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.

LIVEWORKSHEETS

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

LIVEWORKSHEETS