

1. Read the dialogue and match the sentences with their meanings:



A: Hi B, I'm new here. Can you tell me about the rules in our office?

B: Of course, A. First, you **must** be punctual. It's important to respect everyone's time.

A: I understand. What about dress code?

B: You **don't have to** wear a suit, but you **ought to** dress professionally. Casual Fridays **may** be a bit more relaxed.

A: Got it. And the use of personal devices?

B: You **can** use them during breaks, but you **mustn't** let them distract you from work. You **might not** be allowed to use them in certain areas, like the meeting rooms.

A: Makes sense. Anything else I **need to** know?

B: Just remember, you **can't** take long personal calls during work hours. But you **may** step out if you **have to** take an urgent call.

A: I see. And what about lunch breaks?

B: You **needn't** clock out for lunch, but you **must** be back within an hour. You **can** eat at your desk, but you **don't have to**.

A: Thanks, B. This is really helpful!

B: No problem, A. If you **need to** know anything else, just ask!

Meanings:

a. It's not necessary.	b. It's necessary.	c. It's not allowed.	d. It's allowed.
e. It's a possibility(30-50%)	f. It's a strong suggestion.	g. It's a polite suggestion.	

1. You **must** be punctual.
2. You **don't have to** wear a suit.
3. You **ought to/ should** dress professionally.
4. Casual Fridays **may** be a bit more relaxed.
5. You **can** use personal devices during breaks.
6. You **mustn't** let them distract you from work.
7. You **might not** be allowed to use them in certain areas.
8. You **need to** know anything else, just ask!
9. You **can't** take long personal calls during work hours.
10. You **may** step out if you **have to** take an urgent call.
11. You **needn't** clock out for lunch.
12. You **must** be back within an hour.
13. You **can** eat at your desk.
14. You **don't have to** eat at your desk.



MUST	HAVE TO	Mustn't	Don't have to
Obligation that comes from the speaker. The speaker thinks it's necessary. MANAGER: You <u>must be</u> here at 7. SMOKER*: I <u>must stop</u> smoking. *The obligation comes from the smoker. The smoker thinks it's necessary.	External obligation. Another person thinks it's necessary. WORKER: I <u>have to be</u> there at 7. SMOKER*: I <u>have to stop</u> smoking. *The obligation comes from the doctor. The doctor thinks it's necessary.	MEANING It is prohibited; it is not allowed. It is important that you do NOT do something. You <u>must not</u> drink that. = It is forbidden to drink that. = Don't drink that, it is not allowed. You <u>mustn't</u> tell John. = Do NOT tell John. = You are not allowed to tell John.	MEANING There is no obligation; you are not required to do something, especially if you don't want to. You <u>don't have to</u> drink that. = You don't need to drink that but you can if you want to. You <u>don't have to</u> tell John. = You can tell John if you want to but it is not necessary.

2. Choose the correct answer.

1. You **must not / might not** smoke in public places. It's against the law.
2. I **can / can't** go to the party tonight because I have a lot of homework.
3. You **don't have to / needn't** bring any food to the picnic. We will provide everything.
4. She **may / mustn't** come to the meeting tomorrow. She said she was free.
5. He **ought to / have to** apologize for his rude behaviour.
6. They **can / must** swim very well. They've been taking lessons.
7. We **need to / might** not buy some groceries. The fridge is empty.
8. You **can't / may** park your car here. It's a no-parking zone.
9. I **have to / ought to** finish this project by tomorrow. It's a deadline.
10. She **can / mustn't** play the piano beautifully. She practices every day.

3. Choose the best option.

Dear Team,

As we move into the next quarter, there are a few updates and reminders that everyone **must / needn't** be aware of.

Firstly, all employees **have to / might not** submit their quarterly reports by the end of this month. Failure to do so **can / mustn't** result in delays in the review process.

Secondly, we **may / can't** be introducing a new project management tool in the coming weeks. Training sessions **ought to / don't have to** be provided to ensure everyone is comfortable with the new system.

Also, remember that you **can / mustn't** request for leave in advance if you plan to be away. Last-minute requests **might / mustn't** not always be approved.

Lastly, we **need to / can't** continue to adhere to the company's code of conduct. Any concerns or issues **ought to / may** be reported to HR immediately.

Thank you for your attention to these matters.

Best,

Tom Saber

4. Complete the text with the correct answer.

1. After a long day at school, the mother reminded her son, "You _____ finish your homework before you can play video games."
2. When his colleague asked about his availability, John replied, "I _____ attend the meeting tomorrow because I have a doctor's appointment."
3. While planning for the evening, Maria thought, "She _____ join us for dinner if she finishes her work on time."
4. The host reassured the guests, "They _____ bring any snacks to the party. We have plenty of food."
5. The teacher advised the students, "We _____ respect our elders and listen to their advice."
6. Seeing his friend's nervousness, David comforted him, "He _____ worry about the test. He has prepared well."
7. The motivational speaker encouraged the audience, "You _____ achieve anything if you work hard and stay dedicated."
8. Looking at the cloudy sky, the picnic organizer said, "They _____ come to the picnic if it rains."
9. Realizing she was out of vegetables, Emily said, "I _____ go to the grocery store to buy some vegetables."
10. The manager warned the new employee, "She _____ disclose the confidential information to anyone."

1- must; 2- can't ; 3- may/might; 4- don't have to ; 5- ought to /should ; 6- needn't / doesn't have to; 7- can; 8 - might /may not ; 9- have to / must ; 10 - mustn't

5. Answer the questions.

1. **Must** employees be punctual at all times?
2. What tasks **do** employees **have to** complete daily?
3. **Can** employees use personal devices during work hours?
4. **Might** there be any changes to the office dress code?
5. What **ought to/ should** be the professional behaviour in the workplace?
6. **May** employees take a day off without prior notice?
7. What are the things that employees **mustn't** do in the office?
8. **Can** employees take long personal calls during work hours?
9. What are the things that employees **don't have to** do?
10. Do employees **need to** clock out for lunch?
11. What are the things that employees **need to** know about workplace safety?
12. Is there something that you **shouldn't do / ought not to do**?
13. What is something that you **must** do every day?