

### Are these modal verbs correct?

Read the office rules below. Decide if the modal verb is correct or incorrect.

1. Employees **mustn't** arrive late for work.
2. You **shouldn't** smoke inside the office building.
3. Staff **should** wear an ID badge at all times.
4. Visitors **must** sign in at reception.
5. You **must** use your phone during meetings.
6. Employees **shouldn't** clean their desks at the end of the day.
7. You **should** eat other people's food from the fridge.
8. We **must** be polite to clients and colleagues.



### Fill in the gap – choose the correct modal verb

Complete the sentences with **should**, **shouldn't**, **must** or **mustn't**.

1. You \_\_\_\_\_ be more careful when you send emails to clients.
2. Employees \_\_\_\_\_ smoke inside the office building.
3. I \_\_\_\_\_ finish this today – my boss asked me to.
4. You \_\_\_\_\_ bring your own mug; there are cups in the kitchen.
5. We \_\_\_\_\_ arrive at work before 9:00 a.m.
6. You \_\_\_\_\_ eat lunch at your desk if you don't want to.
7. He \_\_\_\_\_ check the meeting time – he's not sure.
8. You \_\_\_\_\_ talk loudly on the phone in open spaces.



### Reading 1 - Office Rules

Welcome to our office! To keep a comfortable and professional environment, all employees **must** follow these rules.

You **must** arrive at work on time. The office opens at 8:30 a.m., and everyone **should** be ready to work by 9:00. If you are late, you **should** inform your manager as soon as possible. Employees **mustn't** smoke inside the building, including toilets and stairways. Smoking is only allowed outside.

You **must** wear your ID badge at all times. Visitors **must** sign in at reception. During meetings, you **shouldn't** use your phone unless it is necessary. You **should** be respectful and listen to others.

You **should** keep your workspace clean and tidy. Food **shouldn't** be left on desks overnight. If you have questions about these rules, you **should** speak to HR. Thank you for helping make our office a great place to work.

### Let's check! True or false?

1. The office opens at 8:30 a.m.
2. Employees **should** tell their manager if they are late.
3. Smoking is allowed inside the office building.
4. Employees **must** wear an ID badge at all times.
5. Visitors **must** sign in at reception.
6. Employees **shouldn't** use their phones during meetings unless it is necessary.
7. Food can be left on desks overnight.
8. If they have questions, employees **should** speak to HR.

### Let's check!

1. Why does everyone need to follow kitchen rules?
2. What **mustn't** employees eat or drink if it is not theirs?
3. What information should be on food in the fridge?
4. What should employees do after using cups or plates?
5. Do employees have to wash dishes by hand?
6. When should old food be thrown away?
7. What happens to unlabeled food?
8. Why shouldn't people leave food with strong smells in the fridge?

### Reading 2 - The Office Kitchen

The office kitchen is a shared space, so everyone **should** follow a few simple rules. First, you **mustn't** eat or drink food that is not yours. This includes milk, snacks, and lunches in the fridge – yes, even that milk! All food **should** have a name and date on it. You **should** label your lunch box clearly.

You **should** clean up after yourself. Dirty cups and plates **shouldn't** be left in the sink. If you use the microwave, you **should** cover your food and clean any mess immediately. You **don't** have to wash dishes by hand – the dishwasher is available for everyone.

You **must** throw away old food every Friday. The fridge is cleaned regularly, and unlabeled items **must** be removed. You **shouldn't** leave food with strong smells in the fridge. Following these rules helps keep the kitchen clean and friendly for everyone.

### Guess the place!

Work in pairs. One person chooses a place (can be from the list, but do not say the name). Describe the rules in this place using modal verbs. The other person has to guess the location.

#### Example:

A: You must be quiet in this place. You **mustn't** talk on your phone. You have to return things on time. You **don't** have to pay if you are a member. You **should** respect other people.

B: Is it a library?

A: Yes, it is!

### Example places:

1. an office
2. an office kitchen
3. a meeting room
4. a factory
5. a warehouse
6. a shop / store
7. a reception area
8. a call centre
9. a construction site
10. a staff room
11. a coworking space
12. a company car park

### Let's talk!

#### A - THE OFFICE

1. What time do you have to start work?
2. Is there anything you **mustn't** do in your office?
3. What should people do to be polite at work?
4. Do you have to wear special clothes at work?
5. Is there anything you **don't** have to do, but people often do anyway?

#### B - THE GYM

1. What **mustn't** people do in the gym?
2. Do you have to bring your own towel?
3. What should people do after using the equipment?
4. Is there anything you **don't** need to do at the gym?

#### C - PUBLIC TRANSPORT

1. What **must** passengers do when they get on?
2. What **mustn't** people do on public transport?
3. What should people do for older passengers?
4. Do you have to buy a ticket before you travel?
5. What **shouldn't** people do on their phones?