

# VERB CONSTRUCTIONS

## EXERCISES

In the following three exercises, you have to write out the sentences, using the correct form of the verbs in brackets, adding prepositions or other words as necessary. Use the simple present and past tenses where possible.

### PRACTICE

#### Exercise 10

- 1 Three of the bank's employees were (accuse) yesterday (buy) shares while in possession of inside information.
- 2 The treasurer (admit) (lose) \$10,000 of the company's money in a Las Vegas casino.
- 3 The consultants (advise) the company (restructure) its middle management.
- 4 The management (agree) (show) the documents to the trade union representatives.
- 5 Buying just one ordinary share will (allow) (vote) at the Annual General Meeting.
- 6 The production manager (apologize) (arrive) late for the meeting.
- 7 I have (arrange) (come back) at short notice if any problems arise during my holiday.
- 8 Because of the cash flow crisis, the company (attempt) (borrow) a further \$100,000.
- 9 The company's staff were asked to (avoid) (speak) to journalists.
- 10 We are not (aware) (lose) any customers because of these delays.
- 11 The company (believe) (distribute) profits among both staff and shareholders.
- 12 Quality problems were (blame) the company (lose) 20% of its market share.
- 13 The new factory must (be capable) (produce) a range of different products.
- 14 I hate fog. I (can't stand) (wait) for hours at airports.
- 15 Despite the mixed market research reports, we are going to (carry on) (develop) this product.
- 16 The R&D department (complain) (lose) 10% of its budget.
- 17 Rather than diversifying, we are going to (concentrate) (make) our traditional products.
- 18 I would like to thank all of you for (contribute) (increase) our sales this past year.
- 19 OK, you have (convince) me (stay) with the company.
- 20 We cannot (count on) (remain) market leader for ever.

#### Exercise 11

- 1 We have (delay) (introduce) the product until the New Year.
- 2 The advertising department (deny) (mislead) the public about the product.
- 3 Because of our huge advertising budget, competitors (deter) (enter) the market.
- 4 This joint venture will (enable) (enter) the Chinese market.
- 5 Do you really (enjoy) (work) 50 hours a week?
- 6 The company (fail) (increase) its sales in the first quarter of the year.
- 7 The government wants to (forbid) companies (advertise) alcoholic products on television.

- 8 I (forget) (arrange) the meeting with the suppliers.
- 9 Many middle managers say they (be frightened) (lose) their jobs.
- 10 We'll probably (give up) (send) publicity material to schools and universities.
- 11 We (guarantee) (provide) free after-sales service for two years.
- 12 You (had better) (check) those figures before the meeting on Monday.
- 13 The new law should (help) investors (understand) a company's financial situation more easily.
- 14 You really ought to (enquire) (join) the employers' association.
- 15 The union representative (insist) (speak) to the managing director.
- 16 The company (be interested) (expand) into Latin American markets.
- 17 The marketing department (be keen on) (increase) the proportion of sales on credit.
- 18 We intend to (let) each subsidiary (decide) for itself.
- 19 In the hope that my proposition will interest you, I (look forward) (hear) from you.
- 20 The law on partnerships is designed to (make) professional people (act) responsibly.

#### Exercise 12

- 1 Would you (mind) (share) an office with Mr Vile?
- 2 We all have to (participate) (improve) the quality of our customer service.
- 3 We are not (permit) (use) comparative advertising.
- 4 If you (persist) (arrive) at work at 10 o'clock, your contract will be terminated.
- 5 Your job is to (persuade) politicians (accept) our industry's proposals.
- 6 We (promise) (refund) dissatisfied customers within 30 days.
- 7 The company was (punish) (break) health and safety regulations.
- 8 Two years on, we (regret) (abandon) the North African market.
- 9 Because of the recession at home, we now (rely on) (make) profits abroad.
- 10 I (remember) (start) work there at the age of 16.
- 11 Did you (remember) (post) the invitations to the Christmas party?
- 12 We will probably (start) (produce) the new model within 18 months.
- 13 We are still (struggle) (restore) sales to their 1999 level.
- 14 You will never (succeed) (get) a job with a CV that looks as bad as that.
- 15 He was (suspect) (sell) information to a rival company.
- 16 She (be used to) (work) late in the evenings, if necessary.
- 17 I was never (train) (operate) this machinery.
- 18 The bank (undertake) (buy) any bonds for which they cannot find purchasers.
- 19 She (used to) (work) late in the evenings when she ran the development project.
- 20 I (would rather) (earn) less money and have a shorter working week.

## KEY

### Exercise 10

1. Three of the bank's employees **were accused** yesterday **of buying** share while in possession of inside information.
2. The treasurer **admitted to losing/that he had lost** \$10,000 of the company's money in a Las Vegas casino.
3. The consultant **advised** the company **to restructure** its middle management.
4. The management **agreed to show** the documents to the trade union representatives.
5. Buying just one ordinary share **will allow you/its holder to vote** at the Annual General Meeting.
6. The production manager **apologized for arriving** late for the meeting.
7. I have **arranged to come back** at short notice if any problems arise during my holiday.
8. Because of the cash flow crisis, the company **attempted to borrow** a further \$100,000.
9. The company's staff were asked to **avoid speaking** to journalists.
10. We **are not aware of losing** any customers because of these delays.
11. The company **believes in distributing** profits among both staff and shareholders.
12. Quality problems **were blamed for the company losing** 20% of its market share.
13. The new factory **must be capable of producing** a range of different products.
14. I hate fog. I **can't stand waiting** for hours at airports.
15. Despite the mixed market research reports, we are going to **carry on developing** this product.
16. The R&D department **complained about losing** 10% of its budget.
17. Rather than diversifying, we are going to **concentrate on making** our traditional products.
18. I would like to thank all of you for **contributing to increasing** our sales this past year.
19. OK, you have **convinced me to stay** with the company.
20. We cannot **count on remaining** market leader for ever.

### Exercise 11

1. We **have delayed introducing** the product until New Year.
2. The advertising department **denied misleading** the public about the product.
3. Because of our huge advertising budget, competitors **are deterred from entering** the market.
4. This joint venture will **enable us to enter** the Chinese market.
5. Do you really **enjoy working** 50 hours a week?
6. The company **failed to increase** its sales in the first quarter of the year.
7. The government wants to **forbid companies (from) advertising** alcoholic products on television.
8. I **forgot to arrange** the meeting with the suppliers.
9. Many middle managers say they **are frightened of losing** their jobs.
10. We'll probably **give up sending** publicity material to schools and universities.
11. We **guarantee to provide** free after-sales service for two years.
12. You **had better check** those figures before the meeting on Monday.
13. The new law **should help investors (to) understand** a company's financial situation more easily.
14. You really ought to **enquire about joining** the employers' association.
15. The union representative **insisted on speaking** to the managing director.

16. The company **is interested in expanding** into Latin American markets.
17. The marketing department **is keen on increasing** the proportion of sales on credit.
18. We intend to **let each subsidiary decide** for itself.
19. In the hope that my proposition will interest you, **I look forward to/am looking forward to hearing** from you.
20. The law on partnership is designed to **make professional people act** responsibly.

### **Exercise 12**

1. Would you **mind sharing** an office with Mr Vile?
2. We all have to **participate in improving** the quality of our customer service.
3. We are not **permitted to use** comparative advertising.
4. If you **persist in arriving** at work at 10 o'clock, your contract will be terminated.
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15. He was **suspected of selling** information to a rival company.
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