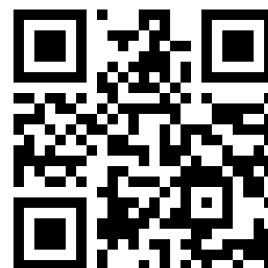


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**Grammar 1****Conditionals: zero, first, second & third****1 Read about conditionals.****Zero conditional**

We use the zero conditional to talk about things that are always or generally true.

*If/When you **go** to a job interview, they **ask** you questions.*

*My boss **is not** pleased **if/when** I **get** to work late.*

First conditional

We use the first conditional to talk about something that is possible now or in the future.

*If they **hire** you for the position, you'll **earn** a great salary.*

*If you **don't like** working here, **quit**.*

*If you **enjoy** travelling, you **might like** to apply for the travel agent's position.*

Second conditional

We use the second conditional to talk about something that is impossible or unlikely in the present or the future.

We also use it to give advice, usually with *If I were you*.

*If I **won** a lot of money, I **would retire** from my job.*

*If I **were** you, I **wouldn't hire** Mr Jones – he was rude!*

*If you **didn't have** a stressful job, you **could relax** more.*

Third conditional

We use the third conditional to talk about things in the past that were possible, but didn't happen.

*I **wouldn't have lost** my job if I **hadn't been** late every morning.*

*If I **had known** about the job, I **could have told** you about it.*

2 Read the sentences a-c. Which one expresses something that

1 is always or generally true?

2 is unlikely in the present or the future?

3 was possible in the past, but didn't happen?

a I'd give everyone a better salary if they let me control the business.

b If you steal from a company, you get fired.

c If she had applied for the job, she would have got it.

Read 8.1-8.4 of the Grammar Reference before you do the task.

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3 Complete the text with the correct form of the verbs in brackets.

Add **will/won't/would** to the verbs (*where necessary*)

Interview advice

If you want to earn money, you ¹ _____ (need) a job! And if you need a job, you ² _____ (have to) apply for one. If you ³ _____ (apply) for one, you might get an interview. Interviews can be difficult, but if you are prepared, you ⁴ _____ (not have) any problem showing the interviewer that you are the right person for the job. If you ⁵ _____ (be) interested, read these helpful hints and tips:

- 1 When you ⁶ _____ (want) to get better at something, you practise. If I were applying for a job, I ⁷ _____ (practise) answering interview questions long before I went to the actual interview.
- 2 If your interviewer asked you what you knew about the company, ⁸ _____ (you be) ready? If I ⁹ _____ (be) you, I'd do my research, and have a list of questions prepared to ask them too. If you ¹⁰ _____ (do), it will show that you're truly interested in getting the job.
- 3 If you ¹¹ _____ (walk) into an interview wearing casual clothes and your interviewer was in a smart suit, you'd feel silly ... and you probably wouldn't get the job. Always dress for success! If you look successful, you ¹² _____ (have) a better chance of being hired.