

Grammar Modal verbs of prohibition, obligation and no obligation

1 Match the questions (1–8) with the responses (a–h).

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|-----------------------------------|---|
| 1 Did you work long hours? | a You mustn't make them during working hours. |
| 2 What was the dress code? | b You have to wear it at all times. |
| 3 Can I make personal calls? | c All documents have to be in English. |
| 4 Can we use the internet? | d You had to have a doctor's note after two days. |
| 5 What language do we use? | e I didn't have to call. My boss was fine about it. |
| 6 What happened if you were late? | f You mustn't use it, except at lunchtime. |
| 7 What do I do with my badge? | g Yes! At least once a week I needed to work late just to finish. |
| 8 What happened if you were ill? | h You didn't need to wear a suit but you had to be smart. |

2 Choose the correct option in italics.

Hello everybody and welcome to the company! I'll just spend a minute or two on some rules and regulations. First of all, your ID badge. You ¹ *must / don't need to* have it with you at all times for security reasons. If you forget it one day, you can get a temporary one at reception but you ² *have to / mustn't* keep it for more than 24 hours. We issue you all with mobile phones but you ³ *don't need to / mustn't* use them for personal calls. If you ⁴ *don't have to / have to* make a personal call at work, you ⁵ *must / don't need to* go into a meeting room and use your own phone. As you know, our dress code is quite relaxed – men ⁶ *don't have to / must* wear a tie although everyone ⁷ *doesn't need to / needs to* look smart and professional. Everyone ⁸ *has to / doesn't need to* be at work between 10 and 4, and you ⁹ *must / don't have to* do at least two more hours outside these times. Don't forget that as well as your paid holiday, you can all take an extra three days off in the year and you ¹⁰ *don't need to / must* explain why. I think that's all for now. Any questions?

3 Complete the sentences using the phrases in the box.

didn't need to don't have to had to has to have to mustn't

1 You _____ work weekends here but they pay you double so I sometimes do when I need the extra money.

2 In my last job I _____ wear special clothing but I do now.

3 Her contract says she _____ work for a similar company if she leaves.

4 If he leaves, he _____ give three months' notice.

5 In my current job I _____ work 40 hours per week, which is a lot! I'm never home before 7 p.m.

6 Where my wife worked before, she _____ work on Saturdays. She hated it!