

Handout #3

Part A.



Instructions: Watch the video to learn about modal verbs. While watching the video, complete the sentences by dragging and dropping the **modal verbs** from the word bank to their corresponding space.

Complete the Chart:

Word Bank	
should	have to
Could	do not have to
could	must

#	Modal verbs:	
1	Strong obligation	You _____ send the documents today.
2	Possibility	You _____ contact SEP for more information.
3	Request	_____ you attach a copy of your identity card?
4	Less strong obligation	Students _____ check SEP's website.
5	Recommendation	You _____ upload the documents.
6	Absence of obligation	You _____ send extra documents.

Part B.

Instructions:

Read the phrases and classify them by dragging and dropping them in the corresponding groups (you must, you have to, you should, you could).

...contact the graduate program for more details (Possibility).	...access the following link (Recommendation).
...attach the requested documents (Strong obligation).	...attach the academic record (Less strong obligation).
...send an email to the graduate program (Possibility).	...check the admission requirements (Recommendation).
...call SEP's office (Less strong obligation).	...have at least 3 letters of recommendation (Strong obligation).

You must... <ul style="list-style-type: none">••	You have to... <ul style="list-style-type: none">••
You should... <ul style="list-style-type: none">••	You could... <ul style="list-style-type: none">••

Part C.

Instructions: Read the following answer to the email that Derek Peters sent. Fill in the blanks by selecting the correct modal verb.

To address the question you raised about the application requirements, you _____ (less strong obligation) scan the certificate of degrees, transcript of the academic record (courses earned, lost, and validated), identity card (both sides), and three reference letters. Then, _____ (strong obligation) upload the documents in PDF format. Finally, you _____ (less strong obligation) send them to the following website: <https://portal.ucr.ac.cr>

Part D.

Instructions: Write complete and clear sentences using the modal verbs. Each sentence must be original and about the information you answer in job-related emails.

You must... (Strong obligation)	Answer:
You have to... (Less strong obligation)	Answer:
You should... (Recommendation)	Answer:
You could... (Possibility)	Answer: