

## If-Clauses

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'If' clauses are important in business communication as they state how things have to be executed under certain conditions. You will need 'if' clauses in every negotiating and project meeting. So let's take a closer look.

There are **three basic types** of conditional sentences.

### 1. Open - or first - condition

It is **possible or likely** to fulfill the condition but it is not important whether or not it is fulfilled:

If you go, I'll join you.

### 2. Improbable - or second - condition

It is **unlikely or improbable** that the situation will happen:

If I had a car, I would take you to the airport.

### 3. Impossible - or third - condition

This condition **cannot be achieved** as the act is in the past:

I would have stayed at the office if you had come.

A fourth type is mentioned sometimes, the **zero condition 'if' clause**. It refers to a general truth, as in this sentence: If you drop your file, it falls to the floor. This type is the only 'if' clause where both parts of the sentence are concurrent.