



## Business Intermediate

### Unit 2: Work-life balance

#### Objectives

- Talk about work-life balance
- Talking about leisure
- How to agree and disagree



**First published in 2024 by mYngle**

© mYngle BV, 2024

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, without the prior written permission of mYngle, or as expressly permitted by applicable Dutch law.

You may not distribute, share, or circulate this content without explicit authorization from mYngle. Any unauthorized distribution or reproduction is strictly prohibited and may result in legal action.

This digital edition is published exclusively by mYngle.

1. Complete the infographic with the numbers below. Then check your answers on the next page.

Which of the following  
benefits would help you to  
be more active at work?

VS.

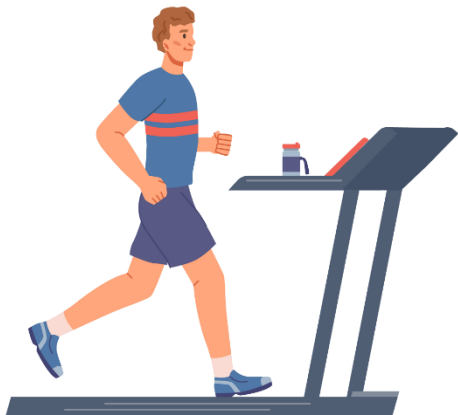
Which of these does  
your office actually  
have?

Which of the following  
benefits would help  
you to relax?

VS.

Which of these  
does your office  
actually have?

?%



on-site gym

?%

?%



outdoor spaces

?%

?%



standing desks

?%

?%



nap rooms

?%

8%

16%

16%

19%

34%

44%

50%

50%

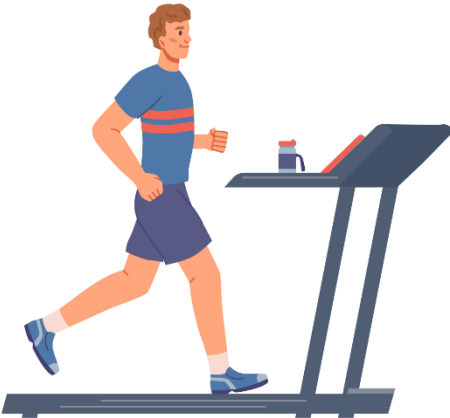
2. Discuss the following statistics with your teacher / partner. Do you think it's the same in your company?

Which of the following benefits would help you to be more active at work?

VS.

Which of these does your office actually have?

50%



on-site gym

16%

34%



standing desks

19%

Which of the following benefits would help you to relax?

VS.

Which of these does your office actually have?

50%



outdoor spaces

16%

44%



nap rooms

8%

<https://www.commercialcafe.com/blog/work-life-balance-survey-2019/>

3. Answer the questions

- 1. Would you like to change your work-life balance? How?
- 2. What can companies do to ensure their staff have good work-life balance?

4. You are going to listen to an interview with Lucie, a Data Scientist at Booking.com. Before you do, match the following phrases (1-9) to the definitions below (a-i).



Audio  
2.1

- |                                |                                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| 1. flexitime                   | a. Extra money for extra hours.                                                                         |
| 2. core hours                  | b. Getting all the money you usually earn while you are off work for a reason like sickness or holiday. |
| 3. paid overtime               | c. Doing your job from your house instead of going to an office.                                        |
| 4. working from home           | d. Time off work for mothers/fathers when a new baby is born.                                           |
| 5. annual leave                | e. Paid days off each year.                                                                             |
| 6. additional leave            | f. Time off work without getting paid.                                                                  |
| 7. unpaid leave                | g. You can choose when to start and finish work.                                                        |
| 8. maternity / paternity leave | h. Extra days off from work, sometimes without pay.                                                     |
| 9. full pay                    | i. The time when you must be at work.                                                                   |

5. Listen to the interview and answer the questions.



Audio  
2.1

1. What are the core hours?
2. Is overtime paid?
3. Can employees work remotely?
4. How many days of annual leave do employees get, and what are the other leave options available?
5. What is the company's policy on maternity leave?

6. Answer the questions in exercise 5 about your company.

7. Imagine that you are going to set up your own company. What working conditions would you offer?  
Use the points below or your own ideas.

- Remote work
- Flexible schedule
- Lunch / coffee break
- Annual / additional / unpaid leave
- Overtime

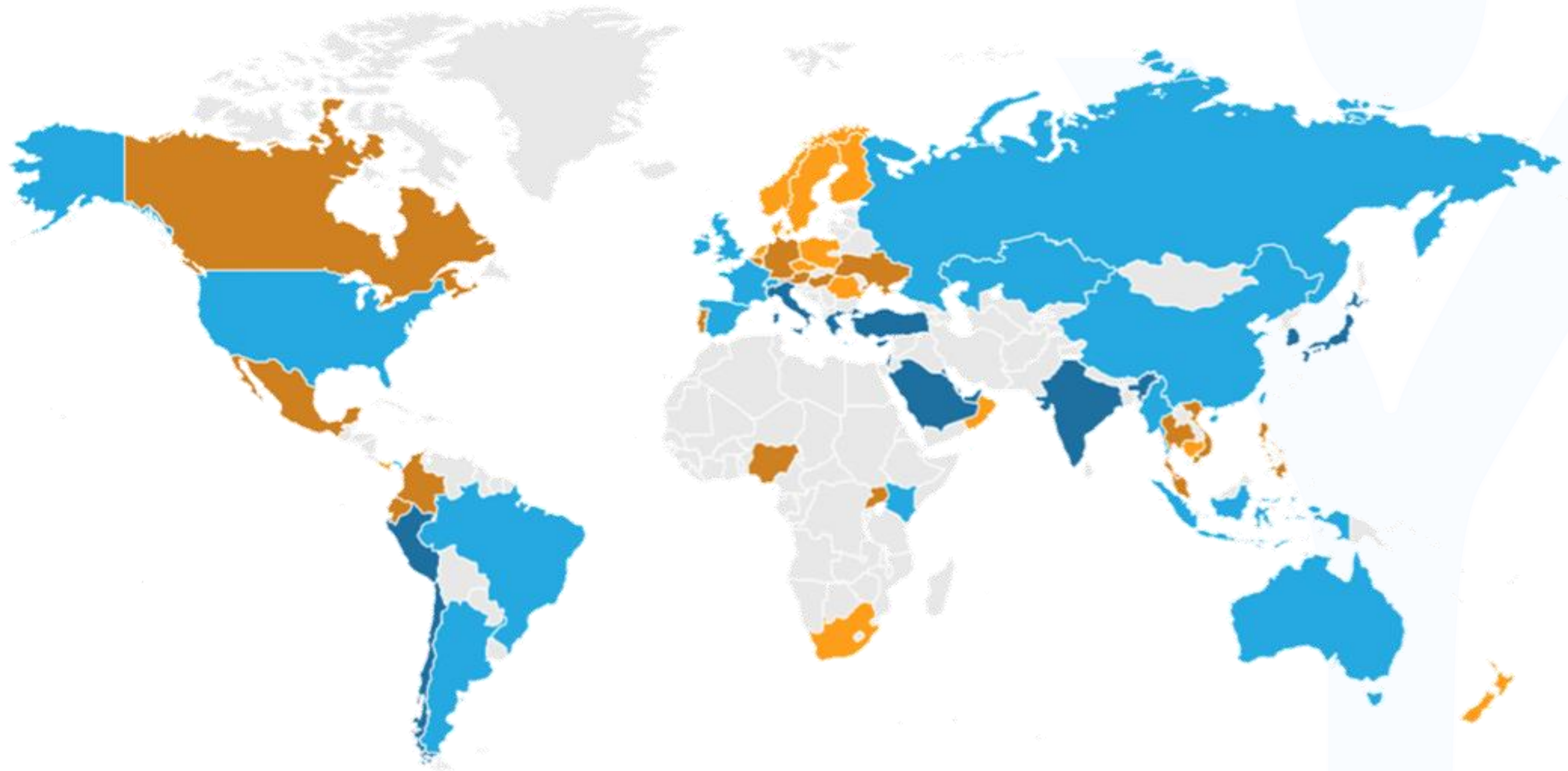
## extra writing

Imagine that you are a human resources manager. You are looking for a Project Manager. Write a job ad and describe the working conditions in your company **(80-100 words)**.

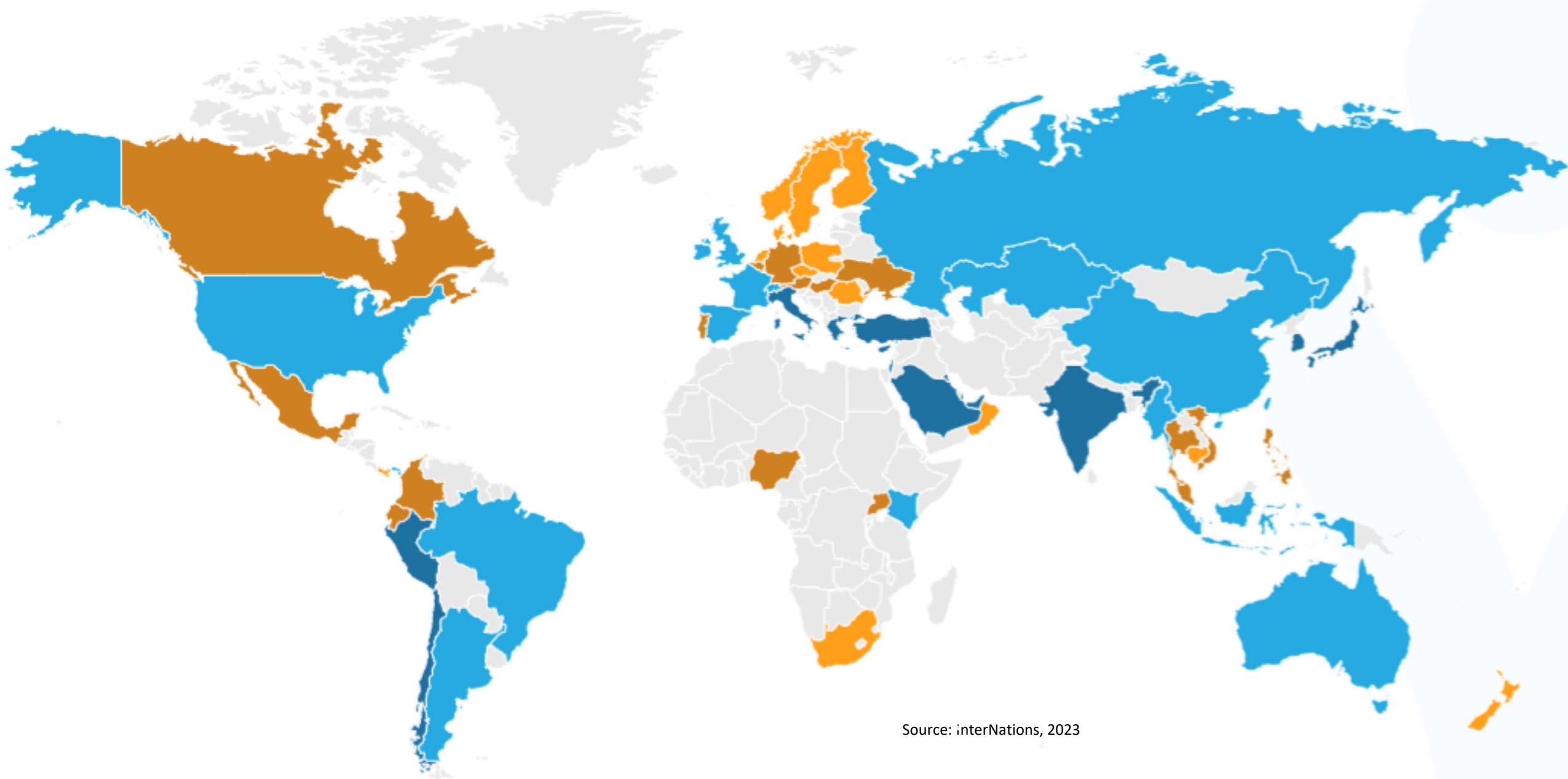
## extra vocabulary

**Generous benefits** - good rewards for work – not just salary but also perhaps a company car, good holiday entitlement, etc.  
E.g. Our goal is to offer our employees the most **generous benefits** package possible.

1. Look at the map below. Which countries do you think have the best work-life balance? Discuss it with your teacher / partner then check your guesses on the next page.



2. Look at the infographic. Where does your country rank? Do you agree with this rating?



Best Countries with a Great Work-Life Balance

|                  |                 |                |               |                |                   |                 |                |           |
|------------------|-----------------|----------------|---------------|----------------|-------------------|-----------------|----------------|-----------|
| 1 Denmark        | 9 Oman          | 16 Ecuador     | 24 Mexico     | 32 Nigeria     | 39 United Kingdom | 47 China        | 54 Qatar       | 62 Greece |
| 2 Bahrain        | 10 Malta        | 17 Malaysia    | 25 Austria    | 33 Ireland     | 40 Australia      | 48 USA          | 55 Turkey      | 63 Italy  |
| 3 Norway         | 11 Romania      | 18 Vietnam     | 26 Belgium    | 34 France      | 41 Myanmar        | 49 Singapore    | 56 South Korea | 64 Kuwait |
| 4 Czech Republic | 12 Finland      | 19 Colombia    | 27 Thailand   | 35 Taiwan      | 42 Argentina      | 50 Russia       | 57 Peru        | 65 Japan  |
| 5 New Zealand    | 13 South Africa | 20 Germany     | 28 Luxembourg | 36 Spain       | 43 Panama         | 51 Cyprus       | 58 India       |           |
| 6 Sweden         | 14 Poland       | 21 Philippines | 29 Uganda     | 37 Switzerland | 44 Indonesia      | 52 UAE          | 59 Israel      |           |
| 7 Costa Rica     | 15 Cambodia     | 22 Hungary     | 30 Canada     | 38 Kenya       | 45 Brazil         | 53 Saudi Arabia | 60 Chile       |           |
| 8 Netherlands    |                 | 23 Portugal    | 31 Ukraine    |                | 46 Kazakhstan     |                 | 61 Hong Kong   |           |

best work-life balance

worst work-life balance

3. Read the tips on how to improve work-life balance. Do you agree or disagree with them? Why?

### Manage Stress

**Make your well-being your number one priority.** Simple relaxation techniques like deep breathing can help **manage** daily **stress**.



### Take breaks

Sometimes it's good to stop and breathe. **Taking short breaks** or time off helps you relax and improves your focus at work.



### Time Management

**Cut out idle** activities and utilize time-saving techniques to manage your workday effectively. Avoid unnecessary **chit-chat** during work hours, and you'll **free up time** for family or self-care.



### Avoid Burnout

Try not **to work overtime** too often. When you constantly work late, you risk being overworked and might **miss out** on quality time with family and friends.



### Unplug from technology

**Make time** to take a break from gadgets. This **downtime** will help you relax and enjoy your free time more.



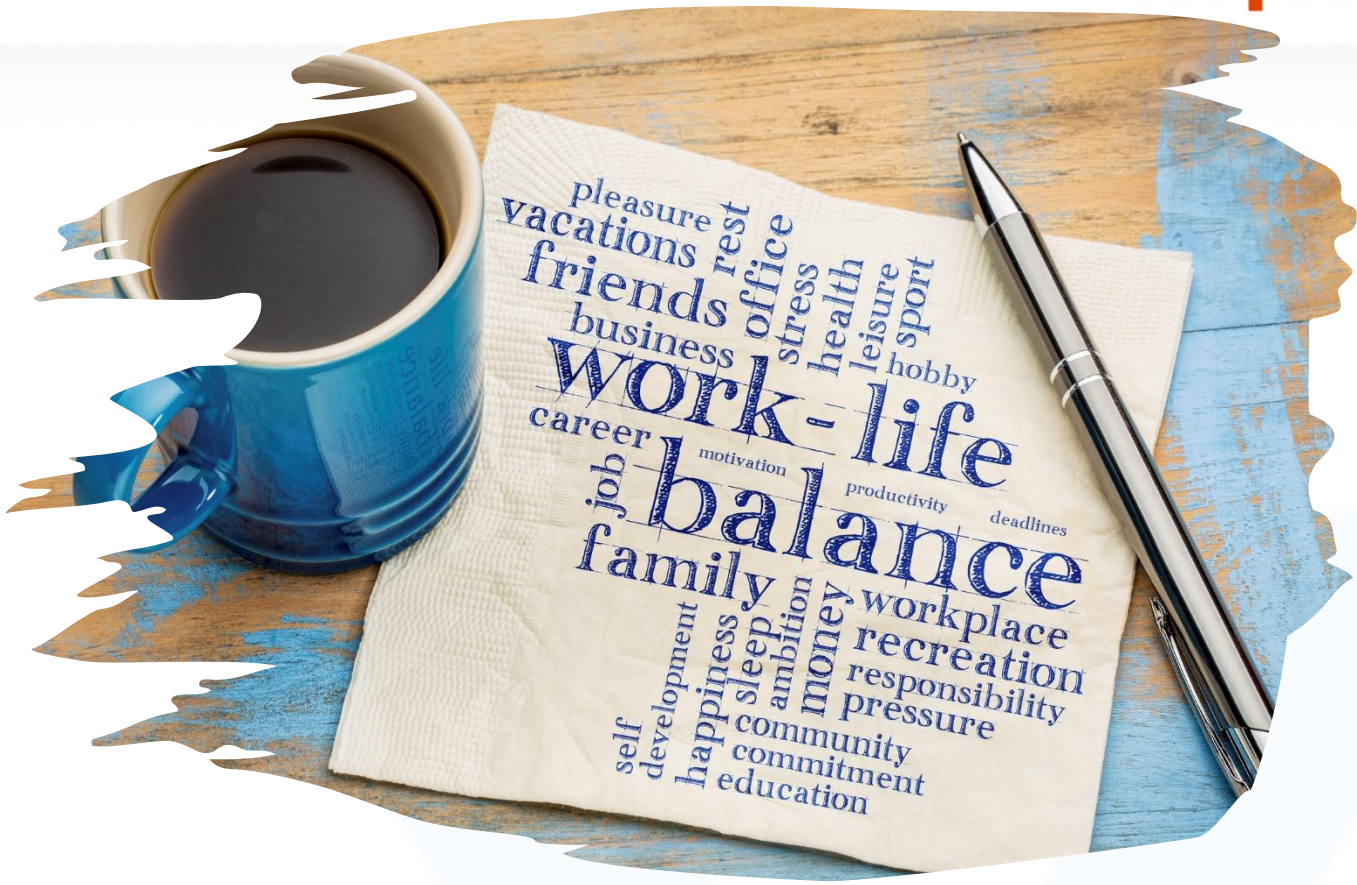
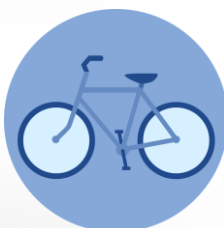
### Create a Comfort Zone

**Set personal boundaries** to choose a special area at home and work where you can focus.



### Exercise

Participate in wellness programs to improve your well-being and **maintain a healthy work-life balance**.



4. Find in the text words and phrases that mean the same as:

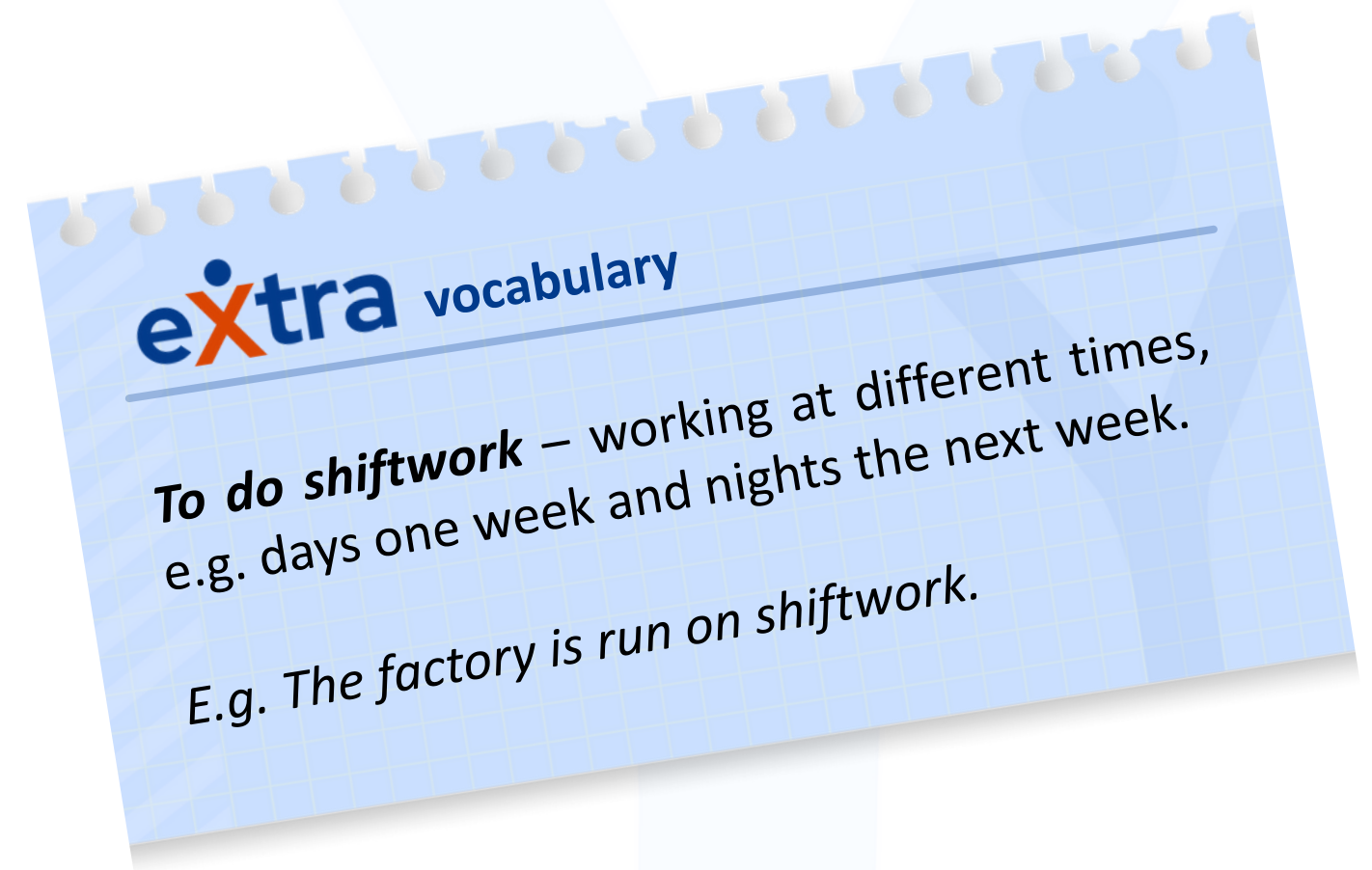
1. to create time for something you want to do. \_\_\_\_\_
2. free time when you're not working. \_\_\_\_\_
3. to control your stress. \_\_\_\_\_
4. to make some time or space available. \_\_\_\_\_
5. to stop doing something. \_\_\_\_\_
6. to not have the chance to do or enjoy something. \_\_\_\_\_
7. to treat something as the most important thing. \_\_\_\_\_
8. to work extra hours. \_\_\_\_\_
9. to keep a good balance between your job and personal life. \_\_\_\_
10. to stop working for a short time to rest. \_\_\_\_\_
11. talking about things that are not important. \_\_\_\_\_
12. to make rules about what is okay and not okay to do. \_\_\_\_\_

## 5. Complete the sentences with the verbs below (some verbs can be used more than once):

1. I \_\_\_\_\_ exercise my number one priority.
  2. Sometimes I \_\_\_\_\_ overtime to finish projects.
  3. It's good to \_\_\_\_\_ a break when you're tired.
  4. I do yoga to \_\_\_\_\_ stress.
  5. I \_\_\_\_\_ boundaries by saying 'No' to extra work.
  6. I try to \_\_\_\_\_ a healthy work-life balance.
  7. I \_\_\_\_\_ time for my family on weekends.
  8. I \_\_\_\_\_ time off to relax and travel.
  9. I \_\_\_\_\_ late when I have to meet deadlines.
  10. I \_\_\_\_\_ my workday with a to-do list.
- work
  - manage
  - take
  - set
  - maintain
  - make

## 6. Tell your partner / teacher about your work-life balance including:

1. Your number one priority
2. Time off
3. Overtime
4. Stress



1. Read the statistics below. Which fact surprised you most?

For **92%** of employees it's **difficult to maintain** a good work-life balance. They regularly work during evenings and weekends because **72%** of them keep their communication apps open during the whole day.

The top **5** countries that **enjoy having** a good work-life balance are Denmark, Finland, the Netherlands, Norway, and Italy.

**66%** of employees **decide to look** for another job if the employer doesn't offer remote work.

**76%** of workers **admit experiencing** burnout on the job at least sometimes.

People who work at least **60** hours per week have a **23%** higher chance **of getting sick**.

**66%** of employees **want to work** remotely **to have a better work-life balance**.

**78%** of employees have **changed roles to find** a better work-life balance.

2. Complete the rules (a-f) with 'infinitive' or '-ing form' and find examples in the text. One rule applies to both. Which is it?

In Southern Asia, the average employee is committed **to working 49** hours per week.

LANGUAGE POINT

- a. \_\_\_\_\_: used after prepositions (e.g. of, about, for) E.g. \_\_\_\_\_ , \_\_\_\_\_
- b. \_\_\_\_\_: used after verbs about making plans and decisions (e.g. decide, plan, intend) E.g. \_\_\_\_\_
- c. \_\_\_\_\_: used after adjectives (e.g. difficult, easy) E.g. \_\_\_\_\_
- d. \_\_\_\_\_: used to show purpose (to explain why we do something) E.g. \_\_\_\_\_ , \_\_\_\_\_
- e. \_\_\_\_\_: used after verbs about saying and thinking (e.g. suggest, admit, consider, imagine) E.g. \_\_\_\_\_
- f. \_\_\_\_\_: used after verbs about likes and dislikes (e.g. like, love) E.g. \_\_\_\_\_

# to + infinitive and -ing form

## 3. Underline the correct option in *italics*. Explain your choice.

1. He likes ***solving*** / ***to solve*** other people's problems.
2. I enjoy ***working*** / ***to work*** in the office.
3. Our Project Manager is good at ***making*** / ***to make*** decisions.
4. I intend ***maintaining*** / ***to maintain*** a healthy work-life balance.
5. It's important ***managing*** / ***to manage*** stress.
6. My PA is very good at ***organizing*** / ***to organize*** my schedule.
7. I decided ***taking*** / ***to take*** short breaks every 2 hours.
8. Kate started to work remotely to ***freeing up*** / ***free up*** more time for her family.

## 4. Complete questions (1-6) with the verbs below. Choose either the -ing form or to + infinitive.

- set
- free up
- avoid
- manage
- make
- say

1. Why do you think it's difficult \_\_\_\_\_ stress at work?
2. Is it hard for you \_\_\_\_\_ 'No' to extra work?
3. Why is it important \_\_\_\_\_ personal boundaries for a better work-life balance?
4. Do you enjoy \_\_\_\_\_ idle chit-chat with your colleagues?
5. How are you planning \_\_\_\_\_ more time for hobbies or family?
6. Would you change your job \_\_\_\_\_ burnout?

## 5. Answer the questions in exercise 4.

### extra grammar

We use the **infinitive** after

- such verbs as 'want, would like'
- question words (what, how, where)

E.g. I would like to spend more time with my family.  
E.g. I don't know how to do it.

1. When was the last time you disagreed with someone?  
What was the situation?



Audio 2.2

2. Listen a part of a conversation. You will hear only one person's part of the dialogue. What do you think the conversation is about?



Audio 2.3

3. Listen to the complete conversation, check your ideas and answer the questions.

1. What's the problem?
2. What solutions do they discuss?
3. What did they decide?
4. How would you solve this problem?

4. Match (1-8) to (a-h) to make phrases from the audio.

- |                          |                          |
|--------------------------|--------------------------|
| 1. That makes _____      | a. come to a compromise. |
| 2. Good _____            | b. I disagree.           |
| 3. I'm not sure _____    | c. sense.                |
| 4. I see _____           | d. thinking!             |
| 5. I'm afraid _____      | e. you're right.         |
| 6. You might _____       | f. be right.             |
| 7. I'm sure we can _____ | g. I agree with you.     |
| 8. I think _____         | h. your point.           |

5. Listen again. Use your ideas and the phrases below to agree or disagree with the speaker.  
Start speaking after the beep.



Audio 2.4

## Agree

- That would be a solution (because ...).
- That makes sense.
- Good thinking!
- I completely / entirely agree (with you).
- That might work.
- I think you're right (because ...).
- I share your opinion.
- That's exactly how I feel as well.
- That's not a bad idea.

## Disagree

- I'm not sure (because ...).
- That's nonsense.
- That's one way of looking at it, but ...
- I don't agree at all (because ...).
- I'm afraid I disagree.
- I'm not sure I agree with you (because ...).
- I appreciate your point of view, but ...
- I can see your point, but ...
- I'm sure we can come to / reach a compromise.
- You might be right. However, ...
- You have a good point, but ...
- I wouldn't do that (because ...).
- Don't get me wrong, but ...



6. Work with a partner / teacher. Take turns to say what you think about the ideas below. Try to continue each conversation for at least one minute. Give reasons for your opinions.

1. People should have a 4-week vacation every year.
2. Maternity leave should be at least a year.
3. The boss is always right.
4. Going to the university should be mandatory.
5. The boss should be the person with more degrees and certificates.
6. University education should be free for everybody.

## extra vocabulary

**Unanimous agreement (decision)** - when a group of people are unanimous, they all agree about something.

E.g. After a lengthy discussion we reached a unanimous decision on the proposal.

## extra vocabulary

**Agree to differ (agree to disagree)** - to accept that you have different opinions and stop trying to persuade each other.

E.g. We are never going to agree so let's agree to differ.

1. Answer the questions.

1. What do you usually do at the weekend?
2. How do the points below change work-life balance and the amount of time people have?
  - job
  - age
  - where you live

2. Match the phrases with the pictures.

## What did you do last weekend?

1. I had a lie in.
2. I went jogging to keep fit.
3. I enjoyed reading a book.
4. I cooked a big meal.
5. I did yoga.
6. I had a great time with my friends!
7. I decided to watch a new movie.
8. I went shopping.
9. I played video games.
10. I planned to clean my apartment.





Audio 2.5

3. It's Matthew's first corporate event in a new job. Listen to him talking to a colleague about the people in the picture and complete the information below (1-5).



Name \_\_\_\_\_ 1)  
Clothes \_\_\_\_\_  
Hobby \_\_\_\_\_

Name \_\_\_\_\_ 2)  
Clothes \_\_\_\_\_  
Hobby \_\_\_\_\_

Name \_\_\_\_\_ 3)  
Clothes \_\_\_\_\_  
Hobby \_\_\_\_\_

Name \_\_\_\_\_ 4)  
Clothes \_\_\_\_\_  
Hobby \_\_\_\_\_

Name \_Matthew\_ 5)  
Hobby \_\_\_\_\_

4. Listen again and write down the phrases used to speak about hobbies (e.g. *is keen on*) (optional).



Audio 2.5

## 5. Match (1-8) to (a-h).

- |                                         |                                     |
|-----------------------------------------|-------------------------------------|
| 1. What are you <b>interested</b> _____ | a. <b>in</b> reading.               |
| 2. Jake <b>is keen</b> _____            | b. <b>about</b> playing the guitar. |
| 3. She's <b>fond</b> _____              | c. <b>on</b> fishing.               |
| 4. She <b>has a passion</b> _____       | d. <b>for</b> music.                |
| 5. Tanya <b>is crazy</b> _____          | e. <b>of</b> snowboarding.          |
| 6. He <b>has a thing</b> _____          | f. <b>into</b> hiking.              |
| 7. I also <b>take pleasure</b> _____    | g. <b>for</b> bikes.                |
| 8. I <b>am</b> _____                    | h. <b>in</b> ?                      |



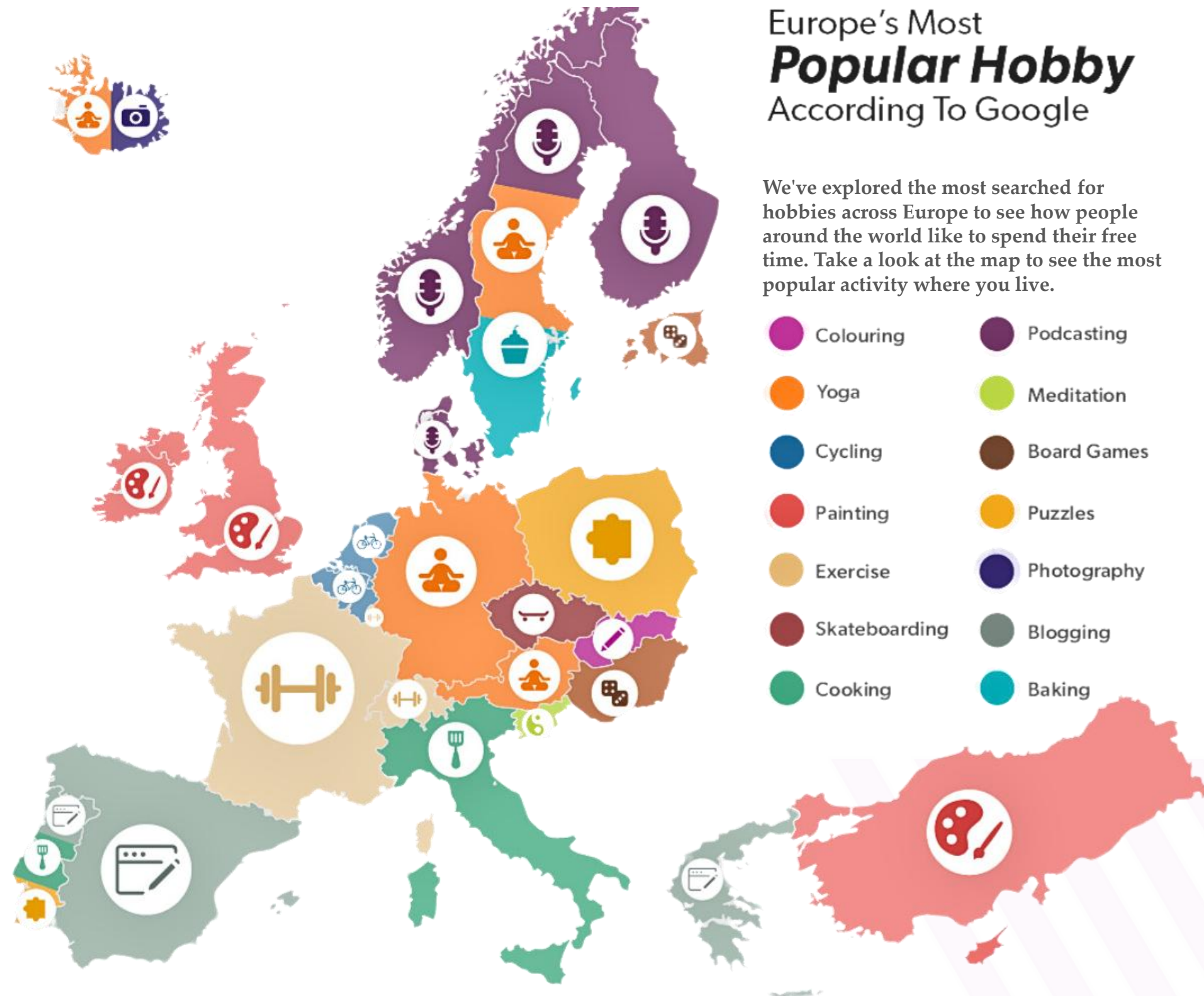
6. Read the Key Expressions and ask your teacher to clarify any phrases you do not understand.

## Talking about likes and dislikes

- I (don't) enjoy / love / like
- I'm (not) fond of
- I'm (not) a fan of
- I'm (not) crazy about
- I'm (not) enthusiastic about
- I'm (not) excited about
- I'm (not) interested in
- I'm (not) into
- I'm (not) keen on
- I'm indifferent to
- I take pleasure in
- I have a passion for
- I have a thing for
- I have a taste for

7. Present the information below and express your attitude to the hobbies in the picture. Use the Key Expressions.

E.g. *Italians are fond of cooking. I'm not into cooking, I have a passion for painting.*



## Talking about likes and dislikes

- I (don't) enjoy / love / like
- I'm (not) fond of
- I'm (not) a fan of
- I'm (not) keen on
- I'm (not) interested in
- I'm (not) into
- I'm (not) crazy about
- I'm (not) enthusiastic about
- I'm (not) excited about
- I'm indifferent to
- I take pleasure in
- I have a passion for
- I have a thing for
- I have a taste for

8. Tell your partner / teacher about your interests.

## extra vocabulary

*It sounds like fun* - when you say that something sounds like fun you mean that that thing seems enjoyable (to do).

## extra vocabulary

**Go window-shopping** - the activity of spending time looking at the goods on sale in shop windows without intending to buy any of them.

*E.g. They frequently went to Manchester to go window shopping.*

## extra writing

Answer the question **(80-100 words)**.

Is it possible to turn a hobby into a career or a way of making money?

1. What one word goes with all the phrases?

Take  
your  
\_\_\_\_\_

It's high  
\_\_\_\_\_

Save  
\_\_\_\_\_

\_\_\_\_\_ is  
money

Waste  
\_\_\_\_\_

?

Long \_\_\_\_\_  
no see

\_\_\_\_\_ flies

Kill  
\_\_\_\_\_

## 2. Read about time-management techniques and answer the questions.

1. What is ROWE and what does it allow employees to do?
2. How does Elon Musk manage his time?
3. What is the main aim of Basecamp's "Work Can Wait" policy?
4. Which time-saving technique do you like? Why?

1. ROWE, or Results-Only Work Environment, is a way to work that started getting popular in 2015. The idea is, work wherever and whenever you want as long as the job gets done. Companies that use ROWE have found that their workers are happier and more productive because they can control their own time. When people know clearly what they need to do, they do it better.
2. Elon Musk uses a time management method called "Time Blocking." In this method, he divides his day into small blocks of time, usually five minutes each. Every block is dedicated to a specific task or activity. Instead of just having a to-do list, he knows exactly when he will work on each task. Time blocking helps Elon Musk to run multiple successful companies like Tesla and SpaceX by making every minute count.
3. Basecamp, a software company, has a unique approach to work-life balance called the "Work Can Wait" policy. This policy aims to make sure that employees are not stressed about work during their personal time. It means that you don't have to respond to emails or complete tasks after working hours or during weekends. The company believes that work should not interfere with your personal life. As a result, employees are happier and can fully relax when they are not working.

3. Answer the questions.

- 1. How much time per day do you spend with your family / friends or pursuing your hobbies?
- 2. Do you ever feel like you are wasting your time?
- 3. If you don't have enough time to finish something at work, do you take it home?
- 4. Do you feel that you spend more time working than not working?

4. Try using the Time Blocking method. Decide what you need to do today / tomorrow and follow the instructions below.

- 1. Write down all the things you need to do.
- 2. Decide which tasks are most important and need to be done first.
- 3. Divide your day into different parts, or "blocks", and put one task in each block.
- 4. During each block, only work on the task you put in that block.
- 5. Turn off your phone or other things that might distract you during each block.
- 6. You can use a timer to make sure you only spend the block's time on that task.
- 7. At the end of the day, see what you did and change your blocks if needed for next time.
- 8. Try your best to only do the tasks in the blocks you planned.

| a.m. | p.m. |
|------|------|
|      |      |
|      |      |
|      |      |
|      |      |
|      |      |
|      |      |
|      |      |
|      |      |
|      |      |

## 1. Choose the correct option.

1. Some employees prefer **flexitime / core hours** because it allows them to manage their own working hours.
2. Every employee has 20 days of **annual leave / unpaid leave** each year.
3. The **core hours / paid overtime** of our company are from 10 a.m. to 4 p.m.
4. John usually avoids **working from home / unpaid leave** as he prefers the office environment.
5. After working for 50 hours this week, Mary will receive **paid overtime / annual leave**.
6. Employees are allowed to take **maternity/paternity leave / additional leave** after the birth of a child.
7. During a sickness, employees can receive **full pay / unpaid leave** for a certain period.

## 2. Match (1-9) with (a-i).

- |                                                  |                                                                     |
|--------------------------------------------------|---------------------------------------------------------------------|
| 1. It is important to <b>take</b> ____           | a. <b>chit-chat</b> is common around the coffee machine.            |
| 2. He had to <b>work</b> ____                    | b. <b>stress</b> , I started doing yoga and meditation.             |
| 3. Individuals should <b>set</b> ____            | c. <b>up</b> some space on my desk by organizing my papers.         |
| 4. To stay healthy, I decided <b>to cut</b> ____ | d. <b>overtime</b> to ensure the project was completed on schedule. |
| 5. To <b>manage</b> ____                         | e. <b>out</b> sugar from my diet.                                   |
| 6. At the office, <b>idle</b> ____               | f. <b>time</b> every day to read a chapter of a book.               |
| 7. I don't want to <b>miss</b> ____              | g. <b>a break</b> now and then to be productive.                    |
| 8. I will <b>free</b> ____                       | h. <b>out</b> , so I'll buy the concert tickets early.              |
| 9. I try to <b>make</b> ____                     | i. <b>boundaries</b> to maintain a healthy work-life balance.       |

### 3. Complete the sentences with the phrases below.

- manage stress
  - make time
  - free up
  - downtime
  - set boundaries
  - maintain
  - work overtime
  - make
1. Sarah decided to \_\_\_\_\_ her health her number one priority and started exercising regularly.
  2. To finish the project, our team had to \_\_\_\_\_ last week.
  3. Yoga and meditation are great ways to \_\_\_\_\_.
  4. It's important to \_\_\_\_\_ so you don't work too much.
  5. Many people want to \_\_\_\_\_ a healthy work-life balance so they have time for family and job.
  6. Everyone needs some \_\_\_\_\_ to relax and recharge.
  7. To \_\_\_\_\_ space at home, you can sell things you don't use.
  8. Even with a busy schedule, Tom tries to \_\_\_\_\_ for reading every day.

### 4. . Match the halves of the sentences.

- |                                        |                                                                         |
|----------------------------------------|-------------------------------------------------------------------------|
| 1. I'm not <b>fond</b> _____           | a. <b>of</b> hiking. He finds it refreshing and exciting.               |
| 2. Jake is <b>a big fan</b> _____      | b. <b>into</b> reading science fiction; it fuels my imagination.        |
| 3. Kate is not <b>interested</b> _____ | c. <b>about</b> spicy food; it doesn't agree with her stomach.          |
| 4. I'm <b>keen</b> _____               | d. <b>in</b> collecting stamps. She thinks it's boring.                 |
| 5. My sister is not <b>crazy</b> _____ | e. <b>of</b> watching horror movies; they give me nightmares.           |
| 6. I'm _____                           | f. <b>on</b> learning new languages; it opens up so many opportunities. |

5. Complete the sentences with the prepositions below.

- for
  - in
  - to
  - about
  - for
  - for
  - about
1. I'm not **enthusiastic** \_\_\_\_\_ going to the dentist.
  2. Rachel **has a taste** \_\_\_\_\_ exotic fruits; she tries a new one every week.
  3. Mike is **indifferent** \_\_\_\_\_ pizza.
  4. Lisa **has a passion** \_\_\_\_\_ photography; she takes pictures every day.
  5. John is not **excited** \_\_\_\_\_ attending the meeting tomorrow.
  6. Emma **takes pleasure** \_\_\_\_\_ baking cookies for her friends.
  7. Alex **has a thing** \_\_\_\_\_ vintage watches; he collects them.

6. Complete the exchanges (1-6) with phrases (a-f).

1. A: What if we work from home more?

B: \_\_\_\_\_. It's easier for everyone.

2. A: How about we start work at different times?

B: \_\_\_\_\_. People can choose when to work.

3. A: Should we take more days off?

B: \_\_\_\_\_. We all need breaks.

4. A: Let's not answer emails after work.

B: \_\_\_\_\_, but some emails are urgent.

5. A: No more tasks after 5 pm?

B: \_\_\_\_\_. Some tasks are important.

6. A: Can we work fewer hours this week?

B: \_\_\_\_\_. We have a lot to do.

a. I'm afraid I disagree.

b. That's exactly how I feel as well.

c. I wouldn't do that.

d. I think you're right.

e. I can see your point

f. That might work.

7. Choose the correct option in *italics*.

1. I went to the event *meeting* / *to meet* new people.
2. I enjoy *eating* / *to eat* out.
3. He is in charge of *managing* / *to manage* the new project.
4. We are talking about *expanding* / *to expand* our market reach.
5. We intend *launching* / *to launch* the new product line next month.
6. It is crucial *solving* / *to solve* this problem.
7. We organize weekly meetings *improving* / *to improve* communication between departments.
8. He is working overtime *meeting* / *to meet* the project deadline.

8. Complete the sentences with to + infinitive or the –ing form of the verbs below.

- |                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• read</li><li>• improve</li><li>• work</li><li>• find</li><li>• expand</li><li>• introduce</li><li>• go</li></ul> | <ol style="list-style-type: none"><li>1. We've decided _____ to Italy for our holiday.</li><li>2. They're planning _____ from home next month.</li><li>3. I enjoy _____ business articles to stay informed about market trends.</li><li>4. We plan _____ a new service to meet our customers' needs.</li><li>5. We are interested in _____ new solutions to improve our products.</li><li>6. They intend _____ their business to new regions next year.</li><li>7. They are focused on _____ customer satisfaction.</li></ol> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|