



Grammar: Modal verbs

5 Complete the table with the verbs in the box.

must mustn't ~~can~~ can't have to don't have to
need to don't need to should shouldn't

Modals of obligation

Possible or allowed *can*

Forbidden or not allowed

Necessary or obligatory

Not necessary

A good idea or the right thing to do

Not a good idea or the wrong thing to do

>> For more information on modal verbs, see page 170.

6 Here are some more ideas for improving morale in the workplace. Choose the best verbs to complete the sentences.

1 An email-free day

This is a day when nobody is allowed to send emails. When they *mustn't* / *need to* communicate with someone, they *must* / *don't have to* ring them or go and speak to them face to face.

2 A casual dress day

Forget the dress code on Fridays. If employees don't want to wear a suit and tie, they *mustn't* / *don't have to*. They *can* / *should* even wear jeans if they want.

3 'Great job' emails

You *should* / *shouldn't* send these messages when you want to thank a colleague that helped you. The computer system automatically forwards them to your colleague's manager, so they *can* / *don't need to* hear about their good work.

4 A beautiful baby competition

Everyone *needs to* / *mustn't* bring a photograph of themselves as a baby to work. Then you put them on the wall and everyone *has to* / *doesn't have to* guess whose photos they are.

5 Physical exercises

The employees get together before the work day begins and do physical exercises for half an hour. Everyone *shouldn't* / *has to* join in.

6 A potluck lunch

You *don't have to* / *mustn't* eat in the company canteen on potluck days. It's not necessary because everyone brings a dish of food that you *don't need to* / *can* all share.

7 Stand-up meetings

Long meetings are boring. To keep them short, tell everyone that they *can't* / *need to* sit down. If they're still too long, tell everyone they *must* / *don't have to* stand on one leg.

Speaking: Improving morale

7 Work in pairs or small groups. Discuss each of the ideas in exercise 6.

1 Do you do these things or similar things in your organization?

2 Would you like to introduce these ideas in your workplace? Why?/Why not?

8 Think of some more things organizations can do to reduce stress and improve employee morale. Share your ideas with the class. Explain why you think they are a good idea.

