***Modal verbs and relative clauses***

LANGUAGE IN CONTEXT. Read the memo. What is Lila writing about?

FROM: Chief Information Officer

TO: All Staff

DATE: June, 17th

SUBJECT: XBM Digital rules

Dear all,

As you know, many new staff joined us at XBM Digital, so now is a good time for a reminder about some of our rules.

Firstly, passwords are important to keep our network secure. Natasha is the person who sets the passwords and usernames at first. As soon as she gives them to you, you **need to** change the passwords. You **might** find it difficult, but you **can** ask Natasha for help. They **must** be alphanumeric and at least eight characters long. Also, you **should not** share them with anyone.

Secondly, the hardware that we have on our offices is delicate. You **mustn't** eat or put drinks near the computers. You **can** take short breaks for eating and drinking. You **have to** do it at the dining room which is on the second floor. You **don’t have to** spend time cleaning your staff, Rudy and Mike **will** take care of that for you.

Best regards,

Lila Davis

***Modal verbs***

FORM. Look at the words in **bold** and complete the rule.

* The verb that follows a modal verb is...

1. Present participle
2. Past participle
3. Infinitive verb

FUNCTION. Complete the chart with examples from the text and analyse the function of each modal verb.

|  |  |
| --- | --- |
| *Example* | *Function* |
| They **(1) \_must** be**\_\_** alphanumeric…  you **(2) \_\_\_\_\_need to** change**\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_**  the passwords | Personal obligation / strong necessity |
| You **(3) \_\_\_have to** **do\_\_\_\_\_ \_\_\_\_\_\_** it at the dining room | External obligation |
| You **(4) \_\_\_mustn't** eat **\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**  or put drinks near the computers. | Prohibition |
| You **(5) \_\_\_\_\_\_don’t have to** spend**\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_** time cleaning your staff | Lack of necessity / Lack of obligation |
| you **(6) \_\_\_\_\_\_should not** share **\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_** them with anyone.  You should buy a new computer. | Advice |
| You **(7) \_\_\_\_can** take **\_\_\_\_ \_\_\_\_\_\_**short breaks for eating and drinking.  I **could not** swim when I was a child. (Past)  You **will be able to** program in nearly every language when you finish this course. (future) | Ability / inability |
| You **(8) \_\_might** find **\_\_\_\_\_\_ \_\_\_\_\_\_\_\_** it difficult  I **may** go to the party, but I still don’t know. | Possibility |
| **Can** I go to the toilet, please?  **Could** you tell me where the restroom is?  **May** I help you? | Request / Asking for permission |

***Relative clauses***

FORM & FUNCTION. What is the difference between a sentence and a clause? Now, look at the underlined words and choose the correct options to complete the rules.

1. The words **that, who** and **which**…
2. Introduce a new clause with information about something mentioned previously.
3. Introduce a new clause with information about something we didn’t mention.
4. The relative clauses are found…
5. At the beginning of a sentence.
6. Following a previous clause.
7. We use the relative pronoun **who** or **that**…
8. To refer to things.
9. To refer to people.
10. We use the relative pronoun **which** or **that** to...
11. To refer to things.
12. To refer to people.

1) Complete the sentences with the appropriate modal verbs:

**Should - can - don’t have to - might - have to - must - mustn’t**

a) We \_\_\_\_\_might\_\_\_\_\_ have a picnic tomorrow, but it depends on the weather. (possibility)

b) You \_should\_\_\_\_\_\_\_\_\_ wear a suit to the interview. (Advice)

c) Mary! you \_\_\_do not have to\_\_\_\_\_\_\_\_\_\_\_ come to your aunt’s birthday next Saturday night. (Lack of necessity)

d) You \_\_\_\_must not\_\_\_\_\_\_ smoke here! (Prohibition)

e) \_\_May\_\_\_\_\_\_\_\_\_ I go to the toilette, please? (request/ask for permission)

f) Lisa \_\_\_must\_\_\_\_\_\_\_ tidy her room before she goes out! (personal obligation)

g) In Britain you \_\_\_\_have to\_\_\_\_\_\_ drive on the left. (external obligation)

2) Write sentences...

a) ...giving **advice** to a friend as regards the clothes to wear on a party.

\_\_\_\_she should wear a black dress on a party\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) ...**asking for permission** to dosomething in a **polite** way.

\_\_\_\_\_\_may I use the car this night? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) ...describing a certain **ability** of your friend.

\_\_\_\_\_\_\_My friend can draw very well\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) ...a rule that you obey at school. (**external obligation**)

\_\_\_\_\_\_\_\_I have to\_get at 7:00 o’clock\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e) ...something that you do because of **personal obligation**.

\_\_\_\_\_\_\_\_I must\_study match \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f) ...something that is **prohibited** to you.

\_\_\_\_\_I must not drive without licensel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g) ...something that you don't need to do. (**lack of necessity**)

\_\_\_\_\_\_\_I do not have to read this book\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Write sentences with ***defining relative clauses*** using the prompts given:

1. Bus = central cable / link / computers

\_\_\_ A bus is a central cable which/that links computers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Customers = people / buy / things

\_\_\_customers \_\_are people that buy things\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Production facilities = places / manufacture / products

\_\_\_\_ Production facilities are places where manufacture products\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. WAN = type of network / cover / large areas

\_\_\_\_\_\_\_\_\_A wan is a type of network that covers large areas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_