

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