



Optional homework

Complete this on your own. Check the answers on the next page afterwards.

1 Choose the meaning and complete

1. The client may reply today. If she ____ (reply), we ____ (confirm) the room.
2. We do not own a screen. If we ____ (own) one, we ____ (save) money.
3. The test is tomorrow. If it ____ (fail), Lin ____ (use) the saved video.
4. I am not the manager. If I ____ (be) the manager, I ____ (ask) everyone first.

2 Reply to Priya's message

TEAM CHAT / Priya

Cedar now costs £50, not £35. Our other costs are still £137.
The limit is £180. We can remove refreshments and provide water
at no cost instead. What will we do if the price stays at £50?
What would improve if we owned our own laptop?

Write 50–70 words. Give the new total, suggest a workable plan and include
one first conditional and one second conditional sentence.

3 Say it aloud

Explain your plan without reading. What question might Priya ask you?



Homework self-check

Try the tasks before looking here. Other clear answers may also work.

1 Answers and meanings

1. replies; will confirm — possible future plan.
2. owned; would save — imagined change; we do not own a screen.
3. fails; will use — possible future problem and response.
4. were; would ask — imagined role. “Was” is also common informally.

2 Check the figures

$£137 + £50 = \textbf{£187}$, which is £7 over the limit.

Remove refreshments: $£187 - £72 = \textbf{£115}$.

The new plan is £65 below the £180 limit. Water costs nothing.

One possible reply

Hi Priya. The new total is £187, so we're £7 over budget. If the price stays at £50, we'll provide water instead of refreshments. That will reduce the total to £115. If we owned our own laptop, we'd save another £40. Shall I confirm the room and tell the clients about the refreshments?

Check your own reply

- Did you check the total and stay within £180?
- Did you explain a clear next step?
- Did you use present + will for the possible plan?
- Did you use past + would for the imagined change?
- Can you explain your plan aloud in your own words?