

UNIT 11.1

FURTHER PRACTICE



1 A new employee is starting work. She is checking the rules. Complete the dialogue using the correct form of verbs from the box below, as in the example.

(don't) have to (not) be allowed to must mustn't can can't

A: What are my working hours?

B: Well, we have flexible hours here. You ¹ have to be here between 10.00 am. and 3.30 pm. It's a thirty-five hour week but you ² _____ choose to start early or finish late.

A: ³ _____ decide now?

B: No. You can decide each day.

A: ⁴ _____ smoke anywhere?

B: You ⁵ _____ smoke in the smokers' lounge on the second floor. You ⁶ _____ smoke anywhere else for safety reasons.

A: What about dress?

B: You must be smart but not too formal. You ⁷ _____ wear a tie, for example.

A: Good! What about weekends?

B: You never ⁸ _____ work at weekends. In fact ⁹ _____ come into the building at the weekend for security reasons.

A: And what about holidays?

B: You have four weeks per year, but ¹⁰ _____ take two of them at Christmas. The other two you can take when you want.

2. Rewrite the following sentences without changing their meaning.

1. It is necessary for me to be at the bank for twelve hours.

I have to

2. It is possible for me to train or referee in the afternoon.

I can

3. It isn't necessary to be there in the afternoon.

I don't have to

4. It is necessary not to be too friendly.

You can't



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4. Complete the sentences below with the adjectives from the box

sensitive	outgoing	good with figures	patient	energetic
ambitious	adaptable	attentive to detail	creative	persuasive

1. She often gets angry with her secretary. She isn't very
2. He never corrects his spelling mistakes. He's not
3. He's not interested in getting a better job. He's not at all
4. He's good at coming up with original ideas. She is really a person
5. He never talks to anyone. He just sits at his desk. He isn't at all
6. He never wins argument in meetings with our boss. He's not person.
7. She's always tired, even first thing in the morning. She's not very
8. She can't work out $2+2$ without calculators! She's not
9. She always says the wrong thing and gets people angry. She isn't a person.
10. He just refuses to use the new software program. He's not at all

5. Match the first half of the sentences in HO with the second half in a-j

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|---|---|
| 1. A lorry driver isn't allowed to..... | a. be good with figures. |
| 2. Teachers have to | b. doesn't have to wear uniform off-duty. |
| 3. A miner has to | c. disclose company secrets. |
| 4. A flight attendant | d. has to be welcoming to visitors. |
| 5. A receptionist | e. work underground. |
| 6. Staff must never | f. doesn't have to travel to work. |
| 7. Someone who works from home | g. be on call at night. |
| 8. Employees are not allowed to | h. prepare their lessons. |
| 9. An accountant must | i. steal company property. |
| 10. Doctors sometimes have to | j. drive more than two hours without a break. |



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6. Complete these sentences with 'must', 'mustn't, or 'don't have to'.

1. You advertise cigarettes on TV in many countries.
2. You help me - I can do it myself.
3. All visitors show proof of identity before entering the building.
4. You go in that room because it contains dangerous chemicals.
5. I work at weekends - only from Monday to Friday.
6. I go to the post office before it closes.

