56% · INTERMEDIATE · B1.6 · STUDENT WORKSHEET

By Automating This, We Save Time

Gerunds after prepositions — decision-making, risk mitigation and change management with clients

Name: Date:

1 Warm-up: how, exactly?

SPEAKING

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.'

2 Vocabulary: decisions, risk & change

VOCABULARY

Word	Meaning	Example
change management	guiding people through a change in how they work	*Good change management is the key to a new line.*
data-driven decision	a decision based on numbers, not opinions	*The CFO only makes data-driven decisions.*
decision framework	a fixed set of steps for making choices	*The framework helps us in comparing offers.*
mitigate	to make a risk or problem smaller	*We mitigate the risk by testing every printer.*
pivot	to change direction or strategy quickly	*We pivoted to a leasing offer.*
pilot program	a small test before the full project	*The pilot succeeded in proving the idea.*
quick win	a small, fast, visible success	*Start by delivering one quick win.*
buy-in	agreement and support from the people involved	*We need the plant manager's buy-in.*
change agent	a person inside a team who leads a change	*The quality manager is our change agent.*
rollback plan	a plan to go back if something goes wrong	*A rollback plan reduces the client's fear.*

3 Vocabulary practice

VOCABULARY

Complete each sentence with a word from Exercise 2. Watch the form.

1. When the client said no to the price, we _____ to a leasing offer.
2. By running a _____ on one line, the client saw the results first.
3. Without the plant manager's _____, the project won't succeed.
4. We _____ the risk by testing every printer before installing it.
5. Reducing label errors in week one was a _____ that built trust.
6. Our _____ lets the client return to the old printers in one hour.
7. The CFO wants a _____, so we sent him the downtime report.
8. The quality manager became our _____ and helped in training the operators.

4 Grammar: preposition + -ING

GRAMMAR

Pattern	Examples	Sentence
preposition alone	before / after / by / without / instead of	By running a pilot, we reduce the risk.
adjective + prep	afraid of · interested in · responsible for	She's responsible for training the operators.
noun + prep	the advantage of · the risk of · a reason for	There's a risk of stopping production.
verb + prep	succeed in · insist on · focus on · prevent… from	We succeeded in reducing downtime.
the TO-trap	look forward to · committed to · used to	We look forward to working with you.

THE RULE After a preposition, a verb takes -ING. Noun test: 'look forward to the meeting' ✓ → 'look forward to meeting you'.

5 Link the sentences

GRAMMAR

Join each pair with a preposition + -ing (before, after, by, instead of, in spite of, without).

1. We will run a demo. Then the client will sign.

2. The client had a small budget. It still bought the full solution.

3. We visited the plant. We understood the real problem.

4. We can start with one line. We don't have to replace everything.

6 Complete with a preposition + -ing

GRAMMAR

1. We succeeded _____ (reduce) the client's label errors by 40%.
2. The service team is responsible _____ (maintain) the printers.
3. _____ (automate) the labeling, the client saves two hours a day.
4. The new sensors prevent the line _____ (stop).
5. The plant manager is afraid _____ (lose) production time.
6. We look forward _____ (work) with your team.
7. **Error hunt:** 'The client is interested to buy and committed to improve quality.'

8. **Error hunt:** 'By offer a discount, we succeeded to close the deal.'

7 About you

SPEAKING

Finish each sentence about your work. Use a gerund.

I'm proud of _____
I'm worried about _____
The advantage of _____
The risk of _____

This month I'm focusing on _____
Our clients insist on _____
We specialise in _____
I'm thinking about _____

8 The method machine

WRITING

Turn each result into one sentence: 'By ___ing, we ___.' Keep the number.

Result (and how)	Your BY-sentence
Downtime fell 30% (we installed automatic labelers)	
The client renewed for 3 years (we visited them every month)	
Label errors dropped 40% (we trained the operators)	
The deal closed in 6 weeks (we ran a 2-week pilot)	
A real result from your work	

9 Plan: the responsibility map

SPEAKING

Project: a new automatic labeling line at a client's plant. Who is responsible for what?

Person / team	is responsible for + -ing...

The client insists on...

The test plan prevents the line from...

10 Plan: the change briefing

SPEAKING

You propose replacing a client's old printers with an automatic line in 8 weeks. The plant manager is worried. Plan your answers.

Three BY-methods (with numbers)

Who will be responsible for supporting the operators?

Your commitment
(We're committed to...)

Your rollback plan
(By keeping..., you can...)

11 Quick check

GRAMMAR

Circle the correct option.

1. We succeeded ____ downtime by 30%.
a) in reducing b) in reduce c) to reduce

2. They are responsible ____ the printers.
a) for maintaining b) for maintain c) to maintain

3. ____ this step, we save two hours a day.
a) By automating b) By automate c) For automating

4. We look forward ____ with your team.
a) to working b) to work c) for working

12 Final task: how I do it (90 seconds)

SPEAKING

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

★ Homework

- Write a short change plan for a client project: 3 BY-methods, 3 'responsible for' lines and 1 commitment.
- Write one email closing with 'look forward to + -ing' that you can really use this week.