

## Exercise 5

Read the information. Then choose the correct modal verb forms to complete the sentences.

We use *have to* and *must* to talk about actions that are necessary. There is a small difference in meaning between *have to* and *must*. Consider the following situations:

*I have to take two tablets a day for seven weeks.*

*I must go to the gym more often to get fit.*

We use *have to* to talk about an obligation that comes from someone else (e.g. a doctor). We use *must* to talk about a personal obligation. We also use *must* to talk about written rules and instructions. For example, in the IELTS test, you will see the following instruction:

*You must present the same identity document that you used when you registered for the test.*

We use *need to* to talk about something that is important for you to do. It is commonly used for something that is important at that particular time.

*I need to go shopping today as we don't have any food in the house.*

As well as *don't need to*, there is a second possible negative form of *need*: *needn't*. It is used to describe something that isn't necessary. It has same meaning as *don't need to* and *don't have to*. For example:

*You needn't wear a suit to work.*

*You don't have to wear a suit to work.*

We use *should* to give advice or a recommendation:

*You should speak to your boss about the problems with your workload.*

Note that the past form of *should* is *should have* + past participle. We use the past form of *should* to talk about regrets.

*The company shouldn't have invested so much money in the new building.*

1. Our company got into such financial difficulty that we had to/have to/would have to file for bankruptcy last year.
2. You had to/have to/would have to apply for a loan this week, otherwise you won't be able to pay your bills at the end of the month.
3. We urgently needed to/ needn't have/ would have to launch a new product to remain competitive.
4. The factory must have/ shouldn't have/ would have to make a profit to avoid closure.
5. He had to/must/ needed to be very well prepared, otherwise he'll never close the deal.
6. The company has got to/must/ should have set a higher production target if it really wanted to win the contract.
7. We don't have to/ needn't have/ would have to increase production, because the sales forecast indicates a big drop in demand.
8. We needed to/ needn't have/ should have published a new mail-order catalogue because all of our customers now access information about our products online.