

Part 2: Grammar

1 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 (see) you on the 21st.

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