

Grammar transformations

1. I sent her a letter of apology but she still refuses to speak to me. Perhaps it has got lost.

The letter of apology which I sent her (*modal*) _____.

2. We took on 5 new employees but it was not really necessary.

We _____ those 5 new employees

3. "Are you sure he gave you an honest answer?" he asked.

He asked me _____.

4. "Why are you so sure no file has gone missing or been stolen?" he kept asking me.

He kept asking me _____.

5. My friend Paul has decided to buy a motorbike. His car was stolen last week

My friend Paul, _____.

6. The ship hit an iceberg and sank. Warning messages have been sent to it. The ship ignored these.

The ship, _____.

7. We talked about a girl last week. This is the girl.

This is _____.

8. It is vital for you not to forget to tell him about buying the ad space.

(*use the verbs* REMEMBER *and* MENTION)

You _____.

9. He was talking to a client, but he stopped because he had to pick up his mobile.

He stopped _____.

10. We are advertising the new model on the Internet, but we advertised the old one on TV.

The new model _____, but the old one _____.

11. It was absolutely necessary for us to keep to the deadline. Nevertheless, it was a bad decision to sign such inconvenient delivery terms. (*modals*)

We _____ . Nevertheless, we _____ such inconvenient delivery terms.

12. There has been a slow recovery in sales over the past 6 months.

Sales _____

13. Energy prices will probably drop considerably.

There _____ .

14. Negotiations with this supplier never led to a satisfactory outcome.

Never _____.

15. I find his behaviour extremely rude.

What _____.

16. As soon as he entered the room he heard his name called.

Hardly _____.

17. I'm having a school reunion tonight. That's why I can't go to Fléda with you.

But if I _____ to Fléda with you

18. You spend all the money gambling. Now you don't have enough to pay the gas bill.

Had you _____ the gas bill.

19. I haven't bought a bicycle yet. There aren't any cycle paths in the city.

But if _____ a bicycle.

20. I will complete the table, but promise that you will check it form me. (*use until*)

I won't _____.

21. Oh, good you are calling. I wanted to give you a ring! *rewrite the sentence in two ways*

Oh, good you are calling. I was _____ !

Oh, good you are calling. I was _____ !

22. My task was to ask five companies to quote their prices but our management changed the parameters of the order three times before I did it.

By the time _____.

23. We were negotiating the conditions of the microcredit loan for a fortnight.

The conditions _____.

24. The entrepreneur was not able to repay the loan. Luckily, other members of the group helped him.

But if _____.

25. The secretary checked all the figures again. It was not necessary because the auditor had done that before. (*modal*)

The secretary _____.

26. Investment in fine art hardly ever brings the returns that would justify the cost.

Rarely _____.

27. The local people got even poorer as oil reserves ran out.

If _____.

28. I have written twice. I still haven't received a reply.

Despite _____.