

UNIT 5, LESSON 3 HAVE TO / I NEED TO FOR OBLIGATION AND NECESSITY

A ▶ 05-13 Listen to the conversations. Circle the statements that are true.

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| 1. a. Lily needs to meet Tim. | b. He doesn't have to introduce Tim. |
| 2. a. He has to send Kevin an invitation. | b. Kevin doesn't need to be at the meeting. |
| 3. a. She doesn't need to get drinks. | b. She doesn't have to order lunch. |
| 4. a. She needs to reschedule. | b. She doesn't have to reserve a room. |
| 5. a. He has to make more copies. | b. He didn't have to make so many copies. |
| 6. a. Carlos needs to go to the presentation. | b. Carlos doesn't have to speak Spanish. |
| 7. a. She has to ask Claire for new headphones. | b. She doesn't need to order new headphones. |
| 8. a. He doesn't have to meet new clients. | b. He needs to be on time tomorrow. |

B Complete the sentences with the correct form of *need to* or *have to*. More than one answer may be possible.

- You don't have to / don't need to make photocopies. We can email it to everyone instead.
- Sorry I'll be a little late. I _____ meet a new client at the downtown office this morning.
- Thank you so much for buying my lunch! You _____ do that.
- You _____ set up your webcam before our video call tomorrow. Do you need help with that?
- James can't be here this afternoon. He _____ take his daughter to the doctor.
- Maggie doesn't need to / doesn't have to work late tonight. She already finished her work.
- _____ reserve a room for our presentation next week?
- Laura's flight is very early. What time _____ leave?
- Does Mike _____ write an agenda for the meeting? I think it would help to organize the meeting.

C Write questions using the correct form of *need to* or *have to* and the words in parentheses. More than one answer may be possible.

- A: (Jack) Does Jack have to work late tonight?
B: No, but he had to work late on Monday.
- A: (I) _____ make a reservation for that restaurant?
B: No, it's not necessary. They usually can seat you right away.
- A: (she) _____ leave early yesterday?
B: No, she didn't. Her appointment was canceled.
- A: (What time, we) _____ be here tomorrow?
B: No later than 7:00. The meeting starts at 7:15.
- A: (When, you) _____ turn in your project?
B: The deadline is next Friday.
- A: (Why, Scott) _____ go to Korea?
B: He is going to a conference in Seoul.
- A: (Alice) _____ arrange a video call?
B: No, she doesn't. The meeting was canceled.
- A: (What, we) _____ bring to the conference?
B: Bring a notebook and your I.D. badge.