

EXERCISE 2 VERBS AND ADJECTIVES + INFINITIVES

GRAMMAR NOTES 2-4 Complete the sentences with the verbs or adjectives in parentheses. Use infinitives, and add pronouns if necessary.

I'm basically a procrastinator. I've always wanted to stop
1. (want / stop)
procrastinating but didn't know how. It started when I was a teenager and I had trouble getting my schoolwork done. My parents always _____
2. (warn / not / put off)
doing my assignments. However, they also _____
3. (want / make)
my own decisions. I guess they thought it was _____
4. (important for / experience)
the consequences of my actions, so they never _____
5. (force / study)
hard ... and I didn't. I guess I was _____
6. (fortunate / graduate)
from high school, and then from college. Later, when I started working, I still _____
7. (expect / finish)
my tasks by doing things at the last minute. However, I soon learned that that strategy wouldn't work anymore. There were 20 employees in my department, and my boss _____
8. (require / write)
sales reports every month. I was nervous about the reports, so I put them off, of course, and didn't even start them until the day they were due. When I tried to turn in one report a week late, my boss got angry. He said it was _____
9. (important / submit)
the reports on time, and he _____
10. (tell / not / turn in)
a report late again. He _____
11. (advise / change)
my whole attitude toward finishing necessary tasks. He _____
12. (encourage / complete)
my reports quickly, without worrying about whether they were perfect or not, and then check them before submitting them to him. I took his advice and, many painful months later, I am starting to conquer the procrastination demon.

EXERCISE 3 TOO AND ENOUGH + INFINITIVES

GRAMMAR NOTE 6 For each situation, write a sentence with *too* + adjective or adverb + infinitive or with *enough* + infinitive.

1. It's 5:15. Jill's flight leaves at 5:45, and it takes 45 minutes to get to the airport. (enough)

Jill doesn't have enough time to get to the airport.

2. Jack's 10-page report is due in an hour. He types only 25 words a minute. (too)

3. Marcy wants to buy her friend's used car, which costs \$5,000. She has \$4,000 in the bank and is able to save \$400 a month. Her friend must sell the car within three months. (enough)

4. Eve invited guests to dinner. She waited until 6:45 to start cooking the meal. The guests are expected by 7:00. (too)

5. Sally's doctor advised her to eat three meals a day to stay healthy. To lose weight, Sally ate only one small meal a day. She became quite sick. (enough)

6. Carlos has a very difficult problem to solve, but he is a very intelligent man and can solve it if he applies himself. (enough)