

Name: _____

Date: _____

Score: ____ / 56

Exercise 1 — True or False? (8 points)

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

1. "Must have" expresses a near-certain conclusion about a past event.

Answer: _____

2. "Might have" expresses the same degree of certainty as "must have".

Answer: _____

3. "Needn't have" implies the action was performed despite being unnecessary.

Answer: _____

4. "Didn't need to" always means the action was performed.

Answer: _____

5. "Was able to" is preferred over "could" when describing a specific past achievement.

Answer: _____

6. "Had better" is weaker and less urgent than "should".

Answer: _____

7. Modal passives shift focus away from the agent and onto the action.

Answer: _____

8. "Had better not" is used to give urgent negative advice or a warning.

Answer: _____

Exercise 2 — Multiple Choice (8 points)

Choose the correct option. Circle your answer.

1. The office was unlocked when we arrived — someone ____ left without securing it.

(must have / might have / can't have)

2. She ____ misread the brief — her proposal addresses a completely different question.

(must have / can't have / might have)

3. You ____ booked a taxi — I could have given you a lift.

(needn't have / didn't need to / had better)

4. After months of negotiation, they ____ reach a settlement both parties accepted.

(were able to / had better / must have)

5. All contracts ____ be countersigned by a director before taking effect.

(must be / had better / were able to)

6. You ____ mention the budget overrun at the board meeting — it could derail everything.
(had better not / needn't have / can't have)
7. He ____ have known about the changes — he was copied into every email.
(can't / must / might)
8. The incident ____ have been prevented with better safety protocols in place.
(could have been / must be / had better)

Exercise 3 — Matching (8 points)

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

Sentences	Descriptions
1. The server logs show unusual activity — someone must have accessed the system recently.	A. A past passive expressing a <u>definite</u> possibility about something that may have happened.
2. She can't have authorised that transfer — she was out of the country at the time.	B. A <u>certain</u> conclusion drawn from concrete evidence about a past event.
3. You needn't have stayed until midnight — the deadline was extended.	C. A <u>plausible</u> possibility — the speaker considers this plausible but is not certain.
4. Despite the technical difficulties, the team was able to broadcast live.	D. <u>Definite</u> advice with an implied warning about the consequences of inaction.
5. You had better address this formally before it becomes a legal matter.	E. A <u>modal passive</u> expressing a required process — the agent is unspecified.
6. All expenses must be approved by a line manager before submission.	F. An <u>action</u> was performed that turned out to be unnecessary.
7. The discrepancy might have been introduced during the data migration.	G. An <u>improbable</u> past achievement that was successfully completed under difficult conditions.
8. The report may have been shared without the author's knowledge.	H. A <u>near-certain</u> conclusion that a past action did not happen, based on evidence.

Exercise 4 — Gap Fill (8 points)

Choose the correct form from the brackets.

1. The fire escape was blocked — ____ been a serious breach of protocol.
(it must have / it might have / it can't have)
2. You ____ prepared all those handouts — everything was available online.
(needn't have / didn't need to / had better)
3. After three rounds of appeals, the defendant ____ have the original verdict overturned.
(was able to / had better / must have)
4. All data ____ stored securely in line with current legislation.
(must be / had better / were able to)
5. You ____ sign anything without having it reviewed by legal first.
(had better not / needn't have / can't have)
6. She ____ have submitted the form — it arrived before the system went down.
(must have / can't have / might have)
7. The issue ____ traced to a configuration error introduced during the last update.
(may have been / must be / had better)
8. Despite the complexity of the case, the barrister ____ present a compelling argument.

(was able to / must have / had better)

Exercise 5 — Word Order (8 points)

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

1. must / She / have / taken / the / wrong / turning

2. have / You / needn't / booked / a / courier / — I / was / passing

3. were / able / to / They / resolve / the / dispute / privately

4. had / better / You / this / address / before / it / escalates

5. must / be / All / verified / submissions / before / processing

6. can't / She / have / the / received / notification

7. been / The / might / have / misrouted / parcel

8. had / better / not / You / commit / to / anything / yet

Exercise 6 — Word Sort (8 points)

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

Word bank: The witness ____ have seen the incident clearly from that distance. | She ____ have been informed — her name was on the distribution list. | He ____ have attended the induction — he seems to know nothing about the procedures. | You ____ have prepared a full presentation — a summary would have been sufficient. | I ____ set my alarm — I was wide awake before it went off. | You ____ have queued — there was a fast-track entrance on the other side. | After weeks of delays, the engineers ____ restore the connection. | The negotiating team ____ secure a last-minute agreement. | Despite the opposition, the proposal ____ pass the first round of voting. | All findings ____ be independently verified before publication. | You ____ raise this issue now — it could derail the whole process. | All patient records ____ be stored in accordance with data protection law.

Past Deduction	Necessary or Not Necessary?	Specific Past Achievement	Passive or Strong Advice?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Exercise 7 — Complete the Conversation (8 points)

Choose the correct form from the brackets.

A: The audit found several unexplained transactions. ____ processed without proper authorisation.

(must have been / might have been / can't have been)

B: That ____ have been an accident — there are too many of them.

(can't have been / must have been / might have been)

A: Either way, you ____ inform the board before this reaches the press.

(had better / needn't have / were able to)

B: You ____ pulled all the original records — we have digital copies.

(needn't have / had better / must have)

A: The compliance team ____ cross-reference everything against the original invoices.

(were able to / must have / had better)

B: The full findings ____ disclosed to regulators within thirty days.

(must be / had better / were able to)

Exercise 1 — True or False?

1. "Must have" expresses a near-certain conclusion about a past event.
✓ True
2. "Might have" expresses the same degree of certainty as "must have".
✓ False
3. "Needn't have" implies the action was performed despite being unnecessary.
✓ True
4. "Didn't need to" always means the action was performed.
✓ False
5. "Was able to" is preferred over "could" when describing a specific past achievement.
✓ True
6. "Had better" is weaker and less urgent than "should".
✓ False
7. Modal passives shift focus away from the agent and onto the action.
✓ True
8. "Had better not" is used to give urgent negative advice or a warning.
✓ True

Exercise 2 — Multiple Choice

1. The office was unlocked when we arrived — someone ____ left without securing it.
✓ must have
2. She ____ misread the brief — her proposal addresses a completely different question.
✓ must have
3. You ____ booked a taxi — I could have given you a lift.
✓ needn't have
4. After months of negotiation, they ____ reach a settlement both parties accepted.
✓ were able to
5. All contracts ____ be countersigned by a director before taking effect.
✓ must be
6. You ____ mention the budget overrun at the board meeting — it could derail everything.

✓ **had better not**

7. He ____ have known about the changes — he was copied into every email.

✓ **can't**

8. The incident ____ have been prevented with better safety protocols in place.

✓ **could have been**

Exercise 3 — Matching

1. The server logs show unusual activity — someone must have accessed the system remotely.

✓ **B — A near-certain conclusion drawn from concrete evidence about a past event.**

2. She can't have authorised that transfer — she was out of the country at the time.

✓ **H — A near-certain conclusion that a past action did not happen, based on known facts.**

3. You needn't have stayed until midnight — the deadline was extended.

✓ **F — An action was performed that turned out to be unnecessary.**

4. Despite the technical difficulties, the team was able to broadcast live.

✓ **G — A specific past achievement that was successfully completed under difficult conditions.**

5. You had better address this formally before it becomes a legal matter.

✓ **D — Urgent advice with an implied warning about the consequences of inaction.**

6. All expenses must be approved by a line manager before submission.

✓ **E — A modal passive expressing a required process — the agent is unspecified.**

7. The discrepancy might have been introduced during the data migration.

✓ **C — A past possibility — the speaker considers this plausible but is not certain.**

8. The report may have been shared without the author's knowledge.

✓ **A — A past passive expressing formal possibility about something that may have occurred.**

Exercise 4 — Gap Fill

1. The fire escape was blocked — ____ been a serious breach of protocol.

✓ **it must have**

2. You ____ prepared all those handouts — everything was available online.

✓ **needn't have**

3. After three rounds of appeals, the defendant ____ have the original verdict overturned.

✓ **was able to**

4. All data ____ stored securely in line with current legislation.

✓ **must be**

5. You ____ sign anything without having it reviewed by legal first.
✓ **had better not**
6. She ____ have submitted the form — it arrived before the system went down.
✓ **must have**
7. The issue ____ traced to a configuration error introduced during the last update.
✓ **may have been**
8. Despite the complexity of the case, the barrister ____ present a compelling argument.
✓ **was able to**
-

Exercise 5 — Word Order

1. ✓ **She must have taken the wrong turning**
 2. ✓ **You needn't have booked a courier — I was passing**
 3. ✓ **They were able to resolve the dispute privately**
 4. ✓ **You had better address this before it escalates**
 5. ✓ **All submissions must be verified before processing**
 6. ✓ **She can't have received the notification**
 7. ✓ **The parcel might have been misrouted**
 8. ✓ **You had better not commit to anything yet**
-

Exercise 6 — Word Sort

Past Deduction:

- ✓ **The witness ____ have seen the incident clearly from that distance.**
- ✓ **She ____ have been informed — her name was on the distribution list.**
- ✓ **He ____ have attended the induction — he seems to know nothing about the procedures.**

Necessary or Not Necessary?:

- ✓ **You ____ have prepared a full presentation — a summary would have been sufficient.**
- ✓ **I ____ set my alarm — I was wide awake before it went off.**
- ✓ **You ____ have queued — there was a fast-track entrance on the other side.**

Specific Past Achievement:

- ✓ **After weeks of delays, the engineers ____ restore the connection.**
- ✓ **The negotiating team ____ secure a last-minute agreement.**
- ✓ **Despite the opposition, the proposal ____ pass the first round of voting.**

Passive or Strong Advice?:

- ✓ **All findings ____ be independently verified before publication.**

- ✓ You ___ raise this issue now — it could derail the whole process.
 - ✓ All patient records ___ be stored in accordance with data protection law.
-

Exercise 7 — Complete the Conversation

1. A: The audit found several unexplained transactions. ___ processed without proper authorisation.
✓ **must have been**
2. B: That ___ have been an accident — there are too many of them.
✓ **can't have been**
3. A: Either way, you ___ inform the board before this reaches the press.
✓ **had better**
4. B: You ___ pulled all the original records — we have digital copies.
✓ **needn't have**
5. A: The compliance team ___ cross-reference everything against the original invoices.
✓ **were able to**
6. B: The full findings ___ disclosed to regulators within thirty days.
✓ **must be**