MODAL VERBS

1-Choose the correct option to complete each sentence.

1. All employees _____ wear their ID badges while in the building.

a) don't have to b) must c) can't

2. You _____ attend the meeting if you're not involved in the project.

a) must b) have to c) don’t have to

3. We _____ disclose client information to third parties. It's against company policy.

a) can’t b) don’t have to c) must

4. Managers _____ submit monthly reports to the regional office.

a) don’t have to b) must c) can’t

5. You _____ reply to this email today. Tomorrow is fine.

a) must b) don’t have to c) can’t

6. You _ share your password with anyone — it’s a serious security risk.

a) can’t b) must c) don’t have to

2-Complete the gaps using the correct modal verb; must-have to-can’t-don’t have to

1. You _____ send the report by 5 PM. It’s urgent.
2. We _____ use personal email accounts at work.
3. They _____ work on Saturdays unless there's a deadline.
4. Employees _____ attend the training session. It’s mandatory.
5. You _____ log in every day if you’re on vacation.

LIVEWORKSHEETS

3- Error correction. Correct the underline word.

1. You **don't have to** wear a seatbelt while driving. _____
2. We **mustn't** finish the report before the deadline. _____
3. Staff **can** share their passwords if they trust the person. _____
4. You **must** to submit the invoice today. _____
5. They **have to not** bring mobile phones into the lab. _____

4-Match the situations. Match situations (A–E) to the correct rule (1–5):

Situations:

A. You forgot your access card.

B. You're not feeling well.

C. You've already completed the task.

D. You're working with confidential files.

E. You're late for an important meeting.

Rules:

1. You must wear your ID badge at all times.
2. You can't share this information with anyone.
3. You mustn't arrive late to client meetings.
4. You don't have to do the task again.
5. You don't have to come to the office today.

LIVEWORKSHEETS