

1 Rewrite the sentences using infinitive or gerund phrases.

1. It's important to make a good first impression.
Making a good first impression is important.
2. Arriving late for an appointment is inappropriate in most countries.
3. It's fairly typical for college students to get to a party late.
4. It's considered rude not to be punctual for a dinner party.
5. Keeping the conversation going is easy for Elyse.
6. Showing the bottom of your feet is offensive in some places.
7. It's good form to bring a small gift to a dinner party.
8. Talking about politics is sometimes risky.
9. It's customary for some parents to brag about their children.
10. Thanking the hostess the day after a party is a nice idea.

2 Write sentences with infinitive phrases using the words below.

1. Tom / always happy / lend money to his friends
Tom is always happy to lend money to his friends.
2. Wendy / unusual / arrive late to class
It's unusual for Wendy to arrive late to class.
3. Donald / relaxing / not have homework over the weekend
4. Min / always glad / help a friend in need
5. many tourists / surprised / learn about some American customs
6. students / inappropriate / interrupt a teacher
7. new employees / often afraid / ask their bosses for help
8. dinner guests / customary / thank their hosts
9. businesspeople / important / be punctual for appointments

Review the rules for reported speech on page 41. Change these conversations to reported speech.

1. Ryan: I'm thinking of applying for a promotion at work.
Emma: What kind of promotion is it?
Ryan: Our department needs a new manager.
Emma: You should definitely apply!
Ryan: I'm a little nervous because there's a big interview.
Emma: You just have to practice. I can help you.
Ryan told Emma he was thinking of applying for a promotion at work.
2. Karl: Do we have to sign up for our after-school club?
Tanya: You can sign up until noon.
Ava: Don't wait too long. The good clubs are filling up fast.
Karl: I'll do it after I eat my lunch.
3. Larry: I'm going to the Galápagos Islands in April.
Jason: That's wonderful! You must send me some photos.
Larry: I'll send you some. I promise! But why don't you go with me?
Jason: I can't go. I may be starting a new job in April.

- 2** Review the rules for the present perfect and the present perfect continuous on page 45. Then choose the correct form of the verb to complete the article. Sometimes more than one answer is possible.

It's a sad day for many who (1) *have lived* / *have been living* in this town since they were children. The town council (2) *has decided* / *has been deciding* to take down the old fishing pier.

Fisherman Bob Kates said, "I (3) *have worked* / *have been working* here since I was young. Generations of kids (4) *have taken* / *have been taking* swimming lessons here. I myself (5) *have jumped* / *have been jumping* off this pier many times, especially on hot summer days. However, today the temperature (6) *has reached* / *has been reaching* 36 degrees Celsius, but nobody can jump off the pier as the town (7) *has already put up* / *has already been putting up* barriers. It's true that the pier (8) *has been* / *has been being* in pretty bad condition for a while now, so I guess it's a safety issue."

It's not all bad news for Mr. Kates. The town (9) *has studied* / *has been studying* proposals for replacing the pier for a year now, and in fact, planning for a new and improved pier (10) *has already begun* / *has already been beginning*.

Choose the correct form of the verb to complete the story.

The taxi arrived to take Erica to the airport for her flight to London. Until that day she (1) *was never / had never been* on an international flight. The travel agent (2) *told / had told* her to get to the airport early, so she (3) *arrived / had arrived* four hours before her flight was due to leave. When she (4) *got / had gotten* there, she (5) *realized / had realized* she had plenty of time to spare, so she (6) *decided / had decided* to have some coffee and a snack and look at the newspaper before she (7) *checked in / had checked in*. She (8) *already bought / had already bought* some chocolate bars to eat on the plane, so she decided to have one of those. She sat at the counter and ordered a coffee.

When her coffee (9) *came / had come*, she pulled her favorite section out of the newspaper, carefully refolded it, and put it on the counter beside her. When she (10) *reached / had reached* for her chocolate bar, she saw that someone (11) *already took / had already taken* it out of the package and (12) *broke / had broken* it into eight tidy squares. She looked beside her and saw a distinguished-looking businessman. Before that, she (13) *didn't really notice / hadn't really noticed* him. She watched as he picked up a piece of the chocolate and calmly popped it into his mouth. She (14) *never saw / had never seen* such rude behavior in her life, so still staring at him, she (15) *picked up / had picked up* a piece and ate it. By now, he was staring back. He picked up another piece and ate it. So did Erica. Finally, there was only one piece left. Erica (16) *took / had taken* it.

The man stood up. He said, "Look. If you're that hungry, buy yourself a donut!" He (17) *slammed / had slammed* a dollar bill down on the counter and stormed out. In her entire life, she (18) *was never / had never been* so shocked. Muttering to herself, Erica began to gather up her things. Suddenly, she stopped, standing as still as a statue. There, under her newspaper, (19) *was / had been* her chocolate bar, exactly where she (20) *put / had put* it before the whole fiasco began.