

## 1. CAN/CAN'T

### A Look at the photos and write the jobs.



1. \_\_\_\_\_



2. \_\_\_\_\_



3. \_\_\_\_\_

### B Match each occupation with the job skill.

- |                          |                                               |
|--------------------------|-----------------------------------------------|
| <u>c</u> 1. hairdresser  | a. I can change the locks in a house.         |
| _____ 2. cable installer | b. I can fix sinks, toilets, or showers.      |
| _____ 3. locksmith       | c. I can cut and color hair.                  |
| _____ 4. health aide     | d. I can install Internet service in homes.   |
| _____ 5. plumber         | e. I can take a pulse and blood pressure.     |
| _____ 6. mechanic        | f. I can give a car a tune-up.                |
| _____ 7. florist         | g. I can save money on people's travel plans. |
| _____ 8. travel agent    | h. I can arrange flowers for weddings.        |

*Can* is a modal.  
It shows ability.

## 2. COULD/WOULD

### Active Grammar

*Could you / Would you*

**Could you** please call Mr. Henderson?  
**Would you** please check this report?

*Could you* and *Would you* are modals.  
Use *Could you* and *Would you* to make  
polite requests.

Could you please  
fill out this form?

### A Restate each sentence as a polite request.

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1. Fill out this form.              | 6. Take Ms. Miller's temperature. |
| 2. Take this call.                  | 7. Bring me some change.          |
| 3. Send an e-mail to the employees. | 8. Open on cash register 5.       |
| 4. Clean the workroom.              | 9. Help the next customer.        |
| 5. Fill this order.                 | 10. Unpack those boxes.           |

### 3. MUST/MUSTN'T/CAN'T

#### Active Grammar

#### Must / Must not / Can't

|     |             |                         |
|-----|-------------|-------------------------|
| I   | <b>must</b> | <b>wear</b> a name tag. |
| You |             | <b>sign</b> in.         |
| He  |             | <b>file</b> a report.   |

|     |                                 |                               |
|-----|---------------------------------|-------------------------------|
| I   | <b>must not</b><br><b>can't</b> | <b>make</b> personal calls.   |
| You |                                 | <b>argue</b> with a customer. |
| He  |                                 | <b>use</b> a cell phone.      |

*Must, must not, and can't are modals.*  
*Must* states rules, policies, and regulations.  
*Must not* and *can't* show that an action is not allowed or not permitted.

**C** **Talk about the company policies and regulations.** Use *must*, *must not*, or *can't*.

Workers must report to work by 8:00.

#### WORD PARTNERSHIPS

|               |     |
|---------------|-----|
| clock         | in  |
| sign          | out |
| punch         |     |
| swipe my card |     |

1. Work hours: 8:00 – 4:00.
2. Punch in and out.
3. If you will be late, call your supervisor.
4. Wear your ID tag at all times.
5. No jeans or athletic clothing.
6. No smoking.
7. No cell phones.
8. Do not bring your children to work.
9. Report unsafe working conditions.
10. No offensive pictures on office walls.
11. Report any accidents immediately.
12. Internet for business only.
13. Customers are our business. Always be polite and helpful.

#### 4. MAY/MIGHT

### Active Grammar

### May and Might

|      |                    |                         |
|------|--------------------|-------------------------|
| I    | <b>may (not)</b>   | <b>change jobs.</b>     |
| He   | <b>might (not)</b> | <b>get a promotion.</b> |
| They |                    | <b>take a sick day.</b> |

*May and might are modals.  
May and might show possibility.*

**A Complete the sentences.** Describe what *may* or *might* happen.

1. Yolanda got to work late today, so the boss might give her a warning.
2. You need a job. A new clothing store is opening in your area, so you might \_\_\_\_\_.
3. Nelson has a bad cold. He may \_\_\_\_\_ to work.
4. The boss is very happy with Mia's work. He might \_\_\_\_\_.
5. The economy is bad and our company is not doing very well. The boss might \_\_\_\_\_.
6. The economy is very good and our company is doing very well. The boss may \_\_\_\_\_.
7. Shelly works full time. She wants to begin college in the fall. She might \_\_\_\_\_ her job in the fall.

#### 5. REVIEW

**A Circle the correct modal.**

1. Tony has a job interview. He **should / doesn't have to** arrive on time.
2. At our company all employees **must / might** wear name tags.
3. A nurse **has to / must not** wash her hands after caring for each patient.
4. Work begins at 7:30. You **must not / don't have to** arrive late.
5. **Could you / Should you** please repair the copy machine?
6. You are very good at math. I think you **should / have to** study accounting.
7. Friday is casual dress day. We **have to / don't have to** wear suits.
8. I received a good evaluation, so I **have to / might** get a raise.
9. Employees **must not / don't have to** take home company products.
10. You aren't happy at your job. You **should / have to** look for another opportunity.
11. We **don't have to / can't** make personal phone calls at work.