

# 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."



# 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."

