

Basic Grammar *in use*

Reference and practice
for students of English

Raymond Murphy
with William R. Smalzer

Second Edition

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- 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 . . .**

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- 10 **Was/were**
- 11 **Worked, got, went, etc.** (Simple Past)
- 12 **I didn't . . . Did you . . . ?** (Simple Past Negative and Questions)
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- 16 **Have you ever . . . ?** (Present Perfect)
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- 27 **I'm going to . . .**
- 28 **Will (1)**
- 29 **Will (2)**

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- 🔊 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

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/themselves, 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

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- 87 Quickly, badly, suddenly, etc. (Adverbs)
- 88 Old/older and expensive / more expensive
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- 90 Not as . . . as . . .
- 91 The oldest and the most expensive
- 92 Enough
- 93 Too

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)
- At -ing, with -ing, etc. (Preposition + -ing)
- 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

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- 111 And, but, or, so, and because
- 112 When . . .
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To the Student

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:

explanation

The image shows two pages from the grammar book, Unit 10 'Was/were'.
 The left page (Unit 10) is the explanation page. It features a dialogue about Arturo, a table of verb forms (was/were) for affirmative, negative, and question forms, and a section for short answers. The page number 20 is at the bottom left.
 The right page (Unit 10) is the exercises page. It includes a picture-based exercise (10.1) and a writing exercise (10.3). The page number 21 is at the bottom right.

exercises

You can use the book in this way:

1. Look in the *Contents* or *Index* to find the units that you need.
2. Study the left-hand page (explanation).
3. Do the exercises on the right-hand page.
4. Check your answers with your teacher.
5. Study the left-hand page again if necessary.

Don't forget the seven *Appendixes* 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.


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.

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*: . There is another edition of this book (*Basic Grammar in Use with Answers*) for self-study. It has a *Study Guide* to help students decide what units they need to study and an *Answer Key* so they can check their work.

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 the whole class as supplementary course material for immediate consolidation or later review. It can also be used for remedial work by individual students needing extra help and practice (see *To the Student*).


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, students can be directed to the appropriate units for self-study and practice.

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*: .