

1 Employees **must** keep passwords secure at all times and **have to** change passwords every 12 weeks. Employees **are allowed to** choose their own password; note that it **needs to** be a strong password consisting of at least eight characters including one number and one capital letter.

2 Employees **can** access the Internet but **are not allowed to** download or upgrade software without permission. Employees **mustn't** use personal thumb drives.

Complete the categories in the *Language point* with the verbs in bold from 2.

LANGUAGE POINT

Obligation (necessity)

You ¹ must

You ² _____

You ³ _____

No obligation (no necessity)

You don't have to

You don't need to

Asking about rules

Do I have to ...?

Do I need to ...?

Can I ...?

Am I allowed to ...?

Prohibition

You ⁴ _____

You can't

You ⁵ _____

Permission

You ⁶ _____

You ⁷ _____