

FCE

KEY WORD

TRANSFORMATION

MADE EASY



BY D.MÉNDEZ

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FCE KEY WORD TRANSFORMATION MADE EASY

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INTRODUCTION

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.

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

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:

0

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...

FOLLOWED BY PAST TENSE / PRESENT PERFECT

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.

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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.

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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

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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

There is no point in doing... / It is not worth doing.../ It's no use doing...

There is no point in waiting any longer.He is not going to come.

WORTH

It ...*is not worth waiting* ... any longer.He is not going to come.

There is no point in waiting any longer.He is not going to come.

USE

It ...*is no use waiting* ... any longer.He is not going to come.

Be about to do../ be on the verge of doing../ be on the point of doing...

I was about to leave when you call me on the phone.

VERGE

I was ...*on the verge of leaving* ...when you call me on the phone.

I was about to leave when you call me on the phone.

POINT

I was ...*on the point of leaving* ...when you call me on the phone.

**There is no way sb will do sth / Sb has no intention of doing sth.
Sb has no thought of doing sth.**

There is no way I'm helping you after what you did to me.

INTENTION

I ...*have no intention of helping* ...you after what you did to me.

There is no way I'm helping you after what you did to me

THOUGHT

I ...*have no thought of helping* ...you after what you did to me.

**Sb has a good reputation.../ Sb is highly regarded...
Sb is highly thought of .../ Sb is highly spoken of ...**

John has a good reputation among his fellow workers.

REGARDED

John...*is highly regarded* ...among his fellow workers.

John has a good reputation among his fellow workers.

THOUGHT

John... *is highly thought of* ...among his fellow workers.

John has a good reputation among his fellow workers.

SPOKEN

John... *is highly spoken of* ...among his fellow workers.

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45 MOST COMMON IDIOMS

1. **AT THE DROP OF A HAT** –
to do sth without any hesitation; without stopping to think.
They were always ready to start an argumen , 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.
16. **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 sth
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

KEY WORD

TRANSFORMATION

The suitcase was so heavy that I can only just lift it into the taxi.

ANY

If the suitcase had beenbeen 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 appearscoming 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 glovesthe 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 , Billysome 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

Hethe train this morning.

CLUE : MODAL VERB + PERFECT INFINITIVE

KEY WORD

TRANSFORMATION

It's possible that she has injured her arm in the accident.

HAVE

Sheher 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'sbefore 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 youwhile 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

Hea present.

CLUE : NEEDN'T + PERFECT INFINITIVE

RFSP

KEY WORD

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