**Gerunds and infinitives: Activity 1**

Read Grammar Bank 8A. Then choose the gerund or infinitive form to complete the sentences. Listen and check.

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| **Grammar Bank**  **8A** choosing between gerunds and infinitives **gerund (verb + *-ing*)** EXAMPLES **1** I’m not very **good at working** on a team.  Katie’s **given up smoking**. **2** **Looking for** a job can be depressing. **Shopping** is my favorite thing to do on weekends. **3** I **hate not being** on time for things. I **don’t mind getting up** early. FORM • We use the gerund (verb + *-ing*) **1** after prepositions and phrasal verbs. **2** as the subject of a sentence. **3** after some verbs, e.g., *hate, don’t mind.* • Common verbs which take the gerund include: *admit, avoid, deny, dislike, enjoy, feel like, finish, hate, keep, like, love, mind, miss, practice, prefer, recommend, spend time, stop, suggest*, and some phrasal verbs, e.g*., give up, go on,* etc*.* *• The negative gerund = not +* verb + *-ing*.  **the infinitive**EXAMPLES **1** My apartment is very **easy to find**. **2** simon is saving money **to buy** a new car. **3** My sister has never **learned to drive**. **Try not to make** a noise. FORM • We use the infinitive **1** after adjectives. **2** to express a reason or purpose. **3** after some verbs, e.g., *want, need, learn*. • Common verbs which take the infinitive include: *(can’t) afford, agree, decide, expect, forget, help, hope, learn, need, offer, plan, pretend, promise, refuse, remember, seem, try, want, would like.* More verbs take the infinitive than the gerund. • The negative infinitive = *not to* + verb. • These common verbs can take either the infinitive or gerund with no difference in meaning: *start, begin, continue*. *It started to rain. It started raining.* • We also use the infinitive with *to* after some verbs + person, e.g., *ask, tell, want, would like.* Can you ask the manager **to come**? She told him not **to worry**.  **the base form**EXAMPLES **1** I **can’t drive**.  We **must hurry**. **2** She always **makes** me **laugh**. My parents didn’t **let** me **go** out last night. FORM • We use the base form **1** after most modal and auxiliary verbs. **2** after *make* and *let*. |

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| 1.  It’s important for me to spend / spending time with my family.  2. Apply / Applying to go to school abroad can be complicated.  3.  I want doing / to do my shopping this morning.  4.  My boss wants open / to open a new office.  5.  Be careful not asking / not to ask her about her boyfriend – they broke up.  6.  We kept working / to work until we finished.  7.  Dave is very good at to solve / solving problems.  8.  The best thing about weekends is not going / not to go to work.  9.  Layla gave up modeling / to model when she went back to school.  10.  I took a training course to learning / to learn about the new software. |  |

**Gerunds and infinitives: Activity 2**

Complete the sentences with a verb from the list in the correct form. Listen and check.

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| not buy       commute      do       leave       lock      not make      retire      wear      not worry |  |

**1.** My parents are planning \_\_\_\_\_\_\_\_\_\_ before they are 65.  
**2.** Rob spends three hours \_\_\_\_\_\_\_\_\_\_ to work and back every day.  
**3.** Mark and his wife agreed \_\_\_\_\_\_\_\_\_\_ about the problems he had at work.  
**4.** Did you remember \_\_\_\_\_\_\_\_\_\_ the door?  
**5.** In the end, I decided \_\_\_\_\_\_\_\_\_\_ the shoes because they were very expensive.  
**6.** The manager lets us \_\_\_\_\_\_\_\_\_\_ work early on Fridays.  
**7.** All employees must \_\_\_\_\_\_\_\_\_\_ a jacket and tie at work.  
**8.** Please try \_\_\_\_\_\_\_\_\_\_ any more mistakes in the report.  
**9.** I don’t mind \_\_\_\_\_\_\_\_\_\_ overtime during the week.

**Work: Activity 1**

Choose the correct verb or verb phrase to complete the sentences. Listen and check.

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| 1.  Dan has to work / set up a lot of overtime. He has to work extra hours.  2.  Matt got promoted / retired last week. He was given a more important job.  3.  Most nurses have to run / work shifts . Sometimes they work during the day and sometimes at night.  4.  A man in our department was fired / applied for yesterday. He lost his job because of poor performance.  5.  Reza was downsized / got promoted . He lost his job because the company didn’t need him anymore.  6.  The director of the company is going to resign / run . He has decided to leave his job.  7.  Lilian is going to retire / work shifts next month. She’s 65 and she’s going to stop working.  8.  Angela has got promoted / set up a business selling clothes online. She had the idea and has started doing it.  9.  Everyone in the office has to take / retire a training course. They need to learn how to use the new software.  10.  Mandy applied for / was downsized a job online. She replied to an ad and sent in her resumé.  11.  My parents do / run a language school in San Diego. They employ six teachers, who teach English to foreign students. |  |

**Work: Activity 2**

Complete exercises *a* and *b*. Listen and check.

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| freelance    part-time     self-employed    temporary    unemployed |  |

**a  Complete the definitions with the adjectives in the list.**  
  
**talking about people**  
**1.** I’m \_\_\_\_\_\_\_\_\_\_ . without a job  
**2.** He’s \_\_\_\_\_\_\_\_\_\_ .  working for himself  
**3.** He’s a \_\_\_\_\_\_\_\_\_\_ designer.  working for different companies  
**talking about a job or work**  
**4.** It’s a \_\_\_\_\_\_\_\_\_\_ job.  (*opp* permanent) only a short contract, e.g., for six months  
**5.** It’s a \_\_\_\_\_\_\_\_\_\_ job.  (*opp* full-time) only a few hours a day  
**b  Complete the sentences with *for*, *in*, or *of*.**  
**1.** I **work** \_\_\_\_\_\_\_\_\_\_ a multinational company.  
**2.** I’m \_\_\_\_\_\_\_\_\_\_ **charge** \_\_\_\_\_\_\_\_\_\_ the Marketing Department.  
**3.** I’m **responsible** \_\_\_\_\_\_\_\_\_\_ customer loans.  
**4.** I’m \_\_\_\_\_\_\_\_\_\_ school (college).  
**5.** I’m \_\_\_\_\_\_\_\_\_\_ my third year of college.

**Work: Activity 3**

Complete exercises *a* and *b*. Then listen and check.

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| **a. Change the verbs to nouns. Add *-ment, -ion,* or *-ation* and make any spelling changes.** **1.** promote \_\_\_\_\_\_\_\_\_ **2.** apply \_\_\_\_\_\_\_\_\_ **3.** retire \_\_\_\_\_\_\_\_\_ **4.** employ \_\_\_\_\_\_\_\_\_ **5.** qualify \_\_\_\_\_\_\_\_\_  **6.**resign \_\_\_\_\_\_\_\_\_  **b. Change the words to people who do the jobs. Add *-er, -or, -ian,* or *-ist* and make any spelling changes.** **1.**science \_\_\_\_\_\_\_\_\_ **2.** law \_\_\_\_\_\_\_\_\_ **3.**music \_\_\_\_\_\_\_\_\_ **4.**pharmacy \_\_\_\_\_\_\_\_\_ **5.**farm \_\_\_\_\_\_\_\_\_ **6.** translate \_\_\_\_\_\_\_\_\_ |  |

**Word stress**

Which syllable is stressed in each word? Write the number of the stressed syllable (1, 2, 3, or 4) after each word. Listen and check. Practice saying the words.

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| 1.  a|pply \_\_\_ |  |
| 2.  sa|la|ry \_\_\_ |  |
| 3.  down|size \_\_\_ |  |
| 4.  ex|per|i|ence \_\_\_ |  |
| 5.  o|ver|time \_\_\_ |  |
| 6.  per|ma|nent \_\_\_ |  |
| 7.  qua|li|fi|ca|tions \_\_\_ |  |
| 8.  re|sign \_\_\_ |  |
| 9.  re|spon|si|ble \_\_\_ |  |
| 10.  tem|po|ra|ry \_\_\_ |  |

**Super earners: Activity 1**

Read and listen to the article. Choose the correct answer.

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| **Do something different and get a super salary!** Would you like your friends to be impressed by your job? Do you want to earn a better salary? Here are some of the strangest jobs around that pay over $100,000 per year. **A: Ethical hacker** **What they do** A hacker doesn’t usually have permission to enter a company’s computer system. But an ethical hacker is actually employed by a company to take care of the system. Ethical hackers have to protect a company’s IT network from real hackers. Their job is to stop professional criminals from entering the company’s system to steal confidential information. **How to get a job** After getting a degree in IT, you have to work in computers for a few years until you have enough experience in programming. After that, you need to get a special qualification called the Certified Ethical Hacker (CEH) certificate, which lets you work as an ethical hacker. Salaries start between $50,000 and $100,000, depending on your experience and where you work.  **B: Golf-ball diver What they do** Not all of the golf balls on a golf course end up in the hole on the green. In fact, golfers hit a surprisingly high number of them into the lake. Golf-ball divers do exactly what the job title suggests: they dive into the lake to collect the balls. Professional divers only work during the day. They have to wear special diving equipment, as well as a pair of thick waterproof gloves to keep their hands from getting cold. **How to get a job** To be a golf-ball diver, you need an advanced certificate in scuba diving. Once you have the right qualifications, you can choose to work for a company or to work for yourself. If you work for a company, the company will organize your schedule for you, whereas if you’re self-employed, you have to contact the golf courses yourself. Golf-ball divers are paid between seven and twelve cents per ball, and on an average day, they can collect about 4,000 balls. If you work from 7 a.m. to noon four days a week, you can earn up to $100,000 per year. **C: Forensic dentist What they do** Forensic dentists spend most of their time identifying dead bodies. When a body is found, the dentist looks at the teeth and checks the records of other dentists to try to discover who the person was. If they don’t find any information to match the dead person’s teeth, the forensic dentist has to build up a profile about them. This profile contains information such as the person's sex, age, height, weight, and diet. Forensic dentists often work closely with the police and they sometimes have to give evidence in court. **How to get a job** First, you need to get a degree in dentistry and after that, you can take a postgraduate course to become a forensic dentist. You have to work in a laboratory for many years until you are promoted to Head of Department. The starting salary is between $69,000 to $146,000 per year, but forensic dentists who go to court can earn up to $180,000. |  |

1. Which jobs require a special qualification?

* + B and C
  + A and C
  + all of them

**Super earners: Activity 2**

Read the article again. Answer the questions with the letters A, B, or C. Then look at the underlined words and phrases in the audio script. What do you think they mean?

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| **Do something different and get a super salary!** Would you like your friends to be impressed by your job? Do you want to earn a better salary? Here are some of the strangest jobs around that pay over $100,000 per year. **A: Ethical hacker** **What they do** A hacker doesn’t usually have permission to enter a company’s computer system. But an ethical hacker is actually employed by a company to take care of the system. Ethical hackers have to protect a company’s IT network from real hackers. Their job is to stop professional criminals from entering the company’s system to steal confidential information. **How to get a job** After getting a degree in IT, you have to work in computers for a few years until you have enough experience in programming. After that, you need to get a special qualification called the Certified Ethical Hacker (CEH) certificate, which lets you work as an ethical hacker. Salaries start between $50,000 and $100,000, depending on your experience and where you work.  **B: Golf-ball diver What they do** Not all of the golf balls on a golf course end up in the hole on the green. In fact, golfers hit a surprisingly high number of them into the lake. Golf-ball divers do exactly what the job title suggests: they dive into the lake to collect the balls. Professional divers only work during the day. They have to wear special diving equipment, as well as a pair of thick waterproof gloves to keep their hands from getting cold. **How to get a job** To be a golf-ball diver, you need an advanced certificate in scuba diving. Once you have the right qualifications, you can choose to work for a company or to work for yourself. If you work for a company, the company will organize your schedule for you, whereas if you’re self-employed, you have to contact the golf courses yourself. Golf-ball divers are paid between seven and twelve cents per ball, and on an average day, they can collect about 4,000 balls. If you work from 7 a.m. to noon four days a week, you can earn up to $100,000 per year. **C: Forensic dentist What they do** Forensic dentists spend most of their time identifying dead bodies. When a body is found, the dentist looks at the teeth and checks the records of other dentists to try to discover who the person was. If they don’t find any information to match the dead person’s teeth, the forensic dentist has to build up a profile about them. This profile contains information such as the person's sex, age, height, weight, and diet. Forensic dentists often work closely with the police and they sometimes have to give evidence in court. **How to get a job** First, you need to get a degree in dentistry and after that, you can take a postgraduate course to become a forensic dentist. You have to work in a laboratory for many years until you are promoted to Head of Department. The starting salary is between $69,000 to $146,000 per year, but forensic dentists who go to court can earn up to $180,000. |

In which profession does the employee…?  
**1.** work outside \_\_\_\_  
**2.** try to stop a crime \_\_\_\_  
**3.** take part in criminal investigations \_\_\_\_  
**4.** need two degrees \_\_\_\_  
**5.** get paid depending on the results of a day’s work \_\_\_\_  
**6.** do something that could be illegal \_\_\_\_

**Writing 7: A cover email**

Write a cover email.

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| #Prospects4U recruitment company is looking for enthusiastic and adventurous people to work on cruise ships. There are currently vacancies in the following areas:   * Administration * Entertainment * Catering * Language services   All applicants must be qualified and a B1 level of English is a minimum requirement.  Plan and write a cover email (to send with your resumé) to apply for one of the positions. Click on Tools for Quick tips.  **Don't forget to check your email for mistakes (grammar, vocabulary, punctuation, and spelling).** | Write here ... |