

## Grammar Modals in the passive voice

1 Change the sentences from the active to the passive form. Use the modal verb that is underlined.

- 1 HR should train all staff how to use the blended learning platform.  
All staff \_\_\_\_\_ how to use the blended learning platform.
- 2 HR needs to improve the quality of in-house training we offer.  
The quality of in-house training courses HR offers \_\_\_\_\_.
- 3 The company must hold language courses for those who work with international clients.  
Language courses \_\_\_\_\_ for those who work with international clients.
- 4 We can't offer development courses to everyone as we'll go over budget.  
Development courses \_\_\_\_\_ to everyone as we'll go over budget.
- 5 Those who don't give presentations don't have to do the presentations course.  
The presentations course \_\_\_\_\_ by those who don't give presentations.
- 6 The trainer shouldn't teach this aspect of communication skills because it was covered on the last course.  
This aspect of communication skills \_\_\_\_\_ because it was covered on the last course.
- 7 Does the trainer have to give all participants a feedback questionnaire to fill in?  
Do all participants \_\_\_\_\_ a feedback questionnaire to fill in?
- 8 We have to decide if we should teach this skill to all employees, or just a small number of them.  
It \_\_\_\_\_ if all employees \_\_\_\_\_ this skill, or just a small number of them.

2 Decide what function the modal verb has in each sentence.

- 1 In-house training ought to be given by the company's own staff members.  
a permission      b recommendation      c prohibition      d obligation
- 2 Our department may be moved to another building in the next six months.  
a ability      b necessity      c prohibition      d possibility
- 3 All desks in the office have to be cleared at the end of each working day.  
a obligation      b permission      c recommendation      d possibility
- 4 More time to complete your project would be considered if you asked for it.  
a permission      b possibility      c prohibition      d obligation
- 5 The extra costs need to be considered before we make any changes.  
a recommendation      b possibility      c prohibition      d necessity
- 6 Your final report must be submitted by next Friday.  
a recommendation      b possibility      c obligation      d ability