

- 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
may

cannot
must

don't have to
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.