

39 Ability: can, can't, could, couldn't

Modal verbs

1 We form sentences with can like this:

can + INFINITIVE
I can ski.

POSITIVE
I/He/She/It/We/You/They can ski.

NEGATIVE FULL FORM SHORT FORM
I/He/She/It/You (etc.) cannot ski. can't ski.

QUESTIONS
Can I/he/she/it/you (etc.) ski?

In spoken English cannot is possible, but we normally use can't:

He can't swim.

For short answers (Can you swim? ~ No, I can't), see Unit 37.

2 We use can and can't to talk about things we are able to do generally.

She can speak Japanese. (= She is able to speak Japanese.)

He can't ski. (= He isn't able to ski.)

We also use can and can't to talk about things we are able to do at the moment:

I can see the moon. (= I am able to see it now.)

3 We form sentences with could like this:

could + INFINITIVE
I could swim.

POSITIVE
I/he/she/it/we/you/they could ski.

NEGATIVE FULL FORM SHORT FORM
I/he/you (etc.) could not ski couldn't ski.

We use could to talk about things we were able to do generally in the past:



I could run 100 metres in 12 seconds when I was young.

Susan could read when she was three years old.

4 We do not normally use could for something that happened on a particular occasion in the past. We use was able to or managed to:

The boat was in difficulties, but in the end it managed to reach the port. (OR... it was able to reach ...; NOT ... it could reach ...)

5 When we talk about a person's ability to do something in the future, we use will be able to.

The baby will be able to talk soon.

Practice

A Complete the sentences with can, can't or couldn't and the verbs in brackets ().

- ▶ You don't have to shout. I can hear..... (hear) you very well.
- ▶ I couldn't watch..... (watch) that programme last night because I had to go out.
- 1 He (play) last week because he was injured.
- 2 He eats in restaurants all the time because he (cook).
- 3 I (give) you a lift in my car because it isn't working at the moment.
- 4 I didn't have a good seat in the theatre, so I (see) the stage very well.
- 5 John doesn't need a calculator. He (do) very difficult sums in his head.
- 6 She's very good at music. She (play) three instruments.
- 7 I (find) my address book. Have you seen it?
- 8 He spoke very quickly and I (understand) anything he said.
- 9 We (go) on the trip because we (afford) it. It was very expensive.
- 10 I (do) any more work because I was very tired, so I stopped.
- 11 I'm afraid that I (talk) to you now. I'm in a hurry. I have to be at work in five minutes.

B Use the words in brackets () to complete each sentence, with can, can't, could or couldn't.

- ▶ Sarah phoned Jane yesterday. (They/not/talk/for a long time, because Jane had to go out.)
They couldn't talk for a long time, because Jane had to go out.
- 1 Grandma needs her glasses. (She/not/see/anything without her glasses.)
She
- 2 Mary won her race. (She was so tired after the race that she/not/stand up.)
She
- 3 (Last year, Robert/beat/his younger brother at chess.) But he can't beat him now.
Last year,
- 4 John and Anna have a wonderful view from their hotel room. (They/see/the whole of the city.)
They

C Complete these sentences using managed to or the correct form of be able to.

- ▶ I was able to/managed to... get the last ticket for the concert.
- 1 After waiting for a long time, we go into the museum.
- 2 They buy a new carpet yesterday.
- 3 I eat three plates of pasta in the restaurant last night!
- 4 Our friends visit us tomorrow afternoon.
- 5 She have a long holiday next year.
- 6 We ski in Scotland last weekend.

D Look at this table and complete the sentences using can, could, or will be able to.

	LAST YEAR	NOW	HOPES FOR THE FUTURE
Joy	swim 100 metres	swim 1000 metres	swim for her club team
Mark	type 15 words per minute	type 30 words per minute	work as a secretary
Anne	speak only a little French	speak French quite well	work as an interpreter
Carol	only cook omelettes	cook quite well	work as a chef
Tom	only play the piano	play the piano and the violin	be a professional musician
Susan	ride a bike	drive a car	drive a racing car

- ▶ Last year Joy could swim 100 metres..... Now, she can swim 1000 metres.
- ▶ At the moment Anne can speak French..... quite well, and if she studies hard, perhaps she'll be able to work..... as an interpreter.
- 1 Last year Mark Now,
- 2 Last year Anne Now,
- 3 At the moment Carol, and if she works hard, perhaps
- 4 Last year Tom Now,, and if he studies hard, perhaps
- 5 Last year Susan Now,, and she hopes that one day

40 Can/Could I? May I? Can/Could you?

1 We form questions with can, may and could like this:

QUESTIONS		
Can	} I/he/she/it/we (etc.)	wait?
May		
Could		

2 We use can, may and could to ask for things:

Can etc.	+	I/we	+	have	...	?
Can		I		have	a coffee?	

Can we have the menu, please?



Could we have two tickets, please?
Can I have some sugar?

3 We use can, may or could to ask for permission. Could I and May I are more formal and polite than Can I:

Can/May/Could	+	I/we	+	INFINITIVE	...	?
May		I		see	her?	

Can I borrow your bicycle, please?



Could we look at your map, please?
Can I borrow your tennis racquet, please?

We use can or may to give permission:
You can leave your bag here. (OR ... may leave ...)

If we talk about what is allowed in general, rather than by a particular person, we use can:
People can drive on the roads when they are seventeen.

But official notices often use may:
BAGS MAY BE LEFT HERE.

4 We use Can you, Could you and Would you (but not May you) when we ask someone to do something. Could and would are more formal and polite than can.

Can/Could/Would	+	you	+	INFINITIVE	...	?
Could		you		help	me?	

Could you buy me a newspaper?



A: I'm cold. Can you close the window?
B: Yes, of course.

Practice

A Put the words in brackets () in the right order to make questions.

- (have - a return ticket to York - could - please - I - ?)
Could I have a return ticket to York, please?
- (please - I - may - a glass of orange juice - have - ?)
- (we - listen to your new CD - can - ?)
- (your mobile - please - use - I - can - ?)
- (may - borrow - your camera tomorrow - I - ?)
- (please - the menu - pass - you - could - ?)
- (can - this letter for me - you - post - ?)

B Ask for permission. Use the words in brackets () and the words in the box.

use your photocopier	use your dictionary	close the window
borrow your pen	turn on the TV	

- SITUATION: You want to find the meaning of a word.
(may I) May I use your dictionary?
- SITUATION: You want to write down a telephone number.
(can I)
 - SITUATION: You want to watch a programme.
(can I ... please)
 - SITUATION: You're feeling cold.
(may I)
 - SITUATION: You need a photocopy of a letter.
(may I ... please)

C Ask people to do things. Use the words in brackets () and the phrases in the box.

buy me a magazine	tell me the time	make me a sandwich
tell me the way to Buckingham Palace	carry one of these cases	

- PROBLEM: You're sick. You're in bed. You're bored.
(can you ... please) Can you buy me a magazine, please?
- PROBLEM: Your suitcases are very heavy.
(could you)
 - PROBLEM: You're lost in London.
(could you ... please)
 - PROBLEM: You've forgotten to put your watch on.
(can you)
 - PROBLEM: You're hungry. You're very tired.
(can you ... please)

D Choose the right word from the words in brackets (), and put it in the gap.

- Could (May/Could) you give me one of these forms, please?
- In the street:
Excuse me, officer, (could/may) you tell me how to get to the station?
 - At a railway station:
A: Let's have our sandwiches here.
B: (Couldn't/Can't) you read? Look at the notice; it says:
'FOOD (MAY/COULD) NOT BE EATEN IN THIS WAITING ROOM.'
 - A: (Could/May) you phone Jenny about tomorrow's meeting?
B: I (may not/can't/couldn't) phone her because she has lost her mobile.
 - A: (May/Could) someone help me?
B: What (may/can) I do to help you?
A: We need to move the chairs and to clean this room. Can you help?
B: I'm afraid I (may not/can't) move the chairs because of my bad back.

41 Must, mustn't

1 We use **must** with an infinitive (do, go, work, etc.):

You **must** INFINITIVE
work harder.

Don't use **to** before the infinitive:
NOT ~~You must to work harder.~~

The form of **must** is the same for all persons:

I/you/he/she/it/we/they **must** leave soon.

2 We use **must** in rules, to say that an action is necessary:

All visitors **must** go to reception when they arrive.

We use **You must ...** to give somebody an order:

Your work is poor – you **must** try harder.
You **must** finish this work tomorrow.

We use **I/We must ...** to say that we think it is necessary or important that we do something:

I'm getting tired. I **must** go home now.
We **must** get a new car soon.

3 We also use **You must ...** to strongly recommend or offer something:

You **must** read this book; it's fantastic!
You **must** come for lunch at our house.

4 The negative form of **must** is **mustn't** or **must not**:

You **mustn't** park here – it's not allowed.
NOT ~~You mustn't to park here.~~

5 We use **You mustn't ...** (or **You must not**) to say that it is necessary that somebody does NOT do something:

You **mustn't** smoke in here.
You **mustn't** make this mistake again.

We use **I/We mustn't ...** (or **must not**) to say that we think it is necessary that we do NOT do something:

I **mustn't** forget her birthday again.
We **mustn't** be late for the meeting.

6 Notice that we can use **must** and **mustn't** (NOT ~~will must~~) to talk about the future:

I **must** phone Harry tomorrow.
(NOT ~~I will must phone ...~~)

To talk about what was necessary in the past, we cannot use **must**; we use a form of **have to** (see Unit 42).

We don't generally use **must** in a question form. We use **have to** (see Unit 42).

Practice

A The 'Hotel Strict' is not a very nice hotel. It has a lot of rules. Read the list of rules, and change each one into a sentence using **must** or **must not**.

Notice to guests

Leave your key at reception when you go out. Do not take food into your room.
Vacate your room by 9 a.m. on the day you leave. Pay for your room when you arrive.
Return to the hotel before 10 o'clock every night. Do not smoke in the restaurant.

- ▶ You **must** leave your key at reception when you go out.
- You food into your room.
 - for your room when you arrive.
 - your room by 9 a.m. on the day you leave.
 - in the restaurant.
 - to the hotel before 10 o'clock every night.



B Look at this table of instructions for students in a school. Use the table to make sentences with **must** or **mustn't**.

	Yes	No
Attend all classes.	✓	
Take school books home with you.		✓
Make a noise in the corridors.		✓
Write in school books.		✓
Arrive for lessons on time.	✓	
Bring your own pens and paper.	✓	

- ▶ You **must** attend all classes.
- school books home with you.
 - a noise in the corridors.
 - in school books.
 - for lessons on time.
 - your own pens and paper.

C Henry wants to make some changes in his life. Look at the pictures and make sentences using the phrases in the box with **must** or **mustn't**.

study in the evening run every morning dress smartly watch TV all day
smoke visit my grandmother sleep in the afternoon dance all night



- ▶ I **mustn't** smoke. ▶ I **must** dress smartly.
-
 -
 -
 -
 -
 -



D Rewrite the sentences in brackets () using **must** or **mustn't/must not**.

- ▶ (Have some of this fish. It's wonderful.)
You **must** have some of this fish. It's wonderful.
- (Don't tell lies. It's bad.)
You It's bad.
 - (Passengers: Do not open the door while the train is moving.)
Passengers while the train is moving.
 - (Come for dinner with us one evening next week!)
You one evening next week!
 - (All staff: show identity cards when you enter the building.)
All staff when they enter the building.
 - (It's bad for you to eat so much unhealthy food.)
You so much unhealthy food.
 - (Follow the instructions when using this machine.)
You when using this machine.

42 Have to

1 The Present Simple forms of have to are:

POSITIVE and NEGATIVE		} to go.
I/you/we/they	{ have don't have	
He/she/it	{ has doesn't have	
QUESTIONS		} have to go?
Do	I/you/we/they	
Does	he/she/it	

2 We use have to to talk about things that are necessary because of rules that other people oblige us to follow:

My brother has to travel a lot in his job.
(It is required by his employer.)
We have to pay the rent every month.
(It is required by the landlord.)

To talk about things that WE think are necessary, we usually use must (see Unit 43).

3 We also use have to for things that are necessary because of the circumstances:

I have to get a bus to school. (It is the only way I can travel there.)
She has to live on a small income. (She only receives a small amount of money to pay for what she needs.)

4 We use don't have to to say that something is NOT necessary.

We don't have to hurry; we're early.
(= It's not necessary to hurry. We have plenty of time.)
I don't have to get up early on Sunday.
(I can stay in bed if I want.)

5 We can use have got to with the same meaning as have to to talk about something that is necessary at one particular time (but not in general):

I have to/I've got to make a phone call now.
You don't have to/haven't got to do this immediately.

6 The past form of have to is had to:
I had to do a lot of work yesterday.
(See Unit 48.)

7 The future form of have to is will have to:
He'll have to look for another job.
We won't have to get tickets in advance.
Will they have to get visas?

Note that we cannot use have got to in past or future forms:
Yesterday I had to work hard. (NOT ~~I had got to work hard.~~)

8 We can use the Present Simple of have to to talk about the future:
I have to do some shopping tomorrow.
Do you have to work next weekend?

Practice

A Look at this table about different jobs and use the information to complete the sentences, using have to or don't have to.

	Shop assistants	Bank clerks	Doctors	Teachers
deal with the public	✓	✓	✓	✗
be polite to people	✓	✓	✗	✗
work with money	✓	✓	✗	✗
wear uniforms	✓	✗	✓	✗

- Shop assistants have to deal with the public.
- Teachers to people.
 - Bank clerks to people.
 - Bank clerks with money.
 - Doctors with money.

- Shop assistants often uniforms.
- Teachers uniforms.

B Complete the sentences using the correct forms of have to or have got to and the words in brackets (). Be careful to use the correct tense.

- *I have to leave* (I/leave) now; I've got an appointment at the dentist's.
 - *Did you have to study* (you/study) literature when you were at school?
 - *You haven't got to come* (You/not/come) with me now if you don't want to.
- (I/not/work) hard because the job was very easy.
 - (I/do) this work now, or can I do it tomorrow?
 - (I/run) to school because I was late.
 - (I/go) to an important meeting yesterday.
 - (you/show) your passports when you reached the border?
 - (I/pay) in cash next week or can I give you a cheque?
 - I want to be an airline pilot. What qualifications (you/have) to be a pilot?
 - (You/not/decide) today. You can tell me tomorrow.
 - I arrived late yesterday because (I/wait) a long time for a bus.
 - A: (you/work) every weekend?
B: No, I don't; but (I/work) last weekend.

C Complete the conversations, using the correct forms of have to or have got to.

- A: (Good morning, I'd like to buy a travel card. What/I/do?)
► *Good morning. I'd like to buy a travel card. What do I have to do?*
- B: (You/fill/in an application form.)
(1)
- A: (I/give/you/a photograph?)
(2)
- B: (No, you/not/give/me anything, except the money for the card!)
(3)
- Dad: (What/you/do/at school today?)
► *What did you have to do at school today?*
- Geoff: (We/do/some/English tests.)
(4)
- Dad: (How many questions/you/answer?)
(5)
- Geoff: (We/answer/about forty grammar questions.)
(6)
- (I/think/about them very carefully.)
(7)
- Dad: (you/write/a composition?)
(8)
- Geoff: (No, but we/do/one next week.)
(9)

43 Must/have to, mustn't/don't have to

1 We use **must** when the speaker thinks it is necessary or important to do an action:
You must go. (= It is important that you go.)

We make negatives, questions and short answers like this:

You mustn't go.
Must you go? ~ Yes, I must.

2 We use **have to** to talk about an action that is necessary because of rules or laws, or because someone obliges us to do it:

Doctors sometimes have to work on Sunday.
(It is in the rules of their work.)

We make negatives, questions and short answers with a form of **do**:

Teachers don't have to work on Sunday.
Do you have to work today? ~ No, I don't.

3 POSITIVE

In positive sentences we can often use **must** and **have to** with little difference in meaning, because many things are important both because we think so and because there are rules:

You must work hard in order to succeed
(OR ... *you have to work ...*).

4 NEGATIVE

Note the difference in meaning between **mustn't** and **don't have to**.

In negative sentences we often use **mustn't** to say that something is against the rules, or against the law:

You mustn't smoke on buses. (Smoking is against the rules.)

In football you mustn't touch the ball with your hands. (Touching the ball is against the rules.)

We use **don't have to** to say that people are not obliged to do something:

In Britain, people don't have to carry a passport with them. (= People are not obliged to carry one.)

Nowadays pupils do not have to learn Latin at school. (= They are not obliged to learn it.)

5 QUESTIONS

In questions we usually use **do/does ... have to** (NOT **must**) to ask if something is obligatory or important:

Does Michael have to get up early tomorrow?
Do we have to wait here?

Practice

A The Stanton Squash Club has decided that it is important for all club members to do these things:

wear sports shoes and clean clothes have a shower pay before you play finish on time

But these things are not allowed:

disturb other players eat or drink outside the bar take club balls home

Put **have to**, **don't have to** or **mustn't** in the gaps.

- ▶ You *don't have to* wear white clothes, but you *have to* wear sports shoes.
- ▶ You *mustn't* disturb other players, but you *don't have to* be silent.
- 1 You finish on time, but you start on time.
- 2 You play with club balls, but if you do, you take them home.
- 3 You eat or drink outside the bar, but you buy your food in the bar if you don't want to.
- 4 You have a shower, and you wear clean clothes.

B Look at the signs and complete the sentences with **don't have to** or **mustn't**.

ANTIQUES

Please feel free to come in.
(No eating inside.)

- ▶ You *don't have to* go in.
- ▶ You *mustn't* eat inside.

Entry possible
30 minutes
before the concert.
No late arrivals
allowed.

- 1 arrive half an hour early.
- 2 You arrive late.

All vehicles – **slow**.
Drivers of large
vehicles, wait for
guard before crossing.

- 3 Small vehicles wait.
- 4 Drivers of large vehicles cross alone.

STUDENTS!
Please be quiet –
4th-year exam
in progress.

- 5 Students make a noise.
- 6 Third-year students take the exam.

LIBRARY
No talking.
Please leave books
on tables.

- 7 You talk in the library.
- 8 You put the books back on the shelves.

SWIMMING POOL
Free swim today.
No eating.
No drinking.

- 9 Swimmers pay today.
- 10 Swimmers eat or drink by the pool.

C Put the words in the box in the gaps. Don't add any other words.

Does she have to has she has must mustn't have does she

Mark: We (▶) *have* to get up early tomorrow.

Bob: Why?

Mark: Have you forgotten? Angela (1) to move to a new flat tomorrow, and I promised we would help her.

Bob: (2) have to move out by a particular time?

Mark: No, there's no rush. She doesn't (3) leave her old flat before the afternoon, but there are lots of things that (4) to pack, so we (5) get there fairly early.

Bob: Why (6) have to move, by the way?

Mark: She said that I (7) tell you because she wants to tell you herself, when she sees you tomorrow.

44 Must, can't, may, might, could

1 We use **must**, **can't**, **may** and **could** with an infinitive (e.g. be, go, come, earn):

They **must** INFINITIVE
earn a lot.

2 CERTAINTY She **must** be rich.

Look at this example with **must**: Jane got top marks in her exams. She **must** be very clever. (= From what we know, we can be certain that Jane is very clever.)

We use **must** to say we are certain:

The Greens have two houses and two cars. They **must** earn a lot of money. (= We can be sure that the Greens earn a lot of money.)

A: There's someone outside in an orange car.

B: It **must** be Susan. She's the only person I know with an orange car.

3 IMPOSSIBILITY She **can't** be poor.

Look at this example with **can't**:

Mark studied hard for his exams, but he got poor marks; he **can't** be very clever. (= From what we know, we can guess that Mark is not very clever.)

We use **can't** to talk about impossibility:
The Browns both have part-time jobs; they **can't** earn much money. (= We can guess that the Browns do not earn a lot of money.)

A: There's someone at the door. I think it's Bill.

B: It **can't** be Bill. He's in Australia.

4 POSSIBILITY

She may
might
could be in the garden.

Look at this example with **may**:

A: Eve's not in her room. Where is she?

B: She **may** be in the garden. (= From what we know, perhaps she is in the garden.)

We use **may**, **might** and **could** for something that is possible but not certain, now or in the future:

My sister **might** come tomorrow. (= From what we know, perhaps she will come.)

Now look at this example with **may not**:

A: I've phoned Jill, but there's no answer.

B: She **may not** be at home. (or She **might not** be ...) (= Perhaps she is not at home.)

Could not is not possible here.

Practice

A Complete the sentences using **must** or **can't** and one of the verbs from the box.

be belong speak come spend have like live want remember

- ▶ Anna lived in America for three years, so she **must** speak English.
- ▶ Tom's brother doesn't know anything about medicine, so he **can't** be a doctor.
- 1 Jane has an incredible number of CDs. She music a lot.
- 2 Peter doesn't speak German, so he from Germany.
- 3 This jacket to Janet because it's not her size.
- 4 That man around here because he doesn't know any of the street names.
- 5 Jack a lot of clothes. He wears something different every day.
- 6 Sam's grandmother is over 80 years old, so she the Second World War.
- 7 You've got ten cats already. You to get another one.
- 8 Susan buys a new dress every day. She a lot of money on clothes.

B Someone has robbed a bank. The police are sure that the criminal is one of these men. Look at the pictures and complete the sentences using **can't be**, **could be** or **must be**.



- ▶ A witness says that the robber had short hair. If that's true, then it **can't be**..... Drake or Rogers, but it **could be**..... Hall.
- ▶ A witness says that the robber had glasses. If that's true, then it **can't be**..... Brown or Drake. It **must be**..... either Hall or Rogers or Smith.
- 1 A witness says that the robber had black hair. If that's true, then it Hall, but it Brown.
- 2 A witness says that the robber had a moustache. If that's true, then it Rogers but it Drake or Brown.
- 3 A witness says that the robber didn't have a beard. If that's true, then it Drake or Brown but it Hall or Smith.
- 4 A witness says that the robber had a moustache, but no beard. If that's true, then it Drake or Rogers. It Hall.
- 5 A witness says that the robber had black hair and wore glasses. If that's true, then it Rogers. It Hall.
- 6 And if what everyone says is true, then it

C Complete the dialogues with **must**, **can't** or **might** and one of the phrases in the box.

cost a lot of money be a soldier work long hours go to Portugal
come this weekend take much interest also be at the shops be at the gym

- ▶ Ruth: I think Ann's brother is in the army.
James: He **can't be a soldier**... ; he's only 15.
- 1 Bob: What are you going to do next summer?
Susan: I don't know. We, but it's not certain yet.
- 2 Fred: Mike's new flat is all electric – kitchen, heating, everything.
Peter: That in electricity bills.
- 3 Sam: Is Mary coming to see us this week?
Sally: It depends on her work. She if she finishes the project that she's doing.
- 4 Carol: Have Brian and Kim got any children?
Tom: Yes, they have two children, but they in them, because they never talk about them.
- 5 Andrew: Do you see your new neighbours very much?
Sarah: No, they, because they are hardly ever at home.
- 6 Paul: Fred's gone out, hasn't he? Where has he gone?
Ann: I don't know. He or he

45 Should, shouldn't

1 We use **should** with an infinitive (do, go, etc.):

I **should** ^{INFINITIVE} **do** some work tonight.

The form of **should** is the same for all persons:

I/you/he/she/it/we/they **should go**.

2 The negative form is **shouldn't**:
 You **shouldn't** sit in the sun all day.
 They **shouldn't** spend so much money.

3 We use **I should** or **we should** to say what is a good thing for us to do:
 I **should** go home. It's midnight.
 We **should** invite them for a meal.

We use **I** or **we shouldn't** to say that something is a bad thing for us to do:
 I **shouldn't** spend so much money.

We use **you should/shouldn't** to give advice:
 You **should** look for a better job.
 You **shouldn't** drive so fast.

Should is not as strong as **must** or **have to**. Compare:
 You **should** eat more fruit. (It's a good idea.)
 'You **must** eat more fruit,' said the doctor. (It's very important).

4 We use the question form **should I/we ...?** to ask for advice:



What **should** I say to Helen?
 I **need** a new passport. Where **should** I go?

5 We can say **I think we should**, **I don't think you should**, etc. to give an opinion:



I **don't think you should** believe everything he says.

We do not usually say:
 I **think you shouldn't** ...

6 We can use **do you think I should ...?** to ask for advice:
 He hasn't replied to my email. **Do you think I should** phone him?
 What **do you think I should** give Tom for his birthday?

B Henry is cooking a meal. Give him some useful advice. Use **you should** or **you shouldn't** and the notes in the box.

Don't leave the meat in the oven for more than one hour.
 Cut the onions as small as possible.
 Use fresh herbs and fresh vegetables.
 Don't put in too much salt and pepper.
 Wait until the water boils before you put the vegetables into it.
 Heat the oven before you put the meat in.
 Cut the meat into four equal slices.

- ▶ You **shouldn't** leave the meat in the oven for more than one hour.
- 1 the onions as small as possible.
- 2 fresh herbs and fresh vegetables.
- 3 in too much salt and pepper.
- 4 until the water boils before you put the vegetables into it.
- 5 the oven before you put the meat in.
- 6 the meat into four equal slices.

C Write this conversation between Brian and Keith using the words in brackets (). Put in **do** or **should** where required.

- Brian: (I want to buy a motorbike. What/you/think/I/do?)
 (▶) I **want to buy a motorbike. What do you think I should do?**
- Keith: (You/look/at the advertisements in the papers.)
 (▶) You **should look at the advertisements in the papers.**
- Brian: (Which papers/I/get?)
 (1)
- Keith: (I think/you/buy/the local newspapers.)
 (2)
- Brian: (What/you/think/I/do/before I buy a bike?)
 (3)
- Keith: (I/not/think/you/decide/too quickly.)
 (4)
- (You/check/the condition of the bike.)
 (5)
- (You/ask/somebody who knows about bikes to look at the bike for you.)
 (6)
- (You/not/buy/one simply because it looks nice!)
 (7)
- (You/be/very careful.)
 (8)

Practice

A Complete the sentences, using **should** or **shouldn't** and the words in brackets ().

- ▶ You **shouldn't** work (You/work) so hard. Have a holiday.
- ▶ I enjoyed that film. We **should** go (We/go) to the cinema more often.
- 1 (You/park) here. It's not allowed.
- 2 What (I/cook) for dinner tonight?
- 3 (You/wear) a coat. It's cold outside.
- 4 (You/smoke). It's bad for you.
- 5 (We/arrive) at the airport two hours before the flight.
- 6 (I/pay) now or later?
- 7 Do you think (I/apply) for this job?
- 8 What do you think (I/write) in this space on the form?
- 9 (I/eat) any more cake. I've already eaten too much.
- 10 This food is terrible. (We/complain) to the manager.
- 11 Which shirt do you think (I/buy)?

47 Need, needn't, needn't have

1 We use the verb **need** to talk about things that we must do. We use **to + infinitive** (e.g. to do, to go) after **need**:

I **need** to + INFINITIVE
to go to the dentist's.

After he/she/it we use **needs**:

Mary/she **needs** to buy some white paint.

We make negatives, questions and short answers with a form of **do**:

You **don't need** to go to the doctor's.
Mary **doesn't need** to buy any green paint.
A: **Do you need** to go to the dentist's?
B: **Yes, I do./No, I don't.**
A: **Does Mary need** to buy any brushes?
B: **Yes, she does./No, she doesn't.**

2 We can also use **need** to talk about things that we must get. Here we use an object after **need**:

Mary **needs** OBJECT
I **don't need** some white paint.
Does Peter **need** a new car.
any help?

3 To talk about what we do not need to do, we can use **needn't**. We use an infinitive (e.g. go, buy) after **needn't**. **Needn't** has the same meaning as **don't/doesn't need to**:

You **needn't** INFINITIVE
go to the shops. We have
enough food.
(OR You **don't need** to go to the shops.)
Mary **needn't** buy any paint.
(OR Mary **doesn't need** to buy any paint.)

We cannot use **needn't** before an object (e.g. your coat); we must use **don't need**:

You **don't need** your coat. It's not cold outside.
(NOT ~~You needn't your coat.~~)

4 We can use **needed to** for past time:
They **needed to** clean everything before they started to paint.

The negative past simple form is **didn't need to**.

The room **wasn't dirty** so they **didn't need to** clean it before they started to paint it.
(= It was not necessary to clean the room so we didn't clean it.)

We use **needn't have + past participle** to talk about something that was done although it wasn't necessary:

We **needn't have lit** the fire, because it was a warm evening. (= We lit the fire, but it was not necessary to light it.)
You **needn't have bought** any bread, Jim.
There is plenty in the cupboard.
(= You bought some bread, but it was not necessary.)

Practice

A From the statements in brackets (), make a question and a short answer, like those in the examples.

- ▶ (Tom needs to take some warm clothes.) *Does Tom need to take some warm clothes?* ? ~ Yes, he does.
- ▶ (She doesn't need to study hard.) *Does she need to study hard?* ? ~ No, she doesn't.
- 1 (Fred needs a ladder.) ? ~ Yes,
- 2 (We don't need to go to the shops.) ? ~ No,
- 3 (John doesn't need to leave before lunch.) ? ~ No,
- 4 (They need to check the train times.) ? ~ Yes,

B Change each sentence in brackets () into a negative sentence with **needn't**, where possible. If not possible, write a negative sentence with **doesn't/don't need**.

- ▶ (Jane needs to pay Jim today.) *Jane needn't pay Jim today.*
- ▶ (The car needs new tyres.) *The car doesn't need new tyres.*
- 1 (We need a lot of red paper.)
- 2 (Mark needs to get everything ready today.)
- 3 (Mary needs to leave at six o'clock.)
- 4 (Ann needs a new bag.)

C When there are exams or competitions at Brightside School, the school provides certain things for all the students, but there are other things that the school does not provide. Look at the table.

Examinations	The school provides:	The school doesn't provide:
art exams	paint	brushes
maths exams	rubbers	pens and pencils
drawing exams	paper	rulers and pencils
tennis competitions	balls	racquets
football competitions	shirts	shorts and boots

Use the information in the table to write sentences with **need to bring** or **needn't bring**.

- ▶ (art exams/paint) *For art exams, students needn't bring paint.*
- ▶ (tennis competitions/racquets) *For tennis competitions, students need to bring racquets.*
- 1 (maths exams/pens and pencils)
- 2 (football competitions/shirts)
- 3 (drawing exams/paper)
- 4 (art exams/brushes)
- 5 (tennis competitions/balls)
- 6 (football competitions/shorts and boots)
- 7 (maths exams/rubbers)
- 8 (drawing exams/rulers and pencils)

D Rewrite the sentences using **didn't need** or **needn't have + the correct form**.

- ▶ The programmes didn't cost us anything. We didn't pay for them.
We *didn't have to pay* for the programmes.
- ▶ You took your umbrella yesterday but it didn't rain.
You *needn't have taken* your umbrella yesterday.
- 1 Jill paid for her holiday in advance, but it wasn't necessary.
Jill for her holiday in advance.
- 2 My sister spoke to Sally yesterday, so I didn't phone her.
I Sally because my sister had spoken to her.
- 3 We bought extra food but now John and Mary can't come.
We extra food because John and Mary can't come.
- 4 Why did you work during the weekend? We don't have to finish until next week.
You during the weekend.
- 5 I didn't take my passport with me because an identity card was enough.
I my passport with me.

48 Had to do/go, should have done/gone

1 Look at this example:



Jane had to wait an hour for a bus.

Had to wait means that Jane waited because no bus came for an hour.

We use **had to** to talk about something that someone did because it was necessary.

If someone did not do something because it was not necessary, we use **didn't have to**:

I didn't have to work last Saturday. (= I didn't work because it was not necessary.)

The question form is **did ... have to**:
Did you have to work last Saturday?

2 Now consider this situation:

Pam's job includes working on Saturday. Last Saturday she was ill, so she didn't work: *Pam should have gone to work last Saturday, but she was ill. So she stayed at home.*

We use **should have (done/gone, etc.)** to say that something which did not happen was the correct or best action. We can also use **should have** to criticize someone. Look at this example:

Peter, a farm worker, didn't close a gate, and the cows got into the wrong field: *Peter should have closed the gate.*

We use **shouldn't have (done/gone, etc.)** to say that something which did happen was not the correct action:

I shouldn't have got angry with Jane.
(= I got angry with Jane, but it was not a good thing to do.)
Peter shouldn't have left the gate open.

Practice

A Complete the dialogues with **had to**, or **did ... have to** and the words in brackets.

- ▶ Jim: When you had that stomach trouble, *did you have to*..... (you) go into hospital?
- Joan: No, *I didn't have to*..... (not) go into hospital, but *I had to*..... stay in bed for a week.
- 1 Alan: Was there a translation in the exam?
- Jane: No, we (not) translate anything, but we write three essays.
- 2 Ann: I was very busy yesterday.
- Bill: What (you) do?
- Ann: I prepare everything for today's meeting.
- 3 Ken: (you) wear uniform when you were at school?
- Jean: Yes, and we make sure it was always neat and tidy, as well.
- 4 Tom: What (you) do to get your international driving licence?
- Tina: I show the police my national driving licence, but I (not) take another driving test.
- 5 Mark: Our children enjoyed their holiday at the summer camp.
- Mary: (they) help at mealtimes?
- Mark: Well, they (not) make the food, but they (help) with the washing-up.

B Complete the sentences with **should have** or **shouldn't have** for these situations.

- ▶ Philip didn't take his medicine. Later he got very ill.
Philip *should have taken*..... his medicine.
- ▶ Sara drove her car when she was tired and she had an accident.
Sara *should have driven*..... her car when she was tired.
- 1 Tony didn't buy any sugar so he couldn't make a cake.
Tony some sugar.
- 2 Sally had a cold but she still went to the cinema. Later she had to stay in bed.
Sally to the cinema.
- 3 Ted ate a lot of apples. Later he had stomach ache.
Ted so many apples.
- 4 Lucy didn't lock the door to her flat when she went to buy a newspaper. While she was away, someone stole her television.
Lucy the door when she went out.
- 5 Mary borrowed Tom's camera without asking him.
Mary Tom's camera without asking him.

C Here is the work plan for the Information Office at Heathrow Airport for last weekend. If someone did not in fact work, there is a comment.

SATURDAY		SUNDAY	
On duty	Comments	On duty	Comments
Jenny	✓	Colin	✓
Brian	ill	Mary	✓
Joan	ill	Derek	ill
Daniel	✓	Carol	ill

From the information in the table, write complete sentences using **had to**, **didn't have to**, or **should have** and the words in brackets.

- ▶ (Jenny/Saturday) *Jenny had to work on Saturday*.....
- ▶ (Colin/Saturday) *Colin didn't have to work on Saturday*.....
- ▶ (Carol/Sunday) *Carol should have worked on Sunday*..... but she was ill.
- 1 (Colin/Sunday)
- 2 (Joan/Sunday)
- 3 (Derek/Sunday) but he was ill.
- 4 (Mary/Saturday)
- 5 (Brian/Saturday) but he was ill.
- 6 (Daniel/Saturday)
- 7 (Joan/Saturday) but she was ill.
- 8 (Derek/Saturday)

Test E: Modal verbs

- A** Chris is going to Carstairs College in Scotland. Miranda is already studying there. Cross out the modal verb forms that are wrong.

Chris: (▶) ~~Can I/Do I can~~ ask you a few questions about Carstairs?
 Miranda: Of course. (1) You should/You ought to get as much information as possible before you go.
 Chris: Do (2) I must/I have to wear a uniform?
 Miranda: No, but (3) you must/you have dress smartly. You can't wear jeans.
 Chris: (4) Should I/Had I take my laptop computer with me?
 Miranda: No, (5) you don't ought/you don't need to! You have to write all your essays by hand!
 Chris: What? Will (6) I be possible/I be able to use email?
 Miranda: No, I'm afraid not. Carstairs is very old-fashioned. Anyway, when are you leaving?
 Chris: (7) I managed/I could to get a ticket for the train this evening. (8) I should/I must have reserved a seat, though. (9) I can/I may have to stand all the way to Scotland.
 Miranda: (10) Should I better/Had I better give you a ring later and see how things are going?
 Chris: Sure. Can I use my mobile phone at college?
 Miranda: Yes, don't worry. But (11) you need/you must switch it off during the school day.
 Chris: OK. Can you give me any more advice?
 Miranda: Yes. (12) You must/You ought visit the lake near the college. It's beautiful!

- B** Paula is emailing Sarah. The numbered words in the box are missing from the text. Put one number only in the text at the right place.

(1) able (2) have (3) to (4) should (5) managed (6) needn't (7) ought (8) couldn't (9) had

I've had a terrible day! I (▶) ⁴ have got up early, but I couldn't get out of bed! It was too late to go by bus, so I to get a taxi. Luckily, I to find one quite quickly. Of course, when we arrived outside the office, I didn't have any money, so I pay the driver. Anyway, I was to borrow some from the receptionist. I've paid her back already, but do you think I to give her a present as well? My boss was waiting for me in her office. I should arrived at nine o'clock, and I was half an hour late. I have taken a taxi at all, though! She told me the company was closing, so I had find a new job!

- C** Mr and Mrs Buck are deciding what to take with them on holiday. Rewrite the sentences, using the word in brackets ().

Mrs Buck: It's not necessary to take the tent. (need)
 (▶) We don't need to take the tent.
 We're not going camping again!
 Mr Buck: The hotels will be full, possibly. (might)
 (1) The
 Mrs Buck: Then it will be necessary to sleep in the car. (have)
 (2) Then we
 Mr Buck: Well, I think we've got everything we need. What's in that paper bag?
 Mrs Buck: I'm sure it's the sun cream we got in Brighton. (must)
 (3) It

Mr Buck: It wasn't necessary to buy it. (needn't)
 (4) We
 Mrs Buck: Is it a good idea to take it with us this time? (Should)
 (5) ?
 Mrs Buck: It's not possible for us to make the sun shine. (can't)
 (6) We ?
 Mr Buck: The sun's always shining when you're with me, Margaret!
 Mrs Buck: Are you feeling OK, George? Maybe you should have a rest. (better)
 (7)

- D** Michael is about to give a presentation. Use the words in the box to finish it.

don't need to / should have / better start / Can you / could you pass / got to finish / mustn't forget / might not / should really / Do I need to use

(▶) Can you hear me at the back of the hall? (1) the microphone? Oh dear, it isn't working! You (2) move to the front if you can. Excuse me, (3) this information around? Thank you. Have I brought enough copies? I haven't? I'm so sorry. Sir, I can see you don't have a seat, but you (4) write anything in my presentation. I'll put everything on my website. I (5) to give you the address at the end. Now, I've (6) in thirty minutes, so we'd (7) I'm sorry, Madam, but you (8) be able to see the screen unless you move forward. Anyway, I (9) started five minutes ago. Right, where are my notes?

- E** Four friends are in a café. If the underlined modal verb forms are wrong, correct them. If they are right, put a tick (✓).

Tim: Is that your phone ringing, John?
 John: Yes. It can be (▶) must be Dave. He said he would ring about now. No, wait a moment, it can't be (▶) ✓ Dave. That's not his number. I wonder who it is.
 Phil: You'll have to (1) answer it if you want to know! Who's that by the window, Tim? Is it Alice?
 Tim: It needn't be (2) She's in New York. She must (3) go there on business last Monday.
 Phil: Then it must be (4) her sister or something.
 John: That was someone called Louise on the phone. I don't know her ...
 Phil: But she should have (5) your number!
 John: ... and she says she's in the café with us. By the window.
 Tim: Really? Well, she could be (6) the girl who looks like Alice.
 John: Shall I (7) speak to her?
 Phil: You don't ought (8) to, because she's coming over now.
 Lois: Hi, John. I'm Alice's cousin. She gave me your number.
 John: Have a seat. Can I (9) get you a coffee?