

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

☐ LATER

☒ NOW

Some Tips for stopping (stop) Procrastination

- ➔ 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.