

MODAL VERBS – KEY

I. Complete these sentences using each expression in brackets once.

1. Before Eurostar trains started, you **couldn't** get to Paris in under three hours. Now you **can** do it in around two.
2. I **can** easily work 60 hours a week at the moment, but I don't think I'll **be able to** for ever.
3. In a few years' time you'll **be unable to** pay by cheque anywhere, although you **can** still use them in some countries at the moment.
4. **Could you** come to my office as soon as possible? And **would you mind** bringing those figures with you?
5. A: **May** I talk to you for a minute?
B: OK, but I **can** only give you a minute.

II. Underline the most suitable verbs in italics for the contexts.

1. You *'d better* / *must tidy* your desk. We're expecting visitors. [colleague to colleague]
2. All visitors *can* / *must report to* reception upon arrival. [on a notice board]
3. You *can* / *have to give* me at least four weeks' notice of your holiday dates. [manager to staff]
4. You'd better not / *don't need to pay* the invoice for 60 days. [salesperson to client]
5. I *must* / *might want to remember* to call Mark about that trip to Russia. [someone thinking]
6. We *need to* / *must arrange* that conference call with the Rome office. [member of staff to manager]

III. Complete the second sentence so that it means the same as the first sentence.

Use the modal verbs in the box.

<i>could</i>	<i>have to</i>	<i>must not</i>	<i>need</i>	<i>needn't</i>
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1. It's not necessary to wear a suit and tie if you work in the IT department.
You **needn't** wear a suit and tie if you work in the IT department.
2. Company rules say that staff should claim all expenses within one month.
Staff **have to** claim all expenses within one month.
3. Are you able to look after the French delegation on Friday evening?
Could you look after the French delegation on Friday evening?

4. It's important to tell your colleagues if you will be out of the office.

You **need** to tell your colleagues if you will be out of the office.

5. It is forbidden to use the Internet for personal reasons except during lunchtime.

Employees **must not** use the Internet for personal reasons except during lunchtime.