

## Gerunds

A gerund is formed by adding the suffix -ing to a bare infinitive . However , not all words formed with -ing are gerunds . A gerund can be used **as a noun** . Grammatically , it can function as a subject , an object , or a complement in a sentence .

- Making a plan is important .
- He enjoys pointing out mistakes in my reports .
- My hobby is traveling abroad .

A gerund is a verbal ; thus , it also has the characteristics of a verb . A gerund may be followed by an object or modified by an adverb .

- He enjoys answering my questions .
- My vacation plans involve traveling abroad .

### Functions of a Gerund

A gerund is formed by adding the suffix -ing to a bare infinitive . It can function as a subject , an object , or a complement in a sentence .

#### *Gerund as a subject*

Working overtime is sometimes unnecessary .  
Speaking English well will help you get a good job .

#### *Gerund as an object*

All of the employees enjoyed participating in the seminar .  
Thank you for answering my question .

#### *Gerund as a complement*

His concern is expanding his business quickly .

**Tip** Unlike nouns , gerunds may be followed by objects .  
Explaining the concept was hard . ( 0 )  
Explanation the concept was hard . ( x )

### Verbs Followed by a Gerund

Verbs following some typical verbs below must always be in the form of a gerund . These gerunds function as the objects of the verbs .

enjoy	deny	practice	postpone
mind	avoid	suggest	recommend
consider	risk	admit	give up
finish	keep	miss	put off

They are considering renovating the cafeteria .  
Do you mind working on the weekend ?  
James suggested getting new office furniture .

## **Common Expressions Followed by a Gerund**

Below are some common expressions followed by a gerund .

have difficulty V - ing	can't help V - ing	be busy V - ing
look forward to V - ing	spend ( time / money ) V - ing	be good at V - ing
there is no use V - ing	be devoted to V - ing	be worth V - ing
be used to V - ing	feel like V - ing	be accustomed to V - ing

I had difficulty finding a firm to work at .

We look forward to working with you .

He is not accustomed to using a smartphone .

## **Verbs Followed by either a Gerund or a To - infinitive**

Verbs followed by either a gerund or a to - infinitive with meanings unchanged

like	hate	start	can't stand
love	begin	continue	can't bear

They started to work on the project . / They started working on the project .

Verbs followed by either a gerund or a to - infinitive with meanings changed

	Gerund	To - infinitive
remember	An action that was done in the past	An action that needs to be done in the future
forget	An action that was done in the past	An action that needs to be done in the future
stop	An action that is being done	An action that is about to take place
try	Experimenting	Making an effort
regret	An action that was done in the past	An action that is going to be informed

You should remember to mail this invitation before noon .

I remember meeting the guy at the conference .

I) Choose the correct option given in brackets to complete each sentence , then point out its function in the sentence .

1. They suggested ( get / getting ) a new office . \_\_\_\_\_
2. ( Test / Testing ) a new device is always fun . \_\_\_\_\_
3. ( Solving / Solve ) the problem took lots of time and money . \_\_\_\_\_
4. You can make a reservation by ( to call / calling ) the hotel . \_\_\_\_\_
5. ( Reduction / Reducing ) the costs was more difficult than we had expected . \_\_\_\_\_

II) Choose the correct option to complete each sentence .

1. Her job is \_\_\_\_\_ phone calls from customers .  
A answered                  B answering                  C to answering                  D answer
2. Many employees in the office are interested in \_\_\_\_\_ medical checkups .  
A get                  B to get                  C getting                  D gotten

III) Correct the mistakes in the following sentences .

1. They put off to have a meeting .
2. Have you ever considered quit your job ?

3. I don't mind worked overtime .
4. You should avoid to use cell phones while working .
5. The mayor kept to insist on increasing tax revenues .
6. The technician suggested to get rid of a few computers in the office .

IV) Look at the hints printed in bold and choose the correct option to complete each sentence .

1. They postponed \_\_\_\_\_ a new branch in San Diego .  
A open                      B to open                      C opened                      D opening
2. The accounting team hasn't finished \_\_\_\_\_ up the proposal .  
A write                      B wrote                      C writing                      D to write

V) Choose the correct option given in brackets to complete each sentence .

1. This proposal is worth ( to read / reading ) .
2. Do you feel like ( to go / going ) out to eat ?
3. The director is devoted to ( promote / promoting ) sales .
4. The employees are not accustomed ( to using / to use ) the Intranet .
5. We are looking forward to ( hearing / hear ) from you .
6. The new secretary spends her time ( to shop / shopping ) online at lunchtime .

VI) Look at the hints printed in bold and choose the correct option to complete each sentence .

1. The team is busy \_\_\_\_\_ a new software program .  
A develop                      B to develop                      C developing                      D development
2. Mr. Smith had difficulty \_\_\_\_\_ used to the new working environment .  
A getting                      B to get                      C get                      D gotten

V) Look at the following sentences and explain the meanings of the underlined parts .

1. Don't forget to submit the application form .
2. I forgot applying for the position , so I was surprised when they called me .
3. I do not regret working at this company .
4. We regret to say that your proposal has been rejected after a careful review .
5. We all try to get the best results .

VI) Choose the correct option to complete each sentence .

1. Please remember \_\_\_\_\_ all the windows before you leave the office .  
A close                      B closing                      C closed                      D to close
2. I do not regret \_\_\_\_\_ my previous job , and I am pleased with my current one .  
A quit                      B quitting                      C to quit                      D to quitting

### PRACTICE 1:

- 1 . \_\_\_\_\_ the restaurant will attract more customers .  
( A ) Renovation      ( B ) Renovating      ( C ) Renovated      ( D ) To renovating
2. The newly hired secretary is good at \_\_\_\_\_ .  
( A ) organizing      ( B ) to organize      ( C ) organize      ( D ) organization
3. The president suggested \_\_\_\_\_ a new staff lounge to better serve the employees .  
( A ) to build      ( B ) build      ( C ) built      ( D ) building
4. We would like to thank you for \_\_\_\_\_ in our annual conference .  
( A ) participate      ( B ) participating      ( C ) to participate      ( D ) participated

5. Mr. Carter has had difficulty \_\_\_\_\_ experienced research specialists since last month .  
 ( A ) find                      ( B ) finding                      ( C ) to find                      ( D ) found
6. Because of the bad economic situation , we could not help \_\_\_\_\_ our New York branch .  
 ( A ) close                      ( B ) closed                      ( C ) closing                      ( D ) to close
7. You can simply book your ticket by \_\_\_\_\_ our website or dropping by one of our stores .  
 ( A ) visits                      ( B ) visiting                      ( C ) visit                      ( D ) to visit
8. We regret \_\_\_\_\_ you that you application has been rejected .  
 ( A ) to tell                      ( B ) told                      ( C ) telling                      ( D ) tells
9. They stopped \_\_\_\_\_ the old model in order to promote a newly released one .  
 ( A ) to sell                      ( B ) selling                      ( C ) sold                      ( D ) sell
- 10 . \_\_\_\_\_ the number of security guards will hopefully reduce the chance of thefts .  
 ( A ) Increase                      ( B ) Increasing                      ( C ) Increased                      ( D ) To increasing
11. Atlantis Co. strictly prohibits its employees from \_\_\_\_\_ an office phone for personal reasons .  
 ( A ) use                      ( B ) to use                      ( C ) used                      ( D ) using
12. The company has considered \_\_\_\_\_ its branch to Boston for the past few weeks .  
 ( A ) relocation                      ( B ) to relocate                      ( C ) relocating                      ( D ) relocated
13. They \_\_\_\_\_ a simple survey to find out about their customers ' needs .  
 ( A ) talked                      ( B ) conducted                      ( C ) filled                      ( D ) notified
14. It usually takes a lot of time and effort to \_\_\_\_\_ to a new environment .  
 ( A ) accustom                      ( B ) refer                      ( C ) postpone                      ( D ) adjust

Questions 15-16 refer to the following letter .

Dear Mr. Myer ,

According to our records , your membership with California Fitness will expire in a few weeks . We would like to \_\_\_\_\_ you with a special offer . With your renewal of your membership , you can continue \_\_\_\_\_ our facilities and services at a discounted price .

Sincerely ,  
 Jane Miller

15. ( A ) provide                      ( B ) schedule                      ( C ) cancel                      ( D ) approve  
 16. ( A ) use                      ( B ) used                      ( C ) using                      ( D ) uses

## **PRACTICE 2:**

I) Chọn từ đúng trong ngoặc để hoàn thành các câu sau .

1. Neil Incorporated has begun ( produce , producing ) memory chips .
2. Stress can prevent one from ( sleeping , slept ) well .
3. Our first priority is ( confirm , confirming ) all our hotel reservations .
4. ( Read , Reading ) the instructions on the package is essential .
5. We stopped ( developing , develop ) alternative fuels due to financial difficulties .
6. You should look around before ( joining , to join ) a health club .

II) Chọn từ thích hợp để điền vào chỗ trống .

7. \_\_\_\_\_ a speech several times before a ceremony is necessary .  
 ( A ) Practice                      ( B ) Practices                      ( C ) Practiced                      ( D ) Practicing
8. The Cohen Company started \_\_\_\_\_ wallpaper with floral designs last year .

- ( A ) making                      ( B ) make                      ( C ) made                      ( D ) of making
9. The accounting department may \_\_\_\_\_ receipts to verify expenses .  
 ( A ) requesting                      ( B ) to request                      ( C ) request                      ( D ) be requested
10. Competitiveness is maintained by \_\_\_\_\_ the skills of the employees .  
 ( A ) upgrading                      ( B ) upgrade                      ( C ) to upgrade                      ( D ) upgraded

III) Chọn từ đúng trong ngoặc để hoàn thành các câu sau .

1. I personally prefer ( take , taking ) public transportation to work .  
 2. The company denied ( using , to use ) any questionable ingredients .  
 3. The government attempted ( to stop , stop ) oil exploration .  
 4. Ms. Rho asked her attorney to finish ( reviewing , to review ) the contract by tomorrow .  
 5. Avoid ( to expose , exposing ) the disc to direct light , as this may damage it .  
 6. The CEO enjoys ( talking , to talk ) with each staff member in the department .

IV) Chọn từ thích hợp để điền vào chỗ trống .

7. Mr. Robinson asked us \_\_\_\_\_ the date for the welcoming banquet .  
 ( A ) verifying                      ( B ) verified                      ( C ) verify                      ( D ) to verify
8. We strongly recommend \_\_\_\_\_ rooms more than eight weeks in advance during the busy summer months .  
 ( A ) books                      ( B ) to book                      ( C ) booking                      ( D ) be booked
9. The marketing manager suggested \_\_\_\_\_ the logo to enhance the image of the company .  
 ( A ) change                      ( B ) changing                      ( C ) to change                      ( D ) of changing
- 10 Toby Electronics requests that customers postpone \_\_\_\_\_ GXT 250 laptops until the technical issues are resolved .  
 ( A ) purchase                      ( B ) purchased                      ( C ) purchasing                      ( D ) to purchase

V) Chọn từ đúng trong ngoặc để hoàn thành các câu sau .

- 01 Mr. Jenkins will be busy ( contacting , to contact ) his foreign clients this afternoon .  
 02 The new Greek restaurant is worth ( to try , trying ) .  
 03 Every company division will contribute to improve , improving ) productivity .  
 04 The firm spends a lot of money ( advertising , advertisement ) new goods .

VI) Chọn từ thích hợp để điền vào chỗ trống .

- 05 The government is committed to \_\_\_\_\_ natural resources .  
 ( A ) preserving                      ( B ) preserve                      ( C ) preserved                      ( D ) preservation
- 06 The factory is capable of \_\_\_\_\_ up to 5,000 units a day with the new equipment .  
 ( A ) produced                      ( B ) production                      ( C ) be producing                      ( D ) producing

Questions 07-09 refer to the following e - mail .

From : Ricardo Castillo < rcastillo @ daltonco.com >

To : Gabrielle Fields < gfields @ secplus.com >

Dear Mr. Fields ,

This is in reply to your request for information on investment agencies . There are a few agencies in Connecticut that have excellent reputations . However , I would like to recommend \_\_\_\_\_7\_\_\_\_\_the Catalonia Foreign Investment Agency . It was involved in \_\_\_\_\_8\_\_\_\_\_ a \$ 400 million investment project last year .\_\_\_\_\_9\_\_\_\_\_. I can send it to you if you need it .

7. ( A ) hire                      ( B ) hires                      ( C ) hiring                      ( D ) to hire

8. ( A ) secure            ( B ) secured            ( C ) to secure            ( D ) securing
9.     ( A ) I have a detailed report on the project .  
      ( B ) Manufacturers require a lot of capital .  
      ( C ) The economy is predicted to improve next year .  
      ( D ) The minimum investment is \$ 400,000 .