

GRAMMAR

Can, must and have to

LEVEL

Intermediate (B1)

NUMBER

EN_B1_1052G

LANGUAGE

English

Learning outcomes

- I can provide a simple explanation of modals of obligation and prohibition.
- I can accurately use these modals to talk about working rules in my own country.





Warm-up

Describe this picture. What does the sign mean? What are some reasons why this sign might be there?





Weird working rules from around the world

Read the text below and answer the questions below.

- According to federal law, American employers don't have to pay their employees for time not working, such as holidays.
- In Japan, employers must measure the waistlines of employees above the age of 40, and anyone who is overweight has to go on a diet.
- Are you a fan of fancy dress? Well, you can't wear your favourite funny hat to work in New Zealand, because you could lose 10% of your pay.
- Workers in the German labour ministry can't work overtime – that's right, they aren't allowed to! By law, they mustn't work longer than the standard 9-5.
- How many Australians does it take to change a lightbulb? In the state of Victoria, the answer is one! Unless you're a qualified electrician, you aren't allowed to change your lightbulb. The fine is \$10 – get ready for some romantic candlelit dinners...

1. Tobias works at the German labour ministry. He wants to work extra hours at the weekend. Is that okay?
2. Sarah lives in New Zealand and wants to wear a funny hat to work. Is that fine or not?

Must and have to

Read these sentences connected to the text and **complete** the blue boxes.

In Japan, employers **must** measure the waistlines of employees above the age of 40.

In New Zealand, you **have to** take off your funny hat at work.

- We use the verbs _____ and _____ to say that it is **necessary** or **important to do** something.

- What's the rule for verbs that follow *must* and *have to*?

must/have to + _____



Must and have to

Read these sentences connected to the text and **answer the questions** in the blue boxes.

All employees **must dress** appropriately at work.

Sorry, I can't join you this weekend. I **have to work**.

- _____ is used more often for a **written rule**.
- _____ is used more often for **spoken English**.



Have to in the 3rd person singular

Read the sentence below and answer the question in the blue box.

You **have to ask** a qualified electrician to change your lightbulb.

- How does *have to* change in the **3rd person singular**?

*He/she _____
to ask a qualified
electrician to change
his/her lightbulb.*



Must and *have to* in the past

Compare these sets of sentences.

Employees **must** wear a shirt and tie to work.
She **has to** close the office for a week due to construction.

I **had to** wear a shirt and tie in my last job and I hated it!
She **had to** close the office for a week due to construction.

- Which sentences are **present tense**?
- Which sentences are **past tense**?
- What do you notice about *must* and *have to* in the **past tense** sentences?

- We use _____ to talk about **obligation in the past**.



Fill in the gaps

1. **Do** the activity by yourself. You may need to change the form of the verb.
2. **Compare** answers with a partner in the breakout room.
3. **Check** your answers together with your teacher afterwards.

1 Do I _____ go to this meeting?

2 You _____ speak to the manager before you book holidays!

3 I _____ get to bed earlier from now on. I keep arriving late to work.

4 He _____ leave early yesterday to pick up his kids from school.

5 You haven't been to the dentist in a long time. You really _____ go soon!

must
have to

Don't have to, mustn't and can't

Read these example sentences, then answer the questions below.

American employers **don't have to** pay their employees for time not working, such as holidays.

You **can't** wear a funny hat to work in New Zealand.

They **mustn't** work longer than the standard 9-5.

- Which verb is used to say that it **isn't necessary** to do something (but you can if you want)?
- Which verbs are used to give **an instruction not to do** something, or to say that something **isn't allowed**?





Fill in the gaps: *don't have to*, *can't* or *mustn't*?

1. **Complete** the activity by yourself.
2. **Compare** answers with a partner in the breakout room.
3. **Check** your answers together with your teacher afterwards.

1 Students _____ attend all their lectures, but we recommend that they do.

2 You really _____ stay up so late. You're always so tired in the morning.

3 This information is private. It's about a client. You _____ share it with anyone else.

4 I know I _____ buy a new phone every year, but I always like to have the latest version.

5 I'm afraid we _____ use this room anymore for meetings because there's a schedule clash with another team.

Some *dos* and *don'ts* at your office

1. **Write a list** of 5 dos and don'ts for where you work.
2. **Use** the ideas below and the modal verbs from today's lesson.
3. **Hint:** what are 3 things employees **can** do? What 2 things **must** employees **not** do?



Working hours
and overtime

Bringing pets to
work

Dress code

Lunch and coffee
breaks

Eating at your
desk

Requesting days
off for holidays

Sick leave

Deadlines

Equipment



End of the lesson

Idiom

A hard and fast rule

Meaning: a strict rule



Additional practice



Multiple choice

- 1 We use _____ to say that something is not possible or not allowed.
- a. have to b. must c. can't d. don't have to
- 2 We use _____ to say that it is necessary or important to do something.
- a. don't have to b. can't and mustn't c. have to and must d. mustn't
- 3 We often use _____ for written rules.
- a. have to b. must c. doesn't have to d. shouldn't
- 4 We use _____ to talk about obligation in the past.
- a. must b. had to c. did d. hadn't



At the workplace

What things are not necessary to do in these places? What are you not allowed to do? **Build sentences** using *don't have to*, *mustn't* and *can't*.



building site

bank

restaurant

school



Complete the sentences

Complete the sentences so that they are true for you.

1 Most mornings, I have to...



2 Before I start work, I must...



3 When I was a kid, I had to...

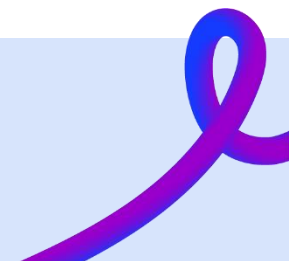


4 At work, we don't have to...



5 If you want to learn a language, you mustn't...





Discuss



“To become successful you have to work hard. You must have a very clear idea of what you want to do and you can’t stop trying until you get there.”

Do you agree with the statement above?

What do you think it means to be successful?

What does your job involve?

What do you have to do to be successful in your field?





Discuss



**Do you know any jobs
that have very strict rules
about dress code?**

Brainstorm ideas as a class.



Answer key

P.4: 1. No, as overtime is not possible 2. It is allowed, but she may lose 10% of her pay!

P.5: must/have to; bare infinitive

P.6: written: *must* spoken: *have to*

P.7: has

P.8: First two sentences are present, last two sentences are the past tense; we use the verb *had to* for obligation in the past.

P.9: 1. have to 2. must 3. have to 4. had to 5. must

P.10: don't have to (isn't necessary); can't, mustn't

P. 11: 1. don't have to 2. mustn't 3. mustn't 4. don't have to 5. can't

P.16: 1. (c) 2. (c) 3. (b) 4. (b)



Summary

***must* and *have to* (1)**

- We use *must* and *have to* to say that it's **necessary** or **important to do** something.
- *must* is often used in **written rules**
have to is more commonly used in **spoken English**

***must* and *have to* (2)**

- We often use *must* to talk about **a personal obligation** (an obligation that comes from the speaker).
- We generally use *have to* when the **obligation comes from an external source**.

had to

- We use *had to* to talk about **obligation in the past**.

don't have to*, *mustn't* and *can't

- We use *don't have to* to say it **isn't necessary** to do something (but you can if you want).
- We use *mustn't* and *can't* to give **an instruction not to do** something, or to say that something **isn't allowed**.



Vocabulary

must

have to

to book time off

a deal

to get the OK

Make it quick!

don't have to

mustn't

can't

waistline

to measure

over (the age of)

overweight

to be allowed to

