

B Verbs of perception

- Verbs of perception include: *feel, hear, listen to, notice, see, watch*. These verbs can be followed by an object + *-ing* or a bare infinitive (without *to*) and the meaning of the verb changes.
- If we see or hear only part of the action, or it continues, we use the *-ing* form. If we see or hear the whole action from beginning to end, we use the bare infinitive without *to*. Compare:
I saw her giving her presentation. (I saw part of the presentation)
I saw her give her presentation. (I saw the whole presentation)
I heard the machine making a strange noise. (I heard the noise and it continued)
I heard the machine make a strange noise. (I heard the noise and it stopped)

D Make and let

- After *make* and *let* we use the bare infinitive without *to*.
I made them check everything very carefully. (NOT ~~I made them to check~~)
They let us have all these free samples. (NOT ~~They let us to have~~)

D Passive forms: -ing or infinitive

- Unit 19 gave lists of verbs that are followed by either an *-ing* form or *to* + infinitive. Only the active forms were given.
- The passive form of 'verb + *-ing*' is verb + *being* + past participle.
If the share price falls any more we risk being taken over by a larger company.
- The passive form of 'verb + *to* + infinitive' is verb + *to be* + past participle.
I think I deserve to be given a pay rise.

Exercise 1 A B C

Underline the correct words.

- We can't afford to miss/missing this opportunity.
- Do you fancy to go/going for a drink after work?
- Are you waiting to use/using the phone?
- It's not worth to spend/spending any more time on this.
- We decided to close down/closing down the factory in Belgium.
- You promised to deliver/delivering by April, and it's now May.
- I considered to call/calling him, but I decided it was better to write.
- If we don't decide soon, we risk to lose/losing the whole contract.
- She agreed to prepare/preparing some figures before the next meeting.
- I'm sorry, there seems to be/being a misunderstanding here.
- Is Mr Messier busy? OK, I don't mind to wait/waiting for a few minutes.
- He refused to sign/signing the contract until he'd spoken to his boss.
- May I suggest to postpone/postponing the meeting until next week?

Exercise 2 A B C

Complete these sentences with the verbs from the list below. Choose either the *-ing* form or *to* + infinitive.

give write fly receive make recognise advertise help think speak

- They agreed to give us thirty more days to pay the invoice.
- He pretended to be me, but I don't think he knew who I was.
- There's no point in advertising this brand on TV, it would cost too much.
- We're expecting to receive some more stock early next week.
- I'll join you later. I need to finish writing this report.
- I learnt to speak Portuguese when I worked in Brazil.
- I work in public relations. My job involves involving contact with the media.
- I can't help thinking that something is going to go wrong.
- I can't afford to take business class all the time.
- I can't promise to help you with this problem, but I'll do my best.

Exercise 3

Complete the following sentences with verbs from the list below. Include an object in every case.

advise remind persuade expect help encourage force

- I'm sorry I missed work yesterday. The doctor advised me to stay in bed.
- I tried to come with us tonight, but he said he was busy.
- Could you call Head Office later? I might forget.
- If you employ a secretary, it will deal with all the paperwork.
- She hasn't called yet, but I contact me some time today.
- I didn't feel very confident, but she applied for the job.
- The fall in demand has made some of our best workers redundant.

Exercise 4 A B C



- 28 Complete the mini-dialogue by putting the verbs in brackets into the correct form, using *-ing* or *to* + infinitive.

ISABEL: Oh, no, not again.
 FERNANDA: What's wrong?
 ISABEL: My computer's crashed. It keeps (1) doing (do) it. I have to save my documents every few minutes or I risk (2) losing (lose) all the work I've just done.
 FERNANDA: Have you got enough disk space?
 ISABEL: Yeah, I have. I really don't know what's causing it (3) to crash (crash) so often. Look, you're good at computers. What do you advise me (4) to do (do)?
 FERNANDA: Well, I don't know. I haven't been trained (5) to fix (fix) them. You'll have to ask an IT technician (6) to come (come) and have a look at it.
 ISABEL: Hah. You know, there's no point (7) calling (call) a technician - they'll be ages and I ... I really can't afford (8) to wait (wait) all day for someone to come, I'm really busy.
 FERNANDA: Why don't you phone the helpdesk then? They'll advise you what (9) to do (do) over the phone.
 ISABEL: Oh, yeah. I suppose so.
 FERNANDA: And if you're really that busy, have you considered (10) asking (ask) Sophie to help you, she hasn't got a lot of work at the moment.
 ISABEL: Oh, hasn't she? That's great. I'll ask her (11) to type (type) up this report. Thanks.

Exercise 5 A B C

Complete this email that circulated in a company that makes mobile phones. Choose a verb from the list below and use the correct form, *-ing* or infinitive with *to*.

interview be pay pretend receive refer show take talk worry

From: Peter Halonen, Director To: All staff in Production department Sent: 6 December ...

Subject: Visit by journalist about health risks from mobile phones

Message

A journalist from the magazine Technology Review wants (1) to interview someone from Production about health risks for mobile phone users from radiation. It will involve (2) inviting to him over lunch one day next week. He's offered (3) to pay. Any volunteers?

In my opinion it's not worth (4) worrying too much about this as the latest research shows that the risks seem (5) minimal. But on the other hand it's no good (6) pretending there's no problem at all. I would suggest simply (7) to refer to the recent report from the National Safety Board. Anyway, he's kindly agreed (8) to show us the article before it's published, and he's promised (9) to take a balanced view. I look forward to (10) receiving your comments on this matter asap.

Peter

Exercise 2

Match the situations a)-(d) to the sentences 1-4 below.

- I heard part of your conversation.
- I saw your whole presentation.
- I saw the whole tour.
- I passed them in the corridor.

- Sorry to interrupt, but I heard you talking about e-books.
- I heard you talk about e-books at the internet seminar.
- I saw Barbara showing the visitors round the factory.
- I saw Barbara show the visitors our new production line.

Exercise 3

Complete the sentences with *being* or *to be*.

- I enjoy being taken out for expensive meals.
- The Minister denied being given a bribe.
- The Minister refused to be questioned about the bribe.
- I expect to be asked some tough questions after my presentation.
- Do you mind being picked up at the airport by a taxi?
- How awful! Imagine being asked to give a presentation on a topic like that!

Exercise 4 A C

29 Complete the mini-dialogue with the correct form of the verb in brackets. On two occasions both forms are possible.

- THOMAS: Hi, Carla. I've been meaning (1) to speak (speaking/ to speak) to you all day. We're trying (2) (booking/ to book) a table at that new Chinese restaurant tonight. Would you like to come too?
- CARLA: Oh, thanks, I'd really like to, but I was intending (3) (starting/ to start) work on my monthly sales report tonight.
- THOMAS: Really? Wouldn't you prefer (4) (coming/ to come) out with us? Just this once?
- CARLA: Of course I want (5) (going/ to go) out with you tonight, but I really have to get this report done. I'm sorry it means (6) (missing/ to miss) dinner with you guys tonight.
- THOMAS: Well, perhaps next time then.
- CARLA: Yeah. And next time don't forget (7) (giving/ to give) me as much notice as possible beforehand so I can keep the evening free.
- THOMAS: Oh, the trouble with you, Carla, is that you never stop (8) (working/ to work). You should remember (9) (having/ to have) some fun sometimes.
- CARLA: Look, Thomas, you know I'd really love (10) (joining/ to join) you, but I just ...
- THOMAS: Well, if you go on (11) (working/ to work) like you do at the moment, you'll start (12) (getting/ to get) really stressed, and then you'll regret (13) (missing out/ to miss out) on your social life. It happened to a friend of mine - in the end he went on (14) (having/ to have) a nervous breakdown.
- CARLA: Oh, come on. Stop (15) (being/ to be) so dramatic. I don't enjoy (16) (taking/ to take) work home, it's just that I like (17) (finishing/ to finish) my reports on time.

Exercise 5 A Unit 19

Complete this letter by putting the verbs in brackets into the correct form, -ing or to + infinitive.

Dear Audio World

I am writing to complain about the poor service that I received when I was in your store last week. Recently you decided (1) to remove (remove) listening facilities in your stores, and your sales staff encouraged customers (2) (take) home their choice of CDs without (3) (hear) them first. You invited us (4) (return) any CDs that we did not like, as long as we kept the receipt as proof of purchase. In my opinion this was an excellent policy as it allowed customers (5) (risk) (6) (buy) things that were a little different.

A consequence of your policy is that customers will buy more CDs, and this means (7) (return) more that they don't like. In fact last week I brought back eight CDs, from the fourteen I had bought on the previous visit. Your salesman refused (8) (accept) such a large number, and accused me of (9) (take) the CDs home just (10) (copy) them. I strongly objected to (11) (be) treated like this as I had remembered (12) (bring) the receipts with me and my actions were within the terms of your guarantee.

I can't help (13) (think) that you will lose a lot of business if your staff go on (14) (behave) in this way, and I advise you (15) (train) your staff (16) (deal) with customers in a more polite manner.

Yours sincerely
Ian Carr

55.1 Put the verb into the correct form, -ing or to... . Sometimes either form is possible.

- 1 They denied stealing the money. (steal)
- 2 I don't enjoy very much. (drive)
- 3 I don't want out tonight. I'm too tired. (go)
- 4 I can't afford out tonight. I haven't got enough money. (go)
- 5 Has it stopped yet? (rain)
- 6 Can you remind me some coffee when we go out? (buy)
- 7 Why do you keep me questions? Can't you leave me alone? (ask)
- 8 Please stop me questions! (ask)
- 9 I refuse any more questions. (answer)
- 10 One of the boys admitted the window. (break)
- 11 The boy's father promised for the window to be repaired. (pay)
- 12 Ann was having dinner when the phone rang. She didn't answer the phone; she just carried on (eat)
- 13 'How did the thief get into the house?' 'I forgot the window.' (shut)
- 14 I've enjoyed you. (meet) I hope you again soon. (see)
- 15 The baby began in the middle of the night. (cry)
- 16 Julia has been ill but now she's beginning better. (get)

56.3 Put the verb into the correct form, -ing or to... .

- 1 a I was very tired. I tried to keep (keep) my eyes open but I couldn't.
- b I rang the doorbell but there was no answer. Then I tried (knock) on the door, but there was still no answer.
- c We tried (put) the fire out but we were unsuccessful. We had to call the fire brigade.
- d Sue needed to borrow some money. She tried (ask) Gerry but he was short of money too.
- e I tried (reach) the shelf but I wasn't tall enough.
- f Please leave me alone. I'm trying (concentrate).
- 2 a I need a change. I need (go) away for a while.
- b She isn't able to look after herself. She needs (look) after.
- c The windows are dirty. They need (clean).
- d Why are you leaving now? You don't need (go) yet, do you?
- e You don't need (iron) that shirt. It doesn't need (iron).
- 3 a They were talking very loudly. I couldn't help (overhear) them.
- b Can you help me (get) the dinner ready?
- c He looks so funny. Whenever I see him, I can't help (smile).
- d The fine weather helped (make) it a very enjoyable holiday.

60.4 (Section C) Complete the sentences using only one word each time.

- 1 Jane had to get used to driving on the left.
- 2 We used to live in a small village but now we live in London.
- 3 Tom used to a lot of coffee. Now he prefers tea.
- 4 I feel very full after that meal. I'm not used to so much.
- 5 I wouldn't like to share an office. I'm used to my own office.
- 6 I used to a car but I sold it a few months ago.
- 7 When we were children, we used to swimming every day.
- 8 There used to a cinema here but it was knocked down a few years ago.
- 9 I'm the boss here! I'm not used to told what to do.

65.4 Complete the sentences using the verb in brackets.

- 1 a We wanted **to leave** the building. (leave)
b We weren't allowed the building. (leave)
c We were prevented the building. (leave)
- 2 a Fred failed the problem. (solve)
b Amy succeeded the problem. (solve)
- 3 a I'm thinking away next week. (go)
b I'm hoping away next week. (go)
c I'm looking forward away next week. (go)
d I'd like away next week. (go)
- 4 a Mary wanted me a drink. (buy)
b Mary promised me a drink. (buy)
c Mary insisted me a drink. (buy)
d Mary wouldn't dream me a drink. (buy)

64.1 (Section A) Write these sentences in another way, beginning as shown.

- 1 It's difficult to understand him. He **is difficult to understand**.
- 2 It's quite easy to use this machine. This machine is
- 3 It was very difficult to open the window. The window
- 4 It's impossible to translate some words. Some words
- 5 It's not safe to stand on that chair. That chair
- 6 It's expensive to maintain a car. A

A Verb + **-ing** or infinitive: change in meaning

- Some verbs can be followed by **-ing** or **to + infinitive** and the meaning of the verb changes.
- REMEMBER AND FORGET We use **remember/forget doing** for memories of the past (the action happens before the remembering). We use **remember/forget to do** for actions someone is/was supposed to do (the remembering happens before the action).
I definitely **remember posting** the letter. post ← remember
I must **remember to post** the letter. remember → post
I'll never **forget flying** into Taipei airport. flying ← forget
Sorry, I **forgot to turn off** the lights. forget → turn off
- REGRET We use **regret doing** when we are sorry about something that happened in the past.
I **regret saying** no to the job in Paris.
We use **regret to inform/to tell** when we are giving bad news.
I **regret to inform** you that we are unable to ...
- TRY We use **try doing** when we do something and see what happens. We use **try to do** when we make an effort to do something, but don't necessarily succeed.
I'll **try talking** to him and maybe he'll change his mind. (I'll do it and see what happens)
I'll **try to talk** to him but I know he's very busy today. (I may not be successful)
Last September, Brewer **tried to negotiate** a cost-cutting merger of Deutsche's and Dresdner's retail operations. However, he was unsuccessful. (BusinessWeek Online website)
- STOP We use **stop doing** when we end an action. We use **stop to do** when we give the reason for stopping.
We **stopped buying** from that supplier. (now we don't buy from them)
I **stopped to buy** something for my wife. (I stopped in order to buy something)
- MEAN We use **mean doing** when one thing results in or involves another. We use **mean to do** to express an intention.
Globalisation **means being** active in every major market. (= involves)
I **meant to phone** you, but I forgot. (= intended)
- GO ON We use **go on doing** when we continue doing something. We use **go on to do** when we move on to do something else.
They **went on trading** even though they were nearly bankrupt. (= did the same thing)
After leaving IBM he **went on to start** his own company. (= did something else)

Translate the following sentences into English:

(use gerunds or infinitives where possible)

Viděl jsem Toma přicházet, a proto jsem ho přiměl, aby zůstal venku před barem.

Číslník nám doporučil, abychom se vyhnuli pití tohoto druhu alkoholu.

Všichni měli námitky (*I slovo*) proti odmítání placení daní.

Nikdo z nás si nepamatuje, jak byl opilý na váničném večírku.

Přestanu kouřit, až Mary slíbí, že odloží stěhování do nové kanceláře.

Jack má v úmyslu jet na služební cestu, kde si užije navštěvování neznámých míst.

Není důvod chodit do práce, protože zaměstnavatel nám dovolil pokračovat (*keep*) v práci doma.

Nenávidím představovat si, jak chodím o Vánocích nakupovat!

Těším se na to, až mi bude dáno služební auto, ale nemůžu si zvyknout na navštěvování toho výcvikového kurzu.

Nechali nás vyspat v jejich postelích a my jsme začali usínat velmi brzy.