

I. Transform the sentences so that they have the same meaning

1. Cutting your overheads may make this project viable.
The project _____ if you _____.
2. We finished our assignment on time only because he was so kind to help us.
If he _____, we _____.
3. As the group is continuously building its cash reserves, it is able to finance plans for global expansion.
The group _____, if it _____.
4. Liquidation is the result of a company being insolvent.
If a company _____, _____ into liquidation.
5. The colours we specified weren't out of stock, so we didn't have to cancel the order.
If we the colours we _____, we _____.
6. The fax is out of order, so we haven't been able to pass on your report to the Works Manager yet.
We _____ if the fax _____.

7. I don't know Peter's phone number by heart.

I wish I _____ my address book here with me. (*to have*)

8. I don't know where we are now.

I wish we _____ the map. (*to take*)

II. Complete the sentences below with WHEN/IF/IN CASE or UNLESS

1. _____ you are interested in our range of woollen products, the undersigned will be pleased to execute your order promptly, to your specifications.
2. _____ employees get promoted, their salary won't go up.
3. _____ a company observes that its products are more expensive for most domestic customers, it is forced to look for overseas for sales. It's a common procedure.
4. The person who is going to make the speech should take extra handouts _____ the audience is larger than expected.
5. I will discuss the issue of perks with Sue _____ she has her usual coffee break.

III. Put a tick next to expression(s) that suit the context of each sentence.

1. The Chief Executive Officer is considering departing _____ he receives a giant pay-off.
 - a. under condition that
 - b. provided that
 - c. on condition that
 - d. so long as
2. But _____ the new products do not become a commercial success, what will we do then?
 - a. suppose
 - b. supposing
 - c. providing
 - d. unless

3. _____ you are able to decide on which costs could feasibly be cut, the management will reconsider the cost accounting system.
- as far as
 - so long as
 - in case
 - as long as

IV. Rewrite the sentences, as in the example.

- He doesn't know her. That's why he didn't speak to her.
If he knew her, he would have spoken to her.
- He gave away confidential information to competition. He's unemployed now.
- The laundry service was not put out to competitive tender. It costs us a lot of money now.
- Her mobile phone has no reception in remote rural areas. That's why she couldn't be contacted yesterday.

V. Rewrite the sentences below, using WILL, WERE TO, SHOULD or WOULD instead of the underlined phrases

- If by some remote chance technical problems arise, we will send our experts to put things right.
- If he gave notice, though I doubt that he would, I wouldn't protest.
- If you just take the trouble to sign it here and we will arrange the rest.
- Please contact our Sales Department if by any chance you need to cancel your registration.
- We will be glad if you are willing to reply by return and give us details of your charge.

VI. Use an inversion of subject and verb in the conditional clauses of the sentences in VI. and below

- If the market conditions had been better, our company would have expanded.
Had the market conditions been better, our company would have expanded.
- If it hadn't been for the Government intervention, there would have been no other chance to stimulate consumer spending.
- If it were not for their foresight, we wouldn't consider the purchase.
- If I were you, I'd look for another job.
- If I had known you were ill, I would have visited you.