

Grammar: Modal question forms

7 Look at the table and complete the rules.

Modal question forms

Can you work from home?	Yes, we can .
Do you need to ask for permission ?	No, we don't .
Does she have to go in for meetings ?	No, she doesn't .
Should all companies do this?	Yes, they should .

Rules:

1 With semi-modals like _____ and _____ we use *do* or *does* to form questions and short answers.

2 With full modals like _____ and _____ we change the word order to form questions and short answers.

>> For more information on modal question forms, see page 170.

8 Work with a partner. Ask and answer questions about rules in your place of work or study. Use the verbs in brackets.

A: Can you work from home some days?

B: Yes, I can, but I have to get permission first.

- work from home some days (can)
- show a security pass to enter the building (have to)
- smoke in the buildings (can)
- wear any special clothing (need to)
- be in the office at a particular time each morning (have to)
- send joke emails to your colleagues (can)
- belong to a trade union* (have to)
- attend many meetings (need to)

trade union: a workers' organization

Speaking: Meeting guidelines

9 Work in pairs or groups. Find out about some of the meetings your colleagues need to attend.

- Who are they with?
- What are they about?
- Are any meetings in English? What languages do people speak?

10 Discuss how people should behave in meetings. Should these things be allowed or forbidden? Or does it depend on something? If so, what?

- arriving late
- shaking hands with everyone before the meeting begins
- switching off your mobile phone
- calling people by their first names
- smoking
- disagreeing openly with the boss
- eating snacks
- talking about the subjects on the agenda and nothing else

11 Create some meeting guidelines.

1 Agree on some ways people should behave in meetings. Write them down.

People need to arrive on time.

2 Read your guidelines to the class. Decide which five are the most important.

Writing: Describing changes

12 You have a new boss and they have made some changes to the way you do things at work. Write an email to a friend telling them about it.

- Choose to write about two good changes or two bad changes, for example, changes to working hours, dress code, security procedures, meeting procedures, etc.
- Select from the alternatives below and fill in the gaps.

Hi _____,

Thanks for your email. It was nice to hear from you.

Work *is / isn't* going well at the moment. Things are different with our new boss. He's made some *terrific / terrible* changes. Last year we *could / couldn't* but now we *can / have to / don't have to* _____. Another change is that now we *can / should / don't need to* _____.

Everyone *likes / is complaining about* the new rules. I think they're a *great improvement / big mistake*. What do you think?
All the best / Love,
