Language in use

Complete the office rules with **can / can't.** Then, listen and check.

In the new flexi-time system, staff need to work thirty-seven hours a week. They _____ choose when they start and finish work and they _____ decide when to go to lunch.

- All employees need to be in the office from 10:30 a.m. to 3 p.m.
- This means employees _____ start after 10:30 a.m.
- They _____ finish work before 3 p.m.
- The building opens at 7 a.m., so employees _____ start work then.
- Employees _____ take one hour for lunch from 11:15 a.m. to 2:45 p.m.
- They _____ take lunch before 11:15 a.m. or after 2:45 p.m.
- They _____ work until 8 p.m., when the building closes.
- Remember, if you drive to work, you _____ only park your car in spaces 120 – 225.
- Employees need their ID card or they _____ enter the car park.

LIVEWORKSHEETS