

TO INFINITIVE AND GERUNDS

Exercise 1: Choose the correct option (a, b, c, or d) to complete each sentence.
Write your answers on the answer sheet provided.

1. The manager suggested _____ a meeting to discuss the project.

- a) to hold
- b) holding
- c) held
- d) holds

2. He decided _____ the training program to enhance his skills.

- a) to attend
- b) attending
- c) attend
- d) attended

3. Avoid _____ unnecessary risks when negotiating contracts.

- a) to take
- b) taking
- c) take
- d) takes

4. The HR department plans _____ new employees next month.

- a) to hire
- b) hiring
- c) hire
- d) hired

5. She enjoys _____ new marketing strategies for the company.

- a) to develop
- b) developing
- c) develop
- d) developed

6. We hope _____ the new policy will increase customer satisfaction.
- a) to introduce
 - b) introducing
 - c) introduce
 - d) introduced
7. The company considers _____ new software to improve productivity.
- a) to implement
 - b) implementing
 - c) implemented
 - d) implements
8. The CEO agreed _____ the proposal presented by the team.
- a) to review
 - b) reviewing
 - c) review
 - d) reviewed
9. They postponed _____ the report due to unexpected technical issues.
- a) to submit
 - b) submitting
 - c) submit
 - d) submitted
10. The supervisor promised _____ the request as soon as possible.
- a) to process
 - b) processing
 - c) process
 - d) processed
11. He kept _____ the same mistake despite several warnings.
- a) to make
 - b) making
 - c) make
 - d) made

12. The team chose _____ the project deadline to ensure quality.

- a) to extend
- b) extending
- c) extend
- d) extended

Exercise 2: : Choose the correct option (a, b, c, or d) to complete each sentence. Write your answers on the answer sheet provided.

1. The team discussed _____ a new supplier to reduce costs.

- a) to find
- b) finding
- c) find
- d) found

2. He promised _____ the client's feedback by the end of the day.

- a) to address
- b) addressing
- c) address
- d) addressed

3. They postponed _____ the new product launch due to market conditions.

- a) to announce
- b) announcing
- c) announce
- d) announced

4. The company plans _____ a comprehensive training program for employees.

- a) to implement
- b) implementing
- c) implement
- d) implemented

5. We recommend _____ for the project to avoid delays.
- a) applying
 - b) to apply
 - c) apply
 - d) applied
6. She admitted _____ the report incorrectly.
- a) to complete
 - b) completing
 - c) complete
 - d) completed
7. The manager decided _____ the proposal before the deadline.
- a) to finalize
 - b) finalizing
 - c) finalize
 - d) finalized
8. He avoided _____ questions about the company's finances during the meeting.
- a) to answer
 - b) answering
 - c) answer
 - d) answered
9. The director encouraged the team _____ their ideas for innovation.
- a) to share
 - b) sharing
 - c) share
 - d) shared
10. She enjoys _____ complex problems and finding solutions.
- a) to analyze
 - b) analyzing
 - c) analyze
 - d) analyzed

11. He agreed _____ the project timeline to accommodate client demands.

- a) to adjust
- b) adjusting
- c) adjust
- d) adjusted

12. The employee refused _____ the additional responsibilities.

- a) to take
- b) taking
- c) take
- d) took

13. They considered _____ the event online due to travel restrictions.

- a) to host
- b) hosting
- c) host
- d) hosted

14. She offered _____ the presentation on behalf of the team.

- a) to give
- b) giving
- c) give
- d) gave

Exercise 3: Choose the correct option (a, b, c, or d) to complete each sentence. Write your answers on the answer sheet provided.

1. The company decided _____ a bonus program to motivate employees.

- a) to create
- b) creating
- c) create
- d) created

2. They avoided _____ the product until the quality issues were resolved.

- a) to release
- b) releasing
- c) release
- d) released

3. The employee suggested _____ a workshop on time management.
- a) to organize
 - b) organizing
 - c) organize
 - d) organized
4. We need _____ a better strategy to increase sales.
- a) to develop
 - b) developing
 - c) develop
 - d) developed
5. She prefers _____ her tasks in the morning when she is most focused.
- a) to complete
 - b) completing
 - c) complete
 - d) completed
6. He delayed _____ his resignation letter until after the board meeting.
- a) to submit
 - b) submitting
 - c) submit
 - d) submitted
7. The client agreed _____ the terms of the new contract.
- a) to accept
 - b) accepting
 - c) accept
 - d) accepted
8. The director insists on _____ accurate reports to the stakeholders.
- a) to send
 - b) sending
 - c) send
 - d) sent

9. The team managed _____ the project ahead of schedule.
- a) to finish
 - b) finishing
 - c) finish
 - d) finished
10. They considered _____ a consultant to improve the company's workflow.
- a) to hire
 - b) hiring
 - c) hire
 - d) hired
11. He plans _____ his own startup after leaving the company.
- a) to start
 - b) starting
 - c) start
 - d) started
12. We avoid _____ unnecessary risks during important negotiations.
- a) to take
 - b) taking
 - c) take
 - d) took
13. She agreed _____ the invitation to speak at the conference.
- a) to accept
 - b) accepting
 - c) accept
 - d) accepted
14. The manager keeps _____ the importance of meeting deadlines.
- a) to emphasize
 - b) emphasizing
 - c) emphasize
 - d) emphasized

15. The employee suggested _____ a new policy for remote work.
- a) to introduce
 - b) introducing
 - c) introduce
 - d) introduced
16. The supervisor promised _____ the complaint with the HR department.
- a) to discuss
 - b) discussing
 - c) discuss
 - d) discussed
17. He dislikes _____ late to meetings.
- a) to arrive
 - b) arriving
 - c) arrive
 - d) arrived
18. She admitted _____ the report after the deadline.
- a) to submit
 - b) submitting
 - c) submit
 - d) submitted
19. The CEO decided _____ the merger after careful consideration.
- a) to approve
 - b) approving
 - c) approve
 - d) approved
20. The company is considering _____ a new location for its headquarters.
- a) to open
 - b) opening
 - c) open
 - d) opened