

# PRESENT MODALS

Choose the correct options to complete the email.

Dear Mr Bertrand,

This email is to confirm that you have been entered for the ITE exam at 9.30 a.m. on 24th April.

If you are unable to attend the exam on this date, you  
<sup>1</sup> *should / can* let us know as soon as possible so that we  
<sup>2</sup> *must / may* offer the place to another candidate. If you are  
able to attend the exam, you <sup>3</sup> *do not need to / shouldn't*  
contact us. However, if due to unforeseen circumstances you  
fail to attend the exam on the day, you <sup>4</sup> *must / might* contact  
us within 24 hours so that we <sup>5</sup> *can / must* enter you for the  
exam on another date at no extra cost.

You <sup>6</sup> *must / can* bring some form of photo ID to the exam. This  
<sup>7</sup> *must / might* be an original document and not a photocopy.  
If you do not provide photo ID, you <sup>8</sup> *will not have to / will not  
be able to* take the exam. You also <sup>9</sup> *could / need to* bring your  
own pen and pencil. You <sup>10</sup> *have to / can* also take one bottle  
of water into the examination room.

Directions for how to find the examination centre are in the  
attachment.

Best wishes,

The Examinations Office