

LEAP INTO ENGLISH

ENGLISH 4 BUSINESS

Rewrite the sentences using a suitable modal verb in the present.

Example: It is a good idea to arrive on time for meetings in the Netherlands.

You **should arrive** on time for meetings in the Netherlands.

1. Calling your new boss by his first name is not a good idea in this country.
2. Parking your car in the manager's parking space is not allowed.
3. The company dress code is very relaxed, so it is not necessary to wear a suit and tie for the meeting.
4. If you don't learn about the country's culture, there is a slight chance that you will cause someone offence on your business trip.
5. There is a general possibility of offending someone if you ignore cultural etiquette.
6. I'm feeling rather tired. It is necessary for me to go to bed now.

Read the sentences and complete them with a suitable past form of the modals:

should, may, might, could, couldn't, can't, must + **have** + the verb in brackets in past participle.

Example: Duncan looked worried. He **must have misunderstood** my words.

1. Michael's meeting in the Netherlands didn't go so well. He _____ (arrive) so late for the meeting.
2. Margaret failed her exam again. She _____ (study) harder.
3. We didn't receive your last invoice. You _____ (send) it to the wrong address.
4. Emilio _____ (move) abroad. I saw him just yesterday!
5. The new deal we signed wasn't particularly cost-effective. With more careful preparation, we _____ (negotiate) a much better price.
6. ABC's advertising campaign looks very similar to ours. They _____ (copy) our campaign.