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**TRAINING COMPLEX IN THE FIELDS OF NEW INFORMATION
TECHNOLOGIES, OFFSHORING & ELECTRONICS**

Academic Year: 2019-2020

Module : English Language & Communication

Semester 1 – Senior Year Level

Session's time span: 2h: 30mn

Trainer: M. A. ADOUI

Grammar: Present Simple and Continuous

Part one : Tenses,

Simple Present

Affirmative form

Activity 1: Examine the following sentences and select the right tense: past simple- present continuous – present simple

1. I read a sci-fi novel.
2. She drives to school .
3. You play piano very well.
4. I am a senior student.

Activity 2: select the right form of the simple present

The form of simple present is :

1. Subject + verb
2. Subject + verb + ing

Activity 3: Put the following verbs into the present simple form :

Subject pronouns	to watch	To have	To visit

Activity 4: true or false

1. In the simple present we add 's' , 'es' or 'ies' at the end of the verb

General Spelling Rules:

For most verbs we add -s to the base form to make the she, he, it (third person singular) form:

come → comes

order → orders

travel → travels

eat → eats

record → records

walk → walks

move → moves

For other verbs, the spelling changes are:

	verb she, he, it
When the verb ends in -ch, -ss, -sh, -x or -zz , we add -es .	watch watches miss misses wash washes mix mixes buzz buzzes
When the verb ends in a consonant + -y we change y to i and add -es .	hurry hurries study studies reply replies
But when the verb ends in a vowel + -y we just add -s .	pay pays enjoy enjoys

	verb she, he, it
Have, go, do and be are irregular.	have has go goes do does be is

Negative form

Activity 1: choose the right negative forms of the verbs in simple present

1. I not do like TV.
2. I do not like TV.
3. I don't like TV.
4. I do like not TV.

Activity 2: Put the verbs into the negative form.

I	I like summer .	
<u>You</u>	Read stories	
He-she-it	Travels by car .	
We-you-they	Go to the cinema	

Activity 3: true or false

1. **The negative form of the simple present is:**
Subject + do or does +not+ verb in the infinitive

Activity 4

<u>Subjects</u>	<u>Affirmative form</u>	<u>Negative form</u>
<u>I</u>		Do not like orange.
<u>You</u>	You work all the time	
<u>He-she-it</u>		Does not play tennis

The simple present tense is used:

- To express habits, general truths, repeated actions or unchanging situations, emotions and wishes:
I smoke (habit); **I work in London** (unchanging situation); **London is a large city** (general truth)
- To give instructions or directions:
You walk for two hundred meters, then **you turn** left.
- To express fixed arrangements, present or future:
Your exam **starts** at 09.00
- To express future time, after some conjunctions: *after, when, before, as soon as, until*:
He'll give it to you **when you come** next Saturday.

NB. Present Simple DOES NOT express actions happening NOW.

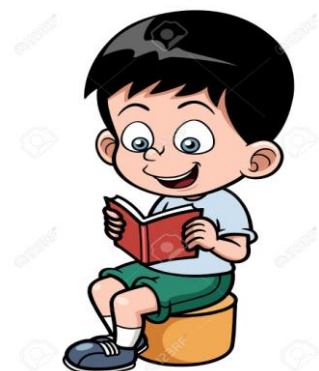
Present continuous

Affirmative form

Activity1

What is he doing

1. He read a book now.
2. He reads a book now.
3. He is reading a book now.



Activity 2.

The form of present continuous is :

1. Subject + verb
2. Subject + verb + ing

Activity 3: Complete the rule with " simple present", " present continuous "

We use the to talk about regular activities , and the To say what is happening **now**

Activity 4: Put the verbs into the negative form.

I	am speaking .	
<u>You</u>	Are playing tennis	
He-she-it	Is having lunch	
We-you-they	Are waiting for the bus	

Form of the Negative form of the Present Continuous is: _____

The USE of the Present Continuous:

Thing that are happening now

Eg. "She is eating dinner right now and cannot answer the phone."

Temporary events

It can be used for any temporary situation, no matter how long or short it is.

Eg. "He's studying a new language at the moment."

A new pattern or habit

It can be used to highlight the contrast between the old and new.

Eg. "These days, people are writing emails a lot less than they used to a few years ago."

Future plans

When describing something that will take place in the future, the present continuous tense can be used when you are discussing something that is already discussed or planned ahead.

Eg. "When we arrive at the airport, we are taking a private car to the hotel."

Activity 5

Choose the correct answer

1. My brother school at the moment. (is going – goes)
2. My uncle watching TV. (Is not liking- does not like)
3. My parents To stay with us every summer. (Come – are coming)
4. My friend and I to the public library every week. (Go- are going)
5. He always..... videogames on Sundays. (Is playing- plays)



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Part 1 : Grammar

I. Past Simple



I. Affirmative Form:

Activity 1:Examine the following sentences and select the right tense:

Present Simple - Past Simple – Present Continuous

- 1- I read a book last month.
- 2- She played football.
- 3- You travelled to the UK last week.
- 4- I went to work after school.

Activity 2: Check (✓) the right form of the Past Simple.

The form of the past simple is:

- 1- Subject + verb in the past.
- 2- Subject + verb + ing

Activity2: Complete

We use to speak about an action that happened and finished in the past.

Activity 3: Put the following verbs into the Past Simple Form:

	To eat	To play	To study	To be
I – You – We – They				
He – She – It				

II. Negative Form:

Activity 1: Choose the right negative forms of the verbs in past simple

- 1- I not did travel to Europe.
- 2- I did not travel to Europe.
- 3- I didn't travel to Europe.
- 4- I did travel not Europe.

Activity 2: Put the verbs into the negative form.

I	travelled abroad.	
---	-------------------	--

you	ate a sandwich.	
He- she – it	wrote a song.	
We – you- they	went to work.	

Activity 3: True or False

- The negative form of the past simple is:

“ Subject + did + Not + Verb in the infinitive ”

Activity 4: Complete:

Subject	Affirmative Form	Negative Form
I	played soccer	
you		didn't smile
He – she- it	had breakfast	
We- you -they	broke the car.	

III. Interrogative Form:

Activity1: Circle the right interrogative form of the verbs in past simple.

- 1- Did you go to school on time?
- 2- Did you went to school on time?
- 3- Did you stand there?
- 4- Did you stood there?

Activity2: Put the verbs to the interrogative form

I	had medicine	
---	--------------	--

He – she - it	played video games	
We – you - they	swore to never do it again	

III. Practice:

Activity1: Complete

To Be in the Past

Positive	Negative	Question
I was.		
		Were you?
We		
They.....		
He		
She		
It		

Activity2: choose the right form of Have in the past

Have- haved – haven – had - did

Activity 3: put the verb in past simple form

- 1- I (begin) Karate classes last week.
- 2- You (become) a lawyer.
- 3- She (draw) a sketch last session.
- 4- I (read) my favorite book chapter in class last Monday.

II. PAST CONTINUOUS

-Affirmative, Negative, & Interrogative forms-

Activity1: select the right FORM of the following sentences:

Interrogative sentence – Negative Sentence – Affirmative Sentence

1- I **was doing** my homework yesterday.

.....

2- I **was not doing** my homework yesterday.

.....

3- **Were you doing** your home work yesterday?

.....

4- Smith **was watching** a scary film.

.....

5- **Was Smith watching** a scary film?

.....

6- Smith **was not watching** a scary film.

.....

Activity2: Complete:

1- Past Continuous Form for Affirmative sentences is:

.....+++.....

2- Past Continuous Form for Negative sentences:+

.....++.....+.....

3- Past Continuous Form for Interrogative sentences:

.....++

.....+.....

Activity3: give the negative and interrogative form of the sentences:

Affirmative	Negative	Interrogative
I was playing
You were playing
He was playing
We were playing
They were playing

- The Use of the Past Continuous -

Activity1: Examine the following sentences:

- I **was doing** my homework yesterday when the telephone **rang**.
- Smith **was watching** a scary film when the light **went off**.

Activity2: Complete the following activity with the right answer:

1- In sentence number 1:

- long** action is

b. **short** action is

2- In sentence number 2:

a. **long** action is

b. **short** action is

Activity3: Complete the rule:

We use the **past continuous** when we have a

..... in the **past** which was interrupted by a

..... in the **past**.

Activity4: Practice:

1- Sara (prepare) dinner when her brother
came to the kitchen.

2- Smith (wash) his car when the water
cut.

3- When Yasmeen (do) her homework, the
light **went off**.

4- When I (watch) a film, the phone (ring)
.....

5- Adam (type) a letter for his friend,
when suddenly the door bell (ring)



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Present Perfect Continuous

Affirmative form

Activity1: Examine the following sentences and match them with the right tense:

A	I have done my work	1	Simple past
B	I worked on my language skills	2	Present continuous
C	Mary is having a bad day	3	Present perfect
D	The baby was sleeping	4	Past continuous
E	We have been talking about the exams	5	Present Perfect continuous

Activity 2: Check the right form of the present perfect continuous:

- a- I have been playing videogames all day.
- b- Sarah has been writing code for the software since last night.
- c- She has written some codes.
- d- You haven't been taking things seriously lately.

The form of the present perfect Continuous is as follows:

- 1- I, YOU, or WE, + THEY HAVE BEEN + V + ING
- 2- HE, SHE, or IT + HAS BEEN V + ING
- 3- Subject + to have in the present + been + verb + ing

Activity3: Conjugate these verbs in the Present Perfect Continuous Tense:

Subject pronouns	To debug	To program	To code

Negative form:

Activity1: Choose the correct forms of the present perfect continuous in the following samples:

- a- I have not been debugging this program lately.
- b- She has not been craving to go camping for a while.
- c- I not have finishing my classes.

Activity2: Create the negative form of the following samples (Present Perfect Continuous of course!):

I	Have been playing some games	
You	Have been travelling a lot	
He – she – it	has been dealing with a lot lately	
We- you - they	have been waiting for a response	

Interrogative form:

Activity1: Choose the right interrogative form of the verbs in the present perfect.

- a- Have you been working on your coding skills?
- b- Did you been finished your work?
- c- has she been dealing well with the company lately?

Activity2: Put the verbs into the interrogative form:

You	have been travelling	
He – she – it	has been creating some vlogging content	

We- you - they	have been coming to a number of conclusion	
----------------	--	--

Present perfect: The Use

Activity1: Examine the following sentences and comments and answer the question below:

- a. "She has been playing in the garden for hours" → **(she's still there)**
- b. "It has been raining. The ground is still slippery." → **(results are clear even after the action finished)**
- c. "Have you been smoking recently? I can smell cigarette smoke here!" → **(Something that has been happening recently or lately)**

Are these statements True or False?

- 1- We use the Present Perfect continuous to **stress the duration of the action**. Prepositions since and for can be used.
- 2- We also use it to describe **a long action** that **began** in the **past** and has **just stopped**. The result of the action is clear or implied.
- 3- We can also use it to talk about **something** that **has been in progress recently or lately**.
- 4- We use the present perfect continuous to talk about past events in the progressive.

Activity2: Complete the following rule:

We use the present perfect continuous when we s_____.

In addition, it is used when describing a l_____.

Finally, it can be used to address something that has been in p_____.

Practice makes perfect:

Activity1: Examine the following picture and select the right sentence that describe it.

- 1- Look my English is getting better because I (write) _____ a lot of essays.
- 2- I am very energetic. I (play) _____ some sports lately.
- 3- It (rain) _____ I can see.

Activity3: Put the verbs into the present perfect or the present perfect continuous:

Look! (somebody / break) that window? 1.

You look tired. (you / work) hard? 2.

3. I (read) the book you lent me, I will probably finish it by the end of the week.

Activity4: Match each tense with the right use.

A	We use the present perfect when	1	To stress the <u>duration of an action</u> , <u>describe a long action</u> that began in the past and <u>has just stopped</u> , and to talk about <u>something that has been in progress</u> recently or lately.
B	We use the present perfect continuous when	2	We had a complete action in the past. The action is not related to the present.

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Part1: Past Perfect

Activity1: Examine the following sentences:

In which tense are the verbs highlighted: the past simple or the past perfect?

1- John **left** the house at 7:30 yesterday morning.

2- Mary **rang** John's doorbell at 8:15 yesterday.

3- Mary **rang** John's doorbell at 8:15 yesterday but John **had already left** the house.

4- James **had cooked** breakfast when we got up.

Activity 2: Check the right form of the past perfect:

1- Subject + to have in the present + been + verb + ing

2- Subject + had + past participle of the verb

Activity3: Reformulate the verbs into the past perfect:

Subject pronouns	To brake	To shake	To feed

Past perfect: The Use

Activity1: Examine the following sentences we saw earlier with comments this time and answer the question bellow:

1- John **left** the house at 7:30 yesterday morning → **past action**

2- Mary **rang** John's doorbell at 8:15 yesterday. → **past action**

- **Past Action + Past action = Past + Past Perfect**

So:

-> Mary **rang (past)** John's doorbell at 8:15 yesterday but John **had already left (past perfect)** the house.

- Are these statements True or False?

1- We use the past perfect when **2 actions happened in the past**, but one action happened before another one.

2- The **first action** that takes place in the sentence is in the **past perfect**, while the **second action** is in the **past simple**.

3- We can also use it to talk about something that has been in progress recently or lately.

Activity2: Complete the following rule:

We use the past perfect when

.....
.....

Activity 3: Practice:

1- She (live) in China, before she moved to Spain.

2- James didn't arrive until after I (leave)

3- When I arrived at the cinema, the movie (already/ start)

.....

Part 2 : Past Perfect Continuous

Activity 1: Examine the following sentences in the past perfect continuous and create below the form of the tense:

- 1- They **had been talking** for over an hour before Tony arrived.
- 2- She **had been working** at that company for three years when it went out of business.
- 3- Jason was tired because he **had been jogging**.
- 4- Sam gained weight because he **had been overeating**.

- The form of the past perfect continuous is:

(v+ing, been, had, subject)

.....+.....+.....+.....

Activity2: The past perfect continuous happens at what period in the past?

- 1- The past perfect continuous is a long action that happens before a short past action
- 2- When a long continuous past action is the reason for a second past action to happen

Activity3: Practice:

- 1- Paul (teach) at the university for more than a year before he **left** for Asia.
- 2- Chef Jones (prepare) meals at the restaurant for two years before he moved to Paris.
- 3- He was tired because he (exercise) so hard.

Grammar: Reported Speech (Part 1)

Simple Present

Activity 1: Examine the following sentences: what happens to the verb in the Present Simple Tense?

5. "I **drive** to school."

⇒ He said that *he* **drove** to school.

6. "You **play** piano very well."

⇒ She said that you **played** piano very well.

7. "I **am** a senior student."

⇒ He said that *he* **was** a senior student

8. "I **play** league of Legends whenever I **am** bored."

⇒ She said that she **played** league of legends whenever she **was** bored.

Activity 2: Choose the right answer:

- can you guess what the underlined sentences above are? Are they:

1- Past perfect

2- Reported speech

3- Linking Sentences

Activity 3: what does Reported Speech do?

- 1- Report what someone said
- 2- Exclaim
- 3- Ask why the holidays were over fast!

Activity 4: In reference to Activity 1's samples, How do we formulate the reported speech when we have the present simple tense?

- 1- He/She said that + subject pronoun + verb in the past
- 2- He/She said that + verb
- 3- verb in the past + pronoun + object of the sentence.

NB. In reported speech, the present simple becomes the past simple

Activity 5: Practice

Re-write these sentences in reported speech:

- 1- "You work hard"
- 2- "I eat Shawarma and it makes me the happiest"
- 3- Sara: "I work on Saturdays and I sometime go to the gym in my free time."

Present Continuous

Activity 1: Observe these sentences, what happened to the tense?

- 1- "I **am driving** to school."

⇒ He said that *he was driving* to school.

2- “You **are playing** piano very well.”

⇒ She said that you **were playing** piano very well.

3- “I **am playing** league of Legends.”

⇒ She said that she **was playing** league of legends.

Activity 2: In reference to the examples above, How do we formulate the **reported speech** when we have the **present simple continuous**?

1- He/She said that + subject pronoun + verb in the past

2- He/She said that + verb

3- He/She said that + subject pronoun + verb in the past continuous

NB. In reported speech, the **present continuous becomes the past continuous**

Activity 3: Practice

Re-write these sentences in reported speech:

1- Farris: “I am finishing the homework”

2- Larry: “ I am assuming she is doing some important work”

3- Sara: “ Adam is probably working on his assignments, that’s why he is not replying”

Grammar: Reported Speech (Part 2)

Simple Past

Activity 1: Examine the following sentences and choose a or b below: What does the past simple become in the **reported speech**?

9. "I **took** an exam the previous day."

⇒ He said that *he* **had taken** an exam the previous day.

10. "You **played** piano yesterday."

⇒ She said that you **had played** piano very well.

11. "I **solved** the issue last week."

⇒ He said that *he* **had solved** the issue the previous week.

a. The present simple becomes the past perfect

b. The past simple becomes the past perfect

Activity 2: In reference to Activity 1's samples, how do we, formulate the reported speech when we have the **past simple tense**?

- 1- He/She said that + subject pronoun + had + past participle
- 2- Verb in the past + pronoun + object of the sentence.

NB. In reported speech, the past simple becomes the past perfect

Activity 5: Practice

Re-write these sentences in reported speech:

- 1- "You worked hard yesterday"
- 2- "I ate a burger for yesterday's dinner"
- 3- Sam: "I took an exam last week."

Past Continuous

Activity 1: What happened to the tense in these sentences?

- 1- "I **was driving** to school this morning."
⇒ He said that *he* **had been driving** to school **that** morning.
- 2- "I **was working** hard at 7 this morning."
⇒ She said that she **had been working** hard at 7 that morning.
- 3- "I **was playing** videogames yesterday."
⇒ She said that she **had been playing** video games the previous day.

Activity 2: How do we create the **reported speech** when we have the **past continuous**?

1- He/She said that + subject pronoun + verb in the past continuous

2- He/She said that + subject pronoun + had + been + verb + ing

NB. In reported speech, the past continuous becomes the past perfect continuous

Activity 3: Practice

Re-write these sentences in reported speech:

1- Yasmeen: "I was finishing the homework at 9 this morning"

2- John: " I was preparing dinner for an hour last night"

3- Sara: " Adam was working on his assignments for 3 hours this weekend."

Grammar: Reported Speech (Part 3)

Present Perfect

Activity 1: Examining the sentence below: What does the **Present Perfect** transform to in the **reported speech**?

• “I **have worked** hard.”

⇒ She said that *she* **had worked** hard

.....

Activity 2: Practice

Re-write these sentences in reported speech:

1- Jake: “I have done the exercises”

2- James: “the students have written the data loop correctly”

3- Jordan: “I have waited weeks for the computer order.”

4- Jimmy: “ I have listen to the album.”

Present Perfect Continuous

Activity 1: What happened to the tense in the following sentence?
And how do we formulate the reported speech in this case?

1- "I **have been doing** my best."

⇒ He said that he **had been doing** his best.

.....
.....

Activity 2: Practice

Re-write these sentences in the reported speech:

1- Josh: " I have been sleeping all day."

2- Jammy: " I have been playing video games all day"

3- Sara: " Jason has been writing some codes all day."

4- James: " I have been debugging this computer software since yesterday."

Past Perfect

Activity 1: Examine the following sentence and deduce how the reported speech in the given case is formulated?

1- "I **had worked** hard."

⇒ She said that she **had worked** hard.

.....
.....

Activity 2: Practice

Re-write these sentences in the reported speech:

1- Jack: " I had cooked breakfast."

2- Taylor: “ I had lived in Barcelona.”

3- Kim: “ the movie had already started.”

4- Harry: “ I had left early.”

Grammar: Passive Voice

Present Simple & Continuous

Activity 1: Examining the transformation in these sentences!

1- **I clean** my room every day.

My room **is cleaned** by me every day.

2- My sister **is playing** videogames right now.

Videogames **are being played** by my sister right now.

Activity 2: Discover the Rules (Sentence 1):

1- In what tense is the first sentence?

.....

2- Which transformation takes place? Is it:

- a. Object + Am/is/Are + Present continuous
- b. Object + Am/is/Are + Past Participle
- c. Object + Verb To be in the present + Past Participle

Activity 3: Discover the Rules (Sentence 2):

1- In what tense is the second sentence?

.....

2- Which transformation takes place? Is it:

- a. Object + Am/is/Are + Past Participle
- b. Object + Am/is/Are + BEING + Past Participle
- c. Object + Verb to be in the present + BEING + Past Participle

Activity 4: Re-write these sentences in **Passive Voice**:

- 1- She is doing her homework.
- 2- James prepares lessons every day.
- 3- I am sending the package tomorrow.
- 4- Ann focuses on her coding task.

Past Simple and Continuous

Activity 1: Examining the transformation in these sentences!

- 1- **Alex** **bought** a nice present yesterday.

a nice present **was bought** by **Alex** yesterday.

- 2- **Alex** **was buying** a nice gift.

a nice gift **was being bought** by **Alex**.

Activity 2: Discover the Rules (Sentence 1):

- 1- The tense of the first sentence is:

.....

- 2- In your view, which rule is the right one?

- a. Object + Was/Was + Past Participle
- b. Object + Was/Were + Past Participle

c. Object + Verb To be in the past + Past Participle

Activity 3: Discover the Rules (Sentence 2):

1- The tense of the second sentence is:

.....

2- Which rule is the correct one in this case?

- a. Object + was/were + BEING + Past Participle
- b. Object + verb to be in the present + BEING + Past Participle
- c. Object + Verb to be in the past + BEING + Past Participle

Activity 4: Switch the following sentences to the **Passive Voice**:

1- The trainee was creating the loop.

2- James made dinner last night.

3- Yasmine was doing her homework.

4- Adam played the game.

Present Perfect

Activity 1: Notice the transformation in the following sentence!

1- **They have cleaned** the software.

The software **has been cleaned** by them.

Activity 2: Can you make up the rule of the passive form of the present perfect?

.....

Activity 3: Practice

- 1- Sara has bought the book.
- 2- James has made breakfast.
- 3- Yasmine and Jane have finished the book.

Future Simple

Activity 1: Notice the transformation in this sentence!

- 1- He will copy this text.

The text will be copied by him.

Activity 2: can you deduce the Rule?

.....

Activity 3: Practice

- 1- I will finish the job.
- 2- She will accept the offer.
- 3- You will never forget this lesson.
- 4- They will tell you when the time comes.

Grammar Notes

Be going to + verb

Activity 1: when does the action take place?

1- I am going to the movies tonight.

2- She is going to take her exams tomorrow.

- Are the plans set or probable?

.....

Activity 2: Fill in the gap using: Future plans we are sure of –
plans in the future we are not sure of – random plans

We use **going to** to talk about

Will + verb

- Is the action in the following sentences **certain**?

1- I guess I will do the dishes later.

2- She will probably go to the movies.

3- We will have dinner when the time is right.

- We use for possible plans.
..... is often used with words such as: maybe, I guess, probably, I expect ...etc. We also use for spontaneous offers and sudden decisions, for example: I'll help you!, I'll read the instructions!, I'll answer the phone.

Modals

Must – Need to – Have to

- You must attend the class if you want to pass the course.
⇒ Must is used to express something you are certain is true.
- You need a passport to visit Canada.
⇒ Need to is used to express if something is necessary or not.
- I have to get home before 10 pm.
⇒ Have to is used to express personal obligations.

N.B these modals are used to express necessity and suggestion

Had better – Ought to – Should to

- You'd better tell the police everything you saw
⇒ Had better is used to give advice for a specific situation.
- You ought to go and apologize for being rude.
⇒ Ought to is used to give advice, recommendations, express assumptions, expectations and strong probability.
- You should try the new coffee shop.
⇒ Should is often used to offer advice and opinion.

N.B these are modals for suggestions, they have similar meaning, but they differ in strength, starting by the strongest: had better.