

Name: _____

Date: _____

Score: ____ / 56

Exercise 1 — True or False? (8 points)

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

1. "Must have" + past participle expresses a past deduction.

Answer: _____

2. "Can't have" + past participle means the speaker is certain something happened.

Answer: _____

3. "Should have" is used when something was expected but did not happen.

Answer: _____

4. "Could have" means something was impossible in the past.

Answer: _____

5. "Would have" describes a past result that was prevented by circumstances.

Answer: _____

6. "May" in formal writing is less preferred than "might".

Answer: _____

7. "Ought to have" implies something was expected but did not occur.

Answer: _____

8. "Must" and "ought to" are always interchangeable.

Answer: _____

Exercise 2 — Multiple Choice (8 points)

Choose the correct modal verb. Circle your answer.

1. The door is unlocked and a light is on — someone ____ still be inside.

(must / can't / ought to)

2. She ____ have seen the email — she replied before I even sent it.

(can't / must / may)

3. The legal team ____ been consulted before the announcement was made.

(should have / could have / would have)

4. The study ____ reveal unexpected correlations in the data.

(may / must / ought to)

5. You ____ taken a different approach — the outcome would have been better.

(could have / should have / would have)

6. Developers ____ consider accessibility from the earliest stages of design.
(ought to / can't / may)
7. We ____ completed the project on time if we'd had more resource.
(would have / should have / ought to)
8. Participants ____ request adjustments to the assessment format.
(may / must / ought to)

Exercise 3 — Matching (8 points)

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

Sentences	Meanings
1. The car is gone and the alarm isn't set — she must have left it in a parking lot.	A. A <u>past</u> outcome prevented by a change in circumstances.
2. He can't have read the brief — his response doesn't address any of it.	B. Any <u>conclusion</u> the speaker is almost certain about, based on observable evidence.
3. The client should have been informed of the delay before it happened.	C. An <u>opportunity</u> to act existed in the past but was not used.
4. You could have raised this at the review meeting last month.	D. A <u>formal</u> possibility stated in official language.
5. The team would have hit the target if the deadline hadn't been so tight.	E. <u>Something</u> was expected but did not occur — the speaker is expressing regret.
6. The council may issue further guidance once the consultation is complete.	F. <u>Something</u> was expected as a matter of good practice but did not happen.
7. You ought to have been given a proper handover when you started.	G. The speaker is <u>almost</u> certain a past action did not take place.
8. New provisions may be introduced to address the identified gaps.	H. A <u>formal</u> possibility — no decision has been made yet.

Exercise 4 — Gap Fill (8 points)

Choose the correct modal from the brackets.

1. The server is down and nobody's answering — they ____ have gone home already.
(must / can't / ought to)
2. She ____ have submitted the wrong version — it matches the brief exactly.
(can't / must / may)
3. The affected customers ____ been notified directly, not via a general announcement.
(should have / could have / would have)
4. The merger ____ be announced before the end of the financial year.
(may / must / ought to)
5. We ____ reduced costs significantly if we'd reviewed the contract earlier.
(could have / should have / would have)
6. Managers ____ create a safe environment for staff to raise concerns.
(ought to / can't / may)
7. I ____ flagged it myself if I'd had access to the data at the time.
(would have / should have / ought to)
8. The results ____ be published in a peer-reviewed journal later this year.

(may / must / ought to)

Exercise 5 — Word Order (8 points)

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

1. must / She / have / taken / a / wrong / turn

2. can't / He / have / known / about / this / beforehand

3. should / been / The / figures / have / verified / before / publication

4. could / have / The / resolved / parties / this / earlier

5. would / have / I / raised / it / if / been / I'd / there

6. ought / to / be / Staff / informed / of / any / changes

7. legislation / may / be / New / introduced / next / year

8. The / ought / to / have / contractor / sooner / notified / been

Exercise 6 — Word Sort (8 points)

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

Word bank: She ___ have left already — her desk is clear. | He ___ have read it properly — he got every question wrong. | That ___ be the original receipt — it's printed on headed paper. | The directors ___ held a consultation before implementing the changes. | We ___ handled the complaint differently — it escalated unnecessarily. | The issue ___ been identified in the initial review — it was clearly visible. | The panel ___ request further evidence before making a final decision. | Volunteers ___ be reimbursed for reasonable out-of-pocket expenses. | The outcome ___ affect the future direction of the programme. | Public bodies ___ act transparently and in the public interest. | Providers ___ give at least four weeks' notice before any service changes. | All contributors ___ be acknowledged in the final publication.

Strong Deduction	Past Modal	Formal Possibility / Permission	Duty / Recommendation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Exercise 7 — Complete the Conversation (8 points)

Choose the correct modal from the brackets.

A: The original document is missing. ___ have been misfiled — it was here last week.

(must / can't / ought to)

B: It ___ have been archived yet — the retention period hasn't passed.

(can't / must / may)

A: Either way, the filing team ___ maintained a proper log of all movements.

(should have / could have / would have)

B: They ___ used the digital system from the start — it was available to them.

(could have / should have / would have)

A: I ___ insisted on it earlier if I'd known this was such a recurring problem.

(would have / should have / ought to)

B: The whole department ___ move to fully digital records before the end of the quarter.

(ought to / must / may)

Exercise 1 — True or False?

1. "Must have" + past participle expresses a past deduction.
✓ True
2. "Can't have" + past participle means the speaker is certain something happened.
✓ False
3. "Should have" is used when something was expected but did not happen.
✓ True
4. "Could have" means something was impossible in the past.
✓ False
5. "Would have" describes a past result that was prevented by circumstances.
✓ True
6. "May" in formal writing is less preferred than "might".
✓ False
7. "Ought to have" implies something was expected but did not occur.
✓ True
8. "Must" and "ought to" are always interchangeable.
✓ False

Exercise 2 — Multiple Choice

1. The door is unlocked and a light is on — someone ____ still be inside.
✓ must
2. She ____ have seen the email — she replied before I even sent it.
✓ can't
3. The legal team ____ been consulted before the announcement was made.
✓ should have
4. The study ____ reveal unexpected correlations in the data.
✓ may
5. You ____ taken a different approach — the outcome would have been better.
✓ could have
6. Developers ____ consider accessibility from the earliest stages of design.

✓ **ought to**

7. We ____ completed the project on time if we'd had more resource.

✓ **would have**

8. Participants ____ request adjustments to the assessment format.

✓ **may**

Exercise 3 — Matching

1. The car is gone and the alarm isn't set — she must have left in a hurry.

✓ **B — A conclusion the speaker is almost certain about, based on observable clues.**

2. He can't have read the brief — his response doesn't address any of it.

✓ **G — The speaker is almost certain a past action did not take place.**

3. The client should have been informed of the delay before it happened.

✓ **E — Something was expected but did not occur — the speaker is expressing criticism.**

4. You could have raised this at the review meeting last month.

✓ **C — An opportunity to act existed in the past but was not used.**

5. The team would have hit the target if the deadline hadn't been moved.

✓ **A — A past outcome prevented by a change in circumstances.**

6. The council may issue further guidance once the consultation is complete.

✓ **H — A formal possibility — no decision has been made yet.**

7. You ought to have been given a proper handover when your predecessor left.

✓ **F — Something was expected as a matter of good practice but did not happen.**

8. New provisions may be introduced to address the identified gaps.

✓ **D — A formal possibility stated in official language.**

Exercise 4 — Gap Fill

1. The server is down and nobody's answering — they ____ have gone home already.

✓ **must**

2. She ____ have submitted the wrong version — it matches the brief exactly.

✓ **can't**

3. The affected customers ____ been notified directly, not via a general announcement.

✓ **should have**

4. The merger ____ be announced before the end of the financial year.

✓ **may**

5. We ____ reduced costs significantly if we'd reviewed the contract earlier.

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6. Managers ___ create a safe environment for staff to raise concerns.

✓ ought to

7. I ___ flagged it myself if I'd had access to the data at the time.

✓ would have

8. The results ___ be published in a peer-reviewed journal later this year.

✓ may

Exercise 5 — Word Order

1. ✓ She must have taken a wrong turn
 2. ✓ He can't have known about this beforehand
 3. ✓ The figures should have been verified before publication
 4. ✓ The parties could have resolved this earlier
 5. ✓ I would have raised it if I'd been there
 6. ✓ Staff ought to be informed of any changes
 7. ✓ New legislation may be introduced next year
 8. ✓ The contractor ought to have been notified sooner
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Exercise 6 — Word Sort

Strong Deduction:

- ✓ She ___ have left already — her desk is clear.
- ✓ He ___ have read it properly — he got every question wrong.
- ✓ That ___ be the original receipt — it's printed on headed paper.

Past Modal:

- ✓ The directors ___ held a consultation before implementing the changes.
- ✓ We ___ handled the complaint differently — it escalated unnecessarily.
- ✓ The issue ___ been identified in the initial review — it was clearly visible.

Formal Possibility / Permission:

- ✓ The panel ___ request further evidence before making a final decision.
- ✓ Volunteers ___ be reimbursed for reasonable out-of-pocket expenses.
- ✓ The outcome ___ affect the future direction of the programme.

Duty / Recommendation:

- ✓ Public bodies ___ act transparently and in the public interest.
- ✓ Providers ___ give at least four weeks' notice before any service changes.

✓ All contributors ____ be acknowledged in the final publication.

Exercise 7 — Complete the Conversation

1. A: The original document is missing. ____ have been misfiled — it was here last week.

✓ must

2. B: It ____ have been archived yet — the retention period hasn't passed.

✓ can't

3. A: Either way, the filing team ____ maintained a proper log of all movements.

✓ should have

4. B: They ____ used the digital system from the start — it was available to them.

✓ could have

5. A: I ____ insisted on it earlier if I'd known this was such a recurring problem.

✓ would have

6. B: The whole department ____ move to fully digital records before the end of the quarter.

✓ ought to