

Refresh your memory

First conditional
if + present simple,
(then) + will + do
likely future events

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Second conditional
if + past simple, (then) +
would + do
unlikely future events

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**recommend / suggest /
advise**

recommend / suggest
something
recommend / suggest
something to someone
recommend / suggest
(not) doing something
recommend / suggest
(that) someone do
something
advise someone (not) to
do something
advise (not) doing
something

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5.3 Grammar Conditionals and recommendations

Test yourself: Conditionals

1 Choose the best form of the verb *go* to complete each sentence, using negatives and questions where necessary.

- 1 If the money was right, I _____ and work anywhere in the world.
- 2 We'll lose customers if we _____ down to our competitors' prices.
- 3 Unless we get a really good deal, we _____ to the conference this year.
- 4 They wouldn't agree to our request, unless we _____ some way towards their position.
- 5 If we paid cash, _____ (you) down to \$25,000?
- 6 If you _____ to our competitors, you won't get a better deal than with us.
- 7 Providing the budget _____ over €500,000, we will accept.
- 8 If we pay all your expenses, _____ (you) over there to set up the system?

2 Decide in which example below a discount is a) possible b) probable c) sure.

- 1 If you increased your order, then we might consider offering a discount.
- 2 If you increase your order, then we will offer a discount.
- 3 If you increase your order, then we should be able to offer a discount.

3 Circle the word in **bold** which is best in each sentence.

- 1 Would you like to work abroad?
Sure, **unless** / **only if** / **providing** it was in a nice, warm country!
- 2 I couldn't just stay at home all day, **unless** / **only if** / **providing** I found something really interesting to do.
- 3 I might consider it, but **unless** / **only if** / **providing** the money was really good.

Test yourself: *recommend / suggest / advise*

4 Correct these sentences by deleting one word from each as in the example.

- 1 What options would you recommend ~~me~~?
- 2 I suggest you to take the dust-proof control unit: it's specially designed for industrial environments.
- 3 Would you advise me choosing the 750W or the 1,000W motor?
- 4 We generally suggest you allowing for a little extra power.
- 5 We recommend you not exceeding 9,000 rpm in the first two weeks.
- 6 I would advise that you to check the oil level at least once a week.
- 7 Our parent company recommends it that we do not buy from non-ISO-certified suppliers.
- 8 In that case, I would suggest your Quality Manager to visit us before placing an order.

Internet research

Search for the keywords *negotiation quotes* to find quotations about negotiating by experts and famous historical figures.

Reformulating

5 Reformulate these sentences using the **bold** words.


- 1 We can only deliver by 1 July if we receive a 30% deposit within ten days. (**unable, unless**)
We are unable to deliver by 1 July unless we receive a 30% deposit within ten days.
- 2 Our production manager will agree to make the changes, as long as you supply a prototype. (**willing, providing**)
- 3 We might consider a larger discount, on one condition: that you pay in advance. (**reluctant, unless**)
- 4 We would not wish to sponsor the exhibition unless we had a large stand in the entrance hall. (**prepared, but only if**)
- 5 Providing we can get the sub-components in time, we will be able to meet the deadline. (**unless, impossible**)
- 6 If, and only if, several other top CEOs were present, our president would agree to attend. (**as long as, available**)

Discussion

6 With a partner, ask and answer these questions, following the example.

- 1 Would you recommend working abroad for a few years and, if so, where?
I would certainly recommend it, providing it was a good career move and, personally, I would suggest going to an English-speaking country. What do you think?
- 2 Would you advise working for non-profit organizations and, if so, which ones?
- 3 Would you recommend that people work part-time?
- 4 How would you advise a manager who wants to be popular?
- 5 What do you suggest young people do to become millionaires?

Listening

7  2:40 Two colleagues in a sales department, Jan and Petra, are negotiating a list of responsibilities they have to share. Listen and write *J* (Jan) or *P* (Petra) next to the points they agree on.

- | | |
|---|--|
| <input type="checkbox"/> tennis tournament with customer | <input type="checkbox"/> run exhibition stand in Kazakhstan |
| <input type="checkbox"/> conference in Madagascar | <input type="checkbox"/> team-building course in Siberia |
| <input type="checkbox"/> presentation to 2,000 shareholders | <input type="checkbox"/> relocate call centre manager to India |
| <input type="checkbox"/> take holiday in August | <input type="checkbox"/> take holiday in January |
| <input type="checkbox"/> open office at 6am | <input type="checkbox"/> close office at 10pm |
| <input type="checkbox"/> supervise intern for six months | <input type="checkbox"/> share office with PR Manager |

Negotiating

8 With a partner, try to negotiate an agreement on the remaining points in the list above.

