

22.1

Write one word in each gap to complete the sentences. The first letter has been given to help you.

An image consultant can help people in three ways: firstly, with their (1) a....., secondly, with their (2) v..... and finally, with their (3) b..... The consultant helps people to (4) b..... themselves. One of the most important rules is to learn how to (5) s..... hands properly.

22.2

Complete these sentences with the correct form of *must, have to* or *don't have to*.

- 1 We present a financial forecast every month. It's part of the job.
- 2 You go to every briefing – it's not necessary.
- 3 In my old job I update the company website.
- 4 She go to London today – she's working from home.
- 5 I go to the dinner last night but I thought it would be nice to meet everyone.
- 6 Next week I fly to Paris for a design meeting about the company brochure. I'm doing a presentation.
- 7 I really phone the dentist – my tooth is so painful.
- 8 Oh, how kind! You really buy me a present though.
- 9 Mary drive all the way to Scotland for that marketing meeting last Friday. Her flight was cancelled.
- 10 I take you to the new restaurant in town – the food is amazing.

22.3

Correct the mistakes in these sentences.

- 1 I have to take some clients out to dinner last night.
.....
- 2 Have I to pay for the hotel myself?
.....
- 3 You must to talk to clients regularly.
.....
- 4 She must catch a later train than she had planned yesterday.
.....
- 5 Need you to use the photocopier right now?
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