



1 Will-future

Complete the sentences using 'will' or 'won't'.

- 1. We hope you \_\_\_\_\_ enjoy the barbecue.
2. I hope the plane \_\_\_\_\_ be late.
3. I think the customers \_\_\_\_\_ order many products.
4. Peter and John hope it \_\_\_\_\_ rain on Sunday.
5. My sister is sure that she \_\_\_\_\_ get a pay rise.
6. Our secretary thinks the sales manager \_\_\_\_\_ travel to Milan.



Grammar Reference: will-future, page 186

2 Can, could, would, should or may?

Choose the correct modal verb to complete the sentences.

- 1. Excuse me, \_\_\_\_\_ I open the window?
2. He really \_\_\_\_\_ try to do less overtime.
3. \_\_\_\_\_ Anne speak French?
4. I don't think you \_\_\_\_\_ buy that green dress.
5. \_\_\_\_\_ you like to listen to piano music?
6. Do you think you \_\_\_\_\_ make up the lists by Friday?
7. \_\_\_\_\_ we use your coffee machine?
8. \_\_\_\_\_ she like to go to the cinema?



Grammar Reference: Modal verbs, page 18

3 Matching sentences

Can you match the following parts to make complete if-sentences?

- 1. If the company opens an office in Madrid,
2. If there is a bank holiday next Thursday,
3. If the new shipment is scheduled to arrive tomorrow morning,
4. If the clients are pleased with this presentation,
5. If our e-mail is not working in five minutes,
6. If this meeting is cancelled,
a. I'll try to take Friday off.
b. I'll come in early.
c. he'll be in his home office.
d. I'll relocate.
e. I'll call technical support.
f. I'll give the same one in two weeks.



4 Sorry

Respond to the requests below using the following 'no' answers.

- Sorry, smoking is not allowed in this building.
• Sorry, I have a bad back.
• Sorry, I have no time to finish it today.
• Sorry, I'm taking the bus today.
• Sorry, the system is down right now.

- 1. Could you give me a lift home? - \_\_\_\_\_
2. Can you help me carry this box upstairs? - \_\_\_\_\_
3. Can you give me an update of the invoice total for May? - \_\_\_\_\_
4. Could you finish the human resources report by this afternoon? - \_\_\_\_\_
5. May I smoke in here? - \_\_\_\_\_

Note

English speakers like to soften 'no' answers to make them more polite. They often use 'sorry' when they are not able to meet the persons request instead of saying 'no'.