

Essential Grammar in Use

A self-study reference and practice book
for elementary learners of English

Fourth Edition

with answers and eBook

Raymond Murphy

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Raymond Murphy
Frontmatter
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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/work/like** etc. (present simple)
- 6 **I don't ...** (present simple negative)
- 7 **Do you ... ?** (present simple questions)
- 8 **I am doing** (present continuous) and **I do** (present simple)
- 9 **I have ...** and **I've got ...**

Past

- 10 **was/were**
- 11 **worked/got/went** etc. (past simple)
- 12 **I didn't ... Did you ... ?** (past simple negative and questions)
- 13 **I was doing** (past continuous)
- 14 **I was doing** (past continuous) and **I did** (past simple)

Present perfect

- 15 **I have done** (present perfect 1)
- 16 **I've just ... I've already ... I haven't ... yet** (present perfect 2)
- 17 **Have you ever ... ?** (present perfect 3)
- 18 **How long have you ... ?** (present perfect 4)
- 19 **for since ago**
- 20 **I have done** (present perfect) and **I did** (past)

Passive

- 21 **is done was done** (passive 1)
- 22 **is being done has been done** (passive 2)

Verb forms

- 23 **be/have/do** in present and past tenses
- 24 Regular and irregular verbs

Future

- 25 **What are you doing tomorrow?**
- 26 **I'm going to ...**
- 27 **will/shall 1**
- 28 **will/shall 2**

Modals, imperative etc.

- 29 **might**
 30 **can** and **could**
 31 **must** **mustn't** **don't need to**
 32 **should**
 33 **I have to ...**
 34 **Would you like ... ? I'd like ...**
 35 **Do this! Don't do that! Let's do this!**
 36 **I used to ...**

There and it

- 37 **there is** **there are**
 38 **there was/were** **there has/have been** **there will be**
 39 **It ...**

Auxiliary verbs

- 40 **I am, I don't** etc.
 41 **Have you? Are you? Don't you?** etc.
 42 **too/either** **so am I / neither do I** etc.
 43 **isn't, haven't, don't** etc. (negatives)

Questions

- 44 **is it ... ? have you ... ? do they ... ?** etc. (questions 1)
 45 **Who saw you? Who did you see?** (questions 2)
 46 **Who is she talking to? What is it like?** (questions 3)
 47 **What ... ? Which ... ? How ... ?** (questions 4)
 48 **How long does it take ... ?**
 49 **Do you know where ... ? I don't know what ...** etc.

Reported speech

- 50 **She said that ... He told me that ...**

-ing and to ...

- 51 **work/working go/going do/doing**
 52 **to ... (I want to do) and -ing (I enjoy doing)**
 53 **I want you to ... I told you to ...**
 54 **I went to the shop to ...**

Go, get, do, make and have

- 55 **go to ... go on ... go for ... go -ing**
 56 **get**
 57 **do** and **make**
 58 **have**

Pronouns and possessives

- 59 **I/me he/him they/them** etc.
 60 **my/his/their** etc.
 61 **Whose** is this? It's **mine/yours/hers** etc.
 62 **I/me/my/mine**
 63 **myself/yourself/themselves** etc.
 64 **-s (Kate's camera / my brother's car** etc.)

A and the

- 65 **a/an ...**
 66 **train(s) bus(es)** (singular and plural)
 67 **a bottle / some water** (countable/uncountable 1)
 68 **a cake / some cake / some cakes** (countable/uncountable 2)
 69 **a/an** and **the**
 70 **the ...**
 71 **go to work go home go to the cinema**
 72 I like **music** I hate **exams**
 73 **the ...** (names of places)

Determiners and pronouns

- 74 **this/that/these/those**
 75 **one/ones**
 76 **some** and **any**
 77 **not + any no none**
 78 **not + anybody/anyone/anything nobody/no-one/nothing**
 79 **somebody/anything/nowhere** etc.
 80 **every** and **all**
 81 **all most some any no/none**
 82 **both either neither**
 83 **a lot much many**
 84 **(a) little (a) few**

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- 85 **old/nice/interesting** etc. (adjectives)
 86 **quickly/badly/suddenly** etc. (adverbs)
 87 **old/older expensive / more expensive**
 88 **older than ... more expensive than ...**
 89 **not as ... as**
 90 **the oldest the most expensive**
 91 **enough**
 92 **too**

Word order

- 93 He **speaks English** very well. (word order 1)
 94 **always/usually/often** etc. (word order 2)
 95 **still yet already**
 96 **Give me that book! Give it to me!**

Conjunctions and clauses

- 97 **and but or so because**
 98 **When ...**
 99 **If we go ... If you see ...** etc.
 100 **If I had ... If we went ...** etc.
 101 a person **who ...** a thing **that/which ...** (relative clauses 1)
 102 the people **we met** the hotel **you stayed at** (relative clauses 2)

Prepositions

- 103 **at 8 o'clock on Monday in April**
 104 **from ... to until since for**
 105 **before after during while**
 106 **in at on** (places 1)
 107 **in at on** (places 2)
 108 **to in at** (places 3)
 109 **under, behind, opposite** etc.
 110 **up, over, through** etc.
 111 **on at by with about**
 112 **afraid of ... , good at ...** etc. **of/at/for** etc. (prepositions) + **-ing**
 113 **listen to ... , look at ...** etc. (verb + preposition)

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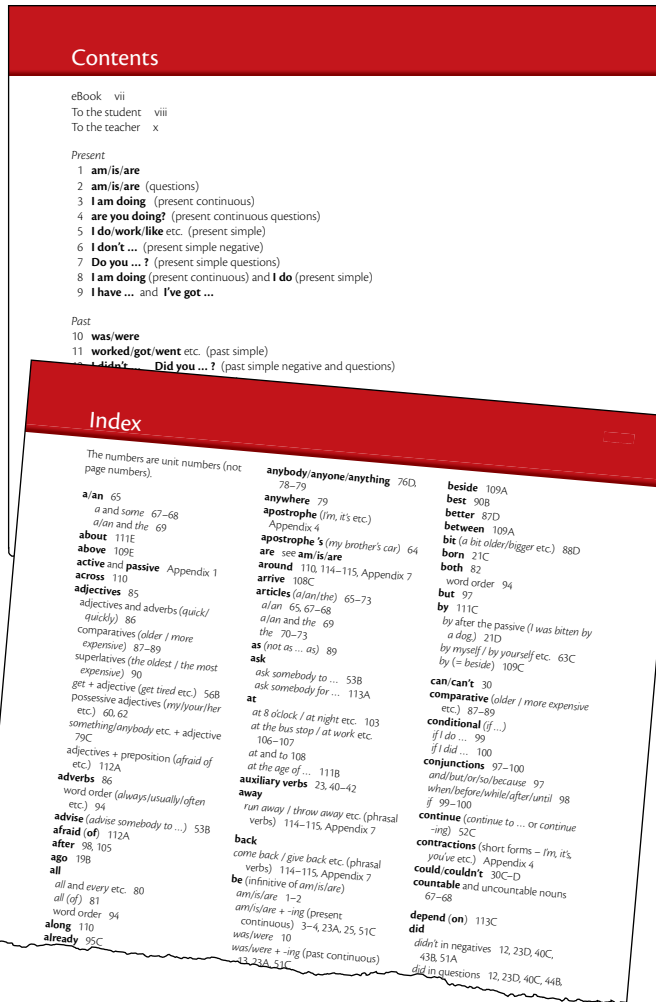
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To the student (working without a teacher)

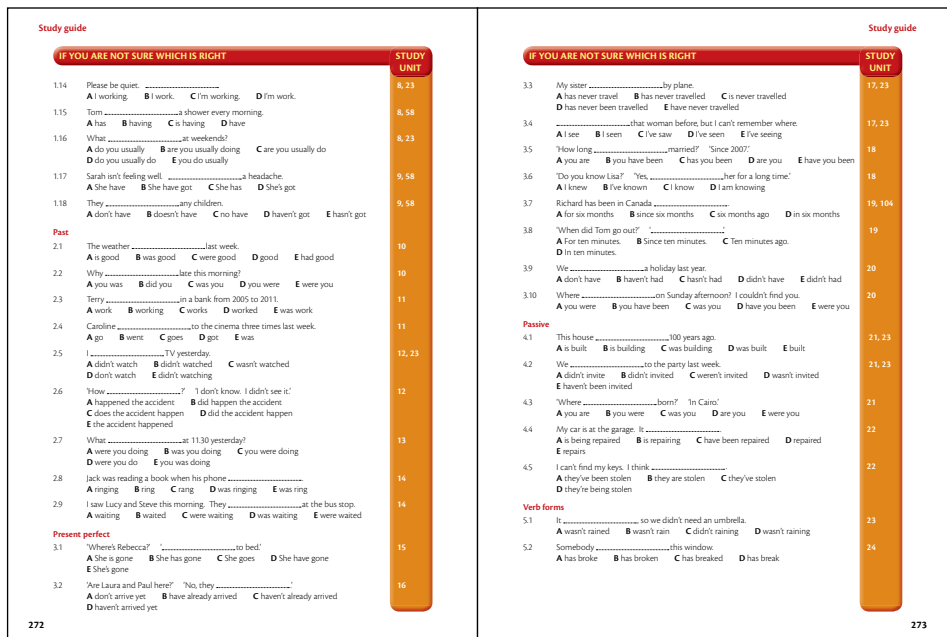
This is a grammar book for elementary students of English. There are 115 units in the book and each unit is about a different point of English grammar. There is a list of units at the beginning of the book (*Contents*).

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 a problem with the present perfect (*I have been, he has done* etc.), study Units 15–20.

Use the *Contents* or the *Index* (at the back of the book) to find the unit (or units) that you need.

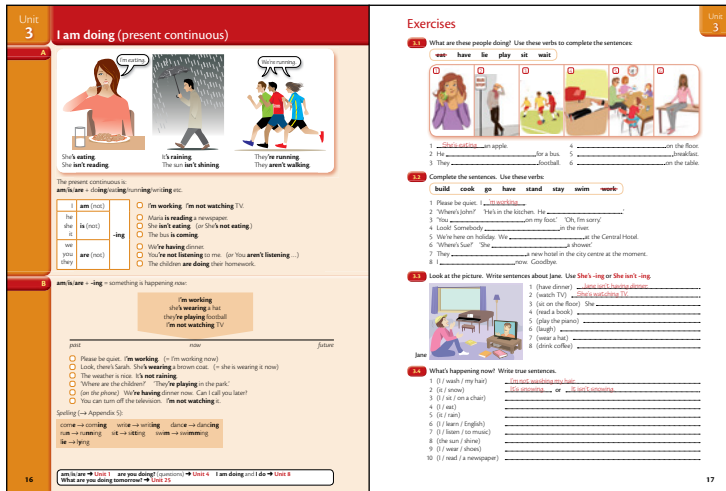


If you are not sure which units you need to study, use the *Study guide* at the back of the book.



Study guide (pages 271–282)

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



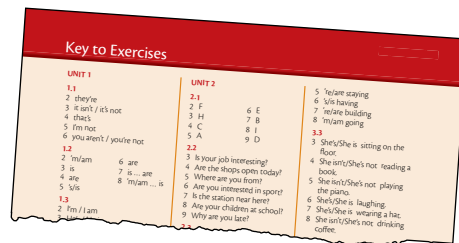
Information

Exercises

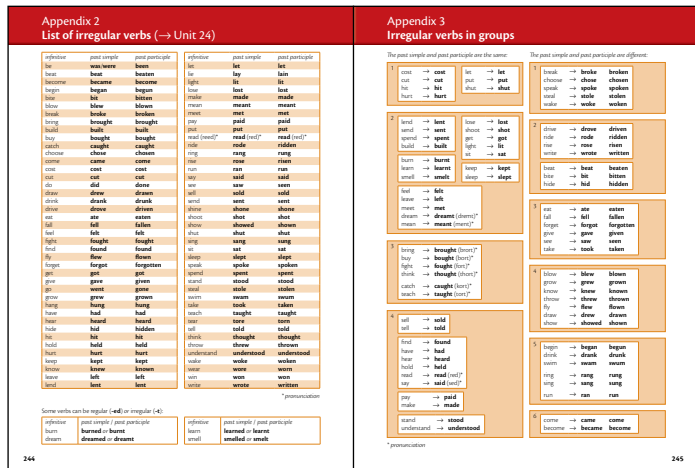
Study the left-hand page (information), and then
do the exercises on the right-hand page.

Use the Key to check your answers. The Key is on
pages 283–309.

Study the left-hand page again if necessary.

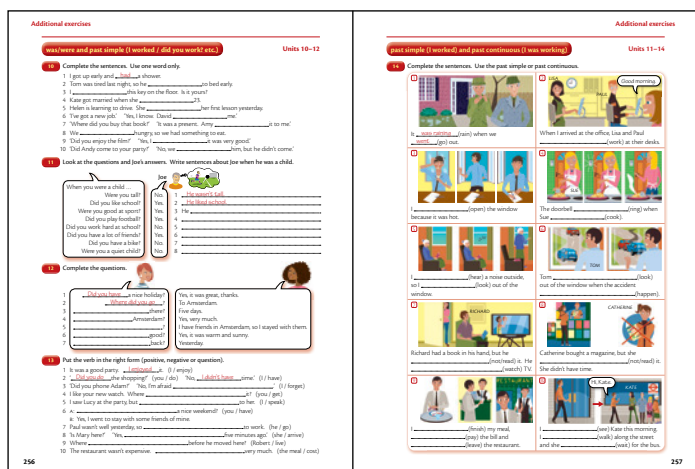


Don't forget the seven *Appendices* at
the back of the book (pages 243–251).
These will give you information about
active and passive forms, irregular
verbs, short forms, spelling and
phrasal verbs.



There are also *Additional exercises*
at the back of the book
(pages 252–270).

There is a list of these exercises
on page 252.



To the teacher

The most important features of this book are:

- It is a grammar book. It does not deal with other aspects of the language.
- It is for elementary learners. It does not cover areas of grammar which are not normally taught at elementary level.
- It is a reference book with exercises. It is not a course book and is not organised progressively.
- It is addressed to learners and intended for self-study.

Organisation of the book

There are 115 units in the book, each one focusing on a particular area of grammar. The material is organised in grammatical categories, such as tenses, questions and articles. Units are *not* ordered according to difficulty, and should therefore be selected and used in the order appropriate for the learner(s). The book should *not* be worked through from beginning to end. 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 *Appendices* (pages 243–251) dealing with active and passive forms, irregular verbs, short forms (contractions), spelling and phrasal verbs. It might be useful for teachers to draw students' attention to these.

At the back of the book there is a set of *Additional exercises* (pages 252–270). These exercises provide 'mixed' practice bringing together grammar points from a number of different units (especially those concerning verb forms). There are 35 exercises in this section and there is a full list on page 252.

Also at the back of the book there is a *Study guide* to help students decide which units to study – see page 271.

Finally, there is a *Key* (pages 283–309) for students to check their answers to all the exercises in the book. An edition without the *Study guide* and *Key* is available for teachers who would prefer it for their students.

Level

The book is for elementary learners, i.e. learners with very little English, but not for complete beginners. It is intended mainly for elementary students who are beyond the early stages of a beginners' course. 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 elementary 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. In either case the book can serve as an elementary grammar book.

When used as course material, the book can be used for immediate consolidation or for later revision 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 for teachers to present the grammar point in their preferred way with the exercises being done for homework. The left-hand page is then available for later reference by the student.

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