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978-0-521-67580-2 - Essential Grammar in Use With Answers: A Self-Study Reference and Practice Book for Elementary Students of English, Third Edition

Raymond Murphy

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# Essential Grammar in Use

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

*with answers*

**THIRD**  
EDITION

**Raymond Murphy**



**CAMBRIDGE**  
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 83 **a lot much many**  
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## Thanks

For their help in producing this third edition of Essential Grammar in Use, I would like to thank Liz Driscoll, Jessica Roberts and Alison Sharpe. I would also like to thank the teachers and reviewers from various countries who provided me with feedback on the previous edition.

Illustrations by Kate Charlesworth, Richard Deverell, Gillian Martin, Roger Penwill, Lisa Smith, Ian West and Simon Williams

Design by Kamae Design

# 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.

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 2 **am/is/are** (questions)  
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 8 **I am doing** (present continuous) and **I do** (present simple)  
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## Index

The numbers are unit numbers (not page numbers).

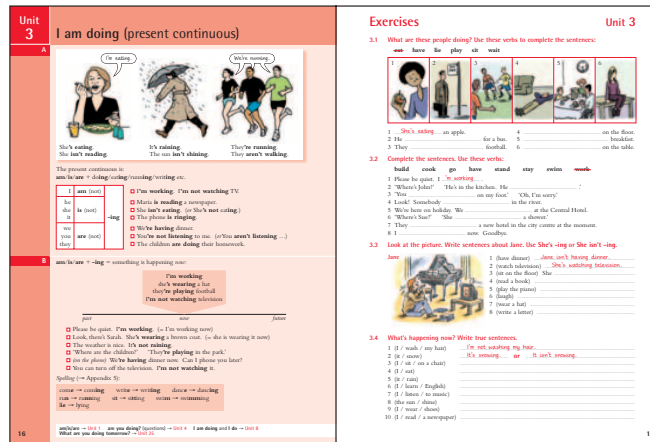
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1.14 Please be quiet.	8, 23	3.3 My sister _____ by phone.	17, 23
A I working B I work C I'm working D I'm work.		A has never travel B has never travelled C is never travelled	
1.15 Tom _____ a shower every morning.	8, 58	D has never been travelled	17, 23
A has B having C has having D have		3.4 _____ that woman before but I can't remember where.	
1.16 What _____ at the weekend?	6, 23	A I see B I seen C I've see D I've seeing	18
A do you usually B are you usually doing		3.5 How long _____ married? Since 1998	
D do you usually do E you do usually		A you are B you have been C has you been D are you	18
1.17 Sarah isn't feeling well. _____ a headache.	9, 58	E have you been	
A She have B She have got C She has		3.6 'Do you know Liu?' 'Yes, _____ her for a long time.'	18
D She's got		A I know B I've known C I know D I am knowing	
1.18 Tracy and Jeff _____ are children.	9, 58	3.7 Richard has been in Canada _____	10, 104
A don't have B doesn't have C has		A for six months B since six months C six months ago	
D haven't got E hasn't got		D in six months	
<b>Past</b>		3.8 'When did Tom go out?' _____	19
2.1 The weather _____ last week.	10	A for ten minutes B Since ten minutes C Ten minutes ago	
A is good B was good C were good D good E had good		D In ten minutes.	
2.2 Why _____ last the morning?	10	3.9 We _____ a holiday last year.	20
A you was B did you C was you D you were E were you		A don't have B haven't had C hasn't had D didn't have	
2.3 Terry _____ in a bank from 1996 to 2001.	11	E didn't had	
A work B working C works D worked E was work		3.10 Where _____ on Sunday afternoon? I couldn't find you.	20
2.4 Caroline _____ to the cinema three times last week.	11	A you were B you have been C was you D have you been	
A go B went C goes D got E was		E were you	
2.5 I _____ television yesterday.	12, 23	<b>Passive</b>	21, 23
A didn't watch B didn't watched C wasn't watched D don't watch		4.1 This house _____ 100 years ago.	
E didn't watching		A is built B is building C was building D was built E built	
2.6 'How _____?' 'I don't know. I didn't see it.'	12	4.2 We _____ to the party last week.	21, 23
A happened the accident B did happen the accident		A didn't invite B didn't invited C weren't invited D wasn't invited	
C does the accident happen D did the accident happens		E haven't been invited	
E the accident happened		4.3 'Where _____ home?' 'In Cairo.'	
2.7 What _____ at 11.30 yesterday?	13	A you are B you were C was you D are you E were you	21
A were you doing B was you doing C you were doing D were you do		4.4 My car is at the garage. It _____	22
E you was doing		A is being repaired B is repairing C have been repaired D repaired	
2.8 Jack was reading a book when the phone _____	14	E repair	
A ringing B ring C rang D was ringing E was ring		4.5 I can't find my keys. I think _____	22
2.9 I saw Lucy and Steve this morning. They _____ at the bus stop.	14	A they've been stolen B they are stolen C they've stolen	
A waiting B waited C were waiting D was waiting E were waited		D they're being stolen	
<b>Present perfect</b>		<b>Verb forms</b>	
3.1 'Where's Rebecca?' _____ to bed?	15	5.1 It _____, so we didn't need an umbrella.	23
A She's gone B She has gone C She goes D She have gone		A wasn't rained B wasn't rain C didn't raining D wasn't raining	
E She's gone		5.2 Somebody _____ the window.	24
3.2 'Are Diane and Paul here?' 'No, they _____.'	16	A has broke B has broken C has break D has break	
A don't arrive yet B have already arrived C haven't already arrived			
D haven't arrived yet			

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:



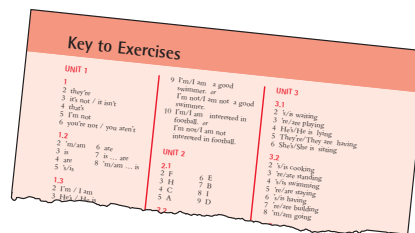
Information

Exercises

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

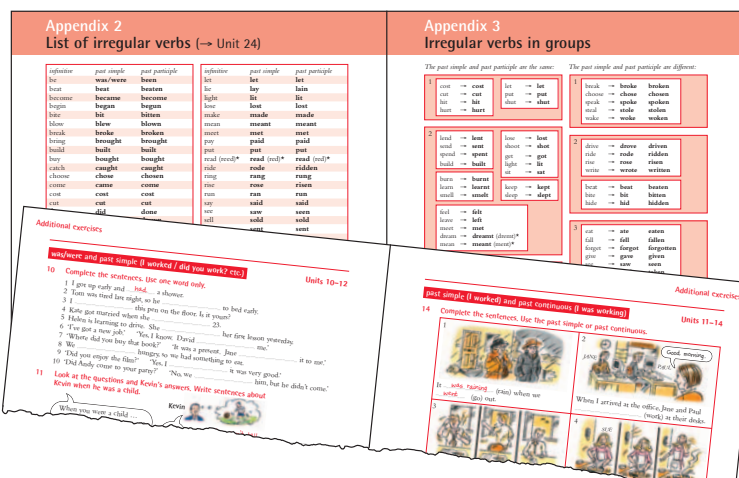
Use the Key to check your answers. The Key is on pages 283–309.

Study the left-hand page again if necessary.



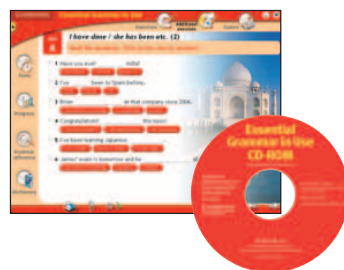
Don't forget the seven *Appendices* at the back of the book (pages 243–251). These will give you information about active and passive forms, irregular verbs, short forms, spelling and phrasal verbs.

There are also *Additional exercises* at the back of the book (pages 252–270). There is a list of these exercises on page 252.



**CD Rom**

You can buy this book with or without a CD Rom. On the CD Rom there are more exercises on all the units, and these are different from the exercises in the book. There are also more than 600 test questions.



## 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.

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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.

#### CD Rom

The book is sold with or without a CD Rom. This contains further exercises on all the units in the book, as well as a bank of more than 600 test questions from which users can select to compile their own tests. The CD Rom is also available separately.

### Essential Grammar in Use *Third Edition*

This is a new edition of *Essential Grammar in Use*. The differences between this edition and the second edition are:

- The book has been redesigned with new colour illustrations.
- There is one new unit (Unit 35) and some reorganisation, so that most units have different numbers from the previous edition.
- There are many (usually minor) revisions to the explanations, examples and exercises.
- There are two new pages of *Additional exercises* (pages 252–270).
- There is a new *Study guide* at the back of the book to help users decide which units to study.
- There is a new CD Rom with further exercises to accompany the book.