

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ОДЕСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ
імені І. І. МЕЧНИКОВА
ФАКУЛЬТЕТ РОМАНО-ГЕРМАНСЬКОЇ ФІЛОЛОГІЇ
КАФЕДРА ГРАМАТИКИ АНГЛІЙСЬКОЇ МОВИ

The Use of –ing Forms or Infinitive

МЕТОДИЧНІ РЕКОМЕНДАЦІЇ
до практичних занять та самостійної роботи
з навчальної дисципліни «Друга іноземна мова (англійська)»
для здобувачів першого (бакалаврського) рівня вищої освіти
за спеціальністю 035 Філологія
спеціалізації 035.051 Романські мови та літератури
(переклад включно), перша – іспанська

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Т44 **The Use of –ing Forms or Infinitive** : методичні рекомендації до практичних занять та самостійної роботи з навчальної дисципліни «Друга іноземна мова (англійська)» для здобувачів першого (бакалаврського) рівня вищої освіти за спеціальністю 035 Філологія спеціалізації 035.051 Романські мови та літератури (переклад включно), перша – іспанська / уклад.: В. А. Жук, Н. Г. Мойсеєнко. – Одеса : ОЛДІ +, 2024. – 88 с.

Дана розробка містить відомості про особливості функціонування –ing forms та інфінітиву у сучасній англійській мові, ілюструється контекстуальна різниця у вживанні зазначених граматичних явищ. Пропоновані вправи націлені на засвоєння правил та на формування навичок вживання характерних для англійської мови видо-часових форм –ing forms, інфінітиву та граматичних конструкцій із ними в умовах усної та письмової комунікації.

УДК 811.111'367.625.4(076)

ЗМІСТ

Передмова.....	4
The Infinitive	6
Infinitive Complexes	8
Infinitive and its Complexes (Exercises).....	9
-ING forms versus the Infinitive (Practical Tasks).....	34
-ING forms versus the Infinitive (Exercises + self study).....	57
Reference Grammar Items to -ing Forms versus the Infinitive.....	71
List of Used and Recommended Literature.....	86

ПЕРЕДМОВА

Дані методичні рекомендації мають своєю метою допомогти здобувачам першого (бакалаврського) рівня вищої освіти за спеціальністю 035 «Філологія», спеціалізації 035.051 Романські мови та літератури (переклад включно), перша – іспанська, сформувати навички вживання таких складних для сприйняття не носіями англійської мови мовних явищ як *-ing forms* та інфінітиву. Дані мовні одиниці відрізняються тим, що їх морфолого-синтаксичні характеристики не співпадають з українськими, синтаксичні комплекси із *-ing forms* та інфінітивом, притаманні англійській мові взагалі відсутні в українській.

З огляду на те, що метою курсу вивчення англійської мови як другої іноземної, є оволодінні здобувачами вищої освіти знаннями граматичної, лексичної та фонетичної систем англійської мови, разом з її синтаксисом та стилістикою, та розвитку в них навичок нормативного вживання конкретних граматичних форм та синтаксичних конструкцій, лексем, вмінь проводити базовий синтаксичний, стилістичний та фонетичний аналізи на різних лінгвістичних рівнях та бути здатними складати міжнародні іспити з англійської, а також формування академічних навичок, необхідних для використання англійської мови в науковій та професійній діяльності, то запропоновані методичні рекомендації базуються на автентичних англомовних текстах та відрізках мовлення, з яких виділено морфолого-синтаксичні та контекстуальні патерни вживання зазначених граматичних явищ.

Система вправ націлена на оволодіння особливостями функціонування *-ing forms*, інфінітивом та їх синтаксичними комплексами в усному і письмовому мовленні та на формуванні навичок їх вільного вживання в умовах різних функціональних стилів, що сприяє поліпшенню лінгвістичної компетенції здобувачів вищої освіти, яка, свою чергу, є базовою для формування комунікативної компетенції, необхідної для успішної професійної діяльності майбутніх спеціалістів з філології.

Дані методичні рекомендації пропонуються для використання як для аудиторної, так і для самостійної роботи.

The Infinitive

The Forms of the Infinitive

The Forms of the Infinitive	Active	Passive
Indefinite	to write to come	to be written
Continuous	to be writing to be coming	
Perfect	to have written to have come	to have been written
Perfect Continuous	to have been writing to have been coming	

1 . *The Infinitive* is a non-finite form of the verb which names an action. The Infinitive in English has six forms if the verb is used in the Continuous form and in the Passive Voice.

The Indefinite Infinitive is used:

- a) if the action it expresses is simultaneous with that of the finite verb;
- b) with verbs denoting hope, intension, etc. The Indefinite Infinitive expresses an action future with regard to that denoted by the finite verb;
- c) with modal verbs the Indefinite Infinitive often expresses a future action.

The Continuous Infinitive expresses an action in its progress simultaneous with that of the finite verb.

The Perfect Infinitive expresses an action prior to that of the finite verb.

After the verbs **should, ought, could, might** in the affirmative form as well as after **was/were** used in modal meaning the Perfect Infinitive shows that the action was not carried out. The same is the meaning of the Perfect Infinitive combined with the past tense of the verbs **to expect, to hope, to intend**, etc.

The Perfect Continuous Infinitive expresses an action which lasted during a certain period of time before the action denoted by the finite verb.

The Infinitive is used in the *Active Voice* if the noun or pronoun it refers to denotes the subject of the action expressed by the infinitive.

The infinitive is used in the *Passive Voice* if the noun or pronoun it refers to denotes an object of the action expressed by the infinitive.

2. In the sentence the infinitive is used:

a) as a subject. If the subject of the sentence is an infinitive phrase it is often placed after the predicate and the sentence begins with the introductory it;

To know him is to trust him.

It wasn't safe **to cross** the bridge at night.

b) as a predicative;

The point is **to achieve** the aim.

c) as a part of the compound verbal predicate;

We must **stay** at home.

You should **have invited** him to the party.

He tried **to see** them

d) as an object to verbs and adjectives;

I shall be happy **to accept** your invitation.

e) as an attribute. The infinitive in the function of an attribute may have a modal meaning;

She has no right **to shout** at you.

We made a list of the things **to be done**.

f) as an adverbial modifier of purpose or result.

I have come here **to meet** you.

She is experienced enough **to understand** her daughter's problem.

The infinitive may be preceded by the pronouns **what, whom, whose, which**, by the adverbs **where, when, how, why** and by the conjunction **whether** and **if**.

The infinitive phrases of this kind are most frequently used in the function of an object.

I don't know what **to do** with my money.

3. *The Objective Infinitive Complex* consists of a noun in the Common Case or a personal pronoun in the Objective Case and the infinitive. The nominal part of the complex denotes the subject or the object of the action expressed by the infinitive.

We noticed **them enter** the house.

In the sentence this complex has the function of a complex object.

The Objective Infinitive Complex is used:

- a) after verbs denoting perceptions of senses: **to see, to hear, to feel, to watch, to observe, to notice, etc.**
- b) after verbs denoting wish, intention, emotions: **to desire, to wish, to intend, etc.**
- c) after verbs denoting mental activity: **to consider, to think, to believe, to know, etc.**
- d) after verbs denoting order, request, permission, advice, compulsion: **to order, to permit, to request, to make, to let, etc.**

4. *The Subjective Infinitive Complex* consists of a noun in the Common Case or a personal pronoun in the Nominative Case and the infinitive.

He is said **to write** a new novel.

The nominal part of the complex may denote both the subject and the object of the action expressed by the infinitive.

The Subjective Infinitive Complex is used:

- a) with the verbs **to say** and **to report**;
- b) with verbs denoting mental activity: **to think, to know, to consider**.
- c) with verbs denoting sense perceptions: **to notice, to hear, to feel, etc.**
- d) with verbs denoting order, request, permission, compulsion: **to order, to ask, to allow, to cause, etc.**
- e) with the verbs **to seem, to appear, to happen, to chance, to prove, to turn out**;

f) with the expressions **to be likely, to be unlikely, to be sure, to be certain.**

The infinitive complex preceded by the preposition **for** is called the Prepositional Infinitive Complex (This is **for you to decide**).

In the sentence the Prepositional Infinitive Complex may be used in the functions of subject, predicative, object, attribute and adverbial modifier of result and purpose.

5. As a rule the infinitive is used with the particle **to**. If two infinitives are connected by the conjunctions **and** or **or**, the particle **to** is placed only before the first infinitive.

At the end of the sentence the particle **to** is sometimes used without the infinitive if the infinitive is understood from the context.

The infinitive is used without the particle **to**:

- a) after modal verbs except **ought, to have, to be** and partly after **need** and **dare**;
- b) after the expressions **had better, would sooner, would rather**;
- c) in the Objective Infinitive Complex after the verbs of sense perceptions and after the verbs **to make** and **to let**.

Exercises

Exercise 1. Make up five sentences from each table.

I	am	glad	to meet you.
He	is	happy	to hear it.
She	are	pleased	to be late.
We	was	sorry	to have missed the train
You	were		not to have been informed about it.
They	will be		to be given this chance.

I	want	to tell you everything about it.
	like	to be troubled when I am working.
	hate	to play basket-ball.
		to be visited when I am ill.
		to be sent there.

I	can	find that magazine.
He/She	may	be found there.
We	must	show you the way to the station.
You		be shown the way to the station.
They		bring the children home.

Exercise 2. Combine the two sentences as in the models.

Models: I teach English here. I am glad of it. – I am glad to teach English here.

We helped him. We are happy about it. – We are happy to have helped him.

I was examined yesterday. I am glad of it. – I am glad to have been examined yesterday.

- A. 1. I work at the factory. I am happy about it. 2. I see you. I am glad of it. 3. I study French. I am glad of it. 4. I live in this town. I am happy about it. I know this man. I am happy about it.
- B. 1. I am going to Paris. I am happy about it. 2. I am spending my holidays in the Crimea. I am happy about it. 3. I am listening to the symphony. I am glad of it. 4. I am reading his letter. I am glad of it. 5. I am playing chess with you. I am glad of it.
- C. 1. I spent my holidays in the Caucasus. I am happy about it. 2. He played chess with the world champion. He is happy about it. 3. I bathed in the river. I am glad of it. 4. I learned English at school. I am glad of it. 5. I passed my examination yesterday. I am glad of it.

D. 1. I don't understand this rule. I am sorry about it. 2. I am not working there now. I am sorry about it. 3 I have not seen this film. I am sorry about it. 4. She has not been working all these years. She is sorry about it. 5. Peter didn't see her. He is sorry about it.

E. 1. She was not invited to the evening party. She is sorry about it. 2. We are taught English. We are glad of it. 3. I was waked early this morning. I am glad of it. 4. I was not informed of it. I am sorry about it. 5. I am not allowed to go there. I am sorry about it.

Exercise 3. State the function of the infinitive in the sentences. Translate them.

1. Everyone had a wish to say something. (Gaskell)
2. He decided to go alone. (Gordon)
3. We must work hard to live. (Abrahams)
4. The question must be answered (Heym)
5. It was difficult to believe. (Dickens)
6. She was going to my rooms to see my aunt. (Dickens)
7. She had no desire to open her heart to her aunt. (Gaskell)
8. The great thing is to make a good breakfast. (Jerome)
9. I am ready to go with Annie. (Dickens)
10. Nothing could be done before morning. (Gaskell)
11. It wasn't safe to cross the bridge at night. (Greene)
12. To earn a living he became a salesman. (Carter)
13. The man was the first to speak. (Gaskell)
14. I am too old to be given a hiding. (Shaw)
15. This is my bench, and you have no right to take it away from me (Albee)

Exercise 4. Translate into English using the infinitive.

- A. 1. Я радий, що працюю разом з ним. 2. Я радий, що працював разом з ним. 3. Вона щаслива, що вчиться в цьому інституті. 4. Вона щаслива, що вчилась у цьому інституті. 5. Мені незручно, що я турбую вас. 6. Мені незручно, що я потурбував вас. 7. Він буде радий поїхати туди. 8. Він буде радий, що поїхав туди.
- B. 1. Я радий, що запросив вас на вечір. 2. Я радий, що мене запрошують на вечір. 3. Я радий, що запросив їх на вечір. 4. Я радий, що мене запросили

на вечір. 5. Я радий послати вам цю книжку. 6. Я радий, що послав їй цю книжку. 7. Я радий, що мене посилають на цю конференцію. 8. Я радий, що мене послали на цю конференцію.

C. 1. Я хочу послати їй телеграму. 2. Я хочу, щоб мене послали на конференцію. 3. Моя сестра хоче побачити їх там. 4. Вона не хоче, щоб її там побачили. 5. Дівчинка любить, щоб їй розповідали казки. 6. Дівчинка любить розповідати казки.

D. 1. Забути цей день було неможливо. 2. Переправлятися через річку вночі було небезпечно. 3. Вчитися наполегливо – завдання кожного учня. 4. Допомогти йому тепер – значить врятувати його. 5. Її мета – стати лікарем. 6. Ваше завдання – написати твір про свої літні канікули. 7. Наше завдання полягало в тому, щоб закінчити роботу до 5 грудня.

E. 1. Він перший допоміг нам. 2. Вона написала твір першою. 3. Вона першою розповіла мені про це. 4. Директор говорив на зборах останнім. 5. Він першим поздоровив нас. 6. Я пішов додому останнім.

F. 1. Ми взяли таксі, щоб прибути на станцію вчасно. 2. Вона пішла на пошту, щоб одержати посилку. 3. Я ввімкнув телевізор, щоб подивитися футбольний матч. 4. Вони приїхали в Київ для участі в спортивних змаганнях. 5. Завтра ми підемо в ліс збирати гриби. 6. Щоб вивчити мову, ви повинні якомога більше читати.

G. 1. Погода була надто хороша, щоб залишатися вдома. 2. Завдання було надто складним, щоб зробити його за годину. 3. Він досить досвідчений, щоб виконати це завдання. 4. Сьогодні надто холодно, щоб іти на річку. 5.

В цьому тексті надто багато нових слів, щоб зрозуміти його без словника.

Exercise 5. Make up five sentences from each table.

I	saw	him	enter the house.
He/She	heard	her	leave the room.
You	watched	them	play the piano.
They		the girl	approach the river.

I	made	him	(to)	learn the poem by heart.
He/She	let	them		do the exercise again.
We	caused	you		go home.
You	forced	me		buy it.
They				read it aloud.

I	want(s)	her		to become an agronomist.
He/She	wanted	them		to work here.
We	like(s)	you		to speak English.
You	should like	me		to sing this song.
They	would like	the boys		to stay here.

I	expect(s)	him		to come back at five.
He/She	expected	them		to help them.
We		me		to arrive on Monday.
You		you		to win the match.
They		us		to answer the letter at once.

I	considered	him		to be brave.
He/She	believed	you		to be an honest man.
We	thought	us		to be lazy.
You	knew	them		to be about twenty-five.
They	supposed	me		to be a good pupil.

I	find(s)	it		difficult.
He/She	found	the film		to be easy.
We		the subject		to be funny.
You		the story		to be dull.
They		the flat		to be comfortable.

Exercise 6. Combine the given two sentences into one using the Objective Infinitive Complex.

Model: Mary opened the window. I saw it. – I saw Mary open the window.

1. Peter took my pen. I saw it. 2. He ran to the river. I saw it. 3. The girl smiled. I noticed it. 4. The children shouted in the next room. I heard it. 5. She played the violin. My brother heard it. 6. The man tried to open the door. We saw it. 7. They got into a taxi. He saw it. 8. Somebody knocked at the door. We heard it.

Exercise 7. Change the following complex sentences into simple ones using the Objective Infinitive Complex.

A. 1. We watched the dockers as they unloaded the ship. 2. They watched me as I made my bed. 3. Mother saw him as he climbed over the fence. 4. I watched them as they played ice-hockey. 5. Nobody noticed her as she went away.

B. 1. We expect that he will come back at 7. 2. They expect that their football team will win the game. 3. She expected that her friend would write her a letter. 4. I expect that you will come in time. 5. He expects that his friends will help him.

C. 1. I think that he is a good engineer. 2. I suppose that he is about forty. 3. I believe that they are at home now. 4. I know that she is very modest. 5. They believe that he is honest.

D. 1. My wish is that you should tell me about it. 2. Her parents' wish is that she should enter a music school. 3. Our wish is that you should go to the forest with us. 4. His father's wish is that he should become an engineer. 5. My wish is that you should stay here.

E. 1. I desire that he should see me off. 2. I desire that she should go shopping. 3. We desire that he should repair our radio set. 4. I desire that he should stop smoking. 5. I desire that they should return tomorrow.

Exercise 8. Make up five sentences from each table.

He	is	reported	to know this language.
She	are	said	to be writing a play.
You	was		to have finished school.
They	were		to have arrived in Kiev. to have been teaching for five years.

I	am	expected	to arrive in Kiev tomorrow.
He	is	known	to be very strong.
She	are	believed	to be interested in chemistry.
We	was	considered	to make a present for her.
They	were	supposed	to be a lover of music.

I	am	seen	to cross the street at that place.
He	is	heard	to play volley-ball.
She	are	watched	to burst out laughing.
We	was	noticed	to unlock the door.
You	were		to approach the school building.

I		seem(s)	to understand spoken English.
He		appeared	to have recognized me.
She		happened	to be cooking dinner.
We		proved.	to know the city very well
They		chanced	to meet them at the exhibition.

I	am	sure	to come back in time.
He	is	certain	to know French.

We	are	likely	to lose the match.
You	was	unlikely	to solve the problem.
They	were		to get an excellent mark.

Exercise 9. Transform the sentences using the Subjective Infinitive Complex instead of the Objective Infinitive Complex

Model: I saw her read the letter. – She was seen to read the letter.

1. We heard her sing a folk song. 2. I saw him put his coat on. 3. They heard the clock strike nine. 4. We saw the rider disappear in the distance. 5. We saw the plane take off. 6. They expected him to return in a fortnight. 7. We know her to be a talented actress. 8. Everybody supposed him to be a foreigner. 9. Everybody considered him to be a great man. 10. I expect the telegram to be sent tomorrow.

Exercise 10. Transform the following complex sentences into simple ones using the Subjective Infinitive Complex.

A. 1. It is said that they work in the field. 2. It is believed that she knows several foreign languages. 3. It is said that the film is very interesting. 4. It is supposed that he understands Spanish. 5. It is reported that the cosmonauts feel well.

B. 1. It is said that Kate is preparing for her entrance examinations. 2. It is said that they are working in the field. 3. It is reported that the painter is working at a new picture. 4. It is believed that he is writing a historical novel.

C. 1. It is reported that the delegation arrived in Paris on the 10th of September. 2. It is reported that our spaceship has reached the moon. 3. It is said that she has been teaching mathematics for thirty years.

D. 1. It is expected that he will arrive on Monday. 2. It is supposed that the book will be published next year. 3. It was expected that the film would be shown in May. 4. It was supposed that the weather would be fine in April. 5. It is expected that he will buy a car.

E. 1. It seems that they live in the same house. 2. It seems that he is composing a new symphony. 3. It seems that he knew it long ago. 4. It seems that

she is listening. 5. It proved that you were right. 6. It turned out that the text was very difficult.

Exercise 11. Transform the sentences according to the models.

Models It is (im)probable that he will come tomorrow

He is (un)likely to come tomorrow

He will certainly come He is sure to come.

He will probably come. – He is likely to come

A. 1. It is probable that it will rain before evening. 2. It is improbable that she will forget her promise. It is probable that the winter will be very cold this year. 4. It is probable that they will be late. 5. It is improbable that this medicine will help him.

B. 1. They will certainly like this film. 2. The doctor will certainly do his best. 3. He will probably forget the address. 4. She will probably catch cold. 4. He will certainly do his duty. 6. The weather will probably change.

Exercise 12. Make up five sentences from each table.

It	is	necessary	for	me	to stay here.
	was	important		you	to go there at once.
	will be	dangerous		him	to cross the river here.
		high time		us	to buy it.
		better		them	to take a taxi.

The best thing	is		for	me	to invite them.
	was			him	to see a doctor.
	will be			you	to wait.
	would be			us	to go there by plane.
				them	to go home.

I	wait(s)	for	me	to speak.
He/She	waited		him	to go out.
We	will wait		you	to send an invitation.
You			us	to come back
They			them	to answer.

Exercise 13. Transform the following complex sentences into simple ones using the Prepositional Infinitive Complex.

1. It is necessary that we should start early in the morning. 2. It is necessary that she should come here in time. 3. It is important that he should work systematically. 4. It is necessary that you should air the room twice a day. 5. It is necessary that you should go in for sports.

Exercise 14. Paraphrase the following using the Prepositional Infinitive Complex.

Model: The stone was too heavy. I couldn't lift it. – The stone was too heavy for me to lift it.

1. The text is too difficult. The pupils can't translate it. 2. The car is too dear. I can't buy it. 3. The story is easy enough. I can read it without a dictionary. 4. The weather was too bad. We couldn't go to the forest. 5. The coat is too long. She can't wear it.

Exercise 15. Find infinitive complexes in the following sentences and state their functions. Translate the sentences.

1. Then he seemed to hear a voice. (Gordon) 2. I saw her look at him. (Dickens) 3. What do you want me to do? (Heym) 4. Jude watched her disappear in the direction of the hotel. (Hardy) 5. She made her brother talk of himself. (Wilde) 6. I never expected you to ask him at all. (Shaw) 7. My father doesn't want us to know each other. (Galsworthy) 8. He seemed to be looking for words. (Greene) 9. Her face seemed to have become much more youthful. (Gaskell) 10. We saw him enter the station. (Gaskell) 11. Mr. Rochester is not likely to return soon. (Brontë) 12. She seemed not to listen to him. (Wilde) 13. Clyde felt himself tremble. (Dreiser) 14. I

don't like to hear you speak so of Harry. (Gaskell) 15. You don't seem to understand how hard it is. (Tressel).

Exercise 16. Translate into English using infinitive complexes.

A. 1. Ми бачили, як вона переходила вулицю. 2. Я помітив, що вона розгорнула книжку. 3. Учні бачили, як приземлився літак. 4. Я чула, як вони співали цю пісню. 5. Ми помітили, що він встав і вийшов з кімнати. 6. Всі чули, як ти сказав це. 7. Вони бачили, що я біг додому. 8. Мати почула, що дитина заплакала.

B. 1. Я хочу, щоб ви зробили це сьогодні. 2. Мені хотілося б, щоб ви прийшли на збори. 3. Його батько хоче, щоб він став лікарем. 4. Мені не подобається, коли він говорить так повільно. 5. Я хочу, щоб ти залишився тут. 6. Я не хочу, щоб ви йшли сьогодні в кіно.

V. 1. Ми сподівалися, що він приїде у середу. 2. Я не думав, що ти запізнишся. 3. Ви вважаєте її добрим організатором? 4. Лікарі сподіваються, що він скоро видужає. 5. Вчені вважають, що це місто було засноване в XII столітті. 6. Ми сподіваємося, що наша волейбольна команда виграє матч.

G. 1. Учитель змусив нас вивчити вірш напам'ять. 2. Що примусило вас іти туди в таку погану погоду? 3. Ми примусимо його прибрати кімнату. 4. Дощ примусив мене залишитися тут. 5. Я не змушую вас робити це.

D. 1. Кажуть, що він зараз живе в Києві. 2. Кажуть, що він живе у Києві. 3. Повідомляють, що польська делегація прибула до Києва. 4. Вважають, що ця фортеця була збудована в X ст. 5. Вважають, що він дуже освічена людина. 6. Кажуть, що він найкращий спортсмен у школі. 7. Відомо, що вона вивчала кілька іноземних мов.

E. 1. Було чути, як наближався поїзд. 2. Кожного ранку її бачили в крамниці. 3. Чули, як вона співала в сусідній кімнаті. 4. Ніколи не бачили, щоб він сердився. 5. Було видно, як високо в небі летів літак.

Є. 1. Вона, здається, знає французьку мову. 2. Здається, він одержав ваш лист. 3. Здавалося, що вони не слухають його. 4. Сталося так, що ми зустрілись у Полтаві. 5. Він виявився здібним математиком. 6. Очевидно, ви забули про це.

Ж. 1. Він, напевно, прийде сьогодні ввечері. 2. Вони, очевидно, знають про це. 3. Навряд, щоб вона дістала цю книжку. 4. Цей фільм, безсумнівно, сподобається вам. 5. Ми, мабуть, не підемо туди. 6. Він, очевидно, запізниться.

Exercise 17. Make a new sentence using the verb in parentheses.

1. He has lost weight	(seem) _____
2. Tom is worried about something.	(appear) Tom appears _____.
3. You know a lot of people.	(seem) You _____.
4. My English is getting better.	(seem) _____.
5. That car has broken down.	(appear) _____
6. David forgets things	(tend) _____
7. They have solved the problem	(claim) _____

Exercise 18. Complete each sentence using what/how/whether + one of these verbs:

do get go ride say use

1. Do you know _____ to John's house?
2. Can you show me _____ this washing machine?
3. Would you know _____ if there was a fire in the building?
4. You'll never forget _____ a bicycle once you have learned.
5. I was really astonished. I didn't know _____.
6. I've been invited to the party? but I don't know _____ or not.

Exercise 19. Complete the questions. Use do you want me to...? or would you like me to...? with one of these verbs (and any other necessary words):

come lend repeat show shut

1. Do you want to go alone? or _____?
2. Do you have enough money? Or do you want _____?
3. Should I leave the window open? Or would you _____?
4. Do you know how to use the machine? Or would _____?
5. Did you hear what I said, or do _____?

Exercise 20. Complete the sentence for each situation.

1. Lock the door. OK. She told _____.
2. Why don't you stay with Yes? I'd like to They invited him _____.
us for a few days?
3. Can I use your phone? No! She wouldn't let _____.
4. Be careful. Don't worry. She warned _____.
I will.
5. Can you give me a hand? Sure. He asked _____.

Exercise 21. Complete these sentences so that the meaning is similar to the first sentence.

1. My father said I could use his car. My father allowed _____.
2. I was surprised that it rained. I didn't expect it _____.
3. Don't stop him from doing what he wants. Let _____.
4. He looks older when he wears glasses. Glasses make _____.
5. I think you should know the truth. I want you _____.
6. Don't let me forget to call my sister. Remind _____.
7. At first I didn't want to apply for the job, but Sarah persuaded me.
Sarah persuaded _____.
8. My lawyer said I shouldn't say anything to the police.
My lawyer advised _____.
9. I was told that I shouldn't believe everything he says.
I was warned _____.
10. If you have a car, you are able to go places more easily.
Having a car enables _____.

Exercise 22. Put the verb in the right form: -ing, infinitive (to do / to read, etc.), or base form (*do/read*, etc.).

1. She doesn't allow _____ in the house. (smoke)

2. I've never been to Hong Kong, but I'd like _____ there. (go)
3. I'm in a difficult position. What do you advise me _____? (do)
4. She said the letter was personal and wouldn't let me _____ it. (read)
5. We were kept at the police station for an hour, and then we were allowed _____ . (go)
6. I wouldn't advise _____ in that restaurant. The food is awful. (eat)
7. The movie was very sad. It made me _____. (cry)
8. Lauren's parents always encouraged her _____ hard at school. (study)

Exercise 23. Put the verb into the correct form, -ing or to ... Sometimes either form is possible.

1. They denied _____ the money. (steal)
2. I don't enjoy _____ very much. (drive)
3. I don't want _____ out tonight. I'm too tired. (go)
4. I can't afford _____ out tonight. I don't have enough money. (go)
5. Has it stopped _____ yet? (rain)
6. Can you remind me _____ some coffee when we go out? (buy)
7. Why do you keep _____ me questions? Can't you leave me alone? (ask)
8. Please stop _____ me questions! (ask)
9. I refuse _____ any more questions. (answer)
10. One of the boys admitted _____ the window. (break)
11. The boy's father promised _____ for the window to be repaired. (pay)
12. "How did the thief get into the house?" "I forgot _____ the window." (lock)
13. I enjoyed _____ you. (meet) I hope _____ you again soon. (see)
14. The baby began _____ in the middle of the night. (cry)
15. Julie has been sick, but now she's beginning _____ better. (get)

Exercise 24. Here is some information about Tom when he was a child.

- | | |
|--|--|
| 1. He was in the hospital when he was four.
2. He went to Miami when he was eight.
3. Once he fell into a river. | 4. He cried on his first day at school.
5. He said he wanted to be a doctor.
6. Once he was bitten by a dog. |
|--|--|

He can still remember 1, 2, and 4. But he can't remember 3, 5, and 6. Write sentences beginning He can remember... or He can't remember..

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Exercise 25. Complete these sentences with an appropriate verb in the correct form, -ing or to ...

1. a) Please remember _____ the door when you go out.
 b) A: You lent me some money a few months ago.
 B: I did? Are you sure? I don't remember _____ you any money.
 c) A: Did you remember _____ your sister?
 B: Oh no, I completely forgot. I'll phone her tomorrow.
 d) When you see Amanda, remember _____ hello for me, OK?
 e) Someone must have taken my bag. I distinctly remember _____ it by the window, and now it's gone.
2. a) I believe that what I said was fair. I don't regret _____ it.
 b) (after a driving test) I regret _____ that you have failed the test.
3. a) Ben joined the company nine years ago. He became assistant manager after two years. A few years later he went on _____ manager of the company.
 b) I can't go on _____ here anymore. I want a different job.

c) When I came into the room, Liz was reading a newspaper. She looked up and said hello to me and then went on _____ her newspaper.

Exercise 26. Make suggestions. Write sentences using *try* + one of the following suggestions:

call him at work change the batteries take an aspirin turn it the other way

1. The radio isn't working. I wonder what's wrong with it.	
1. I can't open the door. The key won't turn.	Try .
1. I have a terrible headache. I wish I could get rid of it.	Have you ?
1. I can't reach Fred. He's not at home. What should I do?	Why don't you ?

Exercise 27. For each picture write a sentence with *need(s)* + one of the following verbs:

cut empty wash redecorate tighten

1. This jacket is dirty. _____
2. The grass is very long. It _____
3. This room doesn't look very nice. _____
4. The screws are loose. _____
5. The garbage can is full. _____

Exercise 28. Put the verbs into the correct form.

1. a) I was very tired. I tried _____ (keep) my eyes open, but I couldn't.
- b) I rang the doorbell, but there was no answer. Then I tried _____ (knock) on the door, but there was still no answer.
- c) We tried _____ (put) the fire out, but we were unsuccessful. We had to call the fire department.

- d) Sue needed to borrow some money. She tried _____ (ask) Jerry, but he was short of money, too.
- e) I tried _____ (reach) the shelf, but I wasn't tall enough.
- f) Please leave me alone. I'm trying _____ (concentrate).
2. a) I need a change. I need _____ (go) away for a while.
- b) She isn't able to take care of herself. She needs _____ (take) care of.
- c) The windows are dirty. They need _____ (wash).
- d) You don't need _____ (iron) that shirt. It doesn't need _____ (iron).
3. a) They were talking very loudly. I couldn't help _____ (overhear) them.
- b) Can you help me _____ (get) dinner ready?
- c) He looks so funny. Whenever I see him, I can't help _____ (laugh).
- d) The nice weather helped _____ (make) it a very pleasant vacation.

Exercise 29. Write sentences with *like + -ing*.

1. I'm a student. I like it.
2. Ellen
3. I used to work in a supermarket. I didn't like it very much.
I _____
4. Ryan teaches biology. He likes it. He _____.
5. Rachel is studying medicine. She likes it. She _____.
6. Dan is famous. He doesn't like this. He _____.

Exercise 30. Write sentences about yourself. Say whether you like or don't like these activities. Choose one of these verbs for each sentence:

like / don't like don't mind enjoy hate love

1. (fly) _____
2. (play cards) _____
3. (do the ironing) _____
4. (go to museums) _____

5. (lie on the beach all day) _____

Exercise 31. How would you feel about doing these jobs? Use one of these in your sentences:

I'd like / I wouldn't like I'd love I'd hate I wouldn't mind

1. (a teacher) _____
2. (a dentist) _____
3. (a hair stylist) _____
4. (an airline pilot) _____
5. (a tour guide) _____

Exercise 32. Write an appropriate verb in the correct form, -ing or to... Sometimes either form is possible.

1. It's nice to be with other people, but sometimes I enjoy _____ alone.
2. I'm not quite ready yet. Do you mind _____ a little longer?
3. When I was a child, I hated _____ to bed early.
4. I don't like _____ letters. I can never think what to write.
5. I need a new job. I can't stand _____ here anymore.
6. I would love _____ to your wedding, but I'm afraid I can't
7. Caroline never wears a hat. She doesn't like _____ hats.
8. "Would you like _____ down?" "No, thanks. I'll stand."
9. I don't like _____ in this part of town. I want to live somewhere else.
10. Do you have a minute? I'd like _____ to you about something.
11. Robert misses his car when it's at the mechanic's. He can't stand _____ without his car for ever one day.

Exercise 33. Write sentences like those. Use the verb in parentheses.

1. It's too bad I couldn't go to the wedding. (like) _____
2. It's too bad I didn't see the program. (like) _____

3. I'm glad I didn't lose my watch. (hate) _____
4. It's too bad I didn't meet Ann. (love) _____
5. I'm glad I wasn't alone. (not/like) _____
6. It's a shame I couldn't travel by train. (prefer) _____

Exercise 34. Which do you prefer? Write sentences using I prefer (something) to (something else). Put the verb into the correct form where necessary.

1. (drive / travel by train) _____
2. (tennis ? soccer) I prefer _____
3. (call people / write letters) I _____ to _____
4. (go to the movies / watch videos at home) _____

Now rewrite sentences 3 and 4 using the structure I prefer (to do something) rather than (something else).

5. (1) _____
6. (3) I prefer to _____
7. (4) _____

Exercise 35. Write sentences using I'd prefer... or I'd rather... + one of the following:
eat at home take a taxi go alone go for a swim listen to some music stand
think about it for a while wait till later

1. Shall we walk home?	(prefer) _____
2. Do you want to eat now?	(rather) _____
3. Would you like to watch TV?	(prefer) _____
4. What about a game of tennis?	(rather) _____
5. Do you want to go to a restaurant?	(prefer) _____
6. I think we should decide now.	(rather) _____
7. Would you like to sit down?	(rather) _____
8. Do you want me to come with you?	(prefer) _____

Now write sentences using than or rather than.

9. (take a taxi / walk home)

I'd prefer _____

10. (go for a swim / play tennis)

I'd rather _____

11. (eat at home / go to a restaurant)

I'd prefer _____

12. (think about it for a while / decide now)

I'd rather _____

Exercise 36. Complete the sentences using would you rather I...?

1. Are you going to make dinner, or _____?
2. Are you going to tell Ann what happened, or would you rather _____?
3. Are you going to do the shopping, or _____?
4. Are you going to answer the phone, or _____?

Exercise 37. Use your own ideas to complete these sentences.

1. "Should I tell Ann the news?" "No, I'd rather she _____ know."
2. Do you want me to go now, or would you rather I _____ here?
3. Do you want to go out tonight, or would you rather _____ home?
4. This is a private letter addressed to me. I'd rather you _____ read it.
5. I don't really like these shoes. I'd rather they _____ a different color.
6. "Do you mind if I turn on the radio?" "I'd rather you _____
I'm trying to study."

Exercise 38. Complete the sentences so that they mean the same as the sentences in parentheses.

1. (Why is it useful to have a car?)
What are the advantages of _____?
2. (I don't intend to lend you any money.)
I have no intention of _____.

3. (Karen has a good memory for names.)
Karen is good at _____.
4. (Mark won't pass the exam. He has no chance.)
Mark has no chance of _____.
5. (Did you get into trouble because you were late?)
Did you get into trouble for _____?
6. (We didn't eat at home. We went to a restaurant instead.)
Instead of _____.
7. (Tom thinks that working is better than doing nothing.)
Tom prefers working to _____.
8. (Our team played well, but we lost the game.)
Our team lost the game in spite of _____.

Exercise 39. Complete the sentences using by -ing. Use one of the following (with the verb in the correct form):

borrow too much money break a window drive too fast stand on a chair
turn the key

1. The burglars got into the house _____.
2. I was able to reach the top shelf _____.
3. You start the engine of a car _____.
4. Kevin got himself into financial trouble _____.
5. You can put people's lives in danger _____.

Exercise 40. Complete the sentences with an appropriate word. Use only one word each time.

1. I ran ten miles without _____.
2. He left the hotel without _____ his bill.
3. It's a nice morning. How about _____ for a walk?
4. I was surprised that she left without _____ good-bye to anyone.

5. Before _____ to bed, I like to have some hot cocoa.
6. We were able to translate the letter into English without _____ a dictionary.
7. It was a very long trip. I was very tired after _____ on a train for 36 hours.
8. I was annoyed because the decision was made without anybody _____ me.
9. After _____ the same job for ten years, I left I needed a change.

Exercise 41. For each situation, write a sentence with I'm (not) looking forward to.

1. You are going on vacation next week. How do you feel about this?

2. Diane is a good friend of yours, and she is coming to visit you. So you will see her again soon. How do you feel about this? I'm _____.
3. You are going to the dentist tomorrow. You don't like to go to the dentist. How do you feel about this? I'm not _____.
4. Carol hates school, but she is graduating next summer. How does she feel about _____ this?
_____.
5. You like tennis. You've arranged to play tennis tomorrow. How do you feel about this?

Exercise 42. Перекладіть англійською мовою:

1. Ви не помітили як вона пішла?
2. Нам подобається як вона розповідає казки.
3. Що змусило Вас відмовитися від поїздки?
4. Вона не чекала, що він їй так відповість.
5. Я бачила як він сідав на поїзд.
6. Іноді з ним дуже важко розмовляти.

7. Це змусить вас подумати про майбутнє.
8. Марно я намагався його вмовити.
9. Я обіцяю тобі приїхати на вихідні.
10. Хто дозволив тобі взяти ці гроші?
11. Мені б хотілося щоб ви поснідали з нами завтра.
12. Тобі б краще дотримуватись діти.
13. Неможливо вивчити мову за тиждень.
14. Мені потрібно купити хліб.
15. Ви чули як він розповідав про це?
16. Мати змусила сина з'їсти суп.
17. Я готовий тебе послухати.
18. Важко спіймати таксі в такий час.
19. Вона вирішила написати відповідь негайно.
20. Я раджу тобі поїхати до півдня у вересні.
21. Ви чули як вони сперечались?
22. Я не помітив як мій гаманець вистрибнув з сумки.
23. Його змусили скласти іспит ще раз.
24. Я збираюсь кинути палити.
25. Ви чули як він розмовляє по англійськи?

Exercise 43. Перекладіть англійською мовою:

1. Було запізно робити операцію.
2. Він вимагав повернути йому гроші.
3. Я хочу, щоб мене вислухали.
4. Його вигляд змусив нас розсміятись.
5. Вона попросила принести їй пляшку води.
6. Він запропонував розпочати засідання.
7. Тільки він помітив цю помилку.
8. Я не знаю як розв'язати цю задачу.
9. Нам знадобилось багато часу щоб дійти згоди.

10. Заголовки важко перекладати.
11. Цікаво брати участь у такій виставі.
12. Вона попросила не ображатись на неї.
13. Її запросили виступити на вечорі.
14. Вчитель очікував, що він краще буде відповідати на іспиті.
15. Цей вірш легко вивчити.
16. Вона не дозволила мені взяти її нотатки.
17. Вона почувається незручно коли на неї дивляться.
18. Мені коштувало великих грошей придбати цю картину для музею.
19. Він хотів зійти на наступній зупинці, але потім передумав.
20. Я почула як хтось тихо свистить під вікном.
21. Мені дуже шкода перебивати вас, але я змушена.
22. Не важко здогадатись про що ви зараз думаєте.
23. Не змушуй мене казати тобі неприємні речі.
24. Мені потрібно піти до бібліотеки.
25. Зараз кращий час почати все спочатку.

Exercise 44. Перекладіть англійською мовою:

1. Важливо зрозуміти співбесідника в супереччі.
2. Я благав її не плакати.
3. Легко робити те що вмієш.
4. Я не збираюся залишатись тут ані хвилини.
5. Тобі час відпочивати.
6. Я хочу щоб ти продовжував дослідження.
7. Хто порадив тобі вступити до Університету?
8. Я не дозволяю вам гуляти під дощем.
9. Я ніколи не чула як він співає.
10. Його погляд змусив мене порушити мовчання.
11. Я планую почати експеримент за тиждень.
12. Мені прикро просити в тебе гроші.

- 13.Справжній друг завжди готовий прийти на допомогу.
- 14.Було необхідно знайти лікаря.
- 15.Він напевно отримає цю посаду.
- 16.Він завжди приходиться останнім.
- 17.Він зупинився щоб закурити.
- 18.Вона вмовила мене продати машину.
- 19.Поїхати до Парижу було її мрією.
- 20.Ми були щасливі, що нас врятували.
- 21.Я прошу тебе не розмовляти зі мною в такому тоні.
- 22.Усе було зроблено для того, щоб врятувати життя дитині.
- 23.З ним важко мати справу.
- 24.Я занадто старий, щоб йти так швидко.
- 25.Ніколи не пізно почати нове життя.

-ing forms versus the Infinitive
(Practical Tasks and Reference Grammar Items)

Consult Reference Grammar Items doing the practical tasks

Task 1 – Selfstudy: Go + gerund.

Directions: Use the given ideas to complete the sentences with a form of GO + the appropriation GERUND to describe the activity.

1. I love to dance. Last night, my husband and I danced for hours.
Last night, my husband and I went dancing
2. Later this afternoon, Ted is going to take a long walk in the woods.
Ted is going to go hiking later today.
3. Yesterday Alice visited many stores and bought some clothes and makeup.
Yesterday, Alice _____.
4. Let's go to the beach and jump in the water.
Let's _____.
5. My grandfather takes his fishing pole to a farm pond every Sunday.
My grandfather _____ every Sunday.
6. When I visit a new city, I like to look around at the sights.
When I visit a new city, I like to _____.
7. I love to put up a small tent by a stream, make a fire, and listen to the sounds of
the forest through the night.
I love to _____.
8. I want to take the sailboat out on the water this afternoon.
I want to _____ this afternoon.
9. Once a year, we take our skis to our favorite mountain resort and enjoy an
exciting week. Once a year, we _____ at
our favorite mountain resort.
10. Last year on my birthday, my friends and I went up in an airplane, put on
parachutes, and jumped out of the plane at a very high altitude.

2. I'm a people-watcher. I like **A, B** people in public places.
A. watching B. to watch
3. I've already begun _____ ideas for my new novel.
A. collecting B. to collect
4. A group of Chinese scientists plan _____ their discovery at the world conference _____ next _____ spring.
A. presenting B. to present
5. Every time I wash my car, it starts _____.
A. raining B. to rain
6. Angela and I continued _____ for several hours.
A. talking B. to talk
7. I love _____ on the beach during a storm.
A. walking B. to walk
8. I would love _____ a walk today.
A. taking B. to take
9. Are you sure you don't mind _____ Johny for me while I go to the store?
A. watching B. to watch
10. Annie hates _____ in the rain.
A. driving B. to drive
11. My roommate can't stand _____ to really loud rock music.
A. listening B. to listen
12. I don't like _____ in front of other people.
A. singing B. to sing
13. Would you like _____ to the concert with us?
A. going B. to go
14. Most children can't wait _____ their presents on their birthday.
A. opening B. to open

compromise) _____ by going to neither coast. We've agreed
 (4.find) _____ a place where both of us want (5.go)
 _____.

A: So where are you going?

B: Well, we've been considering (6.go) _____
 (7.fish) _____ in Canada. We've also discussed (8.take)
 _____ a train across central and western Canada. We also have
 been talking about (9.rent) _____ a sailboat and (10.go)
 _____ (11.sail) _____ in the Gulf
 of Mexico.

A. Have you ever through about (12.stay) _____ home
 and (13.relax) _____?

B: That's not a vacation to me. If I stay home during my vacation, I always end
 up doing all the chores around home that I've put off (14.do)
 _____ for the past year. When I go on a holiday, I like
 (15.visit) _____ new places and (16.do)
 _____ new things. I enjoy (17.see)
 _____ parts of the world I've never seen before.

A: What place would you like (18.visit) _____
 the most?

B: I'd love (19.go) _____ (20.camp)
 _____ in New Zealand. My wife loves (21.camp)
 _____ in new places too, but I'm afraid she might refuse
 (22.go) _____ to New Zealand. She doesn't like long plane
 flights.

A: Why don't you just pick a spot on a map? Then call and make a hotel
 reservation.

B: Neither of us can stand (23.spend) _____ two whole
 weeks at a luxury hotel somewhere. I don't mean (24.say)

_____ anything bad about big hotels, by both of us seem
(25.like) _____ more adventurous vacations.

A: Well, keep (26.think) _____ about it. I'm sure you'll figure out a really great place for your vacation.

B: We'll have to stop (27.think) _____ about it sometime soon and make a decision.

B: I can't wait (28.find) _____ out where you decide
(29.go) _____. I'll expect (30.hear) _____
_____ from you when you make a decision. Don't forget
(31.call) _____ me.

A: Hmm. Maybe we should go (32.ski) _____ in Switzerland. Or perhaps we could go (33.water-ski) _____
_____ on the Nile. Then there's the possibility of going
(34.hike) _____ in the Andes. Of course, we'd probably enjoy (35.swim) _____
off the Great Barrier Reef of Australia. And we shouldn't postpone (36.explore) _____
_____ the Brazilian rain forest much longer. Someday I'd really like (37.climb) _____
to the top of an active volcano and (38.look) _____ inside the crater. Or maybe we could...

Task 6 – selfstudy: Uncompleted *infinitives*

Directions: Cross out the unnecessary words in Speaker B's responses.

1. A: Did you pay the electric bill?

B: Not yet. But I'm going to pay the electric bill.

2. A: Why didn't you go to class this morning?

B: I didn't want to go to class this morning.

3. A: Did you call your mother?

B: No, but I ought to call my mother.

4. A: Have you taken your vacation yet this year?

B: No, I haven't, but I intend to take my vacation.

Task 7 – guided study: Uncompleted infinitives

Directions: Complete the dialogues with your own words. Then explain the full meaning of the uncompleted infinitives.

1. A: Would you like to go to a movie with us tonight

B: I'd love to! (I'd love to go to a movie with you tonight.)

2. A: Does Yoko enjoy meeting new people

B: She seems to. (She seems to enjoy meeting new people.)

3. A: _____ Did

you _____

B: _____ No.

A: Well, you ought to.

4. A: _____ Why _____ didn't

_____ B: I didn't want to.

5. A: _____ Would _____ you _____ like

to _____

B: Yes, but I can't afford to.

6. A: _____ Do _____ you _____

_____ B: No, but I used to.

7. A: _____ You _____ should _____

_____ B: I intend to.

8. A: _____ I'm _____ not _____ going _____

_____ B: But you have to!

9. A: _____ Have
you _____

B: Not yet, but I'm planning to.

10.A:

_____ B: I'd really like to, but I can't.

Task 8 – selfstudy: Preposition + gerund

Directions: Using the verbs in parentheses, complete the sentences with PREPOSITIONS and GERUNDS. Refer to the list of expressions with prepositions at the bottom of the page if necessary.

1. I believe in telling the truth no matter what. (tell)
2. I wish the weather would get better. I'm tired of having to be inside all the time (have to be)
3. I don't go swimming because I'm afraid _____ . (drown)
4. Greg is nervous _____ his girlfriend's parents for the first time. (meet)
5. I don't know how to thank you _____ me. (help)
6. Are you interested _____ to a bullfight? (go)
7. I worked on it all night, but I didn't succeed _____ the problem. (solve)
8. I just can't get excited _____ Disneyland for the third time in two years. (visit)
9. Carlos has the irritating habit _____ gum very loudly. (chew)
10. Why do you constantly worry _____ your parents? (please)
11. Johnathan! Please concentrate _____ your assignment. (read)
12. Every summer, I look forward _____ a vacation with my family. (take)
13. Do you feel _____ me why you're so sad? (tell)

14. I apologize _____, but I was trying to protect you from the truth. Sometimes the truth hurts. (lie)
15. Why do you always insist _____ for everything when we go out for dinner? (pay)
16. I'm in the habit _____ every morning, but I'm too tired today. (jog)
17. I want you to know that I'm sorry. I don't know if you can ever forgive me _____ you so much trouble. (cause)
18. I'm not very good _____ names. (remember)
19. I'm not happy in my work. I often dream _____ my job. (quit)
20. How do you stop someone _____ something you know is wrong? (do)
21. You can't convince me to change my mind. After what she did, you'll never talk me _____ her. (forgive)
22. I'm too tired to cook, but I hadn't planned _____ out tonight. (eat)
23. Who's responsible _____ these coffee beans all over the floor? (spill)
24. You'd better be careful. You're in danger _____ this class. (fail)
25. Anna made a lot of big mistakes at work. That's why she was afraid _____ her job. (lose)

Task 9 – guided study: Preposition + gerund.

Directions: In writing or in groups, make up sentences that contain GERUNDS. Include the appropriate PREPOSITION in each.

Example: apologize to (...) + interrupt / be / call

You should apologize to Tarik for interrupting him.

I apologized to my friend for being late.

Rosa apologized to me for calling after midnight.

1. be nervous + speak / go / get

2. thank (...) + open / help / invite
3. feel like (...) + go / have / take
4. look forward + do / stop / skydive
5. apologize to (...) + sell / give / leave
6. worry + lose / njt have / be
7. forgive (...) + lie / take / forget
8. be excited + go / meet / move
9. insist + answer / drive / fly
10. believe + help / tell / trust

Task 10 – selfstudy: Using by + gerund.

Directions: Describe what the people did by using BY + A GERUND.

1. Mary: How did you comfort the child?
Sue: I held him in my arms.
Sue comforted the child by holding him in her arms
2. Pat: How did you improve your vocabulary?
Nadia: I read a lot of books.
Nadia improved her vocabulary _____ a lot of books.
3. Kirk: How did Grandma amuse the children?
Sally: She told them a story.
Grandma amused the children _____ them a story.
4. Masako: How did you improve your English?
Pedro: I watched TV a lot.
Pedro improved his English _____ TV a lot.
5. Jeffrey: How did you catch up with the bus?
Jim: I ran as fast as I could.
Jim caught up with the bus _____ as fast as he could.

6. Sam: How did you recover from your cold?
Abdul: I stayed in bed and took care of myself.
Abdul recovered _____ in bed and _____ care of himself.
7. Mr. Lee: How did you earn your children's respect?
Mr. Fox: I treated them with respect at all times.
Mr. Smith earned his children's respect _____
them with respect at all times.

Task 11 – guided study: Using by + gerund

Directions: Complete the sentences in Column A with BY + an appropriate idea from Column B.

Example: I arrived on time by taking a taxi instead of the bus.

COLUMN A	COLUMN B
1. I arrived on time	A. tighten the loose screws
2. I put out the fire	B. count the rings
3. Giraffes can reach the leaves at the top	C. read the directions on the package
4. I fixed the chair	D. walk on the bottom of the riverbed
5. Sara was able to buy an expansive stereo system	E. pour water on it
6. A hippopotamus can cross a river	F. work all through the night
7. I figured out how to cook the noodles	G. stretch their long necks
8. Pam finished her project on time	H. save her money for two years
9. You can figure out how old a tree is	I. take a taxi instead of a bus

Task 12 – selfstudy: Gerund as subject; it + infinitive.

Directions: Complete the sentences by using a GERUND as the subject or **it** + INFINITIVE. Add the word *is* where appropriate. Use the verbs in the following list.

complete

eat

live

drive

learn

swim

1. a. It is easy for anyone to learn how to cook an egg.
b. Learning how to cook an egg is easy for anyone.
2. a. _____ nutritious food _____ important for your health
b. _____ important for your health _____ nutritious food.
3. a. _____ on the wrong side of the road _____ against the law
b. _____ against the law _____ on the wrong side of the road.
4. a. _____ fun for both children and adults _____ in the ocean.
b. _____ in the ocean _____ fun for both children and adults.
5. a. _____ expansive _____ in a dormitory?
b. _____ in a dormitory expensive?
6. a. _____ difficult _____ these sentences correctly
b. _____ these sentences correctly difficult?

Task 13 – guided study: Gerund as subject; it + infinitive.

Directions: Make sentences by combining ideas from Column A and Column B. Use GERUND + SUBJECT or **it** + INFINITIVE.

Example: Riding a bicycle is easy / dangerous / fun / relaxing. OR

It is easy / dangerous / fun / relaxing to ride a bicycle.

COLUMN A

1. ride a bicycle
2. read newspapers
3. study grammar
4. play tennis
5. steal cars
6. listen to a two-hour speech
7. predict the exact time of an earthquake
8. forget someone's name

COLUMN B

- A. against the law
- B. boring
- C. dangerous
- D. easy
- E. educational
- F. embarrassing
- G. exciting
- H. frightening

- | | |
|--|--------------------|
| 9. walk alone through a dark forest at night | I. fun |
| 10. go fishing with your friends | J. hard |
| 11. know the meaning of every word in a dictionary | K.important |
| 12. be honest with yourself at all times | L. impossible |
| 13. change a flat tire | M.relaxing |
| 14. visit museums | N. a waste of time |

Task 14 – guided study: it + for (someone) + infinitive

Directions: Make sentences using IT + FOR (someone) + INFINITIVE by combining ideas from Columns A, B, and C. Add your own words if you wish.

Example: difficult

It is difficult for me to be on time for class.

It is difficult for some people to learn how to swim.

It's difficult for children to understand adults' behavior.

COLUMN A

1. difficult
2. easy
3. fun
4. important
5. impossible
6. enjoyable
7. interesting
8. possible

COLUMN B

- anyone
children
me
most people
some people
students

COLUMN C

- spend time with friends
predict the exact time of an earthquake
change a flat tire
be on time for class
understand adults' behavior
obey their parents
observe animals in their wild habitat
visit new places
learn how to swim
live on planet Mars

Task 15 – guided study: it + take + to

Directions: Use your own words to complete the following sentences.

Example: It takes ... hours to ...

It takes five hours to fly from Los Angeles to Honolulu.

Example: It takes a lot of work for ... to ...

It takes a lot of work for most small businesses to succeed.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. It takes time for ... to ... 2. It takes a lot of money to... 3. It takes... minutes to ... 4. How long does it take to...? | <ol style="list-style-type: none"> 5. It will take... years for ... to ... 6. It takes patience / courage / skill to ... 7. It takes hard work for ... to ... 8. It takes stamina and determination to ... |
|---|--|

Task 16 – guided study: it + for (someone) + infinitive

Directions: Complete the sentences with your own words.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. It is easy for... to... 2. It's traditional for ... to ... 3. It's impossible for ... to ... 4. It takes (<i>a length of time</i>) for ... to ... | <ol style="list-style-type: none"> 5. It's sensible for... to ... 6. Is it necessary for ... to ...? 7. It's important for ... to ... 8. It's difficult for ... to ... |
|---|--|

Task 17 – selfstudy: (In order) to

Directions: Complete the sentences in Column A by using the ideas in Column B.

Connect the ideas with (IN ORDER) TO.

Example: I called the hotel desk (in order) to ask for an extra pillow.

COLUMN A	COLUMN B
1. I called the hotel desk	A. keep their feet warm and dry
2. I turned on the radio	B. reach the top shelf
3. I looked in the encyclopedia	C. listen to a ball game
4. People wear boots	D. find the population of Malaysia
5. Andy went to Egypt	E. ask for an extra pillow
6. Ms. Lane stood on tiptoe	F. chase a stray dog away
7. The dentist moved the light closer to my face	G. help him pay the rent

8. I clapped my hands and yelled	H. get some fresh air and exercise
9. Maria took a walk in the park	I. see the ancient pyramids
10. I offered my cousin some money	J. look into my mouth

Task 18 – selfstudy: Purpose: to vs. for.

Directions: Complete the sentences with **TO** or **FOR**.

- Sam went to the hospital for an operation.
- I hired a cab to take me to the boat dock.
- Frank stayed after school _____ get some extra help from the teacher.
- I play tennis twice a week _____ exercise and relaxation.
- I sent a card to Carol _____ wish her a happy birthday.
- Two police officers came to my apartment _____ ask me about my cousin.
- Mr. Wong works in his garden _____ the pure pleasure of it.
- I looked in the encyclopedia _____ information about Ecuador.
- Jennifer used some medicine _____ cure an infection on her arm.
- I lent Yvette money _____ her school expenses.
- My three brothers, two sisters, and parents all came to town _____ attend my graduation.
- I went to my boss _____ permission to take the rest of the day off.

Task 19 – selfstudy: Too and enough + infinitive.

Directions: Complete the sentences by choosing from the given words. Use **TOO** or **ENOUGH** an **INFINITIVE**.

- | | |
|------------------------------|---|
| 1. <i>strong</i> / | I'm not strong enough to lift a refrigerator. |
| <i>lift</i> | Most people are too weak to lift a refrigerator without |
| 2. <i>weak</i> / <i>lift</i> | My suitcase is _____ any more clothes. |
| 3. <i>full</i> / <i>hold</i> | My suitcase isn't _____ all the clothes I want to take on |
| 4. <i>large</i> / | my trip. |
| <i>hold</i> | I was _____ the phone. I let it keep ringing |
| 5. <i>busy</i> / | until the caller gave up. |
| <i>answer</i> | We got to the concert _____ good seats. |
| 6. <i>early</i> / <i>get</i> | Rex is _____ into Bobo's doghouse. |
| 7. <i>big</i> / <i>get</i> | Julie's purse is _____ her dog Pepper. |
| 8. <i>big</i> / <i>hold</i> | |

Task 20 – selfstudy: Too and enough + infinitive.

Directions: Complete the sentences with TOO or ENOUGH. Write a slash (/) if nothing is needed in a blank.

1. Alan is too smart / to make that kind of mistake.
2. Alan is _____ smart _____ to understand how to solve that problem.
3. My pocket is / big enough to hold my wallet. I always carry my wallet there.
4. A horse is _____ big _____ for a person to lift.
5. I'm uncomfortable. This room is _____ hot _____ . Why don't you open the window?
6. That watch is _____ expensive _____. I can't afford it.
7. Are you _____ tall _____ to reach that book for me? The green one on the top shelf. Thanks.
8. Ask John to help you move that box. He's _____ strong _____ to lift it.

9. I am _____ busy _____ to help you right now.
10. I think this problem is _____ important _____ to require our immediate attention.
11. Nora is not _____ tired _____ to finish the project before she go home.
12. Our company is _____ successful _____ to start several new branches overseas.

Task 21 – selfstudy: Gerunds vs. infinitives.

Directions: Complete the sentences with the words in parentheses: GERUND or INFINITIVE.

1. It's difficult for me (*remember*) to remember phone numbers.
2. My cat is good at (*catch*) catching mice.
3. I bought a newspaper (*look*) _____ at the ads for apartments for rent.
4. Tourists like (*go*) _____ (*swim*) _____ in the warm ocean in Hawaii.
5. I called my friend (*invite*) _____ her for dinner.
6. Hillary talked about (*go*) _____ to graduate school.
7. Sarosh found out what was happening by (*listen*) _____ carefully to everything that was said.
8. Children, stop (*draw*) _____ pictures on the tablecloth.
9. Professor Amani has a strong accent. It is difficult for his students (*understand*) _____ him. He needs (*improve*) _____ his pronunciation if he wants (*be*) _____ a good lecturer. (*lecture*) _____ requires good communication skills.

10. A: Hi! I'm home!
 B: Welcome back. Did you have a good trip?

A: Yes, thanks. How's everything? How are my goldfish? I hope you didn't forget
(*feed*) _____ them.

B: Oh, my gosh!

11. Dan's goldfish died when he was away on a trip because his roommate forgot
(*feed*) _____ them. Dan is considering (*get*)
_____ a new roommate.

12. My friend Akihiko has goldfish in a pond in his garden. He enjoys (*feed*)
_____ them one by one with chopsticks.

13. Michelle Yin Yin Ko works sixteen hours a day (*earn*)
_____ enough money (*take*)
_____ care of her elderly parents as well as her three
children.

14. It takes care, patience, and a little luck (*take*) _____ a
really good photograph of wildlife.

15. No matter how wonderful a trip is, it's always good (*get*)
_____ back home and (*sleep*)
_____ in one's own bed.

16.A: Quit (*stare*) _____ at the phone. Greg isn't going to
call.

B: I keep (*think*) _____ the phone will ring any second.

A: I don't mean (*be*) _____ unsympathetic, but I think you'd
better forget about Greg. It's over.

17. It's important to your health for you (*work*) _____ at a
job _____ you _____ like.

If you hate (*go*) _____ to your job, you should
seriously think about (*look*) _____ for a different kind
of job. The stress of (*do*) _____ work you hate day in
and day out can damage your health.

Task 22 – selfstudy: Gerunds vs. infinitives.

Directions: Find and underline the GERUNDS and INFINITIVES in the following.

1. Jim offered to help me with my work.
2. My son isn't old enough to stay home alone.
3. Do you enjoy being alone sometimes, or do you prefer to be with other people all the time?
4. I called my friend to thank her for the lovely gift.
5. Mary talked about going downtown tomorrow, but I'd like to stay home.
6. It is interesting to learn about earthquakes.
7. Approximately one million earthquakes occur around the world in a year's time. Six thousand can be felt by humans. Of those, one hundred and twenty are strong enough to cause serious damage to buildings, and twenty are violent enough to destroy a city.
8. It's important to respect the power of nature. A recent earthquake destroyed a bridge in California. It took five years for humans to build the bridge. It took nature fifteen seconds to knock it down.
9. Predicting earthquakes is difficult. I read about one scientist who tries to predict earthquakes by reading the daily newspaper's lost-and-found ads for lost pets. He believes that animals sense an earthquake before it comes. He thinks they then begin to act strangely. Dogs are respond to the threat by running away to a safer place. By counting the number of ads for pets, he expects to be able to predict when an earthquake will occur.

Task 23 – guided study: Gerunds vs. infinitives.

Directions: Complete the sentences with the words in parentheses: GERUND or INFINITIVE.

1. (*study*) Studying English is fun.

2. My boss makes a habit of *(jot)*¹ _____ quick notes to her employees they've done a good job.
3. From the earth, the sun and the moon appear *(be)* _____ almost the small size.
4. A: I don't like airplanes.
 B: Why? Are you afraid of *(fly)* _____?
 A: No, I'm afraid of *(crash)* _____.
5. I keep *(forget)* _____ *(call)* _____ my friend Louis better write myself a note.
6. People in the modern world are wasteful of natural resources. For example, every three months, people in North America throw away enough aluminium *(build)* _____ an entire airplane.
7. I am so busy! I have just enough time *(do)* _____ what I need *(do)* _____, but not enough time *(do)* _____ what I'd *(do)* _____.
8. *(ask)* _____ others about themselves and their lives is one of the secret *(get)* _____ along with other people. If you want *(make)* _____ and *(keep)* _____ friends, it is important _____ sincerely interested in other people's lives.
9. A: Have you called Amanda yet?
 B: No. I keep *(put)* _____ it off.
 A: Why?
 B: She's mad at me for *(forget)* _____ *(send)* _____ a card on her birthday.
 A: It's silly for her *(get)* _____ mad about something like that. Just call her and say you are sorry about *(remember, not)* _____ to wish her a happy birthday. She can't stay mad at you forever.

¹ Jot = write quickly and briefly.

10. In days of old, it was customary for a servant (*taste*) _____ the king's food before the king ate (*make*) _____ sure it was not poisoned.
11. One of my good friends, Larry, has the bad habit of (*interrupt*) _____ others while they're talking.
12. I like (*travel*) _____ to out-of-the-way places. I don't like (*go*) _____ to usual tourist places when I'm on holiday.
13. Large bee colonies have 80,000 workers. These worker bees must visit fifty million flowers (*make*) _____ one kilogram (2.2 pounds) of honey. It's no wonder that "busy as a bee" is a common expression.
14. Exercise is good for you. Why don't you walk up the stairs instead of (*take*) _____ the elevator?
15. Stop (*crack*) _____ those nuts with your teeth! Here. Use a nutcracker. Do you want (*be*) _____ toothless by the time you're thirty?

Task 24 – guided study: Gerunds vs. infinitives

Directions: Complete the sentences with the words in parentheses: GERUND or INFINITIVE.

1. A: Let's quit (*argue*) arguing. We're getting nowhere. Let's just agree (*disagree*) _____ and still (*be*) _____ friends.
 B: Sounds good to me. And I apologize for (*raise*) _____ my voice. I didn't mean (*yell*) _____ at you.
 A: That's okay. I didn't intend (*get*) _____ angry at you either.
2. A: David, why did you want (*sneak*) _____ into the movie th without _____ (*pay*) _____?
 B: I don't know, Mom. My friends talked me into (*do*) _____ it, _____ I _____ guess.
 A: That's not a very good reason. You are responsible for your actions, not your

friends.

B: I know. I'm sorry.

A: How does this make you feel? Do you like yourself for *(try)* _____ *(sneak)* _____ into the theater?

B: No. It doesn't make me feel good about myself.

A: You're young. We all have lessons like this to learn as we grow up. Just remember: It's essential for you *(have)* _____ a good opinion of yourself. It's very important for all of us *(like)* _____ ourselves. When we do something wrong, we stop *(like)* _____ ourselves, and that doesn't feel good. Do you promise never *(do)* _____ anything like that again?

B: Yes. I promise! I'm really sorry, Mom.

3. Different cultures have different gestures. When North Americans meet someone, they usually offer a strong handshake and look the other person straight in the eye. In some countries, however, it is impolite *(shake)* _____ hands firmly, and *(look)* _____ the person in the eye is equally rude.
4. How close do you stand to another person when you are speaking? North Americans Prefer *(stand)* _____ just a little less than an arm's length from someone. Many people in the Middle East and Latin America prefer *(move)* _____ closer than that during a conversation.
5. *(Smile)* _____ at another person is a universal, cross-cultural gesture. Everyone throughout the world understands the meaning of a smile.
6. A: What do you feel like *(do)* _____ this afternoon?
 B: I feel like *(go)* _____ *(shop)* _____ at the mall.
 A: I feel like *(go)* _____ to a used car lot and *(pretend)* _____ *(be)* _____ interested in *(buy)* _____ a car.
 B: You're kidding. Why would you want *(do)* _____ that?

A: I like cars. Maybe we could even take one out for a test drive. You know I'm planning (get) _____ a car as soon as I can afford (buy) _____ one. I can't wait (have) _____ my own car. Maybe we'll find the car of my dreams at a used car lot. Come on. It sounds like fun.

B: Nah. Not me. You go ahead. (pretend) _____ (be) _____ interested in (buy) _____ a used car doesn't sound like my idea of fun.

-ING forms versus the Infinitive (Exercises + self study)

Task 25. – Do the following exercises

Exercises

1. Complete each sentence with one of these verbs:

Answer apply be get listen make splash try use wash work write

1. He tried to avoid _____ my question.
2. Could you please stop _____ so much noise?
3. I enjoy _____ to music.
4. I considered _____ for the job, but in the end I decided against it.
5. Have you finished _____ your hair yet?
6. If you walk out into the street without looking, you risk _____ run over.
7. Jim is 65, but he isn't going to retire yet. He wants to go on _____ .
8. I don't mind you _____ the phone as long as you pay for all your calls.
9. If you use the shower, try and avoid _____ water on the floor.

10. I've put off _____ the letter several times. I really have to do it today.

11. What a mean thing to do! Can you imagine anybody _____ so mean?

12. Sarah gave up _____ to find a job in this country and decided to go abroad.

2. Complete the sentences for each situation using –ing.

- | | | |
|--------------------------------|--------------------|-------------------------|
| 1. What should we do? | We could go to the | She suggested |
| | movies | _____. |
| 2. You were driving too fast. | Yes, I was. Sorry! | She admitted _____. |
| 3. Let's go swimming. | Good idea! | She suggested _____. |
| 4. You broke my CD player. | No, I didn't! | He denied _____. |
| 5. Can you wait a few minutes? | Sure, no problem. | They didn't mind _____. |

3. Complete the sentences so that they mean the same as the first sentence. Use –ing.

- We can't live like this anymore. We can't go on _____.
- It's not a good idea to travel during rush hour. It's best to avoid _____.
- Should we leave tomorrow instead of today?
Should we postpone _____ until _____?
- The driver of the car said it was true that he didn't have a license.
The driver of the car admitted _____.
- Could you turn the radio down, please?
Would you mind _____?
- Please don't interrupt me all the time.
Would you mind _____?

4. Use your own ideas to complete these sentences. Use –ing.

1. She's a very interesting person. I always enjoy talking to her.
2. I'm afraid there aren't any chairs. I hope you don't mind _____.
3. It was a beautiful day, so I suggested _____.
4. It was very funny. I couldn't stop _____.
5. My car isn't very reliable. It keeps _____.

5. Complete the sentence for each situation.

1. Shall we get married? Yes They decided to get married.
2. Please help me. OK. She agreed _____.
3. Can I carry your bags for you? No, thanks. I can manage. He offered _____
4. Let's meet at 8:00. OK, fine. They arranged _____
5. What's your name? I'm not going to tell you. She refused _____
6. Please don't tell anyone. I won't. I promise. She promised _____.

6. Put the verb into the correct form, to ... or –ing.

1. When I'm tired, I enjoy _____ TV. It's relaxing. (watch)
2. It was a nice day, so we decided _____ for a walk. (go)
3. There was a lot of traffic, but we managed _____ to the airport in time. (get)
4. I'm not in a hurry. I don't mind _____. (wait)
5. They don't have much money. They can't afford _____ out very often. (go)
6. We've got a new computer in our office. I haven't learned how _____ it yet. (use)
7. I wish that dog would stop _____. It's driving me crazy. (bark)
8. Our neighbor threatened _____ the police if we didn't stop the noise. (call)
9. We were hungry, so I suggested _____ dinner early. (have)
10. We were all afraid to speak. Nobody dared _____ anything. (say)

11. Hurry up! I don't want to risk _____ the train. (miss)
 12. I'm still looking for a job, but I hope _____ something soon. (find)

7. Make a new sentence using the verb in parentheses.

1. He has lost weight	(seem) _____
2. Tom is worried about something.	(appear) Tom appears _____.
3. You know a lot of people.	(seem) You _____.
4. My English is getting better.	(seem) _____.
5. That car has broken down.	(appear) _____
6. David forgets things	(tend) _____
7. They have solved the problem	(claim) _____

8. Complete each sentence using what/how/whether + one of these verbs:

do get go ride say use

- Do you know _____ to John's house?
- Can you show me _____ this washing machine?
- Would you know _____ if there was a fire in the building?
- You'll never forget _____ a bicycle once you have learned.
- I was really astonished. I didn't know _____.
- I've been invited to the party? but I don't know _____ or not.

9. Complete the questions. Use do you want me to...? or would you like me to...? with one of these verbs (and any other necessary words):

come lend repeat show shut

- Do you want to go alone? or _____?
- Do you have enough money? Or do you want _____?
- Should I leave the window open? Or would you _____?
- Do you know how to use the machine? Or would _____?
- Did you hear what I said, or do _____?

10. Complete the sentence for each situation.

- | | | |
|---|----------------------|-------------------------|
| 1. Lock the door. | OK. | She told _____. |
| 2. Why don't you stay with us for a few days? | Yes? I'd like to | They invited him _____. |
| 3. Can I use your phone? | No! | She wouldn't let _____. |
| 4. Be careful. | Don't worry. I will. | She warned _____. |
| 5. Can you give me a hand? | Sure. | He asked _____. |

11. Complete these sentences so that the meaning is similar to the first sentence.

- My father said I could use his car. My father allowed _____.
- I was surprised that it rained. I didn't expect it _____.
- Don't stop him from doing what he wants. Let _____.
- He looks older when he wears glasses. Glasses make _____.
- I think you should know the truth. I want you _____.
- Don't let me forget to call my sister. Remind _____.
- At first I didn't want to apply for the job, but Sarah persuaded me.
Sarah persuaded _____.
- My lawyer said I shouldn't say anything to the police.
My lawyer advised _____.
- I was told that I shouldn't believe everything he says.
I was warned _____.
- If you have a car, you are able to go places more easily.
Having a car enables _____.

12. Put the verb in the right form: -ing, infinitive (to do / to read, etc.), or base form (do/read, etc.).

- She doesn't allow _____ in the house. (smoke)
- I've never been to Hong Kong, but I'd like _____ there. (go)
- I'm in a difficult position. What do you advise me _____? (do)
- She said the letter was personal and wouldn't let me _____ it. (read)

5. We were kept at the police station for an hour, and then we were allowed _____ . (go) in that restaurant. The food is awful. (eat)
6. The movie was very sad. It made me _____ . (cry)
7. Lauren's parents always encouraged her _____ hard at school. (study)

13. Put the verb into the correct form, -ing or to ... Sometimes either form is possible.

1. They denied _____ the money. (steal)
2. I don't enjoy _____ very much. (drive)
3. I don't want _____ out tonight. I'm too tired. (go)
4. I can't afford _____ out tonight. I don't have enough money. (go)
5. Has it stopped _____ yet? (rain)
6. Can you remind me _____ some coffee when we go out? (buy)
7. Why do you keep _____ me questions? Can't you leave me alone? (ask)
8. Please stop _____ me questions! (ask)
9. I refuse _____ any more questions. (answer)
10. One of the boys admitted _____ the window. (break)
11. The boy's father promised _____ for the window to be repaired. (pay)
12. "How did the thief get into the house?" "I forgot _____ the window." (lock)
13. I enjoyed _____ you. (meet) I hope _____ you again soon. (see)
14. The baby began _____ in the middle of the night. (cry)
15. Julie has been sick, but now she's beginning _____ better. (get)

14. Here is some information about Tom when he was a child.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. He was in the hospital when he was four. 2. He went to Miami when he was eight. 3. Once he fell into a river. | <ol style="list-style-type: none"> 4. He cried on his first day at school. 5. He said he wanted to be a doctor. 6. Once he was bitten by a dog. |
|--|--|

He can still remember 1, 2, and 4. But he can't remember 3, 5, and 6. Write sentences beginning He can remember... or He can't remember..

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

15. Complete these sentences with an appropriate verb in the correct form, -ing or to ...

1. a) Please remember _____ the door when you go out.
 b) A: You lent me some money a few months ago.
 B: I did? Are you sure? I don't remember _____ you any money.
 c) A: Did you remember _____ your sister?
 B: Oh no, I completely forgot. I'll phone her tomorrow.
 d) When you see Amanda, remember hello for me, OK?
 e) Someone must have taken my bag. I distinctly remember _____ it by the window, and now it's gone.
2. a) I believe that what I said was fair. I don't regret _____ it.
 b) (after a driving test) I regret _____ that you have failed the test.
3. a) Ben joined the company nine years ago. He became assistant manager after two years. A few years later he went on _____ manager of the company.
 b) I can't go on _____ here anymore. I want a different job.
 c) When I came into the room, Liz was reading a newspaper. She looked up and said hello to me and then went on _____ her newspaper.

16. Make suggestions. Write sentences using *try* + one of the following suggestions:

call him at work change the batteries take an aspirin turn it the other way

1. The radio isn't working. I wonder what's wrong with it.	
1. I can't open the door. The key won't turn.	Try .
1. I have a terrible headache. I wish I could get rid of it.	Have you ?
1. I can't reach Fred. He's not at home. What should I do?	Why don't you ?

17. For each picture write a sentence with *need(s)* + one of the following verbs:

cut empty wash redecorate tighten

1. This jacket is dirty. _____
2. The grass is very long. It _____
3. This room doesn't look very nice. _____
4. The screws are loose. _____
5. The garbage can is full. _____

18. Put the verbs into the correct form.

1. a) I was very tired. I tried _____ (keep) my eyes open, but I couldn't.
 b) I rang the doorbell, but there was no answer. Then I tried _____ (knock) on the door, but there was still no answer.
 c) We tried _____ (put) the fire out, but we were unsuccessful. We had to call the fire department.
 d) Sue needed to borrow some money. She tried _____ (ask) Jerry, but he was short of money, too.
 e) I tried _____ (reach) the shelf, but I wasn't tall enough.
 f) Please leave me alone. I'm trying _____ (concentrate).

2. a) I need a change. I need _____ (go) away for a while.
 b) She isn't able to take care of herself. She needs _____ (take) care of.
 c) The windows are dirty. They need _____ (wash).
 d) You don't need _____ (iron) that shirt. It doesn't need _____ (iron).
3. a) They were talking very loudly. I couldn't help _____
 (overhear) them.
 b) Can you help me _____ (get) dinner ready?
 c) He looks so funny. Whenever I see him, I can't help _____ (laugh).
 d) The nice weather helped _____ (make) it a very pleasant vacation.

18. Write sentences with *like + -ing*.

1. I'm a student. I like it. I like being a student.
2. Ellen and Jane live in Atlanta. They like it. They like living in Atlanta.
3. I used to work in a supermarket. I didn't like it very much.
 I _____
4. Ryan teaches biology. He likes it. He _____.
5. Rachel is studying medicine. She likes it. She _____.
6. Dan is famous. He doesn't like this. He _____.

20. Write sentences about yourself. Say whether you like or don't like these activities. Choose one of these verbs for each sentence:

like / don't like don't mind enjoy hate love

1. (fly) _____
2. (play cards) _____
3. (do the ironing) _____
4. (go to museums) _____
5. (lie on the beach all day) _____

21. How would you feel about doing these jobs? Use one of these in your sentences:

I'd like / I wouldn't like I'd love I'd hate I wouldn't mind

1. (a teacher) _____
2. (a dentist) _____
3. (a hair stylist) _____
4. (an airline pilot) _____
5. (a tour guide) _____

22. Write an appropriate verb in the correct form, -ing or to... Sometimes either form is possible.

1. It's nice to be with other people, but sometimes I enjoy _____ alone.
2. I'm not quite ready yet. Do you mind _____ a little longer?
3. When I was a child, I hated _____ to bed early.
4. I don't like _____ letters. I can never think what to write.
5. I need a new job. I can't stand _____ here anymore.
6. I would love _____ to your wedding, but I'm afraid I can't
7. Caroline never wears a hat. She doesn't like _____ hats.
8. "Would you like _____ down?" "No, thanks. I'll stand."
9. I don't like _____ in this part of town. I want to live somewhere else.
10. Do you have a minute? I'd like _____ to you about something.
11. Robert misses his car when it's at the mechanic's. He can't stand _____ without his car for ever one day.

23. Write sentences like those. Use the verb in parentheses.

1. It's too bad I couldn't go to the wedding. (like) _____
2. It's too bad I didn't see the program. (like) _____
3. I'm glad I didn't lose my watch. (hate) _____

4. It's too bad I didn't meet Ann. (love) _____
5. I'm glad I wasn't alone. (not/like) _____
6. It's a shame I couldn't travel by train. (prefer) _____

24. Which do you prefer? Write sentences using I prefer (something) to (something else). Put the verb into the correct form where necessary.

1. (drive / travel by train) _____
2. (tennis ? soccer) I prefer _____
3. (call people / write letters) I _____ to _____
4. (go to the movies / watch videos at home) _____

Now rewrite sentences 3 and 4 using the structure I prefer (to do something) rather than (something else).

5. (1) _____
6. (3) I prefer to _____
7. (4) _____

25. Write sentences using I'd prefer... or I'd rather... + one of the following:

eat at home take a taxi go alone go for a swim listen to some music stand
hink about it for a while wait till later

1.	Shall we walk home?	(prefer) _____
2.	Do you want to eat now?	(rather) _____
3.	Would you like to watch TV?	(prefer) _____
4.	What about a game of tennis?	(rather) _____
5.	Do you want to go to a restaurant?	(prefer) _____
6.	I think we should decide now.	(rather) _____
7.	Would you like to sit down?	(prefer) _____
8.	Do you want me to come with you?	(rather) _____

Now write sentences using than or rather than.

9. (take a taxi / walk home)

I'd prefer _____

10. (go for a swim / play tennis)

I'd rather _____

11. (eat at home / go to a restaurant)

I'd prefer _____

12. (think about it for a while / decide now)

I'd rather _____

26. Complete the sentences using would you rather I...?

1. Are you going to make dinner, or _____?
2. Are you going to tell Ann what happened, or would you rather _____?
3. Are you going to do the shopping, or _____?
4. Are you going to answer the phone, or _____?

27. Use your own ideas to complete these sentences.

1. "Should I tell Ann the news?" "No, I'd rather she _____ know."
2. Do you want me to go now, or would you rather I _____ here?
3. Do you want to go out tonight, or would you rather _____ home?
4. This is a private letter addressed to me. I'd rather you _____ read it.
5. I don't really like these shoes. I'd rather they _____ a different color.
6. "Do you mind if I turn on the radio?" "I'd rather you _____.
I'm trying to study."

28. Complete the sentences so that they mean the same as the sentences in parentheses.

1. (Why is it useful to have a car?)
What are the advantages of _____?
2. (I don't intend to lend you any money.)
I have no intention of _____.
3. (Karen has a good memory for names.)
Karen is good at _____.

4. (Mark won't pass the exam. He has no chance.)
Mark has no chance of _____.
5. (Did you get into trouble because you were late?)
Did you get into trouble for _____?
6. (We didn't eat at home. We went to a restaurant instead.)
Instead of _____.
7. (Tom thinks that working is better than doing nothing.)
Tom prefers working to _____.
8. (Our team played well, but we lost the game.)
Our team lost the game in spite of _____.

29. Complete the sentences using by -ing. Use one of the following (with the verb in the correct form):

borrow too much money break a window drive too fast stand on a chair turn the key

1. The burglars got into the house _____.
2. I was able to reach the top shelf _____.
3. You start the engine of a car _____.
4. Kevin got himself into financial trouble _____.
5. You can put people's lives in danger _____.

30. Complete the sentences with an appropriate word. Use only one word each time.

1. I ran ten miles without _____.
2. He left the hotel without _____ his bill.
3. It's a nice morning. How about _____ for a walk?
4. I was surprised that she left without _____ good-bye to anyone.
5. Before _____ to bed, I like to have some hot cocoa.
6. We were able to translate the letter into English without _____ a dictionary.
7. It was a very long trip. I was very tired after _____ on a train for 36 hours.
8. I was annoyed because the decision was made without anybody _____ me.
9. After _____ the same job for ten years, I left I needed a change.

31. For each situation, write a sentence with I'm (not) looking forward to.

1. You are going on vacation next week. How do you feel about this?

2. Diane is a good friend of yours, and she is coming to visit you. So you will see her again soon. How do you feel about this? I'm _____.
3. You are going to the dentist tomorrow. You don't like to go to the dentist. How do you feel about this? I'm not _____.
4. Carol hates school, but she is graduating next summer. How does she feel about this? _____.
5. You like tennis. You've arranged to play tennis tomorrow. How do you feel about this?

Reference Grammar Items to -ing forms versus the Infinitive

Verb + -ing (enjoy doing / stop doing, etc.)

A	<p>Look at these examples:</p> <p style="padding-left: 40px;">I enjoy dancing. (<i>not</i> I enjoy to dance)</p> <p style="padding-left: 40px;">Would you mind closing the door? (<i>not</i> mind to close)</p> <p style="padding-left: 40px;">Sam suggested going to the movies. (<i>not</i> suggested to go)</p> <p>After enjoy, mind, and suggest, we use –ing (<i>not</i> to...).</p> <p>Here are some more verbs that are followed by –ing:</p> <p>stop finish avoid consider admit miss involve</p> <p>quit postpone delay imagine deny risk practice</p> <p style="padding-left: 40px;">Suddenly everybody stopped talking. There was silence.</p> <p style="padding-left: 40px;">I'll do the shopping when I've finished cleaning the apartment.</p> <p style="padding-left: 40px;">He tried to avoid answering my question.</p> <p style="padding-left: 40px;">Have you ever considered going to live in another country?</p> <p>Note the negative form not –ing:</p> <p style="padding-left: 40px;">When I'm on vacation, I enjoy not having to get up early.</p>
B	<p>We also use –ing after:</p> <p style="padding-left: 40px;">give up (=quit)</p> <p style="padding-left: 40px;">put off (=postpone)</p> <p style="padding-left: 40px;">go on (=continue)</p> <p style="padding-left: 40px;">keep <i>or</i> keep on (=do something continuously or repeatedly)</p> <p style="padding-left: 40px;">Paula has given up trying to lose weight.</p> <p style="padding-left: 40px;">We have to do something. We can't go on living like this!</p> <p style="padding-left: 40px;">Don't keep interrupting me while I'm talking. (<i>or</i> Don't keep on interrupting...)</p>

C	<p>With some verbs you can use the structure <i>verb</i> + somebody + -ing:</p> <p>I can't imagine George riding a motorbike.</p> <p>“Sorry to keep you waiting so long.” “That’s all right.”</p> <p>Note the passive form (being done/kept, etc.):</p> <p>I don't mind being kept waiting. (= I don't mind people keeping me waiting)</p>
D	<p>When you are talking about finished actions, you can say having done/stolen/said, etc.:</p> <p>She admitted having stolen the money.</p> <p>But it is not necessary to use having done. You can also use the simple -ing form for finishing actions:</p> <p>She admitted stealing the money.</p> <p>I now regret saying (<i>or</i> having said) it.</p>
E	<p>After some of the verbs on this page (especially admit/deny/suggest), you can use that:</p> <p>She denied that she had stolen the money. (<i>or</i> She denied stealing...)</p> <p>Sam suggested that we go to the movies. (<i>or</i> Sam suggested going...)</p>

Verb +to... (decide to do/forget to do, etc.)

A	<p>offer decide hope deserve attempt mean promise</p> <p>agree plan aim afford manage intend threaten</p>
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refuse arrange learn need fail forget

If these verbs are followed by another verb, the structure is usually *verb + to...*(infinitive):

It was late? So we decided to take a taxi home.

David was in a difficult situation, so I agreed to lend him some money.

How old were you when you learned to drive? (*or* learned how to drive)

Karen failed to make a good impression at the job interview.

Note these examples with the negative **not to**:

We decided not to go out because of the weather.

I promised not to be late.

With many verbs you cannot normally use to – for example, enjoy/think/suggest:

I enjoy dancing. (*not* enjoy to dance)

Sam suggested going to the movies. (*not* suggested to go)

Are you thinking of buying a car? (*not* thinking to buy)

B We also use to... after: seem appear tend pretend claim. For example:

They seem to have plenty of money.

I like Dan, but he tends to talk too much.

Ann pretended not to see me when she passed me on the street.

There is also a *continuous infinitive* (to be doing) and a *perfect infinitive* (to have done):

I pretended to be reading the newspaper. (=I pretended that I was reading)

You seem to have lost weight. (=it seems that you have lost weight)

C We say **decide to do** (something), **promise to do** (something), etc. In the same way, we say a decision to do (something), a promise to do (something), etc. (*noun+to*):

	<p>I think his decision to quit his job was foolish.</p> <p>John has a tendency to talk too much.</p>
D	<p>After dare you can use the verb with or without to:</p> <p>I wouldn't dare to tell him. Or I wouldn't dare tell him.</p>
E	<p>After the following verbs you can use a question word (what/whether/how, etc.) + to...:</p> <p>Ask decide know remember forget explain learn understand wonder</p> <p>We asked how to get to the station.</p> <p>Have you decided where to go for your vacation?</p> <p>I don't know whether to apply for the job or not.</p> <p>Do you understand what to do?</p> <p><i>Also:</i> show/tell/ask/advise/teach somebody what/how/where to do something:</p> <p>Can somebody show me how to change the film in this camera?</p> <p>Ask Jeff. He'll tell you what to do.</p>

Verb + (Object) + to... (I want to do / I want you to do, etc.)

A	<p>want ask help expect beg would like would prefer</p> <p>These verbs are followed by to... (<i>Infinitive</i>). The structure can be:</p> <p><i>Verb + to...</i> <i>or verb + object + to...</i></p> <p>We expected to be late We expected Tom to be late.</p> <p>Would you like to go now? Would you like me to go now?</p>
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	<p>He doesn't want to know. He doesn't want anybody to know.</p> <p>Be careful with want. Do not say "want that":</p> <p>Do you want me to come with you? (<i>not</i> Do you want that I come)</p> <p>After help you can use the verb with or without to. So you can say:</p> <p>Can you help me to move this table? <i>Or</i> Can you help me move this table?</p>
B	<p>tell remind force enable teach</p> <p>order warn invite persuade get (=persuade, arrange for)</p> <p>These verbs have the structure <i>verb + object + to...</i>:</p> <p>Can you remind me to call Ann tomorrow?</p> <p>Who taught you to drive?</p> <p>I didn't move the piano by myself. I got somebody to help me.</p> <p>Jim said the electrical outlet was dangerous and warned me not to touch it.</p> <p>In the next example, the verb is <i>passive</i> (was warned):</p> <p>I was warned not to touch the electrical outlet.</p> <p>Note that you cannot use suggest with the structure <i>verb + object + to...</i>:</p> <p>Jane suggested that I buy a car. (<i>not</i> Jane suggested me to buy)</p>
C	<p>advise encourage allow permit forbid</p> <p>There are two possible structures after these verbs. Compare:</p> <p><i>Verb + -ing</i> (without an object) <i>verb + object + to...</i></p> <p>I wouldn't advise staying in that hotel. I wouldn't advise anybody to stay in that hotel.</p> <p>She doesn't allow smoking in the house. She doesn't allow anyone to smoke in the house.</p> <p>Compare these examples with (be) allowed (<i>passive</i>):</p> <p>Smoking isn't allowed in the house. We aren't allowed to smoke in the house.</p>

D	<p>Make and let</p> <p>These verbs have the structure <i>verb + object + base form</i> (do/open/feel, etc.):</p> <p style="padding-left: 40px;">The customs officer made Sally open her case. (<i>not to open</i>)</p> <p style="padding-left: 40px;">Hot weather makes me feel tired. (=causes me to feel tired)</p> <p style="padding-left: 40px;">Her parents wouldn't let her go out alone. (=wouldn't allow her to go out)</p> <p style="padding-left: 40px;">Let me carry your bag for you.</p> <p>We say make somebody do... (<i>not to do</i>), but the passive is (be) made to do... (with to):</p> <p style="padding-left: 40px;">I only did it because I was made to do it.</p>
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Verb + -ing or to... (1) (remember/regret, etc.)

A	<p>Compare <i>verb + -ing</i> and <i>verb + to...</i>:</p> <p><i>verb + -ing</i></p> <p style="padding-left: 40px;">They denied stealing the money</p> <p style="padding-left: 40px;">I enjoy going out.</p> <p>Often we use <i>-ing</i> for an action that Happens before the first verb or at the same time. So you deny doing something <i>after</i> you do it, you enjoy doing something <i>while</i> you do it.</p>	<p><i>verb + to...</i></p> <p>They decided to steal the money.</p> <p>I want to go out.</p> <p>Often we use <i>to...</i> for an action that follows the first verb. So you decide to do something <i>before</i> you do it, you want to do something <i>before</i> you do it.</p>
	<p>This difference is often helpful but does not explain all uses of <i>-ing</i> and <i>to...</i></p>	
B	<p>Some verbs can be followed by <i>-ing</i> or <i>to...</i> with a difference of meaning:</p>	

<p>remember</p> <p>I remember doing something = I did it and now I remember this.</p> <p>You remember doing something <i>after</i> you have done it:</p> <p style="padding-left: 40px;">I'm absolutely sure I locked the door.</p> <p style="padding-left: 40px;">I distinctly remember locking it. (= I locked it, and now I remember this.)</p> <p style="padding-left: 40px;">He could remember driving along the road just before the accident happened,</p> <p style="padding-left: 40px;">but he couldn't remember the accident itself.</p>	<p>I remembered to do something = I remembered that I had to do it, and so I did it. You remember to do something <i>before</i> you do it:</p> <p style="padding-left: 40px;">I remembered to lock the door when I left, but I forgot to shut the windows. (=I remembered that I had to lock the door, and so I locked it.)</p> <p>Please remember to mail the letter. (=Don't forget to mail it.)</p>
<p>regret</p> <p>I regret doing something = I did it, and now I'm sorry about it:</p> <p style="padding-left: 40px;">I now regret saying what I said. I shouldn't have said it.</p>	<p>I regret to say / to tell you / to inform you = I'm sorry that I have to say (etc.): (from a letter) We regret to inform you that we are unable to offer you the job.</p>

We couldn't find anywhere to stay. We tried every hotel in town, but they were all

Full. (= we went to every hotel to see if they had a room)

If try (with this meaning) is followed by a verb, we use try -ing:

A: The photocopier doesn't seem to be working.

B: Try pressing the green button. (=press the green button – maybe this will help to

Solve the problem)

Compare:

I tried to move the table, but it was too heavy. (so I couldn't move it)

I didn't like the way the furniture was arranged, so I tried moving the table to the other side of the room. But it still didn't look right, so I moved it back again.

B **Need to do, need to be done, need doing**

I need to do something = it is necessary for me to do it:

I need to get more exercise.

He needs to work harder if he wants to make progress.

Something needs to be done = someone needs to do something:

The batteries in the radio need to be changed.

Do you think my jacket needs to be washed?

Sometimes we use need doing instead of need to be done.

The batteries in the radio need changing.

The tire needs changing. (*or* The tire needs to be changed.)

C **Help and can't help**

You can say help to do or help do (with or without to):

Everybody helped to clean up after the party. or Everybody helped clean up...

Can you help me to move this table? or Can you help me move...

There is also an expression: **can't/couldn't help doing something**. I can't help doing it = I can't stop myself from doing it:

I don't like him, but he has a lot of problems. I can't help feeling sorry for him.

She tried to be serious, but she couldn't help laughing. (=she couldn't stop herself from laughing)

I'm sorry I'm so nervous. I can't help it. (=I can't help being nervous)

Verb + -ing or to... (3) (like/would like, etc.)

A Like love hate can't bear can't stand

After these verbs you can use to... (*infinitive*) or -ing.

We normally use -ing (not to...) for a situation that already exists or existed. For example:

I live in Vancouver now. I like living there. (not I like to live there)

Do you like being a student? (You are a student now.)

That office was horrible. I hated working there. (I worked there and hated it.)

In other situations, you can use to... or -ing. To... is more usual:

I like to get up early. or I like getting up early.

Ann hates to fly. or Ann hates flying.

I love to meet people. or I love meeting people.

I don't like friends to call me at work. or I don't like friends calling me

It's too bad we didn't see Johny when we were in Montreal. I would like to have seen

him again.

We'd like to have gone on vacation, but we didn't have enough money.

You can use the same structure after would love / would hate / would prefer:

Poor Tom! I would hate to have been in his position.

I'd love to have gone to the party, but it was impossible.

Prefer and would rather

A Prefer to do and prefer doing

You can use prefer to (do) or prefer -ing to say what you prefer in general:

I don't like cities. I prefer to live in the country. *or* I prefer living in the country.

Study the differences in structure after prefer. We say:

I prefer something to something else.

I prefer doing something to doing something else.

but I prefer to do something rather than (do) something else.

I prefer this coat to the coat you were wearing yesterday.

I prefer driving to traveling by train.

but I prefer to drive rather than travel by train.

Ann prefers to live in the country rather than in a city. *or* ...rather than live in a city.

B Would prefer (I'd prefer)

	<p>We use <i>would prefer to</i> to say what somebody wants in a particular situation (not in general):</p> <p style="padding-left: 40px;">“Would you prefer tea or coffee?” “Coffee, please.”</p> <p>We say “<i>would prefer to do</i>” (<i>not doing</i>):</p> <p style="padding-left: 40px;">“Should we take the train?” “No, I’d prefer to drive.” (<i>not I’d prefer driving</i>)</p> <p style="padding-left: 80px;">I’d prefer to stay home tonight rather than go to the movies.</p>
C	<p><i>Would rather</i> (I’d rather)</p> <p>We use <i>would rather + base form</i> (do/have/stay, etc.). Compare:</p> <p style="padding-left: 40px;">“I’d prefer to drive.”</p> <p style="padding-left: 40px;">“Should we take the train?”</p> <p style="padding-left: 120px;">“I’d rather drive.” (<i>not to drive</i>)</p> <p style="padding-left: 40px;">“Would you rather have tea or coffee?” “Coffee, please.”</p> <p>The negative is “<i>I’d rather not</i> (do something)”:</p> <p style="padding-left: 40px;">I’m tired. I’d rather not go out tonight, if you don’t mind.</p> <p style="padding-left: 40px;">“Do you want to go out tonight?” “I’d rather not.”</p> <p>We say “<i>would rather do something than do something else</i>”:</p> <p style="padding-left: 40px;">I’d rather stay home than go to the movies.</p>
D	<p>I’d rather you did something</p> <p>We say “<i>I’d rather you did something</i>” (<i>not I’d rather you do</i>). For example:</p> <p style="padding-left: 40px;">“I’ll fix the car tomorrow, OK?” “I’d rather you did it today.” (=I’d prefer this)</p> <p style="padding-left: 40px;">“Is it OK if Ben stays here?” “I’d rather he came with us.” (<i>not he comes</i>)</p> <p style="padding-left: 40px;">Should I tell them the news, or would you rather they didn’t know? (<i>not</i></p>

don't know)

In this structure we use the *past* (did/came, etc.), but the meaning is not past.

Compare:

I'd rather make dinner now.

but I'd rather you made dinner now. (*not* I'd rather you make).

I'd rather you didn't (do something) = I'd prefer that you not do it:

I'd rather you didn't tell anyone what I said.

“Should I tell Stephanie?” “I'd rather you didn't.”

Preposition (in/for/about, etc.) + -ing

A If a preposition (in/for/about, etc.) is followed by a *verb*, the verb ends in *-ing*.

For example:

Preposition + verb (-ing)

Are you interested in working for us?

I'm not very good at learning languages.

She must be fed up with studying.

What are the advantages of having a car?

This knife is only for cutting bread.

How about playing tennis tomorrow?

I bought a new bicycle instead of taking a vacation.

Carol went to work in spite of feeling sick.

B Note the use of the following prepositions + *-ing*:

Before *-ing* and after *-ing*:

Before going out? I called Sarah. (*not* Before to go out)

What did you do after finishing school?

You can also say “Before I went out...” and “...after you finished school.”

By –ing (to say how something happens):

The burglars got into the house by breaking a window and climbing in.

You can improve your English by reading more.

Without –ing:

I ran ten miles without stopping.

They climbed through the window without anybody seeing them.

(or...without being

seen.)

She needs to work without people disturbing her. (or...without being disturbed.)

It’s nice to take a vacation without having to worry about money.

C To –ing

To is often part of an *infinitive* to do / to see, etc.):

We decided to go out.

Would you like to play tennis?

But to is also a *preposition* (like in/for/about/from, etc.):

We drove from Houston to Chicago.

I prefer tea to coffee.

Are you looking forward to the weekend?

If a preposition is followed by a verb, the verb ends in –ing (in doing / about going, etc.) So, when to is a preposition and it is followed by a verb, you must say to –ing:

I prefer driving to traveling by train. (*not* to travel)

Are you looking forward to seeing Ann again? (*not* looking forward to see).

LIST OF USED AND RECOMMENDED LITERATURE

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Навчальне видання

The Use of –ing Forms or Infinitive

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з навчальної дисципліни «Друга іноземна мова (англійська)»
для здобувачів першого (бакалаврського) рівня вищої освіти
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