

FIRST AND SECOND CONDITIONALS IN NEGOTIATIONS

Part 1: Complete the Sentences

Instructions: Complete the following negotiation-related sentences with the correct form of the verbs in brackets using the first or second conditional.

1. If we lower the price, they _____ (accept) the deal.
2. If I were the manager, I _____ (offer) them a better contract.
3. If she agrees to the terms, we _____ (sign) the agreement today.
4. If they had more time, they _____ (consider) the proposal carefully.
5. If we don't meet the deadline, the client _____ (cancel) the order.
6. If I were in your position, I _____ (negotiate) for more benefits.
7. If our team finishes early, we _____ (present) tomorrow.
8. If I had more experience, I _____ (feel) more confident in the meeting.
9. If the supplier reduces their price, we _____ (increase) our order.
10. If we offered faster delivery, they _____ (choose) us over the competition.

Part 2: Choose the Correct Answer

Instructions: Circle the correct option to complete the conditional sentences.

1. If they give us a better discount, we (would/will) sign the deal today.
2. If I were you, I (will/would) ask for a 10% price reduction.
3. If we (don't/didn't) agree now, we might lose the offer.
4. The client (would/will) accept the offer if we include free shipping.
5. If I had more authority, I (would/will) offer them a bigger discount.
6. If we finish early, we (will/would) email the proposal today.
7. The boss (will/would) approve the terms if we explain clearly.
8. If they gave us more time, we (will/would) improve the proposal.
9. If we don't act quickly, we (will/would) lose the deal.
10. If he worked in sales, he (will/would) know how to handle this.

Part 3: Sentence Transformation – Rewrite for Negotiation Context

Instructions: Rewrite the sentences using the correct conditional structure to match the situation.

Example: "We can't give a discount. They won't agree." → If we don't give a discount, they won't agree.

1. I don't have authority to decide. I can't accept the offer.
→ If I
2. We reduce the delivery time. The customer will be happy.
→ If we
3. She isn't flexible with the budget. They won't work with her.
→ If she
4. We don't reply by Friday. We may lose the deal.
→ If we
5. I don't know the client well. I can't suggest changes.
→ If I

ANSWERS

Part 1: Complete the Sentences (First or Second Conditional)

1. If we lower the price, they will accept the deal. (First Conditional)
2. If I were the manager, I would offer them a better contract. (Second Conditional)
3. If she agrees to the terms, we will sign the agreement today. (First Conditional)
4. If they had more time, they would consider the proposal carefully. (Second Conditional)
5. If we don't meet the deadline, the client will cancel the order. (First Conditional)
6. If I were in your position, I would negotiate for more benefits. (Second Conditional)
7. If our team finishes early, we will present tomorrow. (First Conditional)
8. If I had more experience, I would feel more confident in the meeting. (Second Conditional)
9. If the supplier reduces their price, we will increase our order. (First Conditional)
10. If we offered faster delivery, they would choose us over the competition. (Second Conditional)

Part 2: Choose the Correct Answer

1. will
2. would
3. don't
4. will
5. would
6. will
7. will
8. would
9. will
10. would

Part 3: Sentence Transformation – Rewrite for Negotiation Context

1. If I had the authority to decide, I could accept the offer.
2. If we reduce the delivery time, the customer will be happy.
3. If she were flexible with the budget, they would work with her.
4. If we don't reply by Friday, we may lose the deal.
5. If I knew the client well, I could suggest changes.