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To the student

Who is this book for?
This book is for anyone preparing for the Cambridge Certificate in Advanced English (CAE) or Certificate of Proficiency in English (Proficiency/CPE) exams and covers the grammar needed for these exams. You can use it to support a CAE or Proficiency coursebook, for extra grammar practice on a general English language course, 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 online Entry test to find out which units you need most practice in and begin with those. Go to www.cambridge.org/elt/grammarforcae.

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. Play the recording and answer the questions. Then check your answers in the Key.

B: Grammar Read through this section before you do the grammar exercises. Start points act as a brief reminder of grammar that you probably already know, and you should look at these before reading the more advanced explanations. Material likely to be relevant to students taking Proficiency is indicated with a bar in the margin.

C: Grammar exercises Write your answers to each exercise and then check them in the Key. You can refer back to section B when you are doing the exercises.

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 CAE and Proficiency exams. 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). Tasks similar to those in the Proficiency exam are indicated with a bar in the margin.

Appendices
The Appendices give more information about some of the grammar points presented in the units. They include lists of verbs commonly found in particular grammatical patterns, and further examples of points explained in Section B.

The Key
The Key contains:
• answers for all the exercises. Check your answers at the end of each exercise.
• 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. Examples of the grammar points practised in the unit are highlighted in the sample answers.
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 play the recording again while you read the script.

The Entry test
The Entry test is available online at www.cambridge.org/elt/grammarforcae. You can do this test before using the book to help you choose what to study. Answer the questions and then check your answers in the online Key. This Key tells you which units are most important for you.

To the teacher
This book offers concise yet comprehensive coverage of the grammar students need to be successful in the Cambridge Certificate in Advanced English (CAE) and Certificate of Proficiency in English (Proficiency/CPE) exams. It can be used for self-study or with a class. It will be particularly valuable for revision, for students retaking one of the exams, 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 advanced level students whether or not they are entered for CAE or Proficiency.

The Entry test
The online 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.

What is in this book?
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 task types found in the CAE and Proficiency exams, while offering further practice in the grammar for each unit. Each task is followed by a Grammar focus task. The Grammar focus task highlights how the grammar studied in the unit is used in the exam task. The book contains at least one task from most parts of the Reading, Writing, Use of English and Listening papers in the CAE and Proficiency exams. Although the tasks have the same format as those found in the exams, the content has sometimes been changed to reflect the focus on grammar found in this book. In addition, there are more tasks from the Use of English paper than the others because this paper tests grammar more than the others. The Writing tasks cover a wide range of the tasks which students may come across in the exams, including articles, essays, reviews and proposals. Tasks similar to those found in the Proficiency exam are indicated with a bar in the margin. The Writing hints offer extra support in the form of useful words and expressions.

In classes where there are students who are not entered for either of the exams, 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.