GRAMMAR

a) Choose the correct form.

I'm in charge of *recruiting* / *to recruit* new staff.

1 It's important for me *spending* / *to spend* time with my family.
2 *Applying* / *Apply* for a job can be complicated.
3 The manager asked me *not saying* / *not to say* anything about the downsizing.
4 My boss wants me *start* / *to start* work earlier.
5 Be careful *not asking* / *not to ask* her about her boyfriend – they broke up.
6 We kept *working* / *to work* until we finished.
7 Dave is very good at *solving* / *to solve* logic problems.
8 The best thing about weekends is *not going* / *not to go* to work.
9 Layla gave up *modeling* / *to model* when she had a baby.
10 I took a training course *to learning* / *to learn* about the new software.

LIVEWORKSHEETS

GRAMMAR

b) Complete with a verb from the list in the correct form.

not buy	commute	leave	lock	not make
retire	~~set up~~	wear	work	not worry

I'd like *to set up* my own company.

1 My parents are planning _____ before they are 65.
2 Rob spends three hours _____ to work and back every day.
3 Mark's wife told him _____ about the problems he had at work.
4 Did you remember _____ the door?
5 In the end I decided _____ the shoes because they were very expensive.
6 The manager lets us _____ early on Fridays.
7 All employees must _____ a jacket and tie at work.
8 Please try _____ anymore mistakes in the report.
9 I don't mind _____ overtime during the week.

LIVEWORKSHEETS