

Unit 6

More on gerunds and infinitives

Baby, keep **going** and let us **see** what career you will pursue.

I've decided **not to grab** anything ... I would rather **eat, sleep and play** than **work**.



Grammar in Context

Theme: Occupations, careers and prospects

Words by Theme



Read the following job advertisements and answer the questions.



WE'RE **HIRING**

Office Assistant²

[1] An office assistant helps **contribute** to the smooth operation of the company by **performing** various clerical duties³. **Sorting** incoming emails and **keeping** records are some of the examples. We therefore require our assistant **to have** experience in **using** common office software. When there is a special event, the assistant is responsible for **assisting** the director⁴ **to organise** the event.

Consider **joining** us if you are confident about **carrying out** these tasks well.

[2] To enable our employees to develop professionally, we let them take study leave. We encourage them to further their studies by subsidising part of their tuition fees.



WE'RE **HIRING**

Car Mechanic⁵

[3] Being able to mend vehicles is necessary. This involves **repairing** major vehicle components, like engines and brakes.

[4] On-site⁶ meals and medical insurance⁷ are included. Besides, we promise to award high-achieving⁸ employees with a performance bonus⁹. You won't regret working with us.

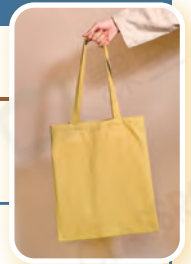
- Circle the words that are followed by gerunds and underline the words that are followed by infinitives in paragraphs 2 and 4. See the examples in paragraphs 1 and 3.
- When do we use gerunds and *to*-infinitives? Complete the table with the examples in paragraph 1.

(i) Preposition		<u>by performing</u>	_____
(ii) Adjective + Preposition	+ Gerund	<u>responsible for assisting</u>	_____
(iii) Verb + Object	+ <i>to</i> -infinitive	<u>require our assistant to have</u>	_____

PART 1 Using gerunds

Gerunds are verbs in the *-ing* form that function as nouns. They appear before verbs as subjects or after certain verbs as objects. Tenses are indicated in the main verbs.

Usages	Examples
Gerund (as a subject) + Verb	<ul style="list-style-type: none"> ▪ <i>Exercising increases</i> our endorphin levels. ▪ <i>Using</i> recyclable bags has become a habit to many. ▪ <i>Forgetting</i> your spouse's birthday is unforgivable. ▪ <i>Not repairing</i> the pipes will result in leakage.
Verb + Gerund (as an object)	<ul style="list-style-type: none"> ▪ Maggie likes <i>travelling</i>. ▪ My brothers hate <i>doing</i> dishes. ▪ Mandy went <i>hiking</i> whenever she had time. ▪ I am considering <i>not telling</i> her the bad news now.



Verb + Gerund			
<i>admit</i>	<i>appreciate</i>	<i>avoid</i>	<i>consider</i>
<i>deny</i>	<i>dislike</i>	<i>enjoy</i>	<i>fancy</i>
<i>finish</i>	<i>imagine</i>	<i>involve</i>	<i>keep</i>
<i>mind</i>	<i>miss</i>	<i>practise</i>	<i>prevent</i>
<i>risk</i>	<i>resist</i>	<i>suggest</i>	<i>quit</i>

- Learning a language **involves** *mastering* the skills of reading, writing, listening and speaking.
- **Have** you ever **imagined** *not living* on this planet one day?
- I **can** never **resist** *laughing* at bad jokes.

Gerunds can also be used after prepositions in the following situations:

Usages	Examples
Preposition + Gerund	<ul style="list-style-type: none"> ▪ You may waive the late fee by <i>calling</i> the credit card hotline. ▪ He received a penalty for <i>not following</i> the regulations. ▪ Always think twice before <i>making</i> an important decision.
Adjective + Preposition + Gerund	<ul style="list-style-type: none"> ▪ The new teacher is skilled at <i>communicating</i> with students. ▪ Elaine is skeptical about <i>dating</i> people online. ▪ The residents were opposed to <i>building</i> a landfill near their homes.
Phrasal verb + Gerund	<ul style="list-style-type: none"> ▪ Tom kept on <i>working</i> until midnight. ▪ Jane has put off <i>exercising</i> for a long time. ▪ I ended up <i>spending</i> my entire salary on gambling.
Be / Get used to + Gerund	<ul style="list-style-type: none"> ▪ Athletes are used to <i>handling</i> stressful situations. ▪ I am getting used to <i>sleeping</i> early these days. ▪ The newlyweds still haven't got used to <i>living</i> together.

Error Diagnosis

We form negative gerunds by adding *not* before the gerunds.

I suggest don't investing in the stock market. ❌


I suggest not investing in the stock market. ✅





Exercise 1.1

Fill in the blanks using the correct form of the given verbs.

1. Smiling often makes a good impression.
2. For your health, you had better quit _____.
3. Rita admitted _____ without a licence.
4. Before _____, make sure you have all your personal belongings with you.
5. Reporters are discouraged from _____ in people's private lives.
6. Save energy and electricity by _____ the lights whenever you go out.
7. Having been a street cleaner for years, I have got used to _____ litter.
8.  Edith's friends stood her up and she ended up _____.
9. _____ children involves _____ both physical care and emotional support.
10. My parents are opposed to _____ to a less developed country.

deal with
not eat out
interfere
emigrate
leave
provide
drive
raise
smile
smoke
switch off



Exercise 1.2

Ann is writing an article about systematic learning. There is one mistake in each numbered sentence. Underline the mistakes and write corrections above them, put \wedge where appropriate to insert the word(s) or cross out the extra word(s).

Research suggests improving learning by building systematic memory

Having
(1) Have a good memory is essential to learning. (2) Not having it has prevented many students from make progress in their studies. (3) Very often, they would give up not learning. (4) These students dislike memorise facts or definitions. (5) Many of them have avoided choose subjects that require a strong memory. (6) In fact, everyone can improve their memory adopting some well-tried methods. (7) For example, consider organise your notes on index cards. (8) Experienced people suggest do not putting too much on one card—just enough for quick revision is fine. (9) Go through a card whenever you have time, but don't stress over not remember everything. (10) Just keep on to revising until the information is embedded in your memory. (11) Most importantly, try to used to following this routine. (12) Keep find connections between hard-to-recall ideas ...



PART 2 Using to-infinitives

A **to-infinitive** is **to + base form of the verb**. It appears after certain verbs. Tenses are indicated in the main verbs.

Verb + to-infinitive			
<i>afford</i>	<i>agree</i>	<i>attempt</i>	<i>choose</i>
<i>decide</i>	<i>fail</i>	<i>hope</i>	<i>learn</i>
<i>manage</i>	<i>need</i>	<i>offer</i>	<i>plan</i>
<i>prepare</i>	<i>promise</i>	<i>refuse</i>	<i>seem</i>
<i>tend</i>	<i>volunteer</i>	<i>want</i>	<i>wish</i>

- This charitable fund **attempts to assist** low-income families.
- Luckily, I **managed to finish** the exam on time.
- The girl's parents **promised not to be** too controlling.
- Do woman **tend to outlive** men?



Some verbs are usually followed by an object and a to-infinitive.

Verb + Object + to-infinitive			
<i>advise</i>	<i>allow</i>	<i>ask</i>	<i>enable</i>
<i>encourage</i>	<i>invite</i>	<i>persuade</i>	<i>recommend</i>
<i>remind</i>	<i>teach</i>	<i>tell</i>	<i>warn</i>

- Nutritionists **advise adults to consume** at least 400g of fruit and vegetables a day.
- I **told myself not to overthink** what had just happened.
- We **were warned not to be** late again.
- Can you **persuade** the salesperson **to offer** you a discount?



To-infinitives can also be used in the following situations:

Usages	Examples
Adjective + to-infinitive	<ul style="list-style-type: none"> ▪ It's nice to see a childhood friend again. ▪ The CEO was delighted to announce the listing of the company. ▪ We are surprised not to see him around.
wh-word (except why) + to-infinitive	<ul style="list-style-type: none"> ▪ I will tell you what to do over the weekend. ▪ The boy was almost drowned as he doesn't know how to swim. ▪ We haven't decided when to start.
Noun / Indefinite pronoun / Indefinite adverb + to-infinitive	<ul style="list-style-type: none"> ▪ The authorities are still discussing what measures to take. ▪ Do you have anything to donate to this charity? ▪ Some people have nowhere to self-isolate after infection.

Error Diagnosis

We form negative to-infinitives by adding **not** before the to-infinitives.

I have decided do not to do my homework now. ✗

I have decided **not to do** my homework now. ✓





Exercise 2.1

Complete the sentences with the help of the given words.

- The course is about _____ how to perform well _____ in interviews.
- Let us decide _____.
- These homeless people have _____.
- Tina is glad _____ in the competition.
- The manager can't find _____.
- Ken allowed his kid _____ for dinner.
- My cat seems _____ anyone.
- It's ridiculous _____ such an attractive offer.
- The employees managed _____ to their plan.
- The diploma in culinary arts enabled him _____.
- Her _____ is not surprising. She has been bullied for months.

decision—change schools
 when—go hiking
 choose—what—eat
 not—care about
 how—perform well
 nowhere—return to
 persuade—the leader—agree
 receive—a trophy
 not—accept
 anyone—take up the project
 work—in a Michelin restaurant



Exercise 2.2

Leo has a crush on May. He is talking to her. Complete the conversation using the correct form of the given verbs. Add objects, *wh*-words or indefinite pronouns where necessary.

I think you have (1) something to give (give) me for my birthday. I don't know (2) _____ (thank) you!

Ha! I'll allow (4) _____ (pretend) a little longer. How nice of you to attempt (5) _____ (surprise) me.

Feel free (8) _____ (speak) your mind. I don't really mind (9) _____ (get) for my birthday. I just wish (10) _____ (celebrate) my special day with you.

Wait ... Are you reminding (3) _____ (buy) you a birthday present?

Huh? Are you asking (6) _____ (tell) you the truth? Can you promise (7) _____ (not feel) disappointed?

Close your eyes then. I have (11) _____ (give) you but I plan (12) _____ (draw) something for you. Are you ready (13) _____ (see) what I've drawn? Ta-da, the friendzone!



More to take away

The first Michelin Guide was compiled in 1900. Tokyo, Hong Kong and Macau were added to the Guide between 2007 and 2008.

PART 3A Using gerunds or to-infinitives with similar meanings

Some verbs can be followed by either gerunds or to-infinitives. They carry similar meanings.

Verb + Gerund / to-infinitive					
<i>begin</i>	<i>continue</i>	<i>hate</i>	<i>intend</i>	<i>like</i>	<i>love</i>
<i>prefer</i>	<i>propose</i>	<i>start</i>	<i>bother</i>	<i>can't stand</i>	<i>can't bear</i>

However, only to-infinitives can be used after the verbs above in the following situations:

Usages	Examples
<i>begin / continue / start</i> in the continuous form + to-infinitive	<ul style="list-style-type: none"> ▪ I am beginning to understand the rules. Compare: <i>I begin understanding / to understand the rules.</i>
<i>would</i> + <i>like / love / hate / prefer</i> + to-infinitive	<ul style="list-style-type: none"> ▪ I'd prefer to eat hot food. Compare: <i>I prefer eating / to eat hot food.</i>
A specific situation using <i>like / love / hate / prefer</i> + to-infinitive	<ul style="list-style-type: none"> ▪ I hate to make negative comments, but what you've done is unforgivable. (= I don't want to make negative comments this time.) Compare: <i>I hate making negative comments.</i> (= I never make negative comments.)

PART 3B Using gerunds or to-infinitives with different meanings

Some verbs can be followed by gerunds or to-infinitives, but with different meanings.

Verb	+ Gerund	+ to-infinitive
<i>forget</i>	Things done but not remembered <ul style="list-style-type: none"> ▪ Have you forgotten seeing him before? (= You saw him before but you forget.) 	Things meant to be done but not done <ul style="list-style-type: none"> ▪ I forgot to bring my identity card with me. (= I did not bring my identity card.)
<i>remember</i>	Things done and not forgotten <ul style="list-style-type: none"> ▪ I remember seeing him before. (= You saw him before and you remember.) 	Things yet to be done <ul style="list-style-type: none"> ▪ Remember to meet me at my office. (= a reminder)
<i>regret</i>	Feeling sorry for what has been done <ul style="list-style-type: none"> ▪ I regret not trusting my friends. 	Announcing bad news formally <ul style="list-style-type: none"> ▪ I regret to inform you that I have resigned.
<i>stop</i>	No longer doing something <ul style="list-style-type: none"> ▪ The maid stopped cleaning and went out for groceries. 	Not doing something and starting to do something else <ul style="list-style-type: none"> ▪ May stopped to take a break before continuing with her revision.
<i>try</i>	Experimenting with something <ul style="list-style-type: none"> ▪ The congee tasted bland so I tried adding a pinch of salt. 	Making effort to do something <ul style="list-style-type: none"> ▪ I tried to complete all of the assigned duties on my own.
<i>go on</i>	Continuing doing something <ul style="list-style-type: none"> ▪ His speech is too long. I can't go on listening to it. 	Switching to another thing <ul style="list-style-type: none"> ▪ After doing five sets of push-ups, you can go on to do five sets of sit-ups.



Exercise 3

Joe is talking to a customer service officer on the phone. Complete the conversation using the correct form of the given verbs.

Joe: Excuse me. I've forgotten (1) _____ to make _____ (make) my credit card payment. I would like (2) _____ (waive) the penalty.

Officer: Sir, I regret (3) _____ (inform) you that the hotline cannot assist you with this matter. However, you can do so by using our app. Remember (4) _____ (change) to a private network first for security.

Joe: I remember (5) _____ (use) the app before, but I've stopped (6) _____ (use) it recently. It kept (7) _____ (say) 'wrong password' when I logged in. I've been trying (8) _____ (figure out) what the problem was.

Officer: I am sorry (9) _____ (hear) that. Please try (10) _____ (retrieve) your password by (11) _____ (tap) 'forgot password'.

Joe: Okay. I'm trying ... I didn't expect it (12) _____ (take) that long ... Gosh! I've just realised I've forgotten (13) _____ (set) a new password. I kept using the old one. It seems I'm continuing (14) _____ (waste) time on this faulty app.

Officer: You may go on (15) _____ (check) if the app is the most updated version first.

Joe: I always hate (16) _____ (deal with) technical problems. I can't stand (17) _____ (wait) for such a long time just to download ...



PART 4 Using bare infinitives

Bare infinitives are infinitives without *to*.

Usages	Examples
Modal verb + Bare infinitive	<ul style="list-style-type: none"> ▪ <i>I cannot confirm my schedule now.</i> ▪ <i>Would you lend me a pen?</i>
<i>dare not / need not</i> + Bare infinitive	<ul style="list-style-type: none"> ▪ <i>I dare not tell him what happened.</i> ▪ <i>You needn't wait for me.</i>
<i>let / make / have / help</i> + Bare infinitive	<ul style="list-style-type: none"> ▪ <i>My parents never let me stay up for games.</i> ▪ <i>The security guard made them leave.</i> (= forced them to leave) ▪ <i>The teacher had me read the passage aloud.</i> (= caused me to read) ▪ <i>The technician helped (to) fix the computer.</i>
Sense verb (<i>feel / hear / notice / see / watch</i>) + Object + Bare infinitive	<ul style="list-style-type: none"> ▪ <i>The woman can feel her baby move in her belly.</i> ▪ <i>I saw Karl chat with Sue.</i> (= seeing the whole action) <p>Compare: <i>I saw Karl chatting with Sue.</i> (= seeing part of the action)</p>
<i>had better / would rather / rather than</i> + Bare infinitive	<ul style="list-style-type: none"> ▪ <i>Watch out! You had better not spill the coffee over the table.</i> ▪ <i>I would rather cook.</i> ▪ <i>I would cook rather than eat out.</i>
<i>Let's / Why don't we / Why not</i> + Bare infinitive	<p>Alice: <i>Let's hang out this weekend. What should we do?</i> Benny: <i>Why don't we invite Sandy and Carol for mahjong?</i> Alice: <i>Sure! Why not ask them to bring their kids too? I miss them.</i></p>

Let's compare

<i>suggest</i>	<i>recommend</i>	<i>advise</i>
He suggested <i>buying</i> a car.	He recommended <i>buying</i> a car.	He advised <i>buying</i> a car.
—	He recommended me <i>to buy</i> a car.	He advised me <i>to buy</i> a car.
He suggested (that) I <i>buy</i> a car.	He recommended (that) I <i>buy</i> a car.	He advised (that) I <i>buy</i> a car.

Exercise 4

Level Up

Faye is writing a short story about wearing glasses. Complete the extract by circling the best answers.

The Four-eyed Me

I first noticed that my eyes were starting (1) problems when I struggled (2) the blackboard at school. Not knowing what (3), I could only try (4) harder than I tired my eyes. This went on (5) me as it hindered me from (6) the teacher. Luckily, some of my friends helped me (7).



I felt really bad for (8) able to see what was written on the blackboard, and I regret (9) in mind Mum's reminder. From time to time, she had been trying to make me (10) to break my poor habit of (11) electronic gadgets in the dark under my blanket. I chose (12) her then.

Months passed. My vision worsened but I dared not (13) anyone (14). I thought the school library was the best place (15) myself at recess. One day, a four-eyed girl came to me and said that she saw me (16) and heard me (17) a lot lately. After listening to my worries, she recommended that I (18) glasses, 'If I were you, I would (19) overthinking. Why not (20) me (21) you to an optician's after school? Who would rather (22) clearly than wear glasses? Who dare (23) you don't look good with glasses?'

'Then, shall we (24) together after school?' I replied ...

(1) having / to have

(2) seeing / to see

(3) do / to do

(4) seeing / to see

(5) troubling / to trouble

(6) following / follow

(7) catch up / catching up

(8) not being / not to be

(9) not bearing / not to bear

(10) to promise / promise

(11) using / use

(12) ignoring / to ignore

(13) to let / let

(14) to know / know

(15) hide / to hide

(16) frowning / frown

(17) sighing / sigh

(18) wearing / wear

(19) stop / stopping

(20) allowing / allow

(21) take / to take

(22) not to see / not see

(23) saying / say

(24) go / going

Grammar Wrap-up

Dan is reading a leaflet on a job fair. Complete the leaflet using the correct form of the given verbs.

achieve ask announce arrive not attend begin bring come expand execute
hear help interview involve join leave make miss ponder visit

The 25th Hong Kong Careers Expo is coming!

Introduction:

Have you been wondering how (1) _____ to achieve _____ your career aspirations? Now, you need not (2) _____ further! Whether you are a fresh graduate or someone seeking a new job, (3) _____ our annual expo is the perfect way (4) _____. We are delighted (5) _____ that we have managed (6) _____ more than 200 organisations this year. You will regret (7) _____ it if you miss it.

Details:

10am–7pm on September 5–6 20XX (Sat–Sun), Hall C of Hong Kong Exhibition Hall

We strongly advise you (8) _____ early as a number of booths will close in the evening.

10 career-related talks, 1000+ job vacancies and 200+ booths

Many companies have planned (9) _____ candidates on-site.

Please register on our website before (10) _____. If you have anything (11) _____, please do not hesitate (12) _____ your questions at our comment section.



Words from participating employers:

In advertising, new ideas are everything. We would love (13) _____ from people who are enthusiastic about (14) _____ our industry. We cannot imagine (15) _____ any creative and devoted talents ...

Florence Fong
Founder of WiseAds Limited



As a logistics company, we want our employees to be used to (16) _____ efficient transportation. We are now trying (17) _____ our business. Why don't you join us and (18) _____ us (19) _____ this happen.

Jeff Nic
Chief Executive of Speeduck



Sign up at www.careerexpo.com.hk. Remember (20) _____ all the required documents.

More to take away

aspiration (n). = something that you hope to have or achieve

Brain Breaks

Interviewer: Our company wants a responsible person for the job.
Applicant: I'm the right person then. In my last job, whenever something went wrong, everyone said I was responsible.

Grammar in Pre-DSE Text Type

Theme:
Occupations, careers and prospects

Peggy is writing an argumentative essay. Complete the essay by writing the correct form of the given verbs and the letters (A–N) in the spaces provided.

Words by
Theme



Career-oriented education¹? It's all good!

These days, many students (1) G early vocational training² than pursue academic interests. Some critics (2) low achievers. In the following, I (3) such misunderstandings by stating the benefits of career-oriented education.

First, career-oriented education facilitates personal development. Many young people have no clues (4) in the future. Vocational training (5) career ideas (6) their skills and strengths. It also (7) a stepping stone to a more practical goal. For instance, an engineering course (8) technical knowledge required for an engineer³.

Second, society needs people with different skills. However, mainstream education (9) white-collar⁴ professionals such as lawyers, accountants⁵ and doctors. As a result, fewer and fewer young people (10) blue-collar⁶ professionals like electricians⁷ and plumbers⁸. Vocational education (11) this situation by letting students learn more about the manual⁹ work.

Contrary to what some might think, career-oriented education (12) creativity. For instance, the job of an interior designer¹⁰ (13) space functional and beautiful. Students who want to be an interior designer (14) vocational training for performing these tasks.

In conclusion, career-oriented education benefits both students and society.



A. suggests _____ (see) schooling as	H. helps _____ (gain)
B. involves _____ (make)	I. tend _____ (label) them as
C. by _____ (identify)	J. are interested in _____ (become)
D. seeks _____ (change)	K. what they feel like _____ (do)
E. am trying _____ (eliminate)	L. need not _____ (discourage)
F. focuses too much on _____ (produce)	M. encourages students _____ (explore)
G. would rather <u>undertake</u> (undertake)	N. had better _____ (receive)

More to take away

It's all good. (informal) = to say that a situation is good or acceptable, or that there is not a problem

We may use gerunds and infinitives to indicate actions. Some verbs can be followed by either gerunds or to-infinitives without changing the meanings. However, the meanings change with certain verbs.

- She **kept on talking** on the phone while driving. (phrasal verb + gerund)
- It's **dangerous not to observe** road safety. (adjective + to-infinitive)
- I've **begun watching** / **to watch** the drama. (gerund or to-infinitive with similar meanings)
I **am beginning to like** the main character. (*begin* in continuous form + to-infinitive)
- A: **Remember to pay** the electricity bill. (gerund or to-infinitive with different meanings)
B: I **remember paying** it already.
- **Let me do** you a favour. **Why don't we lift** the sofa together on the count of three? (*let / why don't we* + bare infinitive)

Version 1

Shirley is reading an interview about jobs that might interest young people. Read the interview and pay attention to the underlined parts.

Conversation with a recruiter

Interviewer: Smith, **(1)** having you in this conversation is great. **(2)** Shall we first talk about your job duties? What are people in a recruitment agency responsible for?

Smith: **(3)** We assist jobseekers with finding suitable jobs.

Interviewer: **(4)** If you don't mind, could you share with us some jobs that young people are interested in?

Smith: No problem. **(5)** Many young people learn a foreign language at university. **(6)** In the end, some of them consider becoming interpreters. People from all over the world live, work and travel in Hong Kong, **(7)** but they may not have the ability to speak English or Cantonese. **(8)** Some prefer speaking in their native languages. **(9)** That's when people need interpreters to translate what they say.

Interviewer: Interesting. **(10)** Let's move on to talk about jobs that interest science students.

Smith: Laboratory technicians come to mind. To food manufacturers, **(11)** it's vital to monitor the quality of their products. **(12)** Technicians help check if the food is safe to eat.

Interviewer: True. **(13)** Remember to share what's popular among business students too ...

Version 2

Rewrite the underlined parts in Version 1 based on the instructions.

Conversation with a recruiter

Interviewer: Smith, (1) we are excited to have you in this conversation _____ (excited).
(2) _____

_____ (Let, begin and by)

What are people in a recruitment agency responsible for?

Smith: (3) _____
_____ (help)

Interviewer: (4) _____
_____ (Do you mind)

Smith: No problem. (5) _____
_____ (how and speak)

(6) _____
_____ (end up and hope) People from all over
the world live, work and travel in Hong Kong, (7) _____

_____ (be capable of). (8) _____
_____ (would rather)

(9) _____
_____ (try and have)

Interviewer: Interesting. (10) _____
_____ (Why don't we and go on)

Smith: Laboratory technicians come to mind. To food manufacturers, (11) _____
_____ (use a gerund). (12) _____

_____ (are responsible for)

Interviewer: True. (13) _____
_____ (Let's and forget) ...

