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ENGLISH GRAMMAR BOOK



Grammarway

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SAMPLE UNIT FROM
GRAMMARWAY 3



Express Publishing

UNIT 4

Infinitive - Too/Enough - The -ing form - Participles

The Infinitive



She **wants to finish** her work.
She **must work** overtime.
She **hopes to get** a promotion soon.

The infinitives are:

- ◆ the **to - infinitive** e.g. I **hope to see** you soon.
- ◆ the **bare infinitive** (infinitive without to)
e.g. He **can't help** me.

The to - infinitive is used:

- ◆ to express purpose.
e.g. She **went to the bank to get** some money.
- ◆ after certain verbs (advise, agree, appear, decide, expect, hope, manage, offer, promise, refuse, seem, want, afford, pretend, etc.).
e.g. He **advised me to apply** for the job.
- ◆ after verbs such as know, decide, ask, learn, remember, want to know, etc., when they are followed by question words (who, what, where, how, etc.). 'Why' is followed by a subject + verb, not by an infinitive.
e.g. I **can't decide where to go**.
I **want to know why you've decided** to leave.
- ◆ after adjectives such as nice, sorry, glad, happy, willing, afraid, ashamed, etc.
e.g. He **is glad to be back**.
- ◆ after too and enough.
e.g. She's **too shy to talk** to the manager.
We've got **enough money to buy** a new car.
- ◆ after it + be + adjective (+ of + noun/pronoun).
e.g. It **was nice of him to help**.
- ◆ after would like/would love/would prefer (to express specific preference).
e.g. I **would like to learn** a foreign language.
- ◆ after only to express an unsatisfactory result.
e.g. He **rushed to the back door only to discover** that it was locked.

The bare infinitive is used:

- ◆ after modal verbs (may, should, can, etc.).
e.g. You **must study** hard.
 - ◆ after the verbs let, make, see, hear and feel.
e.g. They **made him pay** for the damage.
- but:** **be made/be heard/be seen + to - infinitive** (passive)
e.g. He **was made to pay** for the damage.
- ◆ after had better and would rather.
e.g. You **had better sign** the contract.
I **would rather go** home now.

Note: 1 **Help** is followed by either the to - infinitive or the bare infinitive.
e.g. She **helped me (to) fix** the tap.

2 If two infinitives are joined by **and**, the **to** of the second infinitive can be omitted.
e.g. He **decided to go to university and study** biology.

3 We form the negative infinitive with **not**.
e.g. He **decided not to accept** the job.
She **may not come**.

1

Complete B's answers using a question word + to - infinitive.

A: Which catering company are you going to hire?

B: I'm not sure 1) ...**which catering company to hire**.....



A: Where are you going to have your reception?

B: I don't know 2)



A: How many people are you going to invite?

B: I can't decide 3)



A: How are you going to do your hair?

B: I'm wondering 4)



A: What kind of flowers are you going to order?

B: I have no idea 5)

A: Don't you think it's time you made a decision?



Tenses of the Infinitive

The infinitive has four tenses in the active and two in the passive.

Tenses of the Infinitive

	Active	Passive
Present	(to) give	(to) be given
Pres. Cont.	(to) be giving	_____
Perfect	(to) have given	(to) have been given
Perf. Cont.	(to) have been giving	_____

Active

- ♦ **present infinitive:** refers to the present or future.
e.g. She wants **to talk** to him now. (present)

Sandra wants **to move** to a new house next year. (future)

- ♦ **present continuous infinitive: (to) be + -ing**
It describes an action happening now.

e.g. He is believed **to be hiding** somewhere in the mountains.

- ♦ **perfect infinitive: (to) have + past participle**
It refers to the past and shows that the action of the infinitive happened before the action of the verb.

e.g. She claims **to have met** Richard Gere. (First she met Richard Gere, then she claimed that she **had met** him.)

- ♦ **perfect continuous infinitive:**

(to) have + been + -ing

It refers to the past and emphasises the duration of the action of the infinitive, which happened before the action of the verb.

e.g. She is tired. She claims **to have been working** hard lately. (We emphasise what she has been doing lately.)

The perfect infinitive is used with verbs such as *seem, appear, believe, know, claim, expect* and the modal verbs.

Passive

- ♦ **present infinitive: (to) be + past participle**
e.g. He hopes **to be given** a pay rise soon.

- ♦ **perfect infinitive:**

(to) have been + past participle

e.g. He is said **to have been injured** in an accident.

The verb tenses corresponding to the tenses of the infinitive are as follows:

Verb tenses	Infinitive
he goes / will go	→ to go
he is going / will be going	→ to be going
he went / has gone / had gone / will have gone	→ to have gone
he was going / has been going / had been going / will have been going	→ to have been going

2

In pairs, ask and answer questions using the prompts below, as in the example.

SA: *Is she shouting?*

SB: *Yes, she seems to be shouting.*



3

A Monica Collins is a famous actress. She is going on holiday to another country. Using the prompts given, say what she expects to be done on her arrival, as in the example.

e.g. *She expects to be met at the airport.*

- meet at the airport
- give some flowers
- drive to the hotel
- photograph for newspapers and magazines
- invite to appear on TV

B Monica is back home now. Things didn't happen the way she expected them to. Look at the prompts above again and make sentences, as in the example.

e.g. *She expected to have been met at the airport.*

4

Fill in the correct infinitive tense.

- I think he left. He must *...have left...*
- I think they will come. They must
- I think she is studying. She must
- I think it will be delivered. It must

- 5 I think he was fired. He must
 6 I think they were arguing. They must
 7 I think he is lying. He must
 8 I think they had been waiting for her. They must
 9 I think she has typed it. She must
 10 I think she had written it. She must
 11 I think they will be staying. They must

5 Complete the sentences with the correct infinitive tense.

- 1 She has grown taller.
 She seems ...*to have grown taller*.....
 2 He is getting used to his new job.
 He appears
 3 Kate makes friends easily.
 She tends
 4 He has finished the report.
 He claims
 5 It is raining over there.
 It seems
 6 He is on a diet.
 He appears
 7 They have sailed round the world.
 They claim
 8 She is feeling better.
 She seems

6 Fill in the correct infinitive tense.

- 1 A: What would you like ...*to do*... (do) tonight?
 B: Let's (go) to an Italian restaurant.
 2 A: What's Liz doing?
 B: She seems (look) for something in her bag.
 3 A: Alan has been offered a new job!
 B: No, he hasn't. He just pretended (offer) a new job.
 4 A: Colin claims (meet) lots of famous people.
 B: I know, but I don't believe him.
 5 A: Look at those two men outside. What are they doing?
 B: They appear (empty) the rubbish bins.
 6 A: Would you like to go to the cinema tonight?
 B: Not really. I would prefer (go) to the theatre.
 7 A: Tara seems (work) hard all morning.
 B: Yes, she hasn't even stopped for a cup of coffee.
 8 A: Why is Tom at work so early this morning?
 B: He wants (finish) early so that he can go to the concert tonight.

The Subject of the Infinitive



They all want to answer the question.



I want John to explain this.

◆ The subject of the infinitive is omitted when it is the same as the subject of the main verb.

e.g. *She wants to leave now.* (The subject of the main verb and the infinitive is 'she'.)

◆ The subject of the infinitive is not omitted when it is different from the subject of the main verb. The subject of the infinitive comes before the infinitive and can be an object pronoun (me, you, them, etc.), a name (Kate) or a noun (the woman).

e.g. *She wants them to leave now.* (The subject of the main verb is 'she', whereas the subject of the infinitive is 'them'.)

7 Rephrase the following sentences, as in the example.

- 1 He must wash the car.
 I want ...*him to wash the car*.....
 2 You mustn't be late for work.
 I don't want
 3 Claire must tidy her bedroom.
 I want
 4 She mustn't go to the disco.
 I don't want
 5 They must go to school tomorrow.
 I want
 6 Gary mustn't make so much noise.
 I don't want
 7 You mustn't make a mess.
 I don't want
 8 He must mend his bike.
 I want

Too/Enough



He is **too young to walk** by himself.



There is **enough snow to build** a snowman.

- ◆ **Too** comes **before** adjectives and adverbs. It shows that something is more than enough, necessary or wanted, and has a negative meaning.

too + adjective/adverb + to - infinitive

e.g. Tim is **too old to join** the basketball team.
(= Tim is so old that he can't join the basketball team.)

They run **too fast for me to catch up** with them.
(= They run so fast that I can't catch up with them.)

too ... for somebody/something

e.g. This plan is **too complicated for me**.

too ... for somebody/something + to - infinitive

e.g. This ring is **too expensive for me to buy**.

- ◆ **Enough** comes **after** adjectives and adverbs, but **before** nouns. It shows that there is as much of something as is wanted or needed and it has a positive meaning.

adjective/adverb + enough } + to - infinitive
enough + noun

e.g. He's **clever enough to solve** the problem.
(= He is so clever that he can solve the problem.)

We've got **enough money to go** on holiday this year.

(= We've got so much money that we can go on holiday this year.)

(not) + adjective + enough + to - infinitive

e.g. We are **old enough to vote**. (positive meaning)
We are **not old enough to vote**. (negative meaning)

8

In pairs, ask and answer questions using the prompts below, as in the example.

SA: Is this film **too scary** for you to watch?

SB: Yes, it's **too scary**. I can't watch it.

- 1 film / scary / watch
- 2 report / boring / read
- 3 exercise / difficult / do
- 4 shoes / tight / wear
- 5 car / expensive / buy
- 6 dish / spicy / eat
- 7 suitcase / heavy / carry
- 8 coffee / hot / drink

9

Complete the sentences with **too** or **enough** and the adjective in brackets.

- 1 A: Would you like to come to the disco?
B: Oh no. I'm **too tired**... to go to a disco. (tired)
- 2 A: Can you reach that top shelf?
B: No, I'm not to reach it. (tall)
- 3 A: Did they go on a picnic yesterday?
B: No. It was to go on a picnic. (cold)
- 4 A: Did Jane enjoy the horror film?
B: No. She was to enjoy it. (scared)
- 5 A: Does Tom go to school?
B: No. He isn't to go to school yet. (old)
- 6 A: Will you go to London by bus?
B: No. The bus is I'll take the train. (slow)
- 7 A: Did she like the dress you bought?
B: Yes, but it was (big)
- 8 A: Take a photograph of me!
B: I can't. It isn't in here. (bright)

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Rewrite the sentences using **too**.

- 1 This music is so slow that I can't dance to it.
... **This music is too slow for me to dance to**
- 2 The bird is so weak that it can't fly.
.....
- 3 She's so busy that she can't come out with us.
.....
- 4 The car was so expensive that he couldn't buy it.
.....
- 5 These shoes are so small that they don't fit me.
.....
- 6 The book is so boring that she can't read it.
.....
- 7 I was so tired that I couldn't keep my eyes open.
.....
- 8 The coffee was so strong that he couldn't drink it.
.....

The -ing form



Windsurfing is a popular summer sport.
A lot of young people **spend** hours **windsurfing**.

The -ing form is used:

- ◆ as a noun. e.g. **Swimming** keeps you fit.
- ◆ after prepositions.
e.g. He left **without saying** goodbye.
- ◆ after love, like, enjoy, dislike, hate and prefer to express general preference.
e.g. She **likes going** for long walks.
- ◆ after certain verbs (consider, avoid, deny, look forward to, confess to, fancy, involve, mention, risk, spend, mind, regret, admit, suggest, imagine, etc.).
e.g. Jessica **spent** all day **shopping**.
- ◆ after go for activities.
e.g. They often **go climbing** at the weekends.
- ◆ after: it's no use, it's (not) worth, it's no good, be busy, what's the use of ...?, there's no point in, can't help, can't stand, be/get used to, have difficulty (in).
e.g. It's **no use waiting** for the bus. It won't come.

- ◆ after the verbs see, hear, feel, watch, listen to and notice to describe an incomplete action, that is to say that somebody saw, heard, etc. only a part of the action.

e.g. I **heard** Jack talking on the phone.

(= I heard Jack while he was talking on the phone. I heard part of the action in progress.)

I didn't listen to the whole conversation.)

- But:** see, hear, feel, watch, listen to, notice + bare infinitive describe a complete action, something that somebody saw, heard, etc. from beginning to end.

e.g. I **heard** Jack **talk** on the phone. (= I heard the whole conversation from beginning to end.)

Verbs taking the to -infinitive or the -ing form without a change in meaning

- ◆ **begin, start, continue**

We never have two -ing forms together.

e.g. They started **talking/to talk**.

But: It's beginning to get dark.

(NOT: It's beginning getting dark.)

- ◆ **advise, allow, permit, recommend, encourage** take the to-infinitive when they are followed by an object or when they are in the passive form. They take the -ing form when they are not followed by an object.

e.g. They **don't allow us to park** here. (object)

We **aren't allowed to park** here. (passive)

They **don't allow parking** here. (no object)

- ◆ **need/require/want + -ing form**

This construction often shows that it is necessary to repair or improve something. 'Need' can also be followed by a passive infinitive.

e.g. The flat **needs decorating**.

The flat **needs to be decorated**.

11

In pairs, ask and answer questions using the prompts below, as in the example.

SA: Why does Sarah giggle so much?

SB: Well, she doesn't enjoy giggling, she just can't help doing it.

- 1 Sarah / giggle so much?
- 2 you / always chew your pen?
- 3 he / blush all the time?
- 4 she / bite her nails?
- 5 you / shout at the children?

Infinitive - Too/Enough - The -ing form - Participles

12

Underline the correct preposition and fill in the gaps with the -ing form of the verb in brackets.

- 1 He is ill. He is complaining with/about ...having... (have) a headache.
- 2 Marcus went out instead for/of (do) his homework.
- 3 Tracy was very excited with/about (go) to the party.
- 4 I hope you have a good excuse of/for (be) so late.
- 5 Sam is interested in/for (take up) French lessons.
- 6 You can't stop him to/from (take) the job if he wants to.
- 7 Susie ran because she was worried about/of (miss) the bus.
- 8 Thank you to/for (help) me with my homework.
- 9 She felt tired because she wasn't used to/with (work) so hard.
- 10 His boss blamed him for/of (lose) the deal.
- 11 I am in charge in/of (make) the Christmas deliveries.
- 12 We are thinking of/from (buy) a new car next month.
- 13 Sandra apologised for/about (ruin) the performance.
- 14 Ian was talking with/about (open) a shop in York.

13

Put the verbs in brackets into the correct infinitive form or the -ing form.

- 1 It's no use ...talking... (talk) to Bob; he won't change his mind.
- 2 She will (return) the books next weekend.
- 3 It was good of you (help) me fix my bicycle.
- 4 The man suggested (call) the police in, to investigate.
- 5 I can't get used to (live) in such a hot country.
- 6 He admitted (rob) the bank.
- 7 You had better (hurry), or you'll be late for work.
- 8 They refused (give) me my money back.
- 9 She is too short (become) a fashion model.
- 10 My parents let me (stay) up late at weekends.

- 11 Our teacher makes us (do) homework every evening.
- 12 The kitchen windows need (clean).
- 13 They have begun (make) preparations for the party.
- 14 He advised her (speak) to her boss.
- 15 I dislike (go) to the theatre alone.
- 16 Mr Roberts was seen (leave) his house at 12:15 last night.
- 17 My sister can't stand (watch) horror films. She gets terribly scared.
- 18 Can you imagine (spend) your holidays on the moon?
- 19 There's no point in (call) again. There's no one at home.
- 20 I don't allow people (smoke) in my house.
- 21 It was silly of you (forget) to lock the door.
- 22 He risks (lose) his wallet when he leaves it on his desk.

14

Put the verbs in brackets into the correct infinitive form or the -ing form.

- 1 A: Is Anne in the room?
B: Yes. I can see her ...dancing... (dance) with her husband over there.
- 2 A: Did you see the robber?
B: Yes. I saw him (get) into the car and drive away.
- 3 A: Is John here today?
B: Yes. I heard him (talk) on the phone as I walked past his office.
- 4 A: Colin is good at speaking in public, isn't he?
B: Yes. I heard him (make) a speech last month. It was excellent.
- 5 A: I walked past the sports centre today.
B: So did I, and I stopped for a moment to watch some boys (play) football.
- 6 A: Your hair looks great today.
B: Thanks. I watched the hairdresser (dry) it so I could learn how to do it myself.
- 7 A: That's a music school, isn't it?
B: That's right. I often hear the students (sing) as I walk past.
- 8 A: Did you stay until the end of the contest?
B: Yes. I listened to the chairman (announce) the results before I went home.
- 9 A: How do you know Tim is at home?
B: I saw him (cut) the grass as I was driving home.
- 10 A: How do you know that man stole the watch?
B: I saw him (put) it in his pocket and leave the shop without paying.

Verbs taking the to -infinitive or the -ing form with a change in meaning

- ◆ **forget + to - inf** = not remember
e.g. I'm sorry, I **forgot to call** you.
forget + -ing form = not recall
e.g. I'll never **forget winning** my first gold medal.
- ◆ **remember + to - inf** = not forget
e.g. **Remember to call** Jack tonight.
remember + -ing form = recall
e.g. I don't **remember seeing** you here before.
- ◆ **go on + to - inf** = then
e.g. He welcomed us and **went on to offer** us some drinks.
go on + -ing form = continue
e.g. They **went on talking** for hours.
- ◆ **mean + to - inf** = intend to
e.g. She **means to open** her own shop.
mean + -ing form = involve
e.g. Being a pilot **means travelling** a lot.
- ◆ **regret + to - inf** = be sorry to
e.g. I **regret to inform** you that you have failed the exam.
regret + -ing form = feel sorry about
e.g. I **regret making** that mistake; I lost my job.
- ◆ **try + to - inf** = attempt, do one's best
e.g. He **tried to win** the race.
try + -ing form = do sth as an experiment
e.g. **Try exercising**, you may lose weight.
- ◆ **stop + to - inf** = stop briefly to do sth else
e.g. He **stopped to drink** some tea and then continued working.
stop + -ing form = finish, give up
e.g. He **stopped eating** junk food because it is unhealthy.
- ◆ **be sorry + to - inf** = apologise for a present action
e.g. I'm **sorry to interrupt**, but can I ask you a question?
be sorry for + -ing form = apologise for an earlier action
e.g. I'm **sorry for shouting** at you.

- ◆ **like + to - inf** = think that sth is good or right to do
e.g. I **like to exercise** every day.
like + -ing form = enjoy (general preference)
e.g. She **likes swimming**.
would like + to - inf = want (specific preference)
e.g. I **would like to see** this film.
- ◆ **be afraid + to - inf** (the subject is unwilling to do sth)
e.g. He **is afraid to take** the test in case he fails again.
be afraid of + -ing form = (the subject is afraid that what is described by the -ing form may happen)
e.g. She **doesn't want to ride** the horse.
She **is afraid of falling and hurting** herself.

15

Put the verbs in brackets into the correct infinitive form or the -ing form.

- 1 I'll never forget ...*sailing*... (sail) down the Danube on that warm spring night last year.
- 2 Please don't forget (pay) the bill.
- 3 John said he remembers (buy) the newspaper, but now he can't find it.
- 4 Did you remember (post) my letters today?
- 5 Gloria regrets (shout) at her sister.
- 6 I regret (inform) you that we cannot give you your money back.
- 7 The students went on (write) for another hour.
- 8 After cleaning the windows, he went on (wash) the car.
- 9 We are sorry (announce) that the 7:15 train to Liverpool has been cancelled.
- 10 I'm sorry for (miss) your birthday party; I'll make it up to you.
- 11 She stopped (go) to the gym after she had got back into shape.
- 12 They stopped (have) a rest before they continued their journey.
- 13 They tried (open) the door, but it was stuck.
- 14 You should try (make) your own clothes. It's much cheaper.
- 15 I'm sorry. I didn't mean (break) your vase.
- 16 Being a teacher means (correct) a lot of homework.
- 17 I like (tidy) my room at weekends because I don't have time during the week.
- 18 They like (play) in the sea on hot days.