

8 Grammar Practice

Modals

	Affirmative	Negative	Interrogative
can	You can cook.	You can't cook.	Can you cook?
could	He could cook last year.	He couldn't cook last year.	Could he cook last year?
must	They must cook.	They mustn't cook.	—
should	She should cook.	She shouldn't cook.	Should she cook?

Short Answers

Yes, you can. / No, you can't. Yes, he could. / No, he couldn't. Yes, she should. / No, she shouldn't.

Uses

can: to talk about ability, possibility and to ask permission or make requests

could: to express ability in the past, possibility and to make polite requests

must: to talk about rules and obligations or the need to do something

mustn't: to express prohibition

should: to give advice and to talk about duty

1 Match A to B and circle the correct answer.

A

1. I'm free at 3.00.
2. There isn't any paper.
3. There's a lot of noise in the office.
4. Mike's held up in a traffic jam.
5. Do you need a headset?

B

- a. I **can** / **can't** hear you.
- b. You **can** / **can't** take mine.
- c. He **can** / **can't** get to work on time.
- d. We **can** / **can't** meet then.
- e. We **can** / **can't** use the printer.

2 Write questions with the words below.

Use **can**.

1. Julia / answer her e-mails ?
2. they / start their car ?
3. we / take the lift ?
4. Jenny and Linda / speak Italian ?
5. Mark / work today ?
6. Bob / fix the computer ?

3 Look at the pictures and answer the questions in Exercise 2.



1.
2.
3.
4.
5.
6.

4 Complete the sentences with **could** or **couldn't**.

1. Mr Watson go to the meeting because he was ill.
2. Susan studied German, so she speak to our German visitor.
3. Harry was busy with an important project, so he attend the meeting.
4. I lost my phone, so I call you.
5. Dean knows a lot about this program, so he help us.

5 Write the words in the correct order to form questions.

1. Paul / the projector / repair / could ?
2. help / please / me / could / you ?
3. you / the meeting / please / could / reschedule ?
4. them / could / understand / Emma ?

6 Match the questions in Exercise 5 to the answers below.

- a. Yes. Is 4 o'clock convenient?
- b. Yes. I'll be right there.
- c. No, because she doesn't speak German.
- d. Yes. It's working now.

7 Complete the sentences with *can*, *can't*, *could* or *couldn't*.

1. It's nice outside, so we open the window.
2. We only use the stairs because the lift wasn't working.
3. What language is he speaking? I understand him.
4. There was no electricity yesterday, so we do much work.

8 Circle the correct answer.

1. Mr Walker is busy. We **must** / **mustn't** interrupt him.
2. The quote was wrong. You **must** / **mustn't** apologise to the client.
3. We need the contract urgently. I **must** / **mustn't** prepare it right away.
4. This mouse doesn't work. We **must** / **mustn't** buy a new one.

9 Read Peter's note. Write the things he must and mustn't do.

- install an anti-virus scan on computers
- don't send out any invoices until Friday
- don't forget to reschedule the meeting
- prepare a presentation for the meeting

1.
2.
3.
4.

10 Circle the correct answer.

1. Sara is running late.
 - a. She should call her boss.
 - b. She shouldn't call her boss.
2. Matt is feeling ill today.
 - a. He should go to the office.
 - b. He shouldn't go to the office.
3. Larry can't remember the date of the meeting.
 - a. He should check his calendar.
 - b. He shouldn't check his calendar.

11 Write the words in A in the correct order to form questions. Then match the questions in A to the answers in B.

A

1. we / the product presentation / when / hold / should ?
2. of the participants / Ed / a list / should / make ?
3. first / should / speak / who ?
4. light refreshments / should / what / provide / we ?

B

- a. Elizabeth.
- b. Sandwiches and drinks.
- c. Yes, please ask him.
- d. On 28th April.

12 Write sentences about the pictures with the words below and **must, **mustn't**, **should** or **shouldn't**.**



drivers / stop / here



you / come late / to a meeting



he / see / a doctor



people / smoke / here

Workbook Answer Key

- 7** 1. dialed 4. dealt with
2. reminded 5. put
3. returned

8 Possible answers

1. Pam transferred the call five minutes ago.
2. The technician repaired my laptop yesterday.
3. Mrs Kane closed the office an hour ago.
4. The customers bought a new printer a few minutes ago.
5. The web designer created an interesting page this morning.
6. Mr Rudolf ate at the Italian restaurant this afternoon.

- 9** 1. became 6. went
2. wrote 7. decided
3. met 8. developed
4. repaired 9. grew
5. received

7

page 58

- 1** 1. didn't attach 4. didn't leave
2. didn't correct 5. didn't take
3. didn't work

- 2** 1. We didn't have lunch at the café yesterday.
2. She didn't make an appointment for this morning.
3. You didn't get back to me yesterday.
4. I didn't go to the post office last Monday.
5. They didn't discuss it at the meeting.

- 3** 1. didn't turn off 4. threw away
2. didn't return 5. didn't close
3. prepared 6. put

- 4** 1. Dan didn't return all the calls.
2. He assisted a customer.
3. He made an appointment with a web designer.
4. He didn't order computer supplies.
5. He prepared quotes for the customers.
6. He didn't search the Internet.

page 59

- 5** 1. Did ... transfer – c
2. Did ... deal with – e
3. did ... install – b
4. did ... recover – d
5. did ... deliver – a

- 6** 1. Did you go to the post office last week?
2. Did your family purchase a laptop last month?
3. Did your address change last year?
4. Did you use a printer yesterday afternoon?
5. Did a friend call you a few minutes ago?
6. Did your teacher give you homework yesterday?

- 7** 1. Yes, I did. / No, I didn't.
2. Yes, they did. / No, they didn't.
3. Yes, it did. / No, it didn't.
4. Yes, I did. / No, I didn't.
5. Yes, he / she did. / No, he / she didn't.
6. Yes, he / she did. / No, he / she didn't.

- 8** 1. did she buy
2. did you call her
3. did he start his new job
4. microphones did they order
5. did Mr Hill meet the visitors

- 9** 1. did ... come 6. spoke
2. arrived 7. tried
3. made 8. didn't get
4. didn't want 9. Did ... call
5. Did ... answer 10. told

- 10** 1. didn't move
2. Did ... order
3. took, didn't get back
4. Did ... talk
5. read, didn't understand
6. did ... arrive

8

page 60

- 1** 1. d – can
2. e – can't
3. a – can't
4. c – can't
5. b – can

- 2** 1. Can Julia answer her e-mails?
2. Can they start their car?
3. Can we take the lift?
4. Can Jenny and Linda speak Italian?
5. Can Mark work today?
6. Can Bob fix the computer?

- 3** 1. Yes, she can.
2. No, they can't.
3. Yes, we / you can.
4. Yes, they can.
5. No, he can't.
6. No, he can't.

- 4** 1. couldn't
2. could
3. couldn't
4. couldn't
5. could

page 61

- 5** 1. Could Paul repair the projector?
 2. Could you please help me?
 3. Could you please reschedule the meeting?
 4. Could Emma understand them?
- 6** a. 3 b. 2 c. 4 d. 1
- 7** 1. can
 2. could
 3. can't
 4. couldn't
- 8** 1. mustn't
 2. must
 3. must
 4. must
- 9** 1. He must install an anti-virus scan on the computers.
 2. He mustn't send out any invoices until Friday.
 3. He mustn't forget to reschedule the meeting.
 4. He must prepare a presentation for the meeting.
- 10** 1. a 2. b 3. a
- 11** 1. When should we hold the product presentation? d
 2. Should Ed make a list of the participants? c
 3. Who should speak first? a
 4. What light refreshments should we provide? b
- 12** 1. Drivers must stop here.
 2. You shouldn't come late to a meeting.
 3. He should see a doctor.
 4. People mustn't smoke here.

9

page 62

- 1** 1. The Premium MX4 is not as expensive as the SUN G3.
 2. The Beta 5.0 is as heavy as the Gala G4.
 3. The SUN G3 is as big as the Premium MX4.
 4. The Gala G4 is not as cheap as the Premium MX4.
 5. The SUN G3 is not as light as the Gala G4.
 6. The Premium MX4 is not as small as the Beta 5.0.
- 2** 1. as popular as
 2. not as low as
 3. better than
 4. not as expensive as
- 3** 1. not reliable enough
 2. too heavy
 3. not loud enough
 4. too noisy
 5. too expensive
 6. fast enough

- 4** 1. The alarm clock is too loud.
 2. The screen isn't big enough.
 3. Pam is too busy.
 4. The chair isn't safe enough.
 5. This job is too complicated.
 6. Ben isn't careful enough.

page 63

- 5** 1. c 2. c 3. a
- 6** 1. carefully
 2. responsibly
 3. quickly
 4. well
 5. hard
 6. politely
- 7** 1. well
 2. loudly
 3. clearly
 4. easily
 5. angrily
- 8** 1. d – very
 2. a – pretty
 3. c – quite
 4. b – fairly

10

page 64

- 1** 1. am not going to open
 2. is going to check
 3. are going to install
 4. is going to forward
 5. am going to use
 6. aren't going to work
- 2** 1. Are Ms Sanders and the IT department going to discuss the e-mail program in the afternoon?
 2. Is Ms Sanders going to send an e-mail to the people in her department in the morning?
 3. Is Ms Sanders going to talk to the secretaries at noon?
 4. Is Ms Sanders going to be at the web designers' meeting tomorrow?
 5. Are Ms Sanders and Jeff going to go to the airport in the evening?
- 3** 1. No, they aren't.
 2. Yes, she is.
 3. No, she isn't.
 4. Yes, she is.
 5. Yes, they are.