



Grammar Bank

Modal Verbs:

Advice and Suggestions

There are a number of ways to give advice and make suggestions. It is important to use the appropriate structure to be aware of the difference between making a diplomatic suggestion and giving a strong piece of advice.

1. **'Must', 'had better' and 'have to'** are strong forms used to give advice and imply necessity.

Examples:

- You won't meet the deadline. You **must** go and speak to your boss.
- It is getting late. You **had better** hurry or you won't meet the deadline.
- Your progress is slow. You **have to** work harder if you want to improve.

2. **'Should' and 'ought to'** are less strong and used to give advice or propose a possible course of action.

Examples:

- You might not meet the deadline. You **should** go and speak to your boss.
- You look very stressed. You **ought to** take a break.

3. **'Mustn't' and 'shouldn't'** are used to recommend against a possible course of action, or to give general advice. For example:

You **mustn't** worry. I'm sure you'll find a way to solve this.

You **shouldn't** stress so much. You're doing a great job

4. Adding **'perhaps' or 'maybe'** before **'should'** softens the message. For example:

Maybe you should explain what's happened to your boss.

Perhaps you shouldn't speak to your boss today, he seems stressed!