9 IDENTIFY Choose the best option in each sentence.

1 You *don't need to* / *can't* access the shared database without the correct password.
2 You *don't have to* / *shouldn't* post personal photos or videos on the company website.
3 We *can* / *have to* receive personal emails at work.
4 It's OK; you *don't need to* / *shouldn't* explain. I understand the situation.
5 You *can* / *have to* sign a permission form before you take photos.

10 INTEGRATE Complete the company memo with modals from the box. Three of the items have two possible answers. Then discuss the policies with a partner. Do you agree with the rules? What do you think are reasonable company policies for computer or Internet use?

can	cannot	don't have to
may	must	need to

Memo

To: All employees

Re: New (strict) computer policy

The following points are updates to the company computer policy. These policies [1] _____ be strictly followed by all employees.

Company computers and Internet are for company business only. They [2] _____ be used by employees for personal reasons during work hours.

If employees [3] _____ send emails or use the Internet for personal reasons, they [4] _____ do so only during their lunch breaks.

In emergency situations, employees [5] _____ request permission to use company computers or Internet for personal reasons.

Finally, office computers [6] _____ be shut down at the end of the workday. Section managers will check each employee's browser history at the end of the shift.

Thank you for your cooperation.

LIVEWORKSHEETS