

Review 5-8



1 Complete these sentences. Choose the correct modal verb.

- 1 There is no dress code so employees *can* / *must* wear casual clothes if they want.
- 2 They lock the building at five o'clock, so everyone *can* / *must* be out before then.
- 3 All visitors *can* / *need* to sign the book, or the security staff won't let them in.
- 4 Customers like personal contact so all customer service staff *can* / *should* wear a name badge.
- 5 We work flexible hours so you *mustn't* / *don't have to* be on the premises at fixed times.
- 6 You *shouldn't* / *don't have to* put drinks near your computer keyboard.
- 7 The food in the canteen is free today so you *mustn't* / *don't need to* bring any money.
- 8 You *can't* / *don't have to* smoke in here. It's a non-smoking building.

2 There is one extra word in each of these sentences. Correct each sentence by crossing it out.

- 1 The delivery trucks are 4.5 metres in high.
- 2 How long time does the guarantee last?
- 3 You should to turn off your mobile phone during meetings.
- 4 You can switch it on the machine by pressing this button.
- 5 Do we must have to sign the book at reception?
- 6 Have they are come to see the new building?
- 7 The deadline has passed but they haven't already finished the work yet.
- 8 Let's to find out more about the cost before we decide.

3 Complete this text. Put one word (or a contraction like *I'm*) in each gap.

I can remember a time when nobody used email. Now it's the most common way to communicate with friends and colleagues. But 1 _____ also become a big problem. Take today, for example. It's only ten o'clock and I've already 2 _____ 11 emails. And no, I haven't answered them 3 _____. I'm 4 _____ to wait until the end of the day and do all my emails together.

Some people in my company have suggested 5 _____ the number of emails people can send each day. But the problem with emails is not just that we send too many. They arrive immediately, so people think they 6 _____ to answer them immediately, too. But in fact, you 7 _____ have to read them the moment they arrive. When an email comes, you 8 _____ interrupt what you're doing. Instead, tell yourself, '9 _____ deal with that at the end of the day.' That's a more productive way of working – and 10 _____ feel less stressed, too.

4 Match each sentence with the correct product from the box.

picture sunglasses memory stick printer electric car
briefcase holiday jacket

- 1 The price includes airport taxes and insurance.
- 2 It'll brighten up your room.
- 3 It really suits you.
- 4 It has zero emissions.
- 5 The lenses are unbreakable.
- 6 It holds up to four gigabytes.
- 7 You can shrink or enlarge copies.
- 8 It has an adjustable shoulder strap.

5 Complete these sentences. Choose the correct word.

- 1 The economic situation is bad and I'm afraid it's going to *improve* / *deteriorate* further.
- 2 He always tries to *put off* / *put on* doing the unpleasant jobs.
- 3 If you want to apply, you need to *fill in* / *fill on* this form.
- 4 This model is available in a wide *range* / *spread* of colours.
- 5 If you want to copy the paragraph, you need to *brighten* / *highlight* it first.
- 6 I don't think anyone has *come up with* / *come out of* that idea before.
- 7 You'll need to *upgrade* / *upset* your hard drive before you run this software.
- 8 James had a really *shiny* / *brilliant* idea for our new slogan.

6 Match each phrase 1-8 with the most suitable response a-h.

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| 1 Have you got a moment? | a It comes with a user guide and a spare battery. |
| 2 Are those chocolates? | b OK, I'll look into it. |
| 3 I'm feeling a bit cold. | c I'm afraid I'm really busy right now. |
| 4 What does the price include? | d I see. |
| 5 You want to hold the camera like this. | e That's a good idea. People like any free. |
| 6 How about giving away some samples? | f Do you want me to close the window? |
| 7 We could contact some agencies. | g Yes, but they're very expensive. |
| 8 Why don't we find out more? | h Yes, would you like one? |