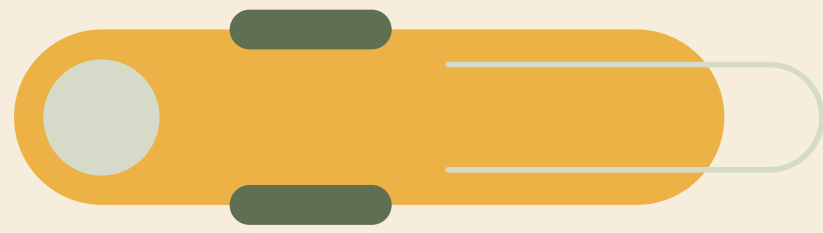


WORKPLACE RULES DO'S AND DON'TS AT WORK

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):

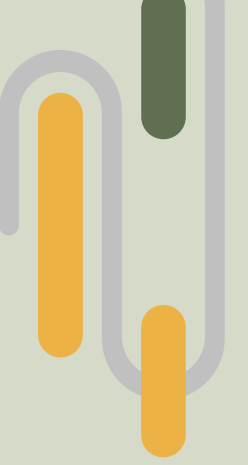
Structure :

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.



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THANK YOU

