

BASIC GRAMMAR IN USE

Self-study reference and
practice for students of
American English

with answers and ebook

Fourth Edition

Raymond Murphy

with William R. Smalzer and Joseph Chapple



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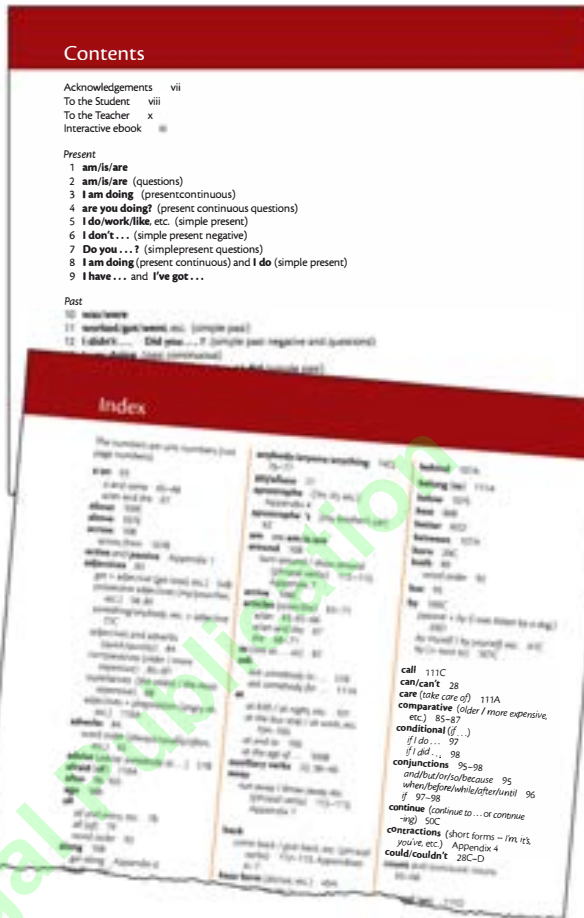
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To the Student

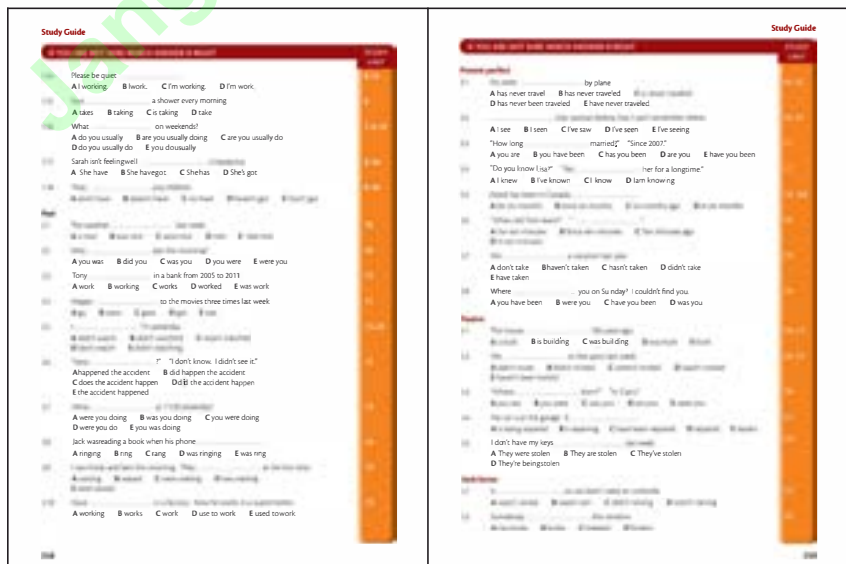
This is a grammar book for beginning to low-intermediate students of English. There are 113 units in the book, and each unit is about a different point of English grammar. There is a list of units at the beginning of the book (*Contents*).

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 16–19.

Use the *Contents* or the *Index* (at the back of the book) to find the unit (or units) that you need.



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



Study Guide (pages 257–269)

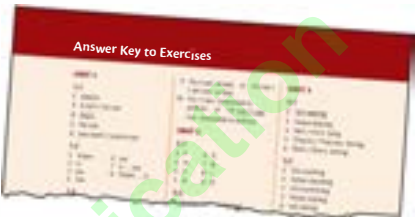
Each unit is two pages. The information is on the left-hand page and the exercises are on the right:

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



Use the *Answer Key* to check your answers. The *Answer Key* is on pages 270–296.

Study the left-hand page again if necessary.



Don't forget the seven *Appendixes* at the back of the book (pages 229–237). 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 238–256). There is a list of these exercises on page 238.



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 beginning to low-intermediate students of English. It does not cover areas of grammar which are not normally taught at beginning and low-intermediate levels.
- ☐ It is a reference book with exercises. It is not a course book and is not organized progressively.
- ☐ It is addressed to learners and intended for self-study.

Organization of the book

There are 113 units in the book, each one focusing on a particular area of grammar. The material is organized 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 *Appendixes* (pages 229–237) 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 238–256). 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 238.

Also at the back of the book there is a *Study Guide* to help students decide which units to study – see page 257.

Finally, there is an *Answer Key* (pages 270–296) for students to check their answers to all the exercises in the book. An edition without the *Study Guide* and *Answer Key* is available for teachers who would prefer it for their students.

Level

The book is for beginning learners, i.e., learners with very little English, but not complete beginners. It is intended mainly for beginning 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 beginning 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 a beginning grammar book.

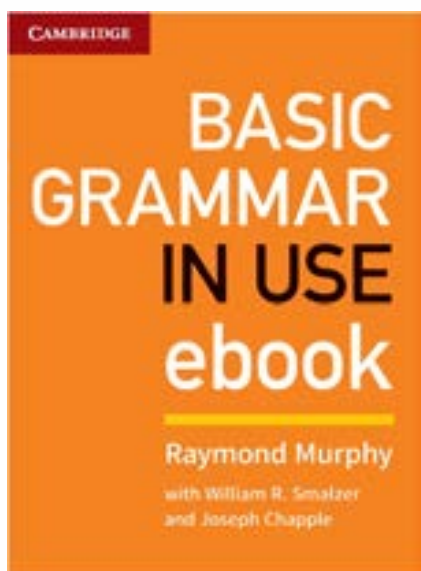
When used as course material, the book can be used for immediate consolidation or for later review or remedial work. It might be used by the whole class or by individual students needing extra help and practice.

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 review 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.



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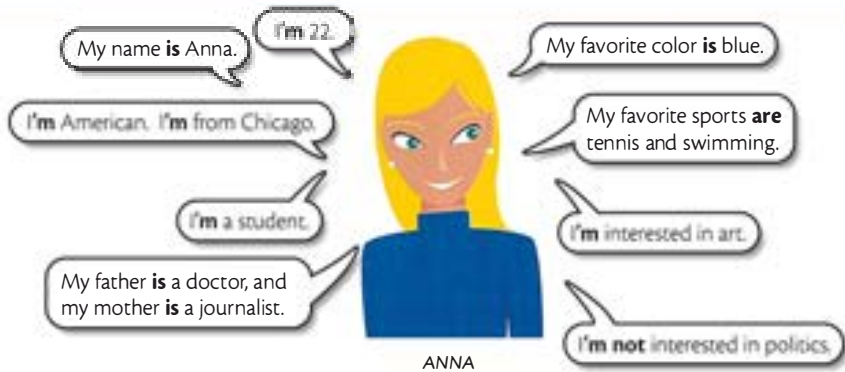
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Unit 1 am/is/are

A



B

Affirmative

Negative

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

short form

short forms

- ☐ I'm tired, but I'm not hungry.
- ☐ I'm 32 years old. My sister is 29.
- ☐ Alex is scared of dogs.
- ☐ Jane is Australian. She isn't American.
- ☐ These flowers are nice, and they aren't expensive.
- ☐ It's 10:00. You're late again.
- ☐ I'm cold. Can I close the window?
- ☐ James isn't a teacher. He's a student.
- ☐ Anna and I are good friends.
- ☐ Paris is a beautiful city.
- ☐ Our house is near downtown.
- ☐ Tom isn't here. He's at work.
- ☐ Your keys are on the table.

We say **it's** hot/warm/cold/sunny/dark, etc.

- ☐ 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 nice of you.
- ☐ Look! There's Chris.
- ☐ "Here's your key." "Thank you."



am/is/are (questions) → Unit 2 there is/are → Unit 35 it's ... → Unit 37 a/an → Unit 63
(at) home → Unit 106 short forms → Appendix 4

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 _____ Rachel.
2 I _____ not rich. 6 My brother and I _____ good tennis players.
3 This bag _____ very heavy. 7 Amy _____ at home. Her children _____ at school.
4 These bags _____ very heavy. 8 I _____ a taxi driver. My sister _____ a nurse.

1.3 Complete the sentences.

- 1 Matt is sick. 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 Anna's sentences in 1A. Now write sentences about yourself.

- 1 (name?) My _____ 5 (favorite color or colors?) _____
2 (age?) I _____ My _____
3 (from?) I _____ 6 (interested in ...?) _____
4 (job?) I _____

1.5 Write sentences for the pictures. Use:

angry cold hot hungry scared ~~thirsty~~



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

1.6 Write true sentences, affirmative 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 (Quebec / in the United States) _____

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

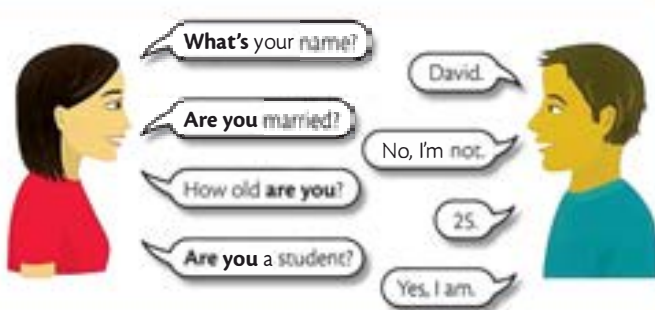
- 7 (tired) I'm tired. or I'm not tired.
8 (hungry) I _____
9 (in bed) _____
10 (interested in politics) _____

Affirmative

I	am
he she it	is
we you they	are

Question

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



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

We say:

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

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

- ☐ **Where is** your mother? Is she home?
- ☐ "**Where are** you from?" "Canada."
- ☐ "**What color is** your car?" "It's red."
- ☐ "**How old is** Joe?" "He's 24."
- ☐ "**How are** your parents?" "They're fine."
- ☐ 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** your phone number? ☐ **Who's** that man?
- ☐ **Where's** Emily? ☐ **How's** your father?

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 Japanese?" "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? | A Toronto. | 1 <u>6</u> |
| 2 Is your car blue? | B No, I'm not. | 2 _____ |
| 3 Is Nicole from London? | C Yes, you are. | 3 _____ |
| 4 Am I late? | D My sister. | 4 _____ |
| 5 Where's Megan from? | E Black. | 5 _____ |
| 6 What color is your bag? | F No, it's black. | 6 _____ |
| 7 Are you hungry? | G In your bag. | 7 _____ |
| 8 How is Christopher? | H No, she's American. | 8 _____ |
| 9 Who's that woman? | I Fine. | 9 _____ |

2.2 Make questions with these words.

- | | | |
|--|-----------------------------|---|
| 1 (is / home / your mother) | <u>Is your mother home</u> | ? |
| 2 (your parents / are / how) | <u>How are your parents</u> | ? |
| 3 (interesting / is / your job) | _____ | ? |
| 4 (the stores / are / open today) | _____ | ? |
| 5 (from / where / you / are) | _____ | ? |
| 6 (interested in sports / you / are) | _____ | ? |
| 7 (is / near here / the train station) | _____ | ? |
| 8 (at school / are / your children) | _____ | ? |
| 9 (you / are / late / why) | _____ | ? |

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

- | | | |
|---|----------------|------------------------|
| 1 | <u>How are</u> | your children? |
| 2 | _____ | the bus stop? |
| 3 | _____ | your children? |
| 4 | _____ | these oranges? |
| 5 | _____ | your favorite sport? |
| 6 | _____ | the man in this photo? |
| 7 | _____ | your new shoes? |

They're fine.
At the end of the block.
Five, six, and ten.
\$1.50 a pound.
Skiing.
That's my father.
Black.

2.4 Write the questions.

- | | |
|--------------------|--------------------------|
| 1 (name ?) | <u>What's your name?</u> |
| 2 (Australian?) | _____ |
| 3 (how old?) | _____ |
| 4 (a teacher?) | _____ |
| 5 (married?) | _____ |
| 6 (wife a lawyer?) | _____ |
| 7 (from?) | _____ |
| 8 (her name?) | _____ |
| 9 (how old?) | _____ |

ERIC
Eric.
No, I'm Canadian.
I'm 30.
No, I'm a lawyer.
Yes, I am.
No, she's a teacher.
She's from Mexico.
Ana.
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)



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	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 bus **is coming**.
- ☐ We're **having** dinner.
- ☐ You're **not listening** to me. (or You **aren't listening**...)
- ☐ The children **are doing** their homework.

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

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

For spelling, see 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 24**

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 _____ soccer.
- 4 _____ on the floor.
- 5 _____ breakfast.
- 6 _____ on the table.

3.2 Complete the sentences. Use these verbs:

build cook leave stand stay swim take ~~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 vacation. We _____ at a hotel on the beach.
- 6 "Where's Sue?" "She _____ a shower."
- 7 They _____ a new hotel downtown.
- 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 / study / English) _____
- 7 (I / listen / to music) _____
- 8 (the sun / shine) _____
- 9 (I / wear / shoes) _____
- 10 (I / read / a newspaper) _____

are you doing?

(present continuous questions)

A

Affirmative

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

Question

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 Eric 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

Where	Is	he	working today?
Where	Is	Ben	working today? (not Is working Ben today?)
Where	are	they	going?
Where	are	those people	going? (not Where are going those people?)

C

Short answers

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

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

or

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

- ☐ "Are you leaving 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."