

## 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 \_\_\_\_\_ <sup>wanted to stop</sup>  
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 \_\_\_\_\_ <sup>2. (warn / not / put off)</sup> doing my assignments. However, they also \_\_\_\_\_ <sup>3. (want / make)</sup> my own decisions. I guess they thought it was \_\_\_\_\_ <sup>4. (important for / experience)</sup> the consequences of my actions, so they never \_\_\_\_\_ <sup>5. (force / study)</sup> hard... and I didn't. I guess I was \_\_\_\_\_ <sup>6. (fortunate / graduate)</sup> from high school, and then from college. Later, when I started working, I still \_\_\_\_\_ <sup>7. (expect / finish)</sup> 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 \_\_\_\_\_ <sup>8. (require / write)</sup> 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 \_\_\_\_\_ <sup>9. (important / submit)</sup> the reports on time, and he \_\_\_\_\_ <sup>10. (tell / not / turn in)</sup> a report late again. He \_\_\_\_\_ <sup>11. (advise / change)</sup> my whole attitude toward finishing necessary tasks. He \_\_\_\_\_ <sup>12. (encourage / complete)</sup> 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)