ENGLISH A2 · UNIT 7 · EVERYDAY ENGLISH Name: _____ Date: _____

Everyday English: Rules, permission and advice

Focus: everyday English: Do I have to ...?, Could I ...?, Is it OK if I ...?, What should I wear?

Model dialogue: Ani's first day

Ani: Hi Mark. Do I have to wear a uniform?

Mark: Yes, you do, but you don't have to wear it in the office.

Ani: OK. Is it OK if I use my phone at lunch?

Mark: Sure, but you mustn't use it in the warehouse.

Ani: Could I leave early on Friday? I've got a doctor's appointment.

Mark: Yes, of course. Just tell your team.

have to **should** **course** **Should** **idea** **if** **shouldn't**

1 Before the interview — Complete the dialogue with the words in the box.

Example: What time _____ I be there? → should

Lucy: I've got an interview tomorrow at nine. What _____ I wear?

Sam: You should wear a suit, and you _____ be late.

Lucy: _____ I take my certificates?

Sam: Yes, good _____. And take your CV, too.

Lucy: Do I _____ send a reference before the interview?

Sam: No, you don't. They ask for references after the interview.

Lucy: Could I use your car tomorrow? Is it OK _____ I bring it back at six?

Sam: Yes, of _____. Good luck!

2 Match the questions and the answers.

1. Could I finish at four on Friday?	a. I'm afraid not. Use the canteen.
2. Is it OK if I eat at my desk?	b. Your CV and your certificates.
3. What should I take tomorrow?	c. Yes, you do. All staff wear one.
4. Can I park in front of the office?	d. Yes, of course. Just tell Lena before you go.
5. Do I have to wear a badge?	e. Sorry, no. That space is for visitors.

ANSWER KEY

1 1 should, 2 shouldn't, 3 Should, 4 idea, 5 have to, 6 if, 7 course **2** 1 d, 2 a, 3 b, 4 e, 5 c

ڈاؤن لوڈ کرنا، پرنٹ کرنا اور گھر میں، کلاس میں یا کہیں بھی استعمال کرنا مفت ہے۔