

CAMBRIDGE

  
RAHNAMA  
P R E S S  
@RAHNAMAPRESS  
WWW.RAHNAMAPRESS.COM

The world's best-selling  
grammar series

# Essential Grammar in Use

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

**Fourth Edition**

with answers

**Raymond Murphy**

# Contents

Acknowledgements vii  
 To the student viii  
 To the teacher x  
 Interactive eBook xi

## 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**

### *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



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



**Information**

**Exercises**

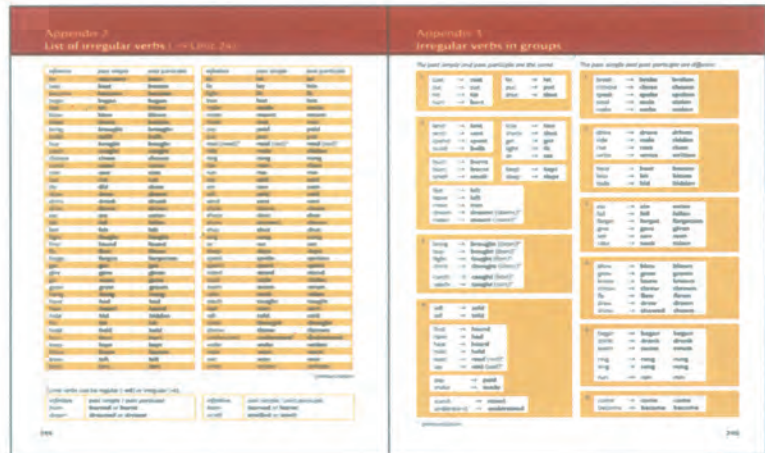
Study the left-hand page (information), and then  
do the exercises on the right-hand page.

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

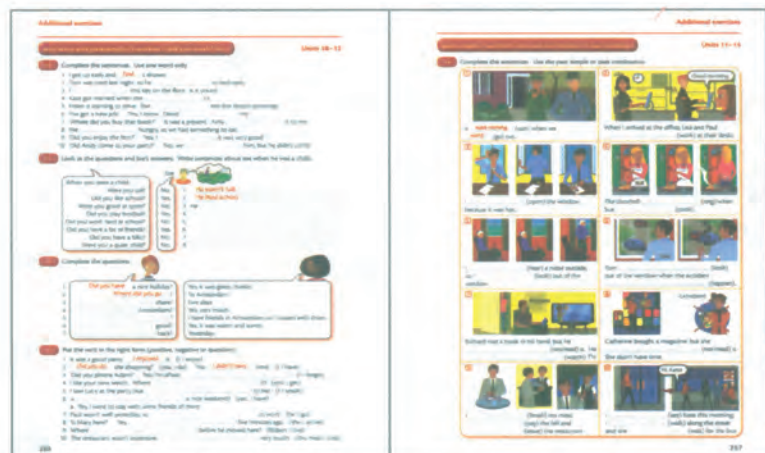
Study the left-hand page again if necessary.



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.

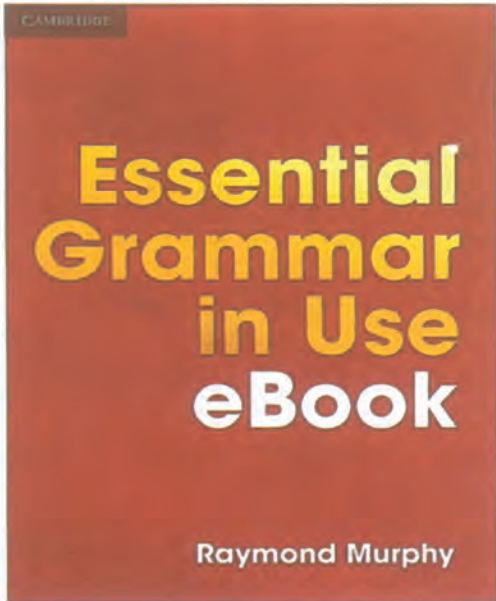
In some cases it may be desirable to use the left-hand pages (presentation and explanation) in class, but it should be noted that these have been written for individual study and reference. In most cases, it would probably be better for teachers to present the grammar point in their preferred way with 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.



# Interactive eBook

You can buy this book with or without an eBook. The eBook has the same grammar explanations and exercises as the book.



## Using the eBook

You can use your eBook on an iPad, Android tablet, PC or Mac.

Using the eBook you can:



**Listen to examples**



**Save your answers**



**Make notes**



**Highlight text**



**Bookmark pages**

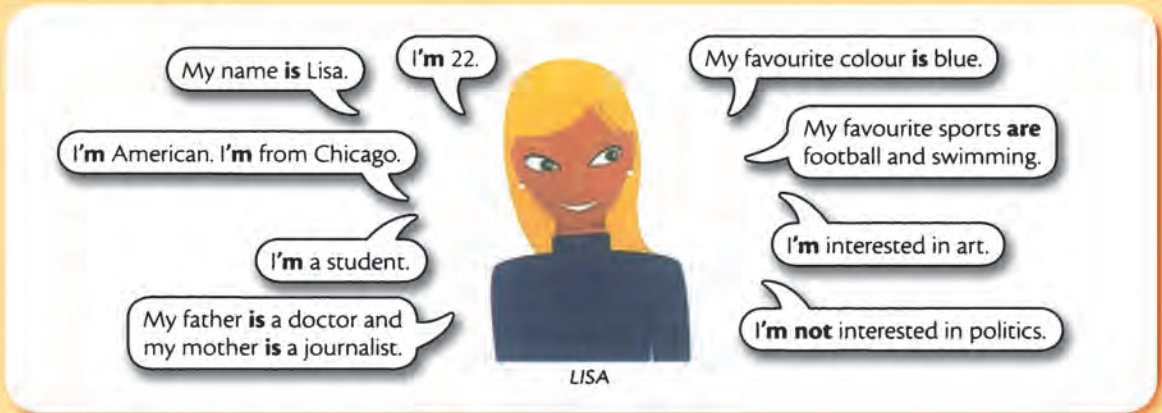


**Use the dictionary**

## How to get your eBook

Follow the instructions in the inside front cover of this book.

A



My name **is** Lisa. I'm 22. My favourite colour **is** blue. My favourite sports **are** football and swimming. I'm interested in art. I'm **not** interested in politics. I'm American. I'm from Chicago. I'm a student. My father **is** a doctor and my mother **is** a journalist.

LISA

B

positive

I	<b>am</b>	(I'm)
he		(he's)
she	<b>is</b>	(she's)
it		(it's)
we		(we're)
you	<b>are</b>	(you're)
they		(they're)

short form

negative

I	<b>am not</b>	(I'm not)
he		(he's not or he isn't)
she	<b>is not</b>	(she's not or she isn't)
it		(it's not or it isn't)
we		(we're not or we aren't)
you	<b>are not</b>	(you're not or you aren't)
they		(they're not or they aren't)

short forms

- I'm cold. Can you close the window, please?
- I'm 32 years old. My sister **is** 29.
- Steve **is** ill. He's in bed.
- My brother **is** scared of dogs.
- It's ten o'clock. You're late again.
- Ann and I **are** good friends.
- Your keys **are** on the table.
- I'm tired, but I'm **not** hungry.
- Lisa **isn't** interested in politics. She's interested in art.
- James **isn't** a teacher. He's a student.
- Those people **aren't** English. They're Australian.
- It's sunny today, but it **isn't** warm.



C

that's = that **is** there's = there **is** here's = here **is**

- Thank you. That's very kind of you.
- Look! There's Chris.
- 'Here's your key.' 'Thank you.'





A

positive

I	<b>am</b>
he	<b>is</b>
she	
it	
we	<b>are</b>
you	
they	

question

<b>am</b>	I?
<b>is</b>	he?
	she?
	it?
<b>are</b>	we?
	you?
	they?



- What's your name?
- Are you married?
- How old are you?
- Are you a student?



- 'Am I late?' 'No, **you're** on time.'
- 'Is your mother at home?' 'No, **she's** out.'
- 'Are your parents at home?' 'No, **they're** out.'
- 'Is it cold in your room?' 'Yes, a little.'
- Your shoes are nice. **Are they** new?

We say:

- Is she** at home? / **Is your mother** at home? (*not Is at home your mother?*)
- Are they** new? / **Are your shoes** new? (*not Are new your shoes?*)

B

Where ... ? / What ... ? / Who ... ? / How ... ? / Why ... ?

- Where is** your mother? Is she at home?
- '**Where are** you from?' 'Canada.'
- '**What colour is** your car?' 'It's red.'
- '**How old is** Joe?' 'He's 24.'
- How are** your parents? Are they well?
- These shoes are nice. **How much are** they?
- This hotel isn't very good. **Why is** it so expensive?

what's = what is    who's = who is    how's = how is    where's = where is

- What's** the time?
- Where's** Lucy?
- Who's** that man?
- How's** your father?

C

Short answers

Yes,	I	<b>am.</b>	No,	I'm	<b>not.</b>	or	No,	he	<b>isn't.</b>	
	he	<b>is</b>		he's				it's		she
	she			she's						it
it	<b>are.</b>	we're	they're	we	<b>aren't.</b>					
we		you're		you						
you		they're		they						

- 'Are you tired?' 'Yes, I am.'
- 'Are you hungry?' 'No, I'm not, but I'm thirsty.'
- 'Is your friend English?' 'Yes, he is.'
- 'Are these your keys?' 'Yes, they are.'
- 'That's my seat.' 'No, it isn't.'



# Exercises

## 2.1 Find the right answers for the questions.

1 Where's the camera?	A London.	1 <u>G</u>
2 Is your car blue?	B No, I'm not.	2 .....
3 Is Kate from London?	C Yes, you are.	3 .....
4 Am I late?	D My sister.	4 .....
5 Where's Amy from?	E Black.	5 .....
6 What colour is your bag?	F No, it's black.	6 .....
7 Are you hungry?	G In your bag.	7 .....
8 How is George?	H No, she's American.	8 .....
9 Who's that woman?	I Very well.	9 .....

## 2.2 Make questions with these words.

- (is / at home / your mother) Is your mother at home ?
- (your parents / are / well) Are your parents well ?
- (interesting / is / your job) .....
- (the shops / are / open today) .....
- (from / where / you / are) .....
- (interested in sport / you / are) .....
- (is / near here / the station) .....
- (at school / are / your children) .....
- (you / are / late / why) .....

## 2.3 Complete the questions. Use **What ... / Who ... / Where ... / How ...**.

1	<u>How are</u> your parents?	They're very well.
2	..... the bus stop?	At the end of the street.
3	..... your children?	Five, six and ten.
4	..... these oranges?	£1.50 a kilo.
5	..... your favourite sport?	Skiing.
6	..... the man in this photo?	That's my father.
7	..... your new shoes?	Black.

## 2.4 Write the questions.

1 (name?) <u>What's your name?</u>	Paul.
2 (American?) .....	No, I'm Australian.
3 (how old?) .....	I'm 30.
4 (a teacher?) .....	No, I'm a lawyer.
5 (married?) .....	Yes, I am.
6 (wife a lawyer?) .....	No, she's a designer.
7 (from?) .....	She's Italian.
8 (her name?) .....	Anna.
9 (how old?) .....	She's 27.

## 2.5 Write short answers (**Yes, I am.** / **No, he isn't.** etc.).

- |  |                              |
|--|------------------------------|
| 1 Are you married? <u>No, I'm not.</u> | 4 Are your hands cold? ..... |
| 2 Are you thirsty? .....               | 5 Is it dark now? .....      |
| 3 Is it cold today? .....              | 6 Are you a teacher? .....   |

# I am doing (present continuous)

A



**She's eating**  
She **isn't** reading

**It's raining**  
The sun **isn't** shining

**They're running**  
They **aren't** walking

The present continuous is:

**am/is/are + doing/eating/running/writing** etc.

I	<b>am</b> (not)	<b>-ing</b>
he she it	<b>is</b> (not)	
we you they	<b>are</b> (not)	

- I'm working I'm not watching TV.
- Maria **is** reading a newspaper.
- She **isn't** eating. (or She's not eating.)
- The bus **is** coming.
- We're having dinner.
- You're not listening to me. (or You aren't listening ...)
- The children **are** doing their homework.

B

**am/is/are + -ing** = something is happening *now*:

**I'm working**  
she's wearing a hat  
they're playing football  
I'm not watching TV

past now future

- Please be quiet. I'm working (= I'm working now)
- Look, there's Sarah. She's wearing a brown coat. (= she is wearing it now)
- The weather is nice. It's not raining.
- 'Where are the children?' 'They're playing in the park.'
- (on the phone) We're having dinner now. Can I call you later?
- You can turn off the television. I'm not watching it.

Spelling (→ Appendix 5):

come → coming write → writing dance → dancing  
run → running sit → sitting swim → swimming  
lie → lying

am/is/are → Unit 1 are you doing? (questions) → Unit 4 I am doing and I do → Unit 8  
What are you doing tomorrow? → Unit 25

# Exercises

**3.1** What are these people doing? Use these verbs to complete the sentences:

~~eat~~   have   lie   play   sit   wait



- 1 She's eating an apple.
- 2 He ..... for a bus.
- 3 They ..... football.
- 4 ..... on the floor.
- 5 ..... breakfast.
- 6 ..... on the table.

**3.2** Complete the sentences. Use these verbs:

~~build~~   ~~cook~~   go   have   stand   stay   swim   ~~work~~

- 1 Please be quiet. I 'm working.....
- 2 'Where's John?' 'He's in the kitchen. He ..... !
- 3 'You ..... on my foot.' 'Oh, I'm sorry.'
- 4 Look! Somebody ..... in the river.
- 5 We're here on holiday. We ..... at the Central Hotel.
- 6 'Where's Sue?' 'She ..... a shower.'
- 7 They ..... a new hotel in the city centre at the moment.
- 8 I ..... now. Goodbye.

**3.3** Look at the picture. Write sentences about Jane. Use **She's -ing** or **She isn't -ing**.



Jane

- 1 (have dinner) Jane isn't having dinner.
- 2 (watch TV) She's watching TV.
- 3 (sit on the floor) She .....
- 4 (read a book) .....
- 5 (play the piano) .....
- 6 (laugh) .....
- 7 (wear a hat) .....
- 8 (drink coffee) .....

**3.4** What's happening now? Write true sentences.

- 1 (I / wash / my hair) I'm not washing my hair.
- 2 (it / snow) It's snowing or It isn't snowing.
- 3 (I / sit / on a chair) .....
- 4 (I / eat) .....
- 5 (it / rain) .....
- 6 (I / learn / English) .....
- 7 (I / listen / to music) .....
- 8 (the sun / shine) .....
- 9 (I / wear / shoes) .....
- 10 (I / read / a newspaper) .....

# Essential Grammar in Use

**With answers and eBook • Fourth Edition**

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

Clear examples and easy-to-follow exercises make *Essential Grammar in Use* perfect for independent study. Used by millions of learners around the world, it covers all the grammar you will need at this level.

- Easy-to-use format of two-page units with clear explanations on the left and exercises on the right
- A study guide to help you find the units you need to study
- Additional exercises for extra practice

Also inside is a code for an interactive eBook\*. This has the same grammar explanations and exercises as in the printed book. This makes it perfect for studying grammar anytime and anywhere.

With the eBook you can:

- listen to examples to help you with your listening and pronunciation
- do exercises, save your answers and check them with an answer key
- bookmark pages, highlight text and add notes to help you remember the grammar you have studied.

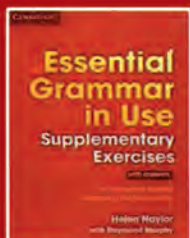
\*eBook available for both tablets and PCs/Macs:

- Downloadable version for iOS and Android (requires free Cambridge Bookshelf app)
- Online version for Windows and Mac (requires Chrome browser)

Full details and access code inside.

**CEFR Levels A1, A2, B1**

*Also available:* **Essential Grammar in Use Supplementary Exercises**  
**English Grammar in Use Fourth Edition with answers**  
**Essential Grammar in Use Extra Activities app**



ISBN 978 1 107 48061 2



ISBN 978 0 521 18939 2



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



9 781107 480537 >