

Lesson 03

Modal Verbs: ability, requests and offers

01 | Rearrange the words to make questions from a job interview.

Wh-word or phrase	Auxiliary verb	Subject	Main verb	Rest of the question
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get / I / you / can / I / a / drink?

e-mail address / your / confirm / I / could ?

can / you / spreadsheets / use ?

speak / languages / any other / you / can?

about / tell / you / job / us / your present / more / could?

tell / your current salary / me / you / could?

would you / as soon as possible / your decision / let us know?

start / you / when / can?

like / tea / some more / you / would?

career goals / could / your / tell / me / you?

02 | Now match the questions to the interviewee's answers.

Can I get you a drink?		I'd love some. Thank you.
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Could I confirm your e-mail address? Can you use spreadsheets? Can you speak any other languages? Could you tell me more about your present job? Could you tell me your current salary? Would you let us know your decision as soon as possible? When can you start? Would you like some more tea? Could you tell me your career goals?		Well, I'm currently supervising an HR project. Not very well, but I'm doing a course next week. The address is correct, but I've got a new mobile number. Yes, I can speak Korean and Japanese. It's €60,000 a year. I would like to enhance my managerial skills and eventually become manager of my department and build a strong team. My notice period is two months. I can let you know next week. Thank you. A cup of tea, please.
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