

# Grammar - Different Ways to Express Conditionals (If)

English uses many words besides “if” to show conditions. These include phrases like **unless, as long as, should, when, and had I known**.

## **If = the most common conditional word**

“If” introduces a condition that must be true for something else to happen. It is used in all types of conditionals (zero, first, second, third).

1. I will if they do.
2. I will if I need it.
3. It should get delivered by noon if all goes well.

## **Unless = if not**

“Unless” introduces a negative condition. It means “if not.”

1. We are still having it unless something has come up.
2. It should get here by then unless traffic is bad.

## **As long as = only if**

“As long as” means “only if this condition is true.” It sets a requirement.

1. We will go over the budget as long as we have time.
2. I should get it as long as there is no traffic.

## **Should = if (formal or inverted)**

“Should” can replace “if” in more formal or polite conditional statements.

1. Should they forget to mention it, be sure to say something.
2. Should you need any help, please ask.
3. Should something come up, you can use mine.

## **When = every time / if (habitual or future)**

“When” is used instead of “if” to express things that regularly happen or are expected to happen in the future.

1. Problems arise when we don't discuss it.
2. When do you get your new computer?

## **Had I known = If I had known (third conditional)**

This is a formal way of saying “if I had known.” It refers to past situations that didn't happen.

1. Had I known that, I would have helped you.
2. Had I known it would rain, I would have brought an umbrella.

## Advanced Conditionals

Watch video using **advanced conditionals** in three conversations.

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

**Man:** When do you get your new computer?

**Woman:** It should get delivered by noon **if** all goes well.

**Man:** Yeah. It should get here by then **unless** traffic is bad.

**Woman:** Yes. **As long as** there is no traffic, I should get it.

**Man:** Well, **should** something come up, you can use mine.

**Woman:** Thanks. I might take you up on that.

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

**Man:** Do you know whether we are having the meeting?

**Woman:** We are still having it **unless** something has come up.

**Man:** Do you know **if** we will go over the budget?

**Woman:** We will **as long as** we have time.

**Man:** I hope so, because problems arise when we don't discuss it.

**Woman:** Well, **should** they forget to mention it, be sure to say something.

**Man:** I will if they do.

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

**Man:** What did you do last night?

**Woman:** I stayed late to finish the project.

**Man:** Oh, **had I known** that, I would have helped you.

**Woman:** That's OK. I'm almost done.

**Man:** Well, **should** you need any help, please ask.

**Woman:** I will **if** I need it.

## Interviews for Recruiters and Candidates

### 21. Do you consider yourself a self-starter?

**Tips:** Without a manager stopping by your desk, you'll need the ability and motivation to take charge of your workload. Working remotely, **leaders will be relying on you to take the initiative** to [manage your projects](#) and stay on top of your deadlines. Share traits that reinforce that you're a self-starter.

#### **Example Answer:**

*I've always had an entrepreneurial spirit and am highly motivated to complete tasks independently. I enjoy challenging myself to complete tasks by a specific time or with a set outcome. I'm also highly organized and can prioritize my work tasks to finish everything on time.*

### 22. What does a typical day look like for you? What is your daily routine when you work remotely?

**Tips:** It might not seem vital, but your daily routine can make or break your success while working from home. Without social cues, you can quickly develop bad habits that lead to burnout and significantly impact your wellness. Outline any routines that **demonstrate how you prioritize and manage your tasks while working remotely**.

#### **Example Answer:**

*My day starts with a cup of tea and a short workout to get my head in the best space. After that, I maintain my morning routine the same way I would if I worked in an office. I clock in at my set hours, check my emails, and review any new daily tasks. I use a planner and goal-setting sheet to set my daily goals. Using the Pomodoro Technique, I work in increments that allow me to stay focused and alert, taking small breaks every hour or so.*

*When the day is done, I log off and take time for myself and my family. This helps me reset my mind and prepare for the next day. Overall, having a daily routine has been highly beneficial in helping me stay productive and organized when working remotely. It allows for sufficient breaks, so I stay energized and motivated.*

### 23. How have you managed to stay productive while working from home?

**Tips:** When your team isn't in the same location, it can be challenging to stay productive. From distractions to technical difficulties, plenty of things can get in the way of your workflow. **Share specific examples of how you protect your focus despite distractions.**

#### **Example Answer:**

*Admittedly, I learned the hard way that working from home isn't easy if you don't have a routine set in place or the right tools to stay motivated. Working remotely requires self-discipline, and I initially struggled to avoid distractions. Recognizing that I wasn't thriving, I put new workflows in place to keep myself on track. I practice good time management skills, set realistic daily goals, and use task lists to prioritize my work. I've also scheduled a routine check-in with my manager, which helps me stay in the loop on changing priorities.*

### 24. [What is your expected salary?](#)

**Tips:** Beyond wondering if they can afford you, **interviewers want to see if you've thoroughly researched the industry and the position.** If you don't value yourself and your work, that might signal a lack of confidence in your performance. It's tricky since duties can vary by role and geography. If you still need to learn the specifics, you can give a salary range based on research or answer that you'd like more information before [negotiating specific salary and benefits](#).

#### **Example Answer:**

*After researching the industry and taking my experience and education into account, I'm targeting a salary between \$50,000 to \$60,000. However, I'd like to learn more about the position's specific duties and benefit offerings before we discuss a fair amount for the role.*