MODERNIZATION PACKAGE

56%

Business English Training Series

By Automating This, We Save Time

Gerunds after prepositions: succeed in doing · responsible for doing · by doing.

THIS UNIT COVERS

- 🔄 Change management
- 📊 Data-driven decisions
- 🛡️ Risk mitigation
- 🔗 Preposition + -ING
- ⚙️ BY doing = the method

Intermediate · B1.6

Unit 56% — Gerunds after prepositions · decision-making, risk mitigation & change management

Learning Outcomes

What you can do after this unit

✔ 55% · Review 51–54% | ● **56% · Gerunds after prepositions** | 57% → · Would rather / prefer

01

Follow the Rule

After a preposition, the verb takes -ing: 'We succeeded in reducing downtime' — never 'in reduce'.

02

Say Who Is Responsible

responsible for + -ing: 'The service team is responsible for maintaining the printers.'

03

Explain the Method with BY

'By running a pilot, we reduce the risk.' · 'We closed the deal by offering leasing.'

04

Avoid the TO-Trap

look forward to working · committed to reducing — this TO takes -ing.

Icebreaker

How, exactly?

Talk about your work this year.

1. Name one thing you succeeded in doing this year — and how: 'I succeeded in ___ing by ___ing.'
2. What are you responsible for at work? Give two answers with -ing.
3. Complete: 'I'm interested in ___ing, I'm good at ___ing, and I look forward to ___ing.'

Model: *'This year I succeeded in winning two key accounts by visiting their plants every month.'*

Why This Matters

✔️ **Results are explained with BY**
'By offering a pilot, we closed the deal.'

✔️ **Responsibility uses FOR**
'Who is responsible for installing the line?'

✔️ **The TO-trap is very common**
'I look forward to hear from you' ✘ → 'to hearing' ✔️

'Clients buy the result — but they trust the method: BY + -ING.'

Vocabulary — The Change Kit

12 words · decisions (teal) · the change toolkit (amber) · verb + preposition (blue)

decision framework
a fixed set of steps for making choices

'The framework helps us in comparing offers.'

change management
guiding people through a change

'Change management is mostly listening.'

data-driven decision
a decision based on numbers

'The CFO only makes data-driven decisions.'

risk register
a list of known risks and their owners

'Every risk on the register has an owner.'

change agent
a person who leads a change inside a team

'The quality manager is our change agent.'

quick win
a small, fast, visible success

'Start by delivering one quick win.'

pilot program
a small test before the full project

'The pilot succeeded in proving the idea.'

rollback plan
a plan to go back if something fails

'A rollback plan reduces the client's fear.'

succeed in
to achieve (+ -ing)

'We succeeded in reducing downtime by 30%.'

be responsible for
to be in charge of (+ -ing)

'She's responsible for managing key accounts.'

insist on
to demand firmly (+ -ing)

'The client insists on testing every printer.'

focus on
to give attention to (+ -ing)

'This quarter, we focus on improving service.'

Vocabulary Practice — Gap Fill

Complete each sentence with the correct term

1 Our _____ _____ helps us in comparing three offers fairly.

hint — a fixed set of steps (2 words)

2 _____ _____ is easier when operators help in choosing the system.

hint — guiding people through change (2 words)

3 The CFO only accepts _____ decisions — show him the numbers.

hint — based on numbers (hyphenated)

4 Every risk on the _____ _____ has a person responsible for watching it.

hint — the list of risks (2 words)

5 The quality manager became our _____ _____ inside the plant.

hint — the person who leads the change (2 words)

6 Start by delivering one _____ _____ in the first month.

hint — small, fast success (2 words)

7 We _____ _____ reducing the client's downtime by 30%.

hint — achieved (verb + preposition)

8 The client _____ _____ testing every printer before paying.

hint — demands firmly (verb + preposition)

➡️ **Answers on the next slide — do not look until you have attempted all questions**

Vocabulary Answer Key

Check together · say each full sentence aloud

🔑 **ANSWER KEY — Do not show until the student has completed the exercise on the previous slide**

1	✔ **decision framework**	*fixed steps for choosing*
2	✔ **Change management**	*people + change*
3	✔ **data-driven**	*evidence, not opinion*
4	✔ **risk register**	*known risks + owners*
5	✔ **change agent**	*the inside champion*
6	✔ **quick win**	*builds trust*
7	✔ **succeeded in**	*succeed IN + -ing*
8	✔ **insists on**	*insist ON + -ing*

Grammar Focus — Preposition + -ING

Four patterns for method, responsibility and commitment

THE RULE

We succeeded in	→ **reducing downtime.**
She's responsible for	→ **managing key accounts.**
They're interested in	→ **automating the line.**
✘ interested in automate	→ ✔ **interested in automating**

BY + DOING = THE METHOD

By automating this,	→ **we save time.**
We cut costs	→ **by changing suppliers.**
By running a pilot,	→ **we reduce the risk.**
How did you win it?	→ **By listening.**

VERB + PREPOSITION

insist on	→ **testing first**
focus on	→ **improving service**
apologise for	→ **being late**
prevent X from	→ **stopping production**

THE TO-TRAP

look forward to	→ **working with you**
committed to	→ **reducing waste**
be used to	→ **travelling a lot**
Noun test:	→ **committed to quality** ✓ → **-ing**

KEY: preposition + -ING, always · BY + -ing = how · prevent X FROM + -ing · TO-trap: look forward to / committed to + -ING

Grammar Practice — The Rule in Action

Items 1–5: complete · Item 6: one BY-sentence · Items 7–8: fix the errors

1 We succeeded _____ _____ (reduce) the client's label errors by 40%.

COMPLETE

2 The service team is responsible _____ _____ (maintain) the printers.

COMPLETE

3 _____ _____ (automate) the labeling, the client saves two hours a day.

COMPLETE

4 The new sensors prevent the line _____ _____ (stop).

COMPLETE

5 We look forward _____ _____ (work) with your team.

COMPLETE

6 Join: 'We ran a pilot. This reduced the risk.'

TRANSFORM

7 Fix: 'The client is interested to buy and committed to improve quality.'

ERROR HUNT

8 Fix: 'By offer a discount, we succeeded to close the deal.'

ERROR HUNT

➡️ **Answers on the next slide — do not look until you have attempted all questions**

Grammar Answer Key

Check together · say each full sentence aloud

🔑 **ANSWER KEY — Do not show until the student has completed the exercise on the previous slide**

1	✔ **in reducing**	*succeed IN + -ing*
2	✔ **for maintaining**	*responsible FOR + -ing*
3	✔ **By automating**	*BY = the method*
4	✔ **from stopping**	*prevent X FROM + -ing*
5	✔ **to working**	*the TO-trap*
6	✔ **By running a pilot, we reduced the risk.**	*method + result*
7	✔ **interested in buying · committed to improving**	*IN + -ing · TO + -ing*
8	✔ **By offering · succeeded in closing**	*BY + -ing · succeed IN*

The Rule Across the Company

Method · responsibility · commitment — in four teams

Sales

method By visiting the plant, we understood the real problem.

owner Each account manager is responsible for following up quotes.

trap We look forward to presenting the proposal on Friday.

Finance

method By offering leasing, we made the deal affordable.

owner Finance is responsible for approving discounts over 10%.

trap We are committed to reducing late payments.

Operations

method By testing every printer first, we avoid problems on site.

owner The project manager is responsible for coordinating installation.

trap The plant is used to running three shifts.

Customer Service

method By answering in one hour, we keep clients loyal.

owner Support is responsible for training the operators.

trap We are dedicated to solving every ticket in 24 hours.

🔵 GAME 1 — PROMPT

The Method Machine

Results in, BY-sentences out. Turn each result into one sentence: 'By ___ing, we ___.' Keep the number.

1. **Downtime fell 30%**
   (we installed automatic labelers)
2. **The client renewed for 3 years**
   (we visited them every month)
3. **Label errors dropped 40%**
   (we trained the operators)
4. **The deal closed in 6 weeks**
   (we ran a 2-week pilot)
5. **Costs fell 12%**
   (we changed to a local supplier)
6. **Zero complaints in Q3**
   (we answered every ticket in one hour)

Then add: 1 line with 'responsible for + -ing' and 1 commitment with 'committed to / look forward to + -ing'.

+1 per correct BY-sentence · +1 with the number · a bare verb after a preposition = no point · Answers on the next slide →

🔵 GAME 1 — RESULT

The Method Machine — Model Answers

1	By installing automatic labelers, **we cut downtime by 30%.**
2	By visiting the client every month, **we got a 3-year renewal.**
3	By training the operators, **we reduced label errors by 40%.**
4	By running a 2-week pilot, **we closed the deal in 6 weeks.**
5	By changing to a local supplier, **we cut costs by 12%.**
6	By answering every ticket in one hour, **we had zero complaints in Q3.**

Owner + commitment: *'The support lead is responsible for keeping response times under one hour. We're committed to visiting every key account monthly.'*

A BY-sentence with a number is a mini case study — use them in proposals

🟡 GAME 2 — PROMPT

The Responsibility Map

Project: installing a new automatic labeling line at a food plant. Who is responsible for what?

🗺️ YOU — the mapper

- Give 5 'responsible for + -ing' lines (one per person or team)
- 1 'insists on + -ing' line (the non-negotiable)
- 1 'prevents… from + -ing' line (the guardrail)
- Every task needs one owner

🔍 TEACHER — the auditor

- 'Who is responsible for training the operators?'
- 'Two people own this — who decides?'
- Catches every bare verb after a preposition
- 'If he leaves, who takes over?'

+1 per clear ownership line · +2 for the auditor per gap found · Model map on the next slide →

🟡 GAME 2 — RESULT

Model Responsibility Map

A	Our project manager is responsible for coordinating the installation. The service team is responsible for testing every printer.
A	The client's IT team is responsible for connecting the line to their system, and I'm responsible for managing the relationship.
B	Who is responsible for training the operators?
A	Good catch — nobody yet. Our trainer will be responsible for training them in the first week.
A	The client insists on seeing a test report before go-live. And the test plan prevents the line from starting with errors.
B	If your project manager leaves, who takes over?
A	Her assistant is responsible for keeping the plan updated, so he can take over coordinating it.
B	Approved: every task has one owner, and no bare verbs.

Every task = one owner + one -ing verb

🟢 GAME 3 — PROMPT · CORE SIMULATION

The Change Briefing

SCENARIO You propose replacing a client's old printers with an automatic labeling line in 8 weeks. Your teacher is the plant manager — and he's worried.

Role A — You (commercial director)

Include:

- 3 BY-methods with numbers
- 2 'responsible for + -ing' lines
- 1 'insists on' + 1 'prevents… from'
- 1 TO-trap commitment
- Your rollback plan as a BY-sentence

Role B — Plant manager (teacher)

Asks:

- 'By doing what, exactly?'
- 'Who is responsible for it after you leave?'
- 'What prevents my team from going back to the old system?'
- Catches any bare verb after a preposition

Then swap roles with a new change · Model briefing on the next slide →

🟢 GAME 3 — RESULT

Model Change Briefing

A	By starting with one line, we keep the other three running — no lost production.
B	By doing what, exactly, will you avoid problems?
A	By testing every printer in our workshop first. In our last project, that cut start-up errors by 80%.
B	Who is responsible for it after you leave?
A	Your quality manager will be responsible for supporting the operators, and our service team is responsible for answering in one hour.
B	What prevents my team from going back to the old system?
A	Training. By training them in week one, they'll see the new line is faster. We're committed to staying on site for two weeks.
A	And our rollback plan: by keeping your old printers ready for a month, you can go back in one hour.

Checklist: ✔ 3 BY-methods · ✔ responsible for · ✔ prevents… from · ✔ committed to · ✔ rollback plan

Rapid Poll — Choose the Correct Option

4 questions · 3 minutes

Q1 **We succeeded ____ downtime by 30%.**

a) in reducing

b) in reduce

c) to reduce

Q2 **They are responsible ____ the printers.**

a) for maintaining

b) for maintain

c) to maintain

Q3 **____ this step, we save two hours a day.**

a) By automating

b) By automate

c) For automating

Q4 **We look forward ____ with your team.**

a) to working

b) to work

c) for working

➡️ **Answer key on the next slide — do not look until you have answered all four**

Rapid Poll — Answer Key

Say WHY each wrong option is wrong

🔑 **ANSWER KEY — Do not show until the student has completed the exercise on the previous slide**

✔ **Q1 a) in reducing**

✘ b) a bare verb after a preposition breaks the rule

✘ c) succeed takes IN, and IN takes -ing

Rule: succeed IN + -ing.

✔ **Q2 a) for maintaining**

✘ b) the -ing is not optional

✘ c) responsible goes with FOR

Rule: responsible FOR + -ing.

✔ **Q3 a) By automating**

✘ b) BY is a preposition — it needs -ing

✘ c) BY (not FOR) tells us HOW

Rule: BY + -ing = the method.

✔ **Q4 a) to working**

✘ b) this TO is a preposition — noun test

✘ c) look forward goes with TO

Rule: look forward to / committed to + -ING.

🎤 FINAL SPEAKING TASK

How I Do It — 90 Seconds

Present your own methods at work. Every HOW is a BY-sentence. Your teacher counts the checklist.

- ✔️ 3 BY-methods (one with a number)
- ✔️ 2 'responsible for + -ing' lines
- ✔️ 1 'succeeded in' + 1 'insist on'
- ✔️ 1 TO-trap line: look forward to / committed to
- ✔️ End: the one method you'd teach a new salesperson

MODEL EXAMPLE

'By visiting every key account in person, I understand their real problems. By sending a short summary after each meeting, I keep decisions moving. I'm responsible for leading the sales team and for negotiating our biggest contracts. This year we succeeded in winning two new accounts by offering pilots. I insist on reviewing every quote over a certain amount. I'm committed to developing my team. My advice: by listening more than you talk, you sell more.'

Homework: write a short change plan for a client project: 3 BY-methods, 3 'responsible for' lines, 1 commitment. Next: 57% — 'We would rather invest in service than in discounts.'