

## Grammar seminar handout 1

### EXERCISE 1

**Underline the correct words.**

1. That looks like Carlos over there, but it *can't* / *mustn't* be. He's in Germany.
2. Marie isn't at her office, so she *can* / *must* be on her way here.
3. I think you *need to* / *need* get some advice from your colleagues.
4. It's getting very late. I think *we'd better* / *ought* pay the bill and leave.
5. You *don't need* / *needn't* come to the meeting if you are busy.
6. I'm sorry, you *mustn't* / *may not* smoke in this area. It's forbidden here.
7. They *have had to* / *have to* wait for hours.
8. We *haven't been allowed to take* / *mustn't take* a rest for hours.
9. You *shouldn't* / *oughtn't* to spend so much on clothes.
10. The company *has to* / *must* pay the invoice by the end of the month.

### EXERCISE 2

**Complete each sentence with a word or phrase from the list below. Each can be used only ONCE.**

have to	had to	don't have to	must	mustn't
should	could	didn't have to	needn't	doesn't need to

1. We're trying a new dress code. We \_\_\_\_\_ wear formal clothes on Fridays.
2. You \_\_\_\_\_ touch that button! The whole production line will stop.
3. Before we agree, we'll \_\_\_\_\_ study the contract in more detail.
4. Sorry I can't stay any longer. I really \_\_\_\_\_ go now or I'll miss my train.
5. If you needed the goods urgently, we \_\_\_\_\_ speed up the order.
6. Sorry I'm late, but I \_\_\_\_\_ go to the doctor's.
7. I think we \_\_\_\_\_ accept their offer. It's the best we'll get.
8. Luckily, I \_\_\_\_\_ attend the meeting yesterday, so I managed to finish all my paperwork.
9. You \_\_\_\_\_ wait for me – I'll come along later.
10. Mark \_\_\_\_\_ finish the report today. He can do it at the weekend.

### EXERCISE 3 – HOMEWORK 1

**Complete the second sentence so that it has a similar meaning as the first sentence.**

1. It would be a good idea to bring in a firm of consultants.  
We \_\_\_\_\_ in a firm of consultants.
2. It's not necessary for you to leave a deposit.  
You \_\_\_\_\_ a deposit.
3. I'm sure that isn't John, because he's in Paris.  
That \_\_\_\_\_ John, because he's in Paris.
4. Ann is almost certainly with a customer.  
Ann \_\_\_\_\_ with a customer.
5. I expect the meeting will be finished by ten.  
The meeting \_\_\_\_\_ finished by ten.
6. It's possible that I'll be late.  
I \_\_\_\_\_ late.
7. We are not allowed to dispose of waste in that way.  
We \_\_\_\_\_ of waste in that way.
8. Perhaps I'll see you on Thursday evening.  
I \_\_\_\_\_ you on Thursday evening.
9. It's the rule that we check all bank references.  
We \_\_\_\_\_ all bank references.
10. You'd better speak to her as soon as possible.  
You \_\_\_\_\_ to her as soon as possible



**1A Answer yes, no or not sure to each of the questions below.**

- 1 You should have chosen her for the team.  
Was she chosen for the team?
- 2 He must have made over 30 changes to the project.  
Did he make over 30 changes to the project?
- 3 They needn't have spent so much time on the report.  
Did they spend too much time on the report?
- 4 They could have prepared better if they'd had more time.  
Did they prepare as well as they wanted to?
- 5 The team would have been stronger without him.  
Was the team as strong as it could be?
- 6 Sylvia may have arrived by now.  
Has Sylvia arrived yet?
- 7 Thomas should have reached Barcelona by now.  
Has Thomas reached Barcelona?
- 8 They couldn't have done enough research as the launch was a failure.  
Did the team do enough research?

**B Which of these statements uses the modal perfect correctly? Suggest alternative modals for the incorrect statements.**

- 1 It's too late to apply for the job now. You must have applied last month.
- 2 It was silly to leave your wallet in the hotel room. It would have been stolen.
- 3 The fire in our showroom last night could have destroyed all our merchandise.
- 4 He bought the land cheaply and sold it at a higher price to developers, so he needn't have made a lot of money.
- 5 Gerry wasn't at the meeting. He might have been delayed in traffic.
- 6 You couldn't have seen Mr Lebeau at the conference because he was in Hong Kong at the time.
- 7 He looked exhausted when he arrived. He should have had a bad flight.
- 8 He was charismatic and decisive. We must have made him team leader.

**C Role play this situation in pairs.**

A sales rep went on a three-day business trip. He/She:

- stayed in a five-star hotel
- hired a top-of-the-range car
- phoned home from their room
- drank most of the mini-bar
- ordered breakfast in their room
- had clothes dry-cleaned by the hotel.

After the trip, the Finance Director thinks the rep's expenses are excessive and refuses to pay them. The sales rep defends their actions. Use as many of the following structures as possible: *should have / shouldn't have / could have / needn't have / + past participle.*

**2A Choose the best way to complete the exchanges below.**

- 1 A: The people in Accounts often say they can't work well together.  
B: Well, we had a one-week seminar on team building last May. Maybe they  
a) had to attend it.  
b) must have attended it.  
c) should have attended it.
- 2 A: Pity Ron and Ken were always trying to settle their own personal disagreements.  
B: I agree. I don't think the trainer  
a) may } have spent so much time on such private matters.  
b) should }  
c) must }
- 3 A: By the end of the seminar some people were still too shy to talk.  
B: I noticed that, too. The trainer  
a) must have encouraged } everyone to express themselves.  
b) had to encourage }  
c) might have encouraged }
- 4 A: I particularly like the fact that we immediately had a clear sense of direction.  
B: Yeah. But I thought the overall objective  
a) could } have been clearer.  
b) must }  
c) will }
- 5 A: One thing I wasn't too pleased about is how the trainer handled the argument about overtime.  
B: Mm. How do you think she  
a) should have dealt } with that?  
b) had to deal }  
c) must have dealt }

PAST MODALS

#### **EXERCISE 4 – HOMEWORK 2**

***Complete the second sentence so that it has a similar meaning as the first sentence.***

1. Perhaps David made a mistake.  
David \_\_\_\_\_ made a mistake.
2. I'm sure that she worked very hard on this project.  
She \_\_\_\_\_ worked very hard on this project.
3. I'm sure the warranty hasn't expired already.  
The warranty \_\_\_\_\_ expired already.
4. It would have been a good idea for you to tell me  
You \_\_\_\_\_ told me.
5. Perhaps you didn't see the line we launched at the Munich Fair  
You \_\_\_\_\_ seen the line we launched at the Munich Fair.
6. I was expecting them to call by now.  
They \_\_\_\_\_ called by now.
7. It was a bad idea for us to drop our prices so much.  
We \_\_\_\_\_ our prices so much.
8. It was possible for us to see this problem coming.  
We \_\_\_\_\_ this problem coming.