

## NB INTERMEDIATE UNIT 3 GRAMMAR FOCUS OBLIGATION, PERMISSION AND POSSIBILITY

### COMPLETE THE SENTENCES .

1 I \_\_\_\_\_ usually choose my own hours at work, but I \_\_\_\_\_ work at least forty hours a week.

2 You \_\_\_\_\_ use your mobile. It \_\_\_\_\_ be switched off.

3 You \_\_\_\_\_ pay in pounds. You \_\_\_\_\_ also pay in euros or dollars if you prefer.

4 The main requirements in my job are that you \_\_\_\_\_ be good at making decisions and you \_\_\_\_\_ be a good leader.

5 Sorry I'm late home. I \_\_\_\_\_ stay at work and finish a report. I \_\_\_\_\_ leave until I'd sent it to my boss.

6 You \_\_\_\_\_ have a university degree to work here but you \_\_\_\_\_ have a lot of relevant experience.

7 We \_\_\_\_\_ study at least one foreign language at school, but we \_\_\_\_\_ study English. We choose from English.

### Choose the correct options to complete the job description.

A PA (personal assistant) gives support to managers or directors. To be a PA, you mustn't / don't have to have any specific qualifications, but you can / must have the right skills and personal qualities. PA must / can have good knowledge of the organization in which they work, and they can / have to know who the important people in the company are. Managers often communicate with customers and colleagues through their PA, so they must / can be good communicators. In the past, PA must / had to have good typing skills, but today this isn't as important.

