

# Reminders and Suggestions with Modals of Obligation

## Modals of Obligation

**Should** *Indicates an obligation or responsibility, as well as a suggestion.*

**Have to** *Indicates an obligation or requirement.*

**Must** *Indicates an obligation or requirement.*

## Suggestions & Ideas

Subject + modal + **think about** + verb(ing).

*They should think about expanding their operations.*

Subject + modal + **try** + verb(ing).

*We have to try advertising on social media.*

## Reminders

**Keep in mind**, you need to contact HR to request days off.

**Remember that** staff are required to schedule vacation days through the employee portal.

**It's important that** employees log out of their computers at the end of the day.

**Don't forget** to lock the doors when you begin the closing procedures.

**Remember to** disarm the security alarm with your ID code when you arrive.

### Practice assignment:

- Change the Reminders sentences to sentences with modals of obligation.
- Think of the ways your company can improve something. Use the forms in Suggestions & Ideas to express how they can improve.

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