

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

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

Cambridge University Press
The Edinburgh Building, Cambridge CB2 2RU, UK

www.cambridge.org
Information on this title: www.cambridge.org/978052155987

© Cambridge University Press 1990, 1997, 1998

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First published 1990
Second edition 1997
Seventeenth printing 2005

Printed in United Kingdom by BemroseBooth, Derby

A catalogue record for this book is available from the British Library.

ISBN-13 978 0 521 55928-7 (with answers) paperback
ISBN-10 0-521-559286 (with answers) paperback

ISBN-13 978 0 521 55927-0 (without answers) paperback
ISBN-10 0-521-559278 (without answers) paperback

ISBN-13 978 0 521 52932-7 (with answers and cd-rom) paperback
ISBN-10 0-521-529328 (with answers and cd-rom) paperback

Murphy, Raymond

مورفی، ریموند، ۱۹۴۶ - م

(استادان گرامر این یوز: اسلف - استادی ریفرنس ...)

Essential grammar in use: a self-study reference and practice book for elementary students of English with answers / Raymond Murphy . -

تهران: نهالستان، ۱۳۸۵ - ۲۰۰۵ م.

۳۰۰ ص: مصور، انگلیسی.

فهرست نویسی بر اساس اطلاعات فیبا.

نمایه.

افست از روی ویراست دوم ۱۹۹۶: دانشگاه کمبریج.

۱. زبان انگلیسی -- دستور -- خود آموز ۲۰. زبان انگلیسی -- دستور --

راهنمای آموزشی (ابتدایی). الف. عنوان: Essential grammar in use

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

۵ الف ۸ م / ۱۱۱۲/۳ PE

۴۲۵

پ ۱۳۸۵

۴۷۵-۸۴م

کتابخانه ملی ایران



نام کتاب: Essential Grammar In Use

مؤلف: Murphy Raymond

ناشر: نهالستان

شمارگان: ۵۰۰۰ جلد

لینوگرافی: نقره آبی

چاپ: فرشویه

نوبت چاپ: دوم ۱۳۸۵

ناظر فنی چاپ: حبیب شجاعی

دفتر مرکزی: انقلاب، خیابان فخر رازی، بعد از چهارراه روانمهر، کوچه انوری، پلاک ۱۴

انتشارات نهالستان تلفن: ۶۶۹۶۱۵۶۲ فاکس: ۶۶۴۹۰۱۷۳ ۹۱۲۱۴۵۹۳۶۴

دفتر آموزش: تهران، تقاطع میرداماد - شریعتی، ساختمان شماره ۱، طبقه سوم، واحد ۷

فاکس: ۲۲۲۲۳۷۹۹

تلفن: ۲۲۲۲۳۸۱۰

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To the student (working without a teacher)

This is a grammar book for elementary students of English. There are 114 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.), use the *Index* (at the back of the book) to find the unit (or units) you need to study (Units 15-20 for the present perfect).

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

Information (left)

Exercises (right)

You can use the book in this way:

- 1 Look in the *Contents* and/or *Index* to find the unit that you need.
- 2 Study the left-hand page (information).
- 3 Do the exercises on the right-hand page.
- 4 Use the *Key* to check your answers.
- 5 Study the left-hand page again if necessary.

Don't forget the seven *Appendices* at the back of the book (pages 239-247). 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 248-264). There is a list of these exercises on page 248.

To the teacher

The most important features of this book are:

- It is a grammar book. It deals only with grammar and is not a general course book.
- It is a book for elementary learners. It does not cover areas of grammar which are not normally taught at elementary level.
- It combines reference and exercises in one volume.
- It can be used for self-study or as supplementary course material.

Organisation of the book

There are 114 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 239–247) 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.

This new edition of *Essential Grammar in Use* also contains a set of *Additional exercises* (pages 248–264). These exercises provide 'mixed' practice bringing together grammar points from a number of different units (mainly those concerning verb forms). There are 33 exercises in this section and there is a full list on page 248.

Finally, there is a *Key* at the back of the book (pages 265–295) for students to check their answers. An edition without the *Key* is also available for teachers who would prefer their students to use this.

Level

The book is for elementary learners, i.e. learners with very little English, but I would not expect it to be used from the first day of a course for complete beginners. It is intended mainly for elementary students who are beyond the very earliest stages of a beginners' course. It could also be used by lower intermediate learners whose grammar is weaker than other aspects of their English or who have problems with particular areas of 'elementary' 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 the teacher to present the grammar point in his/her 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.

Changes from the first edition

The main changes from the first edition are:

- There are six new units:

Unit 16	present perfect + <i>just/already/yet</i>
Unit 22	passive (<i>is being done / has been done</i>)
Unit 25	<i>I used to ...</i>
Unit 56	<i>do and make</i>
Unit 57	<i>have</i>
Unit 112	<i>if I had ... / if we went... etc.</i>

There is also a new appendix on active and passive forms (*Appendix 1*).

- Some of the material has been revised and reorganised. For example, the content of Units 99-100 (*in/at/on*) in the new edition corresponds to Unit 94 and part of Unit 96 in the old edition.
- Some units have been redesigned, for example Unit 41 (originally 39) and Unit 54 (originally 52).
- Some of the units have been reordered and (after Unit 8) nearly all units have a different number from the original edition. A few units have been moved to different parts of the book. For example, Unit 50 (*work/working etc.*) was originally Unit 34.
- Many of the left-hand pages have been rewritten and many of the examples changed. In a few cases there are significant changes to the content, for example Unit 51 (originally 47), Unit 73 (originally 68) and Unit 82 (originally 77).
- Many of the original exercises have been modified or completely replaced with new exercises (for example, Units 4 and 5).
- There is a new section of *Additional exercises* at the back of the book (see *Organisation of the book* above).

Thanks

For their help in producing this new edition of *Essential Grammar in Use*, I would like to thank Jeanne McCarten, Nóirín Burke, Liz Driscoll, Chris Hamilton-Emery, Geraldine Mark, Jane Walsh, Pam Murphy, Ruth Carim and Lelio Pallini.

Drawings by Richard Deverell, Richard Eckford, Sue Hillwood-Harris and Amanda MacPhail.

Book design by Peter Ducker MSTd.

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