1. Choose the correct words to complete the text.

I work as a receptionist in a big hotel, so I (**1**) *must / mustn't / can* always be polite to the guests. During the week, I (**2**) ***don't have to / can't / must*** go to bed late because I have to start work early. Fortunately, I (**3**) ***don't have to / mustn't / can't*** wear a uniform, but I (**4**) ***can / mustn't / have to*** dress smartly.

My sister's a student, so she (**5**) ***mustn't / doesn't have to / can't*** get up early most days. However, she (**6**) ***doesn't have to / mustn't / has to*** study very hard at the moment because she's got important exams next month.

My dad's a taxi driver, so he often (**7**) ***has to / mustn't / can't*** work in the evenings and at weekends. He (**8**) ***doesn't have to / mustn't / must*** drive fast because there are speed cameras everywhere in my town.

My mum's a nurse, so she (**9**) ***has to / mustn't / can't*** wear a uniform when she's at work. Sometimes she starts work very early but my dad usually takes her to work in his taxi, so she (**10**) ***must / doesn't have to / mustn't*** get the bus.

2. Flavia works in a call centre. Read her office rules. Complete Flavia's description of her work with *have to*, *can* or *can't* and the words in brackets.

Office Rules

Employees must wear a uniform at all times.
Employees must not check emails during working hours.
You must not talk to other employees during working hours.
You must answer the phone within 5 seconds.
Employees must always be polite to customers.

I'm telling you, Jo, it's a terrible place to work! The customers can't see you, but we still (**1**) …*have to*…… wear a uniform all the time. You (**2**) ……. (wear) your normal clothes.

I (**3**) ……. (check) my emails – it's not allowed – and I (**4**) ……. (speak) to my colleagues during the day! Fortunately, we (**5**) ……. (talk) to each other during our breaks!

When the phone rings, we (**6**) ……. (answer) it very quickly – withing 5 seconds. And we always (**7**) ……. (be) polite to customers, but they're often incredibly rude to us! I really (**8**) ……. (find) a new job!

3. Choose the correct option.

1 Visitors ***must not / don't have to*** smoke in the building.

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2 It's a relaxed office – you ***must not / don't have to*** wear a tie.

3 I start at 10 am, so I ***mustn't / don't have to*** get up early.

4 Employees ***must not / don't have to*** park in the customer car park. It is for customers only.

5 If there is a fire, you ***must not / don't have to*** use the lift. You must use the stairs.

4. Complete the sentences with one of the expressions from the box. Use each expression once.

can can't doesn't have to has to must must not

1 In my office, we …… eat or drink at our desks. We have to go to the canteen.

2 My job's really nice. I …… start work when I want and finish when I want.

3 She works from home so she …… drive to work.

4 Warning! Dangerous work area. Visitors …… enter without permission.

5 Important! You …… keep your visitor card with you at all times.

6 He …… travel a lot in his job. Sometimes he goes to three or four countries in a month.

5. Choose the correct answers.

1 Employees must not use their computers to send personal emails.

'We …… use our computers to send personal emails.'

(a) have to (b) don't have to (c) can't

2 Employees can leave the building at lunch time.

'We …… stay in the building at lunch.'

(a) must (b) don't have to (c) can't

3 Employees …… use social media.

'We can't use social media at work.'

(a) must not (b) must (c) don't have to

4 Employees …… make local phone calls on company phones.

'We don't have to use our mobiles to make local calls.'

(a) can (b) can't (c) must

5 Employees …… wear a shirt and tie.

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'We have to wear a shirt and tie.'

(a) can (b) must not (c) must

6. Read the dialogue. How do we start questions with modal verbs?

A: **Must** we finish this project by tomorrow?

B: No, we don't have to . But we must complete it by the end of this week.

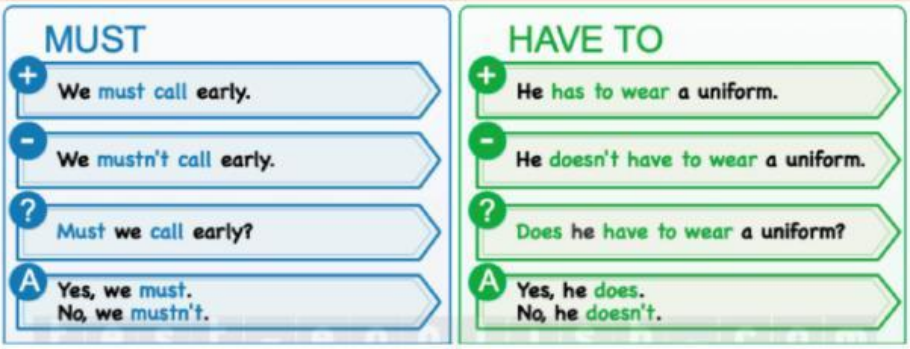
A: **Do we have to** update the project timeline then?

B: Yes, that's important. And remember, you can't change the project scope without discussing it with the team.

A: **Can** I ask for your help if I need it?

B: Absolutely! You can always ask for help.

7. Make questions or negative sentences using *have to*.Use present,future or past forms.



1. Is it necessary for you to study? = ... study?

2. It isn't necessary for him to go to school. = He ..... school.

3. Is it necessary for her to help her parents? = ... her parents?

4. Must we wait? = ... wait?

5. Will it be necessary for them to take the exam? = Will ..... the exam?

6. Was it necessary for you to pay for the tickets? = ... for the tickets?

7. Was it necessary for them to go to London? = ... to London?

8. It wasn't necessary for them to help their mother. = ... their mother.

9. Must the twins stay at home? = ... at home?

10. Must you wear a uniform at your school? = ... at your school?

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Answers:

1.ex. - **2** can't **3** don't have to **4** have to **5** doesn't have to **6** has to **7** has to **8** mustn't **9** has to **10** doesn't have to
2.ex.- 1 have to **2** can't wear **3** can't check **4** can't speak **5** can talk **6** have to answer **7** have to be **8** have to find
3.ex. - **1** must not **2** don't have to **3** don't have to **4** must not **5** must not
4.ex. - **1** can't **2** can **3** doesn't have to **4** must not **5** must **6** has to
5.ex. - **1** c **2** b **3** a **4** a **5** c
7.ex. - 1. Do you have to study? 2. He doesn't have to go to school. 3. Does she have to help her parents? 4. Do we have to wait? 5. Will they have to take the exam? 6. Did you have to pay for the tickets? 7. Did they have to go to London? 8. They didn't have to help their mother. 9. Do the twins have to stay at home? 10. Do you have to wear a uniform at your school?

LIVEWORKSHEETS