

Theme 4



Legal Forms in Business
Grammar: modal verbs



Čas potřebný k prostudování učiva lekce: 10 vyučujících hodin
Čas potřebný k ověření učiva lekce: 45 minut



KLÍNSKÝ P., MÜNCH O., CHROMÁ D., *Ekonomika*, EDUKO PRAHA, 2010. 180s. ISBN 978-80-87204-21-4.
PORVICOVÁ J., *Ekonomika a podnikání na dlani*, RUBICO OLOMOUC, 2002. 112s. ISBN 80-85839-80-6.
SAMUELSON P.A., NORDHAUS W.D., *Ekonomie*, Nakladatelství Svoboda Praha, 1995. 1011s. ISBN 80-205-0494-X.
SAMUELSON P.A., NORDHAUS W.D., *Economics*, Fourteenth Edition, MCGRAW-HILL., INC.1992. 784s. ISBN 0-07-054879-X.
FRAUS, *Velký ekonomický slovník*, FRAUS, 2007. 1312s. ISBN 978-80-7238-639-0.
COLLINS-COBUILD, *Business Vocabulary in Practice*, HarperCollins Publishers Glasgow, 2003. 248s. ISBN 0-00-714303-6.
LONGMAN, *Dictionary of Contemporary English*, LONGMAN. 2003. 1949s. ISBN 0-582-50664-6.
ČAPKOVÁ H. a kol., *English for Economists*, EKOPRESS PRAHA, 2002. 570s. ISBN 80-86119-52-1
TULLIS G., TRAPPE T., *New Insights into Business*, LONGMAN, 2004. 176s. ISBN 987-0-582-84887-0.



V případě potřeby je možno konzultovat konkrétní problém s vyučujícím daného kurzu

1. Rewrite the sentences in the past and future tenses.

The profit and loss account must be finished immediately.

.....
.....

You mustn't smoke at the workplace.

.....
.....

Banks needn't send the account statements every month.

.....
.....

Sole traders can employ other people.

.....
.....

2. Put the sentences into the passive form.

I can pay him after he finishes his work.

.....

We should meet the client's requirements.

.....

Somebody might have shown them the new survey.

.....

They must clean the offices after working hours.

.....

3. Translate the following statements into English using modal verbs must, can't, may.

Určitě je v podnikání úspěšný.

Možná pojedou příští týden na služební cestu.

Letos nemůžeme skončit v červených číslech.

4. Use modals to ask people politely (not) to do things. Use three different forms..

Prepare a monthly statement for me.

Do not smoke here.

I want you to stay at work overtime.

KEY

1. Rewrite the sentences in the past and future tenses.

The profit and loss account must be finished immediately.

The profit and loss account had to be finished immediately.

The profit and loss account will have to be finished immediately.

You mustn't smoke at the workplace.

You were not allowed to smoke at the workplace.

You won't be allowed to smoke at the workplace.

Banks needn't send the account statements every month.

Banks didn't have to send account statements to clients every month.

Banks won't have to send account statements to clients every month.

Sole traders can employ other people.

Sole traders could (were able to) employ other people.

Sole traders will be able to employ other people.

2. Put the sentences into the passive form.

I can pay him after he finishes his work. He can be paid after he finishes his work.

We should meet the client's requirements. The client's requirements should be met.

Somebody might show them the new survey. The new survey might be shown to them.

They must clean the offices after working hours. The offices must be cleaned after working hours.

3. Translate the following statements into English using modal verbs must, can't, may.

Určitě je v podnikání úspěšný. He must be successful in his business.

Možná pojedu příští týden na služební cestu. I may go on a business trip next week.

Letos nemůžeme skončit v červených číslech. We can't finish in red numbers this year.

4. Use modals to ask people politely (not) to do things. Use three different forms..

Prepare a monthly statement for me. Can/could/will/would you prepare a monthly statement for me please?

Do not smoke here. Can/could/will/would you stop smoking here please?

I want you to stay at work overtime. Can/could/will/would stay at work overtime please?