

CAPSTONE

Verbal : Grammar

Lecture 06

<u>Overview</u>	<u>Next Lecture</u>
<ul style="list-style-type: none">◆ Gerund◆ Infinitive◆ Participle◆ Dangling Modifiers◆ Reading Comprehension	<ul style="list-style-type: none">◆ Tense◆ Use of 'If'◆ Conditional◆ Sentence Completion Strategies◆ Transitional Words

Name:

Batch:

IBA Regular Batch

Reach Us

Panthapath : 01972-277 866

Mouchak : 01999-017 011

Mirpur : 01970-985 421

Chattogram : 01970-985 420



www.capstonebd.com



Capstone Education

Gerunds

Gerunds and infinitives are sometimes referred to as verb complements. They may function as subjects or objects in a sentence.

Jogging is a hobby of mine.

Common verbs and phrases that are followed by a gerund

Admit	Advise	Avoid
Be used to	Can't help	Can't stand
Consider	Deny	Discuss
Dislike	It's worthwhile	Quit
Enjoy	Keep	Spend time
Feel like	Look forward to	Stop
Finish	Mention	Suggest
Forget	Mind	Understand
Get used to	Miss	Waste time
Give up	Recommend	Work at
Go on	Remember	It's no use

For Example:

Right: Do you remember **being** stuck in that elevator when we were in New York?

Right: Ayesha regretted **making** that comment to Terry, so she apologized later.

Right: She just keeps **making** the same mistake over and over again.

Right: If you are a young, inexperienced driver, it is worth **having** comprehensive insurance.

Right: He despises her constantly **asking** him questions while he is working.

Common verbs that can be followed by either a gerund or an infinitive without causing a change in meaning

Begin	Hate	Like	Prefer
Continue	Forget	Love	Start

Right: I completely forgot **coming** here when I was a kid. But now I remember! My parents brought me here when I was three.

Right: Oh no! I forgot **to turn** the iron off after using it. We need to go back home, so i can turn it off.

Right: I **began to learn** languages when i was ten.

Right: He **began using** this software three years ago.

Right: I **started wondering** what would happen if I lost my job.

Right: After a while, I **started to wonder** why she'd said that.

Right: Emon **continued wearing** his wedding ring after his wife's death.

Right: You **continue to surprise** me!

Skill Builder 01

1. Bata Shoe Company has for several years followed a policy aimed at decreasing operating costs and improving the efficiency of its distribution system. [IBA 2010-2011]

- A. Aimed at decreasing of operating costs and improving
- B. Aimed at the decreasing of operating costs and to improve
- C. Aiming at the decreasing of operating costs and improving
- D. The aim of which is the decreasing of operating costs and improving
- E. None of these

2. We were terrified (A) by sounds: the screaming of (B) the wind, the restless rustle (C) of leaves in the tress; and the sudden, overwhelming (D) explosions of thunder. No error (E). [IBA 2005]

3. Perhaps (A) the only thing growing faster than (B) China's economy is worry (C) about the country's (D) economy. No error (E). [IBA Dec'16]

4. I have decided taking up golf this weekend.

- A. I have decided taking up golf
- B. I have decided taking on golf
- C. I have decided taking golf
- D. I have decided to take up golf
- E. I have decided taking golfing

5. Two week notice being given to employers before leaving a job is the generally accepted Protocol.

- A. Two week notice being given to employers before leaving
- B. Giving notice to employers of two week before having to leave
- C. Two weeks notice to given to employers before leaving
- D. Giving notice to employers two weeks before leaving
- E. To given two weeks worth of notice before having to leave

6. He was aggrieved as his name not found in the list of contributors.

- A. was aggrieved as his name not found
- B. was aggrieved not finding his name
- C. was aggrieved as his name couldn't found
- D. was aggrieved at not having find his name
- E. was aggrieved at not having found his name

7. Possible long-term consequence of the "greenhouse effect," the gradual warming of the Earth's climate, may include melting the polar ice caps and a rising sea level.

- A. may include melting the polar ice caps and a rising sea level
- B. may include the melting of polar ice caps and the rising sea level
- C. may include polar ice caps that are melting and sea levels that are rising
- D. include melting the polar ice caps and sea levels that are rising
- E. include melting of the polar ice caps and a rise in sea level

Infinitives

An infinitive is a verb form that acts as other parts of speech in a sentence. It is formed with to+base form of the verb.

For example: **To travel** around the world requires a lot of time and money.

Some verbs can be followed by an infinitive or a gerund but with a change in meaning:

Remember	Stop	Forget
----------	------	--------

For example:

Right: He stopped drinking coffee. (He never drank coffee again.)

Right: He stopped to drink coffee. (He stopped what he was doing and drank some coffee.)

Common verbs that are followed by an infinitive

Afford	Plan	Ask	Refuse	Expect	Volunteer	Learn
Agree	Prepare	Care	Remember	Fail	Wait	Manage
Appear	Pretend	Decide	Seem	Forget	Want	Mean
Arrange	Promise	Demand	Stop	Hope	Wish	Offer

Right: We arranged to meet at four but at four thirty she still hadn't arrived.

Right: My close friend demanded to meet me last night.

Right: When I entered the room, he seemed to fear at once.

Common verbs that are directly followed by a noun or pronoun and then by an infinitive

Advise	Instruct	Cause	Pay	Convince	Remind	Force	Urge
Allow	Invite	Challenge	Permit	Expect	Teach	Hire	Want
Ask	Order	Command	Program	Forbid	Tell	Warn	

For Example:

Right: The **security system** will not permit you to enter without the **correct password**.

Right: You **looked equally nice** in both **dresses** - I wouldn't **know** which one to advise you to buy.

Right: He's **obviously** really **embarrassed** about it because he forbade me to tell anyone.

Perfect infinitive

We use the perfect infinitive after verbs such as claim, expect, hate, hope, like, love, prefer, and pretend. The perfect infinitive often refers to things that might have happened in the past:

Right: He pretended to have lost her number and so had been unable to contact her.

Right: He pretended that he had lost her number and so had been unable to contact her.

Right: She claims to have met a number of famous people, but I don't believe her.

Right: She claims she has met a number of famous people, but I don't believe her.

It can refer to events which did happen in the past or to events that might have happened (but did not happen):

Right: To have got the job in the face of such stiff competition was a great achievement. (The person got the job)

Skill Builder 02

Directions: Write a "C" on the line if the sentence is correct. If there is an error in the sentence, write the correct answer.

1. They chose not to have attended the meeting.
2. She would have liked to study abroad.
3. To get a good job in such a stiff competition was a great achievement.
4. Applying at the University of Arizona, she anxiously awaited her acceptance.
5. They are presumed to die in the crash last weekend.

Let's practice some questions:

1. Of all the possible disasters that threaten Bangladesh agriculture, the possibility of an adverse change in climate is maybe the more difficult for analysis. [IBA 2000-2001]
- A. is maybe the more difficult for analysis
 - B. is probably the most difficult to analyse
 - C. is maybe the most difficult for analysis
 - D. is probably the more difficult to analyse
 - E. is it may be, the analysis that is most difficult

Gerunds & Infinitives Test

1. Three firemen had to come out of the blazing warehouse for fear _____ by the smoke.
- A. to have suffocated
 - B. having suffocated
 - C. from suffocating
 - D. to be suffocated
 - E. of being suffocated
2. Because the weather is so changeable here, I usually take a cardigan with me in case it gets colder later in the day as I can't stand _____ cold all day.
- A. to be feeling
 - B. feel
 - C. having felt
 - D. to have felt
 - E. feeling
3. One of the best forms of exercise is _____ because it uses a lot of muscles without _____ any of them.
- A. to swim/ being strained
 - B. having swum/ to strain
 - C. swimming/ straining
 - D. to be swimming/ having strained
 - E. to have swum/ strained
4. I doubt that her father will set her _____ on this camping holiday with us because he thinks she is too young _____ a holiday with her friends.
- A. go/ to take
 - B. to go/ to be taking
 - C. going/ having taken
 - D. having gone/ taking
 - E. to be going/ take
5. I didn't mean _____ that your products aren't normally very good, but this machine is definitely faulty.
- A. being implied
 - B. imply
 - C. to imply
 - D. to be implying
 - E. having implied
6. I disapprove of her _____ so much time _____ computer games. It is not healthy.
- A. to spend/ to play
 - B. spending/ playing
 - C. to have spent/ having played
 - D. having spent/ play
 - E. to be spending/ played

Present Participle, Past Participle, Perfect Participle

Participles as Adjectives

Here are some examples:

Right: The crying baby disturbed everyone at the party.

Right: The broken pair of sunglasses, bruised face, broken arm, and bleeding knees meant he had taken another spill on her mountain bike.

Right: My mother is next to the lady wearing the red hat.

Right: The boy came reading out of the room. (Both actions happened at the same time.)

Right: He placed the cut flowers in the vase.

Perfect Participles: If we wish to emphasise that one action was before another then we can use perfect participle (having + past participle):

Right: Having read the book, the boy came out of the room.

Right: Having been told the bad news, Susan sat down and cried.

Skill Builder 03

1. In an (A) economy awash with (B) abundant cheap labour firms face (C) too little pressure to invest on (D) labour saving technologies. No error (E). [IBA June'17]

2. Here is a laminated copy to replace your torn one.
3. A tearing jacket is soon mended, but hard words bruise the heart of a child.
4. The bored man went to sleep during the discussion.
5. The boring man put other people to sleep during the discussion.

Dangling Modifiers

A dangling modifier is a word or phrase that modifies a word not clearly stated in the sentence. A modifier describes, clarifies, or gives more detail about a concept.

Right: **Shouting** loudly, Peter walked home. [Peter was shouting]

Right: **Shouted** at loudly, Peter walked home. [Someone was shouting at Peter]

Error Examples:

Wrong: Hoping to get favour, my parents were sadly unimpressed with the gift.

Right: Hoping to get favour, my new friend brought my parents a gift that sadly unimpressed them.

Wrong: After reading the great new book, the movie based on it is sure to be exciting.

Right: After reading the great new book, Anna thought the movie based on it was sure to be exciting.

Wrong: Having arrived late for practice, a written excuse was needed.

Right: Having arrived late for practice, the team captain needed a written excuse.

Wrong: The experiment was a failure, not having studied the lab manual carefully.

Right: They failed the experiment, not having studied the lab manual carefully.

Wrong: At the age of fourteen, my father took me to London.

Right: At the age of fourteen, I was taken to London by my father.

Skill Builder 04

Directions: Write a "C" on the line if the sentence is correct. If there is an error in the sentence, write the correct answer.

1. Tired of all of the nights in hotels, Ishaque was delighted when his boss finally said he didn't have to travel anymore.
2. Relieved of your responsibilities at your job, your home should be a place to relax.
3. Hoping to excuse my lateness, the note was written and given to my teacher.
4. Horrified, Mom snatched the bread from Shanta, whose fingers were covered in cat hair.
5. Jumping up and down in joy, Annie's excitement was evident when she saw her sister, who had been deployed for nearly a year and whom she had dearly missed.

Let's practice some questions:

1. **Having witnessed the misfortunes of the refugees**, I was thankful for my blessing. [IBA Dec'17]
- A. Having witnessed the misfortunes of the refugees
 - B. Having witnessed for the misfortunes of the refugees
 - C. After having witness the misfortunes of the refugees
 - D. Being witnesses to the misfortunes of the refugees
 - E. Being one of the witness to the misfortunes of the refugees
2. **Having been the shortest in the class, she cannot see the blackboard from the back.** [IBA June'15]
- A. Having been the shortest in the class, she cannot see the blackboard from the back.
 - B. Having been the shortest in the class, the blackboard could not be seen by her.
 - C. Having being the shortest in the class, she cannot see the blackboard from the back.
 - D. Being the shortest in the class, the blackboard could not be seen by her.
 - E. Being the shortest in class, she cannot see the blackboard from the back.

7 Types of Questions on Reading Comprehension

Understanding the question types that you will see on test day will help you devise proper answering strategies and elimination techniques.

1. Main Idea Questions: Example questions are:

- In this passage, the author is primarily concerned with...?
- Which of the following would be the most appropriate title for the given argument?

2. Tone of the Author Questions: Examples include:

- The author's attitude towards contemporary cinema can be best described as...?
- The passage regards the idea of modern artistic activity with...?

3. Specific Fact Questions: They usually look like this:

- The author refers to 'example phrase' in line 5, primarily in order to... ?
- According to the passage, the critics considered the ideas found in the novelist's work to be... ?

4. Implied Questions: For example, an implied question looks like this:

- It can be inferred from the passage that, in evaluating the scientist's theory, some of the critics were....?
- The passage suggests that if the predictions of the geological department were to be true, it would be....?

5. Structural Questions: For example:

- Which of the following best describes the structure of the passage?
- Which of the following best describes the organization of the lines 17 through 23?

6. Negative or Exception Questions: Examples are:

- The passage states all of the following about mitochondria, except?
- The author asserts that technology has led us do all of the following miraculous experiments, except?

7. Contextual/Definition of a term or word Questions: For example:

- As it is used in the passage, the term 'convivial' can be best described as?
- The term 'inchoate', used by the author in line 18, refers to?

Reading Comprehension

Instruction: Read the passage below and then choose the most appropriate answer to each question on the basis of what is stated or implied in that passage.

Procrastinators are people who have a chronic habit of putting things off, usually until the last minute and sometimes it is too late altogether. The most common reason that procrastinators themselves give for their habits, which they are usually quite willing to talk about even if not willing to change, is that they are lazy. Other typical excuse is that they are undisciplined brilliant but disorganized, or very poor at organizing their time.

Some procrastinators, however, almost against their very nature, actually get as far as trying to do something about their problem and seek help. Recent research with such people seems to suggest that their difficulties are much more complex than the procrastinators themselves think. The general conclusions are that such people have a vulnerable sense of self-worth, are particularly fearful of failure and deliberately put things off precisely so that they never leave themselves time to produce their best work. The reason for their delaying tactics is that, since they do everything at the last moment and under pressure, the procrastinators can keep their illusion of brilliance without ever having to put it to the test.

1. All of the following ideas that appear in the passage, which do you think the author attributes most importance to?
 - A. Some procrastinators seek help for their problem.
 - B. Procrastinators, in general, put off things deliberately so as to avoid a real test.
 - C. Procrastinators usually think that they are very bad at organizing their time.
 - D. Procrastinators sometimes put off things until it is too late.
 - E. None of these
2. The main idea in the first paragraph is _____.
 - A. The nature of procrastinators
 - B. The undisciplined character of procrastinators
 - C. That disorganization is the procrastinator's main problem
 - D. The reasons procrastinators give for their behaviour
 - E. None of these
3. The main idea in the second paragraph is _____.
 - A. How procrastinators have an illusion of brilliance
 - B. How procrastinators seek help
 - C. Research findings regarding procrastinators
 - D. That procrastinators leave everything until the last moment
 - E. None of these
4. A suitable title for the passage might be _____.
 - A. Procrastination: Nothing but an illusion
 - B. Procrastination seek: Excuse and Reality
 - C. Disorganization, the True Cause of Procrastinators
 - D. Procrastination: Never Do Today What You Can Put Off Until Tomorrow
 - E. None of these

5. With which of the following would the author be most likely to agree?
- A. Procrastinators are usually unaware of the true causes of their predicament.
 B. Laziness, lack of discipline and poor organization of time are the major causes of procrastination.
 C. One thing most procrastinators do is seek help for their problem.
 D. A procrastinator would automatically fail any real test of his brilliance
 E. None of these

Writing Homework:

Instruction: Prepare a thematic write-up consistent in a theme using the following words/ phrase. Use as many words as possible from the list below. In your write-up, underline the words/ phrase as and when used. Give an appropriate title consistent with the theme. To maintain coherence, you may write some sentences without using the words/ phrase given in the list.

<i>Unknown</i>	<i>Unseen</i>	<i>Danger</i>	<i>Difficulties</i>	<i>Read</i>
<i>History</i>	<i>First-hand knowledge</i>	<i>Culture</i>	<i>Outlook</i>	<i>Desire</i>
<i>Liberalizes</i>	<i>Mind</i>	<i>Travelling</i>	<i>Knowledge</i>	

Mini Test on Lecture

Time: 10 minutes

Marks: 10

1. I hope you don't delay _____ the report any longer now that you've completed _____ those accounts.
 A. writing/checking
 B. to write/to check
 C. being written/having checked
 D. to be writing/to have checked
 E. to be written/being checked
2. Although the fire chief told the owner of the burning store _____ the building immediately, he was still trying _____ at least some of the contents of his shop out.
 A. to have left/bringing
 B. to be left/to be brought
 C. having left/brought
 D. to leave/to bring
 E. being left/to have brought
3. After much pleading, the students got the teacher _____ the exam until next Monday.
 A. postponing
 B. to postpone
 C. postpone
 D. postponed
 E. having postponed
4. It took us so long _____ the material my mother wanted that, by the time we got home; I was too tired _____ steady on my feet.
 A. finding/standing
 B. to find/to stand
 C. to have found/stand
 D. find/to have stood
 E. having found/stood
5. Eager to hire the financial analyst with such impressive credentials, it was planned by the hiring manager to offer him a large signing bonus.
 A. it was planned by the hiring manager to offer him a large signing bonus
 B. the plan of the hiring manager was to offer him a large signing bonus
 C. the hiring manager planned to offer him a large signing bonus
 D. he was offered a large signing bonus by the hiring manager
 E. a large signing bonus was given to him by the hiring manager

Skill Builder Answers

SB 01	1. A	2. C	3. E	4. D	5. D	6. E	7. E
SB 02	1. Chose not to attend		2. Correct		3. Correct		
	4. Having applied		5. To have died				
More Practice	1. B						
Gerunds & Infinitives Test	1. E	2. E	3. C	4. A	5. C	6. B	
SB 03	1. B	2. Correct	3. Torn	4. Correct	5. Correct		
SB 04	1. C	2. You should	3. I write the note	4. C	5. Annie was excited		
More Practice	1. A	2. E					
Reading Comprehension	1. B	2. D	3. C	4. B	5. A		