

28 Meeting and planning

Many verbs can be followed by another verb. This can be a "to" infinitive ("want to eat") or a gerund ("enjoy cooking").

 **New language** Combining verbs

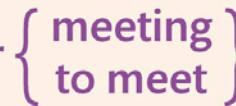
 **Vocabulary** Office tasks

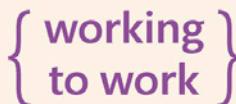
 **New skill** Taking part in meetings

28.1 KEY LANGUAGE VERBS FOLLOWED BY "TO" OR "-ING" (NO CHANGE IN MEANING)

Some verbs can be followed by a gerund (an "-ing" form) or a "to" infinitive, with little or no change in meaning. You can often use both forms interchangeably.



Emails are really awkward. I prefer  in person.

I like  in an open-plan office with a team.



28.2 MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT ENDINGS

Oh no. It's James! Once he **starts**

to run for the bus.

1 He was fired because he **continued**

being cold and wet.

2 How would you **propose**

writing to people by hand.

3 I was so late that I **began**

talking, he never stops.

4 Let's go inside. I really **can't stand**

to ignore his duties.

5 I have to say that I **prefer**

to raise the money?

TIP

These verbs can all be followed by "to" or "-ing" with no change in meaning.



28.3 KEY LANGUAGE VERBS FOLLOWED BY "TO" OR "-ING" (CHANGE IN MEANING)

Some verbs change their meaning depending on the form of the verb that follows them.



He stopped to talk to her in the office before lunch.

[He was walking around the office, and he stopped so that he could talk to her.]



She stopped talking to him and rushed to a meeting.

[She was talking to him, and she stopped in order to do something else.]



28.4 FURTHER EXAMPLES VERBS FOLLOWED BY "TO" OR "-ING" (CHANGE IN MEANING)

In general, the infinitive is used to describe an action that comes after that of the main verb. The gerund is often used for an action that happens before, or at the same time as, that of the main verb.

VERB + INFINITIVE

She forgot to send the email, so her team never received the update.

[She did not send the email.]

He went on to write the report once the meeting had finished.

[He finished a meeting and then wrote the report.]

I regret to tell you the unhappy news.

Your flight has been delayed.

[I have to tell you unhappy news, and I am sorry about this.]

Did you remember to meet David? Your meeting was scheduled for today.

[You were supposed to meet David. Did you remember to do that?]

VERB + GERUND

She forgot sending the email, so she sent it a second time.

[She forgot that she had already sent the email.]

He went on writing the report all evening. It took hours.

[He was writing the report, and continued to do so.]

I regret telling you the unhappy news.

I can see it has upset you.

[I wish I hadn't told you the unhappy news because you are very upset now.]

Did you remember meeting David? I'd forgotten that we had already met him.

[You had met David before. Did you remember that?]





28.5 CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE

We regret **to inform** / **informing** you that the hotel will be closed for refurbishment.

- ① I hope you remembered **to put** / **putting** the advertisement for the grand reopening in the newspaper?
- ② Unfortunately, when the hotel reopened, they had forgotten **advertising** / **to advertise**, so it was empty.
- ③ I'll never forget **to see** / **seeing** the manager's face when there were no guests at the party.
- ④ Do you remember **to plan** / **planning** the grand opening party with Ceri last year?
- ⑤ Do you regret **to ask** / **asking** Tim to promote the reopening?
- ⑥ After the initial failure, the refurbished hotel went on **to be** / **being** a huge success.
- ⑦ Now it's famous and successful, the hotel will probably go on **being** / **to be** popular for many years.



28.6 FILL IN THE GAPS BY PUTTING THE VERBS IN THE PANEL INTO THE CORRECT FORMS

I hope you remembered to finish your assignment from last week.

- ① I need to _____ spending so much money on food at work.
- ② My dad says he could never _____ meeting Elvis, even though it was a long time ago.
- ③ If I'm not busy tonight, I'd absolutely _____ to go to dinner with you.
- ④ My boss _____ talking on the phone to video calls.
- ⑤ Thanks for the offer. If you don't mind, I'd like to _____ to do my work instead.
- ⑥ After the book was published, he _____ to write an award-winning screenplay.
- ⑦ I _____ to inform you that the meeting has been postponed.
- ⑧ It looks like it will be expensive to get catering. I _____ making the food ourselves.

propose continue remember go on love prefer regret forget stop





28.7 READ THE ARTICLE AND ANSWER THE QUESTIONS

Should you have meetings to hand out information?

Yes No

1 Should you only have a meeting when it is needed?

Yes No

2 Should you ask participants to set meeting objectives?

Yes No

3 Should you use written objectives to help manage the meeting?

Yes No

4 Should you share the agenda on the day of the meeting?

Yes No

5 Should you stop meetings to ask people why they are late?

Yes No

6 Should you start late if some attendees are not yet present?

Yes No

7 Should you talk to latecomers after the meeting has finished?

Yes No

98

BUSINESS WORLD

HOW TO RUN EFFECTIVE MEETINGS

Top tips from our experts

1 Make sure the meeting you propose having is necessary. Could a notice or email be used to hand out information more effectively? Remember many people can't stand attending unnecessary meetings. If you only have meetings when necessary, then participants will prepare properly and take them more seriously.

2 Remember to set objectives for meetings. This serves a number of purposes. First, everyone knows why the meeting is being held and so will see it as potentially useful. Second, if a participant starts bringing up unrelated topics, you can refer back to the objective.

3 Make sure everyone knows the meeting's objectives by sharing an agenda at least a few days before the meeting. Some people prefer to assign a pre-meeting task to ensure that the agenda is read.

4 Begin talking on time to show respect to those attendees who arrived on time. Don't stop to talk to latecomers. Deal with them later.



28 CHECKLIST

Combining verbs

Office tasks

Taking part in meetings