

19 Practice

Exercise 1 A B

Underline the correct words.

- 1 We can't afford to miss/*missing* this opportunity.
- 2 Do you fancy to go/*going* for a drink after work?
- 3 Are you waiting to use/*using* the phone?
- 4 It's not worth to spend/*spending* any more time on this.
- 5 We decided to close down/*closing down* the factory in Belgium.
- 6 You promised to deliver/*delivering* by April, and it's now May.
- 7 I considered to call/*calling* him, but I decided it was better to write.
- 8 If we don't decide soon, we risk to lose/*losing* the whole contract.
- 9 She agreed to prepare/*preparing* some figures before the next meeting.
- 10 I'm sorry, there seems to be/*being* a misunderstanding here.
- 11 Is Mr Messier busy? OK, I don't mind to wait/*waiting* for a few minutes.
- 12 He refused to sign/*signing* the contract until he'd spoken to his boss.
- 13 May I suggest to postpone/*postponing* the meeting until next week?

Exercise 2 A B

Complete these sentences with the verbs from the list below. Choose either the *-ing* form or *to + infinitive*.

~~give~~ write fly receive make recognise advertise help think speak

- 1 They agreed to give us thirty more days to pay the invoice.
- 2 He pretended me, but I don't think he knew who I was.
- 3 There's no point this brand on TV, it would cost too much.
- 4 We're expecting some more stock early next week.
- 5 I'll join you later. I need to finish this report.
- 6 I learnt Portuguese when I worked in Brazil.
- 7 I work in public relations. My job involves contact with the media.
- 8 I can't help that something is going to go wrong.
- 9 I can't afford business class all the time.
- 10 I can't promise you with this problem, but I'll do my best.

Exercise 3 C

Complete the following sentences with verbs from the list below. Include an object in every case.

~~advise~~ remind persuade expect help encourage force

- 1 I'm sorry I missed work yesterday. The doctor advised me to stay in bed.
- 2 I tried to come with us tonight, but he said he was busy.
- 3 Could you call Head Office later? I might forget.
- 4 If you employ a secretary, it will deal with all the paperwork.
- 5 She hasn't called yet, but I contact me some time today.
- 6 I didn't feel very confident, but she apply for the job.
- 7 The fall in demand has make some of our best workers redundant.

Exercise 4 **A B C**

23 Complete the mini-dialogue by putting the verbs in brackets into the correct form, using *-ing* or *to + infinitive*.

ISABEL: Oh, no, not again.

FERNANDA: What's wrong?

ISABEL: My computer's crashed. It keeps (1) doing (do) it. I have to save my documents every few minutes or I risk (2) (lose) all the work I've just done.

FERNANDA: Have you got enough disk space?

ISABEL: Yeah, I have. I really don't know what's causing it (3) (crash) so often. Look, you're good at computers. What do you advise me (4) (do)?

FERNANDA: Well, I don't know. I haven't been trained (5) (fix) them. You'll have to ask an IT technician (6) (come) and have a look at it.

ISABEL: Hah. You know, there's no point (7) (call) a technician - they'll be ages and I ... I really can't afford (8) (wait) all day for someone to come, I'm really busy.

FERNANDA: Why don't you phone the helpdesk then? They'll advise you what (9) (do) over the phone.

ISABEL: Oh, yeah. I suppose so.

FERNANDA: And if you're really that busy, have you considered (10) (ask) Sophie to help you, she hasn't got a lot of work at the moment.

ISABEL: Oh, hasn't she? That's great. I'll ask her (11) (type) up this report. Thanks.

Exercise 5 **A B**

Complete this email that circulated in a company that makes mobile phones. Choose a verb from the list below and use the correct form, *-ing* or infinitive with *to*.

interview be pay pretend receive refer show take talk worry

Previous Next Reply Reply All Forward Delete Attachments Print

From: Peter Halonen, Director To: All staff in Production department Sent: 6 December ...

Subject: Visit by journalist about health risks from mobile phones Cc:

Message:

A journalist from the magazine Technology Review wants (1) to interview someone from Production about health risks for mobile phone users from radiation. It will involve (2) to him over lunch one day next week. He's offered (3) Any volunteers?

In my opinion it's not worth (4) too much about this as the latest research shows that the risks seem (5) minimal. But on the other hand it's no good (6) there's no problem at all. I would suggest simply (7) to the recent report from the National Safety Board.

Anyway, he's kindly agreed (8) us the article before it's published, and he's promised (9) a balanced view. I look forward to (10) your comments on this matter asap.

Peter

20 Practice

Exercise 1

Underline the correct words.

- 1 I'm sorry I forgot to call/calling you, but I was really busy.
- 2 I stopped in Paris for a few days to meet/meeting Henri.
- 3 We've stopped to meet/meeting so often. It was a waste of time.
- 4 Learning a language means to be/being interested in the culture as well.
- 5 I meant to make/making some more photocopies, but I didn't have time.
- 6 Please remember to speak/speaking to Josie when you see her.
- 7 I don't remember to say/saying anything like that.
- 8 I tried to open/opening the window, but it was too high to reach.
- 9 I tried to open/opening the window, but it was still too hot in the room.
- 10 I'll never forget to give/giving my first presentation to the Board.
- 11 Don't forget to look at/looking at the audience when you speak.
- 12 We regret to announce/announcing the death of our founder, Mr Obuchi.
- 13 I regret to quit/quitting my MBA course.
- 14 The new product is doing really well. I think we should go on to sell/selling it for another six months at least.
- 15 First I'll say a little about the history of the company, then I'll go on to describe/describing our new range of products.

Exercise 2

Match the situations a)–d) to the sentences 1–4 below.

- a) I heard part of your conversation.
- b) I saw your whole presentation.
- c) I saw the whole tour.
- d) I passed them in the corridor.

- 1 Sorry to interrupt, but I heard you talking about e-books.
- 2 I heard you talk about e-books at the Internet seminar.
- 3 I saw Barbara showing the visitors round the factory.
- 4 I saw Barbara show the visitors our new production line.

Exercise 3 Unit 19

Complete the sentences with *being* or *to be*.

- 1 I enjoy **being** taken out for expensive meals.
- 2 The Minister denied given a bribe.
- 3 The Minister refused questioned about the bribe.
- 4 I expect asked some tough questions after my presentation.
- 5 Do you mind picked up at the airport by a taxi?
- 6 How awful! Imagine asked to give a presentation on a topic like that!

Exercise 4



Complete the mini-dialogue with the correct form of the verb in brackets. On two occasions both forms are possible.

- THOMAS: Hi, Carla. I've been meaning (1) to speak (speaking/ to speak) to you all day. We're trying (2) (booking/ to book) a table at that new Chinese restaurant tonight. Would you like to come too?
- CARLA: Oh, thanks, I'd really like to, but I was intending (3) (starting/ to start) work on my monthly sales report tonight.
- THOMAS: Really? Wouldn't you prefer (4) (coming/ to come) out with us? Just this once?
- CARLA: Of course I want (5) (going/ to go) out with you tonight, but I really have to get this report done. I'm sorry it means (6) (missing/ to miss) dinner with you guys tonight.
- THOMAS: Well, perhaps next time then.
- CARLA: Yeah. And next time don't forget (7) (giving/ to give) me as much notice as possible beforehand so I can keep the evening free.
- THOMAS: Oh, the trouble with you, Carla, is that you never stop (8) (working/ to work). You should remember (9) (having/ to have) some fun sometimes.
- CARLA: Look, Thomas, you know I'd really love (10) (joining/ to join) you, but I just ...
- THOMAS: Well, if you go on (11) (working/ to work) like you do at the moment, you'll start (12) (getting/ to get) really stressed, and then you'll regret (13) (missing out/ to miss out) on your social life. It happened to a friend of mine – in the end he went on (14) (having/ to have) a nervous breakdown.
- CARLA: Oh, come on. Stop (15) (being/ to be) so dramatic. I don't enjoy (16) (taking/ to take) work home, it's just that I like (17) (finishing/ to finish) my reports on time.

Exercise 5

Complete this letter by putting the verbs in brackets into the correct form, *-ing* or *to + infinitive*.

Dear Audio World

I am writing to complain about the poor service that I received when I was in your store last week. Recently you decided

(1) to remove (remove) listening facilities in your stores, and your sales staff encouraged customers (2) (take) home their choice of CDs without (3) (hear) them first. You invited us (4) (return) any CDs that we did not like, as long as we kept the receipt as proof of purchase. In my opinion this was an excellent policy as it allowed customers (5) (risk) (6) (buy) things that were a little different.

A consequence of your policy is that customers will buy more CDs, and this means (7) (return) more that they don't like. In fact last week I brought back eight CDs, from the fourteen I had bought on the previous visit. Your salesman refused (8) (accept) such a large number, and accused me of (9) (take) the CDs home just (10) (copy) them. I strongly objected to (11) (be) treated like this as I had remembered (12) (bring) the receipts with me and my actions were within the terms of your guarantee.

I can't help (13) (think) that you will lose a lot of business if your staff go on (14) (behave) in this way, and I advise you (15) (train) your staff (16) (deal) with customers in a more polite manner.