

CAMBRIDGE

Essential Grammar in Use

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

Third Edition

with answers



CD-ROM

Raymond Murphy

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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.

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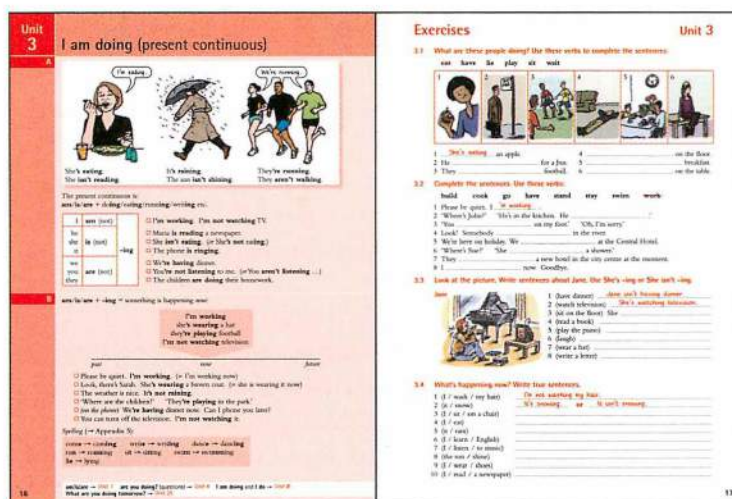
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If you are not sure which units you need to study, use the *Study guide* at the back of the book.

Study guide	STUDY UNIT	Study guide	STUDY UNIT
IF YOU ARE NOT SURE WHICH IS RIGHT		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.	6, 23	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
1.15 Tim _____ a shower every morning. A has B having C is having D have	6, 23	3.4 _____ the woman before, but I can't remember where. A I see B I seen C I've seen D I've seeing	17, 23
1.16 What _____ at the weekend? A do you usually do B are you usually doing C are you usually do D do you usually do E you do usually	6, 23	3.5 'How long _____ married?' 'Since 1990.' A you are B you have been C has you been D are you E have you been	18
1.17 Sarah isn't feeling well. _____ a headache. A She has B She have got C She has D She's got	6, 23	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
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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:



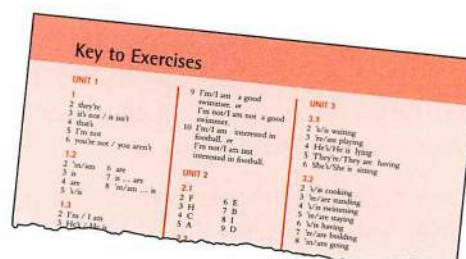
Information

Exercises

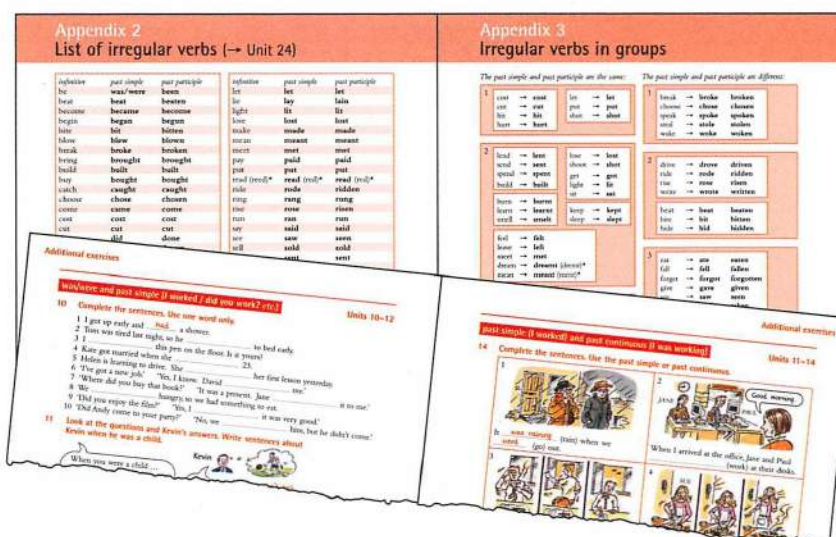
Study the left-hand page (information), and then do the exercises on the right-hand page.

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.

Unit 1

am/is/are

A

My name **is** Lisa.

I'm 22.

I'm **not** married.

I'm American. I'm from Chicago.

My favourite colour **is** blue.

I'm a student.

My favourite sports **are** football and swimming.

My father **is** a doctor and my mother **is** a journalist.

I'm interested in art.

LISA

B

positive

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

short form

negative

I	am not	(I'm not)
he		(he's not or he isn't)
she	is not	(she's not or she isn't)
it		(it's not or it isn't)
we		(we're not or we aren't)
you	are not	(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** afraid 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.
- ☐ Tom **isn't** interested in politics. He's interested in music.
- ☐ Jane **isn't** a teacher. She'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.'



Exercises

Unit 1

1.1 Write the short form (she's / we aren't etc.).

- 1 she is she's 3 it is not 5 I am not
2 they are 4 that is 6 you are not

1.2 Write am, is or are.

- 1 The weather is nice today. 5 Look! There Carol.
2 I not rich. 6 My brother and I good tennis players.
3 This bag heavy. 7 Emily at home. Her children at school.
4 These bags heavy. 8 I a taxi driver. My sister a nurse.

1.3 Complete the sentences.

- 1 Steve is ill. He's in bed.
2 I'm not hungry, but thirsty.
3 Mr Thomas is a very old man. 98.
4 These chairs aren't beautiful, but comfortable.
5 The weather is nice today. warm and sunny.
6 '..... late.' 'No, I'm not. I'm early!'
7 Catherine isn't at home. at work.
8 '..... your coat.' 'Oh, thank you very much.'

1.4 Look at Lisa's sentences in 1A. Now write sentences about yourself.

- 1 (name?) My 5 (favourite colour or colours?)
2 (from?) I My
3 (age?) I 6 (interested in ... ?)
4 (job?) I I

1.5 Write sentences for the pictures. Use:

afraid angry cold hot hungry ~~thirsty~~



- 1 She's thirsty. 3 He 5
2 They 4 6

1.6 Write true sentences, positive or negative. Use is/Isn't or are/aren't.

- 1 (it / hot today) It isn't hot today. or It's hot today.
2 (it / windy today) It
3 (my hands / cold) My
4 (Brazil / a very big country)
5 (diamonds / cheap)
6 (Toronto / in the US)

Write true sentences, positive or negative. Use I'm / I'm not.

- 7 (tired) I'm tired. or I'm not tired.
8 (hungry) I
9 (a good swimmer)
10 (interested in football)

Unit 2

am/is/are (questions)

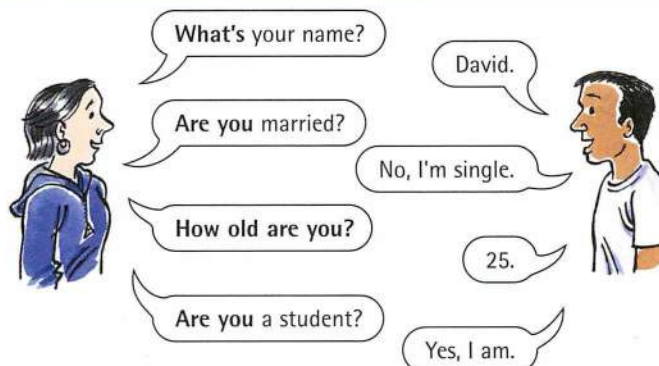
A

positive

I	am
he she it	is
we you they	are

question

am	I?
is	he? she?
are	we? you? they?



- ☐ '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 postcards 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? ☐ **Who's** that man?
- ☐ **Where's** Lucy? ☐ **How's** your father?

C

Short answers

Yes,	I	am.
	he she it	is.
	we you they	are.

No,	I'm	not.
	he's she's it's	
	we're you're they're	

or

No,	he she it	isn't.
	we you they	aren't.



- ☐ '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

Unit 2

2.1 Find the right answers for the questions.

- 1 Where's the camera?
- 2 Is your car blue?
- 3 Is Linda from London?
- 4 Am I late?
- 5 Where's Ann from?
- 6 What colour is your bag?
- 7 Are you hungry?
- 8 How is George?
- 9 Who's that woman?

- A London.
- B No, I'm not.
- C Yes, you are.
- D My sister.
- E Black.
- F No, it's black.
- G In your bag.
- H No, she's American.
- I Very well.

- 1 G
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

2.2 Make questions with these words.

- 1 (is / at home / your mother) Is your mother at home ?
- 2 (your parents / are / well) Are your parents well ?
- 3 (interesting / is / your job)
- 4 (the shops / are / open today)
- 5 (from / where / you / are)
- 6 (interested in sport / you / are)
- 7 (is / near here / the post office)
- 8 (at school / are / your children)
- 9 (you / are / late / why)

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

- 1 How are your parents?
- 2 the bus stop?
- 3 your children?
- 4 these oranges?
- 5 your favourite sport?
- 6 the man in this photograph?
- 7 your new shoes?

They're very well.
At the end of the street.
Five, six and ten.
£1.50 a kilo.
Skiing.
That's my father.
Black.

2.4 Write the questions.

- 1 (name?) What's your name?
- 2 (American?)
- 3 (how old?)
- 4 (a teacher?)
- 5 (married?)
- 6 (wife a lawyer?)
- 7 (from?)
- 8 (her name?)
- 9 (how old?)



PAUL

Paul.
No, I'm Australian.
I'm 30.
No, I'm a lawyer.
Yes, I am.
No, she's a designer.
She's Italian.
Anna.
She's 27.

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

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

Unit 3

I am doing (present continuous)

A



I'm eating.

She's eating.
She isn't reading.



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



We're running.

They're running.
They aren't walking.

The present continuous is:

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

I	am (not)	-ing
he she it	is (not)	
we you they	are (not)	

- ☐ I'm working. I'm not watching TV.
- ☐ Maria **is reading** a newspaper.
- ☐ She **isn't eating**. (or She's not eating.)
- ☐ The phone **is ringing**.
- ☐ 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 television

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 phone 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

Unit 3

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 television) She's watching television.
- 3 (sit on the floor) She
- 4 (read a book)
- 5 (play the piano)
- 6 (laugh)
- 7 (wear a hat)
- 8 (write a letter)

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)

Unit 4

are you doing? (present continuous questions)

A

positive

I	am	
he		doing working going staying etc.
she	is	
it		
we		
you	are	
they		

question

am	I	
	he	doing? working? going? staying? etc.
is	she	
	it	
are	we	
	you	
	they	



- ☐ 'Are you **feeling** OK?' 'Yes, I'm fine, thanks.'
- ☐ 'Is it **raining**?' 'Yes, take an umbrella.'
- ☐ Why **are** you **wearing** a coat? It's not cold.
- ☐ 'What's Paul **doing**?' 'He's **reading** the newspaper.'
- ☐ 'What **are** the children **doing**?' 'They're **watching** television.'
- ☐ Look, there's Emily! Where's she **going**?
- ☐ Who **are** you **waiting** for? **Are** you **waiting** for Sue?

B

Study the word order:

is/are + *subject* + **-ing**

	Is	he	working today?
Where	Is	Paul	working today? (<i>not</i> Is working Paul today?)
	are	they	going ?
Where	are	those people	going ? (<i>not</i> Where are going those people?)

C

Short answers

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

- ☐ 'Are you **going** now?' 'Yes, I **am**.'
- ☐ 'Is Paul **working** today?' 'Yes, he **is**.'
- ☐ 'Is it **raining**?' 'No, it **isn't**.'
- ☐ 'Are your friends **staying** at a hotel?' 'No, they **aren't**. They're staying with me.'

Exercises

Unit 4

4.1 Look at the pictures and write the questions.

<p>1 (you / watch / it?) <i>Are you watching it?</i></p> <p>No, you can turn it off.</p>	<p>2 (you / go / now?)</p> <p>Yes, see you tomorrow.</p>	<p>3 (it / rain?)</p> <p>No, not at the moment.</p>
<p>4 (you / enjoy / the film?)</p> <p>Yes, it's very funny.</p>	<p>5 (that clock / work?)</p> <p>No, it's broken.</p>	<p>6 (you / wait / for a bus?)</p> <p>No, for a taxi.</p>

4.2 Look at the pictures and complete the questions. Use:

cry eat go laugh look at read

<p>1 What <i>are you reading</i> ?</p>	<p>2 Where she ?</p>	<p>3 What ?</p>
<p>4 Why ?</p>	<p>5 What ?</p>	<p>6 Why ?</p>

4.3 Make questions from these words. Put the words in the right order.

- (is / working / Paul / today) *Is Paul working today* ?
- (what / the children / are / doing) *What are the children doing* ?
- (you / are / listening / to me) ?
- (where / your friends / are / going) ?
- (are / watching / your parents / television) ?
- (what / Jessica / is / cooking) ?
- (why / you / are / looking / at me) ?
- (is / coming / the bus) ?

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

- | | |
|--|---------------------------------------|
| 1 Are you watching TV? <i>No, I'm not.</i> | 4 Is it raining? |
| 2 Are you wearing a watch? | 5 Are you sitting on the floor? |
| 3 Are you eating something? | 6 Are you feeling well? |

Unit 5

I do/work/like etc. (present simple)

A



They're looking at their books.
They **read** a lot.



He's eating an ice-cream.
He **likes** ice-cream.

They **read** / he **likes** / I **work** etc. = the *present simple*:

I/we/you/they	read	like	work	live	watch	do	have
he/she/it	reads	likes	works	lives	watches	does	has

Remember:

he works / **she** lives / **it** rains etc.

- **I work** in a shop. **My brother works** in a bank. (*not* My brother work)
- **Lucy lives** in London. **Her parents live** in Scotland.
- **It rains** a lot in winter.

I **have** → he/she/it **has**:

- **John has** a shower every day.

Spelling (→ Appendix 5):

-es after -s / -sh / -ch :	pass → passes	finish → finishes	watch → watches
-y → -ies :	study → studies	try → tries	
<i>also</i> :	do → does	go → goes	

B

We use the present simple for things that are true in general, or for things that happen sometimes or all the time:

- I **like** big cities.
- Your English is good. You **speak** very well.
- Tim **works** very hard. He **starts** at 7.30 and **finishes** at 8 o'clock in the evening.
- The earth **goes** round the sun.
- We **do** a lot of different things in our free time.
- It **costs** a lot of money to build a hospital.

C

always/never/often/usually/sometimes + present simple

- Sue **always gets** to work early. (*not* Sue gets always)
- I **never eat** breakfast. (*not* I eat never)
- We **often go** away at weekends.
- Mark **usually plays** football on Sundays.
- I **sometimes walk** to work, but not very often.

I don't ... (negative) → **Unit 6** Do you ... ? (questions) → **Unit 7** I am doing and I do → **Unit 8**
always/usually/often etc. (word order) → **Unit 94**

Exercises

Unit 5

5.1 Write these verbs with -s or -es.

- 1 (read) she reads 3 (fly) it 5 (have) she
2 (think) he 4 (dance) he 6 (finish) it

5.2 Complete the sentences about the people in the pictures. Use:

eat go live ~~play~~ play sleep



- 1 He plays the piano. 4 tennis.
2 They in a very big house. 5 to the cinema a lot.
3 a lot of fruit. 6 seven hours a night.

5.3 Complete the sentences. Use:

boil close cost cost like like meet open ~~speak~~ teach wash

- 1 Maria speaks four languages.
2 The shops in the city centre usually at 9 o'clock in the morning.
3 The City Museum at 5 o'clock in the evening.
4 Tina is a teacher. She mathematics to young children.
5 My job is very interesting. I a lot of people.
6 Peter's car is always dirty. He never it.
7 Food is expensive. It a lot of money.
8 Shoes are expensive. They a lot of money.
9 Water at 100 degrees Celsius.
10 Julia and I are good friends. I her and she me.

5.4 Write sentences from these words. Use the right form of the verb (arrive or arrives etc.).

- 1 (always / early / Sue / arrive) Sue always arrives early.
2 (to the cinema / never / I / go) I
3 (work / Martina / hard / always)
4 (like / chocolate / children / usually)
5 (Julia / parties / enjoy / always)
6 (often / people's names / I / forget)
7 (television / Tim / watch / never)
8 (usually / dinner / we / have / at 7.30)
9 (Jenny / always / nice clothes / wear)

5.5 Write sentences about yourself. Use always/never/often/usually/sometimes.

- 1 (watch TV in the evening) I usually watch TV in the evening.
2 (read in bed) I
3 (get up before 7 o'clock)
4 (go to work/school by bus)
5 (drink coffee in the morning)