

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**BY HIMSELF**.....

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 –	VERB 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.

AGO to FOR / FOR to AGO / LAST

Ago is used to talk about something that is finished and happened in the past.

(Past up to now) Ago is use is used with the **Past Simple**.

- We arrived in Paris 20 minutes **ago** / I moved to Rome five years **ago**.
- I was born 45 years **ago**.

For is used to talk about something that happens/happened over a **period of time**.

- How long are you staying in Madrid? I'm staying in Madrid **for** a month.

For can be used with the **Present perfect, present, past, future, etc.**

- Present Perfect Simple : I have worked in this company for 20 years.
- Present Perfect Continuous : We've ve been waiting for you for one hour.
- Present : Every year , I go on holidays for one month.
- Past : When I was a teenager, I stayed in La Habana for ten days.
- Future : Today , I will train in the Gym for two hours.

LAST **adjective, adverb** : The most recent

Last is used to talk about the most recent time something happened.

Last can be used with the Past Simple : The last time I saw Mike was one month ago.

The last time + simple past + ago : **The last time** I saw Mike was one month **ago**.

Last + verb + DO + ago / verb + DO + last + ago

I **last** went to the cinema one week **ago** / They visited me **last**, three months **ago**.

Last can be used with the present perfect : The last few days have been really hard.

Examples :

They haven't gone out **for** three years.

WENT

They***last went out***.... three years **ago**.

She hasn't gone on holidays **for** six years.

LAST

The..... ***last time she went on holidays***..... was six years **ago**.

He has been running marathons **for** over five years.

STARTED

He..... ***started running marathons over***five years **ago**.

They relocated to Ireland three years **ago**.

HAVE

They***have been living in Ireland***.... **for** three years.

The last time I saw Jack was three months **ago**.

SEEN

I***haven't seen Jack for***..... three months.

I have not played tennis with Mike **for** months.

TIME

The***last time I played tennis***with Mike was months **ago**.

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.

REPORTED SPEECH (indirect speech)

We use the *reported speech* to say what someone did or said.

The usual structure of reported speech is:

reporting clause + that clause + **reported** clause

Direct speech : "I am tired."

reporting clause + that clause + reported clause

He said that he was tired

'What do you think about my boyfriend ?' she asked me. Present Simple

ASKED

She*asked me what I thought* ... about her boyfriend? Past Simple

'I'll tell you tonight,' Jim promised.

Future Simple

WOULD

Jim promised that*he would tell me that* night. Would

'You need a holiday,' she told him.

Present Simple

SAID

She*said he needed* ...a holiday.

Past Simple

'I'm pregnant with twins,' she announced.

THAT

She*announced that she was pregnant*with twins.

" When I arrived , they had finished the exam," She said.

HAD

She said that when she...*had arrived they had finished*...the exam.

"I had been watching a movie when the alarm went off, " He explained.

GONE

He said that when the alarm ... *had gone off, he had*been watching a movie.

"Stop making noise," the teacher said to us.

TOLD

The teacher.... *told us to stop*making nose.

<i>DIRECT SPEECH</i>	<i>REPORTED SPEECH</i>
present simple	past simple
present continuous	past continuous
past simple	past perfect
present perfect	
past continuous	past perfect continuous
can	could
may	might
will	would
shall	should

ACTIVE VERB FORM to PASSIVE VERB FORM

ACTIVE VERB FORM FORMULA

SUBJECT VERB OBJECT
Doer of the action + verb + receiver of the action
The technician is fixing the PC

PASSIVE VERB FORM FORMULA

OBJECT PASSIVE VERB SUBJECT
Receiver of the action + be + past participle + by + doer of the action
The PC is being fixed by the technician

The employers have not found **a person** for the job yet.

BEEN

A person for the job ...*has not been found* yet.

They are blaming **him** for the mistake.

IS

He ...*is being blamed for*the mistake.

The union have cancelled **the strike**.

HAS

The strike*has been cancelled* by the union.

Did your teacher tell **you** off?

BY

Were.... **you** *told off by*.... your teacher?

They say **he** killed his dog.

HAVE

He is*said to have killed* ...his dog.

They say he killed his dog.

BEEN

It...*has been said that* ...he killed his dog.

They say that there are more cows than people in Ireland.

THAT

It is...*said that there are more*cows than people in Ireland.

People think that he has fled the country.

HAVE

He... *is thought to have fled*... the country.

People thought they had won the competition.

TO

They*were thought to have won*the competition.

KEY WORDS: People say that / They say that / It is said that / It has been said that
He/She/They,etc is/are said to be/have / People think,etc.

TIP : Object in the original sentence becomes the subject in the passive sentence.

CONDITIONAL SENTENCES

- Zero Always true : *Simple present + Simple present*
1st A possibility and the possible result : *Simple present + Simple future*
2nd A hypothetical possibility and its possible result :
Simple past/ Present conditional OR Present continuous conditional
3rd An hypothetical past condition its possible result in the past :
Past perfect + Perfect conditional

You are not allowed to stay in the country unless you get a visa.

ONLY

You can...*only stay in the*country if you get a visa. Zero

I won't wash the dishes unless you help me.

LONG

I'll wash the dishes ...*as long as you*help me. 1st

I'll lend you money on condition that you pay me back next week.

IF

Only...*if you pay me back*.. next week will I lend you money. 1st

I'll do the ironing , if you tidy up the room.

PROVIDED

I'll do the ironing ...*provided that you* ... tidy up the room. 1st

I think you should ask the boss for a pay rise.

WERE

If ...*I were you I would*....ask the boss for a pay rise. 2nd

I would like to buy a brand-new car , but I need to win the lottery.

WOULD

If I*won the lottery I would*...buy a brand-new car. 2nd

You're angry because you seem to care what she thinks about you.

YOU

If ..*you didn't care* ...what she thinks about you, you wouldn't be angry. 2nd neg

I did it because I thought it would be interesting.

DONE

I ...*wouldn't have done it*.. if I had thought it wasn't interesting. 3rd

With more money, I would have been able to buy a better laptop.

HAD

I would have been able to buy a better laptop....*if I had had* ...more money. 3rd

Conditional Conjunctions + Key words :

As long as / so long as / provided (that) / on (the) condition that / unless / only if /

If / in the event of / in case of, etc / WOULD, WERE, IF , BECAUSE, SHOULD.

ADJECTIVES ED to ING / ING to ED

-ED adjectives

Adjectives ending in **-ed** usually say the way people feel:

- They were **annoyed** with him for making them wait for so long.
- Even he was **surprised** to find that he had passed his exam.
- She was very **interested** in the project.

-ING adjectives

Adjectives ending in **-ing** are usually describe things and conditions.

- Having to wait for so long is **annoying**.
- His passing the exam was **surprising** even to himself.
- The project was very **interesting** to her.

She felt fascinated by the young man.

WAS

The young man.... *was fascinating*....for her.

The mosquitoes were so annoying that we decided to buy a repellent.

BY

We ..*were so annoyed by the...* mosquitoes that we decided to buy a repellent.

We were so annoyed by the mosquitoes that we decided to buy a repellent.

THAT

The mosquitoes... *were so annoying that* ...we decided to buy a repellent.

He doesn't seem to be worried about the problem.

TO

The problem doesn't ...*seem to be worrying to*.. him.

I think she found your story very amusing.

WAS

I think*she was very amused by/at*.. your story.

He found it very boring doing the same thing every day.

WITH

He was ...(*getting*) *bored with doing* ...the same thing every day.

Psychology was very interesting to me.

IN

I ...*was very interested in* ...Psychology.

The manual was very confusing.I couldn't understand anything.

BY

I was... *so confused by the manual*that I couldn't understand anything.

COMPARATIVE – SUPERLATIVE

The beer was so good that I had to order another one.

SUCH

It ...*was such a good beer* ...that I had to order another one.

This is the nicest car I've ever seen.

HAVE

I...*have never seen such a* nice car .

This summer is being much hotter than last year.

HOT

Last summer..... *wasn't as hot as*this year.

The exam wasn't as difficult as they'd made it out to be.

WAS

The exam*was easier than*they`d made it out to be.

He is more intelligent than his sister.

NOT

His sister ...*is not as intelligent as*... he is.

I've never seen a more capable and dedicated person.

A

I've never seen... *such a capable* ...and dedicated person.

They didn't pay me as much as I expected.

GOT

I ...*got paid less than*... I expected.

She had the most beautiful voice in the school choir.

MORE

Nobody in the school choir ...*had a more* ... beautiful voice.

My son was too tired to play football.

THAT

My son was ... *so tired that he could* ... not play football.

Key words :

As...as / so...as / so...that/ more ...than / less ..than / fewer..than / much more / many more /
Such a / such an / a more / a less / the most / the least / bigger than .../ too...

CAUSATIVE VERBS

We use causative verbs when we want to indicate that someone causes , makes or asks someone else to do something , get something done or make something happen.

ACTIVE STRUCTURE

SUB+ CV + Agent + verb infinitive + Object

I will have my secretary call you
I got my brother to help me paint the room.
My mother made me do my homework.
My friend helped me to fix the TV.
My brothers lets me use his car.

PASSIVE STRUCTURE

SUB+CV + OBJECT+ verb past participle + (by Agent)

I had my car fixed
My sister had her hair done yesterday.
I got my house painted..

Key words : HAVE, GET , LET, MAKE, HELP, PAST PARTIPLES.

Have sb **do** sth (bare infinitive) / **Get** sb **to do** sth (to infinitive)

Make sb **do** sth (bare infinitive) / **Help** sb **(to) do** sth (bare or to infinitive)

Let sb **do** sth (bare infinitive)

A mechanic checked my car for me before I set off on my holiday.

HAD

Before I set off on my holiday , I ...*had a mechanic check* ... my car.

Some stole my smartphone when I left it behind in the fitting room.

STOLEN

I ..*had my smartphone stolen* ...when I left it behind in the fitting room.

A technician fixed my laptop for me.

HAD

I ...*had my laptop fixed* by a technician.

A technician fixed my laptop for me

HAD

I ...*had a technician fix*... my laptop.

I need you to lift that box with me.

HELP

I need..*you to help me lift*that box.

The surgeon will remove your tonsils..

WILL

You ...*will have your tonsils*...removed.

I pay my little brother to walk my dog every day.

HAVE

I ...*have my little brother walk* my dog every day.

They hired someone to paint their house last month.

GOT

They ...*got their house painted*last month.

I asked him to send me the report.

HAD

I*had him send me*.... the report.

The teacher forced the students to do their homework.

MADE

The teacher.... *made the students do*... their homework.

He wasn't allowed to watch TV after supper.

LET

His parents ...*would not let him watch*...TV after supper.

PHRASAL VERBS

A **phrasal verb** is a *verb and a particle (adverb)* used in colloquial and idiomatic expressions.

Key words : up , down , in , out , away , back, through , on , off , into, away, over, etc.

He was really excited about being a father.

LOOKING

He was... *really looking forward to being* ... a father.

Grammar : look forward to sth / to doing sth

They have cancelled tomorrow's meeting.

CALLED

They have ..*called off*...tomorrow's meeting.

Grammar : to call sth of / to call off sth : to cancel

I think I need to drink less coffee and take tea instead.

CUT

I think I need to....*cut down on* ...coffee and take tea instead.

Grammar : Phrasal-prepositional Verb : Inseparable / cut down on sth : reduce amount

I will let you stay with me for the weekend.

UP

I will ...*put you up for*the weekend.

Grammar : **put sb up** (separable): provide someone with a place to sleep.

She didn't want to accept that her husband was dead.

FACT

She didn't want to*face up to the fact*... that her husband was dead.

Grammar : face up to (Phrasal-prepositional verb) (inseparable) : accept that a difficult situation exists.

The boss won't tolerate you being late any longer.

PUT

The boss won't*put up with your*tardiness any longer.

Grammar : put up with (Phrasal-prepositional verb) (inseparable) : to accept or tolerate an unpleasant situation or experience , or someone who behaves unpleasantly.

I was on my way to get my son from school.

UP

I was on my way ...*to pick up my son* ...from school.

Grammar : Pick up (phrasal verb) : to collect , or to go and get sb or sth.

They have postponed the class until next Tuesday.

OFF

The class*has been put off*...until next Tuesday.

Grammar : put off (phrasal verb – separable) : to delay sth until a later time.

SET PHRASES

A set phrase is a fixed expression that has a specific meaning. It doesn't usually have any literal meaning in itself. For example "to change one's mind" doesn't mean that you are going to get a new mind and get rid of the old one. It means that you are going to think about something and you might form a new opinion and perhaps make a new decision.

It was the responsibility of the boss to decide what to do.

UP

It was.....*up to the boss to*decide what to do.

I've noticed that John has a talent for dancing.

FLAIR

I've noticed that John ...*has a flair for*... dancing

I told them not to do it, but they didn't take any notice.

PAY

I told them not to do it, but they... *didn't pay any attention*.

She went to the cinema alone.

ON

She went to the cinema ..*on her own*.

Thanks for telling me that they are closed on Saturdays.I'll remember it.

KEEP

Thanks for telling me that they are closed on Saturdays.I'll ...*keep that/it in mind*.

If you want to buy that car, you will have to borrow money from the bank.

LOAN

You will have to ...*take out a loan* ..if you want to buy that car,

He wanted to sell his car but changed his opinion at the last minute.

HEART

He wanted to sell his car but*had a change of heart* ... at the last minute.

I met my sister at the party by chance.

CAME

I ...*came across my sister*... at the party.

HOW TO SPOT A SET PHRASE :

Change in the order of the original sentence.

Substitute the set phrase for an adjective : alone / by myself

Substitute one set phrase for another : take notice / pay attention

Substitute one noun for another : have a talent for / have a flair for

Substitute the set phrase for its meaning : borrow money from a bank / take out a loan

INVERTED SENTENCES

Whatever happens , I will never lend him any money again.

EVER

Under*no circumstances will I ever* ..lend him any money again.

Parking in a disabled parking space is not allowed at any time.

YOU

On ...*no account should you park*in a disable parking space.

As soon as I got home , I got a text from my girlfriend

HAD

No...*sooner had I got home than* ..I got a text from my girlfriend.

The engine must not be turned off at any time during the test.

NO

At ...*no time must the engine* ...be turned off during the test.

As soon as I left the house , it started to rain heavily.

HAD

Hardly ..*had I left the house when/before*.... it started to rain heavily.

I won't rush you in any way to finish the report.

NO

In ...*no way will I rush* ..you to finish the report.

The bad weather prevented us from winning the match.

NOT

Had..*it not been for the bad* weather, we would have won the match.

She understood little about her father's job.

DID

Little *did she understand* about her father's job.

KEYWORDS:

Hardly had I... when... / **Never** had she .../ **Seldom** do we ...

Rarely did /will you .../ **Only then** did I.../ **Not only** (do/have)... but (they) also...

No sooner hadthan.../ **Scarcely** had I ...when.../ **Only later** did she...

Nowhere have I .../ Little did .../ **Only in this way** could .../ **In no way** do I ...

On no account should you.../ **Under no circumstances** should you...

In the following expressions, the *inversion comes in the second part of the sentence*

Not until I saw ...did I .../ **Not since** he...had he.../ **Only after** I... did I...

Only when I...did I .../ **Only by** doing...could we ...

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

MODAL VERBS

Can , could , may , might , shall , should , will , would

MODAL AUXILIARY VERBS : have to , ought to , need , used to , dare

You are not allowed to smoke indoors at any time.

MUST

You ...*mustn't smoke* ..indoors at any time.

I did the dishes by hand , which wasn't necessary since there was a dishwasher.

HAVE

I ..*needn't have washed* the dishes by hand since there was a dishwasher.

There is a good chance of him winning a gold medal very soon.

WIN

He... *could win a* ...gold medal very soon.

The teacher will expect you to arrive on time for class.

HAVE

You ..*will have to arrive on time* for class.

You should stop smoking .

TO

You... *ought to stop* ...smoking.

She wasn't able to speak German until she took an intensive course.

NOT

She... *could not speak* ...German until she took an intensive course

I passed my Italian exam without studying.

NEED

I...*didn't need to study* ...to pass my Italian exam.

I suggest that you finish your test within the time allowed.

SHOULD

You ...*should finish your test*... within the time allowed.

When I was little, I would play football every weekend.

USED

I..*used to play football every* ...weekend when I was little.

KEYWORDS: It is (not) a good idea : You should/ shouldn't /ought to / ought not to

It was careless of (you) : You shouldn't / you ought not to

It was not necessary : You needn't have + past participle

You can't : You mustn't / you are not allowed

She couldn't : She was not able to...

They were expected to : They should have...

If I were you I would/ wouldn't : You should- shouldn't / you ought (not) to

IDIOMS

There was a girl at the party that attracted my interest.

EYE

One of the girls at the party ...*caught my eye*.

He usually choose to ignore the criticism directed at him.

EAR

He usually...*turned a deaf ear to* ... the criticism directed at him.

It was really embarrassing when I called her another name .

MOUTH

I really... *put my foot in my mouth* ...when called her another name .

I decided to become a doctor like my father.

FOLLOW

I decided to... *follow in my father's footsteps* ...and become a doctor.

She was caught in the act of trying to break into the house.

RED

She was caught ... *red-handed trying* ...to break into the house.

I know there is something wrong here , but I don't know what it is.

FINGER

I know there is something wrong here, but I... *can't put my finger on* ...what it is.

I haven't found the time yet to do my homework.

AROUND

I haven't...*got around to doing* ...my homework yet.

I was confident that you were coming to the party.

READ

I ...*took it as read that* ...you were coming to the party.

The situation between them reached a critical point and they broke up.

HEAD

The situation between them ...*came to a head* ...and they broke up.

Android technology has made a lot of progress in the past few years.

COME

Android technology has...*come a long way* ...in the past few years.

HOW TO SPOT AN IDIOM:

UNDERLINE WHAT IS REPEATED AND LOOK AT WHAT'S LEFT.

TIP : Paraphrase the Direct Object (What) / Indirect Object (to whom)

PREPOSITIONAL VERBS

There are certain verbs that are usually followed by certain prepositions. We called them prepositional verbs. They are just a verb followed by a preposition. Prepositional verb = Verb + Preposition
They make a new verb with a different meaning to the normal verb without the preposition.
All prepositional verbs are transitive (they have an object). The object comes after the preposition.

I have to take care of my little brother while my parents are away.

AFTER

I have to...*look after* ... my little brother while my parents are away.

They were discussing possible solutions to the problem.

TALK

They were...*talking about* ...possible solutions to the problem.

She decided not to go to university.

AGAINST

She ... *decided against going* ...to university.

What time did you get to the airport yesterday?

AT

What time ...*did you arrive at* ...the airport yesterday?

I met a friend by chance in the supermarket this morning.

CAME

I ...*came across a friend* ...in the supermarket this morning.

Many teenagers like social networking sites such as Facebook or Twiteer.

WITH

Facebook and Twiteer... *are popular with* ...teenagers

I will consider your idea and come back to you with a decision next week.

OVER

I will... *think over your idea*... and come back to you with a decision next week.

You don't need to agree with the rules , but you have to respect them.

TO

You don't need to ...*subscribe to* ...the rules, but you have to respect them.

The mountaineers encountered many problems on their way to the mountain top.

WITH

The mountaineers ... *met with* ... many problems on their way to the mountain top.

I wouldn't ask him to look after my dog , if I were you.

WITH

If I were you , I ...*wouldn't trust him with* ...my dog.

Key words : prepositions , verbs / The original sentence contains a set phrase or a verb that need to be paraphrased.

UNREAL PAST TENSES

When we want to talk about an unreal situation , we can use the past tense to do so.

When using an unreal past tense , we use the verb in the past, but we are actually talking about something that never happen. The same happens in conditional sentences when stating hypothetical situations.

I'd like to know what time the party starts.

WISH

I ... *wish I knew* ...what time the party starts.

If you want to go home , you should wait until the rain stops.

HAD

You...*had better wait* ...until the rain stops , if you want to go home.

ONLY

If...*only I had helped him to* ...move home.

I'd prefer you not to smoke in my house.

RATHER

I...*would rather you didn't* ...smoke in my house.

It was a shame you didn't pass the exam.

WISH

I...*wish you had passed* ...the exam.

It's a pity I can't stay two days more.

ONLY

If...*only I could stay* ...two days more.

It will be better if you get up at 7 a.m. tomorrow.

SOONER

I... *would sooner you got up* ...at 7 a.m. tomorrow.

We ought to go home now.It's getting late.

TIME

It is ... *about time we went* ...home. It's getting late.

If you heard him speak, you'd think he is an expert.

IF

He spoke ...*as if he were*... an expert.

Kevin doesn't feel like going out tonight.

RATHER

Kevin... *would rather not go*... out tonight.

He is just a clerk but acts like he is the boss.

THOUGH

He...*acts as though* ...he is the boss

Edgar doesn't like watching television as much as he likes playing chess.

RATHER

Edgar prefers... *playing chess rather than watching* ...television.

Key words : if only , I wish , supposing , rather , sooner , prefer, had better, It's about time, It's high time, it's time for you...

VERB PATTERNS

(GERUND – INFINITIVE / INFINITIVE – GERUND)

It's important that you attend school and be punctual every day..

REMEMBER

You must ...*remember to be attend* ...school and be punctual every day.

I think it would be a good idea if you studied German.

SUGGEST

I ...*suggest that you (should) study*... study German.

It's not surprising that you failed your exam. You didn't study at all.

EXPECT

I ...*didn't expect you to pass* ...your exam. You didn't study at all.

She finished her degree and later started working for herself.

ON

She finished her degree and... *went on to start* ...her own business.

I can help you with your kids.

MIND

I ...*don't mind helping* ... you with your kids.

At first I thought that running was hard, but now I think it's not.

USED

I ...*am used to running* ...now.

They didn't even make the effort to call to say they'd be late.

BOTHER

They... *didn't even bother calling* ...to say they'd be late.

Did you manage to persuade your boss to give you a rise.

SUCCEED

Did you... *succeed in persuading* ...your boss to give you a rise.

We had an argument and I decided not to call her any more.

STOPPED

We had an argument and...*I stopped calling* ...her.

I think I locked the door but I'm not sure .

REMEMBER

I ...*don't remember locking* ...the door.

I'm not in the mood for your jokes.

MIND

I'm not in the right... *frame of mind to listen* ...to your jokes.

SENTENCES REQUIRING TWO

CHANGES

(Passive + phrasal verb)

Management have decide to postpone the meeting.

OFF

The meeting...*has been put off*...by Management.

(Passive + change from adjective to noun)

Employees are thought to be worried about being made redundant.

CONCERN

There ...*is thought to be concern* ... amongst employees about being made redundant.

(Reported speech + verb change)

'I am not in the mood for playing football' he said.

FEEL

He said that...*he didn't feel like playing*...football.

(Passive to active + phrasal verb)

The essay must be given to your teacher by Friday.

HAND

You ...*must hand in your essay* ...to your teacher by Friday.

(Preposition x 2)

There have been fewer sales of DVD players this year than ever before.

NUMBER

We have had the most significant decrease ever ...*in the number of* sales of DVD players this year.

(verb change + phrasal verb)

I'm sorry to say that it will not be possible for me to make the meeting tomorrow.

ABLE

I will ... *not be able to turn*...up at the meeting tomorrow , I'm afraid.

(Verb change + verb form)

I don't believe in marrying the first girl you date.

THINK

I don't*think it is a good idea*to marry the first girl you date.

(Verb change + verb form)

Were you able to convince him?

IN

Did you*succeed in convincing him*..... him?

ADJECTIVE TO NOUN

NOUN TO ADJECTIVE

They say that he was so strong that he could lift a car with his bare hands.

SUCH

They say that ... *such was his strength...*, that he could lift a car with his bare hands.

She won the fight with great ease.

WAS

Winning ...*the fight was very easy* ...for her.

People who are very intelligent are prone to anxiety.

HIGH

People... *of high intelligence* ...are prone to anxiety.

I've been very lucky with my career over the years.

HAD

I've... *had a lot of luck* ...with my career over the years.

It's not true that he's coming to the party tonight.

IS

The... *truth is that* ...he is not coming to the party tonight.

She was so beautiful that she could easily be a model.

WAS

Her...*beauty was such* ... that she could easily be a model.

What they said was deeply offensive to her.

TOOK

She really ...*took offence at* ...what they said.

The FCE exam was not very difficult for her to pass.

MUCH

She passed...*the FCE exam without much* ...difficulty.

This is a very powerful car.

HAS

This car...*has a lot of power*.

LINKING WORDS

Despite the heavy traffic , we got there on time.

EVEN

We got there on time ...*even though*... the traffic was heavy.

Despite the heavy traffic , we got there on time.

EVEN

The traffic was heavy. *Even so*...., we went out.

The flight was delayed because of the storm.

TO

The delay of the flight...*was due to*... the storm.

He talked about music and played the piano too.

WELL

He talked about music...*as well as playing* ...the piano.

If the train is on time , I will see you at 5 p.m.

UNLESS

I won't see...*you at 5 p.m. unless* ...the train is on time.

I will go to the meeting tomorrow if you come with me.

LONG

I will go to the meeting tomorrow...*as long as* ... you come with me.

If you cook something nice for me , I'll give you a kiss.

ON

I'll give you a kiss...*on condition that* ...you cook something nice for me.

He is a dedicated father as well as a devoted husband.

ONLY

He is not...*only a dedicated father , but also*a devoted husband.

If we do not go now, we'll be late for work.

OTHERWISE

We'd better ... *go now , otherwise* ...we'll be late for work.

You are welcome to join us , if you pay for your drinks.

PROVIDED

You are welcome to join us ,*provided that you pay*... for your drinks.

KEY WORDS : Despite , even though, though, even when , even if, if, provided , otherwise, unless, only, on condition that , on the grounds that, as long as, as well as , due to , owing to...

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.

Feel like doing sth / be in the mood to do sth /for doing sth

Susan didn't **feel like dancing** that night.

MOOD

Susan was not ...*in the mood for dancing* ...that night

Susan was not ...*in the mood to dance* ...that night

Because, with a view/an eye to doing sth ,with the intention of doing sth

Carlos studied medicine because he wanted to become a doctor.

VIEW

Carlos studied medicine... *with a view to becoming* ...a doctor.

Carlos studied medicine... *with an eye to becoming* ...a doctor.

Carlos studied medicine because he wanted to become a doctor.

INTENTION

Carlos studied medicine... *with the intention of becoming* ...a doctor.

Running , in succession , in a row

He won the competition for the third year running.

IN

For the ...*third year in succession...*, he won the competition.

For the ...*third year in a row...*, he won the competition.

If , unless, as long as , provided that , providing that, on the condition that...

Connor will only go to the meeting if John goes.

UNLESS

Connor will... *not go to the meeting unless* ...John goes.

Connor will only go to the meeting if John goes.

LONG

Connor will go... *to the meeting as long as* ...John goes.

Connor will only go to the meeting if John goes.

THAT

Connor will go *to the meeting provided that / providing that* John goes

Connor will only go to the meeting if John goes.

CONDITION

Connor will go to *the meeting on (the) condition that* John goes

Must never , on no account must , shouldn't do

You must never drink alcohol before driving your car.

ACCOUNT

On ...*no account must you* ... drink alcohol before driving your car.

You must never drink alcohol before driving your car.

SHOULD

You ...*should never* ... drink alcohol before driving your car.

It is not (very) likely , it is unlikely , has (very) little chance, has no chance, It is (very) likely that sb will , Sb is very likely to,

Conor is not very likely to win the race.

CHANCE

Conor has ... *very little chance of winning* ...the race.

Conor is very unlikely to win the race.

LITTLE

Conor has ... *very little chance of winning* ...the race.

There's every chance (that) Conor will win the race.

LIKELY

Conor ...*is very likely to* ...win the race.

There's every chance (that) Conor will win the race.

THAT

It is ...*very likely that Conor will* ...win the race.

As far as I can remember , to the best of my recollection, have no recollection , not have any recollection, have a vague recollection of...

You were not invited to the wedding , as far as I can remember.

OF

To the best... *of my recollection* , ...you were not invited to the wedding .

I don't remember meeting Mr. Smith before.

RECOLLECTION

I have...*no recollection of meeting*... Mr. Smith before.

I got so drunk that I hardly remember last night..

VAGUE

I have a ...*vague recollection of* ...last night.

So that , in order to, so as to, in order for...

Jane went to bed early so that she would be fresh in the morning.

ORDER

Jane went to be early ...*in order to be...* fresh in the morning.

Jane went to bed early so that she would be fresh in the morning.

AS

Jane went to be early ...*so as to be...* fresh in the morning.

In order for you to pass the exam, you will need to achieve a score of 160.

SO

You will need to achieve a score of 160, ...*so as to pass* ...your exam.

Regarding , in/with regard to , as regards , in connection with , about, relating to, on the subject of..

The manager wants to talk to George in connection with the new policy.

WITH

The manager wants to talk to George ...*with regard to* ... the new policy.

The new law will bring some changes regarding tax deductions.

TO

Some changes ...*relating to tax deductions*, will be brought by the new law.

Take (any/no) notice , pay (any/no) attention, take (any/no) heed , heed, think about something carefully, take into account , bear in mind , be mindful of...

The teacher told the student to keep silent , but they didn't listen.

NOTICE

The teacher told the student to keep silent , but they...*didn't take any notice*.

The teacher told the student to keep silent , but they didn't listen.

PAY

The students....*didn't pay any attention*...when the teacher told them to keep silent .

You must take into account the hidden fees before booking your flight.

MIND

You must ...*bear in mind*... the hidden fees before booking your flight.

45 MOST COMMON PHRASAL VERBS

1. **ASK SOMEONE OUT** - To invite somebody on a date
Susan asked John out to dinner last weekend.
2. **ASK AROUND** – To ask different people the same question.
We are asking around to see if anybody knows someone who has a car for sale.
3. **BLOW SOMETHING UP** - To cause something to explode
The building was blown up with dynamite.
4. **BREAK DOWN** - To stop working (machine)
My car broke down on the motorway.
5. **BREAK UP WITH SOMEONE** - To stop having a relationship with someone
He broke up with his girlfriend of 10 years.
6. **BREAK IN /BREAK INTO** - To enter a place illegally
Someone broke into my house while I was on holidays.
7. **BRING A CHILD UP** – To take care of someone until they are adults.
Mike was brought up by his grandparents.
8. **BRING SOMETHING UP** – To start talking about a new subject.
During the course of the conversation , he brought up an interesting idea
9. **CALL FOR SOMETHING** demand, request that something should happen
The demonstrators were calling for a reduction in taxes.
10. **CARRY ON WITH SOMETHING** - to continue doing something
The alarm went off at 6 a.m. , but he carried on sleeping.
11. **CALL SOMETHING OFF** – To cancel something that was planned
The meeting was called of by management.
12. **CATCH ON** - To become popular
I wonder if this TV programme will ever catch on with men ?
13. **CATCH UP ON SOMETHING**- do something you had no time to do recently
I want to catch up on my sleep.
14. **CATCH UP WITH** - To manage to reach someone who is ahead of you.
I had to run faster to catch up with them. /She managed to catch up with the rest of the class.
15. **COME UP WITH SOMETHING** - To think of an idea , discover of produce .
They came up with a fantastic solution to the problem we had.

16. **CUT DOWN ON SOMETHING** - To use less of something .
My GP suggested that I should cut down on coffee.
17. **DO AWAY WITH SOMETHING** - to get rid of something , to eliminate.
We need to do away with unnecessary red tape.
18. **FIND SOMETHING OUT** To get information about sth , to discover sth
We need to find out when he is available for a meeting.
19. **GET BY** - manage to deal with a situation , but only just.
I wonder how she can get by on so little money.
20. **GET ON WITH SOMEONE** - to have a good relationship with
She doesn't get on with her boss.
21. **GET ON WITH SOMETHING** - to start or continue doing something (especially work)
I need to get on with booking our flights.
22. **GIVE SOMEONE AWAY** show someone's real feelings or true nature
They didn't know it was you who had done it; but your reaction gave you away.
23. **GIVE IN** (TO SOMEONE'S REQUESTS) to agree to what sb wants, after refusing at the beginning
She pestered him so much to go out with her that he eventually gave in.
24. **GIVE SOMETHING UP** - stop doing something
I gave up smoking 15 years ago.
25. **GROW UP** - to slowly become an adult
I was born in Ireland but grew up in Spain.
26. **HAND SOMETHING OUT** - to give something to each one in a group
The teacher handed out the exams at the beginning of the class.
27. **LOOK FORWARD TO SOMETHING** feel excited about sth that is going to happen
I'm looking forward to my holidays.
28. **LOOK INTO SOMETHING** - to investigate or examine something
I will look into the problem and come back to you with an estimate for the repair.
29. **LOOK UP TO SOMEONE** to admire and respect somebody
As a kid , I always looked up to my grandfather.
30. **MAKE SOMETHING OUT** - to understand sb or sth with difficulty to decipher
No matter how hard I try, I can't make out your handwriting.

31. **OWN UP TO SOMETHING** to accept that you've done sth and take responsibility for it.
I made a mistake and I own up to it.
32. **PASS OUT** - to lose consciousness
While falling down the stairs he hit his head against the wall and passed out.
33. **PICK SOMEONE UP** - to collect someone from a place
My brother picked me up from the airport and gave me a lift home.
34. **PUT SOMETHING OFF** to postpone an event or activity
We decided to put off the meeting until next week.
35. **PUT SOMETHING OUT** - to make sth stop burning , to extinguish
I put out the candle and went to bed.
36. **PUT SOMEONE UP** – to accommodate sb temporarily
John is putting me up for a few days.
37. **RUN OUT OF SOMETHING** - to finish all of something.
We have run out of milk and coffee.
38. **SET OFF** - to start a journey
The train sets off tomorrow at 8 a.m.
39. **TELL SOMEONE OFF** - to scold sb for something they've done and you disapprove of.
My teacher told me off for not doing my homework.
40. **THROW SOMETHING AWAY** – to get rid of sth that you no longer want.
I threw away a bunch of old receipts and letters.
41. **TURN SOMEONE / SOMETHING DOWN** – to refuse somebody or something
She was disappointed after being turned down for the job
42. **TURN UP** – to arrive or appear somewhere / to find something unexpectedly
He eventually didn't turn up at the meeting.
Have you seen my keys? No , but don't worry, they will turn up when you least expect it.
43. **WEAR OUT** – To deteriorate over time and through use.
It's high time you got yourself some new trousers, those are really worn out.
44. **WORK SOMETHING OUT** to understand something by thinking about it
The police are trying to work out who helped him commit the crime.
45. **WORK SOMETHING OUT** - to calculate sth
I need to work out how much I will be taxed this month.

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.

16. **FOLLOW IN SB'S FOOTSTEPS**- To do the same job as someone else.
He followed in his grandfather's footsteps and became a doctor.
17. **GET AROUND TO DOING STH** – do sth that you've been wanting to do for a while...
I still haven't got round to doing the report. I'll do it this evening.
18. **GET COLD FEET** – To become afraid of doing sth you had planned to do
Mary wanted to ask Paul for a date but she eventually got cold feet.
19. **GET DOWN TO DOING STH** – to take action towards doing something
I need to get down to booking my FCE exam as soon as possible.
20. **GET SOMETHING OFF ONE'S CHEST**- to tell someone about your worries
I really have to get this off my chest . I don't like you.
21. **GET THE BETTER OF SOMEONE** – feel overwhelmed by a feeling
His anger got the better of him , and he punched his boss in the face.
22. **GIVE/PAY LIP SERVICE TO SOMETHING** – Say or support something insincerely.
He is just paying lip service. He has no intention of helping you with the project.
23. **KEEP AN EYE ON STH** to take care of something , to watch sth
I'll keep an eye on your luggage while you go to the toilet.
24. **KEEP SOMEONE POSTED** – to inform sb about new developments in a situation
Don't worry , I'll keep you posted. If anything happens I'll let you know.
25. **LEARN SOMETHING BY HEART**- To memorize something.
I learned my speech by heart. I wanted to make sure I remembered everything.
26. **LEARN SOMETHING BY ROTE** – to memorize without understanding
She learned the formula by rote.
27. **MAKE ENDS MEET** – to struggle to pay for your everyday needs
John make very little money and finds it hard to make ends meet.
28. **MAKE THE MOST OF SOMETHING** –take advantage of something while it lasts.
We made the most of our last day in Barcelona , and went to the beach.
29. **PLAY SOMETHING BY EAR**- to improvise , to do something without a plan.
I didn't have time to prepare the presentation so I had to play it by ear.
30. **PUT ONE'S FINGER ON STH** – To remember sth or to discover the reason of sth.
I know I had seen her before but I couldn't put my finger on where.
31. **PUT SOMEONE IN THE PICTURE** – To tell sb the fact about a situation.
She put me in the picture about what had happened since my last visit

32. **SEE EYE TO EYE WITH SOMEONE ON SOMETHING** –
To agree with someone
We don't see eye to eye on how to raise our kids.
33. **STOP SHORT OF DOING STH** – to not do something , but only just
Her boss told her off for being late and stop short of firing her, but only just.
34. **TAKE A FANCY TO SOMEONE / SOMETHING** – to begin to like sb or sth
I have taken a fancy to Chinese food of late.
She's taken a fancy to her new assistant.
35. **TAKE SOMETHING AS READ** – to accept sth as true without proof
I took it as read that I was invited to your wedding.
36. **TAKE SOMETHING FOR GRANTED** –
to believe sth to be truth without even thinking about it.
I took for granted that you were a doctor.
37. **TAKE STH WITH A GRAIN/PINCH OF SALT** –
to doubt the accuracy of some information.
We need to take his words with a pinch of salt. He was not here when it happened
38. **TAKE THE BULL BY THE HORNS** – to deal with a difficult situation bravely.
I decided to take the bull by the horns and confronted my neighbours about the noise.
39. **TO BE A WALK IN THE PARK** – To be very easy
The test was a walk in the park. I put in a lot of work preparing for it.
40. **TO BE A PIECE OF CAKE** – To be very easy
Winning the fight was a piece of cake. I was extremely well prepared.
41. **TO BE EASY AS PIE** – To be very easy
The FCE exam was easy as pie. I expect to get high marks.
42. **TO BITE THE BULLET** – to accept and try to live with sth difficult.
After the scandal the president of the company decide to bite the bullet and resigned.
43. **TO FACE THE MUSIC** – To accept the consequences for sth you've done
After the scandal , the president run away instead of facing the music for his actions.
44. **WASH ONE'S HANDS OF SOMETHING** -
stop dealing with an issue or problem
I'm washing my hands of this problem . You will have to deal with it on our own.
45. **WIN SOMETHING HANDS DOWN** – To win something with ease.
He was much better than his opponent and won the fight hands down.

45 MOST COMMON SET PHRASES

1. **AS FAR AS I AM CONCERNED** – in my opinion / to the degree that it affects me.
As far as I'm concerned , you can start tomorrow.
2. **AS FAR AS I KNOW** – according to the information that I have.
He is French , as far as I know.
3. **BE ABOUT TO DO STH** – be ready to start doing something very soon.
I was just about to leave when you phoned me.
4. **BEAR/KEEP SOMETHING IN MIND** – consider sth before doing sth else.
Keep in mind your budget when making arrangements for your holidays.
5. **BE ON THE POINT OF DOING STH** – be ready to start doing something very soon.
I was on the point of starting my speech when someone's phone rang.
6. **BE ON THE VERGE OF DOING STH** – be ready to start doing something very soon.
They were on the verge of getting a divorce after 15 years of marriage.
7. **BE OUT OF THE QUESTION** – Something cannot happen / it is not possible
It's raining , so going for a walk with the kids is out of the question.
8. **BE UNDER THE(MISTAKEN) IMPRESSION /BELIEF THAT** –
to think that sth is true usually when that's no the case
I was under the impression that I was already hired.
She asked him out because she was under the mistaken belief that he was single.
9. **BE UP /DOWN TO SB** - Be someone's responsibility to do sth
It's up to the president to decide the next course of action.
It's down to John to make all the arrangements for the meeting.
10. **BE WORTH IT** – be sth that will give you good results despite difficulties.
It took me eight years to get my black belt in Judo, but it's been worth it.
11. **BE WORTH ONE'S WHILE** – be worth the time or effort sb spends doing sth.
It's not worth my while talking to her. She may be beautiful but she is very boring.
12. **BEYOND A SHADOW OF A DOUBT** – There is no doubt that sth is true.
He is , without a shadow of a doubt , the best player I've ever seen
13. **CHANGE ONE'S MIND** - change your opinion about something.
I eventually changed my mind and agreed to go to the party with them.
14. **DO /TRY ONE'S BEST** - – Do sth as best you can.
If you do your best and fail, you can't have any regrets.
15. **FEE LIKE (DOING) SOMETHING** – to want to do sth .
He didn't feel(like going) clubbing last weekend.

16. **FEEL / BE DISINCLINED TO DO STH** – to not be willing to do sth .
I felt disinclined to invite them to our wedding.
17. **FOR THE SAKE OF** - With the intention of bringing an advantage to sb/sth.
You'd better tell the truth , for your own sake.
18. **FROM HEAD TO TOE** - over your whole body.
After the workout , I was sweating from head to toe.
19. **GET THE MESSAGE ACROSS** - Make someone understand something.
The CEO wanted to get the message across to the staff ,that they had to work together.
20. **GET / KEEP IN TOUCH** - To continue to communicate with someone.
I still keep in touch with some of my high school friends.
21. **HAVE A SOFT SPOT FOR SB /STH** - to like sb or sth without knowing why.
Mike says that he has always had a soft spot for blondes.
22. **HAVE A ONE-TRACK MIND** - to think always about one specific thing.
He is very boring ; he has a one-track mind and all he ever talks about is football.
23. **IT'S NO GOOD** – Sth which is pointless because it won't give you any benefits
It's no good telling him to help you with the arrangement. He is very lazy.
24. **IT'S NO USE** – Sth is not useful , sth won't give you any benefits.
It's no use waiting for them any longer .They are not going to come.
25. **KEEP STH OUT OF SOMEONE'S REACH** – Keep sth where sb cannot take it.
Make sure you keep the medicines out of your toddler's reach.
26. **MAKE ALLOWANCE FOR STH** – to prepare in case sth happens.
Make sure you make allowance for traffic delays , when you set off for you interview.
27. **MAKE ALLOWANCES FOR STH** – to consider sth when judging sth.
He made a mistake but we have to make allowances for him. He is new in the job.
28. **MAKE AMENDS TO SB FOR STH** –
to do sth good to show that you feel bad about sth you've done.h.
She broke his favourite glass and wanted to make amends by buying a new one.
29. **MAKE AN EXCEPTION-** to not apply a general rule to someone.
They don't usually let people in at 4 a.m. but I knew the doorman , and he made an exception for us..
30. **MAKE COMMON CAUSE WITH SB** – to cooperate with sb to achieve sth.
The company made common cause with its competitors against the new law.

31. **MAKE HEADWAY IN/WITH STH**– to make progress.
I've been practising a lot and I feel I've made a lot of headway with my Spanish.
32. **MAKE ONESELF UNDERSTOOD**– to succeed in communicating your message.
Can you make yourself understood in Chinese?
33. **MAKE UP ONE'S MIND** – to decide
I haven't made up my mind which PC to buy yet.
34. **MAKE UP TO SOMEONE** – to decide
It's disgusting the way she always makes up to the boss
35. **OUT FOR STH / OUT TO DO STH** – with the intention of doing sth.
Be careful this girl is only out to get advantage of you.
You won't succeed as a businessman if you are only out for the money.
36. **TAKE ADVANTAGE OF STH** - to be too friendly to sb in order to get sth..
Many people feel that the government is taking advantage of them..
37. **TAKE PART IN STH** – to be involved in something.
He took part in the competition and , to everybody's surprise, won.
38. **TAKE SOMETHING INTO ACCOUNT** – consider sth before doing sth else.
We need to take the price into account before deciding on which car to buy.
39. **THERE IS NO POINT IN DOING STH** – Sth is not useful , sth won't give you any benefits.
There is no point in my calling her at her office. She out on a business trip.
40. **THERE IS NO TELLING** – You cannot possibly guess or know.
There is no telling when she will arrive.Her flight has been delayed.
41. **THERE IS NO SUBSTITUTE FOR** – Nothing is as good as...
If you want to pass your exam, there is no substitute for studying hard.
42. **TO THE BEST OF ONE'S ABILITY**– Do sth as best you can.
If you work to the best of your ability , you will succeed.
43. **TO (THE BEST OF) ONE'S KNOWLEDGE/ BELIEF**–
according to the information that you have.
His latest novel comes out next month , to the best of my knowledge.
I don't know him very well , but to my belief he is a good person.
44. **UP AND DOWN** – moving in one direction and the in the opposite.
He started walking up and down the corridor , thinking about what to do.
45. **WHEN IT COMES TO STH-** in relation to something.
When it comes to picking up women, Peter is an expert.

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

ALONG

1. bring sth/sb along
2. come along
3. get along with sb
4. go along
5. go along with sth/sb
6. as you go along (unplanned)
7. jog along
(make progress slowly but at a steady pace)
8. muddle along (do sth without clear purpose or plan)
9. play along with sb/sth
10. rub along
11. run along
12. scrape along
13. sing along
14. string sb along
15. sweep sb along
16. tag along with sb

AROUND

1. Ask around (for sth/sb)
2. Build sth around sth (base sth on sth)
3. Cast around
4. Centre around
5. Crowd around sb /sth
6. Doss around
7. Fiddle around
8. Fool around
9. Gad around somewhere (travel)
10. Hand something around
11. Hand around somewhere
(spend time somewhere)
12. Hang around with sb
13. Knock sb around (hit)
14. Knock around sth/somewhere
15. Knock around (relax)
16. Knock around with sb (spend time with sb)
17. Lie around
18. Lounge around
19. Mess sb around
20. Mess around with sth
21. Mess around with sb
(cheat on your partner – sex)

AT

1. arrive at
2. guess at
3. aim at
4. laugh at
5. shout at
6. smile at
7. look at
8. stare at
9. despair at

BY

1. abide by sth
2. call by
3. come by sth /somewhere
4. drop by
5. Get by
6. go by
7. go by sth
8. pass sb by
9. people sth/ somewhere by sth /sb
10. put sth by (save)
11. Roll by (time)
12. run sth by sb (ask their opinion)
13. Stand by sb
14. Stand by for sth
15. Come by sth
16. scrape by
17. Swear by
18. Sit by

FOR

1. account for
2. apply for
3. arrange for sb to do sth
4. apologise for
5. ask for
6. arrest for
7. beg for
8. blame sb for sth
9. care for
10. cater for
11. excuse for
12. exchange for
13. fight for
14. forgive sb for sth
15. hanker for sth
16. hope for sth
17. hunger for sth
18. look for
19. long for
20. mistake for
21. pay for
22. pant for sth/sb
23. pray for
24. prepare for
25. praise sb for sth
26. provide sth for sb
27. punish for
28. search for
29. stand for
30. substitute for
31. thank sb for sth
32. use for
33. vote for
34. wait for

FORWARD

1. bring sth forward
2. carry sth forward
3. come forward with sth
4. look forward to
5. push forward with sth
6. push oneself forward

FROM

1. benefit from
2. borrow from
3. deter from
4. differ from
5. demand sth from sb
6. derive sth from sth
7. discourage sb from sth
8. distinguish sb/sth from/between sb/sth
9. distract sth from sth
10. emerge from
11. escape from
12. exclude sth from sth
13. expel sb from sth
14. hide from
15. prohibit from
16. prevent sb from sth
17. recover from sth
18. resign from sth
19. retire from sth
20. stem from sth
21. suffer from sth
22. save someone from sth

IN

1. believe in
2. dress in
3. invest in
4. interfere in
5. involve sb in sth
6. participate in
7. persist in
8. result in
9. specialize in
10. succeed in

INTO

1. absorb into
2. crash into
3. dip into
4. drill sth into sb
5. grow into
6. jockey sb into sth
7. make sth into sth
8. tap into
9. translate sth into sth
10. trick sb into doing sth
11. walk into

OF

1. (dis)approve of
2. Accuse sb of sth
3. be on the verge of doing sth
4. be on the point of doing sth
5. Compose of
6. Consist of
7. Convict of
8. Convince sb of sth
9. Despair of
10. Cure sb of sth
11. Dream of
12. Get tired of
13. Have hope of
14. Remind sb of sth
15. Rob sb of sth
16. Suspect sb of sth
17. Think of sth

ON

1. base sth on sth
2. blame sth on sb
3. comment on sth
4. concentrate on
5. congratulate sb on sth
6. count on
7. decide on
8. depend on
9. elaborate on
10. experiment on
11. get on with sb
12. impress on
13. insist on
14. operate on
15. rely on
16. stumble on/upon sth
17. work on

OVER

1. argue over
2. boil over
3. carry sth over
4. change over from sth to sth
5. lord it over
6. quarrel over
7. fight with sb over sth
8. paper over sth
9. put sth over sb
10. start over
11. rear over sth
12. run over
13. think sth over
14. throw sb over for sb
15. tower over sb/sth
16. work sb over

TO

1. add to
2. adjust to
3. admit to
4. appeal to
5. belong to
6. cater to
7. compare to
8. confess to
9. contribute to
10. dedicate to
11. devote to
12. drink to
13. explain sth to sb
14. get married to
15. hope to
16. listen to
17. lend sth to sb
18. object to
19. occur to sb
20. react to
21. refer to
22. reply to
23. respond to
24. resort to
25. see to
26. speak to
27. subscribe to
28. sentence sb to sth
29. subject sb to sth
30. talk to
31. turn to
32. write to

WITH

1. (dis)agree with
2. Argue with sb
3. agree with
4. begin with
5. be popular with sb
6. charge sb with sth
7. communicate with
8. compare with
9. collide with
10. compete with
11. cope with
12. correspond with
13. cover with
14. cope with
15. discuss sth with sb
16. be faced with sth
17. fight with
18. help sb with sth
19. meet with
20. people sth/ somewhere with sth /sb
21. provide sb with sth
22. present sb with sth
23. quarrel with
24. share sth with sb
25. trust sb with sth

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

KEY WORD

TRANSFORMATION

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

ANY

If the suitcase had been ...*any heavier I wouldn't have* ...been able to lift it into the car.

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*to have changed his mind about*coming to the party with us tonight.

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*to avoid damaging*...the fragile parts he was working with.

INFINITIVE + GERUND

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

REGRETTED

When he went to Tenerife , Billy*regretted not having learnt*some Spanish beforehand.

NEGATIVE + PERFECT PARTICIPLE

I haven't seen John for eight years.

LAST

It's five years...*since I last saw* ..John.

SINCE + CHANGE OF VERB TENSE

Perhaps he missed the train this morning.

MAY

He*may have missed*the train this morning.

MODAL VERB + PERFECT INFINITIVE

KEY WORD

TRANSFORMATION

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

HAVE

She*may have injured*her arm in the accident.

MODAL VERB + PERFECT INFINITIVE

John replaced his father as head of the company.

PLACE

John....*took the place of*his father as head of the company.

Paraphrasing with a SYNONYMOUS PHRASE (SET PHRASE)

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

APPROVE

His father doesn't.... *approve of him/his going*....clubbing so much.

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*made him do his homework*before he played with his smartphone.

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 ...*look after my suitcases*..while I go to the toilet?

CHANGE OF VERBAL (gerund into infinitive)

+ SYNONYMOUS PHRASE

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

NEEDN'T

He*needn't have brought*a present.

NEEDN'T + PERFECT INFINITIVE

FOR KEY WORD TRANSFORMATION

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