

CONTENTS

This list of contents provides a general picture of the arrangement of the course syllabus contents and the method of assessment. Study material is listed and expanded into 11 chapters with task-oriented practice in English for Tourism. The final Appendix includes: (I) the key to all learning tasks; and, (II) text-comparison exercises.

INTRODUCTION	13
I. Course outline	13
II. The study of grammar and its effects for the language acquisition process	14
III. English constructions	15
IV. Learning tasks for language distance learning	16
 <i>Unit 1. WORD BUILDING</i>	19
1.1. Adjectives and comparisons	19
1.1.1. Comparative and superlative adjectives	19
1.1.2. Pay attention: doubling the consonant	20
1.1.3. Stressing the differences through modifiers	20
1.1.4. Farther or further	21
1.1.5. Common phrases with superlatives	22
1.1.6. Other ways of making comparisons	22
1.2. Uses of the English article	23
1.2.1. Basic data	23
1.2.2. Other omissions of 'the'	24
1.2.3. A test for determining if 'the' is required	25

1.2.4. Numbers in reference work	25
1.3. Compounds.....	27
1.4. Adjectives and adverbs	29
1.4.1. Identification.....	29
1.4.2. Syntactic distribution of adjectives.....	30
1.4.3. Syntactic distribution of adverbs	32
1.5. Descriptions of objects and people/e: learning task	35
1.5.1. Description of people	38
1.6. Genitives: learning tasks	41
<i>Unit 2. WORD ORDER</i>	47
2.1. Word Order in English	47
2.2. Auxiliaries in negative sentences and in short sentences	49
2.2.1. Introduction	49
2.2.2. Auxiliaries used on their own	50
2.2.3. Short questions to show interest	51
2.3. The Present tenses	51
2.3.1. Present Simple.....	51
2.3.2. Present Continuous.....	52
2.3.3. Present Simple versus Present Continuous	53
2.4. Modals	54
2.4.1. Ability	54
2.4.2. Asking for and giving permission	54
2.4.3. Possibility	54
2.4.4. Obligation.....	55
2.4.5. Strong Obligation and necessity	55
<i>Unit 3. CONDITIONALS</i>	59
3.1. Identification.....	59
3.2. Usage of conditional sentences	60

3.2.1. A logic result	60
3.2.2. First conditional.....	60
3.2.3. Second conditional	61
3.2.4. Third conditional	61
3.3. Modal verbs in conditionals	61
3.4. Polite expressions	62
Unit 4. THE PAST TENSE IN ACCOUNTS AND NARRATIVES	65
4.1. Identification.....	65
4.2. Simple Past and Past Continuous	66
4.2.1. The Simple Past	66
4.2.2. Past Continuous	67
4.2.3. Similarities with other continuous forms.....	68
4.3. The Perfect Tenses	68
4.3.1. Present Perfect Simple	68
4.3.2. Present Perfect versus Past Simple	69
4.3.3. Time words with the Present Perfect and Past Simple ..	70
4.3.4. Present Perfect Continuous	71
4.4. Contrasting past and present	75
4.4.1. Used to	75
4.4.2. Not ... any longer / not ... any more	75
4.4.3. Adverbials: still, yet and already	75
Unit 5. REPORTED SPEECH	79
5.1. Identification.....	79
5.2. More frequent reporting verbs	80
Unit 6. THE FUTURE TENSES	85
6.1. Identification.....	85
6.2. Talking about a planned tour	86

<i>Unit 7. HYPOTHETICAL MEANING</i>	89
7.1. Identification.....	89
7.2. Wish, regret and if only	90
7.2.1. Wish.....	90
7.2.2. Regret	91
7.2.3. If only	91
7.3. Other expressions	91
7.3.1. It's time	91
7.3.2. I'd rather (would rather)	92
7.3.3. Suppose	92
7.4. 'D rather versus 'd better	93
<i>Unit 8. RELATIVE CLAUSES</i>	97
8.1. Identification.....	97
8.2. Restrictive relative clauses.....	99
8.3. Non-restrictive relative clauses	102
8.4. Free relative clauses	102
8.5. Defining online networks	105
<i>Unit 9. INFINITIVES AND GERUNDS</i>	111
9.1. Identification.....	111
9.1.1. Finite / Non-Finite verbs	111
9.2. Infinitives, gerunds and tense sequences	113
9.3. Infinitives, gerunds and mood	114
9.4. Infinitives, gerunds and aspect	114
9.5. Uses of the gerund and the infinitive	114
9.5.1. Gerunds.....	114
9.5.2. Infinitives	116

<i>Unit 10. PASSIVE</i>	123
10.1. Identification	123
10.2. The form of passive	123
10.3. To have something done	125
 <i>Unit 11. CONCESSIONS AND LINKING WORDS</i>	131
11.1. Identification	131
11.2. Concessions words	133
11.3. Clause order	134
 <i>Appendix I. Key to learning tasks</i>	137
<i>Appendix II. Text comparison</i>	169
 <i>References</i>	203

UNIT 9

INFINITIVES AND GERUNDS

Although they are not, strictly speaking, verbs by themselves because they usually follow other verbs, infinitives and gerunds carry within them the idea of action. It really depends on the main verb whether it may take the infinitive, the gerund or both. Since gerunds and infinitives act like nouns, they can occupy the same syntactic position as other nouns. In particular, gerunds and infinitives can both be used as subjects, subject complements, and direct objects of verbs. But the choice between which to use as a direct object is sometimes dictated by the verb, leaving no choice. One has to memorized the verbs which can either be followed by gerunds, by infinitives, or by both. In addition, some verbs require that an infinitive object have a different subject (agent) from that of the first verb, for others no other agent is possible, and for some both are possible. Some verbs can take either the gerund or the infinitive with no loss of meaning. Although this has to be memorized, we attempt to provide some semantic restrictions in order to establish some useful criteria to distinguish between the use of gerunds and infinitives in the following sections.

9.1. IDENTIFICATION

9.1.1. Finite / Non Finite Verbs

A finite verb (sometimes called main verbs) is a verb that has a subject, this means that it can be the main verb in a sentence. It shows tense (past / present, etc.) or number (singular / plural).

I work in Barcelona. (*I* is the subject, *work* describes what the subject does, *work* is a finite verb).

In contrast, non-finite verbs have no subjects, tense or number. The only non-finite verb forms are the infinitive (indicated by *to*), the gerund or the participle. For example:

I worked in England to improve my English. (To improve is in the infinitive form-improve is non-finite.)

Non-finite verbs always follow finite verbs. Look at the following examples:

1. I wish to claim compensation
(NOT *I wish claiming compensation)
2. I suggest writing to the manager
(NOT *I suggest to write to the manager)
3. I like to organise a tourist trip
I like organising tourist trips

Unlike the finite verb **wish** that exclusively takes the (non-finite) infinitive form, the finite verb **suggest** can only take the (non-finite) gerund form. The verb **like**, on the other hand, can take both. However these two sentences imply two different situations. Whereas “I like to organise a tourist trip” implies that such a tourist trip hasn't been organised yet, the sentence “I like organising tourist trips” implies having the real experience of organising tourist trips. Non-finite verbs can therefore function as nouns.

Being like nouns, a gerund and an infinitive can have the syntactic function of subjects like for example: “Running in the park after dark can be dangerous” and “To run in the park after dark can be dangerous”, or the syntactic function of objects like for example “I like eating out at the weekends” and “I like to eat out at the weekends”. Interestingly, although gerunds and infinitives will often have practically the same function as objects after finite verbs, there can be a difference in meaning. In general, **gerunds** are used to describe an actual, vivid, or fulfilled action and **infinitives** are better used to describe “potential, hypothetical, or future events”. This is especially true with three kinds of verbs: verbs of emotion, verbs of completion / incompletion, and verbs of remembering.

Emotion

Actual event

I hated travelling until I met that tour operator

Potential event

I prefer to travel during holidays

Completion / Incompletion

Actual event

We began working in a travel agency two years ago.

We finished working in that travel agency a month ago

Potential event

We will continue to work in that travel agency for the next four months.

I wonder when we will start to organise our own travels

Remembering (such as remember, forget, regret)

Actual event

The tour operator forgot paying the hotel in advance (meaning that the tour operator paid the hotel in advance but that he forgot he had done so)

Potential event

The tour operator forgot to pay the hotel in advance (meaning that the tour operator didn't pay the hotel in advance because he didn't remember to do so)

9.2. INFINITIVES, GERUNDS AND TENSE SEQUENCE

Combined with auxiliary verb forms functioning as finite verbs, infinitives and gerunds can express various shades of tense. Each time sequence is exemplified in turn:

Simple Forms

We had planned to watch all the events of the Olympics

Seeing those athletes is always a great thrill

Perfective Forms

The women's hockey team hoped to have won a gold medal before they were done.

We were thrilled about their having been in contention in the world championships before.

9.3. INFINITIVES, GERUNDS AND MOOD

Infinitives and gerunds may also appear in the passive form including the auxiliary BE:

Simple Passive Forms

To be chosen as an Olympian must be the biggest thrill in my athlete's life.

Being chosen, however, is probably not enough.

Perfective Passive Forms

The women did not seem satisfied simply to have been selected as players

Having been honoured this way, they went out and earned it by winning the gold.

9.4. INFINITIVES, GERUNDS AND ASPECT

Finally, infinitives and gerunds may appear in the progressive form following the being form.

Simple Progressive

I look forward to being sleeping for hours.

Being walking for hours wasn't his cup of tea.

Perfective Progressive

To have been competing at that level, at their age already, was quite an accomplishment.

Having been married for twenty years he had enough experience of women.

9.5. USES OF THE GERUND AND THE INFINITIVE

9.5.1. Gerunds

As mentioned in the introduction, the first use of the gerund, the -ing form of the verb, is a noun. For example:

They enjoyed visiting the Prado Museum

The visitors kept complaining about their reservations

Yesterday, our best guest quit booking for next summer

Frequently, the gerund is preceded by a preposition:

After seeing the film, they went to a restaurant

Not by working but by thinking about working will we succeed.

Despite solving the problem of inflation, the government became unpopular.

Thirdly, the gerund is traditionally preceded by the possessive form of the pronoun:

She objected to his playing golf on their wedding anniversary

Fourthly, certain verbs are used in combination with the gerund only. They are:

admit	appreciate	avoid	consider	deny
enjoy	escape	finish	imagine	keep
miss	postpone	practise	quit	resent
resist	suggest	stop.		

Other verbs that are normally followed by the gerund form are.

acknowledge adore anticipate appreciate celebrate confess
contemplate delay describe detest discuss dislike dread
endure fancy involve justify mention mind omit recall
recommend regret report resum risk tolerate and understand

For example:

I **adore** reading your essays.

They **anticipated** winning the election.

I **detest** going to zoos.

We **postponed** making any decision in the hotel.

I **quit** smoking.

Do you **recall** seeing someone like that?

9.5.2. Infinitives

Infinitives can also act as nouns, as mentioned before.

To love another person is to experience every emotion.

To own a yacht is to throw one's money in the ocean.

In addition, unlike gerunds, infinitives may act as pure verbs in embedded clauses with an accusative subject, and one has to memorise which main verbs allow the embedded verb to appear with to or without to (just a few). Some examples follow:

Embedded infinitives with "to"

I want him to come

He didn't allow me to do it

They forced her to do it

He told me to come

Embedded infinitives without "to"

He let her go

He made us do it

You helped her write it

I heard them do it

Other verbs that are normally followed by the infinitive form with "to" are:

afford agree appear arrange ask attempt care choose claim
come consent dare decide demand deserve determine elect
endeavour expect fail get guarantee hate help hesitate hope
hurry incline intend learn long manage mean need offer
plan prepare pretend promise refuse resolve say seem
tend threaten want and wish

Finally, infinitive phrases often follow certain adjectives. For example:

She was **hesitant** to tell the boss of her plan.

She was **reluctant** to tell her friends.

But she would not have been **content** to work long hours forever.

And they sometimes follow two prepositions: *except* and *but*, as in the following examples:

The hotel had no choice **except** to invite the tourist to leave.

It was nothing left for him **but** to pack up his belongings and leave..

TASKS

- ① Put the following verbs into groups: those that may be followed by an infinitive, those that may be followed by the gerund and those that may be followed by both. Use a dictionary when needed. (p. 163).

admit / choose / mind / start / deny / justify / advise / continue /
remember / stop / plan / risk / demand / involve / prefer / regret /
anticipate / allow / forbid / recommend / try / expect / encourage /
forget / propose / hate / permit / offer / go on / intend / like /
manage begin / refuse / hope / miss / postpone / afford / decide /
undertake / fail / consider / suggest / save / bother / love / need /
avoid / delay would like / mean / promise / arrange / can't bear /
claim

Verbs with infinitives:

Verbs with gerund:

Verbs followed by infinitives or gerunds:

② Some verbs can take both the infinitive and the gerund but with a change of meaning. Can you explain how the meaning of the verb changes in each of these pairs? (p. 164).

1. a) They stopped to take extra passengers on board
b) They stopped taking extra passengers on board
2. a) You must remember to write to them
b) You must remember writing to him
3. a) I'll try to phone her when the meeting finishes
b) I'll try phoning her when the meeting finishes
4. a) If you want any compensation it will mean taking them to court
b) Sorry, I don't mean to take your seat.
5. a) He went on complaining about his holiday for at least half an hour
b) After describing the terrible journey he went on to complain about the state of the accommodation?

③ Rewrite the following sentences without changing their meaning. Use a second verb in the infinitive or the gerund each time (p. 164).

She hasn't got enough money to travel first class

She can't afford to travel first class

If you don't pay the invoice soon, there may be a 10 per cent penalty charge.

If you delay paying the invoice, there may be a 10 per cent penalty charge.

a) I think it would be a good idea to write to the tour operator

I suggest _____

b) Would it be inconvenient for you to wait a little longer?

Would you like _____

c) OK, yes, I made a mistake about the time but not the date.

I admit _____

d) I'll do my best to have an answer within a week.

I promise _____

e) If I were you, I would make a strongly-worded complaint.

I recommend _____

f) The guide said she certainly did not turn up late.

The guide denied _____

g) It would require us to make a change in the schedule.

It would mean _____

④ Choose the best option in each case (p. 164).

1. We have agreed _____ smoking

a) to quit

b) quitting

c) Both a) and b)

2. We were afraid of _____ weight

a) to gain

b) gaining

c) Both a) and b)

3. Have you considered _____ to a specialist?

a) to go

b) going

c) Both a) and b)

4. Do you like _____ an evening watching television?

a) to spend