

a Circle the correct form.

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* to go to university abroad can be complicated.
- 3 I want *to do* / *doing* my shopping this morning.
- 4 My boss wants *open* / *to open* a new office.
- 5 Be careful *not asking* / *not to ask* her about her boyfriend – they've split up.
- 6 We went on *working* / *to work* until we finished.
- 7 Dave is very good at *solving* / *to solve* 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

I'd like to set up my own company.

- 1 My parents are planning _____ before they are 65.
- 2 Rob spends three hours _____ to work and back every day.
- 3 Mark and his wife agreed _____ 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 _____ work 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.

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