

1 Find mistakes in the sentences. Some sentences are correct.

- 1 Launching new products is crucial for the survival of the company. OK
- 2 He **suggested meeting** us next month.
- 3 It's not worth fixing a date today, as I don't yet know my movements for next week. OK
- 4 The new exchange rate succeeded in bringing inflation down. OK
- 5 We are currently repeating the study which involves reviewing all the figures. OK
- 6 By delaying we **risk losing** the contract.
- 7 The company has spent a lot of time **improving** its existing products.
- 8 I forgot **sending** the attachment to the email so I had to send it again.
- 9 I remember meeting our project manager for the first time. OK
- 10 I **stopped to pick up** a letter that I'd dropped.

2 Complete the gaps using the correct form of the verb in brackets.

- 1 I **have been trying to sort out** the flight details all morning.
- 2 She admitted her company's liability for the disaster and **went on to explain** the compensation plan for the victims.
- 3 Have you **tried asking** Mary to help you with the assignment?
- 4 We really **can't go on working** like this - we'll have to have the air conditioning fixed.
- 5 **Remember to order** some more paper clips as we're running low on them.
- 6 We **regret to inform** you that we have chosen a different candidate.
- 7 They **intend to boost** their spending on equipment this year.
- 8 We **avoided having** an accident on the premises last month.
- 9 It is essential **to track** expenses and costs.
- 10 Her personal assistant **denied making** the mistake.
- 11 After giving birth to her child, she **decided not to return** to work.
- 12 I'm **considering taking** the job they offered me.
- 13 Would you **mind checking** my order?
- 14 The economic climate pressured banks **to stop lending** to each other.
- 15 Once I've **finished writing** the report, I will make those phone calls.