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Introduction

To the student

Who is this book for?
This book is for anyone preparing for the Cambridge First Certificate in English exam and covers the grammar needed for the exam. You can use it with a general English language course for extra grammar practice or with practice tests as part of a revision programme. You can use it in class or for self-study.

How do I use this book?
There are two ways to use this book. You can either start at Unit 1 and work through to the end of the book, or you can do the Entry test on p.ix to find out which units you need most practice in and begin with those.

What is in this book?
This book contains 25 units. Each unit is in four parts:

A: Context listening This introduces the grammar of the unit in context. This will help you to understand the grammar more easily when you study section B. It also gives you useful listening practice. Listen to the recording and answer the questions. Then check your answers in the Key before you read the Grammar section.

B: Grammar Read through this section before you do the exercises. For each grammar point there are explanations with examples. You can also refer back to this section when you are doing the exercises.

C: Grammar exercises Write your answers to each exercise and then check them in the Key.

D: Exam practice Each unit has a writing task and one other exam task. These have been designed to give you practice in the grammar for that unit as well as helping you to get to know the different parts of the exam. The Use of English tasks test the grammar presented in that unit, but they also test other areas of grammar (which are presented in the rest of the book). In the actual First Certificate exam, each question would test a different grammatical point.

The Key
The Key contains:
• answers for all the exercises. Check your answers at the end of each exercise. The Key tells you which part of the Grammar section you need to look at again if you have any problems.
• sample answers for exercises where you use your own ideas to help you check your work.
• sample answers for all the writing tasks in the Exam practice section. Read these after you have written your own answer. Study the language used and the way the ideas are organised.

The Recording scripts
There are recording scripts for the Context listening in each unit, and for the Exam practice listening tasks. Do not look at the script until after you have answered the questions. It is a good idea to listen to the recording again while you read the script.

Note on contractions
This book generally uses contractions, for example I'm for I am, wasn't for was not, because these are always used in speech and are common in written English. The full forms are used in formal written English.
To the teacher

This book offers concise yet comprehensive coverage of the grammar students need for the Cambridge First Certificate in English exam. It can be used for self-study or with a class. It will be particularly valuable for revision, for students retaking the exam and for candidates in classes where some students are not entered for the exam. Sections A, B and C are designed to be useful for all students, whether entered for the First Certificate exam or not.

The Entry test
The entry test can be used diagnostically as a means of prioritising the language areas to be covered, either for a class, or for individual students.

A: Context listening This section is suitable for classroom use. Many of the tasks can be done in pairs or small groups if appropriate.

B: Grammar This section is designed for private study, but you may wish to discuss those parts which are particularly relevant to your students’ needs.

C: Grammar exercises This section can be done in class or set as homework. Students can be encouraged to check their own work and discuss any difficulties they encounter.

D: Exam practice This section can be used to familiarise students with the exam task types while offering further practice in the grammar for each unit. Each task is followed by a Grammar focus task, designed to raise students’ awareness of a particular language point covered in that unit. The book contains at least one task from each part of the Reading, Writing, Use of English and Listening papers. There are more tasks from the Use of English paper than the others because it is a grammar-based paper. The writing tasks cover the full range of tasks which students may come across in the exam, including emails, articles, essays, short stories and letters. The Writing hints offer extra support in the form of useful words and expressions.

In classes where only some of the students are entered for the First Certificate exam, you might prefer to set exam tasks as extra work for exam candidates only. Alternatively, you could set the tasks for all students, as a further opportunity to practise the grammar of each unit.