

The page is decorated with various botanical illustrations. In the top-left corner, there is a branch with green leaves and small yellow flowers. In the top-right corner, a branch with green leaves and small yellow and orange berries is shown. On the left side, there is a pair of green gloves. On the right side, there is a branch with green and yellow leaves, and a broom with a wooden handle and a bundle of straw. In the bottom-left corner, there is a branch with green leaves and small yellow and orange berries. In the bottom-right corner, there is a branch with green leaves. The background features light green watercolor washes and small dots.

CLEAN UP *your* ENGLISH

@langltc

Exercise 1

Gap-Fill (Fill in the blanks with the correct word or phrase)

1. If she studies hard, she will pass the exam.
(First conditional – present simple + will)
2. This is the first time we have seen a live concert together.
(Present perfect because of "the first time")
3. If you had called me, I would have come over.
(Third conditional – past perfect + would have)
4. I look forward to spending the holidays with my family.
(After "look forward to" we use the gerund)
5. She is working as a substitute teacher this semester.
(Present continuous for temporary situations happening now)
6. If the store were open, I would buy some milk.
(Second conditional – unreal present)
7. They live in New York.
(Present simple for permanent situations)
- 8 It depends on the salary.
(The verb "depend" is followed by "on")
9. This is the first time he has driven a sports car.
(Present perfect for "the first time")
10. I don't need help.
(Correct as is – noun "help" without an article in this context)

Exercise 2

Multiple Choice (Choose the correct answer)

1. If it rains, we will cancel the picnic.
B) will cancel (First conditional: present simple + will)
2. I look forward to hearing from you soon.
B) hearing ("Look forward to" is followed by a gerund)
3. They are living in a hotel while their house is being renovated.
C) are living (Present continuous for temporary action)
4. This is the first time she has cooked dinner for the entire family.
A) has cooked (Present perfect for "the first time" situations)
5. It depends on the meeting starts on time.
A) on ("Depend" always takes "on")
6. If she studies hard, she will pass the exam.
B) studies (First conditional)
7. They didn't go anywhere last weekend.
A) anywhere ("Didn't" requires negative form: anywhere)
8. He doesn't know anyone here.
A) anyone (Negative statement: "doesn't know" + "anyone")
9. If the store is open, I will buy some milk.
C) will buy (First conditional)
10. She works as a teacher.
A) works (Present simple for a regular fact/job)

Exercise 3

Matching Pairs

1. He explained the problem... A) ... to the students in detail.
2. She didn't say... C) ...where she was going.
3. We need to talk... I) ...about your performance.
4. Can you tell me... J) ...what happened during the meeting?
5. In spite of his fear of heights,... F) ...he bravely climbed to the top of the mountain.
6. The teacher explained the concept... D) ...to the customer service representative.
7. He always found time for his family... H) ...in spite of his busy schedule.
8. Despite the heavy rain,... G) ...the marathon runners continued to race.
9. I'd like to discuss... E) ...the recent changes in our company's policies.
10. Can you speak... B) ...more slowly, please?

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DAY 2 STRESS-FREE SMALL TALK HOW TO CHAT NATURALLY AT WORK

Practice Dialogues

Dialogue 1

A: Nice day, isn't it?

B: Sure is.

A: Is Paris home, or are you from Toronto?

B: I'm going to Paris for work. How about you?

A: I'm visiting family.

B: Nice. Let's hope the weather is like this in Paris.

A: It's supposed to be hot and sunny all week.

B: Good to know!

Dialogue 2

A: Hey! Long time no see!

B: Hi there! How are things?

A: Pretty good. How are the kids?

B: Good. They're happy that school is almost out.

Hey, did you get a new puppy?

A: Yes, he's a golden retriever

B: Ah. He's so cute. What's his name?

A: Jack. He's cute, but he's a lot of work!

Questions:

1. Do these people know each other?
2. What is the subject of the conversation?
3. Where do you think this conversation takes place?

Answers to dialogue 1:

1. NO
2. Travel plans
3. At the airport

Answers to dialogue 2:

1. YES
2. Catching up on each other's lives
3. At a social gathering

Complete the dialogue between two people at a bus stop.

A: Nice day, **isn't it**?

B: Sure **is**!

A: Any **plans** for the weekend?

B: I'm going golfing. **How about** you?

A: My in-laws are coming over.

B: Let's hope the **weather** stays like this.

A: Yes. I hear it's **supposed** to be sunny all weekend.

Pronunciation Practice
Stress

What are the most important words in this conversation? Underline them.

Dialogue 2

A: **Hey! Long time** no **see**!

B: **Hi** there! How are **things**?

A: Pretty **good**. How are the **kids**?

B: **Good**. They're **happy** that **school** is almost out.

Hey, did you get a new **puppy**?

A: Yes, he's a golden **retriever**.

B: Ah. He's so **cute**. What's his **name**?

A: **Jack**. He's **cute**, but he's a lot of **work**!

Topic: Reviewing conditional sentences.

Exercise 1

Identify the Conditional Type

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

Exercise 2

Complete the Sentences

1. If we **implement** a new CRM system, our efficiency **will increase** (First conditional)
2. If I **were** you, I **would negotiate** a better contract. (Second conditional)
3. If the company **had invested** in research last year, we **would have** better products now. (Mixed conditional)
4. If the economy **hadn't slowed down**, our revenue **would have been** higher last quarter. (Third conditional)
5. Should you **have** any further questions, please **contact** our HR department. (Inverted conditional)

Exercise 3

Rewrite for Formal Business Communication

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

Exercise 4

Business Scenario Challenge

All options are correct

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

- a) If the supplier had delivered the materials on time, we wouldn't have experienced production delays.
- b) Had the supplier delivered the materials on time, production delays would have been avoided.
- c) If the materials had arrived on time, our production wouldn't have been delayed.

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

- a) If you sign the contract, you will gain immediate access to our premium services.
- b) Should you sign the contract, you will enjoy several exclusive benefits.
- c) If the contract is signed, we will offer you personalized support.

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DAY 3 CONDITIONAL SENTENCES OVERVIEW AND PROPER USE

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

- a) If the company introduced a 4-day workweek, employee satisfaction would likely increase.
- b) Were the company to implement a 4-day workweek, productivity might improve.
- c) If we had a 4-day workweek, work-life balance would be much better.

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

- a) If we had marketed the product differently, our sales would be higher now.
- b) Had the product been marketed more effectively, we would have higher sales today.
- c) If the marketing strategy had been better, current sales figures would reflect greater success.

Thank you!