

1. CAN/CAN'T

A Look at the photos and write the jobs.



1. _____



2. _____



3. _____

B Match each occupation with the job skill.

c 1. hairdresser

a. I can change the locks in a house.

_____ 2. cable installer

b. I can fix sinks, toilets, or showers.

_____ 3. locksmith

c. I can cut and color hair.

_____ 4. health aide

d. I can install Internet service in homes.

_____ 5. plumber

e. I can take a pulse and blood pressure.

_____ 6. mechanic

f. I can give a car a tune-up.

_____ 7. florist

g. I can save money on people's travel plans.

_____ 8. travel agent

h. I can arrange flowers for weddings.

Can is a modal.

It shows ability.

2. COULD/WOULD

Active Grammar

Could you / Would you

Could you please
Would you please

call Mr. Henderson?
check this report?

Could you and *Would you* are modals.
Use *Could you* and *Would you* to make
polite requests.

Could you please
fill out this form?

A Restate each sentence as a polite request.

1. Fill out this form.

6. Take Ms. Miller's temperature.

2. Take this call.

7. Bring me some change.

3. Send an e-mail to the employees.

8. Open on cash register 5.

4. Clean the workroom.

9. Help the next customer.

5. Fill this order.

10. Unpack those boxes.

3. MUST/MUSTN'T/CAN'T

Active Grammar

Must / Must not / Can't

I
You
He **must**
wear a name tag.
sign in.
file a report.

I
You
He **must not**
can't
make personal calls.
argue with a customer.
use a cell phone.

Must, must not, and can't are modals.
Must states rules, policies, and regulations.
Must not and can't show that an action is not allowed or not permitted.

C Talk about the company policies and regulations. Use *must*, *must not*, or *can't*.

Workers must report to work by 8:00.

1. Work hours: 8:00 – 4:00.
2. Punch in and out.
3. If you will be late, call your supervisor.
4. Wear your ID tag at all times.
5. No jeans or athletic clothing.
6. No smoking.
7. No cell phones.
8. Do not bring your children to work.
9. Report unsafe working conditions.
10. No offensive pictures on office walls.
11. Report any accidents immediately.
12. Internet for business only.
13. Customers are our business. Always be polite and helpful.

WORD PARTNERSHIPS

clock	in
sign	out
punch	swipe my card

4. MAY/MIGHT

Active Grammar

May and Might

I
He
They

may (not)
might (not)

change jobs.
get a promotion.
take a sick day.

May and might are modals.
May and might show possibility.

A Complete the sentences. Describe what *may* or *might* happen.

1. Yolanda got to work late today, so the boss might give her a warning.
2. You need a job. A new clothing store is opening in your area, so you might _____.
3. Nelson has a bad cold. He may _____ to work.
4. The boss is very happy with Mia's work. He might _____.
5. The economy is bad and our company is not doing very well. The boss might _____.
6. The economy is very good and our company is doing very well. The boss may _____.
7. Shelly works full time. She wants to begin college in the fall. She might _____ her job in the fall.

5. REVIEW

A Circle the correct modal.

1. Tony has a job interview. He **should** / **doesn't have to** arrive on time.
2. At our company all employees **must** / **might** wear name tags.
3. A nurse **has to** / **must not** wash her hands after caring for each patient.
4. Work begins at 7:30. You **must not** / **don't have to** arrive late.
5. **Could you** / **Should you** please repair the copy machine?
6. You are very good at math. I think you **should** / **have to** study accounting.
7. Friday is casual dress day. We **have to** / **don't have to** wear suits.
8. I received a good evaluation, so I **have to** / **might** get a raise.
9. Employees **must not** / **don't have to** take home company products.
10. You aren't happy at your job. You **should** / **have to** look for another opportunity.
11. We **don't have to** / **can't** make personal phone calls at work.