

Supposed to

Point 1: We use '**supposed to + base verb**' to express that someone or something is not doing what was expected. It's similar in meaning to **should**.

- I was **supposed** to work today, but I got sick. (I did not work as planned.)
- Where is Joe? He is **supposed** to be here. (He is not here, but should be.)
- The game was **supposed** to be easy. It wasn't.
- The movie was **supposed** to be funny. It wasn't.

Point 2: The verb phrase uses the following pattern:

Subject + be auxiliary + supposed + infinitive verb

Question Form

- Are you **supposed** to be at work?
- Wasn't he **supposed** to be here?
- How was I **supposed** to know?

Affirmative

1. They are not **supposed** to be doing that.
2. She is **supposed** to be helping me.
3. You are **supposed** to know this.

Negative

1. He wasn't **supposed** to be here.
2. You aren't **supposed** to eat that.
3. This object is not **supposed** to be here. Something is amiss!

Point 3: Pronunciation - The particle '**to**' is usually strongly reduced to sound like /**ta**/ in spoken English.

1. He's **supposed** to be done by now.
2. We were **supposed** to go, but something came up.
3. It is **supposed** to rain tomorrow.
4. It was **supposed** to be sunny today.

Point 4: Shortened Form - When continuing a discussion about a recurring action, the base verb at the end of the phrase is often omitted, even if it was not fully used previously. In such cases, the particle '**to**' is not reduced and spoken clearly.

1. **Isn't Jill supposed to be here?**
Yeah, she was supposed to.
2. **Why should the man always pay for the date?**
Because he's supposed to.
3. **Am I allowed to smoke in here?**
You're not supposed to.
4. **Can I use the company car on the weekend?**
You're not supposed to, but I'll allow it this time.

Supposed to

Watch four videos using the modal "**supposed to**" in conversation.

Conversation 1 | [PDF Worksheet](#)

Man: What are you doing here?

Woman: What do you mean?

Man: You're **supposed to** be at the office.

Woman: I thought I **was supposed to** be here.

Man: No, they need you in the office.

Woman: OK, got it. I'm on my way.

Conversation 2 | [PDF Worksheet](#)

Man: Hey, you're **not supposed to** eat on the train.

Woman: Oh, really? Since when?

Man: Since forever.

Woman: Oops. What about drinking?

Man: You're **not supposed to** do that either, but people do it anyway.

Woman: OK, that's good to know.

Conversation 3 | [PDF Worksheet](#)

Man: What happened to you last night?

Woman: I got called in to work.

Man: Oh, last minute meeting?

Woman: No, my friend **was supposed to** work, but he got sick.

Man: Well, I hope you can make it next week.

Woman: I hope so too.

Conversation 4 | [PDF Worksheet](#)

Man: What did the boss say at the meeting?

Woman: It's a secret. I'm **not supposed to** tell anyone.

Man: Come on! You can tell me.

Woman: OK, but it's a secret. We won't be launching our new product this year.

Man: What? We *were supposed to* launch it this Fall.

Woman: I know. Plans change. They decided to scrap it.

Quiz

Answer these questions about the interview.

1) Where is the woman supposed to be?

- a) At home
- b) The factory
- c) At the office**

2) What do they say about eating and drinking?

- a) Eating is OK
- b) Drinking is OK
- c) Both are not OK**

3) Who was supposed to work last night?

- a) He was.
- b) She was.
- c) A friend was.**

4) What was the woman not supposed to do?

- a) Attend a meeting
- b) Launch a product
- c) Tell the man a secret**

Gap Fill: Listen to the audio. Type in the correct word!

Conversation 1

Man: What are you **do/doing** here?

Woman: What do you **mean/meaning**?

Man: You're **suppose/supposed** to be at the office.

Woman: I thought I **was/were** supposed to be here.

Man: No, they need you in **an/the** office.

Woman: OK, got it. I'm on my **way/day**.

Conversation 2

Man: Hey, you're not supposed to **eat/eating** on the train.

Woman: Oh, really? Since **why//when**?

Man: Since **forever/formal**.

Woman: Oops. What about **drinking/drink**?

Man: You're not supposed to do that either, but people do it **anyway/anyhow**.

Woman: OK, that's **bad/good** to know.

Conversation 3

Man: What happened to you **last/next** night?

Woman: I got called **in/by** to work.

Man: Oh, last **minute/minutes** meeting?

Woman: No, my friend was supposed to work, but he **get/got** sick.

Man: Well, I hope you can **make/making** it next week.

Woman: I **hope/hopefully** so, too.

Conversation 4

Man: What did the boss say **onat** the meeting?

Woman: It's a secret. I'm not supposed to tell **anytimeanyone**.

Man: Come on! You can **saytell** me.

Woman: OK, but it's a secret. We won't be **launchinglaunches** our new product this year.

Man: What? We were supposed to launch it **thisthat** Fall.

Woman: I know. Plans change. They decided to **scrapscrape** it.

Corporate Vocabulary – Project Management

Milestone: A key achievement or checkpoint that marks significant progress in a project's timeline.

Deliverable: Goods or documents that must be provided upon the completion of a project.

Scope: The extent of the area or subject matter that something deals with or to which it is relevant.

Agile: A method of project management characterized by the division of tasks into short phases of work and adapting plans accordingly.

Stakeholder: A person with an interest or concern in a business or project.

Scope: The works, services and deliverables that must be completed.

Phases: Used to indicate portion of the project with specific scope.

Estimate: The calculation of the forecasted cost of the project.