

First Conditional

Point 1: The first conditional **if-clause** expresses the likelihood of something happening because of another action.

1. If it rains, I will go out tonight.
2. If you win the next race, you will have chance of winning gold.
3. If we hurry, we can make it.
4. If we get busy, I cannot meet you.

Point 2: If-clauses can start a sentence. They are followed by a comma in written English.

1. If I see Mary, I will tell her the bad news.
2. If we can pass these exams, we will be happy.
3. If you come over, I will make you dinner.
4. If it happens, it happens.

Point 3: If-clauses can follow a dependent clause. They do not need a comma in written English.

1. I will tell Mary the bad news **if** I see her.
2. We will be happy **if** we pass these exams.
3. I will call you **if** we are late.
4. We will lose **if** we do not try harder.

Point 4: We can use other modals instead of **will**, such as **should, would, could, can, may, and might**.

1. I **may** tell Mary the bad news if I see her.
2. If you do your homework, you **can** watch TV.
3. You **should** get there on time if the traffic is not bad.
4. If he does that again, I **would** tell the boss.

First Conditional

Read and listen to four conversations using the grammar.

Conversation 1 | [PDF Worksheet](#)

Man: Are we still playing football on Tuesday?

Woman: Yes, I think so. Why do you ask?

Man: Well, the weather forecast says it will rain.

Woman: Well, **if** it rains, we will play in the gym. I will send an email to everyone explaining this.

Man: Do you think we will have enough players?

Woman: Yes, I think so. We need 8 players to play. **If** we don't get enough players, we will cancel though.

Man: Do you think we will get enough players to play?

Woman: I think so, but **if** we don't, I will let everyone know.

Conversation 2 | [PDF Worksheet](#)

Man: I am having a party on Saturday. Would you like to come?

Woman: I would love to **if** I have time. I might be busy, though.

Man: Well, the party will go until midnight, so please come **if** you have time.

Woman: Thanks. Should I bring anything?

Man: No, I think I have everything covered, but you can bring extra drinks **if** you like.

Woman: OK. Can I park at your house?

Man: Parking might be a problem, so **if** you can, I would take the subway.

Woman: OK, I will do that.

Man: **If** it is raining though, just call and I will pick you up from the station.

Woman: Thanks, No need though. **If** I need to, I will go grab a taxi.

Man: Great. I hope you can make it.

Woman: I'll try my best. **If** I can't, I'll let you know.

Conversation 3 | [PDF Worksheet](#)

Man: What are your plans for tonight?

Woman: Well, **if** there is something good on Netflix, I will watch a movie. What about you?

Man: I think will go to the gym **if** I have enough energy.

Woman: What do you do at the gym?

Man: I take a spinning class.

Woman: Oh, that sounds fun.

Man: It is, but it starts at 7, so **unless** I finish my work on time, I can't go.

Woman: Well, you better get busy then.

Man: Yes, I know.

Conversation 4 | [PDF Worksheet](#)

Man: What are your plans for the winter holiday?

Woman: I want to go skiing **if** there is enough snow.

Man: Oh, that sounds fun. Who will you go with?

Woman: I will go with my parents, and a few friends **if** they can make it. What about you?

Man: I will likely stay home. I might work on my novel **if** I feel like it.

Woman: Oh, I didn't know you are writing a book.

Man: Yeah, this is my third one. I try to keep it secret.

Woman: Really! I had no idea. What books have you written?

Man: Well, I'll tell you, but only *if* you promise to keep it a secret.

Woman: I promise. So what is the book?

Man: Well ...

Quiz

Answer these questions about the interview.

1) Where will they play if it rains?

a) In the gym

b) In the park

2) What will the woman do if it rains?

a) Call the man

b) Take a taxi

3) Will the man go to the gym?

a) Yes, if he has the energy.

b) Yes, if he has the time.

4) Who will likely stay home over the holidays?

a) The man

b) The woman

Gap Fill: Complete the conversation with the correct word!

Question 1 of 4

Drag the boxes onto the matching gaps.

- **cancel**
- **rains**
- **ask**

- **playing**
- **forecast**
- **explaining**

- **know**
- **enough**

Man: Are we still ___ football on Tuesday?

Woman: Yes, I think so. Why do you ___?

Man: Well, the weather ___ says it will rain.

Woman: Well, if it ____, we will play in the gym. I will send an email to everyone ____ this.

Man: Do you think we will have ____ players?

Woman: Yes, I think so. We need 8 players to play. If we don't get enough players, we will ____ though.

Man: Do you think we will get enough players to play?

Woman: I think so, but if we don't, I will let everyone ____.

Question 2 of 4

Drag the boxes onto the matching gaps.

- bring
- subway
- covered

- busy
- park
- station

- will
- Would

Man: I am having a party on Saturday. ____ you like to come?

Woman: I would love to if I have time. I might be ____ though.

Man: Well, the party ____ go until midnight, so please come if you have time.

Woman: Thanks. Should I ____ anything?

Man: No, I think I have everything ____, but you can bring extra drinks if you like.

Woman: OK, can I ____ at your house?

Man: Parking might be a problem, so if you can, I would take the ____.

Woman: OK, I will do that.

Man: If it's raining though, just call and I will pick you up from the ____.

Woman: Thanks, No need though. If I need to, I will go grab a taxi.

Man: Great. I hope you can make it.

Woman: I'll try my best. If I can't, I'll let you know.

Question 3 of 4

Drag the boxes onto the matching gaps.

- unless
- busy
- something

- energy
- plans
- think

- spinning
- movie

Man: What are your ____ for tonight?

Woman: Well, if there is ____ good on Netflix, I will watch a _____. What about you?

Man: I ____ I will go to the gym, if I have enough ____.

Woman: What do you do at the gym?

Man: I take a ____ class.

Woman: Oh, that sounds fun.

Man: It is, but it starts at 7, so ___ I finish my work on time, I can't go.

Woman: Well, you better get ___ then.

Man: Yes, I know.

Question 4 of 4

Drag the boxes onto the matching gaps.

- novel
- holiday
- promise

- writing
- third
- written

- friends
- skiing

Man: What are your plans for the winter ___?

Woman: I want to go ___ if there is enough snow.

Man: Oh, that sounds fun. Who will you go with?

Woman: I will go with my parents, and a few ___ if they can make it. What about you?

Man: I will likely stay home. I might work on my ___ if I feel like it.

Woman: Oh, I didn't know you were ___ a book.

Man: Yeah, this is my ___ one. I try to keep it a secret.

Woman: Really! I had no idea. What books have you ___?

Man: Well, I'll tell you, but only if you ___ to keep it a secret.

Woman: I promise. So what is the book?

Man: Well ...

Corporate Vocabulary

Onboarding

Integrating new employees into the team.

“One function of a project manager is onboarding new team members.”

"Managing resource onboarding is a critical function for maintaining project momentum."

Recruitment

Hiring.

“My sister works in HR as a recruitment specialist.”

"My sister serves as a Recruitment Lead, managing the end-to-end hiring process."

Stakeholder

Anyone with interest in a company or venture (investors, employees, customers).

"Please send an invite to all project stakeholders."

"Please circulate the calendar invitation to all project stakeholders."

Strategy

A long-term plan.

"Our strategy, according to the stakeholders, is very clear but unrealistic."

"Stakeholders perceive the strategy as well-defined but overly ambitious given our current resources."