

Essential Grammar in Use

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

Fourth Edition

with answers and eBook

Raymond Murphy



CAMBRIDGE
UNIVERSITY PRESS

CAMBRIDGE UNIVERSITY PRESS

University Printing House, Cambridge CB2 8BS, United Kingdom

Cambridge University Press is part of the University of Cambridge.

It furthers the University's mission by disseminating knowledge in the pursuit of education, learning and research at the highest international levels of excellence.

www.cambridge.org

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

Fourth Edition © Cambridge University Press 2015

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.

Essential Grammar in Use first published 1990

Fourth edition 2015

Printed in Singapore by Markono Print Media Pte Ltd

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

ISBN 978-1-107-48053-7 Edition with answers and Interactive eBook

ISBN 978-1-107-48055-1 Edition with answers

ISBN 978-1-107-48056-8 Edition without answers

ISBN 978-1-107-48061-2 Edition with Supplementary Exercises

ISBN 978-1-107-48060-5 Interactive eBook

Cambridge University Press has no responsibility for the persistence or accuracy of URLs for external or third-party internet websites referred to in this publication, and does not guarantee that any content on such websites is, or will remain, accurate or appropriate. Information regarding prices, travel timetables, and other factual information given in this work is correct at the time of first printing but Cambridge University Press does not guarantee the accuracy of such information thereafter.

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.)

are you doing? (present continuous questions)

A

positive question

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

am	I	doing working going staying etc.
is	he 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 **studying** for his exams.'
- 'What **are** the children **doing**?' 'They're **watching** TV.'
- 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	Ben	working today? (<i>not Is working Ben today?</i>)
Where	are	they	going ?
Where	are	those people	going ? (<i>not Where are going those people?</i>)

C

Short answers

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

- 'Are you **going** now?' 'Yes, I **am**.'
- 'Is Ben **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.'

I have done (present perfect 1)

A



His shoes are dirty.



He is cleaning his shoes.



He **has cleaned** his shoes.
(= his shoes are clean *now*)



They are at home.



They are going out.



They **have gone** out.
(= they are not at home *now*)

B

has cleaned / have gone etc. is the *present perfect* (**have** + *past participle*):

I	have ('ve) have not (haven't)	cleaned finished started lost	have	I	cleaned? finished? started? lost?	} <i>regular verbs</i>
we				we		
you				you		
they				they		} <i>irregular verbs</i>
he	has ('s) has not (hasn't)	done been gone	has	he	done? been? gone?	
she				she		
it				it		

↑
past participle

Regular verbs The past participle is **-ed** (the same as the past simple):

clean → I have **cleaned** finish → we have **finished** start → she has **started**

Irregular verbs The past participle is not **-ed**.

Sometimes the past simple and past participle are the same:

buy → I **bought** / I have **bought** have → he **had** / he has **had**

Sometimes the past simple and past participle are different:

break → I **broke** / I have **broken** see → you **saw** / you have **seen**
fall → it **fell** / it has **fallen** go → they **went** / they have **gone**

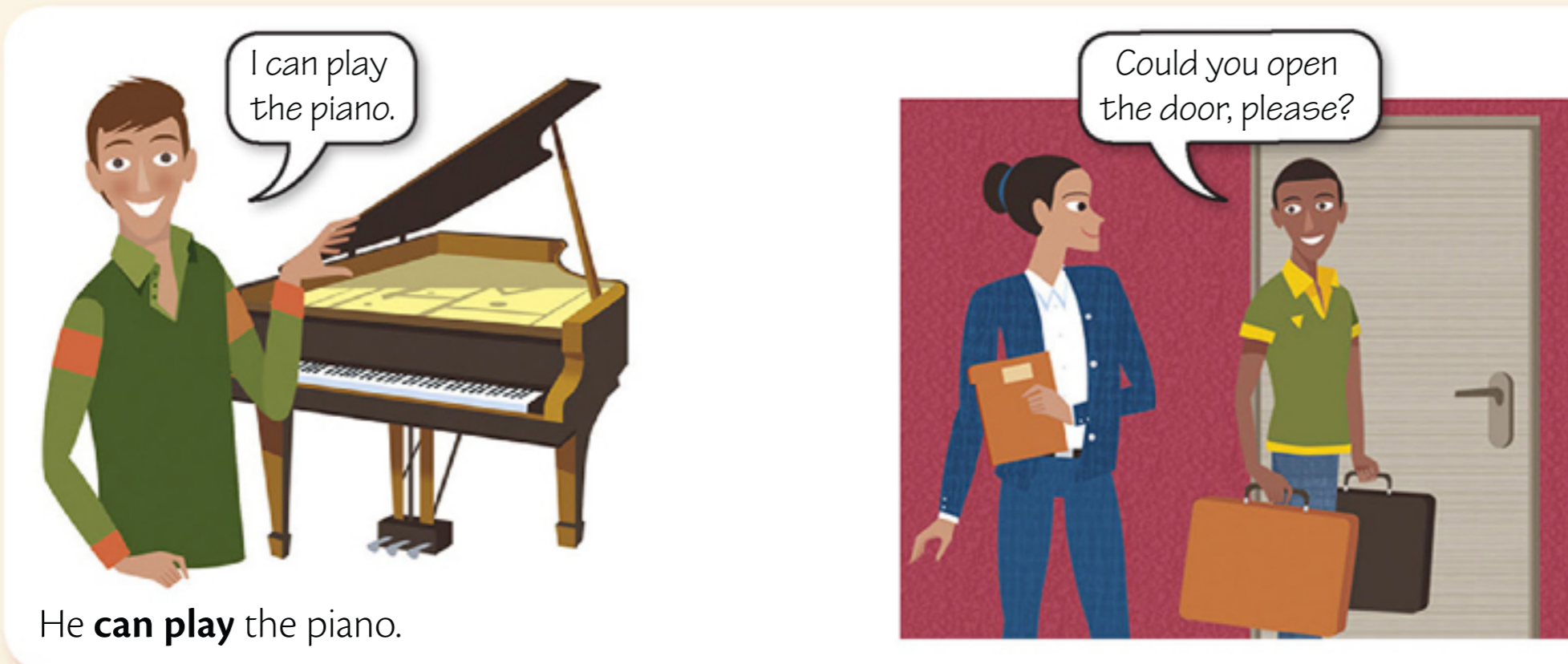
C

We use the present perfect for *an action in the past* with a result *now*:

- I've **lost** my passport. (= I can't find my passport *now*)
- 'Where's Rebecca?' 'She's **gone** to bed.' (= she is in bed *now*)
- We've **bought** a new car. (= we have a new car *now*)
- It's Rachel's birthday tomorrow and I **haven't bought** her a present. (= I don't have a present for her *now*)
- 'Bob is away on holiday.' 'Oh, where **has** he **gone**?' (= where is he *now*?)
- Can I take this newspaper? **Have** you **finished** with it? (= do you need it *now*?)

can and could

A



can + infinitive (can do / can play / can come etc.):

I/we/you/they he/she/it	can can't (cannot)	do play see come etc.	can	I/we/you/they he/she/it	do? play? see? come? etc.
----------------------------	-------------------------------------	--	------------	----------------------------	--

B

I can do something = I know how to do it, or it is possible for me to do it:

- I **can play** the piano. My brother **can play** the piano too.
- Sarah **can speak** Italian, but she **can't speak** Spanish.
- A: **Can you swim?**
B: Yes, but I'm not a very good swimmer.
- A: **Can you change** twenty pounds?
B: I'm sorry, I **can't**.
- I'm having a party next week, but Paul and Rachel **can't come**.

C

For the past (yesterday / last week etc.), we use **could/couldn't**:

- When I was young, I **could run** very fast.
- Before Maria came to Britain, she **couldn't understand** much English. Now she **can understand** everything.
- I was tired last night, but I **couldn't sleep**.
- I had a party last week, but Paul and Rachel **couldn't come**.

D

Can you ... ? Could you ... ? Can I ... ? Could I ... ?

We use **Can you ... ?** or **Could you ... ?** when we ask people to do things:

- Can you** open the door, please? or **Could you** open the door, please?
- Can you** wait a moment, please? or **Could you** wait ... ?

We use **Can I have ... ?** or **Can I get ... ?** to ask for something:

- Can I have** a glass of water, please? or **Can I get** ... ?

Can I ... ? or **Could I ... ?** = is it OK to do something?:

- Can I** sit here?
- Tom, **could I** borrow your umbrella?

Would you like ... ? I'd like ...

A

Would you like ... ? = Do you want ... ?

We use **Would you like ... ?** to offer things:

- A: **Would you like** some coffee?
B: No, thank you.
- A: **Would you like** a chocolate?
B: Yes, please.
- A: What **would you like**, tea or coffee?
B: Tea, please.



We use **Would you like to ... ?** to invite somebody:

- Would you like to go** for a walk?
- A: **Would you like to eat** with us on Sunday?
B: Yes, **I'd love to**. (= I would love to eat with you)
- What **would you like to do** this evening?

B

I'd like ... is a polite way to say 'I want'. **I'd like** = **I would like**:

- I'm thirsty. **I'd like** a drink.
- (in a tourist office) **I'd like** some information about hotels, please.
- I'm feeling tired. **I'd like to stay** at home this evening.

C

Would you like ... ? and **Do you like ... ?**

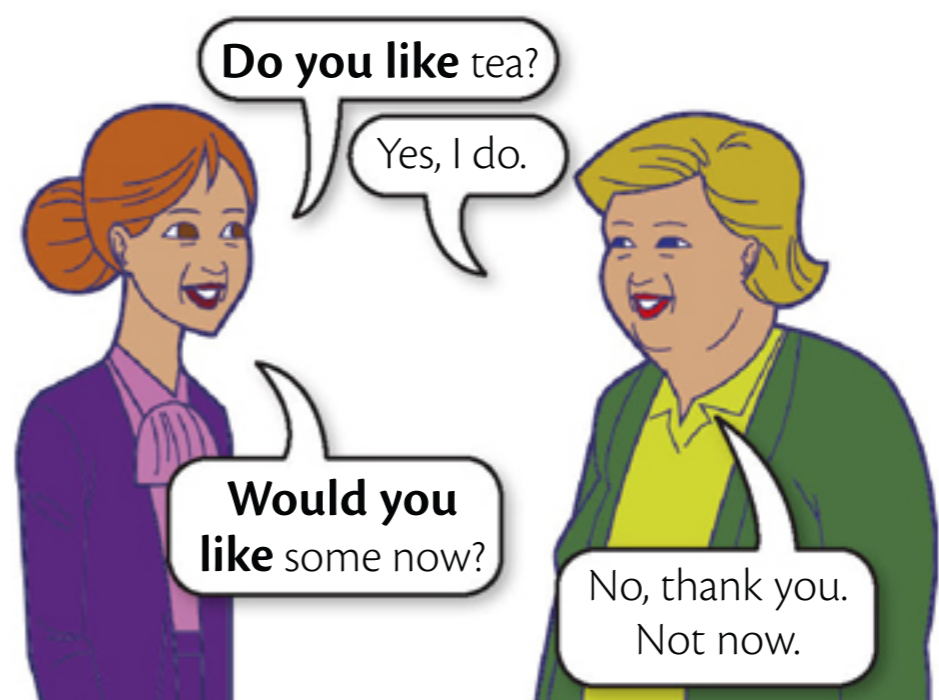
Would you like ... ? / I'd like ...



Would you like some tea? = Do you want some tea?

- A: **Would you like** to go to the cinema tonight?
(= do you want to go *tonight*?)
B: Yes, I'd love to.
- I'd like** an orange, please.
(= can I have an orange?)
- What **would you like** to do next weekend?

Do you like ... ? / I like ...



Do you like tea? = Do you think tea is nice?

- A: **Do you like** going to the cinema?
(in general)
B: Yes, I go to the cinema a lot.
- I like** oranges. (in general)
- What **do you like** to do at weekends?

A



She isn't tired, but **he is**.
(**he is** = he is tired)



He likes tea, but **she doesn't**.
(**she doesn't** = she doesn't like tea)

In these examples, it is not necessary to repeat some words ('he is *tired*', 'she doesn't *like tea*').

You can use these verbs in the same way:

am/is/are
was/were
have/has
do/does/did
can
will
might
must

- I haven't got a car, but my sister **has**. (= my sister has got a car)
- A: Please help me.
B: I'm sorry. I **can't**. (= I can't help you)
- A: Are you tired?
B: I **was**, but I'm **not** now. (= I was tired, but I'm not tired now)
- A: Do you think Laura will come and see us?
B: She **might**. (= she might come)
- A: Are you going now?
B: Yes, I'm afraid I **must**. (= I must go)

We don't use 'm/'s/'ve etc. (*short forms*) in this way. You must use **am/is/have** etc. :

- She isn't tired, but he **is**. (*not* but he's)

But you can use **isn't / haven't / won't** etc. (*negative short forms*):

- My sister has got a car, but I **haven't**.
- 'Are you and Jane working tomorrow?' 'I am, but Jane **isn't**.'

B

You can use **I am / I'm not** etc. after **Yes** and **No**:

- 'Are you tired?' 'Yes, **I am**. / No, I'm **not**.'
- 'Will Alan be here tomorrow?' 'Yes, he **will**. / No, he **won't**.'
- 'Is there a bus to the airport?' 'Yes, there **is**. / No, there **isn't**.'

C

We use **do/does** for the *present simple* (→ **Units 6–7**):

- I don't like hot weather, but Sue **does**. (= Sue likes hot weather)
- Sue works hard, but I **don't**. (= I don't work hard)
- 'Do you enjoy your work?' 'Yes, I **do**.'

We use **did** for the *past simple* (→ **Unit 12**):

- A: Did you and Chris enjoy the film?
B: I **did**, but Chris **didn't**. (= I enjoyed it, but Chris didn't enjoy it)
- 'I had a good time.' 'I **did** too.' (= I enjoyed it too)
- 'Did it rain yesterday?' 'No, it **didn't**.'

Who is she talking to? What is it like?

(questions 3)

A



Jessica is talking to somebody.

Who is she talking **to**?

In questions beginning **Who ... ?** / **What ... ?** / **Where ... ?** / **Which ... ?**, prepositions (**to/from/with** etc.) usually go at the end:

- 'Where** are you **from**?' 'I'm from Thailand.'
- 'Jack was afraid.' **'What** was he afraid **of**?'
- 'Who** do these books belong **to**?' 'They're mine.'
- 'Tom's father is in hospital.' **'Which hospital** is he **in**?'
- 'Kate is going on holiday.' **'Who with**?' / **'Who** is she going **with**?'
- 'Can we talk?' 'Sure. **What** do you want to talk **about**?'

B

What's it like? / **What are they like?** etc.



What's it like? = What **is** it like?

What's it like? = tell me something about it – is it good or bad, big or small, old or new (etc.)?

When we say **'What is it like?'**, **like** is a *preposition*. It is not the verb **like** (**'Do you like** your new house?' etc.).

- A: There's a new restaurant in our street.
B: **What's** it **like**? Is it good?
A: I don't know. I haven't eaten there yet.
- A: **What's** your new teacher **like**?
B: She's very good. We learn a lot.
- A: I met Nicola's parents yesterday.
B: Did you? **What** are they **like**?
A: They're very nice.
- A: Did you have a good holiday? **What** was the weather **like**?
B: It was lovely. It was sunny every day.