

Grammar *to + infinitive or -ing form*

1 Choose the correct option in italics to complete the sentences.

- 1 It would be a mistake to avoid *to make / making* a decision on this matter.
- 2 The board of directors has decided *to hold / holding* an enquiry.
- 3 We have put off *to discuss / discussing* this issue for long enough.
- 4 The management team promises *to consider / considering* all suggestions.
- 5 The consultants would like *to speak / speaking* to all staff about this.
- 6 We apologise for *to keep / keeping* you waiting.

2 Complete the text with the correct form of the verbs in brackets.

The management team is afraid of ¹ _____ (take) the wrong decision at this point in time. They're very good at ² _____ (come) up with new ideas and strategies, but times are so uncertain at the moment that they might decide ³ _____ (do) nothing at all. However, it is clear that they need ⁴ _____ (make) a decision of some kind if they hope ⁵ _____ (survive) this economic downturn. I remember ⁶ _____ (have) the same problem a few years ago at the company I was working for then. They didn't stop ⁷ _____ (think) about the whole economic situation and ended up ⁸ _____ (not make) any decisions and failing as a result. The team must be strong and think about ⁹ _____ (weigh) up all the pros and cons. Then they must insist on ¹⁰ _____ (create) a plan for moving forward as quickly as possible.

3 Match the sentence beginnings (1–8) with the correct ending (a or b).

1 They managed	—	
2 I need	—	
3 I'm afraid that option means	—	a to rearrange the meeting.
4 They offered	—	b taking that pay cut.
5 We regret	—	
6 It was not worth	—	
7 The assistant almost forgot	—	
8 They tried really hard	—	