



Practice

To+infinitive and -ing form

Instructions: write the correct form of the verbs in brackets.

Text 1: Improving Work-Life Balance at the Office

At our company, we believe it is **important** ¹ _____ (**support**) employees' well-being. One way to do this is ² _____ (**offer**) more flexibility in working hours. We are now planning ³ _____ (**introduce**) a new flexitime policy that allows staff to choose their own core hours.

Many employees have said they **enjoy** ⁴ _____ (**do**) home-working, especially when they need to take care of family or avoid long commutes. HR is also considering ⁵ _____ (**give**) additional leave during busy periods or for personal reasons.

Some people have requested unpaid leave to travel or study. We think it is **essential** ⁶ _____ (**provide**) this option to promote personal growth. Others have asked to reduce their overtime, and we are currently working **on** ⁷ _____ (**adjust**) workloads to avoid burnout.

Employees seem pleased about the changes. We hope ⁸ _____ (**create**) a culture that values balance and flexibility, helping everyone stay productive and healthy.

Text 2: Company Policies Supporting Employees' Needs

The management recently reviewed its time-off policies ¹ _____
(**improve**) work-life balance across departments. It is necessary to update our
procedures to meet employees' changing needs. The goal is ² _____
(**combine**) better planning with fair compensation.

We intend ³ _____ (**offer**) full pay during maternity leave, paternity leave,
and statutory leave. The team has discussed **about** ⁴ _____ (**introduce**)
more annual leave days, especially for staff with long service. Many colleagues
like ⁵ _____ (**have**) more time off to rest and recharge.

Some staff have said they would **enjoy** ⁶ _____ (**take**) a short break even if it
means using unpaid leave. Others prefer ⁷ _____ (**work**) from home a few
days a week. As a result, the company is now **looking into** ⁸ _____
(**expand**) home-working options permanently.

It's also encouraging to see how many employees are good at managing their time
when given more control. HR is proud to support these initiatives and looks
forward **to** ⁹ _____ (**hear**) more suggestions in the next staff meeting.