

a Circle the correct form.

- I'm in charge of recruiting / to recruit new staff.
- It's important for me spending / to spend time with my family.
 - Applying / Apply for a job can be complicated.
 - The manager asked me not saying / not to say anything about the redundancies.
 - My boss wants me start / to start work earlier.
 - Be careful not asking / not to ask her about her boyfriend – they've split up.
 - We carried on working / to work until we finished.
 - Dave is very good at solving / to solve logic problems.
 - The best thing about weekends is not going / not to go to work.
 - Layla gave up modelling / to model when she had a baby.
 - I went on a training course to learning / to learn about the new software.

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

not buy commute do leave lock
not make retire set up wear not worry

I'd like to set up my own company.

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