Part 2: Grammar

1 Complete the sentences with the infinitive or -ing form of the verbs in brackets

1 They want _____ (change) to a system of flexitime.

2 Would you like _____ (join) us for dinner?

3 I really dislike _____ (be) late for anything.

4 Do you think he'd be interested in _____ (apply) for this vacancy?

5 Thanks very much for _____ (invite) us to look round.

6 When do you plan _____ (take) your annual leave this year?

7 This team is responsible for _____ (develop) a new product.

8 I'd be happy — _____ (help) you with this.

9 When did you decide _____ (requalify)?

10 We look forward to _____ (see) you on the 21st.

2 Complete the introduction to a meeting with the infinitive or -ing form of the verbs from the list

spend / arrive / interview / keep / make / talk / offer / sum up

Hello, everyone, and thank you all for _____ on time today. I realize you're all busy, so I hope _____ this meeting brief. As you know, we have been looking at ways of _____ employees the opportunity to work more flexible hours, and I think we have finally come up with a solution _____ sure everyone can achieve a better work-life balance. The process has involved _____ a large number of different people in every department and I have to say that I've really enjoyed _____ time talking to many of you. Anyway, I'd like _____ by presenting the overall feedback and then I plan _____ about the main points of our proposal.

LIVEWORKSHEETS