

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

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

1. a. Lily needs to meet Tim.	<input checked="" type="checkbox"/> 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.

1. You don't have to / don't need to make photocopies. We can email it to everyone instead.
2. Sorry I'll be a little late. I \_\_\_\_\_ meet a new client at the downtown office this morning.
3. Thank you so much for buying my lunch! You \_\_\_\_\_ do that.
4. You \_\_\_\_\_ set up your webcam before our video call tomorrow. Do you need help with that?
5. James can't be here this afternoon. He \_\_\_\_\_ take his daughter to the doctor.
6. Maggie \_\_\_\_\_ work late tonight. She already finished her work.
7. \_\_\_\_\_ reserve a room for our presentation next week?
8. Laura's flight is very early. What time \_\_\_\_\_ leave?
9. 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.

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