

Name: _____

Date: _____

Score: ____ / 56

Exercise 1 — True or False? (8 points)

Read each statement. Write **True** or **False**.

1. "Will" is used only for events that have already been planned.

Answer: _____

2. "Won't" can express a firm refusal or a certain negative.

Answer: _____

3. "Shall" is used with all subjects to make suggestions.

Answer: _____

4. "Needn't" means something is not necessary.

Answer: _____

5. "Would you mind helping me?" is a hypothetical question.

Answer: _____

6. "Need to" means something is required.

Answer: _____

7. "I'll call you back" is a spontaneous decision or promise made at the moment of speaking.

Answer: _____

8. "Needn't" and "mustn't" both mean something is forbidden.

Answer: _____

Exercise 2 — Multiple Choice (8 points)

Choose the correct modal verb. Circle your answer.

1. There's no sugar left — I ____ get some from the shop.

('ll / 'd / shall)

2. ____ I check whether there are any seats still available?

(Shall / Will / Would)

3. I ____ rather not be copied on every email — just the key ones.

(would / will / shall)

4. You ____ to give three months' notice when leaving this role.

(need / needn't / would)

5. He ____ take any advice — he never does.

(won't / wouldn't / needn't)

6. You ____ collect it yourself — we can have it delivered.
(needn't / won't / wouldn't)
7. ____ you be able to give us a decision by end of week?
(Would / Shall / Will)
8. ____ we look at the budget figures before we go any further?
(Shall / Will / Would)

Exercise 3 — Matching (8 points)

Match each sentence (1–8) to the correct meaning (A–H). Write the letter.

Sentences	Meanings
1. The updated guidelines will be circulated by end of week.	A. Only a small change is required — the rest can stay as it is.
2. Shall I open a new document for us to work from? ____	B. A polite question to check if someone is willing to do something.
3. I would rather have fewer features that work well than many that don't.	C. An offer to carry out a practical task for the group.
4. You need to submit your expenses within 30 days of travel.	D. A clear preference expressed in a measured, considered way.
5. The board won't approve any additional spending this quarter.	E. A firm refusal — the speaker is certain of this outcome.
6. You needn't rewrite the whole thing — just amend the final section.	F. A first step is required — there is a deadline attached.
7. Would you be happy to present the findings to the client?	G. A suggestion for something the group could do together now.
8. Shall we agree on a deadline before we close the meeting?	H. A future action the speaker is confident will happen.

Exercise 4 — Gap Fill (8 points)

Choose the correct modal verb from the brackets.

1. It's getting dark — ____ turn the lights on.
(I'll / I'd / Shall I)
2. ____ I look into alternative venues for the event?
(Shall / Will / Would)
3. She ____ rather not be involved in client-facing work.
(would / will / shall)
4. You ____ to declare any potential conflicts of interest.
(need / needn't / would)
5. The directors ____ vote on this without a full report.
(won't / needn't / wouldn't)
6. You ____ reply to every comment — just the important ones.
(needn't / won't / wouldn't)
7. ____ you prefer to receive the summary in bullet points or paragraphs?
(Would / Shall / Will)
8. The new system ____ go live in the first week of next month.

(will / would / needn't)

Exercise 5 — Word Order (8 points)

Put the words in the correct order to make a sentence.

1. extended / one / The / will / be / deadline / week / by

2. email / forward / I / the / you / Shall / original

3. between / rather / keep / this / I / us / would

4. online / complete / to / form / the / You / need / to

5. without / the / won't / She / authorise / approval / payment

6. — just / needn't / every / important / the / comment / You / ones / reply / to

7. slides / mind / me / the / Would / sending / afterwards / you

8. follow-up / we / for / date / a / Shall / set / the

Exercise 6 — Word Sort (8 points)

Read each sentence carefully. Write it in the correct column.

Word bank: The survey results ___ be shared with all departments. | The system ___ accept passwords shorter than eight characters. | Construction ___ begin as soon as planning permission is granted. | I ___ love to visit Japan one day if I get the chance. | ___ you be comfortable leading the Q&A; session? | I ___ rather deal with this face to face than over email. | ___ I draft a summary for you to review? | ___ we agree on the wording before we send it out? | ___ I add your name to the list of attendees? | All delegates ___ to register on arrival at the venue. | You ___ bring anything — everything is provided on the day. | You ___ to include your employee number on the application.

Prediction / Certain future	Hypothetical / Polite	Offer / Suggestion	Necessary / Not necessary
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Exercise 7 — Complete the Conversation (8 points)

Choose the correct modal verb from the brackets.

A: There's a problem with the server. ___ escalate it to the IT team right now.

('ll / 'd / shall)

B: Thanks. ___ I inform the affected users in the meantime?

(Shall / Will / Would)

A: Please do. ___ you be able to send a brief update every thirty minutes?

(Would / Shall / Will)

B: Of course. Do I ___ to log this in the incident system?

(need / needn't / would)

A: Yes — you ___ to raise a ticket before the end of your shift.

(need / needn't / would)

B: Got it. You ___ worry — I'll make sure it's fully documented.

(needn't / won't / wouldn't)

Exercise 1 — True or False?

1. "Will" is used only for events that have already been planned.
✓ **False**
2. "Won't" can express a firm refusal or a certain negative.
✓ **True**
3. "Shall" is used with all subjects to make suggestions.
✓ **False**
4. "Needn't" means something is not necessary.
✓ **True**
5. "Would you mind helping me?" is a hypothetical question.
✓ **False**
6. "Need to" means something is required.
✓ **True**
7. "I'll call you back" is a spontaneous decision or promise made at the moment of speaking.
✓ **True**
8. "Needn't" and "mustn't" both mean something is forbidden.
✓ **False**

Exercise 2 — Multiple Choice

1. There's no sugar left — I ___ get some from the shop.
✓ **'ll**
2. ___ I check whether there are any seats still available?
✓ **Shall**
3. I ___ rather not be copied on every email — just the key ones.
✓ **would**
4. You ___ to give three months' notice when leaving this role.
✓ **need**
5. He ___ take any advice — he never does.
✓ **won't**
6. You ___ collect it yourself — we can have it delivered.

✓ needn't

7. ___ you be able to give us a decision by end of week?

✓ Would

8. ___ we look at the budget figures before we go any further?

✓ Shall

Exercise 3 — Matching

1. The updated guidelines will be circulated by end of week.

✓ H — A future action the speaker is confident will happen.

2. Shall I open a new document for us to work from?

✓ C — An offer to carry out a practical task for the group.

3. I would rather have fewer features that work well than many that don't.

✓ D — A clear preference expressed in a measured, considered way.

4. You need to submit your expenses within 30 days of travel.

✓ F — This step is required — there is a deadline attached.

5. The board won't approve any additional spending this quarter.

✓ E — A firm refusal — the speaker is certain of this outcome.

6. You needn't rewrite the whole thing — just amend the final section.

✓ A — Only a small change is required — the rest can stay as it is.

7. Would you be happy to present the findings to the client?

✓ B — A polite question to check if someone is willing to do something.

8. Shall we agree on a deadline before we close the meeting?

✓ G — A suggestion for something the group could do together now.

Exercise 4 — Gap Fill

1. It's getting dark — ___ turn the lights on.

✓ I'll

2. ___ I look into alternative venues for the event?

✓ Shall

3. She ___ rather not be involved in client-facing work.

✓ would

4. You ___ to declare any potential conflicts of interest.

✓ need

5. The directors ___ vote on this without a full report.

✓ won't

6. You ___ reply to every comment — just the important ones.

✓ needn't

7. ___ you prefer to receive the summary in bullet points or paragraphs?

✓ Would

8. The new system ___ go live in the first week of next month.

✓ will

Exercise 5 — Word Order

1. ✓ The deadline will be extended by one week
2. ✓ Shall I forward you the original email
3. ✓ I would rather keep this between us
4. ✓ You need to complete the form online
5. ✓ She won't authorise the payment without approval
6. ✓ You needn't reply to every comment — just the important ones
7. ✓ Would you mind sending me the slides afterwards
8. ✓ Shall we set a date for the follow-up

Exercise 6 — Word Sort

Prediction / Certain future:

- ✓ The survey results ___ be shared with all departments.
- ✓ The system ___ accept passwords shorter than eight characters.
- ✓ Construction ___ begin as soon as planning permission is granted.

Hypothetical / Polite:

- ✓ I ___ love to visit Japan one day if I get the chance.
- ✓ ___ you be comfortable leading the Q&A; session?
- ✓ I ___ rather deal with this face to face than over email.

Offer / Suggestion:

- ✓ ___ I draft a summary for you to review?
- ✓ ___ we agree on the wording before we send it out?
- ✓ ___ I add your name to the list of attendees?

Necessary / Not necessary:

- ✓ All delegates ___ to register on arrival at the venue.
- ✓ You ___ bring anything — everything is provided on the day.

✓ You ____ to include your employee number on the application.

Exercise 7 — Complete the Conversation

1. A: There's a problem with the server. ____ escalate it to the IT team right now.

✓ 'll

2. B: Thanks. ____ I inform the affected users in the meantime?

✓ Shall

3. A: Please do. ____ you be able to send a brief update every thirty minutes?

✓ Would

4. B: Of course. Do I ____ to log this in the incident system?

✓ need

5. A: Yes — you ____ to raise a ticket before the end of your shift.

✓ need

6. B: Got it. You ____ worry — I'll make sure it's fully documented.

✓ needn't