

### Grammar transformations

- 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*) \_\_\_\_\_.
- We took on 5 new employees but it was not really necessary.  
**We** \_\_\_\_\_ those 5 new employees
- “Are you sure he gave you an honest answer?” he asked.  
**He asked me** \_\_\_\_\_.
- “Why are you so sure no file has gone missing or been stolen?” he kept asking me.  
**He kept asking me** \_\_\_\_\_.
- My friend Paul has decided to buy a motorbike. His car was stolen last week  
**My friend Paul,** \_\_\_\_\_.
- The ship hit an iceberg and sank. Warning messages have been sent to it. The ship ignored these.  
**The ship,** \_\_\_\_\_.
- We talked about a girl last week. This is the girl.  
**This is** \_\_\_\_\_.
- It is vital for you not to forget to tell him about buying the ad space.  
(*use the verbs* REMEMBER *and* MENTION)  
**You** \_\_\_\_\_.
- He was talking to a client, but he stopped because he had to pick up his mobile.  
**He stopped** \_\_\_\_\_.
- We are advertising the new model on the Internet, but we advertised the old one on TV.  
**The new model** \_\_\_\_\_, but the old one \_\_\_\_\_.
- 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.
- There has been a slow recovery in sales over the past 6 months.  
**Sales** \_\_\_\_\_.
- Energy prices will probably drop considerably.  
**There** \_\_\_\_\_ .

- Negotiations with this supplier never led to a satisfactory outcome.  
**Never** \_\_\_\_\_.
- I find his behaviour extremely rude.  
**What** \_\_\_\_\_.
- As soon as he entered the room he heard his name called.  
**Hardly** \_\_\_\_\_.
- 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
- You spent all the money gambling. Now you don't have enough to pay the gas bill.  
**Had you** \_\_\_\_\_ the gas bill.
- I haven't bought a bicycle yet. There aren't any cycle paths in the city.  
**But if** \_\_\_\_\_ a bicycle.
- I will complete the table, but promise that you will check it form me. (*use until*)  
**I won't** \_\_\_\_\_.
- 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** \_\_\_\_\_ !
- 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** \_\_\_\_\_.
- We were negotiating the conditions of the microcredit loan for a fortnight.  
**The conditions** \_\_\_\_\_.
- The entrepreneur was not able to repay the loan. Luckily, other members of the group helped him.  
**But if** \_\_\_\_\_.
- The secretary checked all the figures again. It was not necessary because the auditor had done that before. (*modal*)  
**The secretary** \_\_\_\_\_.
- Investment in fine art hardly ever brings the returns that would justify the cost.  
**Rarely** \_\_\_\_\_.
- The local people got even poorer as oil reserves ran out.  
**If** \_\_\_\_\_.
- I have written twice. I still haven't received a reply.  
**Despite** \_\_\_\_\_.