



### *Language in use*

Complete the office rules with **can** / **can't**. Then, listen and check.

In the new flexi-time system, staff need to work thirty-seven hours a week. They \_\_\_\_\_ choose when they start and finish work and they \_\_\_\_\_ decide when to go to lunch.

- All employees need to be in the office from 10:30 a.m. to 3 p.m.
- This means employees \_\_\_\_\_ start after 10:30 a.m.
- They \_\_\_\_\_ finish work before 3 p.m.
- The building opens at 7 a.m., so employees \_\_\_\_\_ start work then.
- Employees \_\_\_\_\_ take one hour for lunch from 11:15 a.m. to 2:45 p.m.
- They \_\_\_\_\_ take lunch before 11:15 a.m. or after 2:45 p.m.
- They \_\_\_\_\_ work until 8 p.m., when the building closes.
- Remember, if you drive to work, you \_\_\_\_\_ only park your car in spaces 120 – 225.
- Employees need their ID card or they \_\_\_\_\_ enter the car park.