FCE
KEY WORD TRANSFORMATION
MADE EASY

BY D.MÉNDEZ
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FCE KEY WORD TRANSFORMATION MADE EASY


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Written by D.Méndez.

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The Key word transformation tests a wide range of different grammatical structures and vocabulary. You must show your ability to paraphrase using the key word and, most importantly, keeping the meaning the same.

The difficulty lies on the great variety of grammatical structures that you need to learn in order to do this part of the Use of English exam successfully.

You will be required to use structures such as passive tenses, conditional clauses, reported speech, causative verbs, inverted sentences, comparatives and superlatives, phrasal verbs, idioms, set phrases, etc. The book that you have in front of you will help you with that.

This book will help you get a better understanding of the different and most common grammatical structures, that you will have to face when completing the Key word transformation part of the Use of English exam.

As they say, practice makes perfect. The more Key word transformation exercises you do, the better you will become at doing them. What’s more, over time you will get a feel for what kind of grammatical structure or lexical item is needed for the exercise that you are doing.

To your success.

D. Méndez
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HOW TO DO KEY WORD TRANSFORMATION EXERCISES

STEP 1: LOOK AT THE KEY WORD GIVEN.
WHAT IS IT? IS IT A NOUN, PREPOSITION, ADVERB, CONJUNCTION, VERB CONJUGATED, ETC?

STEP 2: UNDERLINE WHATEVER IS REPEATED IN BOTH SENTENCES.
EXAMPLE: He enjoyed going to the cinema alone.
BY He enjoyed going to the cinema ..................

STEP 3: FIGURE OUT WHAT YOU HAVE IN FRONT OF YOU AND WHAT YOU ARE REQUIRED TO DO, i.e. IS THE KEY WORD PART OF A PHRASAL VERB, A SET PHRASE, A PASSIVE SENTENCE...?
YOU NEED TO IDENTIFY WHAT IS REQUIRED IN EACH QUESTION OF THE EXAM.

<table>
<thead>
<tr>
<th>KEY WORD</th>
<th>TYPE</th>
<th>POSSIBLE ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIDELY</td>
<td>ADV</td>
<td>KNOWN</td>
</tr>
<tr>
<td>APART</td>
<td>ADV</td>
<td>FROM</td>
</tr>
<tr>
<td>SWIMMER</td>
<td>NOUN</td>
<td>A BETTER SWIMMER THAN</td>
</tr>
<tr>
<td>TURNED</td>
<td>VEB PAST</td>
<td>TURNED DOWN</td>
</tr>
<tr>
<td>LESS</td>
<td>PRONOUN, ADVERB, PREP</td>
<td>IS LESS THAN</td>
</tr>
<tr>
<td>IS</td>
<td>VERB (PRESENT)</td>
<td>IT IS MORE</td>
</tr>
<tr>
<td>ALWAYS</td>
<td>ADV</td>
<td>ALWAYS ASKING ME</td>
</tr>
<tr>
<td>GOOD</td>
<td>ADJ</td>
<td>BE GOOD AT DOING STH</td>
</tr>
<tr>
<td>FOR</td>
<td>PREP</td>
<td>HAVEN'T SEEN HIM FOR</td>
</tr>
<tr>
<td>LITTLE</td>
<td>ADJ</td>
<td>A LITTLE SLOWER</td>
</tr>
<tr>
<td>DOWN</td>
<td>ADV</td>
<td>TAKE STH DOWN</td>
</tr>
<tr>
<td>UP</td>
<td>ADV</td>
<td>PICK STH /SB UP</td>
</tr>
<tr>
<td>DO</td>
<td>VERB (infinitive)</td>
<td>DO STH UP</td>
</tr>
<tr>
<td>SETTLE</td>
<td>VERB (infinitive)</td>
<td>SETTLE DOWN IN</td>
</tr>
<tr>
<td>TIDY</td>
<td>VERB (infinitive)</td>
<td>TIDY STH UP</td>
</tr>
<tr>
<td>LET</td>
<td>VERB (PRESENT /PAST)</td>
<td>LET SB DOWN</td>
</tr>
<tr>
<td>HOW</td>
<td>ADV</td>
<td>KNOW HOW TO DO</td>
</tr>
<tr>
<td>HEARD</td>
<td>VERB (PAST)</td>
<td>HEARD FROM SB</td>
</tr>
<tr>
<td>LOOKED</td>
<td>VERB (PAST)</td>
<td>LOOKED UP TO</td>
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<tr>
<td>MOOD</td>
<td>NOUN</td>
<td>BE IN THE MOOD TO</td>
</tr>
<tr>
<td>DESERVE</td>
<td>VERB (infinitive)</td>
<td>DESERVE TO BE</td>
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<tr>
<td>TOO</td>
<td>ADV</td>
<td>TOO EXPENSIVE</td>
</tr>
<tr>
<td>EXCEPTION</td>
<td>NOUN</td>
<td>WITH THE EXCEPTION OF</td>
</tr>
<tr>
<td>HABIT</td>
<td>NOUN</td>
<td>BE IN THE HABIT OF</td>
</tr>
<tr>
<td>CHANCE</td>
<td>NOUN</td>
<td>HAVE EVERY CHANCE TO</td>
</tr>
<tr>
<td>SAYING</td>
<td>NOUN / Verb (gerund)</td>
<td>IT GOES WITHOUT SAYING</td>
</tr>
<tr>
<td>STRIKE</td>
<td>VERB (infinitive)</td>
<td>STRIKE YOU AS</td>
</tr>
<tr>
<td>ALONE</td>
<td>ADJ</td>
<td>LET ALONE</td>
</tr>
<tr>
<td>SUCH</td>
<td>DETERMINER /PRONOUN /NOUN</td>
<td>SUCH WAS THE FORCE OF</td>
</tr>
</tbody>
</table>

NOUN – COMPARISON / IDIOM - VERB - PHRASAL VERB / PREPOSITIONAL VERB
PREPOSITION – PHRASAL PREPOSITIONAL VERB / PREPOSITIONAL VERB
ADV – PHRASAL VERB - DETERMINER – COMPARISON
PRONOUN - IDIOM / COMPARISON / SET PHRASE
How to do Key Word Transformation Exercises

Example:

For questions 25–30, complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given. Here is an example (0).

Example:

0. The CEO decided to cancel the meeting.
   CALL
   The meeting ........................................................... the CEO.

The gap can be filled by the words “was called off by” so you write:

Example: WAS CALLED OFF BY

Write only the missing word IN CAPITAL LETTERS on the separate answer sheet.

How to do this exercise

1) To start with, you need to notice that you are dealing with a passive sentence. This is easy to see if you notice that the object in the original sentence has been turned into the subject in the second sentence.

2) You need to know the phrasal verb CALL OFF.

3) You need to have knowledge of the structure of a passive sentence so as to link the subject to the object with the word BY.

Marking

Two marks will be awarded per each correct answer.

You will be given 1 mark for using CALL OFF.

You will get another mark for using the passive voice correctly.
SPECULATING ABOUT THE PRESENT

KEY WORDS:
Maybe,
Perhaps,
I’m sure,
Definitely,
I’m certain,
They probably,
It’s possible that…
It’s impossible that…
It’s not possible that…
It’s out of the question that…

FOLLOWED BY PRESENT TENSE

SPECULATING ABOUT THE PRESENT

Maybe, Perhaps = may/might + present
I’m sure, I’m certain = must + present
They probably = may + present
It’s possible that… = may, might + present
It’s impossible that, it’s not possible that, It’s out of the question that..= can’t + present

Perhaps she needs help with doing the washing up
MIGHT
She ..might need help ….with doing the washing up

I'm certain she is his girlfriend. They are always together.
MUST
She ...must be his ...girlfriend. They are always together.

It's impossible that they are hungry. They just had a full Irish breakfast
CAN'T
They...can’t be hungry.... They just had a full Irish breakfast.

I'm sure we can find a taxi around here.
MUST
We ...must be able to.... find a taxi around here.

It's possible that he likes you. You are a beautiful girl.
MAY
He ...may like you....You are a beautiful girl.
SPECULATING ABOUT THE PAST

KEY WORDS:
Maybe,
Perhaps,
I’m sure,
Definitely,
I’m certain,
They probably,
It's possible that…
It’s impossible that…
It’s not possible that…
It’s out of the question that…

SPECULATING ABOUT THE PAST

Maybe, Perhaps = may have + past participle
I’m sure, I’m certain = must have + past participle
They probably = may have + past participle
It’s possible that… = may, might have + past participle
It’s impossible that, it’s not possible that, It’s out of the question that...= can’t have + past participle

Examples:

Perhaps he missed the train this morning.
MAY
He …..may have missed …..the train this morning.

It’s possible that she has injured her arm in the accident.
HAVE
She ….may have injured …..her arm in the accident.

I’m sure she didn’t mean to offend you.
MEANT
She …..can’t/ cannot have meant .... to offend you.

I’m certain he’s not gone home because his car is still parked outside.
GONE
He ..can’t have gone home… because his car is still parked outside.

I think they probably didn’t wait for us because it was raining.
NOT
I think they .... may not have waited ....for us because it was raining.
AGO to SINCE/ SINCE to AGO
SINCE to FOR / FOR to SINCE

Ago and Last are used with the simple past (I moved to Rome five years ago/last month).

For is used to talk about something that happens/happened over a period of time
- I’ve been painting this wall for three hours.
- We’ve known each other for at least 10 years.
- I’ve worked in this company for more than 20 years.

Since is used when we state when something started.
- I’ve been painting this wall since 8 a.m.
- We’ve only known each other since Monday/last week/last month/2005.
- I’ve worked in this company since 1995.

As a preposition, Since cannot be used with duration.
We cannot say: since 20 minutes, we will say for 20 minutes (duration is expressed with for.)

It's been a long time since I last played football.

FOR
I haven't played football for a long time.

It's been two years now since he started working for us.

BEEN
He has been working for us for two years.

They moved to England nine years ago.

SINCE
It’s been six years since they moved to England.

It's four months since I last visited my uncle John.

LAST
The last time I visited my uncle John was four months ago.

Adolf Hitler has been dead for over 70 years.

BEEN
Adolf Hitler has been dead since 1945.

They have been dating for a week.

LAST
They have been dating since last week.
TOO to ENOUGH / ENOUGH to TOO

TOO FORMULA: \[ \text{TOO} + \text{ADJ} / \text{ADV} \]
Too comes before adjectives and adverbs:
- It's **too hot** to wear that coat. / He finished his exam **too quickly**.
  \[ \text{Too} + \text{adj} \quad \text{too} + \text{adv} \]

ENOUGH FORMULA: \[ \text{ENOUGH} + \text{NOUN} \]
- I didn’t have **enough time** to finish the report. (Enough + noun)

FORMULA: \[ \text{ADJECTIVE/ ADVERB/ VERB} + \text{ENOUGH} \]
- I didn’t work **hard enough** so I failed the exam. (Adj + enough)
- I couldn’t write **quickly enough** and didn’t have time to finish. (Adv + enough)
- I didn’t **revise enough** so I wasn’t able to pass the exam. (Verb + enough)

The player was **too** slow to stop the ball.
ENOUGH
The .......**player wasn't quick enough**.... to stop the ball.

The weight is **too** heavy for me to lift.
NOT
I'm....**not strong enough to lift** ......the weight.

The water wasn’t clean **enough** for us to swim.
WAS
The .......**water was too dirty** ......for us to swim.

I didn't want to drink the tea because it was **too** cold.
FOR
The tea .......**was not hot enough for** .....me to drink.

That smartphone was **too** expensive for me to buy it.
HAVE
I didn’t ....**have enough money to buy**......that smartphone.

They thought he wasn’t tall **enough** to play basketball with his friends.
WAS
They thought ....**he was too short to** .....play basketball with his friends.
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Pages 12 to 20 are not shown in this preview.
VERBS FOLLOWED BY GERUND (ING)

He said he didn’t steal the car.
DENIED
He ...denied stealing / having stolen ...the car

She said she was the one who had made the mistake.
ADMITTED
She ...admitted making / having made... the mistake

If only I had not waited for so long.
REGRET
I ...regret having waited / waiting for so long.

I try no to eat too late at night.
AVOID
I try... to avoid eating ...too late at night.

When the wall is finished, I'll let you know.
FINISH
When ...I finish painting the wall... , I’ll let you know.

He barely managed not to be run over by a bus.
ESCAPED
He... barely escaped (from) being run ...over by a bus.

Is it OK if I smoke here?
MIND
Do ...you mind me/my smoking... here?

I like to play football at the weekend.
ENJOY
I ...enjoy playing ...football at the weekend.

I find it difficult not to laugh every time I remember what happened.
HELP
I... can’t help laughing ...every time I remember what happened.

I had to control myself not to buy a new computer.
STOP
I had...to stop myself from buying ...a new computer.

I didn’t feel like drinking out of such a dirty glass.
FANCY
I...didn’t fancy drinking... out of such a dirty glass.

KEYWORDS : deny, admit, regret, stop, prevent, cannot help, enjoy, mind, escape, finish, avoid, always...
NEGATIVE WORDS

No, not, neither, never, hardly, no one, nobody, none, nor, nothing, nowhere:

- They’ve never tried apple pie before.
- Nobody helped me to do the dishes.
- None of my friends came to the party.
- There was no food left in the fridge.

Susan is much more interesting than Jane.

NOTHING
Jane is...... *nothing like as interesting* ......as Susan.

There are many other girls that are just as beautiful as she is.

ANY
She isn’t ....*any more beautiful than* ......most other girls.

I only just managed to pass the exam.

HARDLY
I ...*hardly managed to* ...pass the exam.

You can’t expect to pass your exam if you don’t study.

HARDLY
You ...*can hardly expect* ...to pass your exam ,if you don’t study.

It so dark in the room that I almost couldn't see anything.

BARELY
It was so dark in the room that I ...*could barely see anything*.

Julie and he husband don't like playing chess.

NOR
Neither ... *Julie nor her husband* ...like playing chess..

Learning Judo and BJJ is similar in terms of difficulty.

MORE
Learning Judo is... *no more difficult than* ...learning BJJ.

Your computer isn’t nearly as good as mine.

NEAR
Your Computer... *is nowhere near as* ...good as mine.

I don’t want anybody to overhear what I’m saying.

NOBODY
I ...*want nobody to overhear*... what I’m saying.

KEYWORDS: as ..as , much more, almost, nearly , anybody, ever, similar, can’t expect, only just , isn’t nearly as, anyone , anything / Not anything : nothing/ Any : no
Anybody , anyone : no one , nobody / Not ever : never / Not any : none
**VERBS FOLLOWED BY A TO-INFinitive**

Afford, demand, pretend, fail, promise, arrange, forget, manage, refuse, mean (= intend), remember, help, need, choose, hope, offer, try, intend, plan, decide, learn

His GP advised him against drinking alcohol.  
**NOT**  
His GP advised him... *not to drink* ...alcohol.

He acted as if he had not seen me.  
**PRETENDED**  
He ...*pretended not to have seen*... me.

We are thinking about going to London next month.  
**TO**  
We are... *planning to go to* ...London next month.

He said that he would help with the project.  
**PROMISED**  
He ...*promised to help* ...with the project.

He said he would lend me some money.  
**AGREED**  
He has... *agreed to lend* ...me some money.

People need to acquire new skills.  
**IMPORTANT**  
It’s... *important for people to acquire*... new skills.

I’m looking forward to visiting you next month.  
**WAIT**  
I ...*can’t wait to visit* ...you next month.

telling him that the meeting has ben cancelled.  
**TELL**  
I ...*forgot to tell him that* ....the meeting has been cancelled.

After six years of training, he became really good at playing tennis.  
**LEARNT**  
He...*learnt to play tennis really well*... , after six years of training.
# PHRASES / PARAPHRASING

<table>
<thead>
<tr>
<th>There is no point in doing... / It is not worth doing.../ It’s no use doing...</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is no point in waiting any longer. He is not going to come.</td>
</tr>
<tr>
<td><strong>WORTH</strong></td>
</tr>
<tr>
<td>It <em>is not worth waiting</em> ... any longer. He is not going to come.</td>
</tr>
<tr>
<td>There is no point in waiting any longer. He is not going to come.</td>
</tr>
<tr>
<td><strong>USE</strong></td>
</tr>
<tr>
<td>It <em>is no use waiting</em> ... any longer. He is not going to come.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Be about to do../ be on the verge of doing.../ be on the point of doing...</th>
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</thead>
<tbody>
<tr>
<td>I was about to leave when you call me on the phone.</td>
</tr>
<tr>
<td><strong>VERGE</strong></td>
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<tr>
<td>I was <em>on the verge of leaving</em> ...when you call me on the phone.</td>
</tr>
<tr>
<td>I was about to leave when you call me on the phone.</td>
</tr>
<tr>
<td><strong>POINT</strong></td>
</tr>
<tr>
<td>I was <em>on the point of leaving</em> ...when you call me on the phone.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>There is no way sb will do sth / Sb has no intention of doing sth.</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is no way I'm helping you after what you did to me.</td>
</tr>
<tr>
<td><strong>INTENTION</strong></td>
</tr>
<tr>
<td>I <em>have no intention of helping</em> ...you after what you did to me.</td>
</tr>
<tr>
<td>There is no way I'm helping you after what you did to me</td>
</tr>
<tr>
<td><strong>THought</strong></td>
</tr>
<tr>
<td>I <em>have no thought of helping</em> ...you after what you did to me.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sb has a good reputation.../ Sb is highly regarded...</th>
</tr>
</thead>
<tbody>
<tr>
<td>John has a good reputation among his fellow workers.</td>
</tr>
<tr>
<td><strong>REGARDED</strong></td>
</tr>
<tr>
<td>John*...is highly regarded* ...among his fellow workers.</td>
</tr>
<tr>
<td>John has a good reputation among his fellow workers.</td>
</tr>
<tr>
<td><strong>THOUGHT</strong></td>
</tr>
<tr>
<td>John* is highly thought of* ...among his fellow workers.</td>
</tr>
<tr>
<td>John has a good reputation among his fellow workers.</td>
</tr>
<tr>
<td><strong>SPOKEN</strong></td>
</tr>
<tr>
<td>John* is highly spoken of* ...among his fellow workers.</td>
</tr>
</tbody>
</table>
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Pages 33 to 38 are not shown in this preview.
1. **AT THE DROP OF A HAT** –
to do sth without any hesitation; without stopping to think.
They were always ready to start an argument, at the drop of a hat.

2. **BE CAUGHT IN THE ACT** - be caught doing something illegal or ethically wrong
He was caught in the act of stealing money from the safe.

3. **BE CAUGHT RED-HANDED** - be caught doing something illegal or ethically wrong
She was caught red-handed in bed with another man.

4. **BE LARGER THAN LIFE** - To be more exciting than normal
The CEO of the company seemed to be larger than life to the managers.

5. **BE ON THE SAME PAGE** – have a similar understanding of something.
Before we make a decision, I want to make sure everybody is on the same page.

6. **BE OVER THE MOON** – To be very happy
He was over the moon when he learned he had won the lottery

7. **BE SECOND TO NONE** – to be excellent or better than others.
My knowledge of this town is second to none.

8. **BE UP IN ARMS** – To be angry about something / at someone
My father was up in arms when he found out that I had dented his car.

9. **BRING SOMEONE UP TO SPEED** - To tell sb the fact about a situation.
Upon my return, I was brought up to speed about the latest developments.

10. **BRING STH / COME TO A HEAD** – To reach a critical or crucial stage.
Everything came to a head and the company had to shut down three factories.

11. **BUILD A PICTURE OF SB OR STH** –
To gather information to understand what sth or sb is like
We are trying to build a picture of what needs to be done.

12. **BY LEAPS AND BOUNDS** – By a lot, to a large degree
Ever since he got that teacher, her English has improved by leaps and bounds.

13. **COME TO TERMS WITH STH** –To start to accept a situation and deal with it.
Sooner or later you will have to come to terms with the death of your wife.

14. **COST AN ARM AND A LEG** – to be very expensive
The Audi R8 is a beautiful car, but it costs an arm and a leg.

15. **DO STH ON THE SPUR OF THE MOMENT** –
Do something without stopping to think, without any planning
We got into a heated argument and, on the spur of the moment, I punched him.
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PREPOSITIONAL VERBS

ABOUT
1. argue about
2. be about to do sth
3. boast about
4. care about
5. complain about
6. be concerned about
7. dream about/of
8. feel about
9. forget about
10. grumble about
11. hear about
12. joke about
13. know about
14. laugh about
15. quarrel about
16. talk about/of
17. think about/of
18. tell sb about sth
19. remind sb about sth
20. write to sb about sth
21. warn sb about sth
22. worry about
23. wonder about

ABOVE
1. punch above one’s weight
2. rear above sth/sb
3. rise above sth
4. tower above sth/sb

ACROSS
1. come across sth/sb
2. cut across sth
3. drape sth across sth
4. get sth across
5. put sth across
6. put yourself across
7. run across sth/sb
8. stumble across

AFTER
1. ask after sb
2. clean after sb
3. go after sb/sth
4. hanker after sth
5. hunger after ath
6. inquire after sth
7. look after sb/sth
8. lust after sb/sth
9. name sb after sb/sth
10. pant after sth/sb
11. run after sb/sth
12. take after sb

AGAINST
1. come up against sth
2. decide against
3. fight against
4. gang up against
5. have sth against sb
6. hold out against
7. hold sth against sb
8. insure against
9. pit sth/sb against sth/sb
10. react against
11. run against
12. run up against
13. square off against
14. warn against
15. compete against
The suitcase was so heavy that I can only just lift it into the taxi.

ANY
If the suitcase had been .....................................................been able to lift it into the car.
CLUE : COMPARATIVE + CONDITIONAL CLAUSE

Mike said he was coming to the party with us tonight but it seems he has decide not to.

CHANGED
Mike appears ..........................................................coming to the party with us tonight.
CLUE : PERFECT INFINITIVE + SYNONYMOUS PHRASE

The engineer wore gloves so that the fragile parts he was working with would not be damaged.

AVOID
The engineer wore gloves ............................................the fragile parts he was working with.
CLUE : INFINITIVE + GERUND

When Billy went to Tenerife, he wished he had learnt some Spanish beforehand.

REGRETTED
When he went to Tenerife, Billy ....................................some Spanish beforehand.
CLUE : NEGATIVE + PERFECT PARTICIPLE

I haven’t seen John for eight years.

LAST
It’s five years.......................................................John.
CLUE : SINCE + CHANGE OF VERB TENSE

Perhaps he missed the train this morning.

MAY
He ..........................................................the train this morning.
CLUE : MODAL VERB + PERFECT INFINITIVE
It’s possible that she has injured her arm in the accident.

**HAVE**

She .....................................her arm in the accident.

CLUE : MODAL VERB + PERFECT INFINITIVE

John replaced his father as head of the company.

**PLACE**

John........................................his father as head of the company.

CLUE : Paraphrasing with a SYNONYMOUS PHRASE (SET PHRASE)

His father doesn’t like him to go clubbing so much.

**APPROVE**

His father doesn’t.............................................clubbing so much.

CLUE : VERB + PREPOSITION + PRONOUN + GERUND

Jim father’s  didn’t let him play with his smartphone until he had done his homework.

**MADE**

Jim’s father’s .............................................before he played with his smartphone.

CLUE : FROM UNTIL TO BEFORE = CAUSATIVE VERB + PRONOUN + VERB

Would you mind taking care of my suitcases while I go to the toilet?

**AFTER**

Could you ...................................................while I go to the toilet?

CLUE : CHANGE OF VERBAL (gerund into infinitive) + SYNONYMOUS PHRASE

It wasn’t necessary for him to bring a present, but he did.

**NEEDN’T**

He ......................................................a present.

CLUE : NEEDN’T + PERFECT INFINITIVE
DO YOU WANT TO GET THE FULL VERSION FOR ONLY 8 EURO?

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FCE
KEY WORD TRANSFORMATION MADE EASY