

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 spend 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 _____.