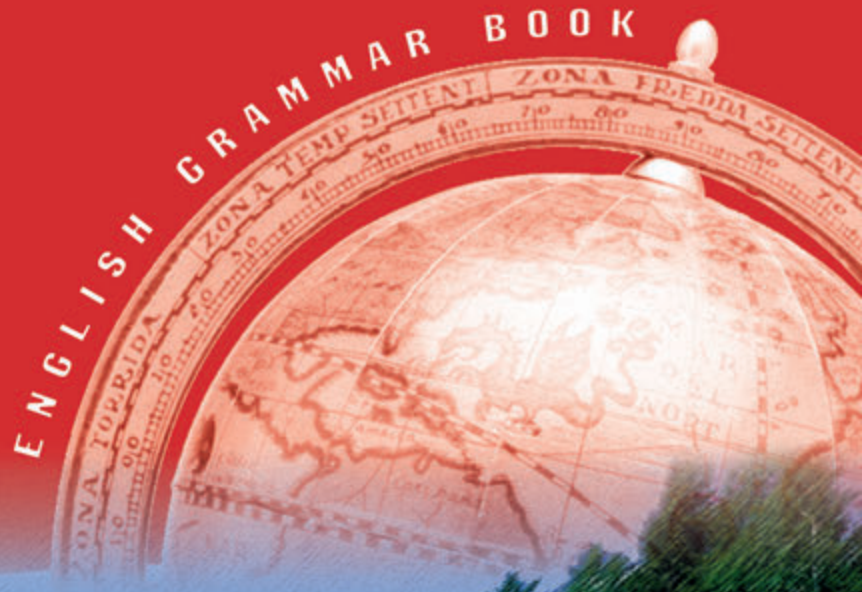


3



Grammarway

Jenny Dooley - Virginia Evans

SAMPLE UNIT FROM
GRAMMARWAY 3



Express Publishing

UNIT 4

Infinitive - Too/Enough - The -ing form - Participles

The Infinitive



She **wants to finish** her work.
She **must work** overtime.
She **hopes to get** a promotion soon.

The infinitives are:

- ◆ the **to - infinitive** e.g. I **hope to see** you soon.
- ◆ the **bare infinitive** (infinitive without to)
e.g. He **can't help** me.

The to - infinitive is used:

- ◆ to express purpose.
e.g. She went to the bank **to get** some money.
- ◆ after certain verbs (*advise, agree, appear, decide, expect, hope, manage, offer, promise, refuse, seem, want, afford, pretend, etc.*).
e.g. He **advised me to apply** for the job.
- ◆ after verbs such as *know, decide, ask, learn, remember, want to know, etc.*, when they are followed by question words (*who, what, where, how, etc.*). 'Why' is followed by a subject + verb, not by an infinitive.
e.g. I **can't decide where to go**.
I **want to know why you've decided** to leave.
- ◆ after adjectives such as *nice, sorry, glad, happy, willing, afraid, ashamed, etc.*
e.g. He **is glad to be** back.
- ◆ after **too** and **enough**.
e.g. She's **too shy to talk** to the manager.
We've got **enough money to buy** a new car.
- ◆ after **it + be + adjective (+ of + noun/pronoun)**.
e.g. **It was nice of him to help**.
- ◆ after **would like/would love/would prefer** (to express specific preference).
e.g. I **would like to learn** a foreign language.
- ◆ after **only** to express an unsatisfactory result.
e.g. He **rushed to the back door only to discover** that it was locked.

The bare infinitive is used:

- ◆ after **modal verbs** (*may, should, can, etc.*).
e.g. You **must study** hard.
 - ◆ after the verbs *let, make, see, hear* and *feel*.
e.g. They **made him pay** for the damage.
- but:** **be made/be heard/be seen + to - infinitive (passive)**
e.g. He **was made to pay** for the damage.
- ◆ after **had better** and **would rather**.
e.g. You **had better sign** the contract.
I **would rather go** home now.

- Note:**
- 1 **Help** is followed by either the **to - infinitive** or the **bare infinitive**.
e.g. She **helped me (to) fix** the tap.
 - 2 If two infinitives are joined by **and**, the **to** of the second infinitive can be omitted.
e.g. He **decided to go to university and study** biology.
 - 3 We form the negative infinitive with **not**.
e.g. He **decided not to accept** the job.
She **may not come**.

1

Complete B's answers using a question word + to - infinitive.

A: Which catering company are you going to hire?

B: I'm not sure 1) ...*which catering company to hire*.....



A: Where are you going to have your reception?

B: I don't know 2)



A: How many people are you going to invite?

B: I can't decide 3)



A: How are you going to do your hair?

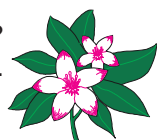
B: I'm wondering 4)



A: What kind of flowers are you going to order?

B: I have no idea 5)

A: Don't you think it's time you made a decision?



Tenses of the Infinitive

The infinitive has four tenses in the active and two in the passive.

Tenses of the Infinitive		
	Active	Passive
Present	(to) give	(to) be given
Pres. Cont.	(to) be giving	_____
Perfect	(to) have given	(to) have been given
Perf. Cont.	(to) have been giving	_____

Active

- ◆ **present infinitive:** refers to the present or future.
e.g. She wants **to talk** to him now. (present)
Sandra wants **to move** to a new house next year. (future)
- ◆ **present continuous infinitive: (to) be + -ing**
It describes an action happening now.
e.g. He is believed **to be hiding** somewhere in the mountains.
- ◆ **perfect infinitive: (to) have + past participle**
It refers to the past and shows that the action of the infinitive happened before the action of the verb.
e.g. She claims **to have met** Richard Gere. (First she met Richard Gere, then she claimed that she **had met** him.)
- ◆ **perfect continuous infinitive: (to) have + been + -ing**
It refers to the past and emphasises the duration of the action of the infinitive, which happened before the action of the verb.
e.g. She is tired. She claims **to have been working** hard lately. (We emphasise what she has been doing lately.)

The perfect infinitive is used with verbs such as *seem, appear, believe, know, claim, expect* and the modal verbs.

Passive

- ◆ **present infinitive: (to) be + past participle**
e.g. He hopes **to be given** a pay rise soon.
- ◆ **perfect infinitive: (to) have been + past participle**
e.g. He is said **to have been injured** in an accident.

The verb tenses corresponding to the tenses of the infinitive are as follows:

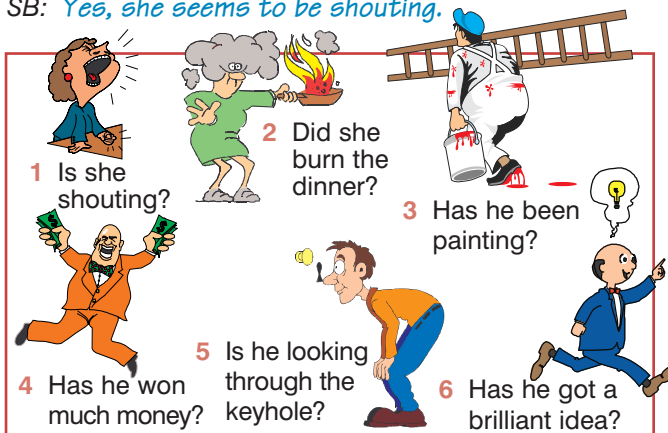
Verb tenses	Infinitive
he goes / will go	→ to go
he is going / will be going	→ to be going
he went / has gone / had gone / will have gone	→ to have gone
he was going / has been going / had been going / will have been going	→ to have been going

2

In pairs, ask and answer questions using the prompts below, as in the example.

SA: *Is she shouting?*

SB: *Yes, she seems to be shouting.*



3

A Monica Collins is a famous actress. She is going on holiday to another country. Using the prompts given, say what she expects to be done on her arrival, as in the example.

e.g. *She expects to be met at the airport.*

- meet at the airport
- give some flowers
- drive to the hotel
- photograph for newspapers and magazines
- invite to appear on TV

B Monica is back home now. Things didn't happen the way she expected them to. Look at the prompts above again and make sentences, as in the example.

e.g. *She expected to have been met at the airport.*

4

Fill in the correct infinitive tense.

- 1 I think he left. He must ...*have left*.....
- 2 I think they will come. They must
- 3 I think she is studying. She must
- 4 I think it will be delivered. It must

- 5 I think he was fired. He must
- 6 I think they were arguing. They must
- 7 I think he is lying. He must
- 8 I think they had been waiting for her. They must
- 9 I think she has typed it. She must
- 10 I think she had written it. She must
- 11 I think they will be staying. They must

5 Complete the sentences with the correct infinitive tense.

- 1 She has grown taller.
She seems ...*to have grown taller.*
- 2 He is getting used to his new job.
He appears
- 3 Kate makes friends easily.
She tends
- 4 He has finished the report.
He claims
- 5 It is raining over there.
It seems
- 6 He is on a diet.
He appears
- 7 They have sailed round the world.
They claim
- 8 She is feeling better.
She seems

6 Fill in the correct infinitive tense.

- 1 A: What would you like ...*to do...* (do) tonight?
B: Let's (go) to an Italian restaurant.
- 2 A: What's Liz doing?
B: She seems (look) for something in her bag.
- 3 A: Alan has been offered a new job!
B: No, he hasn't. He just pretended (offer) a new job.
- 4 A: Colin claims (meet) lots of famous people.
B: I know, but I don't believe him.
- 5 A: Look at those two men outside. What are they doing?
B: They appear (empty) the rubbish bins.
- 6 A: Would you like to go to the cinema tonight?
B: Not really. I would prefer (go) to the theatre.
- 7 A: Tara seems (work) hard all morning.
B: Yes, she hasn't even stopped for a cup of coffee.
- 8 A: Why is Tom at work so early this morning?
B: He wants (finish) early so that he can go to the concert tonight.

The Subject of the Infinitive



They all want to answer the question.



I want John to explain this.

- ◆ The subject of the infinitive is omitted when it is the same as the subject of the main verb.
e.g. *She wants to leave now.* (The subject of the main verb and the infinitive is 'she'.)
- ◆ The subject of the infinitive is not omitted when it is different from the subject of the main verb. The subject of the infinitive comes before the infinitive and can be an object pronoun (me, you, them, etc.), a name (Kate) or a noun (the woman).
e.g. *She wants them to leave now.* (The subject of the main verb is 'she', whereas the subject of the infinitive is 'them'.)

7 Rephrase the following sentences, as in the example.

- 1 He must wash the car.
I want ...*him to wash the car.*
- 2 You mustn't be late for work.
I don't want
- 3 Claire must tidy her bedroom.
I want
- 4 She mustn't go to the disco.
I don't want
- 5 They must go to school tomorrow.
I want
- 6 Gary mustn't make so much noise.
I don't want
- 7 You mustn't make a mess.
I don't want
- 8 He must mend his bike.
I want

Infinitive - Too/Enough - The -ing form - Participles

Too/Enough



He is **too young to walk** by himself.

There is **enough snow to build** a snowman.

◆ **Too** comes **before** adjectives and adverbs. It shows that something is more than enough, necessary or wanted, and has a negative meaning.

too + adjective/adverb + to - infinitive

e.g. Tim is **too old to join** the basketball team.
(= Tim is so old that he can't join the basketball team.)

They run **too fast for me to catch up** with them.
(= They run so fast that I can't catch up with them.)

too ... for somebody/something

e.g. This plan is **too complicated for me**.

too ... for somebody/something + to - infinitive

e.g. This ring is **too expensive for me to buy**.

◆ **Enough** comes **after** adjectives and adverbs, but **before** nouns. It shows that there is as much of something as is wanted or needed and it has a positive meaning.

adjective/adverb + enough } + to - infinitive
enough + noun

e.g. He's **clever enough to solve** the problem.
(= He is so clever that he can solve the problem.)

We've got **enough money to go** on holiday this year.
(= We've got so much money that we can go on holiday this year.)

(not) + adjective + enough + to - infinitive

e.g. We are **old enough to vote**. (positive meaning)
We are **not old enough to vote**. (negative meaning)

8

In pairs, ask and answer questions using the prompts below, as in the example.

SA: *Is this film too scary for you to watch?*

SB: *Yes, it's too scary. I can't watch it.*

- 1 film / scary / watch
- 2 report / boring / read
- 3 exercise / difficult / do
- 4 shoes / tight / wear
- 5 car / expensive / buy
- 6 dish / spicy / eat
- 7 suitcase / heavy / carry
- 8 coffee / hot / drink

9

Complete the sentences with **too** or **enough** and the adjective in brackets.

- 1 A: Would you like to come to the disco?
B: Oh no. I'm ...**too tired**... to go to a disco. (tired)
- 2 A: Can you reach that top shelf?
B: No, I'm not to reach it. (tall)
- 3 A: Did they go on a picnic yesterday?
B: No. It was to go on a picnic. (cold)
- 4 A: Did Jane enjoy the horror film?
B: No. She was to enjoy it. (scared)
- 5 A: Does Tom go to school?
B: No. He isn't to go to school yet. (old)
- 6 A: Will you go to London by bus?
B: No. The bus is I'll take the train. (slow)
- 7 A: Did she like the dress you bought?
B: Yes, but it was (big)
- 8 A: Take a photograph of me!
B: I can't. It isn't in here. (bright)

10

Rewrite the sentences using **too**.

- 1 This music is so slow that I can't dance to it.
...*This music is too slow for me to dance to.*.....
- 2 The bird is so weak that it can't fly.
.....
- 3 She's so busy that she can't come out with us.
.....
- 4 The car was so expensive that he couldn't buy it.
.....
- 5 These shoes are so small that they don't fit me.
.....
- 6 The book is so boring that she can't read it.
.....
- 7 I was so tired that I couldn't keep my eyes open.
.....
- 8 The coffee was so strong that he couldn't drink it.
.....

The -ing form



Windsurfing is a popular summer sport. A lot of young people **spend** hours **windsurfing**.

The -ing form is used:

- ◆ as a noun. e.g. **Swimming** keeps you fit.
- ◆ after prepositions. e.g. He left **without saying** goodbye.
- ◆ after **love, like, enjoy, dislike, hate** and **prefer** to express general preference. e.g. She **likes going** for long walks.
- ◆ after certain verbs (**consider, avoid, deny, look forward to, confess to, fancy, involve, mention, risk, spend, mind, regret, admit, suggest, imagine, etc.**). e.g. Jessica **spent all day shopping**.
- ◆ after **go** for activities. e.g. They often **go climbing** at the weekends.
- ◆ after: **it's no use, it's (not) worth, it's no good, be busy, what's the use of ...?, there's no point in, can't help, can't stand, be/get used to, have difficulty (in)**. e.g. **It's no use waiting** for the bus. It won't come.

- ◆ after the verbs **see, hear, feel, watch, listen to** and **notice** to describe an incomplete action, that is to say that somebody saw, heard, etc. only a part of the action.

e.g. I **heard** Jack talking on the phone.

(= I heard Jack while he was talking on the phone. I heard part of the action in progress. I didn't listen to the whole conversation.)

- But:** **see, hear, feel, watch, listen to, notice + bare infinitive** describe a complete action, something that somebody saw, heard, etc. from beginning to end.

e.g. I **heard** Jack **talk** on the phone. (= I heard the whole conversation from beginning to end.)

Verbs taking the to -infinitive or the -ing form without a change in meaning

- ◆ **begin, start, continue**
We never have two -ing forms together.
e.g. They started **talking/to talk**.
But: It's **beginning to get** dark.
(NOT: ~~It's beginning getting dark.~~)
- ◆ **advise, allow, permit, recommend, encourage** take the to-infinitive when they are followed by an object or when they are in the passive form. They take the -ing form when they are not followed by an object.
e.g. They **don't allow us to park** here. (object)
We **aren't allowed to park** here. (passive)
They **don't allow parking** here. (no object)
- ◆ **need/require/want + -ing form**
This construction often shows that it is necessary to repair or improve something. 'Need' can also be followed by a passive infinitive.
e.g. The flat **needs decorating**.
The flat **needs to be decorated**.

11

In pairs, ask and answer questions using the prompts below, as in the example.

SA: *Why does Sarah giggle so much?*

SB: *Well, she doesn't enjoy giggling, she just can't help doing it.*

- 1 Sarah / giggle so much?
- 2 you / always chew your pen?
- 3 he / blush all the time?
- 4 she / bite her nails?
- 5 you / shout at the children?

Infinitive - Too/Enough - The -ing form - Participles

12

Underline the correct preposition and fill in the gaps with the -ing form of the verb in brackets.

- 1 He is ill. He is complaining **with/about** ...*having*... (have) a headache.
- 2 Marcus went out instead **for/of** (do) his homework.
- 3 Tracy was very excited **with/about** (go) to the party.
- 4 I hope you have a good excuse **of/for** (be) so late.
- 5 Sam is interested **in/for** (take up) French lessons.
- 6 You can't stop him **to/from** (take) the job if he wants to.
- 7 Susie ran because she was worried **about/of** (miss) the bus.
- 8 Thank you **to/for** (help) me with my homework.
- 9 She felt tired because she wasn't used **to/with** (work) so hard.
- 10 His boss blamed him **for/of** (lose) the deal.
- 11 I am in charge **in/of** (make) the Christmas deliveries.
- 12 We are thinking **of/from** (buy) a new car next month.
- 13 Sandra apologised **for/about** (ruin) the performance.
- 14 Ian was talking **with/about** (open) a shop in York.

13

Put the verbs in brackets into the correct infinitive form or the -ing form.

- 1 It's no use ...*talking*... (talk) to Bob; he won't change his mind.
- 2 She will (return) the books next weekend.
- 3 It was good of you (help) me fix my bicycle.
- 4 The man suggested (call) the police in, to investigate.
- 5 I can't get used to (live) in such a hot country.
- 6 He admitted (rob) the bank.
- 7 You had better (hurry), or you'll be late for work.
- 8 They refused (give) me my money back.
- 9 She is too short (become) a fashion model.
- 10 My parents let me (stay) up late at weekends.

- 11 Our teacher makes us (do) homework every evening.
- 12 The kitchen windows need (clean).
- 13 They have begun (make) preparations for the party.
- 14 He advised her (speak) to her boss.
- 15 I dislike (go) to the theatre alone.
- 16 Mr Roberts was seen (leave) his house at 12:15 last night.
- 17 My sister can't stand (watch) horror films. She gets terribly scared.
- 18 Can you imagine (spend) your holidays on the moon?
- 19 There's no point in (call) again. There's no one at home.
- 20 I don't allow people (smoke) in my house.
- 21 It was silly of you (forget) to lock the door.
- 22 He risks (lose) his wallet when he leaves it on his desk.

14

Put the verbs in brackets into the correct infinitive form or the -ing form.

- 1 A: Is Anne in the room?
B: Yes. I can see her ...*dancing*... (dance) with her husband over there.
- 2 A: Did you see the robber?
B: Yes. I saw him (get) into the car and drive away.
- 3 A: Is John here today?
B: Yes. I heard him (talk) on the phone as I walked past his office.
- 4 A: Colin is good at speaking in public, isn't he?
B: Yes. I heard him (make) a speech last month. It was excellent.
- 5 A: I walked past the sports centre today.
B: So did I, and I stopped for a moment to watch some boys (play) football.
- 6 A: Your hair looks great today.
B: Thanks. I watched the hairdresser (dry) it so I could learn how to do it myself.
- 7 A: That's a music school, isn't it?
B: That's right. I often hear the students (sing) as I walk past.
- 8 A: Did you stay until the end of the contest?
B: Yes. I listened to the chairman (announce) the results before I went home.
- 9 A: How do you know Tim is at home?
B: I saw him (cut) the grass as I was driving home.
- 10 A: How do you know that man stole the watch?
B: I saw him (put) it in his pocket and leave the shop without paying.

Verbs taking the to -infinitive or the -ing form with a change in meaning

- ◆ **forget + to - inf = not remember**
e.g. *I'm sorry, I forgot to call you.*
forget + -ing form = not recall
e.g. *I'll never forget winning my first gold medal.*
- ◆ **remember + to - inf = not forget**
e.g. *Remember to call Jack tonight.*
remember + -ing form = recall
e.g. *I don't remember seeing you here before.*
- ◆ **go on + to - inf = then**
e.g. *He welcomed us and went on to offer us some drinks.*
go on + -ing form = continue
e.g. *They went on talking for hours.*
- ◆ **mean + to - inf = intend to**
e.g. *She means to open her own shop.*
mean + -ing form = involve
e.g. *Being a pilot means travelling a lot.*
- ◆ **regret + to - inf = be sorry to**
e.g. *I regret to inform you that you have failed the exam.*
regret + -ing form = feel sorry about
e.g. *I regret making that mistake; I lost my job.*
- ◆ **try + to - inf = attempt, do one's best**
e.g. *He tried to win the race.*
try + -ing form = do sth as an experiment
e.g. *Try exercising, you may lose weight.*
- ◆ **stop + to - inf = stop briefly to do sth else**
e.g. *He stopped to drink some tea and then continued working.*
stop + -ing form = finish, give up
e.g. *He stopped eating junk food because it is unhealthy.*
- ◆ **be sorry + to - inf = apologise for a present action**
e.g. *I'm sorry to interrupt, but can I ask you a question?*
be sorry for + -ing form = apologise for an earlier action
e.g. *I'm sorry for shouting at you.*

- ◆ **like + to - inf = think that sth is good or right to do**
e.g. *I like to exercise every day.*
like + -ing form = enjoy (general preference)
e.g. *She likes swimming.*
would like + to - inf = want (specific preference)
e.g. *I would like to see this film.*
- ◆ **be afraid + to - inf (the subject is unwilling to do sth)**
e.g. *He is afraid to take the test in case he fails again.*
be afraid of + -ing form = (the subject is afraid that what is described by the -ing form may happen)
e.g. *She doesn't want to ride the horse.*
She is afraid of falling and hurting herself.

15 Put the verbs in brackets into the correct infinitive form or the -ing form.

- 1 I'll never forget ...sailing... (sail) down the Danube on that warm spring night last year.
- 2 Please don't forget (pay) the bill.
- 3 John said he remembers (buy) the newspaper, but now he can't find it.
- 4 Did you remember (post) my letters today?
- 5 Gloria regrets (shout) at her sister.
- 6 I regret (inform) you that we cannot give you your money back.
- 7 The students went on (write) for another hour.
- 8 After cleaning the windows, he went on (wash) the car.
- 9 We are sorry (announce) that the 7:15 train to Liverpool has been cancelled.
- 10 I'm sorry for (miss) your birthday party; I'll make it up to you.
- 11 She stopped (go) to the gym after she had got back into shape.
- 12 They stopped (have) a rest before they continued their journey.
- 13 They tried (open) the door, but it was stuck.
- 14 You should try (make) your own clothes. It's much cheaper.
- 15 I'm sorry. I didn't mean (break) your vase.
- 16 Being a teacher means (correct) a lot of homework.
- 17 I like (tidy) my room at weekends because I don't have time during the week.
- 18 They like (play) in the sea on hot days.

Infinitive - Too/Enough - The -ing form - Participles

16 Put the verbs in brackets into the correct infinitive form or the -ing form.

My neighbour, Mr Mason, loves 1) *...spending...* (spend) time in his garden. He would rather 2) (work) outside than stay indoors, even when it is snowing! Early in the morning, you can 3) (see) Mr Mason 4) (eat) breakfast in his garden, and late at night he is there again, with a cup of cocoa in his hand. I'd like 5) (help) sometimes when there is lots of work to do, but Mr Mason prefers 6) (do) everything himself. He doesn't mind 7) (get) cold and wet in the winter, and his wife says it's no use 8) (try) to make him wear a waterproof jacket because he hates 9) (wear) them! Mr Mason says he will go on 10) (garden) until he is too old 11) (do) it!



17 Put the verbs in brackets into the correct infinitive form or the -ing form.

- I don't know what 1) *...to do...* (do) at the weekend. I fancy 2) (go) to the cinema, but none of my friends enjoy 3) (watch) films very much.
- Paul had his driving test today. He tried 1) (not/make) any mistakes, but he failed. He expects 2) (pass) the test the next time he takes it.
- Tom often goes 1) (walk) at the weekends. He doesn't like 2) (take) anyone with him because he prefers 3) (be) alone while he walks.
- We had better 1) (hurry) home tonight because our parents have promised 2) (take) us out for dinner. I don't know why they want 3) (eat) out, but we must 4) (arrive) home on time.
- James is rich and can afford 1) (buy) expensive things. He is always willing 2) (lend) money to people who need it, because he enjoys 3) (help) others.
- My parents let me 1) (stay) at my friend's house last weekend. They agreed 2) (take) me in the car and they made me 3) (promise) to behave myself. It was a great weekend!

18 Put the verbs in brackets into the correct infinitive form or the -ing form.

Dear Jessica,

How are you? I'm busy 1) *...studying...* (study) for my exam which is next week, but I've decided 2) (take) a break and 3) (write) you a letter. 4) (read) so many notes and 5) (learn) so many facts is making me very tired. I can't wait 6) (finish) my course! Then, I can start 7) (look) for a good job.

Sophie started her new job last month. 8) (work) at the hospital suits her – she loves 9) (look) after people. She hopes 10) (stay) in this job for a couple of years and then she intends 11) (try) for a promotion.

By the way, how are you getting on now that you are a manager? I forgot 12) (congratulate) you when I saw you.

Anyway, I've got to go now. Write soon and tell me all your news, won't you?

Best Wishes,
Maggie

19 Complete the sentences, as in the example.

- John said, 'I didn't take the money.'
John denied *...taking...* the money.
- 'I broke the window,' said Gary.
Gary confessed to the window.
- 'Yes, I'll look after your dog for you,' said Anne.
Anne agreed after my dog.
- Alice said, 'I hate travelling by bus.'
Alice complained about by bus.
- The boss said to the employees, 'You have until 5 o'clock to finish the reports.'
The boss expects his employees the reports by 5 o'clock.
- My father said to me, 'Don't come home late,' but I didn't listen.
My father warned me about home late, but I didn't listen.
- 'You can all go home early,' said the professor.
The professor allowed us home early.
- The coach said to the players, 'Don't let the ball out of your sight.'
The coach ordered the players the ball out of their sight.

20

Put the verbs in brackets into the correct infinitive form or the -ing form.

- S: Good afternoon, madam. Can I **1** ...*help*... (help) you?
 W: Yes, please. I want **2** (buy) a new washing machine.
 S: I see. How much money would you like **3** (spend)?
 W: I don't want anything too expensive.
 S: Alright then, I can **4** (show) you this model over here. It's reliable, and it doesn't cost too much money.
 W: Is it very difficult **5** (use)?
 S: Not at all, but you must **6** (read) the instruction manual before you try to turn it on.
 W: Oh, I always have difficulty in **7** (understand) manuals. Could you **8** (explain) how the machine works?
 S: Certainly. You'll soon learn how **9** (operate) it. It's very simple.
 W: That's good, because, as a working mother, I don't have much time to spare for things like this.
 S: Don't worry, madam. First, you must **10** (put) the clothes in the machine

21

Choose the correct answer.

- 1** 'Welcome home.'
 'Thanks. It's very nice ..*A*... back.'
 A to be B be C to being
- 2** '..... is good for your health.'
 'I know, but I don't enjoy it.'
 A To have exercised B Exercising
 C To exercising
- 3** 'You have to home early tonight.'
 'I will.'
 A be coming B come C coming
- 4** 'Do you watch TV very often?'
 'No. I consider it a waste of time.'
 A to be B being C is
- 5** 'Did you enjoy the play?'
 'Yes. Were you involved in the scenery?'
 A make B to make C making
- 6** 'Does your son study very much?'
 'No, he spends his time television.'
 A to watch B watching C watch
- 7** 'Did anyone help you with your homework?'
 'No. I managed it by myself.'
 A do B to do C doing
- 8** 'Let's go out tonight.'
 'I'd rather at home. I'm tired.'
 A staying B to stay C stay

- 9** 'Why did you go to the supermarket?'
 '..... some flour.'
 A To buy B Buy C Buying
- 10** 'Do you know who to in the office?'
 'Yes, Mrs Jacobs.'
 A speaking B speak C to speak

IN OTHER WORDS

Study these examples. The second sentence has a similar meaning to the first sentence.

- 1** Spending a lot of money on clothes is foolish.
to It is **foolish to spend** a lot of money on clothes.
- 2** This car is too expensive for me to buy.
enough This car **is not cheap enough** for me to buy.
- 3** The tea is so hot that I can't drink it.
too The tea is **too hot for me** to drink.
- 4** The teacher made us learn the poem by heart.
made We **were made to learn** the poem by heart by the teacher.
- 5** Eating is not allowed in the office.
eat Nobody **is allowed to eat** in the office.
- 6** Your room needs cleaning.
cleaned Your room needs **to be cleaned**.

22

Complete each sentence with two to five words, including the word in bold.

- 1** The jumper is so small that I can't wear it.
too The jumper is ...*too small for me*... to wear.
- 2** Staring at people is rude.
to It is at people.
- 3** Your hair needs cutting.
cut Your hair needs
- 4** This house is too small for our family to live in.
enough This house for our family to live in.
- 5** Father made me clean my room yesterday.
made I my room yesterday by Father.
- 6** Pictures are not allowed to be taken inside the museum.
take Visitors pictures inside the museum.
- 7** Speaking with your mouth full is bad manners.
to It is with your mouth full.
- 8** The ground is so slippery that I can't walk on it.
too The ground to walk on.

Participles

The participles are:

- a) present participles (playing, running, etc.),
- b) past participles (played, written, etc.) and
- c) perfect participles (having written, etc.).

◆ Present and past participles can be used as adjectives.

The **present participle (-ing)** describes what somebody or something is (it answers the question 'What kind?'). The **past participle (-ed)** describes how somebody feels (it answers the question 'How do you feel?').

e.g. It's a very **tiring** job. (What kind of job? Tiring.)
 He's very **tired**. (How does he feel? Tired.)

Participles can also be used:

◆ to express time.

e.g. **After doing/having done her homework**, she watched TV.

Having done her homework, she watched TV.
 (=After she had done her homework, she watched TV.)

He broke his arm (**while playing hockey**).
 (=He broke his arm **while he was playing hockey**.)

◆ to express reason.

e.g. **Being late**, Adam took a taxi.
 (=Because he was late, Adam took a taxi.)
Having spent all her money, Pam asked for a loan.
 (=Because she had spent all her money, Pam asked for a loan.)

◆ instead of a relative pronoun and full verb.

e.g. The man **standing** at the door is my boss.
 (=The man **who is standing** at the door is my boss.)
 The information **presented** in the article was invaluable.
 (=The information **which was presented** in the article was invaluable.)

◆ instead of the past simple in narratives when we describe actions happening immediately one after the other.

e.g. **Seeing the shadow**, he screamed.
 (=He **saw** the shadow and he **screamed**.)

◆ to avoid repeating the past continuous in the same sentence.

e.g. She was climbing up a ladder **carrying** a bucket.
 (=She **was climbing** up a ladder and she **was carrying** a bucket.)

23

Underline the correct word.

- 1 A: Have you read that new book yet?
 B: Only some of it. It's very **bored/boring**.
- 2 A: Did you enjoy your holiday?
 B: Oh, yes. It was very **relaxed/relaxing**.
- 3 A: I'm going to a lecture tonight. Do you want to come?
 B: No thanks. I'm not **interested/interesting** in the subject.
- 4 A: Did you hurt yourself when you fell?
 B: No, but it was very **embarrassed/embarrassing**.
- 5 A: Shall I turn off the lights?
 B: No. I'm **frightened/frightening** of the dark.
- 6 A: Was Mother upset when you broke her vase?
 B: Not really, but she was very **annoyed/annoying**.
- 7 A: How do you feel today?
 B: I still feel very **tired/tiring**.
- 8 A: I haven't seen Mr Green for several days.
 B: Neither have I. It's a bit **worried/worrying**.

24

Rewrite the sentences using participles.

- 1 He was lying on the bed and he was reading a book.
 ...**He was lying on the bed reading a book**.....
- 2 Lisa took a deep breath and dived into the water.

- 3 Jack burnt his finger while he was lighting a fire.

- 4 After Ann had ironed the clothes, she put them away.

- 5 Because he was cold, James turned on the heater.

- 6 The photographs, which were taken at the reception, were blurred.

- 7 Alison washed the paintbrushes before she painted the living room.

- 8 She was sitting on the sofa and she was knitting a jumper.

- 9 The girl who is sitting next to Alison is Vicky.

- 10 Because he had forgotten to do the shopping, he ate out that night.

- 11 Emma turned the key in the lock and opened the door.

Prepositions

angry at/with sb for sth	polite to sb
annoyed with sb for sth	rude to sb
complain to sb about sb/sth	shout at sb
different to/from sb/sth	wait for sb/sth
differ from sb/sth	write to sb

25 Underline the correct preposition.

- Mary is always polite **to/at** her parents.
- Sam was told off for being rude **at/to** his teacher.
- The policemen shouted **at/to** the thieves who tried to run away.
- Jessica waited **to/for** the bus for an hour in the rain.
- Rosie is writing **to/at** her pen-friend.
- I am angry **about/with** Sue for taking my favourite shirt.
- He was annoyed with his brother **in/for** making so much noise.
- I'm going to complain to my boss **with/about** the lighting in the office.
- John's opinions differ **to/from** Anne's, so they argue a lot.
- The film is different **from/at** the book.

Phrasal Verbs

get away:	escape
get on:	1) make progress (also get along) 2) enter a bus, train, etc. (opp. get off)
get on with sb:	have a friendly relationship with sb; get along with sb
get through:	1) reach sb by telephone 2) manage to finish sth

26 Fill in the gaps with the correct phrasal verb.

- I ...**get on**... very well ...**with**... my new neighbours. (get along with)
- I tried to all morning but the phone was engaged. (reach sb by telephone)
- I'll go home early tonight if I all my work. (manage to finish)
- Tom the bus outside the cinema. (entered)
- The police chased the thieves but they managed to (escape)

Revision Box

27 Choose the correct answer.

- 'Do you like going to the cinema?'
'Yes. I usually ...**B**... at least once a month.'
A am going B go C have gone
- 'You look serious.'
'Yes. I to solve a difficult problem.'
A have tried B try C am trying
- 'Would you like to go out tonight?'
'Not really. I'm exhausted. I hard all day.'
A have worked B am working
C have been working
- 'When are you going to buy a new car?'
'Well, I two that I like, but I can't decide which one to buy.'
A have been seeing B have seen
C see
- 'Does Stuart often go sailing in the winter?'
'He'
A does seldom B seldom does
C doesn't seldom
- 'Does Peter know how to drive?'
'Of course. He for years, now.'
A has driven B is driving
C has been driving
- 'Has Sarah moved out of her parents' house yet?'
'Oh, yes. She in a flat in town now.'
A has lived B has been living C lives
- 'Do you have breakfast in the morning?'
'No, I'
A do never B never do C don't never
- 'When are you seeing Paul next?'
'We to meet next Tuesday.'
A have been arranging B arrange
C have arranged
- 'Is there a supermarket in your town?'
'Yes. There one here for quite a while.'
A is being B has been C is
- 'Have you done your homework yet?'
'Yes. I always it before dinner.'
A am doing B have done C do
- 'Where is Bob?'
'He Jimmy to the park.'
A has been taking B has taken C takes

Revision Box

28 Put the verbs in brackets into the correct tense.

Last night, a bomb **1** ...*exploded*... (explode) outside the main branch of the Trusty Bank in Barton. The police **2** (receive) an anonymous phone call minutes before the explosion. The bomb squad **3** (drive) to the bank when the bomb **4** (go off). There **5** (be) no one inside the bank, but a security guard **6** (sit) at the car park entrance. He suffered minor injuries from pieces of broken glass. Late last night, police officers **7** (still/search) the scene for evidence and they **8** (question) the people living in the area. The security guard **9** (recover) from his injuries in hospital. No one **10** (yet/claim) responsibility for the blast.

29 Choose the correct answer.

- 1 She ...*A*... the door when she heard the phone ring.
A had just locked B is locking C locks
- 2 They for hours when they stopped to have lunch.
A were working B had been working C worked
- 3 I for two hours by 12 o'clock.
A will have been reading B will have read C am reading
- 4 He the letter as soon as it arrived.
A had opened B opened C had been opening
- 5 Sarah dinner when she burnt her finger.
A was cooking B cooks C is cooking
- 6 Philip his dinner by the time we get home.
A had been having B will have had C will have
- 7 The people for an hour before the rescuers came.
A had been waiting B waited C are waiting
- 8 Emily her lunch already, even though it's only 10 o'clock.
A has eaten B was eating C ate
- 9 Tom his homework ever since he got home from school.
A has been doing B is doing C does
- 10 My parents to bed by the time I got home.
A are going B had been going C had gone

ORAL Activity

Edith Grant is an advertising executive. She was recently interviewed about her life. Look at the reporter's notes and make sentences, as in the example.

e.g. Edith is busy planning a new campaign for a food company these days.



- be busy / plan / a new campaign for a food company these days
- spend / hours / try out / new ideas
- enjoy / work / with young people as they are very imaginative
- find it difficult / combine business and family life
- can't stand / travel / abroad on business
- would like / see / more older people in commercials
- hope / win / award for her work at the next advertising awards ceremony
- want / go on / work for a number of years

WRITING Activity

Jason Watson is the reporter who interviewed Edith Grant. He's written an article about her. Look at the Oral Activity again and complete his article.

LOCAL SUCCESS STORY Advertising executive Edith Grant started with a very small business. Now, she has to organise her time very carefully. She is busy planning a new campaign for a food company these days.

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