

## VERB PATTERNS

1 Underline the correct words.

- 1 There seems *being/to be* something wrong - I can't access the network.
- 2 Have you considered *extending/to extend* your warranty by another year?
- 3 I'd like *having/to have* a word with you in my office.
- 4 We risk *losing/to lose* their contract if there are any more problems.
- 5 I suggest *postponing/to postpone* any final decision until we know all the facts.
- 6 We can't afford *spending/to spend* so much money on business lunches.
- 7 She agreed *preparing/to prepare* some figures before the next meeting.
- 8 I don't mind *waiting/to wait* if Ms Neuburger is busy.
- 9 We decided *advertising/to advertise* for staff in the national press.
- 10 It's not worth *wasting/to waste* any more time trying to fix this - it's broken.

2 Complete each sentence with the correct form of one of these verbs: *advertise, audit, catch, design, negotiate, receive, replace, write*.

- 1 They wouldn't drop their prices. They completely refused *to negotiate*.
- 2 I plan \_\_\_\_\_ the flight that gets to Frankfurt at 3.45.
- 3 If I delay \_\_\_\_\_ the report any longer, my boss will be furious.
- 4 There's no point \_\_\_\_\_ this brand in 'Stamp Collector' magazine.
- 5 I expected \_\_\_\_\_ a letter from them, but nothing has arrived so far.
- 6 My job involves \_\_\_\_\_ the accounts of large public companies.
- 7 We've spent over two months \_\_\_\_\_ next summer's range of sportswear.
- 8 We guarantee \_\_\_\_\_ any faulty parts for a period of two years.

## BOTH...AND... / EITHER...OR / NEITHER... NOR...

1 Write sentences with both...and.. / either...or... / neither...nor...

1. Tom was late. So was Ann. *Both Tom and Ann were late.*
2. She didn't write and she didn't phone. \_\_\_\_\_
3. Jim is on holiday and so is Carol. \_\_\_\_\_
4. George doesn't smoke and he doesn't drink. \_\_\_\_\_
5. Jim hasn't got a car. Carol hasn't got a car either. \_\_\_\_\_
6. It was a very boring film. It was very long too. \_\_\_\_\_
7. Is that man's name Richard? Or is it Robert? It's one of the two.  
\_\_\_\_\_
8. I haven't got time to go on holiday. And I haven't got the money.  
\_\_\_\_\_
9. We can leave today or we can leave tomorrow – whichever you prefer.  
\_\_\_\_\_