

Essential Grammar in Use

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

with answers

**THIRD
EDITION**

Raymond Murphy



**CAMBRIDGE
UNIVERSITY PRESS**
www.cambridge.org

CAMBRIDGE UNIVERSITY PRESS
Cambridge, New York, Melbourne, Madrid, Cape Town, Singapore, São Paulo, Delhi

Cambridge University Press
The Edinburgh Building, Cambridge CB2 8RU, UK

www.cambridge.org
Information on this title: www.cambridge.org/9780521675802

© Cambridge University Press 2007

This publication is in copyright. Subject to statutory exception and to the provisions of relevant collective licensing agreements, no reproduction of any part may take place without the written permission of Cambridge University Press.

First published 1990
Second edition 1997
Third edition 2007
4th printing 2007

Printed in the United Kingdom at the University Press, Cambridge

A catalogue record for this publication is available from the British Library

ISBN 978-0-521-67580-2 Essential Grammar in Use with answers
ISBN 978-0-521-67581-9 Essential Grammar in Use without answers
ISBN 978-0-521-67543-7 Essential Grammar in Use with CD-ROM
ISBN 978-0-521-67544-4 Essential Grammar in Use CD-ROM
ISBN 978-0-521-67545-1 Essential Grammar in Use Network CD-ROM
ISBN 978-3-12-539538-1 Essential Grammar in Use with CD Rom Klett Paperback Edition
ISBN 978-3-12-539536-7 Essential Grammar in Use Klett Paperback Edition

Contents

Thanks vii
 To the student viii
 To the teacher x

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**

IF YOU ARE NOT SURE WHICH UNITS TO STUDY, USE THE STUDY GUIDE ON PAGE 271

- 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**

Adjectives and adverbs

- 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)

Phrasal verbs

- 114 **go in, fall off, run away** etc. (phrasal verbs 1)
 115 **put on** your shoes **put** your shoes **on** (phrasal verbs 2)

Appendices

- Appendix 1 Active and passive 243
 Appendix 2 List of irregular verbs 244
 Appendix 3 Irregular verbs in groups 245
 Appendix 4 Short forms (**he's** / **I'd** / **don't** etc.) 246
 Appendix 5 Spelling 248
 Appendix 6 Phrasal verbs (**take off** / **give up** etc.) 250
 Appendix 7 Phrasal verbs + object (**put out** a fire / **give up** your job etc.) 251

Additional exercises 252

Study guide 271

Key to Exercises 283

Key to Additional exercises 310

Key to Study guide 313

Index 315

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.

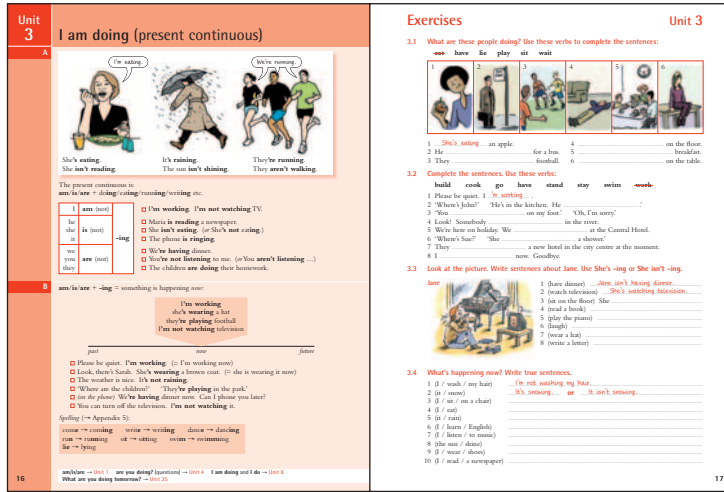
Contents	
Thanks	vii
To the student	viii
To the teacher	x
Present	
1 am/is/are	
2 am/is/are (questions)	
3 I am doing (present continuous)	
4 are you doing? (present continuous questions)	
5 I do/work/like etc. (present simple)	
6 I don't ... (present simple negative)	
7 Do you ... ? (present simple questions)	
8 I am doing (present continuous) and I do (present simple)	
9 I have ... and I've got ...	
Index	
The numbers are unit numbers (not page numbers).	
a/an 65	anybody/anyone/anything 76D, 78–79
a and some 67–68	anywhere 79
a/an and the 69	apostrophe (I'm, it's etc.) Appendix 4
about 111E	apostrophe 's (my brother's car) 64
above 109E	are see am/is/are
active and passive Appendix 1	around 110, 114–115, Appendix 7
across 110	arrive 108C
adjectives 85	articles (a/an/the) 65–73
adjectives and adverbs (quick/quickly) 86	a/an 65, 67–68
comparatives (older / more expensive) 87–89	a/an and the 69
superlatives (the oldest / the most expensive) 90	the 70–73
get + adjective (get tired etc.) 56B	as (not as ... as) 89
possessive adjectives (my/your/her etc.) 60, 62	ask ask somebody to ... 53B ask somebody for ... 113A
something/anybody etc. + adjective 106–107	at at 8 o'clock / at night etc. 103 at the bus stop / at work etc. 106–107
	better 87D
	between 109A
	bit (a bit older/bigger etc.) 88D
	born 21C
	both 82
	word order 94
	but 97
	by 111C
	by after the passive (I was bitten by a dog.) 21D
	by myself / by yourself etc. 63C
	by (= beside) 109C
	can/can't 30
	comparative (older / more expensive etc.) 87–89
	conditional (if ...)
	if I do ... 99
	if I did ... 100
	conjunctions 97–100
	and/but/or/so/because 97
	when/before/while/after/until 98
	when ... 100

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

Study guide	STUDY UNIT
IF YOU ARE NOT SURE WHICH IS RIGHT	
1.14 Please be quiet. A I'm working. B I work. C I'm working. D I'm work.	8, 23
1.15 Tom _____ a shower every morning. A has B having C is having D have	8, 58
1.16 What _____ at the weekend? A do you usually B are you usually doing C are you usually do D do you usually do E you do usually	8, 23
1.17 Sarah isn't feeling well. _____ a headache. A She have B She have got C She has D She's got	5, 58
1.18 Tracy and Jeff _____ any children. A don't have B doesn't have C no have D haven't got E hasn't got	5, 58
Past	
2.1 The weather _____ last week. A is good B was good C were good D good E had good	10
2.2 Why _____ late this morning? A you was B did you C was you D you were E were you	10
2.3 Terry _____ in a bank from 1996 to 2003. A work B working C works D worked E was work	11
2.4 Caroline _____ to the cinema three times last week. A go B went C goes D got E was	11
2.5 I _____ television yesterday. A didn't watch B didn't watched C wasn't watched D don't watch E didn't watching	12, 23
2.6 'How _____?' 'I don't know. I didn't see it.' A happened the accident B did happen the accident C does the accident happen D did the accident happen E the accident happened	12
2.7 What _____ at 11.30 yesterday? A were you doing B was you doing C you were doing D were you do E you was doing	13
2.8 Jack was reading a book when the phone _____. A ringing B ring C rang D was ringing E was ring	14
2.9 I saw Lucy and Steve this morning. They _____ at the bus stop. A waiting B waited C were waiting D was waiting E were waited	14
Present perfect	
3.1 'Where's Rebecca?' _____ to bed! A She is gone B She has gone C She goes D She have gone E She's gone	15
3.2 'Are Diane and Paul here?' 'No, they _____.' A don't arrive yet B have already arrived C haven't already arrived D haven't arrived yet	16
3.3 My sister _____ by plane. A has never travel B has never travelled C is never travelled D has never been travelled E have never travelled	17, 23
3.4 I use _____ that woman before, but I can't remember where. A I use B I seen C I've seen D I've seen E I've seeing	17, 23
3.5 'How long _____ married?' 'Since 1998.' A you are B you have been C has you been D are you E have you been	18
3.6 'Do you know Lisa?' 'Yes, _____ her for a long time.' A I know B I've known C I know D I am knowing	18
3.7 Richard has been in Canada _____. A for six months B since six months C six months ago D in six months	18, 104
3.8 'When did Tom go out?' _____ A For ten minutes. B Since ten minutes. C Ten minutes ago. D In ten minutes.	19
3.9 We _____ a holiday last year. A don't have B haven't had C hasn't had D didn't have E didn't had	20
3.10 Where _____ on Sunday afternoon? I couldn't find you. A you were B you have been C was you D have you been E were you	20
Passive	
4.1 This house _____ 100 years ago. A is built B is building C was building D was built E built	21, 23
4.2 We _____ to the party last week. A didn't invite B didn't invited C weren't invited D wasn't invited E haven't been invited	21, 23
4.3 'Where _____ born?' 'In Cairo.' A you are B you were C was you D are you E were you	21
4.4 My car is at the garage. It _____. A is being repaired B is repairing C has been repaired D repaired E repairs	22
4.5 I can't find my keys. I think _____. A they've been stolen B they are stolen C they've stolen D they're being stolen	22
Verb forms	
5.1 It _____, so we didn't need an umbrella. A wasn't rained B wasn't rain C didn't raining D wasn't raining	23
5.2 Somebody _____ this window. A has broke B has broken C has breaked D has break	24

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:



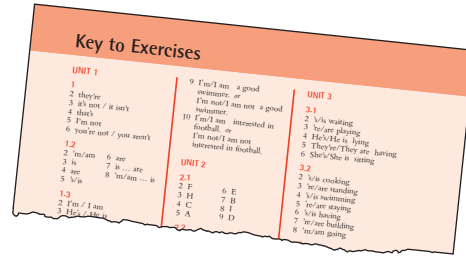
Information

Exercises

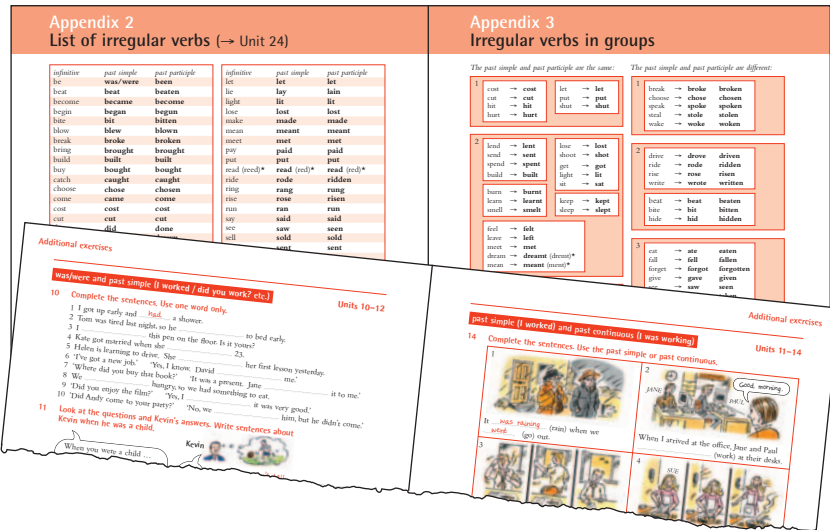
Study the left-hand page (information), and then do the exercises on the right-hand page.

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

Study the left-hand page again if necessary.



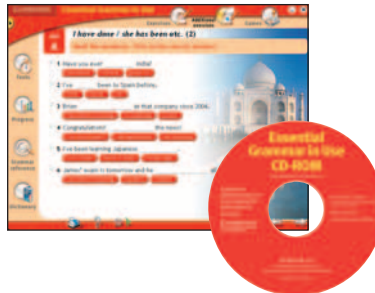
Don't forget the seven *Appendices* at the back of the book (pages 243–251). These will give you information about active and passive forms, irregular verbs, short forms, spelling and phrasal verbs.



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.

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.