1 Employees **must** keep passwords secure at all times and **have to** change passwords every 12 weeks. Employees **are allowed to** choose their own password; note that it **needs to** be a strong password consisting of at least eight characters including one number and one capital letter.

2 Employees **can** access the Internet but **are not allowed to** download or upgrade software without permission. Employees **mustn't** use personal thumb drives.

Complete the categories in the *Language point* with the verbs in **bold** from 2.

LANGUAGE POINT

Obligation (necessity)
You [1] *must*
You [2] _____
You [3] _____

Prohibition
You [4] _____
You can't
You [5] _____

No obligation (no necessity)
You don't have to
You don't need to

Permission
You [6] _____
You [7] _____

Asking about rules
Do I have to …?
Do I need to …?
Can I …?
Am I allowed to …?

LIVEWORKSHEETS