

LISTEN AND COMPLETE THE MINI CONVERSATIONS



Conversation 1

Oh, hello, good to see you. Listen, somebody has to work this Saturday morning. Susan's 1_____. Now, I know that you've worked every Saturday this month, but there isn't anyone else. That all right? You 2_____next Saturday _____

Conversation 2

a) Excuse me?
b) Yes, come here, please.
a) Now, I don't know if anybody told you, but we have a dress code here. Employees 3_____jeans to work. It's 4_____You 5_____wear a jacket and tie, but try to be little bit more formal.

Conversation 3

No, no, NO!. How many times do I have to say this? You 6_____the computer to send private emails and you 7_____personal messages to each other on the computer. You 8_____, and you 9_____that time. That means working everybody, and not talking.

Conversation 4

It's OK, you know. Of course you 10_____ your lunch break now. You 11_____come into my office and ask me every time. I like to keep things informal around here, and as long as everyone does their work then I don't see a problem, all right?

By the way, I recommend the Italian restaurant on the corner if you don't know where to go...Very good pasta.

COMPLETE THE FOLLOWING DESCRIPTIONS USING THE MODALS VERBS IN THE BOXES

Dress-down Friday

can don't have to must

In many financial companies in Britain, employees 1. _____ wear a suit or other formal clothes. Some workplaces have a *dressdown* day, usually on a Friday. On this day, people 2. _____ dress so formally. They 3. _____ wear whatever they like.

Work computers

can mustn't can't

According to a 2006 survey by the American Management Institute, 78% of American companies have rules about email, instant messenger and blog use. Workers 1. _____ use their computers for work, but they 2. _____ send personal email messages or instant messages. Also, they 3. _____ download programs onto work computers.

Flexitime

can don't have to have to

A study of the 68 biggest Australian companies found that 93% offered flexitime hours to their employees. Under flexitime, workers 1. _____ work a fixed number of hours in a week, but they 2. _____ start and finish at the same time every day. If they come to work earlier, they 3. _____ leave earlier.