

Unit 6: Grammar – Modal verbs of obligation, prohibition, and no obligation.

Match the questions (1–8) with the responses (a–h).

- a You mustn't make them during working hours.
- b You have to wear it at all times.
- c All documents have to be in English.
- d You had to have a doctor's note after two days.
- e I didn't have to call. My boss was fine about it.
- f You mustn't use it, except at lunchtime.
- g Yes! At least once a week I needed to work late just to finish.
- h You didn't need to wear a suit but you had to be smart.

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|------------------------------|-------|-----------------------------------|-------|
| 1 Did you work long hours? | | 6 What happened if you were late? | |
| 2 What was the dress code? | | 7 What do I do with my badge? | |
| 3 Can I make personal calls? | | 8 What happened if you were ill? | |
| 4 Can we use the internet? | | | |
| 5 What language do we use? | | | |

Choose the correct option.

Hello everybody and welcome to the company! I'll just spend a minute or two on some rules and regulations. First of all, your ID badge. You 1 have it with you at all times for security reasons. If you forget it one day, you can get a temporary one at reception but you 2 keep it for more than 24 hours. We issue you all with mobile phones but you 3 use them for personal calls. If you 4 make a personal call at work, you 5 go into a

meeting room and use your own phone. As you know, our dress code is quite relaxed – men

6 ⌵ wear a tie although everyone 7 ⌵ look smart and professional. Everyone 8 ⌵ be at work between 10 and 4, and you 9 ⌵ do at least two more hours outside these times. Don't forget that as well as your paid holiday, you can all take an extra three days off in the year and you 10 ⌵ explain why. I think that's all for now. Any questions?

Complete the sentences using the phrases below.

- ▣ didn't need to
- ▣ don't have to
- ▣ had to
- ▣ has to
- ▣ have to

- ▣ mustn't

- 1 You work weekends here but they pay you double so I sometimes do when I need the extra money.
- 2 In my last job I wear special clothing but I do now.
- 3 Her contract says she work for a similar company if she leaves.
- 4 If he leaves, he give three months' notice.
- 5 In my current job I work 40 hours per week, which is a lot! I'm never home before 7 p.m.
- 6 Where my wife worked before, she work on Saturdays. She hated it!