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 ___

4 They offered ___

5 We regret ___

6 It was not worth ___

7 The assistant almost forgot ___

8 They tried really hard ___

a to rearrange the meeting.

b taking that pay cut.

LIVEWORKSHEETS