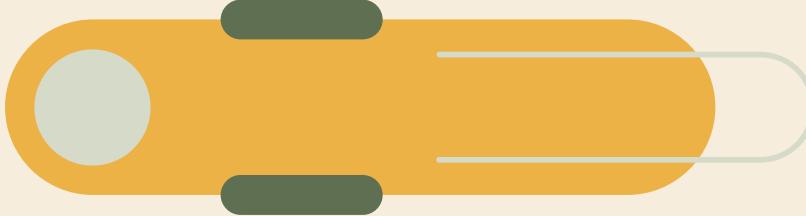


WORKPLACE RULES DO'S AND DON'TS AT WORK

Using Modals and Imperatives for Rules & Policies

Kelompok 4

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LEARNING OBJECTIVES

01

**Understand the concept of
workplace rules**

02

**Identify do's and don'ts in the
workplace**

03

**Use modal verbs to express rules,
obligations, and prohibitions**

04

**Use imperative sentences to
give commands and warnings**

05

**Construct simple sentences
related to workplace rules**

WARM-UP / LEAD-IN

- Apakah di sekolah ada aturan?
- Apa yang terjadi jika aturan tidak dipatuhi?
- Menurut kamu, aturan apa saja yang ada di tempat kerja?



LANGUAGE FOCUS / VOCABULARY

A. Key Vocabulary

Vocabulary	Meaning
Workplace	Tempat kerja
Rules	Aturan
Policy	Kebijakan
Employee	Karyawan
Employer	Pemberi kerja
Safety	Keselamatan
Uniform	Seragam
Meeting	Rapat

LANGUAGE FOCUS / VOCABULARY

B. Language Structure: Modals for Rules

Modal verbs adalah **kata kerja bantu** (auxiliary verbs) yang digunakan untuk menyatakan kewajiban, larangan, izin, kemampuan, atau saran.

Modal verbs selalu diikuti oleh kata kerja dasar (base verb) dan tidak berubah bentuk meskipun subjeknya berbeda.

(Modal verbs digunakan untuk menjelaskan aturan dan kebijakan dalam konteks formal seperti tempat kerja.)

LANGUAGE FOCUS / VOCABULARY

Common Modals Used in Workplace Rules

Must / Must Not

Structure :

Subject + must / must not
+ base verb

Function:

Untuk menyatakan kewajiban
dan larangan yang tegas

Examples:

- Employees must follow workplace rules.
- Workers must not smoke in the office.

Should / Should Not

Structure :

Subject + should / should not + base verb

Function:

-Digunakan untuk memberi saran

Examples:

- Employees should arrive on time.

Allowed to / Not allowed to

Structure :

Subject + be (is/are) + allowed to + base verb

Function:

Digunakan untuk menyatakan izin atau larangan

Examples:

- Employees are allowed to take breaks.

LANGUAGE FOCUS / VOCABULARY

C. Language Structure: Imperatives

Positive Imperatives (Perintah):

Structure :
Base verb + object

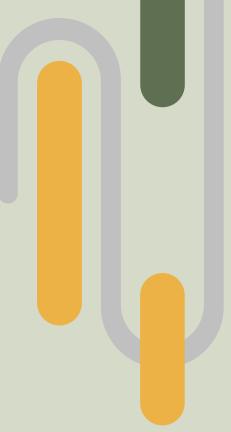
Examples:
-Follow the safety rules

Negative Imperatives (Larangan):

Structure :
Do not / Don't + base
verb

Examples:
-Do not use mobile
phones during meetings.

GUIDED PRACTICE



Exercise 1: Choose the Correct Modal

1. Employees wear uniforms.

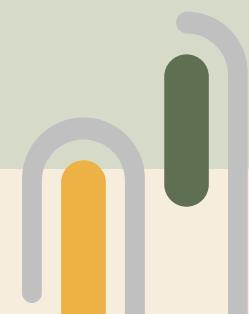
2. Workers smoke in the office.

Exercise 2: Do or Don't

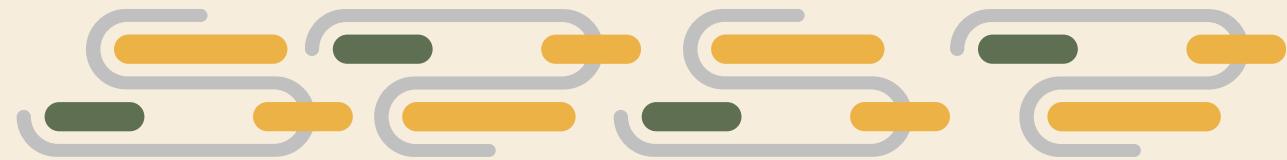
- Arrive on time
- Use phones during meetings

Exercise 3: Imperatives

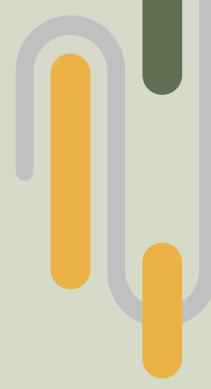
- You must wear safety equipment.
- You must not be late.



SUMMARY



- Workplace rules regulate behavior in professional settings
- Do's and don'ts explain permitted and prohibited actions
- Modal verbs are used to express rules and obligations
- Imperatives give direct commands and prohibitions



ASSESSMENT

Instruction

Complete the sentences using the correct modal verb.

Pilihan: must – must not – should – allowed to

Questions

1. Employees follow company rules at all times.
2. Workers smoke inside the office building.
3. Employees arrive on time for meetings.
4. Staff wear safety equipment in hazardous areas.

5. Employees use mobile phones during meetings.
6. New employees read the company policies carefully.
7. Workers be polite to their coworkers and supervisors.
8. Employees eat or drink in the laboratory.
9. Staff take breaks during working hours.
10. Employees share confidential information with others.

S

THANK YOU