



## Language at work

It is Min's first day at work. Choose the correct answer. **There may be more than one possible answer**

Min I see you're wearing a tie. Do I **have to / can / need to** wear one?

Dag No, you **are allowed to / can / need to** wear whatever you like. But you **don't have to / can / have to** look smart if you're meeting customers.

Min I guess we **can't / need to / aren't allowed to** smoke in here?

Dag Absolutely not. There's a part of the garden where you **are allowed to / can** smoke. And you **need to / have to / aren't allowed to** drink tea or coffee in any of the work areas –that's not possible at all.

Min So what time **can / do you have to / need to** start in the morning?

Dag Most people start at 8.30 a.m., but you **don't need to / can** arrive at work any time until 10 a.m. But you **aren't allowed to / don't have to** stay after 6.30 p.m., because they close the building then.

Min And what do I call my line manager?

Dag Don't worry – you **can / aren't allowed to / don't have to** call him Mr Jones. We all call him Frank.

## Business communication

Complete the expressions with the correct form of a verb from the list.

**be catch come back could cover discuss**

**get off move on say sum up**

- 1 We can .....to that later.
- 2 Can we .....to point number 2 on the agenda?
- 3 I'd like to..... what we've agreed.
- 4 I'm so sorry. What was that you .....?
- 5 We're here today to .....the new advertising campaign.
- 6 I'm sorry, but I think we're .....the subject.
- 7 It's six o'clock, and we've .....everything.
- 8 I didn't really understand that. ....you be more specific?
- 9 I .....not with you there.
- 10 Sorry, can you say that again? I didn't ..... that

