

Computer usage

Reading 1 Read what Ben says about computer usage in his office. Answer the questions.

- 1 What **must** Ben do?
- 2 What **can** Ben do?
- 3 What **can't** Ben do?
- 4 Can he open any website?
- 5 Why is it important to follow computer dos and don'ts?



Speaking 2 Make a list of computer usage where you work or study. Compare your list with the group.

Language

must, mustn't, can, can't, don't have to

We use must and mustn't for obligations.	You must come to work on time.
	You mustn't be late.
We use can and can't for possibility and ability.	He can use Word but he can't use Excel.
We use have to for something that is necessary.	I have to log in using my password.
We use don't have to for something that is not necessary.	We don't have to work at the weekend.

Writing 3 Write an email to a colleague about yourself using *must, mustn't, can, can't, have to, don't have to*.