

## 4. Complete these tips. Use the correct form of the verbs in parentheses.

## Some Tips for stopping (stop) Procrastination

☐ LATER☒ NOW

- ➔ If you have a large project to work on, break it into small tasks. Finish \_\_\_\_\_ **(do)** one small task before \_\_\_\_\_ **(start)** the next.
- ➔ Choose \_\_\_\_\_ **(do)** the hardest task first. You'll get it out of the way, and you'll feel better about yourself.
- ➔ Promise \_\_\_\_\_ **(spend)** at least 15 minutes on task even if you don't really feel like \_\_\_\_\_ **(do)** it. You'll be surprised. You can get a lot done in 15 minutes—and you'll often keep \_\_\_\_\_ **(work)** even longer.
- ➔ Stop \_\_\_\_\_ **(take)** short breaks—but no more than 10 minutes.
- ➔ Arrange \_\_\_\_\_ **(give)** yourself a reward when you succeed in \_\_\_\_\_ **(finish)** a task. Do something you enjoy \_\_\_\_\_. **(do)**
- ➔ Consider \_\_\_\_\_ **(join)** a support group for procrastinators.

## 5. Read Eva's journal entry. There are eight mistakes in the use of the gerund and infinitive. Find and correct them.

For months I was thinking about to go to a support group for procrastinators, but I kept putting it off! Last night I finally decided going, and I'm glad I did. I'm not alone! There were a lot of people there with the same problem as me. I expected being bored, but it was really quite interesting—and helpful. I even knew some of the other students there. I remembered to meet a few of them at a school party last year. I really enjoyed to talk to Todd, and before I left I promised coming again. I have a math test tomorrow, so I really should stop to write now and start studying. See, I've already learned something from to be this group! I have to stop making excuses and start my work! Now!



**6. Complete the following sentences, using appropriate gerund or infinitive forms.**

1. I would suggest **(fill)** \_\_\_\_\_ out the form immediately and **(make)** \_\_\_\_\_ a copy for your records.
2. Did you remember **(turn)** \_\_\_\_\_ off the stove, **(close)** \_\_\_\_\_ the windows, and **(lock)** \_\_\_\_\_ the door before you left?
3. It's obvious from her e-mails that she really loves **(experience)** \_\_\_\_\_ the culture. **(meet)** \_\_\_\_\_ new people, and just **(be)** \_\_\_\_\_ there.
4. They prohibit **(take)** \_\_\_\_\_ photographs or **(use)** \_\_\_\_\_ a recorder.
5. I really wouldn't mind **(take)** \_\_\_\_\_ them out to dinner or **(show)** \_\_\_\_\_ them around if you'd like me to.
6. He promised **(take)** \_\_\_\_\_ the report home, **(read)** \_\_\_\_\_ it carefully, and **(respond)** \_\_\_\_\_ to any questions by the next.



**7. Complete each sentence with a gerund or an infinitive. Explain the meaning of each sentence.**

1. I'll never forget **(travel)** \_\_\_\_\_ abroad for the first time.
2. When I feel stressed out, I remember **(put)** \_\_\_\_\_ things in perspective.
3. You need to stop **(try)** \_\_\_\_\_ to do everything at once.
4. If I forget **(send)** \_\_\_\_\_ a card for a friend's birthday, I try to remember **(call)** \_\_\_\_\_.
5. We forgot **(buy)** \_\_\_\_\_ flowers, so we stopped **(pick up)** \_\_\_\_\_ some on the way to the party.
6. I remember **(celebrate)** \_\_\_\_\_ holidays with my family when I was young.



**8. Fill the gaps with the verb in brackets in the appropriate form.**

1. I can't stand \_\_\_\_\_ in queues. **(wait)**
2. I wouldn't like \_\_\_\_\_ in his shoes. **(be)**
3. Jim loves \_\_\_\_\_ in Thailand. **(work)**
4. I hate \_\_\_\_\_ the shopping on Saturday. **(do)**
5. Blast! I forgot \_\_\_\_\_ milk. **(buy)**
6. In the end we decided \_\_\_\_\_ in. **(stay)**
7. I need \_\_\_\_\_ some information about Portugal. **(find)**
8. My parents like \_\_\_\_\_ for long walks at the weekend. **(go)**
9. Tony gave up \_\_\_\_\_ years ago. **(smoke)**
10. I wanted \_\_\_\_\_ and see Troy but no one else was interested. **(go)**
11. Mrs. Leith offered \_\_\_\_\_ us to the airport. **(take)**
12. Clare refused \_\_\_\_\_ clean up after the party. **(help)**
13. I tried \_\_\_\_\_ him to come but it was no use. **(persuade)**
14. Do you mind not \_\_\_\_\_? **(smoke)**
15. Everybody really enjoyed \_\_\_\_\_ the cha-cha-cha. **(dance)**
16. Lionel admitted \_\_\_\_\_ my chocolate mousse. **(eat)**



**9. Fill in the gaps with the gerund form of these verbs: watch, help, cook, work and read. And infinitives**

1. We like \_\_\_\_\_ dinner for our family.
2. I hate \_\_\_\_\_ horror movies alone.
3. She enjoys \_\_\_\_\_ with children.
4. My brother doesn't mind \_\_\_\_\_ me.
5. We finished \_\_\_\_\_ the book as homework.



**10. Use the verbs in brackets to fill the gaps.**

1. We arranged \_\_\_\_\_ under the station clock at half nine. **(meet)**
2. I always try to avoid \_\_\_\_\_ him whenever I can. **(see)**
3. I long \_\_\_\_\_ in Scotland again. **(be)**
4. My Mum demanded \_\_\_\_\_ the manager. **(see)**
5. My brother denied \_\_\_\_\_ my chocolate mousse. Maybe his hamster ate it. **(eat)**
6. I tried \_\_\_\_\_ but I just couldn't. **(understand)**
7. In the end I gave up \_\_\_\_\_ to persuade her. **(try)**
8. Charlie was pretending \_\_\_\_\_ a chicken. **(be)**
9. They chose \_\_\_\_\_ in a cheap hotel but spend more money on meals. **(stay)**
10. We like Galicia so much that we keep \_\_\_\_\_ back there. **(go)**
11. He deserves \_\_\_\_\_ severely punished. **(be)**
12. When we visit my aunt, they expect me \_\_\_\_\_ on my best behaviour. **(be)**
13. I didn't mean \_\_\_\_\_ her feelings. I'm really sorry. **(hurt)**
14. I always put off \_\_\_\_\_ my homework until the last possible moment. **(do)**
15. He goes on \_\_\_\_\_ me the same thing over and over again. **(tell)**
16. I can't stand \_\_\_\_\_ in the queue at the baker's. **(wait)**
17. The firemen managed \_\_\_\_\_ the fire pretty quickly. **(put out)**
18. I never risk \_\_\_\_\_ through that part of town. **(go)**
19. Clare offered \_\_\_\_\_ me to the airport, which was very kind of her. **(take)**
20. Dad threatened \_\_\_\_\_ my pocket money if I didn't do my homework. **(stop)**



# REVIEW UNIT 29

## I. Complete these sixteen sentences to score your knowledge of GERUNDS and INFINITIVES.

1. My friend really enjoys\_\_\_\_books and magazines.
  - a. to read
  - b. reading
  - c. to reads
2. \_\_\_\_enough sleep is very important for good health.
  - a. Getting
  - b. Get
  - c. Is getting
3. \_\_\_\_is not allowed inside the building. You should go outside.
  - a. Smoke
  - b. Smokes
  - c. Smoking
4. I love\_\_\_\_a cup of tea in the early afternoon.
  - a. to drink
  - b. drink
  - c. to drinking
5. Thomas usually\_\_\_\_TV after he gets home from school.
  - a. watches
  - b. to watch
  - c. watching
6. \_\_\_\_I really dislike ... on holidays and weekends.
  - a. working
  - b. to work
  - c. work
7. \_\_\_\_along the beach is great way to relax.
  - a. Walk
  - b. Walking
  - c. Walks
8. **A:** Do you like\_\_\_\_Italian food?  
**B:** Yes, I do.
  - a. eat
  - b. to eating
  - c. to eat
9. I think that\_\_\_\_a second language is fun.
  - a. learn
  - b. learning
  - c. to learning
10. Steven dislikes\_\_\_\_, so he usually takes a bus to work.
  - a. to drive
  - b. diving
  - c. drives
11. I like\_\_\_\_, but unfortunately I'm not very good at it.
  - a. to cook
  - b. cook
  - c. cooks
12. \_\_\_\_at this beach is not allowed after sunset.
  - a. To swimming
  - b. Swim
  - c. Swimming



13. Jennifer wants \_\_\_ her friend in San Francisco next week.

- a. to visit
- b. visits
- c. visiting

14. I \_\_\_ one or two cups of coffee every morning.

- a. to drink
- b. drinking
- c. drink

15. **A:** Do you \_\_\_ every day?

**B:** No, I don't.

- a. exercising
- b. exercise
- c. to exercise

16. \_\_\_ is a great exercise, but you should remember to wear a helmet.

- a. cycles
- b. cycle
- c. cycling

## II. Choose the best option.

1. finish

- a. Gerund
- b. to + infinitive
- c. Both possibilities are correct.

2. like

- a. Gerund
- b. to + infinitive
- c. Both possibilities are correct.

3. hope

- a. Gerund
- b. to + infinitive
- c. Both possibilities are correct.

4. feel like

- a. Gerund
- b. to + infinitive
- c. Both possibilities are correct.

5. seem

- a. Gerund
- b. to + infinitive
- c. Both possibilities are correct.

6. forget

- a. Gerund
- b. to + infinitive
- c. Both possibilities are correct.

7. start

- a. Gerund
- b. to + infinitive
- c. Both possibilities are correct.

8. manage

- a. Gerund
- b. to + infinitive
- c. Both possibilities are correct.

9. agree

- a. Gerund
- b. to + infinitive
- c. Both possibilities are correct.

10. avoid

- a. Gerund
- b. to + infinitive
- c. Both possibilities are correct.