

How to deal with transformations

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- Carefully read the original sentence (so that you understand its meaning), the key word (usually printed in capital letters) if given at the end of this sentence, and the fragment of the new sentence given below.
- Think what the new sentence is supposed to mean.
- Decide which fragment of the original sentence you will have to transform to get this meaning.
- **DO NOT EVER change MORE than absolutely necessary.** The idea of a transformation is to change **a small fragment only and leave the rest of the sentence unchanged.**
- You will be punished by your “unnecessary creativity” by losing points.

Below you will find some popular types of mistakes occurring in students' work:

1. They **should have given** us some free samples.

Correct: We should have been given some free samples.

Incorrect: We **should be given** some free samples.

(someone changed the verb form into a similar one, which was not required; the transformation was to change the active voice into passive)

2. She **had cleaned** the house before we arrived.

Correct: The house had been cleaned before we arrived.

Incorrect: The house **was cleaned** before we arrived.

(someone changed the tense, which was not required; the transformation was to change the active voice into passive)

3. They **are going to** transfer him to Portugal.

Correct: He is going to be transferred to Portugal.

Incorrect: He **will be** transferred to Portugal.

(someone changed the tense, which was not required)

4. We **will have to leave** without him if he doesn't **arrive in the next 10 minutes.**

Correct: Unless he arrives in the next 10 minutes, we will have to leave without him.

Incorrect: Unless he **comes soon**, we **will leave** without him.

(someone changed the verb construction “will have to” into “will leave” and replaced “arrive in the next 10 minutes” with “comes soon”, which may sound better BUT was not required)