

**Business English  
Useful Expression  
BIN09**



May I help you?  
I have a reservation.

## 1Pronunciation

### The sound of ERas in chURch, bIRd

**Pronounce these words in pairs:**

fur-fear, her-here, burr-beer, girl-gear, sir-sear

*dirty circle, hurt jerk, murder*

## 2Vocabulary

1. fill out-(pv) - Complete a form.
2. reservation-(n) - The act of holding back complete approval or agreement.

### 3. Reading

Hiro talks to the clerk at the front desk.

Clerk	Good afternoon, Sir. may I help you?
Hiro	I have a reservation. My name`s Mr. Kobayashi.
Clerk	Is that K-O-B-A-Y-A-S-H-I, did I spell it out correctly, Sir?
Hiro	That`s right?
Clerk	Would you please fill out this registration form?
Hiro	Sure. Is my address in Japan , okay?
Clerk	Do you have a local address?
Hiro	Local address? I only have one address... I live in the city - In Tokyo
Clerk	Sir, what I mean is.. If you have an address or an office address here in New York~ an address in this local area.
Hiro	Oh I see. Here`s my company address in new York.
Clerk	That`ll be fine. thank you very much and Have a nice day , Sir.

### 4. Vocabulary

1. She has \_\_\_\_\_ about marrying him.
2. Please \_\_\_\_\_ this application.

### 5. Focus on Grammar

## Present Conditionals

### Present Real Conditional

#### FORM

[If / When ... Simple Present ..., ... Simple Present ...]  
[... Simple Present ... if / when ... Simple Present ...]

## USE

The Present Real Conditional is used to talk about what you normally do in real-life situations.

Examples:

- If I **go** to a friend's house for dinner, I usually **take** a bottle of wine or some flowers.
- When I **have** a day off from work, I often **go** to the beach.
- If the weather **is** nice, she **walks** to work.
- Jerry **helps** me with my homework when he **has** time.
- I **read** if there **is** nothing on TV.
- A: What **do you do** when it **rains**?  
B: I **stay** at home.
- A: Where **do you stay** if you **go** to Sydney?  
B: I **stay** with my friends near the harbor.

## IMPORTANT If / When

Both "if" and "when" are used in the Present Real Conditional. Using "if" suggests that something happens less frequently. Using "when" suggests that something happens regularly.

Examples:

- **When** I have a day off from work, I usually go to the beach.  
*I regularly have days off from work.*
- **If** I have a day off from work, I usually go to the beach.  
*I rarely have days off from work.*

## Present Unreal Conditional

### FORM

[If ... Simple Past ..., ... would + verb ...] [... would + verb ... if ... Simple Past ...]

### USE

The Present Unreal Conditional is used to talk about what you would generally do in imaginary situations.

Examples:

- If I **owned** a car, I **would drive** to work. But I don't own a car.
- She **would travel** around the world if she **had** more money. But she doesn't have much money.
- I **would read** more if I **didn't watch** so much TV.
- Mary **would move** to Japan if she **spoke** Japanese.
- If they **worked** harder, they **would earn** more money.
- A: What **would** you **do** if you **won** the lottery?  
B: I **would buy** a house.
- A: Where **would** you **live** if you **moved** to the U.S.?  
B: I **would live** in Seattle.

## EXCEPTION If I were ...

In the Present Unreal Conditional, the form "was" is not considered grammatically correct. In written English or in testing situations, you should always use "were." However, in everyday conversation, "was" is often used.

Examples:

- If he **were** French, he would live in Paris.
- If she **were** rich, she would buy a yacht.
- I would play basketball if I **were** taller.
- I would buy that computer if it **were** cheaper.
- I would buy that computer if it **was** cheaper. *Not Correct (But often said in conversation.)*

## IMPORTANT Only use "If"

Only the word "if" is used with the Present Unreal Conditional because you are discussing imaginary situations. "When" cannot be used.

Examples:

- I would buy that computer **when** it were cheaper. *Not Correct*
- I would buy that computer **if** it were cheaper. *Correct*

## EXCEPTION Conditional with Modal Verbs

There are some special conditional forms for modal verbs in English:

**would + can = could**

**would + shall = should**

**would + may = might**

The words "can," "shall" and "may" cannot be used with "would." Instead, they must be used in these special forms.

Examples:

- If I went to Egypt, I **would can** learn Arabic. *Not Correct*
- If I went to Egypt, I **could** learn Arabic. *Correct*
- If she had time, she **would may** go to the party. *Not Correct*
- If she had time, she **might** go to the party. *Correct*

## A. Identify

All **conditional sentences** have two parts, a part that describes a condition and a part that describes a result. Often, we use "if" in the part that describes the condition.

Use "if" with the present form verbs to describe something that makes another thing happen, such as "If it rains the street gets wet."

What is the condition and result in the sentence(s) below?

1. If you have an address or an office address here in New York ~ an address in this local area.

## B. Practice - Sentence Writing

Write original sentences using the grammar in this exercise.

1.

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2.

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3.

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4.

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5.

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*present\_conditional*