

Verb constructions:

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Exercise 10

1. Three of the bank's employees **were accused** yesterday **of buying** share while in possession of inside information.
2. The treasurer **admitted to losing/that he had lost** \$10,000 of the company's money in a Las Vegas casino.
3. The consultant **advised** the company **to restructure** its middle management.
4. The management **agreed to show** the documents to the trade union representatives.
5. Buying just one ordinary share **will allow you/its holder** **to vote** at the Annual General Meeting.
6. The production manager **apologized for arriving** late for the meeting.
7. I have **arranged to come back** at short notice if any problems arise during my holiday.
8. Because of the cash flow crisis, the company **attempted to borrow** a further \$100,000.
9. The company's staff were asked to **avoid speaking** to journalists.
10. We **are not aware of losing** any customers because of these delays.
11. The company **believes in distributing** profits among both staff and shareholders.
12. Quality problems **were blamed for the company losing** 20% of its market share.
13. The new factory **must be capable of producing** a range of different products.
14. I hate fog. I **can't stand waiting** for hours at airports.
15. Despite the mixed market research reports, we are going to **carry on developing** this product.
16. The R&D department **complained about losing** 10% of its budget.
17. Rather than diversifying, we are going to **concentrate on making** our traditional products.
18. I would like to thank all of you for **contributing to increasing** our sales this past year.
19. OK, you have **convinced me to stay** with the company.
20. We cannot **count on remaining** market leader for ever.

Exercise 11

1. We **have delayed introducing** the product until New Year.
2. The advertising department **denied misleading** the public about the product.
3. Because of our huge advertising budget, competitors **are deterred from entering** the market.
4. This joint venture will **enable us to enter** the Chinese market.
5. Do you really **enjoy working** 50 hours a week?
6. The company **failed to increase** its sales in the first quarter of the year.
7. The government wants to **forbid companies (from) advertising** alcoholic products on television.
8. I **forgot to arrange** the meeting with the suppliers.
9. Many middle managers say they **are frightened of losing** their jobs.
10. We'll probably **give up sending** publicity material to schools and universities.
11. We **guarantee to provide** free after-sales service for two years.
12. You **had better check** those figures before the meeting on Monday.
13. The new law **should help investors (to) understand** a company's financial situation more easily.
14. You really ought to **enquire about joining** the employers' association.
15. The union representative **insisted on speaking** to the managing director.
16. The company **is interested in expanding** into Latin American markets.
17. The marketing department **is keen on increasing** the proportion of sales on credit.
18. We intend to **let each subsidiary decide** for itself.
19. In the hope that my proposition will interest you, **I look forward to/am looking forward to hearing** from you.
20. The law on partnership is designed to **make professional people act** responsibly.

Exercise 12

1. Would you **mind sharing** an office with Mr Vile?

2. We all have to **participate in improving** the quality of our customer service.
3. We are not **permitted to use** comparative advertising.
4. If you **persist in arriving** at work at 10 o'clock, your contract will be terminated.
5. Your job is to **persuade politicians to accept** our industry's proposals.
6. We **promise to refund** dissatisfied customers within 30 days.
7. The company was **punished for breaking** health and safety regulations.
8. Two years on, we **regret abandoning** the North African market.
9. Because of the recession at home, we now **rely on making** profits abroad.
10. I **remember starting** work there at the age of 16.
11. Did you **remember to post** the invitations to the Christmas party?
12. We will probably **start producing/ to produce** the new model within 18 months.
13. We are still **struggling to restore** sales to their 1999 level.
14. You will never **succeed in getting** a job with a CV that looks as bad as that.
15. He was **suspected of selling** information to a rival company.
16. She **is used to working** late in the evening, if necessary.
17. I was never **trained to operate** this machinery.
18. The bank **undertakes to buy** any bonds for which they cannot find purchasers.
19. She **used to work** late in the evenings when she ran the development project.
20. I **would rather earn** less money and have a shorter working week.