

I. THEORY

TO - INF AS A NOUN

1. Structure: _____

2. Verbs followed by to - inf: _____

TO - INF AS AN ADJECTIVE

1. Structure: _____

TO - INF AS AN ADVERB

1. Structure: _____

II. HOMEWORK

Exercise 1. Choose the correct answer.

1. The CEO will be happy (win/to win) a vote of confidence from the board.
2. It is possible to (custom/customize) this program if it does not suit you.
3. The ability (type/ to type) quickly and accurately is a valuable skill.
4. Darren let problems in his personal life (to influence/influence) his performance at work.
5. Your presence at the administrative office is required for the wage claim (proceed/to proceed).
6. Sonia arranged to have the package (deliver/ delivered) to the office overnight.
7. Your suggestion will enable us (improving/to improve) the quality of our products.

Exercise 2. Choose the correct answer.



Exercise 3. Choose the correct answer.

Edward Mitchell

1506 Main Street

VA 20151

Dear Mr. Mitchell,

I am pleased.....(1)..... your application for full time employment as a marketing manager for

- A. confirm
- B. confirming
- C. be confirmed
- D. to confirm

Bloom and Bloom Accounting Group was accepted. We are(2).....that your knowledge, skills and

- A. confide
- B. confident
- C. to confide
- D. confidence

experience will be valuable to our firm. You will report directly to Mr. Sandes, who will instruct you of your specific responsibilities during your probation period. If you have any questions regarding our offer, please contact us.....(3)..... Otherwise, please sign every page of the enclosed contract

- A. similarly
- B. favorably
- C. immediately
- D. basically

and return it to us by business – reply envelop on or before January 20. Thank you, and we look forward to seeing you at the orientation on January 23 at 9:00 am.

Sincerely yours,

Melissa Hayers

Human Resources Department