



## GOALS

- Learn why mastering verb forms is important in writing
- Understand seven problems writers commonly encounter with verb forms
- Form and use verb forms correctly in exercises and writing assignments

What sports do you participate in or enjoy watching? How important is it to you to exercise regularly?



## LEARN WHAT THE ERROR IS

### Errors with Verb Forms

A verb-form error is an error in the formation of the main verb, any part of a verb phrase, or with a gerund, an infinitive, or participle. For example, the verb form in the following sentence is incorrect: *We have not yet estimate the cost of the trip.* Here, the past participle *estimated* is needed instead of the base form *estimate*. In the sentence *Mona has decided enrolling in three courses,* the verb following *decide* must be *to enroll* (an infinitive) instead of *enrolling*, a gerund. The editing symbol for a verb-form error is *vf*.

In the sentence *The students confuse about the assignment,* a main verb has been incorrectly used instead of *be* + the past participle. The sentence should read *The students are confused about the assignment.*

Note that verb-form errors with modals and the conditional are not covered in this unit but rather in Units 3 and 4, respectively. Also, present and past participles used as adjectives are covered in Unit 14, "Word Forms."

Verb-form errors are global (more serious) errors and will usually significantly affect the reader's ability to understand the meaning of a text. Furthermore, such errors distract the reader because verbs are important content words that often convey action in English sentences. Because readers in the academic and professional worlds expect verb formation to be correct, incorrect verb forms make a piece of writing appear flawed to the reader, no matter how strong the content is.

### Suggestions for Reducing Errors

- Learn the following terminology to understand verb forms.

**an infinitive**

to walk, to study, to speak

**a base form** (the infinitive without *to*)

walk, study, speak

**a gerund or a present participle** (the base form + *-ing*)

walking, studying, speaking

**a past participle**

walked, studied, spoken

**a simple past form**

walked, studied, spoke

**a verb phrase** (a main verb with any auxiliary verbs)

has been speaking, has spoken, am speaking, will have spoken



- Study grammar rules to avoid verb-form errors due to incorrect formation of part of a verb phrase. For example, in the sentence *He has send out several resumes*, the writer needs to learn that the present perfect is formed with the past participle (in this case, *sent*), not the base form. If you are making such errors, study the rules for verb-phrase formation given in this unit.
- Memorize verb forms that are not governed by rules, such as those involving verbals following verbs. For example, you might have to memorize the fact that certain verbs, such as *dislike*, are always followed by a gerund (the *-ing* form), as in *I dislike running*, while other verbs, such as *hope*, are followed by an infinitive, as in *I hope to run*. Still others, such as *like*, can be followed by either a gerund or an infinitive, as in *I like running* or *I like to run*. Use the guidelines for forming verbals in this unit to help you recognize and master these verb forms.
- Do not depend upon your ear to help you master verb formation because, in spoken English, it is often difficult to hear exactly how a verb is formed. For example, it is difficult to hear the difference between *talk* and *talked* in spoken English because the *-ed* ending is not stressed in speaking. Likewise, because auxiliary verbs are most often unstressed (not said loudly, or clearly, or are contracted) in spoken English, your ear will probably not help you distinguish between the correct *I am going* and the incorrect *I going*.
- Become aware of gerunds, infinitives, participles, main verbs, and verb phrases when you read. Written material—such as newspapers, magazines, journals, web sites, and textbooks—is an excellent resource for examples of correct verb formation.

## Check Your Understanding

Write answers to the following questions. Share your answers with another student.

1. How is a verb-form error different from a verb-tense error?
2. Why is it necessary to memorize the use of some verb forms?

## GRAMMAR JOURNAL ENTRY 2 VERB FORMS

Respond to the following in your grammar journal.

1. Write about your most recent vacation from school or work. What did you do? Did you travel? If so, where? Overall, did you enjoy your vacation?
2. Underline all the verbs and verb phrases in the journal entry you have written. Look at the verb forms you have used and check to see if the formation is correct. If you have questions about any of them, put a question mark above them and check them with a classmate, a tutor, or your instructor.



## UNDERSTAND COMMON PROBLEMS

This section presents seven problems that writers commonly encounter with verb forms. First, take the pre-test to see what you already know about verb forms. When you finish, check your answers on page 350. Then, carefully study each problem and the examples that illustrate it. Pay particular attention to those problems that correspond to the pre-test questions you had difficulty with. Remember that becoming aware of the types of errors you most often make with verb forms will increase your chances of avoiding these errors in your writing.

### Pre-test

#### What Do You Already Know?

Test your ability to recognize and correct errors with verb forms.

- A** Correct the marked verb-form errors. These are examples of the seven common problems that are presented in this unit.

**Problem 1** Mario <sup>vf</sup> chosed to live in the dormitory rather than in an apartment.

**Problem 2** The hikers <sup>vf</sup> had walk two miles before they realized their mistake.

**Problem 3** Sometimes I <sup>vf</sup> totally confuse about English grammar.

**Problem 4** The company <sup>vf</sup> did clearly deserved to win the award for their research.

**Problem 5** An effective speaker tries <sup>vf</sup> look directly at his or her audience.

**Problem 6** I hope <sup>vf</sup> to presenting a convincing argument during my presentation.

**Problem 7** After <sup>vf</sup> finish work, Margarita likes to work out in the gym for at least an hour.

- B** Underline and correct the one error in each of the following sentences. (The errors are not in any particular order).

1. Gwen does spends too much time texting her friends.
2. My former roommate wants me call her when I am in Washington, D.C.
3. I interested in seeing this new play.
4. My sister teached me how to write my name when I was four years old.

5. After the game was over, we wanted going to a restaurant.
6. We planned to took the TV back to the store because it wasn't working properly.
7. Most of the students had finish their homework before class began.

### Seven Common Problems

Incorrect: My comment <sup>vf</sup>hurted my roommate's feelings.

Correct: My comment hurt my roommate's feelings.

Incorrect: She <sup>vf</sup>flied to Los Angeles for the Chinese New Year.

Correct: She flew to Los Angeles for the Chinese New Year.

Incorrect: I <sup>vf</sup>been studying hard lately.

Incorrect: I <sup>vf</sup>studying hard lately.

Correct: I have been studying hard lately.

**SELF-HELP STRATEGY:** If you find you do not know the forms of irregular verbs in English, study a list of the most common irregular verb forms in a learner's dictionary. You can also look up the base form of a particular verb in a dictionary. Even though software grammar-check programs can help you pick up some of these errors, you should know irregular verb forms.

Incorrect: Ben did not want the teacher to know that he had not <sup>vf</sup>study for the quiz.

Correct: Ben did not want the teacher to know that he had not studied for the quiz.

#### Problem 1

The main verb or verb phrase has been incorrectly formed.

#### Problem 2

The past participle in a verb phrase has been incorrectly formed.

Incorrect: One of my colleagues was <sup>vf</sup>fire from his job.

Correct: One of my colleagues was fired from his job.

Incorrect: The choir had already <sup>vf</sup>sang their last song before I got there.

Correct: The choir had already sung their last song before I got there.

**SELF-HELP STRATEGY:** Do not omit the -ed ending of a past participle. The majority of verbs have past participles that end in -ed. This -ed ending is hard to hear in spoken English because it is not stressed and often is not a separate syllable. It is easier to hear the -ed in verbs like *wanted* and *needed* because the ending is clearly pronounced as a separate syllable after verbs ending in the sounds *d* or *t*.

### Problem 3

A main verb or an adjective has been incorrectly used instead of *be* + past participle.

Incorrect: I <sup>vf</sup>confuse about what you just said.

Incorrect: I <sup>vf</sup>confused about what you just said.

Correct: I am confused about what you just said.

Incorrect: The store is <sup>vf</sup>close on Sundays.

Correct: The store is closed on Sundays.

Incorrect: I <sup>vf</sup>concerned about getting a good grade on my chemistry midterm.

Incorrect: I <sup>vf</sup>am concern about getting a good grade on my chemistry midterm.

Correct: I am concerned about getting a good grade on my chemistry midterm.

Incorrect: San Francisco <sup>vf</sup>located on the northern coast of California.

Correct: San Francisco is located on the northern coast of California.



**Problem 4**

An auxiliary verb and a main verb that do not go together have been used in a verb phrase.

**SELF-HELP STRATEGY:** Note that this type of construction is a form of the passive voice and is sometimes called the **stative passive**. Some stative passive constructions can be made active by changing the word order, while some cannot be made active. See Unit 5, p. 110, for more information on the stative passive.

- I am confused about what you just said. (stative passive)  
What you just said confuses me. (active voice)
- I am greatly concerned about getting a good grade on my chemistry midterm. (stative passive)  
Getting a good grade on my chemistry midterm concerns me greatly. (active voice)
- The store is located on First Street. (stative passive)  
(No active-voice construction is possible.)

Incorrect: John failed the test because he <sup>vf</sup> did not studied enough.

Correct: John failed the test because he did not study enough.

Incorrect: Tina was discouraged because she <sup>vf</sup> was not progressed very quickly.

Correct: Tina was discouraged because she had not progressed very quickly.

Correct: Tina was discouraged because she was not progressing very quickly.

Incorrect: The employment office <sup>vf</sup> does accepts applications year round.

Correct: The employment office accepts applications year round.

Correct: The employment office does accept applications year round.  
(special emphatic use)

Incorrect: The company <sup>vf</sup> did received my application for employment.

Correct: The company received my application for employment.

Correct: The company did receive my application for employment.  
(special emphatic use)

**SELF-HELP STRATEGY:** Make it a point to memorize the information in Rules for Verb-Phrase Formation, pp. 39–40.

**Problem 5**

The form of a verbal following a verb is incorrect.

Incorrect: He decided <sup>vf</sup>going to the library tonight.

Incorrect: He decided <sup>vf</sup>go to the library tonight.

Correct: He decided to go to the library tonight.

Incorrect: Matthew avoided <sup>vf</sup>to discuss that issue.

Incorrect: Matthew avoided <sup>vf</sup>discuss that issue.

Correct: Matthew avoided discussing that issue.

Incorrect: The bystander helped me <sup>vf</sup>pushed my car to the side of the road.

Correct: The bystander helped me push my car to the side of the road.

**SELF-HELP STRATEGY:** Keep in mind that the form of a verbal that follows a verb is not rule-based. Instead, you will need to memorize which forms of the verbal follow each verb on a case-by-case basis. You will find lists of the most common verbs and the verbals that follow them in the Review Grammar Solutions section in this unit, starting on page 39.

**Problem 6**

The infinitive has been incorrectly formed.

Incorrect: It was hard for Naomi to <sup>vf</sup>admitted to me that she was wrong.

Incorrect: It was hard for Naomi <sup>vf</sup>admitted to me that she was wrong.

Correct: It was hard for Naomi to admit to me that she was wrong.

Correct: It was hard for Naomi to have admitted to me that she was wrong.

Incorrect: Mike often forgets <sup>vf</sup>to checks his mail on Saturdays.

Correct: Mike often forgets to check his mail on Saturdays.

**SELF-HELP STRATEGY:** Remember that infinitives consist of either to + base form (as in to admit) or to + have + past participle (as in to have admitted) for the past infinitive. Do not add an -s ending to an infinitive form.



**Problem 7**

The base form of a verb has been used instead of a gerund, an infinitive, or a participle.

Incorrect: He says that <sup>vf</sup>discuss his problem would be too painful.

Correct: He says that discussing his problem would be too painful.

Correct: He says that to discuss his problem would be too painful.

Incorrect: <sup>vf</sup>Study all night does not usually improve your test grade.

Correct: Studying all night does not usually improve your test grade.

Incorrect: It is easy <sup>vf</sup>communicate with him.

Correct: It is easy to communicate with him.

Incorrect: He changed his way of <sup>vf</sup>look at senior citizens.

Correct: He changed his way of looking at senior citizens.

Incorrect: By <sup>vf</sup>study, we can learn these formulas.

Correct: By studying, we can learn these formulas.

Incorrect: My sister just saw a girl <sup>vf</sup>wear a dress she really liked.

Correct: My sister just saw a girl wearing a dress she really liked.

## REVIEW GRAMMAR SOLUTIONS

### Rules for Verb-Phrase Formation

By learning the following rules for verb-phrase formation, you will increase your chances of avoiding verb-form errors when you write.

#### 1. *Do (not) + base form*

##### Examples:

I do not know the answer.

She does not know the answer.

She did not know the answer.

## 2. *Have (not) + past participle (base form + -ed or irregular form)*

### Examples:

I have not left yet.

She has left.

She had already left when I arrived.

**Note:** The form for to *have* is *have + had*. (She has already had breakfast.)

## 3. *Be (not) + present participle (base form of verb + -ing)*

### Examples:

I am sleeping.

She is not sleeping.

We are sleeping.

She was sleeping.

We were sleeping.

We have been sleeping for an hour.

She has been sleeping for an hour.

She had been sleeping for an hour when I arrived.

## Emphatic Use of Auxiliary Verbs in Verb Phrases

Sometimes, in order to make a sentence emphatic, an auxiliary verb is used in a verb phrase where it normally would not be needed. Although found in writing, emphatic sentences tend to be more common in speaking than in writing.

### Examples:

I wonder whether the employment office accepts applications year round.  
(in response) Yes, it does accept them year round.

I discovered that the employment office does accept applications year round.  
(This sentence is emphatic because at some point previous to this statement, the writer did not know that the employment office accepted applications year round, and the writer is emphasizing that he or she does know that information now.)

I do not think the company received your application for employment.  
(in response) Yes, the company did receive my application.

## Guidelines for Choosing Verbals

In English, a verb can be followed by a verb form called a *verbal*. For example, in the sentence *He decided to go to the library*, the verb *decided* is followed by the verbal *to go*. A verbal following a verb may be an



infinitive, a gerund, or occasionally a base form. There is no grammar rule, however, that will tell you which form of the verb will follow another verb. Some verbs are followed by a gerund, other verbs are followed by an infinitive, while still others can be followed by either, and a few can be followed by the base form. Thus, you will need to learn, on a case-by-case basis, which verbal should be used after a given verb.

Study these rules for adding verbals. Then, study the lists of commonly used verbs and the verbals that follow them.

### 1. Some verbs must be followed by an infinitive.

Incorrect: Paul agreed <sup>vf</sup> going to Sacramento tomorrow.

Incorrect: Paul agreed <sup>vf</sup> go to Sacramento tomorrow.

Correct: Paul agreed to go to Sacramento tomorrow.

**Note:** Some verbs, such as *ask*, *choose*, *want*, or *expect*, can be followed by a noun or pronoun before the infinitive. In the following example, the noun *Isabel* functions both as the direct object of *wants* and as the subject of the infinitive.

#### Example:

IBM wants *Isabel* to fly to New York for an interview.

### 2. Some verbs must be followed by a gerund.

Incorrect: Bill gave up <sup>vf</sup> to study for the exam.

Incorrect: Bill gave up <sup>vf</sup> study for the exam.

Incorrect: Bill gave up <sup>vf</sup> studies for the exam.

Correct: Bill gave up studying for the exam.

### 3. Some verbs can be followed by either a gerund or an infinitive.

Incorrect: Mia likes <sup>vf</sup> sail on Folsom Lake.

Correct: Mia likes to sail on Folsom Lake.

Correct: Mia likes sailing on Folsom Lake.

### 4. A small, commonly used group of verbs (*make*, *let*, *help*, *have*) must be followed by a base form (the infinitive without *to*). These verbs always have a noun or pronoun between them.

Incorrect: Please make the children <sup>vf</sup> to go upstairs.

Incorrect: Please make the children <sup>vf</sup> going upstairs.

Correct: Please make the children go upstairs.

Incorrect: Joseph let me <sup>vf</sup> to carry his suitcase.

Correct: Joseph let me carry his suitcase.

**Note:** The verb *help* may be followed by either a base form or an infinitive in current usage.

**Example:**

Hien helped the elderly woman cross the street.

Hien helped the elderly woman to cross the street.

### Gerunds, Infinitives, or Base Forms

#### VERBS FOLLOWED BY A GERUND

admit	dislike	postpone	resent
avoid	enjoy	quit	resume
consider	finish	recall	risk
deny	imagine	recommend	suggest
discuss	miss	regret	

**Examples:**

I miss seeing you.

Barbara cannot risk going.

#### VERBS FOLLOWED BY AN INFINITIVE

agree	deserve	need	seem
appear	endeavor	offer	tend
attempt	fail	plan	volunteer
consent	hesitate	prepare	wish
decide	hope	promise	
demand	intend	refuse	

**Examples:**

He hesitated to call me.

She promised to write soon.

We will attempt to finish the task by tomorrow.

**Note:** The following verbs **can** take a noun or pronoun before the infinitive.

ask	expect	need	promise
beg	intend	prepare	want
choose			

**Examples:**

I asked *him* to go.

I need *the children* to help.



**Note:** Except in the passive voice, the following verbs **must** have a noun or pronoun before the infinitive.

advise	command	instruct	select
allow	convince	invite	teach
appoint	encourage	order	tell
authorize	forbid	permit	tempt
cause	force	remind	trust
challenge	hire	require	

**Examples:**

He challenged *me* to participate in the contest.

I will remind *you* to get up early.

She was advised to leave by the security guard. (passive voice)

## VERBS FOLLOWED BY A GERUND OR AN INFINITIVE

begin	like	remember	stop
continue	love	start	try
hate	prefer		

**Examples:**

I like to hike.

I like hiking.

## VERBS FOLLOWED BY A BASE FORM

**Note:** Since these four verbs are very commonly used, memorize them along with the form of the verbal that must follow them. *Help* can also be followed by an infinitive.

have	help	let	make
------	------	-----	------

**Examples:**

I will let you know.

Could you help me carry these boxes?

## Guidelines for Using Gerunds and Infinitives

The following guidelines for using gerunds and infinitives in a variety of situations will help you use them correctly in the majority of cases. However, all of the rules for using gerunds and infinitives are not fully treated in this text. If you want to know a particular rule in more detail, you may wish to consult an advanced ESL grammar textbook.

**1. Use an infinitive or gerund, not a base form, when a verbal functions as a subject or an object.**

**Examples:**

To win (not *Win*) the election is what he wants.

Reading (not *Read*) is one of her hobbies.

We have benefited greatly from listening (not *listen*) to her lectures.

**2. Use a gerund, not a base form, as the object of a preposition.**

**Examples:**

Pedro helped me forget my bad grade by coming over to visit.

Martha talked me into helping her.

**3. Use an infinitive, not a base form, after many adjectives.**

**Examples:**

I am sorry to see you so unhappy.

I am eager to get my driver's license.

**Note:** Some adjectives that are followed by infinitives include the following:  
*afraid, amazed, anxious, ashamed, careful, certain, content, delighted, determined, disappointed, eager, fortunate, glad, happy, hesitant, likely, pleased, proud, ready, reluctant, sad, shocked, sorry, surprised, upset.*

**4. Use an infinitive, not a base form, to express a purpose.**

**Examples:**

He went to the teaching assistant's office to ask a question.

(The *to* is a shortened form of *in order to*.)

**5. Use a past infinitive (*to + have + past participle*) in cases in which the event or condition expressed by the infinitive is in the past.**

**Examples:**

To have won the election fulfilled all his dreams. (He already won the election.)

I am sorry to have seen Mike so unhappy at the last meeting. (I saw that Mike was unhappy at the last meeting, and I am sorry about this fact.)

It was thoughtful of you to have done that. (You already did something thoughtful, and the speaker is acknowledging it now.)



## Forming Gerunds, Infinitives, and Participles

By knowing how to form infinitives, gerunds, and participles correctly, you will increase your mastery of verb forms. These verb forms are also called *verbals*.

### 1. Gerunds

- a. Present (base form of the verb + *-ing*)

**Example:**

Taking the bus to school saves students money.

- b. Perfect (or past) (*having* + past participle)

**Example:**

After having gone to the opera once, Melissa decided to go again.

**Note:** Gerunds can be made negative by adding *not* before the gerund.

### 2. Infinitives

- a. Present (*to* + base form of the verb)

**Example:**

We need to buy some milk.

- b. Progressive (*to* + *be* + present participle)

**Example:**

He is happy to be moving to a new apartment.

- c. Perfect (or past) (*to* + *have* + past participle)

**Example:**

Jerome seems to have recovered from his accident.

- d. Perfect (or past) progressive (*to* + *have* + *been* + present participle)

**Example:**

We were lucky to have been sitting on the porch when it began to rain.

**Note:** Infinitives can be made negative by adding *not* before the infinitive.

See Unit 5, "Passive Voice," page 110 for forming the passive of gerunds, infinitives, and participles.

### 3. Participles

#### a. Present (base form of the verb + -ing)

**Examples:**

This is a very challenging class.

Our teacher, understanding the problems we were having with it, revised parts of the handout.

#### b. Past (base form of the verb + -ed or an irregular form)

**Examples:**

When my teacher read my revised paper, she gave it an A.

The campus has a newly-built recreation center.

#### c. Perfect (having + past participle)

**Examples:**

Having finished the exam early, Melinda went to get some coffee.

Not having eaten breakfast, she was hungry.

## IMPROVE YOUR WRITING STYLE

### KNOWING WHETHER TO USE A GERUND OR AN INFINITIVE

*Sometimes either a gerund or an infinitive form of a verb can be used. In some cases, the choice of one or the other will not change the meaning of the sentence, as in the examples below, which have equivalent meanings.*

*Examples:*

Riding a bicycle without a helmet is not advisable.

To ride a bicycle without a helmet is not advisable.

*However, with certain verbs, the meaning can change. The difference in meaning can be either very significant or minor, depending on the verb. With the verb remember, a significant difference in meaning results, depending on whether a gerund or infinitive follows it.*

*Examples:*

The customer remembered to ask about the store's return policy. (The meaning is that the customer remembered that she needed to ask about the return policy and that she did ask about it.)



The customer remembered asking about the store's return policy. (The meaning is that the customer asked about the store's return policy when she was in the store and at present the customer remembers having done the action.)

*The choice of a gerund or infinitive after the verb stop can also affect the meaning of a sentence. Note that an infinitive after the verb stop shows the purpose for stopping.*

*Examples:*

John stopped smoking. (The meaning is that he does not smoke anymore.)

John stopped to smoke. (The meaning is that the reason he stopped was to smoke a cigarette. It was his purpose to do so.)

*The choice of a gerund or infinitive after the verb prefer can indicate whether or not an event is happening, has already happened, or could potentially happen.*

*Examples:*

David prefers doing research over teaching. (The meaning is that David is currently doing research and that he prefers it over teaching.)

David preferred doing research over teaching. (The meaning is that David was doing research at some time in the past and that he preferred it over teaching.)

David prefers to do research next semester. (The meaning is that David's preference for the future would be to do research rather than teach.)

*Generally speaking, gerunds are used when an action is already completed or in progress, while infinitives are more commonly used to show future time or the intention to do something. This fact is illustrated in the following newspaper headlines.*

*Examples:*

Man to Sue Reckless Driver (The infinitive is a short form of *is going to sue* or *will sue* and shows a future intention.)

Man Suing Reckless Driver (The gerund shows that the *suing* is already in progress, as in *is suing*.)

## IMPROVE YOUR WRITING STYLE (CONT.)

### USE OF THE POSSESSIVE WITH A GERUND

*When a noun or a pronoun modifies a gerund, the possessive form should be used. However, if the sentence sounds awkward, it should be reworded. In less formal English, the noun is often not used in the possessive form.*

*Examples:*

Jim's asking the teacher so many questions annoyed the class.

Less formal: Jim asking the teacher so many questions annoyed the class.

Her suddenly deciding to listen to classical music was a surprise.

Reworded: Her sudden decision to listen to classical music was a surprise.

*The possessive is not used with a participle.*

*Examples:*

We saw a cat sleeping in the window.

My mother got mad when she caught us eating candy.

## PRACTICE WHAT YOU HAVE LEARNED

### EXERCISE 1

Directions: Decide whether the verb form in the following sentences is correct (C) or incorrect (I). If it is incorrect, correct the error.

Example: I Everyone should know where he or she ~~are came~~<sup>comes</sup> from.

- \_\_\_ 1. I have live in the United States for two years.
- \_\_\_ 2. By exercise on a regular basis, an athlete can maintain muscle flexibility and strength.
- \_\_\_ 3. My instructor does not please with my lack of participation in class.
- \_\_\_ 4. I believe that I have a good chance of getting into medical school.
- \_\_\_ 5. Scientists are currently try to find a cure for AIDS.



- \_\_\_ 6. Elizabeth has decided postpone taking her driving test until next month.
- \_\_\_ 7. I did not expect you to call me so soon.
- \_\_\_ 8. Skip breakfast is not good for one's health.
- \_\_\_ 9. My best friend asked me to take a vacation and to come to Florida for a visit.
- \_\_\_ 10. The government greatly concern about the high inflation rate.

### EXERCISE 2

Directions: Fill in each blank with the correct form (gerund, infinitive, or base form) of a verb of your choice. Use a verb form even if other parts of speech are possible. If necessary, add words in addition to the verb to correct (or improve) the sentence grammatically.

Example: Jack plans to go to the movies tonight after he finishes studying.

1. I avoided \_\_\_\_\_ my friend last night because I am angry at him.
2. Many students prefer \_\_\_\_\_ late at night rather than during the day.
3. By \_\_\_\_\_ to each other, we can work out our problems.
4. These boxes are too heavy for me. Could you help me \_\_\_\_\_ them?
5. The coach encouraged the team \_\_\_\_\_.
6. One of my goals is \_\_\_\_\_.
7. Many employees dislike \_\_\_\_\_.
8. \_\_\_\_\_ is one of my hobbies.
9. I consider myself good at \_\_\_\_\_.

10. A colleague let me \_\_\_\_\_ his notes when I was not able to attend the seminar.
11. It is easy \_\_\_\_\_ to the southern part of the country by train.

### EXERCISE 3

Directions: Fill in each blank with the correct form of the verb in parentheses. If more than one verb form is possible, give both options.

One of my very favorite activities is to walk/walking <sup>(1)</sup> (walk) through the arboretum near my dormitory. After a stressful day of classes, I go there \_\_\_\_\_ <sup>(2)</sup> (relax) and \_\_\_\_\_ <sup>(3)</sup> (enjoy) the sight and the smell of the trees. As I stroll along the path next to a small creek, I pass numerous tall trees including redwoods, oaks, and pines. I also pass a lake with ducks on it. The natural beauty and quiet of the area helps me \_\_\_\_\_ <sup>(4)</sup> (relax). I love \_\_\_\_\_ <sup>(5)</sup> (walk) through the arboretum any time of the year, but on a hot summer day it is especially refreshing. The shade from the trees keeps the area cool no matter how hot it is. I am always refreshed and ready \_\_\_\_\_ <sup>(6)</sup> (continue) studying after a walk through the arboretum.

### EXERCISE 4

Directions: Use each of the following verbs in a sentence in the form *be* + past participle. Pay special attention to the form of the verb. Follow the model.

Example: to be confused

The voters were confused about several of the proposals on the ballot.

1. to be concerned

\_\_\_\_\_

2. to be located

\_\_\_\_\_

3. to be closed

\_\_\_\_\_



**EXERCISE 5**

Directions: Complete each blank with the perfect infinitive of the verb in parentheses.

Example: When I was in Yosemite National Park, I would have liked to have seen (see) Nevada Falls, but it was too far to hike in one day.

1. Mathias is thrilled \_\_\_\_\_ (complete) his bachelor's degree and \_\_\_\_\_ (find) a job immediately.
2. A bystander claimed \_\_\_\_\_ (witness) the accident that occurred last night.
3. The Smiths are happy \_\_\_\_\_ (move) to a new and bigger house.
4. \_\_\_\_\_ (swim) ten miles was a great accomplishment for Janice.
5. I would have loved \_\_\_\_\_ (see) Bill Clinton speak when he was president of the United States.

**EXERCISE 6**

Directions: The following is a job application cover letter. Correct the underlined verb-form errors.

Dear Dr. Wong:

I am writing <sup>to apply</sup> for applying for your internship position. I am very interesting in this position. I am a graduate student in the master's degree program in the Department of Biological and Agricultural Engineering. This department has a good reputation for its high level of research and the high quality of its students. I am major in food engineering, and my research project deals with nuclear magnetic resonance imaging (NMRI) for study bruises in apples. I have take NMRI classes, read many papers about NMRI, and do a variety of experiments

using this technique. I hope expand my practical experience in this area by get this internship with your company.

I have include my résumé for your review. I hope hearing from you soon.

Sincerely,

*Cheryl Young*

Cheryl Young

### EXERCISE 7

Directions: The following student paragraph has eight verb-form errors. Find and correct them. The first one has been done for you.

It takes a great deal of courage for a person to leave his or her family and <sup>start</sup>~~starts~~ life all over again in another country. The person must not only face many changes alone but also separate from friends and rely on phone calls and e-mail messages as a means of share thoughts. The new environment and the new setting make even the bravest individual feels scared as he or she encounters many sudden changes and undergoes many kinds of struggles in a short period of time. Despite these difficulties, go abroad has many benefits, for it gives a person the chance to see the world, to face new challenges, to make new friends, and gaining more knowledge about people and places. Before I came to the United States, I had many expectations. I thought that life in this country would be similar to life in my country. However, after be here for five months, I have came to the conclusion that life in the United States is entirely different from what I had expect.

### EXERCISE 8

Directions: Choose a short news article to read. Underline all the verbs (for example, main verbs, verb phrases, gerunds, infinitives) in two paragraphs. Can you understand why the different verb forms are used? If you are unsure about any of them, ask a classmate, a tutor, or your instructor.



## Post-test

## What Do You Know Now?

**A** Fill in the blanks with the correct form of the verb *finish*.

Base form \_\_\_\_\_

Infinitive \_\_\_\_\_

Gerund \_\_\_\_\_

Present participle \_\_\_\_\_

Past participle \_\_\_\_\_

**B** Decide whether the verb forms in the following sentences are correct (C) or incorrect (I). If a verb form is incorrect, make the correction.

\_\_\_ 1. At school, English is speaking all around me.

\_\_\_ 2. Entomologists concern with insects.

\_\_\_ 3. Economists try to understand the economy and prevent any crisis from happen.

\_\_\_ 4. Many elderly people feel that practicing Tai Chi enhances their ability to maintain balance.

\_\_\_ 5. A study that is being conducted at a well-known university aims to examining the effects of Tai Chi on the elderly.

\_\_\_ 6. One of my dreams is to move to another country at some point in my life.

\_\_\_ 7. I believe that come to the U.S. to study will broaden my life.

\_\_\_ 8. Being a teaching assistant is the most difficult challenge I have ever face.

\_\_\_ 9. My research is progressing according to schedule.

\_\_\_ 10. People live in some cities in California feel earthquakes more than people in other cities.

**C** Correct the underlined verb-form errors in this student paragraph.

The service at our university's bookstore continues to be poor. To begin with, the manager has not learned hiring the right number of clerks. Every semester during registration and the first week of classes, a lot of students are try to buy their books, but the manager only schedules three or four clerks to checks out customers. Unless you enjoy standing in a long line for hours, you should avoid going to the bookstore at this time. However, after a couple of weeks, when the initial rush be over, the manager will starts to hire more clerks. Of course, because they are not busy, they waste a lot of time by standing around and talk to each other. As a result, asking the clerks to help you is never easy.

**D** Fill in each blank with the correct form of the verb in parentheses.

Last week at the bookstore, I noticed a new student \_\_\_\_\_<sup>(1)</sup>  
 (ask) a clerk where to find a particular book. Even though the new student  
 was \_\_\_\_\_<sup>(2)</sup> (speak) directly to her, the clerk didn't even look  
 at him. The poor student just kept on searching for the book by himself.  
 Perhaps the worst incident I have \_\_\_\_\_<sup>(3)</sup> (experience) there  
 happened one day when I asked the assistant manager \_\_\_\_\_<sup>(4)</sup>  
 (cash) a check for me. He enjoyed \_\_\_\_\_<sup>(5)</sup> (tell) me that the  
 bookstore does not cash personal checks for students. He made  
 me \_\_\_\_\_<sup>(6)</sup> (feel) so frustrated that I have now quit going to  
 the bookstore entirely.



## APPLY WHAT YOU HAVE LEARNED TO WRITING

Select a writing topic and follow the steps in Appendix A on page 337.

### Topic 1:

Choose a sport that you enjoy either watching or participating in. Describe how it is played or done. Tell why you enjoy this sport. Conclude by suggesting ways a person could benefit from participating in this sport or activity.



### Topic 2:

Discuss one of your goals, either short term or long term. Explain what the goal is and why you want to accomplish it.



### Topic 3:

Both the pace of life and how people view time and punctuality can vary from culture to culture. Compare the pace of life and people's attention to time in your culture of origin and U.S. culture in order to show to what extent they are similar or different. Then, comment on which pace of life you are most comfortable with and why.

