

Basic Grammar *in use*

Self-study
reference and
practice for
students of
North American
English

**THIRD
EDITION**

with answers

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with William R. Smalzer**

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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. (simple present)
- 6 **I don't . . .** (simple present negative)
- 7 **Do you . . . ?** (simple present questions)
- 8 **I am doing** (present continuous) and **I do** (simple present)
- 9 **I have . . .** and **I've got . . .**

Past

- 10 **was/were**
- 11 **worked/got/went**, etc. (simple past)
- 12 **I didn't . . . Did you . . . ?** (simple past negative and questions)
- 13 **I was doing** (past continuous)
- 14 **I was doing** (past continuous) and **I did** (simple past)
- 15 **I used to . . .**

Present perfect

- 16 **Have you ever . . . ?**
- 17 **How long have you . . . ?**
- 18 **for since ago**
- 19 **I have done** and **I did** (present perfect and simple past 1)
- 20 **just, already, and yet** (present perfect and simple past 2)
- 21 **I've lost my key. I lost my key last week.** (present perfect and simple past 3)

Passive

- 22 **is done was done** (passive 1)
- 23 **is being done has been done** (passive 2)

Verb forms

- 24 **be/have/do** in present and past tenses
- 25 Regular and irregular verbs

Future

- 26 **What are you doing tomorrow?**
- 27 **I'm going to . . .**
- 28 **will 1**
- 29 **will 2**

Modals, imperatives, etc.

- 30 **might**
- 31 **can and could**
- 32 **must**
- 33 **should**
- 34 **I have to . . .**
- 35 **Would you like . . . ? I'd like . . .**
- 36 **I'd rather . . .**
- 37 **Do this! Don't do that! Let's do this!**

There and it

- 38 **there is there are**
- 39 **there was/were there has/have been there will be**
- 40 **It . . .**

Auxiliary verbs

- 41 **I am, I don't, etc.**
- 42 **You have? / Have you? / You are? / Are you?, etc.**
- 43 **too/either so am I / neither do I, etc.**
- 44 **isn't, haven't, don't, etc. (negatives)**

Questions

- 45 **is it . . . ? have you . . . ? do they . . . ?, etc. (questions 1)**
- 46 **Who saw you? Who did you see? (questions 2)**
- 47 **Who is she talking to? What is it like? (questions 3)**
- 48 **What . . . ? Which . . . ? How . . . ? (questions 4)**
- 49 **How long does it take . . . ?**
- 50 **Do you know where . . . ? I don't know what . . . , etc.**

Reported speech

- 51 **She said that . . . He told me that . . .**

-ing and to . . .

- 52 **work/working go/going do/doing**
- 53 **to . . . (I want to do) and -ing (I enjoy doing)**
- 54 **I want you to . . . I told you to . . .**
- 55 **I went to the store to . . .**

Go, get, do, make, and have

- 56 **go to . . . go on . . . go for . . . go + -ing**
- 57 **get**
- 58 **do and make**
- 59 **have**

Pronouns and possessives

- 60 **I/me he/him they/them, etc.**
- 61 **my/his/their, etc.**
- 62 **Whose is this? It's mine/yours/hers, etc.**
- 63 **I/me/my/mine**

- 64 **myself/yourself/themselves**, etc.
65 **-’s** (**Kate’s** camera / **my brother’s** car, etc.)

A and the

- 66 **a/an**
67 **train(s) bus(es)** (singular and plural)
68 **a bottle / some water** (countable/uncountable 1)
69 **a cake / some cake / some cakes** (countable/uncountable 2)
70 **a/an** and **the**
71 **the . . .**
72 **go to work go home go to the movies**
73 **I like music I hate exams**
74 **the . . .** (names of places)

Determiners and pronouns

- 75 **this/that/these/those**
76 **one/ones**
77 **some** and **any**
78 **not + any no none**
79 **not + anybody/anyone/anything nobody/no one/nothing**
80 **somebody/anything/nowhere**, etc.
81 **every** and **all**
82 **all most some any no/none**
83 **both either neither**
84 **a lot much many**
85 (a) **little (a) few**

Adjectives and adverbs

- 86 **old/nice/interesting**, etc. (adjectives)
87 **quickly/badly/suddenly**, etc. (adverbs)
88 **old/older expensive / more expensive**
89 **older than . . . more expensive than . . .**
90 **not as . . . as**
91 **the oldest the most expensive**
92 **enough**
93 **too**

Word order

- 94 He **speaks English** very well. (word order 1)
95 **always/usually/often**, etc. (word order 2)
96 **still yet already**
97 **Give me that book! Give it to me!**

Conjunctions and clauses

- 98 **and but or so because**
99 **When . . .**
100 **If we go . . . If you see . . .**, etc.
101 **If I had . . . If we went . . .**, etc.
102 a person **who . . .** a thing **that/which . . .** (relative clauses 1)
103 the people **we met** the hotel **you stayed at** (relative clauses 2)

Prepositions

- 104 **at 8:00 on Monday in April**
- 105 **from . . . to until since for**
- 106 **before after during while**
- 107 **in at on** (places 1)
- 108 **in at on** (places 2)
- 109 **to in at** (places 3)
- 110 **next to, between, under, etc.**
- 111 **up, over, through, etc.**
- 112 **on at by with about**
- 113 **afraid of . . . , good at . . . , etc. of/at/for, etc.** (prepositions) + **-ing**
- 114 **listen to . . . , look at . . . , etc.** (verb + preposition)

Phrasal verbs

- 115 **go in, fall off, run away, etc.** (phrasal verbs 1)
- 116 **put on** your shoes **put your shoes on** (phrasal verbs 2)

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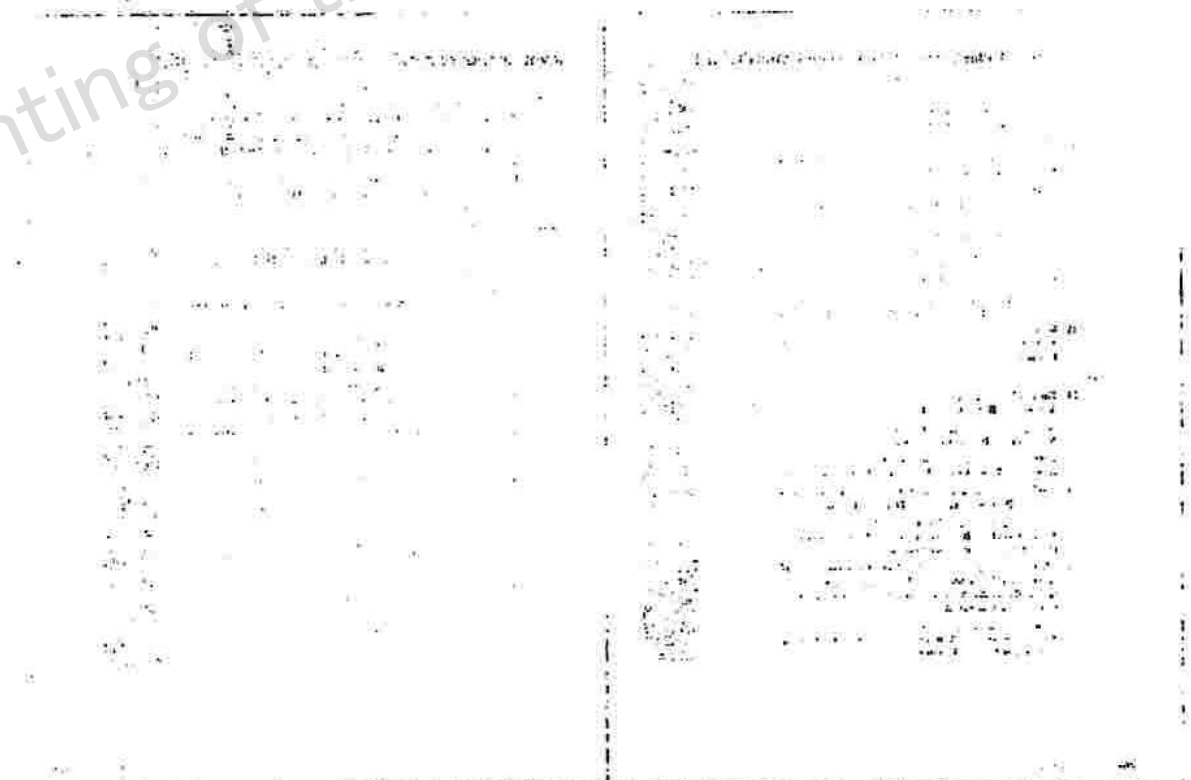
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The following are the results of the study conducted in the area of the study. The results show that the study area is characterized by a high degree of complexity and a high level of variability. The study area is divided into several distinct regions, each with its own unique characteristics. The results of the study are as follows:

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- The study area is divided into several distinct regions, each with its own unique characteristics.
- The results of the study are as follows:



If you are interested in the results of the study, which are available in the Study Guide, please contact the Study Guide at the back of the book.

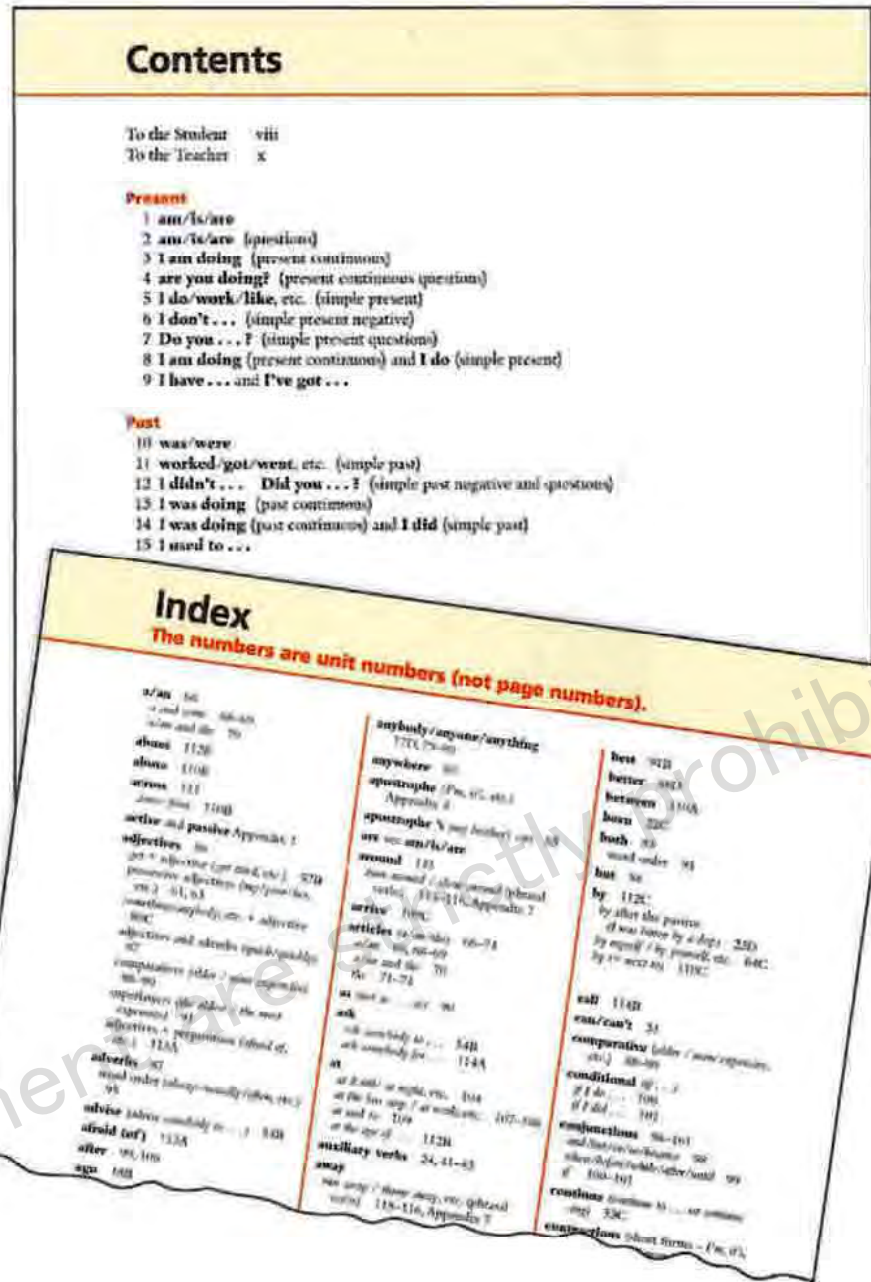
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To the Student

This is a grammar book for beginning to low-intermediate students of English. There are 116 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 16–21.

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 263–275)

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



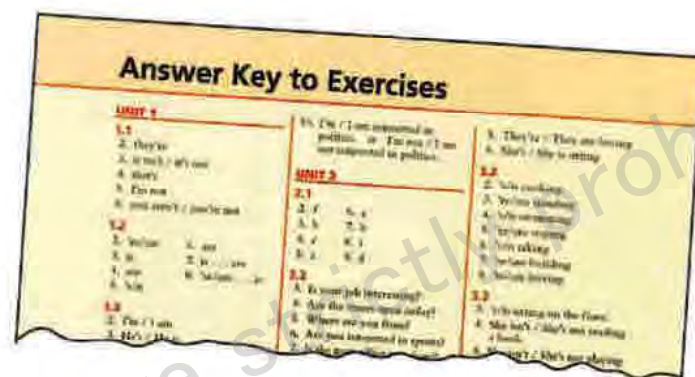
Information

Exercises

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

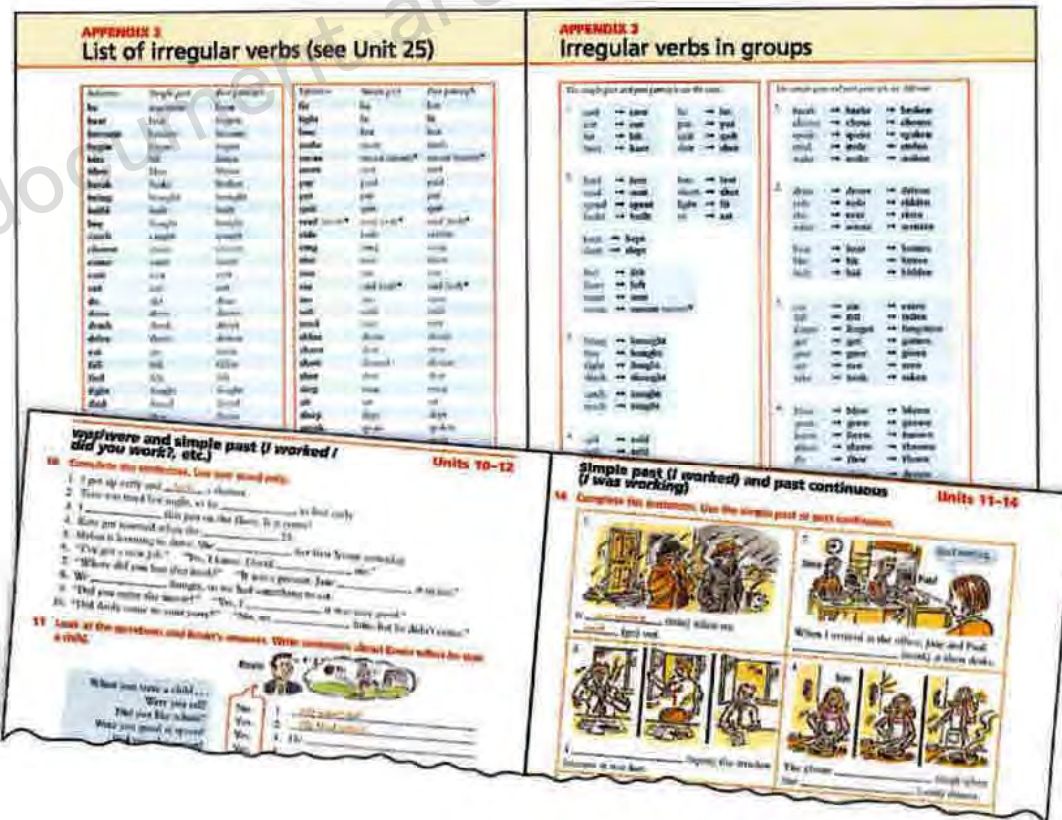
Use the *Answer Key* to check your answers. The *Answer Key* is on pages 276–302.

Study the left-hand page again if necessary.



Don't forget the seven *Appendixes* at the back of the book (pages 235–243). 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 244–262). There is a list of these exercises on page 244.



CD-ROM

This book is sold 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 beginning to low-intermediate students of English. It does not cover areas of grammar which are not normally taught at the beginning to low-intermediate level.
- 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 116 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 235–243) 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 244–262). 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 244.

Also at the back of the book there is a *Study Guide* to help students decide which units to study – see page 263.

Finally, there is an *Answer Key* (pages 276–302) 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 for 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 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. The CD-ROM 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.

Basic Grammar in Use, Third Edition

This is a new edition of *Basic Grammar in Use*. The differences between this edition and the second edition are:

- The book has been redesigned with new color illustrations.
- There is reorganization, so some 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 244–262).
- There is a new CD-ROM with further exercises to accompany the book.

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