

# Infinitive vs. Gerund

## GRAMMAR REFERENCE

### The infinitive form

#### Form

The infinitive is formed with *to* + base verb (e.g. *to meet*, *to change*, *to save*).

#### Use

Use the infinitive form of the verb

- after an adjective:  
*It's important to know the truth.*  
*We're very pleased to meet you.*
- to express purpose:  
*I always check with everyone to make sure they are happy.*  
*To save energy around the offices, we use timers.*
- after verbs about plans and decisions:  
*We intend to change the policy.*  
*They've decided to stop buying from us.*

### The -ing form

#### Form

The -ing form is formed with the base verb + *ing* (e.g. *meeting*, *changing*, *saving*).

#### Use

Use the -ing form of the verb

- after verbs about likes/dislikes:  
*I like playing sport at the weekends.*  
*We enjoyed meeting you all.*
- after a preposition:  
*I need to work on improving my IT skills.*  
*I look forward to seeing you all next week.*

### 1 Complete the sentences with the phrases from the list.

difficult to know sad to see important to be  
right to ask afraid to leave nice to see

- 1 It was so \_\_\_\_\_ you again.  
You look so well.
- 2 It's really \_\_\_\_\_ what we should do next. There isn't an easy solution.
- 3 With staff who aren't working hard enough, it's \_\_\_\_\_ firm but fair.
- 4 I'm \_\_\_\_\_ my current job in case I can't get another.
- 5 On behalf of everyone here, we are \_\_\_\_\_ you go but want to wish you luck in your next job.
- 6 I think you're absolutely \_\_\_\_\_ for a pay rise. It's long overdue.

**2** 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 \_\_\_\_\_

**3** 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 <sup>1</sup> \_\_\_\_\_ on time today. I realize you're all busy, so I hope <sup>2</sup> \_\_\_\_\_ this meeting brief. As you know, we have been looking at ways of <sup>3</sup> \_\_\_\_\_ employees the opportunity to work more flexible hours, and I think we have finally come up with a solution <sup>4</sup> \_\_\_\_\_ sure everyone can achieve a better work-life balance. The process has involved <sup>5</sup> \_\_\_\_\_ a large number of different people in every department and I have to say that I've really enjoyed <sup>6</sup> \_\_\_\_\_ time talking to many of you. Anyway, I'd like <sup>7</sup> \_\_\_\_\_ by presenting the overall feedback and then I plan <sup>8</sup> \_\_\_\_\_ about the main points of our proposal.