### Unit 7

**Grammar for Writing: past forms of gerunds and infinitives**

Gerunds and infinitives have past forms to express actions that occurred in the past.

- I appreciate **having had** the opportunity to meet our overseas colleagues.
- They were disappointed **not to have met** everyone from the Jakarta office.
- We didn’t mind **having been delayed** so long in Paris.
- He’s surprised to **have heard** about your resignation.

If the main verb is in the simple past tense or the past of *be*, the gerund or infinitive can be in either the present or past form, with no change in meaning. It is more common to use the present form of a gerund or an infinitive in everyday spoken English.

- They were disappointed **not to meet** everyone from the Jakarta office.
- We didn’t mind **being delayed** so long in Paris.

<table>
<thead>
<tr>
<th>Past forms</th>
<th>Active voice</th>
<th>Passive voice</th>
</tr>
</thead>
<tbody>
<tr>
<td>gerund</td>
<td>having + past participle</td>
<td>having been + past participle</td>
</tr>
<tr>
<td>infinitive</td>
<td>to have + past participle</td>
<td>to have been + past participle</td>
</tr>
</tbody>
</table>

### A

Use a past gerund or infinitive form of each verb to complete the statements. Use the passive voice where necessary. Refer to page A3 in the Appendices if necessary.

1. It was clear that many passengers were shocked about **having been bumped** from the flight without warning.

2. The ministers were found guilty of **having accepted** personal gifts from foreign companies.

3. At the news conference, the president mentioned **having spoken** with his advisers about the problem.

4. The mayor apologized today for **not having responded** immediately to the disaster.

5. Most of the seniors expressed their happiness at **having been chosen** as participants in the event.

6. They were accused of **having taken** money from the cash register.

7. The newspaper reporter appeared **to have been contacted** by a government worker who claimed she knew what had really happened.

8. We want you to know how much we regret **having made** such a serious mistake.
Unit 7
Grammar for Writing: past forms of gerunds and infinitives

- To review present forms of gerunds and infinitives, draw the following chart (without the answers) on the board. Have volunteers complete each example with the correct form of the verb interview.

<table>
<thead>
<tr>
<th>Present form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active voice</td>
</tr>
<tr>
<td>gerund</td>
</tr>
<tr>
<td>infinitive</td>
</tr>
<tr>
<td>Passive voice</td>
</tr>
<tr>
<td>gerund</td>
</tr>
<tr>
<td>infinitive</td>
</tr>
</tbody>
</table>

- Have a volunteer read the first explanation and first example out loud.
- Point out that the first example uses the past gerund because of the verb appreciate. You may want to refer students to pages A3–A4 in the Appendices for lists of words followed by a gerund, an infinitive, or both.
- Have a volunteer read the remaining examples out loud.
- Have students study the Past forms note.
- Draw a new chart on the board:

<table>
<thead>
<tr>
<th>Past form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active voice</td>
</tr>
<tr>
<td>gerund</td>
</tr>
<tr>
<td>infinitive</td>
</tr>
<tr>
<td>Passive voice</td>
</tr>
<tr>
<td>gerund</td>
</tr>
<tr>
<td>infinitive</td>
</tr>
</tbody>
</table>

To check comprehension of the past forms of gerunds and infinitives, have pairs complete the statements in the chart with the correct form of the verbs in parentheses. Review as a class. Complete the statements on the board as students provide the answers. (I regret having lied; I was lucky not to have gotten a ticket; I appreciated having been interviewed; I was happy to have been invited.)

- On the board, write:
  
  I dislike being bothered \rightarrow I disliked having been 
  bothered

  Ask What tense is the first sentence in? (present) Is the 
  second sentence in a past or present form? (past form)
  Underline dislike and disliked in the two sentences.
  Ask How did being bothered change? (It changed to 
  having been bothered.) Tell students that when the main 
  verb is in a past form in formal written English, the 
  gerunds and infinitives should backshift.

  - Backshifting occurs from a present form to a past 
    form. Point out that in the first example for the first 
    explanation, I appreciate having had the opportunity to 
    meet our overseas colleagues, having had is already in the 
    past form, so it wouldn't backshift further if we 
    changed the sentence to I appreciated . . .

  - Erase having been from the second sentence on the 
    board and replace it with being. Point out that in 
    everyday spoken English, we don't usually backshift.

A Use a past gerund or infinitive form . . .

- Model the first item with the class. You may want to 
  refer students to pages A3–A4 in the Appendices.
- Remind students that prepositional phrases can be 
  followed by a gerund.
- Have students compare answers with a partner and 
  review as a class.

Challenge: On the board, write:

A present regret about a past action:
  Something you appreciate now that happened in the past:
  Something that happened that surprised you:
  Something that happened that you didn't expect to happen:

For further practice, have students complete the items on the board with their own ideas and then write sentences using past gerunds and infinitives in the active or passive voice. Students can write true or imaginary sentences. You may want to give your own example for one of the items. (Possible responses: I regret not having been at the office when the president made a surprise visit; I appreciate having been told the truth when my son crashed my car; I was surprised to have been invited to my colleague's house; I didn't expect to have been given a prize for that project.)

Circulate as students write to offer help as needed. To 
finish, call on students to share their sentences with the 
class.