Computer usage
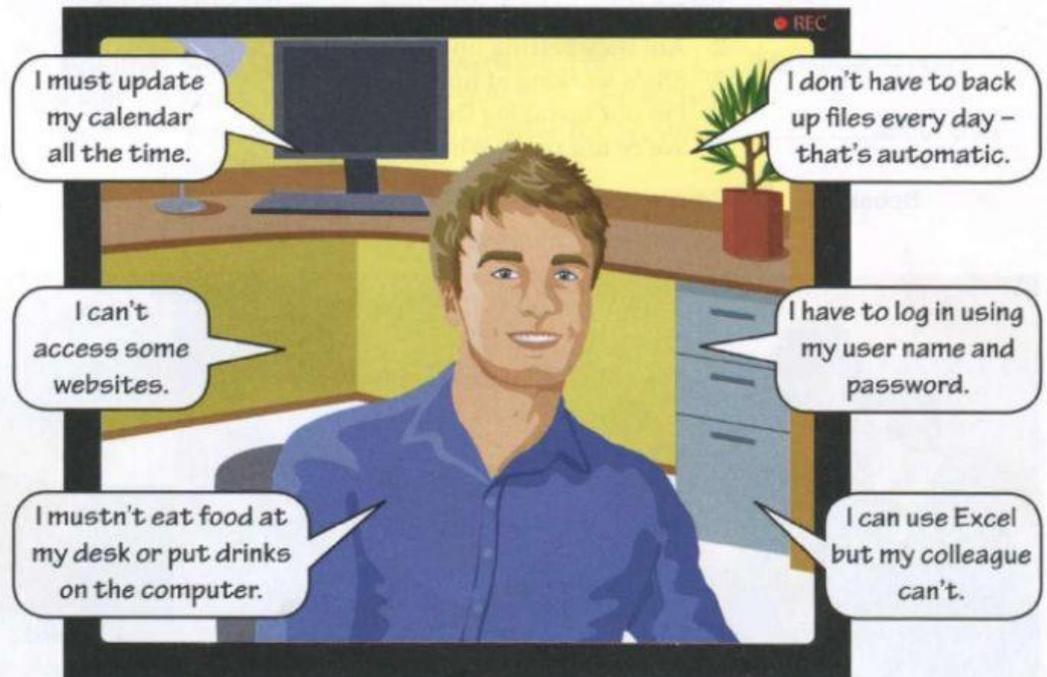
1 Read what Ben says about computer usage in his office. Answer the questions.

1 What **must** Ben do?
2 What **can** Ben do?
3 What **can't** Ben do?
4 Can he open any website?
5 Why is it important to follow computer dos and don'ts?

> I must update my calendar all the time.

> I don't have to back up files every day – that's automatic.

> I can't access some websites.

> I have to log in using my user name and password.

> I mustn't eat food at my desk or put drinks on the computer.

> I can use Excel but my colleague can't.

Speaking **2** Make a list of computer usage where you work or study. Compare your list with the group.

Language

must, mustn't, can, can't, don't have to	
We use *must* and *mustn't* for obligations.	You *must* come to work on time.
	You *mustn't* be late.
We use *can* and *can't* for possibility and ability.	He *can* use Word but he *can't* use Excel.
We use *have to* for something that is necessary.	I *have to* log in using my password.
We use *don't have to* for something that is not necessary.	We *don't have to* work at the weekend.

Writing **3** Write an email to a colleague about yourself using *must, mustn't, can, can't, have to, don't have to*.