

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

- 1 Launching new products is crucial for the survival of the company.
- 2 He suggested to meet us next month.
- 3 It's not worth fixing a date today, as I don't yet know my movements for next week.
- 4 The new exchange rate succeeded in bringing inflation down.
- 5 We are currently repeating the study which involves reviewing all the figures.
- 6 By delaying we risk to lose the contract.
- 7 The company has spent a lot of time to improve 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.
- 10 I stopped picking 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 _____ (sort out) the flight details all morning.
- 2 She admitted her company's liability for the disaster and went on _____ (explain) the compensation plan for the victims.
- 3 Have you tried _____ (ask) Mary to help you with the assignment?
- 4 We really can't go on _____ (work) like this - we'll have to have the air conditioning fixed.
- 5 Remember _____ (order) some more paper clips as we're running low on them.
- 6 We regret _____ (inform) you that we have chosen a different candidate.
- 7 They intend _____ (boost) their spending on equipment this year.
- 8 We avoided _____ (have) an accident on the premises last month.
- 9 It is essential _____ (track) expenses and costs.
- 10 Her personal assistant denied _____ (make) the mistake.
- 11 After giving birth to her child, she decided _____ (not return) to work.
- 12 I'm considering _____ (take) the job they offered me.
- 13 Would you mind _____ (check) my order?
- 14 The economic climate pressured banks to stop _____ (lend) to each other.

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