

## MAKE MONEY, DO BUSINESS.- Session 02. I've got the right location.

### Caso práctico

Carla has visited the sites **Manuel** and she preselected in the former meeting. Listen to Carla talking to **Manuel** on the phone and giving him a short overview of the situation.

Script



**Manuel:** Manuel Sánchez speaking

**Carla:** Hi Manuel, it's me, Carla. I've been visiting the sites we preselected and I think I've found the one. Let me tell you about it.

**Manuel:** Sure, I'm not busy at the moment.

**Carla:** Well, I already have two main selections. The first is a warehouse in Los Barrios industrial park. It's a well-known industrial park but the facilities around need some improvements. It's only five minutes from Algeciras' port where, as you know, there is a  bulk container terminal. Umm ...It's extraordinarily well connected. The nearest chicken slaughterhouse is only 15 minutes from the warehouse and there are 3 other ones in the area.

About the size...it is 100 metres long and 20 metres wide, the height is not a problem and a  mezzanine can be placed in the rear part of the warehouse.

We can have this site with a rental agreement of 3000 € a month, all taxes included.

On the other hand, our second option is located in another industrial park in the northern part of the city. It is therefore farther from the port of shipping, 20 minutes, and 25 minutes from the nearest slaughterhouse but the good thing is that it's brand new. It has never been used before and it is as large as the other one, 110 m. long and 20 m. wide. The owner said he would help with any construction we may need and the rental agreement is 2500 €. Taxes are not included but they're lower than in our first option because the town hall wants the park to be in full use. Oh! And I forgot, the vacuum packing machinery is included as well.

So, what do you think?

### Autoevaluación

Complete the following notes on the two sites:

#### Notes for both sites

First site – Notes for option 1	Second site – Notes for option 2
At <input type="text"/> industrial park.	In <input type="text"/> of the city.
<input type="text"/> minutes from Algeciras' port	<input type="text"/> minutes from Algeciras' port
<input type="text"/> minutes from the nearest slaughterhouse Other comments: <input type="text"/>	<input type="text"/> minutes from the nearest slaughterhouse Other comments: <input type="text"/>
Size: Length: <input type="text"/> Width: <input type="text"/> Other comments: <input type="text"/>	Size: Length: <input type="text"/> Width: <input type="text"/> Other comments: <input type="text"/>
Rental agreement: <input type="text"/> €. Taxes included <input type="text"/>	Rental agreement: <input type="text"/> €. Taxes included <input type="text"/>

#### Notas para ambos emplazamientos

Primer emplazamiento – Notas para la opción 1	Segundo emplazamiento – Notas para la opción 2
At <b>Los Barrios</b> industrial park.	In <b>the northern part</b> of the city.
<b>5</b> minutes from Algeciras' port.	<b>20</b> minutes from Algeciras' port.
<b>15</b> minutes from the nearest slaughterhouse Other comments: <b>Extraordinarily well-connected, there is a bulk container terminal, there are 3 other slaughterhouses in the area.</b>	<b>25</b> minutes from the nearest slaughterhouse. Other comments: <b>It's brand new, the owner said he would help with any construction they may need.</b>
Size: Length: <b>100 metres</b> Width: <b>20 metres</b> Other comments: <b>The height is not a problem and a mezzanine can be placed in the rear part of the warehouse.</b>	Size: Length: <b>110 metres</b> Width: <b>20 metres</b> Other comments: <b>The owner said he would help with any construction they may need.</b>
Rental agreement: <b>3000 €.</b> Other comments: <b>Taxes included.</b>	Rental agreement: <b>2500 €.</b> Other comments: <b>The vacuum packaging machinery is included. Taxes are not included but they're lower than in our first option because the town hall wants the park to be in full use.</b>

### Think about it

Discuss at the unit forum the advantages and disadvantages of each site. What would you do if you were in Manuel and Carla's shoes? Which one would you select as your company's premises?



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Aviso Legal

## 1.- What to say. How to make arrangements on the phone.

Read the following dialogues carefully.



A: Good morning, Alan Parker speaking, may / could I speak to Mr. Smith, please?  
 B: Wait a minute please ... sorry Sir, but I'm afraid Mr. Smith is in a meeting. Can I take a message?  
 A: Yes please, could you tell him Mr. Parker phoned? Thank you very much.  
 B: Sure! Have a nice day, bye.

C: Good afternoon, This is Sophie Jones, may I talk to Miss Middleton, please?  
 D: Good afternoon madam, hold on the line, please, I'll put you through!  
 C: Thank you very much.  
 D: Madam? I'm sorry, but I'm afraid the line is busy at the moment, can I take a message?  
 C: Yes please. Could you tell her I'll call back later?  
 D: OK, thank you, bye.

### Autoevaluación

Now answer the following questions.

What do we say when we want to ...

1. ... introduce ourselves on the phone? { \_\_\_\_\_ } . { \_\_\_\_\_ } .
2. ... apologize for something we are going to say? { \_\_\_\_\_ } ...
3. ... ask to take notes of who is calling? { \_\_\_\_\_ } ?
4. ... ask someone to wait? { \_\_\_\_\_ } . { \_\_\_\_\_ } .
5. ... connect one person with another? { \_\_\_\_\_ } . { \_\_\_\_\_ } .
6. ... say the other person is not available? { \_\_\_\_\_ } . { \_\_\_\_\_ } .
7. ... leave a message? { \_\_\_\_\_ } . { \_\_\_\_\_ } ?

Answers

1. ... introduce ourselves on the phone? "X speaking." "This is X."
2. ... apologize for something we are going to say? "Sorry, but I'm afraid."
3. ... ask to take notes of who is calling? "Can I take a message?"
4. ... ask someone to wait? "Hold on the line, please." "Wait a minute please."
5. ... connect one person with another? "I'll put you through."
6. ... say the other person is not available? "The line is busy." "Mr. X is in a meeting."
7. ... leave a message? "Could you tell him Mr. X phoned, please?" "Could you tell her I'll call back later?"

Imagine you get through to the person you want to speak to, do you know what to say to fix a meeting? The following sentences will help you:

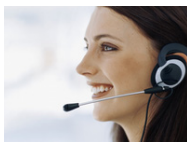
#### Making arrangements

Making arrangements	Translation
Can we fix an appointment?	¿Podemos fijar una reunión / cita?
Shall we arrange a meeting?	¿Podemos concertar una cita/ reunión?

Making arrangements	Translation
Would it be possible to meet up soon?	¿Podríamos reunirnos pronto?
I'll check my diary (B.E) / planner (Am. E).	Consultaré mi agenda.
How / What about Monday?	¿Qué te parece el lunes?
Would Tuesday be suitable?	¿Te iría bien el martes?
Would Thursday suit you?	¿Te vendría bien el jueves?
Shall we say Friday?	¿Qué te parece el viernes?
That's fine! / That would be fine!	¡Me parece bien! ¡Perfecto!
That sounds good / great!	Suena bien / genial.
Sorry, I can't / won't be able to make Monday.	Lo siento, el lunes me es imposible.
Sorry, but I've got to (+ INF) travel on that day. Sorry, but I've got a (+ noun) meeting that day.	Lo siento pero tengo que viajar ese día. Lo siento pero tengo una reunión ese día.

## 1.1.- How to end the conversation and change your plans.

Here you have some ways to close the conversation without sounding abrupt or rude:



Closing the conversation

Closing the conversation	Translation
See you on Friday then!	¡Nos vemos entonces el viernes!
Yes, I'll look forward to seeing you on Friday.	Si, estoy deseando verte el viernes.
Sorry, I've got to go now/ to a meeting.	Lo siento, me tengo que ir/ tengo una reunión
Nice talking to you!/ Good to talk to you!	Ha sido un placer hablar contigo.
Talk to you soon!	¡Hablamos pronto!
We'll keep in touch.	Estaremos en contacto.
Thanks for calling.	Gracias por llamar.

Despite having a meeting, there are sometimes last minute inconveniences which may change all your plans. Here you have some useful phrases to change your arrangements:

### Changing arrangements

Changing arrangements	Translation
Sorry, but I can't make it on Tuesday!	¡Lo siento pero no puedo el martes!
Sorry, but something has come up and Tuesday is not possible!	Lo siento me ha surgido algo y no puedo el martes.
I've got to go over to New York to see a client.	Tengo que viajar a Nueva York a ver a un cliente.
How about Monday morning?	¿Qué te parece el lunes por la mañana?
We said Monday morning, can you make the afternoon instead?	Dijimos el lunes por la mañana, puedes por la tarde?
Is it possible for you to meet in the afternoon?	¿Podrías quedar por la tarde?
I need to change our arrangement for the 16 <sup>th</sup> , can we put it off till the 22 <sup>nd</sup> ?	Necesito cambiar nuestra cita del día 16, ¿podríamos posponerla al 22?
I'd completely forgotten that I have another meeting that day.	Se había olvidado completamente que tengo otra cita ese día.
I'm afraid I'm completely snowed under (very busy) at the moment, can we leave it open for the time being?	Me temo que estoy hasta arriba en este momento, ¿podríamos dejarlo abierto?
I'll get back to you when I'm not so busy.	Te llamo en cuanto tenga un hueco.

## 1.2.- Now you put it into practice (I).



### Autoevaluación

Match the arrangements to the Offers.

#### Ejercicio de relacionar

Arrangements	Match	Offers
1. I'm visiting your office next Monday.	<input type="checkbox"/>	A. Do you want me to go and meet her?
2. Sarah is arriving at the airport at 3.00 p.m.	<input type="checkbox"/>	B. Would you like me to arrange a restaurant for the meeting?
3. Mr. Parker is visiting us to discuss the sale tomorrow.	<input type="checkbox"/>	C. Would you like me to contact the newspapers?
4. We're having a launch party next Friday.	<input type="checkbox"/>	D. Would you like to go to the National Gallery?
5. I have no plans for Saturday afternoon,	<input type="checkbox"/>	E. Do you want me to call you a taxi?
6. I'm leaving in 10 minutes.	<input type="checkbox"/>	F. Would you like me to show you round?

Enviar

### A step ahead

Watch and read the following video. Pay attention to rhythm and intonation.

[Making arrangements. Text summary](#)

### Autoevaluación

Unscramble these sentences and put them in the right order.

- 11 a.m., we shall say So Tuesday?  
\_\_\_\_\_ ?
- busy I'm really week this.  
\_\_\_\_\_ .
- make can you following the Wednesday it?  
\_\_\_\_\_ ?
- perfect, Thursday OK see at you 2 p.m., there!  
\_\_\_\_\_ there!
- Friday how next afternoon about?  
\_\_\_\_\_ ?
- 9 a.m So fix Monday at for it we'll.  
\_\_\_\_\_ .
- week Sorry, we postpone can it to next?

\_\_\_\_\_ ?

**Forum**

1. So shall we say Tuesday 11 a.m?
2. I'm really busy this week.
3. Can you make it the following Wednesday?
4. OK, perfect, see you Thursday at 2 p.m there!
5. How about net Friday afternoon.
6. So we'll fix it for Monday at 9 a.m.
7. Sorry, can we postpone it to next week?

### Think about it

**Answer to these invitations.**

1. Would you like to come over for lunch this weekend? (no).
2. How about a barbeque on Sunday, you could bring your wife? (yes).
3. Let's do lunch this week. (yes).
4. Do you have time for a drink tonight? (no).
5. I'm going to the cinema tomorrow night, want to join me? (no).
6. I'm having some friends over for my birthday next Saturday; I'd love it if you could come. (yes).

1. Sorry, I'd love to but I can't / Sorry, but I've got to travel on business.
2. Yes, that would be great! / Yes, that sounds great to me!
3. Yes, that would be a good idea! / Yes, that would be perfect!
4. No, I'm sorry! I've got to finish a project.
5. No, thank you I've got to get up very early in the morning, maybe another day.
6. Yes, thank you very much for the invitation, what time should I be there?

### Now it's your turn

Enter the forum.

Now that you have the answers written down, read them aloud and record your voice. Then, send them to your tutor. Try to sound natural!

## 1.3.- How to write down an English Proposal.

### Proposals.

As we know, \_\_\_\_\_ proposals can be \_\_\_\_\_ carried out either orally or written down. Let's have a look at both of them:

When you come up with a new idea, sometimes you need to \_\_\_\_\_ pitch that idea to other people, mainly to your boss or colleagues, and therefore the most effective way to convey your project plans is by creating a proposal. You can write a proposal to share your idea concisely and put your plan in motion. Here are some tips for you to follow:



- ✓ Write down a brief \_\_\_\_\_ outline of your ideas.
- ✓ \_\_\_\_\_ Turn on your computer and open your \_\_\_\_\_ word processing programme. Create a title page by \_\_\_\_\_ typing the name of your project or idea. Include your name, contact information and the date. Start your proposal on the next page using titles and paragraph form.
- ✓ Explain the purpose of your project or idea. List details and explain the relevance of the idea to your working place.
- ✓ Identify the \_\_\_\_\_ target audience for the project, remember it's not the same to address a proposal to a friend as to do it to your boss.
- ✓ List materials you will use or need to carry on your proposal.
- ✓ Write down your \_\_\_\_\_ budget needs and how you plan to meet those needs. Detail any fees that will be associated, for example, buying new material.
- ✓ Create a \_\_\_\_\_ time line for the execution of your project or idea. Use a calendar if needed to highlight important dates or deadlines to execute your project or idea successfully.
- ✓ List any references or previous work done on the area to provide credibility to your proposal and requests.
- ✓ Review your proposal carefully. Check punctuation, grammar and sentence structure. Read what you wrote out loud. Make any revisions or \_\_\_\_\_ edits, save it and \_\_\_\_\_ print it out.

### Autoevaluación

**Read the previous text again and answer the following questions:**

**The first thing to do when you have to write down a proposal is ...**

to think about who is it addressed to.

to turn on your computer and start working on it.

to list what you want to say.

Sorry! Read the text again!

Oops! Sorry!

Awesome!

**Solución**

1. Incorrecto (Retroalimentación)
2. Incorrecto (Retroalimentación)
3. Opción correcta (Retroalimentación)

**Your proposal should have ...**

at least two pages, the first one including your contact details.

as much pages as you want developing your idea from the very first page.

just one page with your contact information, name and date.

Well done!

Sorry!

Sorry, try again!

**Solución**

1. Opción correcta (Retroalimentación)  
 2. Incorrecto (Retroalimentación)  
 3. Incorrecto (Retroalimentación)

**When writing a proposal ...**

you should detail all the money involved in the project.  
 you shouldn't worry about money, only about the proposal.  
 you should address it directly to your boss.

Awesome!

Sorry! Read the text again!

Oops, sorry!

**Solución**

1. Opción correcta (Retroalimentación)  
 2. Incorrecto (Retroalimentación)  
 3. Incorrecto (Retroalimentación)

### 1.4.- How to make an oral proposal.

Whereas written proposals tend to be more formal, Oral proposals are usually more informal and therefore, they are quite common in our daily lives. Let's have a look at the most common words or expressions, always bearing in mind that oral proposals are mainly used to make suggestions and give advice to people.



Giving advice

Word or expression	Usage	Example
<b>Should</b>	Should/ shouldn't + infinitive (without to)	<i>Should try to recycle more often. You shouldn't waste so much paper!</i>
<b>Why don't you... ?</b>	+ verb.	<i>Why don't you walk to the office?</i>
<b>Ought to</b>	Subject + ought to+ infinitive.	<i>You ought to save more energy.</i>
<b>If I were you, I would/ wouldn't...</b>	Would/ wouldn't + infinitive.	<i>If I were you, I would go walking to places. If I were you, I wouldn't do that.</i>
<b>Suggest / recommend</b>	+ To infinitive OR +that+ subject + infinitive without to.	<i>I suggest you to save more petrol. I recommend that you save more petrol.</i>
<b>Advice (uncountable noun)</b>	Some / a piece of advice.	<i>Let me give you some advice.</i>
<b>What about ... ?/ How about...?</b>	+ verb+ING.	<i>What/How about recycling more paper?</i>
<b>let's ...</b>	+ infinitive without to.	<i>Let's tell everybody!</i>

**SPEAKING TIP:**

Be careful! Many people don't like getting advice if they haven't asked for it! To avoid giving the wrong impression, you can try some of these expressions:

**Giving advice 2**

Word or expression	Usage	Example
<b>You could always...</b>	+ infinitive.	<i>You could always save more energy.</i>
<b>Have you considered...?</b>	+ verb+ ING.	<i>Have you considered walking to work?</i>
<b>Perhaps we could...</b>	+ infinitive.	<i>Perhaps we could to recycle more paper.</i>
<b>Do you think it's a good idea to...?</b>	+ infinitive.	<i>Do you think it's a good idea to recycle?</i>

## 1.5.- Now you put it into practice (II).



### Autoevaluación

Fill in the gaps with the correct answer:

I don't think \_\_\_\_ so hard.

- you should work.
- you shouldn't work.
- you should to.

Great job!

Sorry, try again!

Sorry, review the theory again!

#### Solución

1. Opción correcta (Retroalimentación)
2. Incorrecto (Retroalimentación)
3. Incorrecto (Retroalimentación)

You \_\_\_\_ more attention in class.

- ought pay.
- had out to pay.
- ought to pay.

Sorry!

Oops, sorry!

Well done!

#### Solución

1. Incorrecto (Retroalimentación)
2. Incorrecto (Retroalimentación)
3. Opción correcta (Retroalimentación)

If I were you, \_\_\_\_ less and study more.

- you'd work.
- I'd work.
- I worked.

Sorry, try again!

You rock!

Sorry!

#### Solución

1. Incorrecto (Retroalimentación)
2. Opción correcta (Retroalimentación)
3. Incorrecto (Retroalimentación)

If I were \_\_\_\_, I'd move to another city.

- in your shoes.
- in your clothes.
- in your jacket.

Well done!

Sorry!

Oops!

#### Solución

1. Opción correcta (Retroalimentación)
2. Incorrecto (Retroalimentación)
3. Incorrecto (Retroalimentación)

You \_\_\_\_ early tomorrow.

- had to better get up.
- had better get up.
- had to not better get up.

Sorry!

Well done!

Try again!

#### Solución

1. Incorrecto (Retroalimentación)
2. Opción correcta (Retroalimentación)
3. Incorrecto (Retroalimentación)

He \_\_\_\_ so much money.

- shouldn't spend.
- should not to spend.
- shouldn't spends.

Well done!

No, sorry!

Sorry!

**Solución**

- 1. Opción correcta (Retroalimentación)
- 2. Incorrecto (Retroalimentación)
- 3. Incorrecto (Retroalimentación)

\_\_\_\_, don't work so hard.

- Whenever you do.
- Whatever you do.
- Wherever you do.

Sorry!

Well done!

Try again!

**Solución**

- 1. Incorrecto (Retroalimentación)
- 2. Opción correcta (Retroalimentación)
- 3. Incorrecto (Retroalimentación)

If he \_\_\_\_\_, he'd take a week off from work.

- are you.
- were you.
- is you.

Sorry!

Well done!

Review the theory!

**Solución**

- 1. Incorrecto (Retroalimentación)
- 2. Opción correcta (Retroalimentación)
- 3. Incorrecto (Retroalimentación)

**Think about it**

**Write down in the forum:**

Imagine a friend of yours is \_\_\_\_\_ facing some economical problems. Give him or her some advice or suggestions to improve his/her situation. Then, enter the forum the share your ideas with your classmates. Remember to use the expressions you learned above.

**2.- How to say it. Conditional sentences – Third type.**

**Citas Para Pensar**

"If we had had more time for discussion we should probably have made a great many more mistakes ."

*Leon Trotsky.*

Take a look at these two sentences.

- 1. *I didn't know her phone number, so I didn't phone her.*
- 2. *We didn't see the red traffic light, so we didn't stop.*

These sentences refer to a past situation. You can make a conditional sentence out of each sentence.

- 1. *If I had known her phone number, I would have phoned her.*
- 2. *If we had seen the red traffic light, I would have stopped.*



Do you think you can change those past situations? I am afraid you can't, because you cannot change the past. This is what we call the third conditional. They are also called impossible conditionals. We use them to talk about unreal past situations.

**Form.**

There are several possible structures:

- 1.- **If + past perfect+Would + perfect infinitive.**  
1.1.- *If she had known, she would have studied the irregular verbs.*

Or changing the order:

- 1.1.- *We would have visited you if we had heard you were ill.*

- 2.- **If + past perfect+Could / might + perfect infinitive.**  
2.1.- *If we had had enough money, we could/might have stayed in a hotel.*

Or:

- 2.1.- *We could have gone to the beach if the weather had been nice.*

Note the interrogative form.

- 1. *Where would you have gone if you had had the time? (Where + aux + subj + verb?)*
- 2. *Would she have visited the Eiffel Tower if she had been in Paris? (Aux + subj + verb?)*

**Ejercicio Resuelto**

Click to read the Spanish translation.

Échale a un vistazo a estas dos frases.

Se refieren a una situación de pasado.

Se puedes hacer una frase condicional a partir de cada una de ellas.

¿Crees que puedes cambiar estas situaciones de pasado? Me temo que no, porque no podemos cambiar el pasado.

Esto es lo que llamamos Tercera condicional. También se llaman condicionales imposibles. Las usamos para hablar de situaciones irreales pasadas.

**Forma**

Hay dos estructuras posibles:

If + pret. pluscuamperfecto+Would + infinitivo perfecto.

If + pret. pluscuamperfecto+Could / might + infinitivo perfecto.  
 Fijate en la forma interrogativa.

### You should know

You can learn more about the third conditional here.

[Conditional type 3.](#)

## 2.1.- The three conditional types. Comparison.

Let's review the three conditional sentences together. Look at these sentences.

- ✔ *If I save money, I will buy a new car next year.*
- ✔ *If I saved money, I would buy a new car next year.*
- ✔ *If I had saved money last year, I would have bought a new car then.*



### Think about it

So, what is the difference between the 3 types of conditional sentences?

Which ones refer to present or future situations?

Which one refers to past situations?

That's right. First and second conditionals refer to present and future situations.

Third conditionals refer to past situations.

This is a chart with the main structures of conditionals:

Types of Conditional Sentences

Type of Conditional Sentence		If clause	Main clause
1st Conditional	Form	<b>If + present form.</b>	<b>Will + infinitive.</b>
	Example	<i>If I drink too much coffee.</i>	<i>I will not sleep tonight.</i>
2nd Conditional	Form	<b>If + past form.</b>	<b>Would + infinitive.</b>
	Example	<i>If I drank too much coffee.</i>	<i>I wouldn't sleep tonight.</i>
3rd Conditional	Form	<b>If + past perfect.</b>	<b>Would + Perfect infinitive.</b>
	Example	<i>If she had been in Madrid.</i>	<i>She would have visited the Prado Museum.</i>



## 2.2.- Now you put it into practice (III).

Why don't you do some practice now?

### Autoevaluación

Write the verbs in their correct form to make third conditionals. For negatives, use contractions (hadn't, wouldn't). Use only "would" in the main clause.

- ✓ If she ( ) so busy, she would have gone shopping.
- ✓ If he ( ) the alarm clock, he wouldn't have been late.
- ✓ If it hadn't rained all the time, we ( ) fishing.
- ✓ You ( ) the theatre play if you had forgotten your ticket.
- ✓ They ( ) us if they had had enough time.

- ✓ If she **hadn't been** so busy, she would have gone shopping.
- ✓ If he **had set** the alarm clock, he wouldn't have been late.
- ✓ If it hadn't rained all the time, we **would have gone** fishing.
- ✓ You **wouldn't have seen** the theatre play if you had forgotten your ticket.
- ✓ They **would have visited** us if they had had enough time.

### Autoevaluación

Write the verbs in their correct form to make third conditionals. For negatives, use contractions (hadn't, wouldn't). Use only "would" in the main clause.

- ✓ If I ( ) a lottery, I would have bought a new house last year.
- ✓ If you ( ) to your parents, you would have stayed at home.
- ✓ She ( ) angry if you had taken her car.
- ✓ The teacher ( ) at us if we hadn't done our homework.
- ✓ What ( ) if you had seen the robbers?



- ✓ If I **had won** a lottery, I would have bought a new house last year.
- ✓ If you **had listened** to your parents, you would have stayed at home.
- ✓ She **would have got** angry if you had taken her car.
- ✓ The teacher **would have shouted** at us if we hadn't done our homework.
- ✓ What **would you have done** if you had seen the robbers?

### Autoevaluación

Write the verbs in their correct form to make first, second or third conditionals. For negatives, use contractions. Use only "will, would or imperative" in the main clause.

1. If you feel hungry, ( ) some fruit!
2. If it doesn't rain tomorrow, we ( ) to Selwo.
3. I would help you tomorrow if you ( ) me now.
4. If Leo Messi played in Real Madrid, they ( ) the national football championship.
5. They ( ) the police if they had seen the accident.
6. If you hadn't lent me the money, I ( ) my new motorbike.

1. If you feel hungry, **eat** some fruit!
2. If it doesn't rain tomorrow, we **will go** to Selwo.
3. I would help you tomorrow if you **helped** me now.
4. If Leo Messi played in Real Madrid, they **would win** the national football championship.
5. They **would have called** the police if they had seen the accident.
6. If you hadn't lent me the money, I **wouldn't have bought** my new motorbike.

## 2.2.1- Now you put it into practice (IV).

We are going to do some more exercises on conditionals.

### Autoevaluación

Write the verbs in their correct form to make first, second or third conditionals. For negatives, use contractions. Use only "will, would or imperative" in the main clause.

- ✓ Unless you do more sports, you \_\_\_\_\_ weight.
- ✓ She would go out with him if she \_\_\_\_\_ richer.
- ✓ I \_\_\_\_\_ more if I had had more time.
- ✓ Fewer people \_\_\_\_\_ on the roads if we were more careful.
- ✓ If I \_\_\_\_\_ my husband with another woman, I would be angry.
- ✓ If you \_\_\_\_\_ to me, you wouldn't have done it wrong.



- Answers**
- ✓ Unless you do more sports, you **won't lose** weight.
  - ✓ She would go out with him if she **were** richer.
  - ✓ I **would have eaten** more if I had had more time.
  - ✓ Fewer people **would die** on the roads if we were more careful.
  - ✓ If I **saw** my husband with another woman, I would be angry.
  - ✓ If you **had listened** to me, you wouldn't have done it wrong.

### Autoevaluación

Rewrite these sentences using the third conditional.

- ✓ Peter was hungry because he didn't have lunch yesterday.  
\_\_\_\_\_.
- ✓ I didn't visit you at the hospital because I hadn't heard of your accident.  
\_\_\_\_\_.
- ✓ He missed the train because he arrived late.  
\_\_\_\_\_.
- ✓ I didn't send you a postcard because I didn't have your address.  
\_\_\_\_\_.
- ✓ He broke his leg climbing a rock.  
\_\_\_\_\_.
- ✓ They didn't steal my car because I had locked it.  
\_\_\_\_\_.

- Answers**
- ✓ If Peter had had lunch yesterday, he wouldn't have been hungry.
  - ✓ If I had heard of your accident, I would have visited you at the hospital.
  - ✓ If he hadn't arrived late, he wouldn't have missed the train.
  - ✓ If I had had your address, I would have sent you a postcard.
  - ✓ He wouldn't have broken his leg if he hadn't climbed a rock.
  - ✓ They would have stolen my car if I hadn't locked it.

### A step ahead

Let's revise what we've learned so far. Check out the following websites:

The **Third conditional**: some extra exercises.

[Third conditional exercise 1.](#)

[Third conditional exercise 2.](#)

## 2.3.- Wishes and regrets.

### Citas Para Pensar

"Nothing fixes a thing so intensely in the memory as the wish to forget it."

*Michel de Montaigne.*

How can you express a wish?

The verb "to wish" is normally used as a synonym of "to want" or would like + infinitive when we want to refer to present or future situations.

- ✓ *I would like to establish a firm business relationship with your company.*
- ✓ *I wish to establish a firm business relationship with your company.*



But the verb "to wish" is also used in other structures to express wishes and regrets. Let's see those structures or expressions.

- ✓ **I wish + past simple.**
  - ◆ We regret about a present situation because we want something to be different in the present or in the future. It is normally translated into "Ojalá".
    - *I don't have his telephone number. I wish I had it.*
  - ◆ We can also use "If only + past simple" to express the same.
    - *If only they passed their exams.*
  - ◆ Other examples are:
    - *She earns very little money. If only she earned more money.*
    - *I miss you so much. I wish you were here.*
    - *I cannot type. If only I could type.*
    - Note that we use "were" instead of "was" for all subjects.
    - *I wish she were here today.*
- ✓ **I wish + past perfect.**
  - ◆ We regret something happened or didn't happen in the past.
    - *I didn't go to the concert last weekend. I wish I had gone.*
    - *She lied to her parents about an exam. She wishes she hadn't lied to her parents.*
    - *You feel ill because you ate so much cake. If only you hadn't eaten so much cake.*
- ✓ **I wish + would + infinitive.**
  - ◆ We want to express dissatisfaction or complaint about a present situation. We want somebody (not) to do something. We complain about someone else, so there are always two different subjects (I wish you/they/she/he would .....).
    - *I wish my neighbour wouldn't make so much noise.*
    - *I wish the bus driver would drive more slowly.*

### Ejercicio Resuelto

Click to read the Spanish translation.

¿Cómo puedes expresar un deseo?

El verbo "to wish" normalmente se usa como sinónimo de "to want" or "would like" + infinitivo cuando queremos referirnos al situaciones de presente o de futuro.

Pero el verbo "to wish" también se usa en otras estructuras para expresar deseo o arrepentimiento. Vamos a ver estas estructuras o expresiones.

- ✓ **I wish + pasado simple.**
  - ◆ Expresa que tenemos un deseo sobre una situación de presente o de futuro. Queremos que algo cambie ahora o en el futuro. Se traduce muchas veces por "ojalá".
  - ◆ También usamos "If only + pasado simple" para expresar lo mismo.
  - ◆ Fíjate que usamos "were" en vez de "was" para todos los sujetos.
- ✓ **I wish + Pretérito Pluscuamperfecto.**
  - ◆ Expresa que tenemos un deseo sobre una situación de pasado. Queremos que algo hubiera sido diferente a como ocurrió en el pasado.
- ✓ **I wish + would + infinitivo.**
  - ◆ Queremos expresar insatisfacción o queja sobre una situación de presente. Queremos que alguien (no) haga algo. Nos estamos quejando de otra persona, así que siempre hay dos sujetos diferentes, uno en la frase principal y otro en la subordinada.

### 2.3.1.- Now you put it into practice (V).

Now it is time to do some practice on the topic studied above.

#### Autoevaluación

Use the expression "I wish" to express wishes and regrets about the present or the past. Use contractions.

- ✓ I don't have many friends in my town.  
\_\_\_\_\_ friends in my town.
- ✓ It is too hot in Seville in summer.  
\_\_\_\_\_ so hot in Seville in summer.
- ✓ I have to work in the afternoon.  
\_\_\_\_\_ work in the afternoon.
- ✓ Your boyfriend didn't ring you last night.  
\_\_\_\_\_ me last night.
- ✓ You broke an arm when you went skiing.  
\_\_\_\_\_ an arm when you went skiing.
- ✓ Peter didn't tidy your room and some guests are coming today.  
\_\_\_\_\_ your room.



#### Exercice

- ✓ I don't have many friends in my town.  
**I wish I had more friends** friends in my town.
- ✓ It is too hot in Seville in summer.  
**I wish it weren't** so hot in Seville in summer.
- ✓ I have to work in the afternoon.  
**I wish I didn't have to work** work in the afternoon.
- ✓ Your boyfriend didn't ring you last night.  
**I wish my boyfriend had rung me** me last night.
- ✓ You broke an arm when you went skiing.  
**I wish you hadn't broken** an arm when you went skiing.
- ✓ Peter didn't tidy your room and some guests are coming today.  
**I wish Peter had tidied** your room.

#### Autoevaluación

Use the expression "I wish + subject + would" to express complaint or dissatisfaction. Use contractions.

- ✓ Kevin calls me too much.  
I wish \_\_\_\_\_ me so much.
- ✓ My husband is not patient with me.  
I wish \_\_\_\_\_ patient with me.
- ✓ Sometimes my boss is not nice to me.  
I wish \_\_\_\_\_ nice to me.
- ✓ The manager is too demanding.  
I wish \_\_\_\_\_ so demanding.
- ✓ My child doesn't let me work. I wish \_\_\_\_\_ me work.

#### Exercice

- ✓ Kevin calls me too much.  
I wish **Kevin wouldn't call** me so much.
- ✓ My husband is not patient with me.  
I wish **my husband would be** patient with me.

- ✓ Sometimes my boss is not nice to me.  
I wish **my boss would be** nice to me.
- ✓ The manager is too demanding.  
I wish **the manager wouldn't be** so demanding.
- ✓ My child doesn't let me work. I wish **my child would let** me work.

#### Autoevaluación

Use the expression "I wish" to express wishes and regrets about the present or the past.

1. I hate traffic jams. I don't have a bike.  
\_\_\_\_\_.
2. Your manager can't come to the meeting and you are in charge.  
\_\_\_\_\_.
3. You didn't invite Sandra to the party and she is upset.  
\_\_\_\_\_.
4. I had too many beers last night.  
\_\_\_\_\_.
5. It was so cold that nobody went out.  
\_\_\_\_\_.
6. Your brother is ill.  
\_\_\_\_\_.

#### Exercice

1. I wish I had a bike.
2. If only my manager could come to the meeting.
3. I wish I had invited Sandra to the party.
4. I wish I hadn't had so many beers.
5. If only it hadn't been so cold.
6. If only my brother weren't ill.

## 2.4.- Verb and preposition.

### Citas Para Pensar

"Don't worry about the world coming to an end today. It's already tomorrow in Australia."

Charles M. Schulz.

#### Verb and preposition.

Which preposition usually goes with the verb "pay"?

And which one goes with the verb "worry"?

Have you noticed that some verbs always take the same preposition?

For example: *We pay for the newspaper, pay for a drink, pay for a meal,...*

Or: *Worry about someone's problems, worry about our exams, ...*

We are going to see some common verbs with their prepositions.

- ✓ Apply for (a post, a job). *I have applied for two different jobs this month.*
- ✓ Believe in (something). *Do you believe in the resurrection?*
- ✓ Belong to (someone). *That car belongs to my brother.*
- ✓ Care about (someone/something). *He is very selfish. He just cares about himself.*
- ✓ Complain to someone about (someone/something). *He complained to me about the noise.*
- ✓ Consist of (something). *The committee consists of 5 members.*
- ✓ Depend on. *Will we go camping next week? It will depend on the weather.*
- ✓ Dream of/about (someone/something). *Last night I dreamed about my cousin.*
- ✓ Happen to (someone/something). *What happened to you last night?*
- ✓ Hear about (something: be told about news). *Have you heard about Tom's accident?*
- ✓ Hear of (someone/something: Know who or what they are). *I have never heard of the Suez Channel.*
- ✓ Laugh at (someone/something). *All the people laughed at him because he got drunk.*
- ✓ Listen to (someone/something: Pay attention). *Listen to me.*
- ✓ Look at (someone/something). *Look at that. It is incredible.*
- ✓ Look for (someone/something: Search). *I am looking for Susan.*
- ✓ Look after (someone/something). *He is looking after our garden in our holidays.*
- ✓ Pay for (something). *I couldn't pay for the theatre tickets last night.*
- ✓ Rely on (someone: Trust). *I can rely on my staff.*
- ✓ Shout at (someone, if you are angry). *Stop shouting at me.*
- ✓ Speak to (someone). *Can I speak to Miss Sarandon, please?*
- ✓ Suffer from (an illness). *Lots of people suffer from diabetes these days.*
- ✓ Take care of (someone/something: look after). *You'll have to take care of your younger brother tonight.*
- ✓ Think about (someone/something: Consider). *I will think about that later.*
- ✓ Think of (someone/something: Remember). *I will be thinking of you during my absence.*
- ✓ Wait for (someone/something). *Wait for me at the restaurant, please.*
- ✓ Write to (someone). *Don't forget to write to me soon.*



## 2.5.- Easily confused words.

Some words are similar in form and/or meaning and they are easily confused. Some of those include:

#### Roll / Role.

1. A roll is:
  1. A small piece of bread.
  2. A piece of paper that has been turned into a tube.
  3. A verb meaning "to turn (paper) into a tube".
  4. A verb meaning "to turn over and over" (e.g. *rolling down a hill*).
  5. A list of people in a group (*I'm going to call the roll*).
2. A role is a part in a play (*Lucy Lawless plays the role of Xena*) or, more loosely, the function you perform in a certain group (*I play the role of peacekeeper in my family*).



#### Rob / Steal.

- a. Rob (robbed, robbed). To rob a place or a person (of things).
- b. *They have robbed me.*
- c. *They robbed the bank.*
- d. *I was robbed of my cheque-book.*

1. Steal (stole, stolen). To steal objects (from a place or person).
  1. *Someone has stolen my watch.*
  2. *They stole plenty of money from us.*

#### Hear / Listen.

1. Hear (heard, heard). Hear refers to the action of receiving sounds in our ears unintentionally.
  2. *I heard a crash when I opened the window.*
  3. *Grandpa can't hear very well.*
1. Listen (listened, listened). Listen refers to the action of paying attention to the sounds in our ears.
  2. *Have you listened to his latest song?*
  3. *Listen! Somebody is coming!*



## 2.6.- Now you put it into practice (VI).

### Autoevaluación

Fill in the blanks using the correct prepositions.

- ✓ The teacher complained  the principal  the children.
- ✓ We are thinking  going camping next Easter.
- ✓ I am looking  a supermarket. Can you help me?
- ✓ My neighbour suffers  pneumonia.
- ✓ People say you can hardly rely  taxi drivers in any city.
- ✓ We are writing  the sales manager.



Enviar

### Autoevaluación

Choose the correct word from the easily confused options.

The teacher is calling the \_\_\_\_\_.

- role.
- roll.

Are you sure?

Excellent!

#### Solución

1. Incorrecto (Retroalimentación)
2. Opción correcta (Retroalimentación)

They \_\_\_\_\_ the bank yesterday.

- robbed
- stole

That's fantastic!

Are you sure?

#### Solución

1. Opción correcta (Retroalimentación)
2. Incorrecto (Retroalimentación)

Since the accident I can't \_\_\_\_\_ very well!

- listen
- hear

Not exactly.

You are incredible!

#### Solución

1. Incorrecto (Retroalimentación)
2. Opción correcta (Retroalimentación)

I'm not too hungry. I'll just have a \_\_\_\_\_.

- role.
- roll.

Not exactly.

Brilliant!

#### Solución

1. Incorrecto (Retroalimentación)
2. Opción correcta (Retroalimentación)

### 3.- Words you need. Safety at work.

#### Think about it

Do you think having safety procedures in your workplace is important? Why?



It is really important to know what to do in case an emergency takes place, because we want to solve the different situations we may have to face in our jobs in the best possible way. In this unit we are going to learn some important words related to safety, let's hope you never have to use some of them.

Some words you may need in case an emergency takes place are...

#### English words related to safety and their Spanish meaning

English words related to safety	Spanish meaning
Hazard.	Peligro, riesgo.
First-aid box.	Botiquín.
Fire alarm.	Alarma de incendios.
Ambulance.	Ambulancia.
Plaster.	Escayola.
Sprinkler system.	Sistema de rociado antiincendios.
Smoke detector.	Detector de humo.
Fire hydrant.	Boca de incendios.
Fire extinguisher.	Extintor.
Warning sign.	Señal de advertencia.
Bandage.	Venda.
Cotton wool.	Algodón.
Earthquake.	Terremoto.
Flood.	Inundación.
Mask.	Mascarilla.

#### A step ahead

To learn some more words and expressions related to safety in your workplace, have a look at this webpage.

[Safety vocabulary.](#)

### 3.1.- Now you put it into practice (VII).

#### Autoevaluación

Complete the sentences with one of the words given:

Plaster → Fire extinguisher → Ambulance → Fire alarm → First-aid box → Earthquake.

- In case of fire, it is important to have a ( ) close.
- I keep some bandages in the ( ) .
- In case of an ( ), the earth will move. It's better to take the guests to a safe place then.
- There were 3 people injured; they all went to the hospital in an ( ) .
- When I broke my leg I had to wear a ( ) during 3 months.
- The ( ) started making a really loud sound when the smoke was entering in the room.

**Answer**

- In case of fire, it is important to have a **fire extinguisher** close.
- I keep some bandages in the **first-aid box**.
- In case of an **earthquake**, the earth will move. It's better to take the guests to a safe place then.
- There were 3 people injured; they all went to the hospital in an **ambulance**.
- When I broke my leg I had to wear a **plaster** during 3 months.
- The **fire alarm** started making a really loud sound when the smoke was entering in the room.

#### Autoevaluación

Unscramble the words to make some of the words studied in this section.

- Dazhar: ( ) .
- Rpalsset: ( ) .
- Mebaulanc: ( ) .
- Xob fsirt-ida: ( ) .
- Amks: ( ) .
- Lofdo: ( ) .

**Answer**

- Dazhar: **Hazard**.
- Rpalsset: **Plaster**.
- Mebaulanc: **Ambulance**.
- Xob fsirt-ida: **First-aid box**.
- Amks: **Mask**.
- Lofdo: **Flood**.

#### Think about it

If there was a fire in the place where you work...

- ✓ What would you do? (Write at least 3 things)
- ✓ Would you be nervous?
- ✓ Do you think it is important to keep the calm in this sort of situations?



If there was a fire in your workplace you could get really nervous, but you should calm down because in this way you could help to solve the situation more efficiently. It is really important to stay calm and take action soon and correctly. Three possible things to do would be:

1. Tell everybody there is a fire. Maybe there are some people who haven't noticed and their lives may be in danger. There is always some sort of alarm you can use in these situations.
2. Call the firefighters to help extinguish the fire.
3. Contact medical services in case there are injured people.

Let's hope this never happens to you!

### 3.2.- Word formation: adjectives.

#### Citas Para Pensar

"As to the adjective; when in doubt, strike it out"

Mark Twain.



Using word formation it is an easy way to increase your vocabulary in English.

Some suffixes to change nouns or verbs into adjectives are:

#### Suffixes to make adjectives from nouns or verbs

Suffix	Noun or verb	Adjective
-ous	Danger. Fame.	Dangerous. Famous.
-al	Music. Politics.	Musical. Political.
-y	Sun. Dirt.	Sunny. Dirty.
-ive	Attract. Create.	Attractive. Creative.
-able/-ible	Enjoy. Comfort.	Enjoyable. Comfortable.

Sometimes there is a spelling change.

- ✓ double the consonant: *sunny*.
- ✓ leave out the final "e": *famous*
- ✓ leave out the final "s" before "al": *political*.
- ✓ change "y" to "i" before "al": *industrial*.

### Autoevaluación

Make adjectives from the following nouns of personal qualities.

#### Gap-filling exercise

Question	Intonation
Punctuality.	<input type="text"/>
Self-discipline.	<input type="text"/>
Loyalty.	<input type="text"/>
Confidence.	<input type="text"/>
Intelligence.	<input type="text"/>





















Question	Intonation
Spontaneity.	<input type="text"/>
Patience.	<input type="text"/>
(Common) Sense.	<input type="text"/>
Imagination.	<input type="text"/>
Strength.	<input type="text"/>
Toughness.	<input type="text"/>

Enviar

Did you notice some of them are do not follow the rules?

### Appendix.- Licenses of Resources.

#### Licenses of Resources used in session 2. "I've got the right location".

Resource (1)	Resource information (1)	Resource (2)	Resource information (2)
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