

a Choose the correct form.

Example: I'm in charge of recruiting / to recruit new staff.

- 1 It's important for me *spending* / to spend time with my family.
- 2 *Applying* / Apply for a job can be complicated.
- 3 The manager asked me *not saying* / not to say anything about the redundancies.
- 4 My boss wants me *start* / to start work earlier.
- 5 Be careful *not asking* / not to ask her about her boyfriend – they've split up.
- 6 We carried on *working* / to work until we finished.
- 7 Dave is very good at *solving* / to solve logic problems.
- 8 The best thing about weekends is *not going* / not to go to work.
- 9 Layla gave up *modelling* / to model when she had a baby.
- 10 I went on a training course *to learning* / to learn about the new software.

b Complete with a verb from the list in the correct form.

not buy commute do leave lock not make retire set up wear not worry

Example: I'd like to set up my own company.

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|---------------------------|---|
| 1 My parents are planning | before they are 65. |
| 2 Rob spends three hours | to work and back every day. |
| 3 Mark's wife told him | about the problems he had at work. |
| 4 Did you remember | the door? |
| 5 In the end I decided | the shoes because they were very expensive. |
| 6 The manager lets us | early on Fridays. |
| 7 All employees must | a jacket and tie at work. |
| 8 Please try | any more mistakes in the report. |
| 9 I don't mind | overtime during the week. |