

WELCOME!

Follow these steps to complete this online lesson! We miss you and can not wait to see your beautiful faces again!

-Sarah and Haley

Step 1: First, watch the Skit “Need to do, Should do, and Have to do.”

- *Haley*: “Good morning Dallas.”
- *Dallas*: “Good morning.”
- *Haley*: “For work today I **need you to** write a report.”
- *Dallas*: “Okay, I will write a report today.”
- *Haley*: “Thank you, I also think you **should read** last year’s report. You do not have to do it, but it will help you see how our company usually writes reports.”
- *Dallas*: “Okay, if I have time I will read last year’s report. Thank you for telling me about that.”
- *Haley*: “Before I leave I am going to tell you something else.”
- *Dallas*: “Okay.”
- *Haley*: “You **have to** write the report using a pen, not a pencil.”
- *Dallas*: “Okay, I will write the report using a pen.”

Step 2: Second, watch the lesson that is uploaded online.

- **Need to do:**
 - Important for you to do
 - You do not have a choice

- Example: When I told the employee in the skit that he needed to write a report. He did not have a choice, the report needed to be written that day.
- **Have to do:**
 - A responsibility
 - You do not have a choice
 - An example is when I told the employee he had to write in pen. He did not have a choice, the report had to be written in pen.
- **Should do:**
 - A preference
 - You have a choice
 - An example is when I told the employee he should read last year's report before writing one. I gave the employee the choice of reading or not reading last year's report.
- **Mandatory:** Something that is **not** a choice.
Ex: "It is mandatory that you show up to work on time."

Step 3: Third, do the role play exercise with Sarah by clicking the video.

Step 4: Fourth, read the paragraph out loud to yourself two to three times. Try to decide why you think "should do", "Need to do", "have to do" are used in the story.

Step 5: Practice with the job descriptions quiz!