

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