

VERB PATTERNS

1 Fill in the gaps with the correct form of the verbs in brackets.

Tutor: So have you managed 1 *to finish* (*finish*) the assignment, Kumiko?

Kumiko: Well, I've nearly finished but I forgot 2 (*add*) a bibliography, so I'd like 3 (*have*) an extension, if that's possible?

Tutor: How long will you need 4 (*do*) it?

Kumiko: I aim 5 (*finish*) it today, but maybe two days would be the best thing.

Tutor: Yes, that's fine. Have you begun 6 (*work*) on your dissertation yet?

Kumiko: Yes, I started 7 (*write*) my questionnaire a couple of weeks ago, but I stopped 8 (*complete*) this assignment. I'm planning 9 (*get*) the questionnaire ready by the end of the week, and I'm hoping 10 (*show*) it to you for your comments before I use it. Could we meet next week?

Tutor: Yes, of course. I'm afraid I can't find my diary though. I remember 11 (*put*) it in my briefcase this morning, but it doesn't seem 12 (*be*) there. Why don't you email me with a suitable time?

Kumiko: Yes, okay.

Tutor: So, I'll see you in the seminar tomorrow. Don't forget 13 (*email*) me!

Kumiko: Thank you, I'll try 14 (*remember*).

2 Underline the correct form of the verbs.

1 Mario remembered to give / giving his assignment to his tutor because he had spoken to her about its length, but she insisted that she had never received it.

2 If you can't find the information at the library, try to look / looking on the Internet.

3 She studied medicine at university and went on to become / becoming a surgeon.

4 Look at Mum's car! It definitely needs to clean / cleaning!

5 I'll never forget to fall / falling off that swing when I was a child.

6 I was really nervous about the interview, and although I tried not to worry / not worrying, I was awake most of the night.

7 The new government needs to take / taking notice of the opinions of the people.

8 It seems that the new system of sending out reminders has worked, because this year 90% of members remembered to renew / renewing their membership in time.

9 Economists predict that house prices will go on to rise / rising for at least another year.

10 We weren't able to see the concert because Tamsin forgot to bring / bringing the tickets.

3 Fill in the gaps in the letter using both of the verbs in brackets.

Dear Sir,

I am writing to complain about the service I received in your hotel at the weekend. I arrived at your hotel at lunchtime on Friday and your receptionist 1 told me to take (*tell/me/take*) a seat while she dealt with some other customers. I 2 (*not feel like/wait*) after a long journey but I sat down anyway. However, after your receptionist 3 (*finish/talk*) to the other customers she walked away and left no one behind the desk. After about ten minutes, I rang the bell, but still no one came.

I 4 (*try/find*) someone else to help me, and when I 5 (*fail/do*) this I went behind the desk and called through the door. The receptionist was sitting in the back room at the computer. When she 6 (*see/me/stand*) in the doorway, she apologized and said she 7 (*need/send*) an urgent email and 8 (*carry on/look*) at her screen.

If this had been the only poor service I received during my stay, I would not 9 (*bother/write*) this letter. However, later that evening, in the dining room, I had another bad experience. Your menu only had one vegetarian dish, so I ordered this. Imagine my horror when I 10 (*start/eat*) and discovered meat in the dish. I 11 (*consider/leave*) immediately, but instead I explained the situation to the waiter. I 12 (*expect/him/get*) me another vegetarian meal, but instead he simply shrugged his shoulders, removed the plate and walked away.

I 13 (*hope/receive*) a full apology from you for this poor service and some recompense for the unpleasant time I experienced whilst staying in your hotel. I 14 (*advise/you/give*) your staff some customer care training in the immediate future.

Yours faithfully,
Geraint Rees