

Read the rules and do the exercises below:

## TALKING ABOUT RULES

### *must / mustn't*

We sometimes use *must(n't)* + infinitive (without *to*) to show it's essential (not) to do something, especially when you made the rule and / or have authority.

*You must arrive in class on time. I don't allow any students in the class if they are late.*

*You mustn't use these computers for personal use.*

*Must(n't)* sounds very strong so we usually replace it with other structures.

### *have to and be supposed to*

We usually use *have to* + infinitive (without *to*) instead of *must* as it sounds less direct and rude. We also use it to ask about rules.

*I have to wear a stupid uniform at work. I hate it!*

*Do I have to attend all the staff meetings?*

We also use *be supposed to* + infinitive (without *to*) to replace *must*, especially where a rule has just been broken or is often not followed.

*I'm supposed to be available to cover if anyone is off sick.*

*Hey, don't leave your dirty cup in the sink! You're supposed to wash them yourself.*

### *can't, be not allowed to, be not supposed to*

We usually use *can't* or *be not allowed to* + infinitive (without *to*) instead of *mustn't*. They mean it's not possible to do something.

*We can't work from home in my company.*

*Sorry, but you're not allowed to bring dogs in here.*

We also use *be not supposed to* + infinitive (without *to*) to replace *mustn't*, especially where the rule has just been broken or is often not followed.

*You're not supposed to use this entrance into the building, but it's more convenient.*

*can, be allowed to*

We use *can* or *be allowed to* + infinitive (without *to*) to ask about rules, to show there is no rule or to say that a rule says it is OK to do something.

*Can I use any of the computers in the building?*

*Are we allowed to work from home at all?*

*We are allowed to start to work late if we then work later in the evening to make up the time.*

### Exercise 1

Choose the correct option.

- 1 Sorry, you're not allowed to / you have to smoke in here.  
Can you go outside please?
- 2 Are you allowed to / Are you supposed to wear jeans at work? I don't really have anything else to wear!
- 3 I'm supposed to / I can carry my ID at all times, but nobody ever asks me for it!
- 4 Do you have to / Can you ask your manager if you want to leave the office?
- 5 We are allowed to / aren't supposed to come out here on the roof of the building, but it's a really nice place to have a break!
- 6 You can't / You're not really supposed to eat or drink in the classroom, so please tidy everything up after you finish your coffee.
- 7 We have to / are allowed to belong to a trade union, but not many people are members.
- 8 I can't / have to start really early some days, but at least / have to / I'm allowed to go home early.

**Complete the sentences with the pairs of verbs in the box.**

should / turn off	not allow / drink	shouldn't / send
not suppose / leave	suppose / clear	allow / buy

- 1 Employees ~~are not allowed to drink~~.... alcohol or smoke anywhere in the building.
- 2 We ..... company products at a 10 per cent discount off the normal price.
- 3 All employees ..... their tables when they have finished lunch.
- 4 I ..... really ..... personal mail from the post room, but it's OK just this once.
- 5 Visitors ..... the building without signing out and returning their passes.
- 6 We ..... really ..... our computers at the end of each day, but sometimes I'm in a rush, so I leave mine on.