Basic Grammar in Use

WITH ANSWERS

Self-study reference and practice for students of English

Raymond Murphy
with William R. Smalzer

Second Edition

Cambridge University Press
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Present

1 Am/is/are
2 Am/is/are (Questions)
3 I am doing (Present Continuous)
4 Are you doing . . .? (Present Continuous Questions)
5 I do, I work, I like, etc. (Simple Present)
6 I don’t . . . (Simple Present Negative)
7 Do you . . .? (Simple Present Questions)
8 I am doing and I do (Present Continuous and Simple Present)
9 I have . . . and I’ve got . . .

Past

10 Was/were
11 Worked, got, went, etc. (Simple Past)
12 I didn’t . . . Did you . . .? (Simple Past Negative and Questions)
13 I was doing (Past Continuous)
14 I was doing and I did (Past Continuous and Simple Past)
15 I used to . . .

Present Perfect

16 Have you ever . . .? (Present Perfect)
17 How long have you . . .?
18 For, since, and ago
19 I have done and I did (Present Perfect and Simple Past 1)
20 Just, already, and yet (Present Perfect and Simple Past 2)
21 I’ve lost my key. I lost my key last week. (Present Perfect and Simple Past 3)

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22 Is done and was done (Passive 1)
23 Is being done and has been done (Passive 2)

Verb Forms

24 Be, have, and do in Present and Past Tenses
25 Regular and Irregular Verbs

Future

26 What are you doing tomorrow?
27 I’m going to . . .
28 Will (1)
29 Will (2)

If you are not sure which units you need to study, use the STUDY GUIDE on page 259.
Modals, Imperatives, etc.

30 Might
31 Can and could
32 Must
33 Should
34 I have to . . .
35 Would you like . . .? I’d like . . .
36 I’d rather . . .
37 Do this!, Don’t do that!, Let’s do this!

There and it

38 There is/are
39 There was/were there has been / have been there will be
40 It . . .

Auxiliary Verbs

41 I am, I don’t, etc.
42 You have? / have you? you are? / are you?, etc.
43 Too/either and so am I / neither do I, etc.
44 Isn’t . . . , haven’t . . . , don’t . . . , etc. (Negatives)

Questions

45 Is it . . . ?, Have you . . . ?, Do they . . . ?, etc.
46 Who saw you? Who did you see?
47 Who is she talking to? What is it like?
48 What . . . ?, Which . . . ?, and How . . . ?
49 How long does it take . . . ?
50 Do you know where . . . ?, I don’t know what . . . , etc.

Reported Speech

51 She said that . . . He told me that . . .

-ing and to . . .

52 Work/working, go/going, do/doing
53 To . . . (I want to do) and -ing (I enjoy doing)
54 I want you to . . . and I told you to . . .
55 I went to the store to . . .

Go, get, do, make, and have

56 Go to . . . go on . . . go for . . . go -ing
57 Get
58 Do and make
59 Have

If you are not sure which units you need to study, use the STUDY GUIDE on page 259.
Pronouns and Possessives
60 I/me, he/him, they/them, etc.
61 My/his/their, etc.
62 Whose is this? It's mine/yours/hers, etc.
63 I, me, my, and mine
64 Myself/yourself/theirself, etc.
65 's (Kate's camera, my brother's car, etc.)

A and the
66 A/an . . .
67 Flower(s) and bus(es) (Singular and Plural)
68 A car, some money (Countable and Uncountable 1)
69 A car, some money (Countable and Uncountable 2)
70 A/an and the
71 The . . .
72 Go to work go home go to the movies
73 I like music. I hate exams.
74 The . . . (Names of Places)

Determiners and Pronouns
75 This/these and that/those
76 One/ones
77 Some and any
78 Not + any, no, and none
79 Not + anybody/anyone/anything and nobody / no one / nothing
80 Somebody, anything, nowhere, etc.
81 Every and all
82 All, most, some, any, and no/none
83 Both, either, and neither
84 A lot, much, and many
85 A little / a few and little/few

Adjectives and Adverbs
86 Old, nice, interesting, etc. (Adjectives)
87 Quickly, badly, suddenly, etc. (Adverbs)
88 Old/older and expensive / more expensive
89 Older than . . . and more expensive than . . .
90 Not as . . . as . . .
91 The oldest and the most expensive
92 Enough
93 Too

If you are not sure which units you need to study, use the STUDY GUIDE on page 259.
Word Order

94 He speaks English very well. (Word Order 1)
95 Always/usually/often, etc. (Word Order 2)
96 Still, yet, and already
97 Give me that book! Give it to me!

Prepositions

98 At 8 o’clock, on Monday, in April, etc.
99 From . . . to, until, since, and for
100 Before, after, during, and while
101 In, at, and on (Places 1)
102 In, at, and on (Places 2)
103 To, in, and at (Places 3)
104 Next to, between, under, etc.
105 Up, over, through, etc.
106 On, at, by, with, and about
107 Afraid of, good at, etc. (Adjective + Preposition)
108 Listen to . . . , look at . . . , etc. (Verb + Preposition)

Two-Word Verbs

109 Go in, fall off, run away, etc.
110 Put on your shoes and put your shoes on

Conjunctions and Clauses

111 And, but, or, so, and because
112 When . . .
113 If we go . . . , if you see . . . , etc.
114 If I had . . . , if we went . . . , etc.
115 A person who . . . and a thing that/which . . . (Relative Clauses 1)
116 The people we met and the hotel you stayed at (Relative Clauses 2)

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If you are not sure which units you need to study, use the STUDY GUIDE on page 259.
To the Student (working without a teacher)

This is a basic grammar book for beginning to low-intermediate students of English. There are 116 units in the book and each unit is about a different point of English grammar. There is a list of units at the beginning of the book (Contents).

Do not study all the units in order from beginning to end. It is better to choose the units that you need to do. For example, if you have difficulty with the present perfect (I have been, he has done, etc.), use the Contents or the Index (at the back of the book) to find the units you need to study (Units 16–21 for the present perfect).

Each unit is two pages. The explanation is on the left-hand page and the exercises are on the right:

You can use the book in this way:

1. Look in the Contents or Index to find the units that you need. If you are not sure which units you need to study, use the Study Guide on page 239.
2. Study the left-hand page (explanation).
3. Do the exercises on the right-hand page.
4. Use the Answer Key to check your answers.
5. Study the left-hand page again if necessary.

Don’t forget the seven Appendices at the back of the book (pages 234–242). These will give you information about active and passive forms, irregular verbs, short forms (contractions), spelling, and two-word verbs.

There are also Additional Exercises at the back of the book (pages 243–258). There is a list of these exercises on page 243.

There is an audio CD inside the back cover of the book. It contains recordings of the example sentences from selected units. Look for this symbol in the Contents: 🎧.
To the Teacher

The most important features of this book are:
- It is a grammar book. It deals only with grammar and is not a general course book.
- It is for beginning to low-intermediate learners. It does not cover areas of grammar which are not commonly taught at beginning levels.
- It combines reference and practice exercises in one volume.
- It can be used for self-study or as supplementary course material.

The forms used in *Basic Grammar in Use* are those which are most used and generally accepted in standard spoken North American English. Some native speakers may regard some of these usages as “incorrect,” but in this book they are treated as standard.

**Organization of the Book**

There are 116 units in the book, each one focusing on a particular area of grammar. The material is organized in grammatical categories such as tenses, questions, and articles. The book should not be worked through from beginning to end. Units are not ordered according to difficulty, and should therefore be selected and used in the order appropriate for the learners. The units are listed in the *Contents* and there is a comprehensive *Index* at the end of the book.

Each unit has the same format consisting of two facing pages. The grammar point is presented and explained on the left-hand page and the corresponding exercises are on the right. There are seven *Appendixes* (pages 234–242) dealing with active and passive forms, irregular verbs, short forms (contractions), spelling, and two-word (phrasal) verbs. It might be useful to draw students’ attention to these.

This new edition of *Basic Grammar in Use* also contains a set of *Additional Exercises* (pages 243–258). These exercises provide mixed practice bringing together grammar points from a number of different units (mainly those concerning verb forms). There are 33 exercises in this section and there is a full list on page 243.

At the back of the book, there is a *Study Guide* (pages 259–270) to help students decide what units to study and an *Answer Key* (pages 271–296) so students can check their work. An edition without the *Study Guide* and *Answer Key* is also available for teachers who would prefer it for their students.

Finally, there is an audio CD inside the back cover of the book, with recordings of the example sentences from selected units. Look for this symbol in the *Contents*: ☛.

**Level**

The book is suitable for a range of levels from beginning to low intermediate. However, it is intended mainly for students who are beyond the very earliest stages of a beginners’ course, and should not be used from the first day of a course for absolute beginners. It could also be used by low-intermediate learners whose grammar is weaker than other aspects of their English or who have problems with particular areas of basic grammar.

The explanations are addressed to the beginning learner and are therefore as simple and as short as possible. The vocabulary used in the examples and exercises has also been restricted so that the book can be used at this level.

**Using the Book**

The book can be used by students working alone (see *To the Student*) or as supplementary course material. When used as course material, the book can be used for immediate consolidation or for later review or remedial work. It might be used by the whole class or by individual students needing extra help and practice.
In some cases it may be desirable to use the left-hand pages (presentation and explanation) in class, but it should be noted that these have been written for individual study and reference. In most cases, it would probably be better to present the grammar point in whatever way you prefer, with the exercises being done for homework. The left-hand page is then available for later reference by the student.

Some teachers prefer to reserve the book for review and remedial work. In this case, individual students or groups of students can be directed to the appropriate units for self-study and practice.

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**Basic Grammar in Use, Second Edition**

While this is a completely new edition of *Basic Grammar in Use*, the general structure and character of the first edition remain. The main changes are:

- There are eight new units:
  - Unit 9 *I have...* and *I've got...*
  - Unit 15 *I used to...*
  - Unit 20 *just, already, and yet*
  - Unit 23 *is being done and has been done*
  - Unit 32 *Must*
  - Unit 58 *Do and make*
  - Unit 59 *Have*
  - Unit 114 *If I had..., if we went..., etc.*

  There is also a new appendix on active and passive forms (*Appendix 1*).

- Some of the material has been reorganized. For example, the content of Units 101–102 (*in/on/at*) in the second edition corresponds to Unit 93 and part of Unit 95 in the first edition.

- Some of the units have been reordered, and after Unit 8, nearly all units have a different number from the first edition. A few units have been moved to different parts of the book. For example, Unit 52 (*work/working*, etc.) was Unit 34 in the first edition.

- Many of the left-hand pages have been rewritten and many of the examples changed. In a few cases there are significant changes to the content, for example, Unit 53 (originally 47), Unit 75 (originally 67), and Unit 84 (originally 76).

- Many of the original exercises have been modified or completely replaced with new exercises (for example, Units 4 and 5).

- There is a new section of *Additional Exercises* at the back of the book (see *Organization of the Book* above).

- The second edition is available both with and without answers at the back of the book.

- In the edition with answers, there is a new *Study Guide* to help students decide which units to study.

- There is an audio CD included with the second edition, inside the back cover of the book. It contains recordings of the example sentences from selected units. Look for this symbol in the *Contents:* ☺.