

# Past Conditional

**Point 1:** We use modals plus the present perfect to speculate an alternative outcome to a completed action.

1. I should have studied more in school.
2. We should have saved some money.
3. I would have been upset.
4. I could have been a contender.

**Point 2:** We use the third conditional to express an outcome we cannot change.

1. If I were you, I would have said something.
2. If I could do it over, I would have changed jobs.
3. If we had won, I would have been happy.
4. If the weather had been nicer, we would have stayed longer.

**Point 3:** We use **wish + past perfect** or **wish + would + present perfect** to show regret. The meaning is the same.

1. I wish I had tried harder in school.
2. I wish I would have tried harder in school.
3. She wishes she had applied for the job.
4. She wishes she would have applied for the job.

**Point 4:** The modal changes the meaning of the word.

1. I **would** have said something. (I did not have the chance)
2. I **could** have said something. (I had a chance, but did not)
3. I **should** have said something. (I regret not saying something)
4. I **must** have said something. (I speculate I said something)
5. I **might** have said something. (The outcome might differ)
6. I **may** have said something.

## Past Conditional

Watch four videos using the **past conditional** in conversation.

### Conversation 1 | [PDF Worksheet](#)

**Man:** Why didn't you come to the party?

**Woman:** I didn't know about it.

**Man:** Oh, no! I **should have told** you about it.

**Woman:** Yeah, I **would have come** if I **had known** about it.

**Man:** That's too bad. I think you *would have enjoyed* it.

**Woman:** I think I *would have*, too! What did you guys do?

**Man:** We just chatted and talked. Susan came. She just got back from France.

**Woman:** Oh, really? I *would have loved* to see her.

## Conversation 2 | [PDF Worksheet](#)

**Man:** How was your job interview?

**Woman:** Good, but I *should have spoken up* more.

**Man:** Oh, I am sure you did fine.

**Woman:** Yeah, I just *wish I had expressed* myself better.

**Man:** I think you are being too hard on yourself.

**Woman:** Maybe, but I still think I *could have done* better.

**Man:** What do you think you *could have done* better?

**Woman:** Well, I *could have talked* more about my work experience.

**Man:** I wouldn't worry about it. I'm sure you did fine.

**Woman:** I hope so. I really want that job!

## Conversation 3 | [PDF Worksheet](#)

**Man:** How was the movie?

**Woman:** Actually, I *wish I hadn't seen* it.

**Man:** Why? Was it that bad?

**Woman:** No! It was a great movie.

**Man:** Then, why do you *wish* you *hadn't seen* it?

**Woman:** Because it was so scary. I couldn't sleep last night.

**Man:** Oh, really! I love horror movies. Now I *wish I had seen* it.

**Woman:** Well, it is playing for another week, so you have time.

## Conversation 4 | [PDF Worksheet](#)

**Man:** How was your vacation?

**Woman:** Good, but I *wish I had stayed* at a different hotel.

**Man:** Why do you say that?

**Woman:** Well, it was next to a lively street, and it was so noisy.

**Man:** Oh, no!

**Woman:** As a result, I never had a good night sleep.

**Man:** Maybe you *should have read* some reviews first.

**Woman:** Yeah, I *should have*.

**Man:** Well, *shoul*da, *would*da *could*da!

## Quiz

Answer these questions about the interview.

- 1) What did the woman not attend the party?
  - a) She was sick.
  - b) She had to work.
  - c) She did not know about it.**
  
- 2) What does the woman wish she had done at the job interview?
  - a) Talk more**
  - b) Talk less
  - c) Dress nicer
  
- 3) Why does the woman wish she had not seen the movie?
  - a) It was bad.
  - b) It was boring.
  - c) It was scary.**
  
- 4) What does the woman wish she had not stayed at the hotel?
  - a) It was dirty.
  - b) It was noisy.**
  - c) It was expensive.

**Gap Fill:** Listen to the audio. Type in the correct word!

### Conversation 1

**Man:** Why didn't you **comecame** to the party?

**Woman:** I didn't know about **ityou**.

**Man:** Oh, no! I should have **telltold** you about it.

**Woman:** Yeah, I would have **comecame** if I had known about it.

**Man:** That's too bad. I think you would have **enjoyenjoyed** it.

**Woman:** I think I would **havehad**, too! What did you guys do?

**Man:** We just chatted and talked. Susan came. She just got **backbehind** from France.

**Woman:** Oh, really? I would have **loveloved** to see her.

## Conversation 2

**Man:** How was your **jobsjob** interview?

**Woman:** Good, but I should have **spokenspoken** up more.

**Man:** Oh, I am sure you **donedid** fine.

**Woman:** Yeah, I just wish I had **expressedexpress** myself better.

**Man:** I think you are **beenbeing** too hard on yourself.

**Woman:** Maybe, but I still think I could have **donedid** better.

**Man:** What do you think you could **havehad** better?

**Woman:** Well, I could have **talkedtalk** more about my work experience.

**Man:** I wouldn't worry about it. I'm sure you **donedid** fine.

**Woman:** I hope so. I really **wantwanted** that job!

## Conversation 3

**Man:** How **werewas** the movie?

**Woman:** Actually, I wish I hadn't **sawseen** it.

**Man:** Why? Was it **thatthis** bad?

**Woman:** No! It was a **greatestgreat** movie.

**Man:** Then, why do you wish you hadn't **seensaw** it?

**Woman:** Because it was so scary. I couldn't **sleptsleep** last night.

**Man:** Oh, really! I love horror movies. Now I wish I had **seensaw** it.

**Woman:** Well, it is **playedplaying** for another week, so you have time.

## Conversation 4

**Man:** How **waswere** your vacation?

**Woman:** Good, but I wish I had **stayedstay** at a different hotel.

**Man:** Why do you **saidsay** that?

**Woman:** Well, it was next to a lively street, and it was so **noisenoisy**.

**Man:** Oh, **nonot**!

**Woman:** As a result, I never had a good night **sleepslept**.

**Man:** Maybe you should have **readingread** some reviews first.

**Woman:** Yeah, I should **havehad**.

**Man:** **WellWill**, shoulda, woulda coulda!

# Corporate Terminology – Leadership

## **To Achieve**

Powerful word that communicates your ability to attain your goals, not just do something.

“My team and I achieved our goals and surpassed expectations.”

## **To Delegate**

To assign a task within your area to members of your team. Use delegate rather than words such as ‘assigned’, ‘gave’, or ‘told’.

“As the Public Relations Manager, I often delegated digital outreach tasks to new team members as a way of helping them learn more about our clients.”

## **To Facilitate**

As a leader, you’re often required to find routes for smooth transitions or make a process easier. When describing such experiences, you might use words like, ‘assisted’, ‘helped’, or ‘aided’. However, we can opt for replacing those words with ‘facilitate’. ‘Facilitate’ not only communicates your involvement in an action, but it also communicates that your assistance allowed something to progress forward.

“I facilitated opportunities for employees to maintain work-life balance by introducing a 4-day workweek.”

## **To Implement**

A great verb to say that you were able to successfully and practically carry out an action. Instead of saying that you ‘introduced’, ‘tried’, or ‘used’ different strategies, try saying:

“I regularly review and implement strategies for stronger client outreach.”