

8 Grammar Practice

Modals

Affirmative

can	You can cook.
could	He could cook last year.
must	They must cook.
should	She should cook.

Negative

You can't cook.
He couldn't cook last year.
They mustn't cook.
She shouldn't cook.

Interrogative

Can you cook?
Could he cook last year?
-
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

- I'm free at 3.00.
- There isn't any paper.
- There's a lot of noise in the office.
- Mike's held up in a traffic jam.
- 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**.

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

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



-
-
-
-
-
-

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

- Mr Watson go to the meeting because he was ill.
- Susan studied German, so she speak to our German visitor.
- Harry was busy with an important project, so he attend the meeting.
- I lost my phone, so I call you.
- 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

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- 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

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- 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.