ACTIVITY 1:

Read each business scenario and complete the sentences with the appropriate modal verb (should, could, had better, shouldn't)

1) Scenario: A team member is consistently late for meetings:
   - "You _____ be on time for meetings. It's disrespectful to others."

2) Scenario: A colleague is struggling with a difficult client:
   - "You _____ try offering them a discount or a free service."

3) Scenario: A project deadline is approaching, and the team is behind schedule:
   - "You _____ finish the report by tomorrow, or we'll miss the deadline."

4) Scenario: An employee wants to send an email with confidential information to an external client:
   - "You _____ send that email without approval from your manager."

5) Scenario: A team member wants to improve their presentation skills:
   - "You _____ practice your presentation in front of your colleges."

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ACTIVITY 2:

Read each business scenario. Choose the best modal verb to complete the advice sentence.

1) Scenario: A new manager is struggling to motivate their team:
   - "You _____ try setting clear goals for your team."
   - "You _____ also try having regular one-on-one meetings."

2) Scenario: A person is nervous about giving a presentation to clients:
   - "You _____ take deep breaths before you start."
   - "You _____ worry too much; the clients are there to listen."

3) Scenario: A person's colleague is interrupting them during meetings:
   - "You _____ speak to your colleague privately about this."

4) Scenario: A person is not being productive at work:
   - "You _____ take regular breaks from your computer."
   - "You _____ plan out your day, so you know what to do."

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