

My name is Rodney Zapata.

audio activity: have to, must, should

I have to prioritize my tasks and meet deadlines to ensure productivity.

I must maintain a positive and professional attitude towards my colleagues and clients.

I should actively seek opportunities for professional development to enhance my skills.

I have to adhere to company policies and guidelines in all aspects of my work.

I must take responsibility for my actions and own up to any mistakes or shortcomings.

I should strive for continuous improvement and find ways to increase efficiency.

I have to communicate effectively with my team members to ensure smooth collaboration.

I must respect the confidentiality of sensitive information in the workplace.

I should foster a supportive and inclusive work environment for all employees.

I have to attend meetings and actively contribute to discussions.

I must demonstrate a strong work ethic and be accountable for my performance.

I should seek feedback from my superiors and colleagues to identify areas for growth.

I have to prioritize safety protocols and ensure a secure work environment.

I must respect diversity and treat everyone with fairness and equality.

I should maintain a balance between my work and personal life to avoid burnout.

I have to adapt to changes in the work environment and embrace new technologies.

I must take initiative and be proactive in identifying and solving problems.

I should communicate openly and honestly with my superiors about any challenges or concerns.

I have to maintain confidentiality when handling sensitive client information.

I must comply with legal and ethical standards in all my work-related activities.