

A

Strategy: Choose gerunds and infinitives correctly

Improve your knowledge of phrasal verbs

Being familiar with the correct use of gerunds and infinitives and understanding phrasal verbs is helpful for many parts of the TOEIC test. This unit will make you more aware of how they are used, especially in Part 5.

Test tip

Predict gerund/infinitive questions

If the answer choices include both gerunds and infinitives, then you should look at the verb in the question to see which is correct.

Test tip

Learn to recognize gerunds and infinitives

Familiarize yourself with how sentences with gerunds and infinitives sound. In the test, say the phrases to yourself, and try to hear which ones sound wrong. Avoid these choices.

1 Language building: Gerunds and infinitives

Gerunds are verbs in their base + *-ing* form, e.g. *doing*. Infinitives are verbs in their base form.

Verbs that take a gerund

All the verbs below can be followed by gerunds, but some do not fit into the sentences. Choose the verbs from each list that do NOT fit the sentence. The first one is done for you.

- I have a very bad memory. I can't meeting you before. recall admit remember
- He smoking after his doctor warned him of the dangers. contemplated gave up quit
- I traveling on the subway when it's really busy. can't stand dislike forgive
- It starts at 5 a.m. but I getting up early. can't help don't mind am used to
- The professor was improving his spoken English. interested in keen on afraid of

Follow up: Now write one sentence about yourself using a verb followed by a gerund and compare with a partner.

Verbs that take infinitives

All the verbs below can be followed by infinitives, but some do not fit into the sentences. Choose the verbs from each list that do NOT fit the sentence. The first one is done for you.

- Although it was a reasonable offer, we them to increase it by 10%. pretended persuaded forced
- Did you to meet Mr. Yamamoto when you were in Tokyo? intend expect hesitate
- It was a very successful meeting as they to purchase fifty units. decided threatened agreed
- Because he had a lot of experience, he to be promoted. expected prepared deserved
- Although he wasn't fully fit, he still to complete a full marathon. managed decided reserved

Follow up: Now write one sentence about yourself using a verb followed by an infinitive and compare with your partner.

Test tip

Learn as many business-related phrasal verbs as possible

Phrasal verbs are commonly tested in the TOEIC test.

Familiarize yourself with as many as possible to maximize your chances of eliminating wrong answers.

2 Test tactic: Familiarize yourself with phrasal verbs

A Choose the correct phrasal verb on the right to match the meaning given.

- | | | |
|--|---------------------------------------|-------------------------------------|
| 1. to arrange (e.g. a meeting) | <input type="checkbox"/> set up | <input type="checkbox"/> call up |
| 2. to complete a blank in a form | <input type="checkbox"/> fill out | <input type="checkbox"/> take in |
| 3. to support (e.g. a colleague) | <input type="checkbox"/> fall through | <input type="checkbox"/> back up |
| 4. to become interested in (e.g. jazz music) | <input type="checkbox"/> get into | <input type="checkbox"/> take over |
| 5. to stop using something gradually | <input type="checkbox"/> back out of | <input type="checkbox"/> phase out |
| 6. to become behind schedule | <input type="checkbox"/> fall behind | <input type="checkbox"/> buy out |
| 7. to investigate | <input type="checkbox"/> look into | <input type="checkbox"/> look for |
| 8. to continue (doing something) | <input type="checkbox"/> keep on | <input type="checkbox"/> go through |
| 9. to succeed in something (e.g. a great deal) | <input type="checkbox"/> pull off | <input type="checkbox"/> ask around |

B Choose the correct phrasal verb to complete the following sentences.

- | | |
|--|--|
| 1. Despite working overtime every day for two weeks, he still with his work. (A) kept up (B) set up (C) fell behind | 4. The police promised to any new evidence that came to light. (A) look out of (B) look into (C) look after |
| 2. The lawyer called three times this morning to a meeting. (A) set up (B) set to (C) set on | 5. Passengers traveling to the United States are required to an immigration questionnaire, prior to arrival. (A) fill up (B) fill in for (C) fill out |
| 3. Nobody expected him to play well, but he managed to a shock win over the favorite. (A) get into (B) stem from (C) pull off | 6. When color televisions became standard in most homes, black and white sets were gradually (A) phased out (B) backed up (C) set up |

Tactics checklist

- Predict gerund/infinite questions, and eliminate any obviously wrong answers.
- Say phrases to yourself and try to hear if they sound "wrong".
- Familiarize yourself with as many phrasal verbs as possible.

3 Tactic practice

Use the tactics you have practiced to answer the following questions.

1. Although I advised her to invest in steel, she decided silver instead.
(A) buy
(B) to buy
(C) buying
(D) bought
2. He was out when I called, but the receptionist kindly offered a message for me.
(A) to take
(B) taken
(C) took
(D) taking
3. It appears that our principal rivals are considering our takeover proposal.
(A) to accept
(B) accept
(C) accepting
(D) the acceptance
4. When buying a new car, it is advisable to to find the best deal.
(A) look around
(B) look for
(C) look into
(D) look after
5. We're all you to make a good impression at the conference next month.
(A) expected
(B) counting on
(C) sure
(D) considering
6. After waiting for more than thirty minutes for my entrée to arrive, I demanded the manager.
(A) that he spoke
(B) speaking
(C) spoken
(D) to speak

B

Mini-test

Now apply the *Test tactics* at the actual test speed with questions 1–12.



You have six minutes to complete 12 items. To use your time wisely, use the 2-pass method you learnt in Unit 5.1. Spend no more than 30 seconds on each item. If you don't know the answer, guess and move on.

1. The president's limousine should be here soon, as we are expecting him by 7p.m.
(A) arrival
(B) to arrive
(C) arrive
(D) arriving
2. During the winter months many people enjoy a variety of winter sports.
(A) play
(B) to play
(C) to be playing
(D) playing

3. The CEO was due to retire. we started looking for a replacement.
 (A) Furthermore
 (B) Consequently
 (C) Moreover
 (D) However
4. Although I was pleased when I bought the camera, I later regretted for a more advanced model.
 (A) not waiting
 (B) waiting
 (C) not to wait
 (D) to wait
5. She was by her grandparents from the age of seven.
 (A) brought up
 (B) grown up
 (C) taken up
 (D) held up
6. The product was not a commercial success, a lot of money was spent on advertising.
 (A) despite
 (B) in spite of
 (C) even though
 (D) because of
7. The first applicant seemed to resent about his previous experience in the field.
 (A) to be ask
 (B) asking
 (C) being asked
 (D) to ask
8. He to see the presentation before he made the decision.
 (A) likes
 (B) would like
 (C) would have liked
 (D) had liked
9. Their low prices were matched by their to quality.
 (A) committed
 (B) commitment
 (C) committal
 (D) commensurate
10. Most workplace accidents careless practices amongst employees.
 (A) stem from
 (B) start out
 (C) leave from
 (D) get out of
11. visitors to the region omit to visit the unique Al Hasqua mosque.
 (A) Almost
 (B) More
 (C) The most
 (D) Most
12. Union leaders agreed to meet with management in order to an alternative proposal.
 (A) talk with
 (B) talk at
 (C) talk to
 (D) talk over

Vocabulary practice

- A Most phrasal verbs are made from very simple and common words. The articles below can be completed using phrasal verbs that start with *take* or *look*. Choose the correct particle to complete the phrasal verbs below.

Advertisement

If you are looking (1)..... a relaxing vacation, then perhaps you should consider the Hotel du Rhône. Here, you'll be taken (2)..... by our professional staff, and wined and dined to your heart's content. You'll have memories you'll look (3)..... for years to come.

Company statement

As you know, we were in a three-way battle for ownership of Mediacom. We tried our best to take (4)..... two much larger competitors, but unfortunately our attempt to take (5)..... Mediacom was unsuccessful. However, it may not be all bad news, as the police are currently looking (6)..... some reports of illegal trading in the deal.

Phrasal verbs with *take* and *look*

| Verb | Meaning | Verb | Meaning |
|--------------|---|-----------------|--|
| take over | assume control of (<i>The smaller firm was taken over by its larger competitor.</i>) | look after | care for, nurture (<i>My mother looked after me when I was sick.</i>) |
| take in | learn (<i>There is so much to take in when starting a new job.</i>) | look for | search (<i>I've been looking for my car keys everywhere, but I can't seem to find them.</i>) |
| take up | start a new activity (<i>I decided to take up karate after watching a few action movies.</i>) | look up to | admire, respect (<i>I really look up to my father. He's achieved so much in his life.</i>) |
| take care of | be in charge of (<i>I'll take care of the arrangements for tomorrow's meeting.</i>) | look into | investigate (<i>I'll look into the best way of getting to the airport.</i>) |
| take off | remove (<i>He took off his jacket when he came home from work.</i>) | look on | watch passively (<i>It seems that several people were just looking on when the robbers ran out of the jeweller's.</i>) |
| take on | challenge (<i>Sydney take on Melbourne in tonight's rugby match.</i>) | look back on | consider the past (<i>When he looked back on his life, he was glad he had done so many different things.</i>) |
| take out | dispose of (<i>Take out the garbage when you leave, would you?</i>) | look forward to | Anticipate eagerly (<i>I am really looking forward to the Christmas holidays this year.</i>) |
| take back | retract (<i>I'm sorry I called you a fool. I take it back.</i>) | look out for | be careful (<i>When you are in the city, look out for pickpockets.</i>) |

- B Now write four sentences about your life using phrasal verbs with *take* and *look*. Tell them to your partner in the next lesson. Check a dictionary for other examples of phrasal verbs and note how they are used.

Go to word list and quiz page 169.