre-Lecture Exercises: Reviewing Conditional Sentences

Exercise 1

Identify the Conditional Type

Instructions: Read the following sentences and identify whether they are zero, first, second, third, or mixed conditionals.

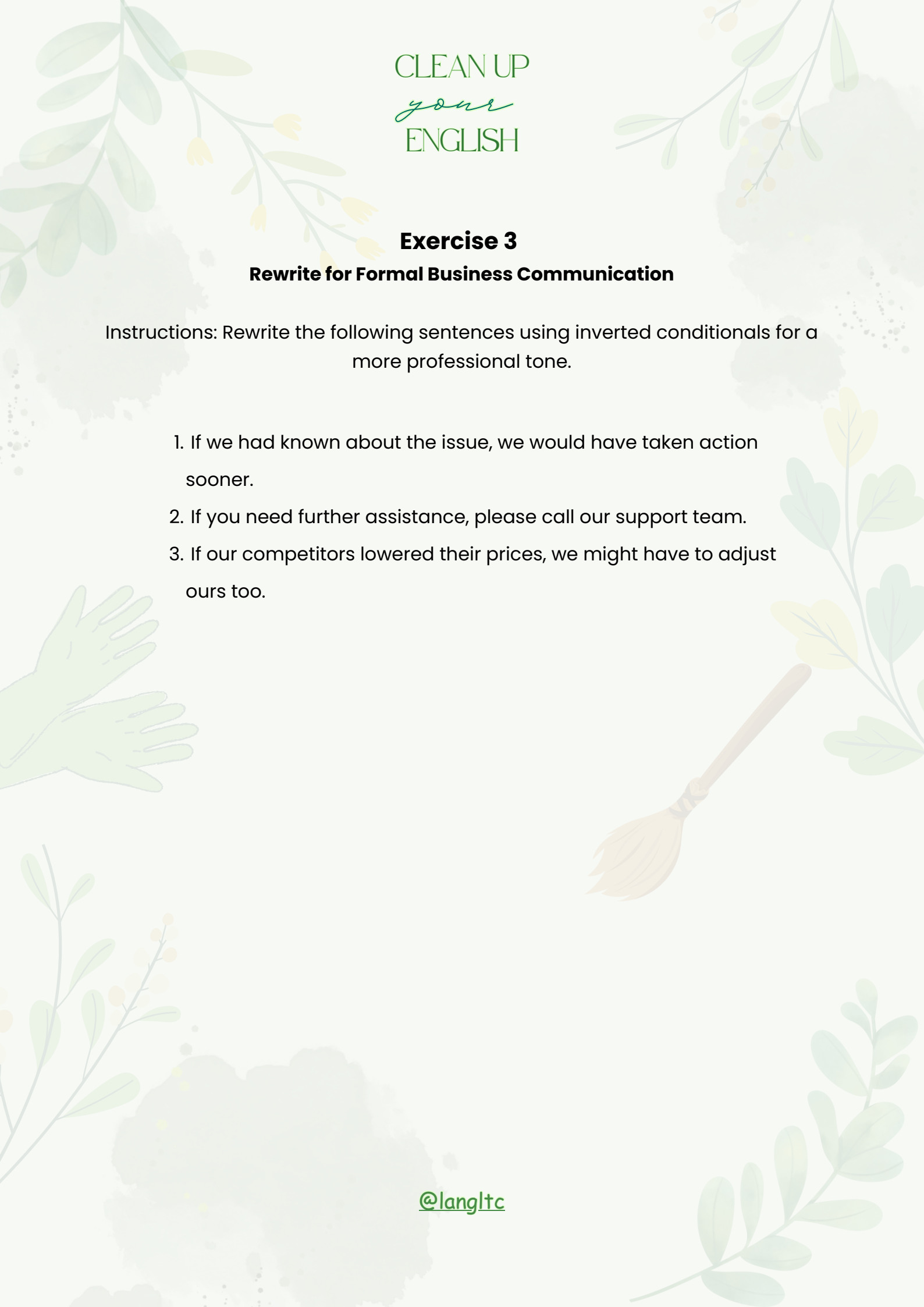
- 1.If the system crashes, we lose all unsaved data.
- 2.If we increase our social media presence, our brand awareness will improve.
- 3.If I were in charge, I would implement a more flexible work policy.
- 4.If we had offered better customer service, we wouldn't have lost the client.
- 5.If the team had met the deadline, we wouldn't be dealing with delays now.
- 6.Were we to lower our prices, we might attract more customers.
- 7.If you need any assistance, do not hesitate to contact us.
- 8.Had they informed us earlier, we could have made the necessary changes.

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Exercise 2 Complete the Sentences

Instructions: Fill in the blanks with the correct verb form to complete the conditional sentences.

1. If we (implement) _____ a new CRM system, our efficiency (increase) _____. (First conditional)
2. If I (be) _____ you, I (negotiate) _____ a better contract. (Second conditional)
3. If the company (invest) _____ in research last year, we (have) _____ better products now. (Mixed conditional)
4. If the economy (not slow down) _____, our revenue (be) _____ higher last quarter. (Third conditional)
5. Should you (have) _____ any further questions, please (contact) _____ our HR department. (Inverted conditional)



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Exercise 3

Rewrite for Formal Business Communication

Instructions: Rewrite the following sentences using inverted conditionals for a more professional tone.

1. If we had known about the issue, we would have taken action sooner.
2. If you need further assistance, please call our support team.
3. If our competitors lowered their prices, we might have to adjust ours too.

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Exercise 4 Business Scenario Challenge

Instructions: For each scenario, create a conditional sentence using the indicated conditional type.

1.Scenario: A supplier failed to deliver materials on time, causing production delays. (Third conditional)

o Your sentence:

2.Scenario: A client is unsure whether to sign a contract and is asking about potential benefits. (First conditional)

o Your sentence:

3.Scenario: Your team is discussing what would happen if the company introduced a 4-day workweek. (Second conditional)

o Your sentence:

4.Scenario: Your company's sales would have been higher if the product had been marketed differently. (Mixed conditional)

o Your sentence:

The end

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