

Lesson 03

Modal Verbs: ability, requests and offers

01 | Rearrange the words to make questions from a job interview.

Wh-word or phrase	Auxiliary verb	Subject	Main verb	Rest of the question
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get / I / you / can / I / a / drink?

e-mail address / your / confirm / I / could ?

can / you / spreadsheets / use ?

speak / languages / any other / you / can?

about / tell / you / job / us / your present / more / could?

tell / your current salary / me / you / could?

would you / as soon as possible / your decision / let us know?

start / you / when / can?

like / tea / some more / you / would?

career goals / could / your / tell / me / you?

02 | Now match the questions to the interviewee's answers.

Can I get you a drink?		I'd love some. Thank you.
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Could I confirm your e-mail address?		Well, I'm currently supervising an HR project.
Can you use spreadsheets?		Not very well, but I'm doing a course next week.
Can you speak any other languages?		The address is correct, but I've got a new mobile number.
Could you tell me more about your present job?		Yes, I can speak Korean and Japanese.
Could you tell me your current salary?		It's €60,000 a year.
Would you let us know your decision as soon as possible?		I would like to enhance my managerial skills and eventually become manager of my department and build a strong team.
When can you start?		My notice period is two months.
Would you like some more tea?		I can let you know next week.
Could you tell me your career goals?		Thank you. A cup of tea, please.