



Introduction (5 minutes)

Welcome to this worksheet on building sentence structures with gerunds and infinitives for job descriptions and resumes. Read the introduction and answer the following questions:

1. What is the main purpose of this worksheet?

2. What age group is this worksheet designed for?

Understanding Gerunds and Infinitives (15 minutes)

Read the following explanations and examples, and then complete the exercises:

A gerund is a verb form ending in -ing that functions as a noun. For example:

- Writing is my favorite hobby.
- Singing is a great way to express yourself.

An infinitive is a verb form beginning with to that functions as a noun, adjective, or adverb. For example:

- I want to learn how to play the guitar.
- She loves to read books in her free time.

Identify the gerunds and infinitives in the following sentences:

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1. Writing is my favorite hobby. (gerund/infinitive)

2. I want to learn how to play the guitar. (gerund/infinitive)



Using Gerunds and Infinitives in Job Descriptions and Resumes (20 minutes)

Read the following examples and complete the exercises:

Gerunds and infinitives are commonly used in job descriptions and resumes to describe skills, experiences, and qualifications. For example:

- The job requires managing a team, which involves leading meetings and making presentations.
- I am proficient in speaking English, which enables me to communicate effectively with clients.

Create your own sentences using gerunds and infinitives to describe your skills, experiences, and qualifications:

1. I am proficient in _____ (gerund/infinitive)

2. The job requires _____ (gerund/infinitive)

ELL/ESL Support Strategies (10 minutes)

Read the following strategies and discuss with your partner:

To support ELL/ESL students, the following strategies can be used:

- Provide visual aids, such as diagrams and charts, to illustrate the difference between gerunds and infinitives.
- Offer simplified vocabulary and definitions to help students understand the concepts.
- Encourage students to work in pairs or small groups to practice creating sentence structures with gerunds and infinitives.

What other strategies can you think of to support ELL/ESL students?

Activities and Exercises (25 minutes)

Complete the following activities and exercises:

Activity 1: Gerund and Infinitive Sorting

Sort the following sentences into two categories: gerunds and infinitives.

1. Writing is my favorite hobby. (gerund/infinitive)

2. I want to learn how to play the guitar. (gerund/infinitive)

3. Singing is a great way to express yourself. (gerund/infinitive)

4. She loves to read books in her free time. (gerund/infinitive)

Activity 2: Sentence Building

Create your own sentences using gerunds and infinitives to describe your skills, experiences, and qualifications.

1. I am proficient in _____ (gerund/infinitive)

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2. The job requires _____ (gerund/infinitive)

3. I love _____ (gerund/infinitive)

Assessment and Evaluation (10 minutes)

Read the following evaluation criteria and assess your own work:

To assess student understanding, the following evaluation criteria can be used:

- Accuracy and completeness of sentences
- Use of gerunds and infinitives in sentence structures
- Clarity and coherence of writing

Assess your own work using the above criteria and provide feedback to your partner.

Conclusion (5 minutes)

Read the conclusion and answer the following questions:

In conclusion, building sentence structures with gerunds and infinitives is an essential skill for job descriptions and resumes. By mastering gerunds and infinitives, students can improve their language skills, enhance their ability to communicate effectively, and increase their chances of success in their future careers.

1. What is the main purpose of building sentence structures with gerunds and infinitives?

2. How can mastering gerunds and infinitives benefit students in their future careers?

Additional Resources (5 minutes)

Explore the following resources to further practice and review:

For further practice and review, students can use the following resources:

- Online grammar guides and tutorials
- Language learning apps and websites
- Resume and job description templates

What other resources can you think of to further practice and review?

