

Need to / Have to / Must

need to - shows an action is important and necessary.

1. (Q) What do we need to bring?
(A) You need to have a swimsuit.
(N) You don't need to wear a cap.
2. (Q) Do we need to show ID?
(A) Yes, you do.
(N) No, you don't.

have to - shows an action is important and necessary.

1. (Q) What do you have to do?
(A) I have to clean my rooms.
(N) I don't have to finish today.
2. (Q) Do you have to go?
(A) Yes, I have to. / Yes, I do.
(N) No, I don't (have to)

not have to - shows an action is not necessary

1. You don't have to come.
2. You don't have to read that.
3. You don't have to help

must - shows an action is important and necessary.

- (Q) What must we do?
- (A) You must try harder,
- (N) You mustn't do that again.

must not - shows an action is forbidden or should not be done.

1. You mustn't be late.
2. You mustn't make say that!
3. You mustn't trust him!

Modals of Obligation

Read and listen to four conversations using the grammar.

Conversation 1 | [PDF Worksheet](#)

Man: I have to work tonight.

Woman: Really? I don't **have to**. Today is my day off. When do you start?

Man: At 7, but I **have to** leave early to beat the traffic.

Woman: Yeah, you **need to** get going.

Man: What about you? What are you doing today?

Woman: Nothing exciting. I **need to** go grocery shopping, and I **have to** mail a few things.

Man: Sounds like fun stuff!

Woman: Yeah, I know, but I **have to** do it today, or else it won't get done.

Conversation 2

Man: What are you doing tomorrow?

Woman: Nothing. I'm free all day. What about you?

Man: I **have to** do yard work today. My yard looks like a mess.

Woman: Really? What do you **have to** do?

Man: I **have to** cut the grass, trim the hedges, and pull the weeds.

Woman: Sounds like fun! I love gardening.

Man: Really? I hate it, but I **have to** do it. My yard looks like a jungle right now.

Woman: Would you like me to help? I love working outdoors.

Man: I'd love some help. You don't **have to**, though.

Woman: No, I want to help. It's relaxing. I don't have a yard, so I never get to do it.

Man: Great. Can you come over around 10?

Woman: Yes, that works. See you then.

Conversation 3 | [PDF Worksheet](#)

Man: Do you **have to** wear a suit for work?

Woman: No, but I **have to** wear slacks and a tie. What about you?

Man: Yes, everyone **has to** wear a suit. It's mandatory.

Woman: What a hassle! How many suits do you have?

Man: Just two for now, so I **have to** be careful with them and not get them dirty.

Woman: Why don't you just buy a few more suits?

Man: I want to, but I **must** save money first.

Woman: Yeah, I know the feeling.

Conversation 4 | [PDF Worksheet](#)

Man: What are you doing over the summer break?

Woman: I'm working at a summer camp. This is my third season doing it.

Man: Oh, that sounds interesting. What do you do for your job?

Woman: Basic outdoors stuff. I take kids on hikes or go river rafting with them.
Man: I'd love a job like that. How long is the camp?
Woman: Six weeks, but you **must** work every day, and you **must** stay at the camp.
Man: I wouldn't mind that. Are they hiring?
Woman: They are, but you **have to** have a driver's license and be a good swimmer.
Man: I see. Well, I have a driver's license, and I'm actually an excellent swimmer.
Woman: Well, then, you should apply. But you **must** do it by April 15th.
Man: OK, I can do that! How do I apply?
Woman: You just **have to** go to the website and apply online. I'll send you the web address.
Man: Thanks! I'll definitely apply. It sounds like a fun job.

Quiz

Answer these questions about the interview.

1) Why does he need to leave?

- a) **To beat traffic**
- b) To get home

2) What does she need to do?

- a) **Dust**
- b) Mow the lawn

3) Do they really have to give money?

- a) Yes
- b) **No**

4) What does he have to do?

- a) **Go to work**
- b) Get the kids

Gap Fill: Complete the conversation with the correct word!

Question 1 of 4

Drag the boxes onto the matching gaps.

- **early**
- **get**
- **off**

- **stuff**
- **exciting**
- **have**

- **else**
- **doing**

Man: I ___ to work tonight.

Woman: Really? I don't have to. Today is my day ____. When do you start?

Man: At 7, but I have to leave ___ to beat the traffic.

Woman: Yeah, you need to ___ going.

Man: What about you? What are you ___ today?

Woman: Nothing ____. I need to go grocery shopping, and I have to mail a few things.

Man: Sounds like fun ___!

Woman: Yeah, I know, but I have to do it today, or ___ it won't get done.

Question 2 of 4

Drag the boxes onto the matching gaps.

- help
- trim
- jungle

- gardening
- relaxing
- over

- free
- yard

Man: What are you doing today?

Woman: Nothing. I'm ___ all day. What about you?

Man: I have to do ___ work today. My yard looks like a mess.

Woman: Really? What do you have to do?

Man: I have to cut the grass, ___ the hedges, and pull the weeds.

Woman: Sounds like fun! I love ___.

Man: Really? I hate it, but I have to do it. My yard looks like a ___ right now.

Woman: Would you like me to ___? I love working outdoors.

Man: I'd love some help. You don't have to, though.

Woman: No, I want to help. It's ____. I don't have a yard, so I never get to do it.

Man: Great. Can you come ___ around 10?

Woman: Yes, that works. See you then.

Question 3 of 4

Drag the boxes onto the matching gaps.

- wear
- buy
- hassle

- tie
- dirty
- now

- everyone
- feeling

Man: Do you have to ___ a suit for work?

Woman: No, but I have to wear slacks and a ____. What about you?

Man: Yes, ___ has to wear a suit. It's mandatory.

Woman: What a ___! How many suits do you have?

Man: Just two for ___, so I have to be careful with them and not get them ___.

Woman: Why don't you just ___ a few more suits?

Man: I want to, but I must save money first.

Woman: Yeah, I know the ___.

Question 4 of 4

Drag the boxes onto the matching gaps.

- wear
- hassle
- everyone

- now
- dirty
- tie

- feeling
- buy

Man: Do you have to ___ a suit for work?

Woman: No, but I have to wear slacks and a ___. What about you?

Man: Yes, ___ has to wear a suit. It's mandatory.

Woman: What a ___! How many suits do you have?

Man: Just two for ___, so I have to be careful with them and not get them ___.

Woman: Why don't you just ___ a few more suits?

Man: I want to, but I must save money first.

Woman: Yeah, I know the ___.

Corporate Vocabulary - Skills

Interpersonal Skills

The ability to interact effectively with others, build relationships, and resolve conflicts.

“Project managers usually have great interpersonal skills.”

“Project managers are generally known for their high emotional intelligence and other interpersonal skills.”

Multitasking

The ability to accomplish multiple assignments at the same time.

“For the administrative lead position, candidates must excel at multitasking.”

“Candidates must demonstrate a strong ability to multitask and manage multiple concurrent deadlines.”

Presentation Skills

The ability to convey clear information in a group setting while maintaining the listeners engaged.

“When addressing the audience in the meeting, my manager showed his great presentation skills.”

"My manager's address to the audience was a masterclass in presentation skills."