

# 13 Grammar Practice

## have to / don't have to

Affirmative	Negative	Interrogative	Short Answers
I have to go	I don't have to go	Do I have to go?	Yes, I do. / No, I don't.
You have to go	You don't have to go	Do you have to go?	Yes, he does. / No, he doesn't.
He has to go	He doesn't have to go	Does he have to go?	<b>Uses</b> <b>have to:</b> to talk about rules and obligations or the need to do something <b>don't have to:</b> to talk about lack of obligation
She has to go	She doesn't have to go	Does she have to go?	
It has to go	It doesn't have to go	Does it have to go?	
We have to go	We don't have to go	Do we have to go?	
You have to go	You don't have to go	Do you have to go?	
They have to go	They don't have to go	Do they have to go?	

### Watch Out!

We also use *must* to talk about rules and obligations, but we use *mustn't* to express prohibition.

### 1 Complete the sentences with the verbs below.

Use the affirmative form of **have to**.

divide ♦ make ♦ work ♦ replace ♦ clear ♦ cancel

- Ben's laptop was damaged by the computer company. He ..... a claim.
- You ..... the column before you put in the new data.
- To get the average, she ..... the total by the number of people.
- There's a very big order and all the technicians ..... late tonight.
- Mr Davis is ill. I'm sorry. I ..... your appointment.
- We ..... our motherboard or buy a new computer.

### 2 Read Sam the accountant's to do list and complete the sentences below. Use the affirmative form of **have to**.

#### To Do List

- Check the database for information about ZedEx Computers.
- Meet with Pete and Mary from sales and marketing department about the latest report.
- Prepare a new spreadsheet for the managers' meeting.
- Speak to Mark about the business trip to Bangkok.
- Interview a new secretary.

- Sam .....
- Sam, Pete and Mary .....
- Sam .....
- Sam and Mark .....
- Sam .....

### 3 Complete the sentences with the verbs below. Use the negative form of **have to**.

return ♦ group ♦ share ♦ pay ♦ give ♦ use

- You ..... for this. It's free.
- IT has got its own printer. We ..... with them anymore.
- Mr Black ..... my call. I'll see him tomorrow.
- On this spreadsheet, you ..... those numbers together.
- George reads French, so he ..... a dictionary to understand the article.
- Jack and Matt ..... presentations at the conference.



**4 Write questions with the words below. Use the correct form of *have to*.**

- web designer / write / software  
..... ?
- software testers / write / invoices  
..... ?
- customer information / include / the customer's name and address  
..... ?
- the workers in the accounts department / repair / computers  
..... ?
- a tech rep / visit / customers  
..... ?
- support technicians / fix / hardware problems  
..... ?

**5 Answer the questions in Exercise 4.**

- .....
- .....
- .....
- .....
- .....
- .....

**6 Complete the sentences with the verbs in brackets. Use the correct form of *have to*.**

- ..... you .....  
(deal with) this urgently?
- Owen does research for his company.  
He ..... (use) the Internet.
- ..... the manager  
..... (attend) the  
international IT conference?
- In our changing world, we all  
..... (learn) about  
computers.
- Iris, our helpdesk technician, gives  
assistance over the phone. She  
..... (visit) customers.
- The people in graphic design are artists.  
They ..... (sell) the  
product.

***don't have to / mustn't***

You **don't have to** order microphones. We've got enough.

You **mustn't** order those microphones. They're too expensive.

**7 Complete the sentences with *don't have to*, *doesn't have to* or *mustn't*.**

- We ..... meet. We can talk about it on the phone.
- You ..... forget to call HGT Printers. They're waiting for our quote.
- He ..... use a microphone because the room is quite small.
- I ..... be late for the meeting.
- You ..... let the phone ring more than three times.
- We ..... stay late today.  
The orders are ready to go.

**8 Match A to B. Then complete the sentences in B with the verbs in brackets. Use *don't have to*, *doesn't have to* or *mustn't*.**

**A**

- We've got a lot of headsets.
- The hardware exhibition begins at 9.00.
- They haven't got any technical problems right now.
- There's a problem with the toilet on the third floor.
- I'll make all the arrangements for you.

**B**

- You ..... (organise) anything.
- The employees ..... (use) it.
- We ..... (be) late.
- She ..... (order) any more.
- The tech rep ..... (visit) them this week.

**9 Write two sentences about what you have to do this week, two sentences about what you don't have to do this week and two sentences about what you mustn't do.**

- .....
- .....
- .....
- .....
- .....
- .....

