



Teacher notes and answers

Keep this page separate from the student pages. No recording is required.

Teach the lesson

Aim: distinguish a possible future plan from an imagined change, then use both meanings to solve a meeting problem. Share pages 1–3 with everyone; distribute page 4 cards privately. Do not reveal the change message until a plan is agreed.

Start: discuss the two pictures before reading the grammar. Elicit possible outcomes. Check: Is the supplier's agreement possible? (Yes.) Do they have enough money for an assistant? (No.) Is "had" about the past here? (No.)

Practise: complete task 2, then use the pictures for short exchanges. Accept sensible wording beyond the prompts. Ask what learners mean before correcting a conditional. First and second forms express the speaker's view, not a fixed probability percentage.

Meet: allocate all six cards. With 2 learners: A/B/C and D/E/F; with 3: A/B, C/D, E/F; with 4–5: combine cards as needed; with 6: one each. One-to-one: teacher holds half. Online: send private cards by chat. Each learner shares facts and agrees at least one action. Reveal the change, revise the plan, then use task 5.

Answer key and meeting solution

Task 2: a P: get; will start. b I: had; would meet. c I: were; would invite. "Was" is common informally; model "were" for the imagined situation.

Task 3: 1 If the supplier agrees, we'll order more. 2 If we had more money, we'd hire an assistant. 3 If we finish early, we'll review the budget. 4 If we had a bigger room, we'd invite everyone. 5 If the client asks, we'll send a new proposal. 6 If I knew the answer, I'd explain it. Accept contractions, reversed clause order and clear alternatives.

Task 4: Friday 10:00, Oak, loan laptop, saved video as backup. Cost: $6 \times £12 + £25 + £40 = £137$. Staff/actions are agreed by the learners; Lin can test on Thursday. After the change: Cedar adds £35; total **£172**, leaving **£8**. No extra clients or laptop fees are needed. An imagined improvement might be: "If we had our own laptop, we'd save £40."

Feedback and a fresh final exchange

Check that each learner shares facts, responds to a partner, uses both meanings and checks the budget. Give one useful correction; replay part of the conversation. Finish without the grammar box: "What will you do if the laptop arrives late?" Then: "If you could redesign this event, what would you change?" Answers vary. Optional homework and a self-check key are separate.