

Vocabulary - Key Words and Phrases

Conversation 1

Proofread - to read (documents) in order to detect and correct errors.

Formatted - arranged or put into a format, especially the layout of text or documents.

Translated - converted from one language to another.

Leave that for me - to not do something so another person can do it.

Get right on it - start working on it immediately.

Conversation 2

Wiring - electrical systems within the house.

Getting close to the end - nearing the completion of a project or task.

No rest - no opportunity to relax or take a break.

Conversation 3

Tables need to be set - arranging tables with items like tablecloths, dishes, and utensils.

brought down - moving something, usually from a higher floor to a lower one.

Wiped off - cleaned by rubbing, especially to remove dust or dirt.

In the washer - being washed in a washing machine.

Work better if they're damp - referring to the towels' effectiveness when slightly wet.

Damp - wet

Grammar - Passive Modals of Obligation

Point 1: Modals can take the passive tense. The object becomes the main focus, for the subject is not important.

- The reports need to be edited.
 - We need to edit the reports.
- These packages must be delivered today.
 - We need to deliver the packages today.
- The employees need to be notified.
 - We need to notify the employees.
- The staff needs to be paid.
 - We need to pay the staff.

Point 2: The passive infinitive uses the following pattern:

modal + to + be + past participle.

1. The software needs to be updated.
2. The chairs need to be brought in from outside.
3. The dogs need to be fed.
4. The dishes need to be put away.

Point 3: The particle 'to' is usually heavily reduced in spoken English.

1. The lawn needs to be cut.
2. The report needs to be printed.
3. The data needs to be analyzed.
4. The forms need to be collected.

Point 4: The subject and the modal must use subject-verb agreement. The verb 'be' does not change form.

1. The staff needs to be paid.
The workers need to be paid.
2. The dog needs to be fed.
The dogs need to be fed.
3. This has to be done today.
These have to be sent today.

Point 5: Modals of obligation can be in the form of questions and negative statements.

1. What cups need to be washed?
The red ones. The blue ones don't need to be washed.
2. Do these packages need to be sent?
No, they don't need to be sent.
3. Does the staff need to be paid?
No, they don't need to be paid.

Point 6: The modals of likelihood **will**, **may** and **might** can precede the modals of obligation **need to** and **have to**.

1. Those **may** need to be wiped first.
2. The tires **might** need to be inflated.
3. The fruit **might** need to be washed first.
4. She **will** need to be picked up at the airport.

Passive Modals of Obligation

Watch four videos using **Passive Modals of Obligation** in conversation.

Conversation 1 | [PDF Worksheet](#)

Man: So, what *needs to be done*?

Woman: Lots *needs to be done*.

Man: OK, such as?

Woman: First, all the documents *need to be proofread*. Then they *need to be formatted*.

Man: OK, I can do that. Do these *need to be translated*?

Woman: No, you can leave that for me.

Man: OK, great. I'll get right on it.

Conversation 2 | [PDF Worksheet](#)

Woman: Is your new house finished yet?

Man: No, lots still *needs to be done*.

Woman: Yeah, such as?

Man: Well, the walls still *need to be painted*, and the wiring still *needs to be done*.

Woman: Well, at least you're getting close to the end.

Man: True, but until then, no rest.

Conversation 3 | [PDF Worksheet](#)

Man: What *needs to be done* for the party?

Woman: Lots. Let's see. First, the tables *need to be set*, and the chairs *need to be brought down* from upstairs.

Man: I can do that.

Woman: Great, but the chairs might be dusty. They may *need to be wiped off* first.

Man: OK, no problem. Do you have any towels?

Woman: I do. But they're in the washer. They might *need to be dried* first.

Man: Actually, you know what, they might work better if they're damp.

Woman: Good point. The washer is over there.

Quiz

Answer these questions about the interview.

1) The documents need to be _____.

- a) copied
- b) formatted**
- c) read

2) The walls need to be _____ .

- a) installed
- b) replaced
- c) painted**

3) The towels will need to be _____.

- a) dried
- b) wiped off
- c) taken out of the washer**

Gap Fill: Complete the conversation with the correct word!

Question 1 of 3

Drag the boxes onto the matching gaps.

- **such**
- **leave**
- **right**

- **need**
- **needs**
- **formatted**

- **documents**
- **proofread**

Man: So, what ___ to be done?

Woman: Lots needs to be done.

Man: OK, ___ as?

Woman: First, all the ___ need to be _____. Then they need to be _____.

Man: OK, I can do that. Do these ___ to be translated?

Woman: No, you can ___ that for me.

Man: OK, great. I'll get ___ on it.

Question 2 of 3

Drag the boxes onto the matching gaps.

- done
- wiring
- new

- close
- painted
- walls

- finished
- rest

Woman: Is your ___ house ___ yet?

Man: No, lots still needs to be ___.

Woman: Yeah, such as?

Man: Well, the ___ still need to be ___, and the ___ still needs to be done.

Woman: Well, at least you're getting ___ to the end.

Man: True, but until then, no ___.

Question 3 of 3

Drag the boxes onto the matching gaps.

- over
- might
- set

- brought
- dusty
- dried

- damp
- wiped
- problem

Man: What needs to be done for the party?

Woman: Lots. Let's see. First, the tables need to be ___, and chairs need to be ___ down from upstairs.

Man: OK, I can do that.

Woman: Great, but the chairs might be ___. They may need to be ___ off first.

Man: OK, no ___. Do you have any towels?

Woman: I do. But they're in the washer. They might need to be ___ first.

Man: Actually, you know what, they ___ work better if they're ___.

Woman: Good point. The washer is ___ there.