

Table of Contents

Unit 1 Infinitives

Part A	Causative Verbs and Infinitive Form	6
B	To-infinitives as Subjects	10
C	To-infinitives in Predicates	14
D	To-infinitives with <i>Too</i> , <i>Enough</i> , and <i>In Order</i>	18
E	Review	22

Unit 2 Gerunds

Part A	Gerunds and Common Verbs with Gerunds	24
B	Infinitives vs. Gerunds	28
C	Gerunds after Prepositions	32
D	Special Expressions with Gerunds	36
E	Review	40

Unit 3 Participles

Part A	Present and Past Participles	42
B	Perfect Participle Clauses	46
C	Review	50

Unit 4 Perfect Tenses

Part A	Simple Past vs. Present Perfect	52
B	Past Perfect	56
C	Present Perfect Progressive	60
D	Past Perfect Progressive	64
E	Adverbs with Perfect Tenses	68
F	Review	72

Unit 5 Modal Auxiliaries

Part A	Expressing Ability	74
B	Polite Requests	78
C	Necessity and Obligation	82
D	Advice and Suggestion	86
E	Expectation	90
F	Review	94

Unit 6 Noun Clauses

Part A	Noun Clauses with Question Words	96
B	Noun Clauses with <i>That</i> , <i>If</i> , and <i>Whether</i>	100
C	Noun Clauses vs. Noun Phrases	104
D	Review	108

Unit 7 Relative Clauses

Part A	Restrictive Clauses	110
B	Non-restrictive Clauses	114
C	Review	118

Unit 8 Direct and Indirect Speech

Part A	Direct Speech	120
B	Indirect Speech	124
C	Review	128

Unit 9 Active and Passive Voices

Part A	Active and Passive Voices	130
B	Active and Passive Forms	134
C	Stative Passives	138
D	Review	142

Unit 10 Prepositions with Nouns

Part A	Nouns Followed by Prepositions	144
B	Prepositions Followed by Nouns	148
C	Review	152

Appendix

154

Index

155

Transcripts & Answer Key

Causative Verbs and Infinitive Form

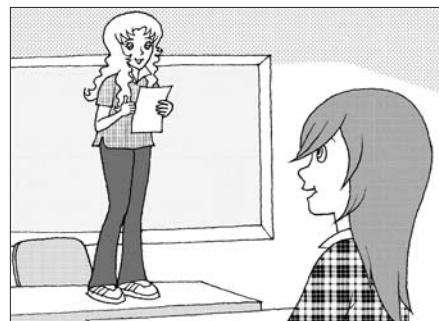
Part A

Preview

Dear Diary,

I was so happy today because I overcame my fear of speaking in front of the class. My friend Emily was so helpful because she **helped me realize** that standing and speaking in front of others was not a big deal. After class was over, Emily **had me stand** on a desk. Then, she **made me give** my speech over and over until I became comfortable in front of her. She **convinced me to speak** confidently with a loud voice and also **forced me to stand** up straight while speaking. I am so grateful for all of her help.

Claire



Grammar Explanation

Causative Verbs

A causative verb is a verb that enables, causes, or allows a person to do something to another person.

with To-infinitives

Get, force, allow, encourage, persuade, convince, and help* are followed by an object and the to-infinitive form of a verb.

They **persuaded us to join** their group.
She **convinced me to leave** early.

with Bare Infinitives

Let, make, have, and help* are followed by an object and the bare infinitive form of a verb.

My parents did not **let me go** to the rock concert.
That food **made** my stomach **feel** sick.
The teacher **had me do** the sum on the board.

* For **help**, both to-infinitives and bare infinitives are acceptable.

I **helped** them **to move** the sofa. I **helped** them **move** the sofa.

Practice 1

Exercise 1 Circle the causative verbs in the sentences. Some sentences have more than one causative verb.

1. After begging for three hours, I finally convinced my friend to let me borrow his laptop.
2. My mother made me take ballet lessons when I was younger.
3. My mother has me make my bed every morning.
4. My desire to get into a good university forces me to study hard every day.
5. They convinced me to go to the shop for them.
6. Hopefully, she can persuade her father to let her stay out late on Friday.

Exercise 2 Match the sentence parts.

- | | | |
|--|---|-----------------------------|
| 1. My teacher forces me | • | do chores around her house. |
| 2. I always help my grandmother | • | to do my homework. |
| 3. Mark's brother had his friend | • | help him with his homework. |
| 4. Jenny encourages others | • | do the dishes after dinner. |
| 5. Allen hates it when his mom makes him | • | to try new things. |

Exercise 3 Choose the correct causative verb.

1. My violin teacher (made / convinced) me to practice for two hours every night.
2. Are you sure I can't (convince / make) you to come with us?
3. Sometimes late at night, my father (gets / lets) me drive the car.
4. Emily and Claire are always (having / persuading) us to go shopping with them.
5. My teacher is going to (get / have) me take a special math class next month.
6. Even though Peter doesn't like it, his father always (forces / has) him to go to music lessons after school.

Practice 2

Exercise 4 Listen and answer the questions.

Track 2

1. What is the client's name?

→ _____

2. What does the lawyer want the jury to do?

→ _____

3. What does "not guilty" mean?

→ _____

4. What was Mr. Pearson forced to do?

→ _____

Exercise 5 Underline the mistakes. Write the corrections on the lines. If there are no mistakes, write **OK** on the line.

1. Yesterday, Peter and Allen let Jenny to beat them in the race. _____

2. The woman convinced the filthy boy to take a shower after he had been playing in the mud. _____

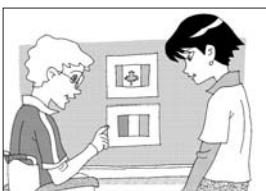
3. Every day, my friend convinces me eat the same thing for lunch. _____

4. Yesterday, Allen's father had him to go to the hair stylist with his little sister. _____

5. After-school academies help children reinforce topics that they learn in school.

6. Tomorrow, we will get his friend help us move the giant sofa. _____

Exercise 6 Use the pictures to write sentences with causative verbs.



1. _____
2. _____
3. _____
4. _____

Grammar in Use

Exercise 7

Circle the four mistakes in the passage.

Send Save as a Draft Cancel
Insert addresses | Add CC - Add BCC

Bruce,

I can't believe what happened to me yesterday! I was walking with Joe, and he persuaded me play a joke on Michelle. We took her backpack. Then we told her it was stolen. But we made a mistake and took the wrong bag. The one we took belonged to the teacher's daughter. The teacher made us to say sorry to her daughter. Then she forced us tell Michelle about the joke. It was really embarrassing. I'll never let myself to listen to Joe again!

Brian



Exercise 8

Rewrite the incorrect sentences correctly.

1. _____
2. _____
3. _____
4. _____

Part B To-infinitives as Subjects

Preview

Leadership

To lead requires good organization and a clear set of goals. **It** takes good communication skills **to pass** the vision of the goals to others, and **it** is always important for the leader **to inspire** his followers to work hard for that goal.



Grammar Explanation

To-infinitives as Subjects	
A to-infinitive phrase may be used as the subject of a sentence. When the to-infinitive phrase is long, the sentence begins with it and the to-infinitive phrase comes at the end of the sentence.	It is unusual to see an owl during the day. It takes time to learn a new language.
For + an object preceding an infinitive gives that infinitive a specific subject.	It is worthwhile for people to invest their savings. It is unusual for owls to come out during the day.
An indirect object may follow take and cost .	How long did it take her to do her homework? It cost her a lot of money to get a good tutor.
A to-infinitive can begin a sentence. This is usually done with short infinitive phrases or to give the sentence a more formal feeling.	To ski takes strong legs and good balance. To be kind to others is important.

Practice 1

Exercise 1 Check the sentences that are correct.

1. ____ It cost her three hundred dollars repair her computer.
2. ____ To respect your parents is very important.
3. ____ Every morning, it takes him one hour to fix his hair.
4. ____ It is bad for business to too many customer complaints.
5. ____ When did it occur to you to ask for directions?
6. ____ How long does take you to finish a pint of ice cream?

Exercise 2 Unscramble the sentences.

1. to do / that / again. / for me / would be / It / awful
→ _____
2. eighty years / the championship. / to win / took / the team / It
→ _____
3. dollars / lunch. / to buy / It / four / costs
→ _____
4. everyone / to fail / Not / to do / requires / job. / their
→ _____

Exercise 3 Make sentences using **it** and the words given.

1. necessary - adults
→ _____
2. important - president
→ _____
3. unfortunate - a child
→ _____
4. rude - teenagers
→ _____

Practice 2

Exercise 4 Look at the pictures and answer the questions you hear.

Track 3



1. _____
2. _____
3. _____
4. _____

Exercise 5 Rewrite each sentence into a more formal sentence beginning with an infinitive.

1. It costs about eight dollars to see a movie.
→ _____
2. It takes a while to get to school in the morning.
→ _____
3. It takes a lot of studying to do well in school.
→ _____
4. It is strange for our boss to take us out for dinner.
→ _____
5. It is quite common for Peter to forget his homework.
→ _____

Exercise 6 Complete the sentences with your own information. Begin each sentence with **it**.

1. _____ for me to help do chores around the house.
2. _____ to never do your homework.
3. _____ one dollar to take the bus.
4. _____ to stand up for what you believe.
5. _____ to hear my friend sing.

Grammar in Use

Exercise 7 Complete the conversation with words from the box.

to pay attention to drive to find to be to get

Man: OK, how do we get to your house?

Woman: Well, 1. _____ my house is pretty easy. It takes about twenty minutes 2. _____ there from here. Start by taking Orchard Road for about fifteen minutes. It is important for you 3. _____ slowly because there is a school nearby. It is unusual for there 4. _____ children playing in the street, but be careful. It is also important for you 5. _____ to the big grey wall on your left because you must turn right on the street after the wall. After turning, go to the end of the street and look for the big blue house.

Man: OK, let's go!



Exercise 8 Give directions to your house using the prompts.

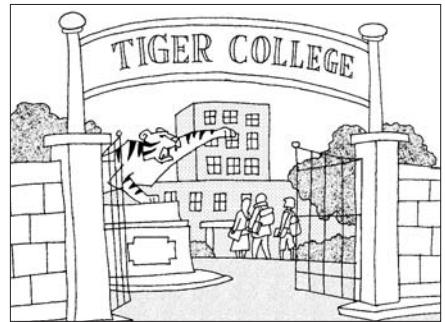
1. To find my house is _____.
2. It takes around _____.
3. It is important for _____.
4. It is also important for _____.
5. Finally, _____.

Part C To-infinitives in Predicates

Preview

Q: Why should you be admitted to Tiger College?

Even though there are many other opportunities for me, I **want to attend** Tiger College. Ever since I was a small child, my father **expected me to work** my hardest, so I could go to the best college. I did well on my tests and **refused to settle** for number two in my class, and I **hope to study** under the guidance of Tiger's world-renowned faculty. I will be **delighted to start classes** this fall, and I **promise to maintain** my high work ethic.



Grammar Explanation

To-infinitives in Predicates

A **to-infinitive** can be placed at several different positions within a sentence.

The to-infinitive comes after a verb.

They wanted **to stay** for a few extra days.
We asked **to see** the menu.

The to-infinitive comes after an object.

I asked her **to stay** for a few more hours.
I lifted the heavy box **to impress** the girls.

The to-infinitive comes after an adjective.

He will be disappointed not **to see** you.
It will be strange **to meet** her after so many years.

Practice 1

Exercise 1 Write **A** if the infinitive comes after an adjective, **O** if it comes after an object, or **V** if it is after a verb.

1. _____ I will be happy to finish this essay.
2. _____ My grandmother plans to give me a diamond ring when I get married.
3. _____ The skier appeared to injure his leg after the girl ran into him.
4. _____ When will your father ask Peter to finish building the dresser?
5. _____ Claire and Emily were very sad to leave Italy and return home.

Exercise 2 Unscramble the sentences.

1. me / to give / my teacher / less / My mother / persuaded / homework.

→ _____

2. information / allows / to get / The Internet / us / anywhere. / from

→ _____

3. off / forgot / to / Peter / oven. / the / turn

→ _____

4. embarrassed / are going / the play. / We / to be / to act / in

→ _____

5. to travel / the world. / around / Jenny's / planning / sister / is

→ _____

Exercise 3 Combine the two clauses using an infinitive.

1. The President promised the citizens something. He listened to their problems.

→ _____

2. After not eating all day, my brother will need food. He will eat a big dinner.

→ _____

3. She was very nervous. She flew for the first time.

→ _____

4. I expect to have a good job when I grow up. I am going to be a doctor.

→ _____

5. After the airplane landed, I was so excited. I saw my grandparents.

→ _____

Practice 2

Exercise 4 Listen and answer the questions.

Track 4

- What is the speaker's profession?
→ _____

- Which city are they in?
→ _____

- What does he want everybody to do?
→ _____

- What is he going to show the audience how to do?
→ _____

Exercise 5 Choose the correct answer for each sentence.

- She really _____ to like her new boyfriend.
a. prefers b. seems c. agrees d. decides
- "I am sorry, I can't _____ to ignore it any longer. You have food on your face."
a. wish b. deserve c. attempts d. pretend
- My father always reminds me that he _____ me to lose every time we play basketball against each other.
a. expects b. plans c. determines d. agrees
- Hollywood actors are always eager _____ for the camera.
a. to fly b. to sneeze c. to smile d. to sleep

Exercise 6 Use the pictures to write sentences using infinitives.



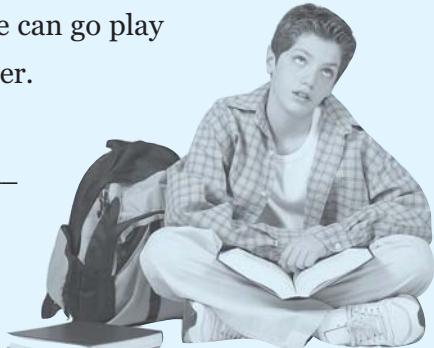
- _____
- _____
- _____
- _____

Grammar in Use

Exercise 7 Complete the passage with words from the box.

wake up seems try excited home in the middle

My daily life 1. _____ to be pretty boring. Every day, I go to school to listen to my teachers talk about the same thing. After school, I get 2. _____ to meet my friends so we can go play soccer. I then go 3. _____ to eat dinner. After that I 4. _____ to finish my homework, but I usually stop 5. _____ to take a nap. I then 6. _____ to finish my homework before going back to sleep for the night.



Exercise 8 Complete the sentences with information about your daily life.

1. After I come home from school, I want _____.
2. Every day, I am happy _____.
3. Every day, my parents require me _____.
4. Every day, I am amazed _____.

To-infinitives with *Too*, *Enough*, and *In Order*

Part D

Preview

My parents are always telling me that their lives were so much harder when they were kids. When I want to get a ride to go to a friend's house, they say they had to walk in a meter of snow to get to school. Or if I don't like my dinner, they say that they never had **enough to eat**. When I need new clothes because mine are **too old to wear**, they tell me that they always wore clothes that were **too small to wear** because their family never had **enough money to buy** new ones. I don't believe everything they say. I think they tell me this **in order to make** me feel guilty.



Grammar Explanation

To-infinitives with <i>Too</i> , <i>Enough</i> , and <i>In Order</i>	
<p>Too shows that an adverb or adjective is excessive* for a certain purpose. * (i.e., that there is more than a person would want or like)</p>	<p>I was too tired to do any work. → too + adjective/adverb + to-infinitive I have too much work to do today. → too much + uncountable noun + to-infinitive I have too many presents to buy. → too many + plural countable noun + to-infinitive</p>
<p>Enough shows that an adverb, adjective, or noun is sufficient* for a certain thing. * (i.e., that a person does not need any more of that thing)</p>	<p>We had enough time to finish the project. → Enough + noun + to-infinitive He's not fast enough to play for the team. → adjective/adverb + enough + to-infinitive</p>
<p>In order to is used to show purpose. It can also be implied when just a to-infinitive is used. Using a comma, it can precede the main clause. It can also follow the main clause. In this case, there is no comma.</p>	<p>I studied hard in order to pass the test. I studied hard to pass the test. My father drove down Oak Street (in order) to avoid traffic. (In order) to avoid traffic, my father drove down Oak Street.</p>

Practice 1

Exercise 1 Match the sentence parts.

- | | |
|--|-------------------------------------|
| 1. In order to fly a kite, | • in order to get my work done. |
| 2. My friend doesn't practice enough | • to become a great pianist. |
| 3. He weighs too much | • to fly to America. |
| 4. I need to wake up early tomorrow | • to make sure I don't get thirsty. |
| 5. It usually costs a thousand dollars | • it must be a windy day. |
| 6. When hiking, I always take enough water | • to sit on the baby's swing. |

Exercise 2 Complete the sentences with **too much**, **too many**, or **enough**.

1. Emily doesn't have _____ time to go to all her after-school classes and finish her homework.
2. My parents sent me _____ chocolate to finish before I leave.
3. There are _____ cars on the road to drive home quickly.
4. With forty students and only twenty-five desks, there are _____ students to place in desks.
5. Jenny feels that there is _____ pressure on her to perform well in school.

Exercise 3 Combine the two sentences to form one sentence using **in order + to-infinitive**.

1. I must have creativity. I want to write novels.
→ _____
2. After doing poorly on my exam, I must have a good interview. I want to get into a good college.
→ _____
3. You want to see all of France. You must climb to the top of the Eiffel Tower.
→ _____
4. Peter kept his brother from telling their parents that he broke the vase. Peter cleaned his brother's room for a week.
→ _____
5. Allen wants to buy his girlfriend a bracelet. Allen will need to get a job.
→ _____

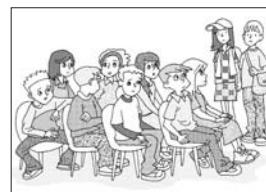
Practice 2

Exercise 4 Listen and choose the best responses.

Track 5

1. a. b. c.
2. a. b. c.
3. a. b. c.
4. a. b. c.

Exercise 5 Use the pictures to write sentences using **too**, **enough**, and **in order to**.



1. _____
2. _____
3. _____
4. _____

Exercise 6 Rewrite the sentences in question form.

1. He brought enough candy to share with everyone.
→ Did _____?
2. We have too much work to do it properly.
→ Do _____?
3. You must always watch the ball in order to hit a baseball.
→ What _____?
4. I take cooking lessons to impress Jenny.
→ Why _____?
5. Allen wants to be taller in order to be a good basketball player.
→ Why _____?

Grammar in Use

Exercise 7 Complete the sentences with **too**, **enough**, or **in order to**.

1. _____ make the best Chocolate Chip cookies, follow these easy steps.
2. Get your flour, baking soda, and salt and mix them together. Be sure to add _____ baking soda or your cookies will look like crackers.
3. Next, make sure to add _____ sugar and vanilla to make your cookies sweet, and mix them together along with the flour and a couple of eggs.
4. After that, stir in the chocolate chips evenly _____ avoid some cookies having _____ many chips and some cookies with too few.
5. Then, put your dough in the refrigerator for ten minutes _____ let the baking soda rise so your cookies aren't flat like cardboard.
6. Next, preheat your oven to 350 degrees, and put spoonfuls of cookie dough onto a cookie sheet. Don't make your cookies _____ thick or the middle will never bake.
7. Finally, put your cookies into the oven for ten minutes. Be sure to allow _____ time for the oven to preheat _____ ensure that your cookies are baked properly.
8. Now you can take the cookies out of the oven and enjoy them!



Exercise 8 Answer questions about the reading.

1. In order to make cookies, what ingredients do you need?

→ _____

2. Why must you put the dough in the refrigerator?

→ _____

3. Why shouldn't you make your cookies too thick?

→ _____

Part E Review

Exercise 1 Practice the conversations with a partner. Change roles for each conversation.

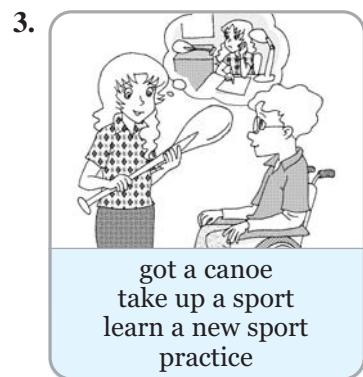
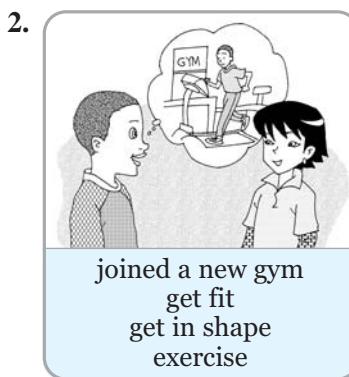
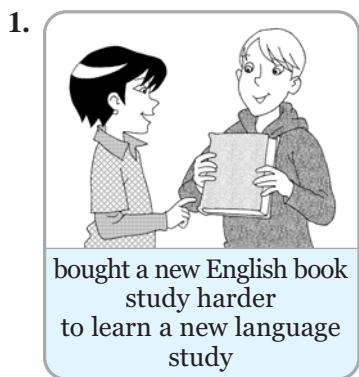
A: I **bought a new English book** in order to **study harder**.

A: Yes, but sometimes I don't have enough time to **study**.

A: Yes, I will just do my best!

B: Cool. It's a good idea **to learn a new language**.

B: Well, don't **study** too much. It takes time **to learn a new language**.



Exercise 2 Match the sentence parts.

- | | |
|---|---|
| 1. My mother promised | • the author to finish his book. |
| 2. Because he misbehaved, the teacher had | • we need to have tickets. |
| 3. It took three years for | • Allen stand outside of the classroom. |
| 4. In order to get into the stadium, | • to buy me new shoes for my birthday. |
| 5. I never agreed to | • allow my cousin to stay in my room. |

Exercise 3 Unscramble the sentences.

1. successful. / It / hard work / to / takes / become

→ _____

2. finish / homework. / sister / I / help / her / will / my

→ _____

3. to / care. / irresponsible / One / be / not / must

→ _____

4. strange / others. / It is / very / help / to see / a selfish / man

→ _____

Exercise 4 Write a complete sentence using the words and tense given.

1. (present) I - too tired - to do

→ _____

2. (future) My friend - convince - comic books

→ _____

3. (past) We - invite - our friends

→ _____

4. (future) He - not have - enough - cake

→ _____

5. (past) In order to - catch - friend - he - run

→ _____

Exercise 5 Circle two mistakes in each sentence and then rewrite the sentence correctly.

1. Yesterday, Peter makes his friend to go with him to the doctor's office.

→ _____

2. Mark wanted her help he with his homework.

→ _____

3. She doesn't got a high enough score pass the test.

→ _____

4. I'm study French order to go to Paris.

→ _____

5. You can never to do enough help others to live well.

→ _____

Proverb

It is better to be safe than sorry.

