A more formal variation is to omit *if* and begin with *Had*:
Had she known *about his criminal past, she* **would never have employed** *him*.
- Mixed conditional sentences can be used to speculate about how a different situation in the past might have had different results in the present
If you **hadn't stayed** *up to watch the film* <u>last night</u>*, you* **wouldn't be** *so tired* <u>now</u>*.*

or, alternatively, how changes to a present situation might have influenced the past
If I **weren't** *so broke at the moment, I* **could have bought** *you something decent for your birthday.*
The past simple is used in this last sentence to describe an unreal, or imaginary, situation in the present. The past simple can also be used in conditional sentences to describe real situations in the past:
If I **arrived** *late at the office, my boss used to get really angry.* (*If = Whenever*)

For information on *would like/love/prefer* and *would rather/ sooner*, see section **6** in Unit 2 on page 216.

B Present and future situations: conditionals

1 Zero conditional: *if* + present simple, present simple
- We use the zero conditional to talk about situations which are always true
If I **eat** *too much spicy food, I start to feel ill.*

2 First conditional: *if* + present simple, *will/going to/may/ might/could* + infinitive
- We use the first conditional to talk about possible future situations and their probable results
If you **don't water** *that plant soon, it***'ll die.***
- *if* + *should/happen to/should happen to* makes the event seem more unlikely or more of a chance possibility
If I **happen to see** *Mr Dee there, I***'ll ask** *him for you.*
If you **should happen to miss** *the train, I* **could drive** *you there myself.*
- A more formal variation is to begin with *Should*
Should *you wish to change your holiday arrangements, we will do all we can to help.*

3 Second conditional: *if* + past simple, *would/might/could* + infinitive
- We use the second conditional to talk about imaginary, unlikely or impossible situations in the present and future
If I **had** *an extra pair of hands, then I* **could help** *you!*
I **might work** *harder if they* **paid** *me more.*
If it **weren't for** *my savings, I* **wouldn't be** *able to survive.* (= Thanks to my savings I can survive.)
- *if* + *were to* + infinitive makes the event seem more unlikely
If you **were to walk** *in that direction for another thousand miles, you***'d** *eventually* **arrive** *in Warsaw.*
- A more formal variation is to begin with *Were*
Were *they to break the contract, we would, of course, take legal action.*
- *Suppose/Supposing/Imagine* can be used instead of *if*, particularly in speech
Supposing *you ran out of money, what would you do?*
Imagine *you lost your job. Do you think you'd be able to find another?*

4 *if* can sometimes be followed by *will*, *would* or *going to*, for example when making polite requests or describing the result of a course of action.
If you **would take** *a seat for a moment, I***'ll tell** *Mr Graydon you're here.*
If it **is going to be** *more profitable for the company, then I think we should do it.*

Unit 4
Punctuation

1 **Commas**
- Commas are normally used after subordinate clauses when these come first in a sentence.
If I **have any problems,** *I'll let you know.*
They are not normally used when the subordinate clause follows the main clause.
We'll phone you **as soon as we get there.**
- Commas are used after linking adverbials at the beginning of a sentence (see Unit 12).
Meanwhile, *darkness began to fall.*
For this reason, *I have decided to resign.*
They are also used before adverbials if these are inserted in the sentence.
The workers, **however,** *have refused to accept the offer.*
- Commas are used to separate items in a list or series. They are not normally used between the last two items.
She got up, had a shower, got dressed and went out.
- Commas are used with non-identifying relative clauses but **not** with identifying relative clauses (see Unit 5).
My father, **who is a lawyer,** *advised me on the legal matters.*
The man **who bought our house** *is a lawyer.*
- Commas are used to separate direct speech from the reporting verb.
'Empty your bag,' he said. She replied, 'It's already empty.'
They are not used before *that, if, where,* etc in reported speech.
She replied that it was already empty.

2 **Apostrophes**
Apostrophes are used:
- to indicate where letters have been omitted from contracted forms
I **don't** *think* **it's** *fair.*
- to indicate possession
the **boss's** *office   my* **parents'** *house*
the **children's** *books*

Apostrophes are **not** used with possessive pronouns or adjectives.
Yours *is here.   **Its** tail is white.*

3 **Semicolons**
Semicolons can be used:
- in place of full stops where two sentences are closely related in meaning
Some storks fly south in winter; others stay put, using local rubbish dumps as their food source.
- to separate items in a list, particularly long or grammatically complex ones
There were several reasons why Jeremy chose not to go abroad on holiday: he had an acute fear of flying (even though he had never flown before); long periods of exposure to the sun brought him out in a rash; he was suspicious of any food which was not 'good home cooking'; ...

4 **Colons**
Colons can be used:
- before explanations
We moved to a different area: the noise from the traffic was becoming unbearable.
- to introduce a list
The park boasts several different species of trees: oak, ash, elm, beech, alder and a wide variety of conifers.

5 **Dashes**
Dashes are used in informal writing:
- in place of a colon
We've bought a new car – the old one kept breaking down.
- to create a pause in order to emphasize what follows
I took my driving test yesterday – and I passed!