

To the Student

This book is for students who want help with English grammar. It is written for you to use without a teacher.

The book will be useful for you if you are not sure of the answers to questions like these:

- What is the difference between *I did* and *I have done*?
- When do we use *will* for the future?
- What is the structure after *I wish*?
- When do we say *used to do* and when do we say *used to doing*?
- When do we use *the*?
- What is the difference between *like* and *as*?

These and many other points of English grammar are explained in the book, and there are exercises on each point.

Level

The book is intended mainly for *intermediate* students (students who have already studied the basic grammar of English). It concentrates on those structures that intermediate students want to use, but that often cause difficulty. Some advanced students who have problems with grammar will also find the book useful.

The book is *not* suitable for beginning learners.

How the Book Is Organized

There are 142 units in the book. Each unit concentrates on a particular point of grammar. Some problems (for example, the present perfect or the use of *the*) are covered in more than one unit. For a list of units, see the *Contents* at the beginning of the book.

Each unit consists of two facing pages. On the left there are explanations and examples; on the right there are exercises. At the back of the book there is an *Answer Key* for you to check your answers to the exercises (page 331).

There are also seven *Appendixes* at the back of the book (pages 286–295). These include irregular verbs, summaries of verb forms, spelling, and British English.

Finally, there is a detailed *Index* at the back of the book (pages 368–374).

How to Use the Book

The units are *not* in order of difficulty, so it is *not* intended that you work through the book from beginning to end. Every learner has different problems, and you should use this book to help you with the grammar that *you* find difficult.

It is suggested that you work in this way:

- Use the *Contents* and/or *Index* to find which unit deals with the point you are interested in.
- If you are not sure which units you need to study, use the *Study Guide* on page 321.
- Study the explanations and examples on the left-hand page of the unit you have chosen.
- Do the exercises on the right-hand page.
- Check your answers with the *Answer Key*.
- If your answers are not correct, study the left-hand page again to see what went wrong.

You can, of course, use the book simply as a reference book without doing the exercises.

Present Continuous (I am doing)

A Study this example situation:

Sarah is in her car. She is on her way to work.
She's **driving** to work. (= She **is driving** ...)

This means: she is driving *now*, at the time of speaking.
The action is not finished.

am/is/are + -ing is the *present continuous*:

I	am	(= I'm)	driving
he/she/it	is	(= he's, etc.)	working
we/you/they	are	(= we're, etc.)	doing , etc.



B **I am doing** something = I started doing it, and I haven't finished. I'm in the middle of doing it.

- Please don't make so much noise. **I'm trying** to work. (*not* I try)
- "Where's Mark?" "**He's taking** a shower." (*not* He takes a shower)
- Let's go out now. It **isn't raining** anymore. (*not* It doesn't rain)
- How's your new job? **Are you enjoying** it?
- What's all that noise? What's **going** on? or What's **happening**?

Sometimes the action is not happening at the time of speaking. For example:

Steve is talking to a friend on the phone. He says:



Steve says "I'm reading ..." but he is *not* reading the book at the time of speaking.

He means that he has started reading the book but has not finished it yet. He is in the middle of reading it.

Some more examples:

- Kate wants to work in Italy, so she's **learning** Italian.
(but perhaps she isn't learning Italian at the time of speaking)
- Some friends of mine **are building** their own house. They hope to finish it next summer.

C You can use the present continuous with **today, this week, this year**, etc. (periods around now):

- A: You're **working** hard **today**. (*not* You work hard today)
- B: Yes, I have a lot to do.
- The company I work for **isn't doing** so well **this year**.

We use the present continuous when we talk about a change that has started to happen. We often use these verbs in this way:

getting **changing** **increasing** **rising** **starting**
becoming **improving** **growing** **falling** **beginning**

- Is your English **getting** better? (*not* Does your English get better)
- The population of the world **is increasing** very fast. (*not* increases)
- At first I didn't like my job, but **I'm starting** to enjoy it now. (*not* I start)

Simple Present (I do)

A Study this example situation:



Alex is a bus driver, but now he is asleep in bed. He is not driving a bus. (He is asleep.)

but He **drives** a bus. (He is a bus driver.)

drive(s), work(s), do(es), etc., is the *simple present*:

I/we/you/they	drive/work/do , etc.
he/she/it	drives/works/does , etc.

B We use the simple present to talk about things in general. We use it to say that something happens all the time or repeatedly, or that something is true in general:

- Nurses **take** care of patients in hospitals.
- I usually **leave** for work at 8 a.m.
- The earth **goes** around the sun.
- The coffee shop **opens** at 7:30 in the morning.

We say:

I **work** but he **works** you **go** but it **goes**
 they **teach** but my sister **teaches** I **have** but he **has**

For spelling (-s or -es), see Appendix 6.

C We use **do/does** to make questions and negative sentences:

do	I/we/you/they	work?	I/we/you/they	don't	work
does	he/she/it	drive?	he/she/it	doesn't	drive
		do?			do

- I come from Japan. Where **do** you **come** from?
- I **don't travel** a lot.
- What **does** this word **mean**? (*not* What means this word?)
- Rice **doesn't grow** in cold climates.

In the following examples, **do** is also the main verb (do you **do** / doesn't **do**, etc.):

- "What **do** you **do**?" "I work in a store."
- He's always so lazy. He **doesn't do** anything to help us.

D We use the simple present to say how often we do things:

- I **get** up at 8:00 **every morning**.
- How often** do you **go** to the dentist?
- Julia **doesn't drink** coffee **very often**.
- Michael usually **plays** tennis two or three times a week.

E I **promise** / I **apologize**, etc.

Sometimes we do things by saying something. For example, when you promise to do something, you can say "I **promise** ..."; when you suggest something, you can say "I **suggest** ...":

- I **promise** I won't be late.
- "What do you **suggest** I do?" "I **suggest** that you ..."

In the same way we say: I **agree** ... / I **advise** ... / I **insist** ... / I **refuse** ... / I **suppose** ... , etc.

2.1 Complete the sentences using the following verbs:

cause(s) close(s) connect(s) go(es) live(s) ~~speak(s)~~ take(s)

- 1 Tanya speaks German very well.
- 2 Ben and Jack to the same school.
- 3 Bad driving many accidents.
- 4 The museum at 4:00 on Sundays.
- 5 My parents in a very small apartment.
- 6 The Olympics place every four years.
- 7 The Panama Canal the Atlantic and Pacific Oceans.

2.2 Put the verb into the correct form.

- 1 Julia doesn't drink (not / drink) coffee very often.
- 2 What time (the banks / close) here?
- 3 I have a car, but I (not / use) it very much.
- 4 Where (Maria / come) from? Is she Colombian?
- 5 "What (you / do)?" "I'm an electrician."
- 6 Look at this sentence. What (this word / mean)?
- 7 David isn't in very good shape. He (not / get) any exercise.
- 8 It (take) me an hour to get to work in the morning. How long (it / take) you?

2.3 Complete the sentences using these verbs. Sometimes you need the negative.

believe eat flow ~~go~~ ~~grow~~ make rise tell translate

- 1 The earth goes around the sun.
- 2 Rice doesn't grow in cold climates.
- 3 The sun in the east.
- 4 Bees honey.
- 5 Vegetarians meat.
- 6 An atheist in God.
- 7 An interpreter from one language into another.
- 8 Liars are people who the truth.
- 9 The Amazon River into the Atlantic Ocean.

2.4 You ask Emily questions about herself and her family. Write the questions.

- 1 You know that Emily plays tennis. You want to know how often. Ask her.
How often do you play tennis?
- 2 Perhaps Emily's sister plays tennis too. You want to know. Ask Emily.
..... your sister
- 3 You know that Emily goes to the movies a lot. You want to know how often. Ask her.
.....?
- 4 You know that Emily's brother works. You want to know what he does. Ask Emily.
.....?
- 5 You're not sure if Emily speaks Spanish. You want to know. Ask her.
.....?
- 6 You don't know where Emily's grandparents live. You want to know. Ask Emily.
.....?

2.5 Complete using the following:

I agree I apologize I insist I promise I recommend ~~I suggest~~

- 1 Mr. Evans is not in the office today. I suggest you try calling him tomorrow.
- 2 I won't tell anybody what you said.
- 3 (in a restaurant) You must let me pay for the meal.
- 4 for what I said. I shouldn't have said it.
- 5 The new restaurant on Lake Street is very good. it.
- 6 I think you're absolutely right. with you.

A

Compare:

Present continuous (I am doing)

We use the *continuous* for things happening at or around the time of speaking.
The action is not complete.



- The water **is boiling**. Be careful.
- Listen to those people. What language **are they speaking**?
- Let's go out. It **isn't raining** now.
- "I'm busy." "What **are you doing**?"
- I'm **getting** hungry. Let's go and eat.
- Kate wants to work in Italy, so she's **learning** Italian.
- The population of the world **is increasing** very fast.

We use the *continuous* for *temporary* situations (things that continue for a short time):

- I'm **living** with some friends until I find a place of my own.
- A: You're **working** hard today.
B: Yes, I have a lot to do.

See Unit 1 for more information.

Simple present (I do)

We use the *simple* for things in general or things that happen repeatedly.



- Water **boils** at 212 degrees Fahrenheit.
- Excuse me, **do** you **speak** English?
- It **doesn't rain** very much in the summer.
- What **do** you usually **do** on weekends?
- I always **get** hungry in the afternoon.
- Most people **learn** to swim when they are children.
- Every day the population of the world **increases** by about 200,000 people.

We use the *simple* for *permanent* situations (things that continue for a long time):

- My parents **live** in Vancouver. They have lived there their whole lives.
- Joe isn't lazy. **He works** hard most of the time.

See Unit 2 for more information.

B

I always do and I'm always doing

I always do something = I do it every time:

- I **always go** to work by car. (*not* I'm always going)

I'm always doing something = I do it too often or more often than normal. For example:



I'm always losing them = I lose them too often, or more often than normal.

- Eric is never satisfied. He's **always complaining**. (= he complains too much)
- You're **always looking** at your phone. Don't you have anything else to do?

3.1 Are the underlined verbs OK? Correct them where necessary.

- 1 Water boils at 212 degrees Fahrenheit.
- 2 How often are you going to the cinema?
- 3 Ben tries to find a job, but he hasn't had any luck yet.
- 4 Melissa is calling her mother every day.
- 5 The moon goes around the earth in about 27 days.
- 6 Can you hear those people? What do they talk about?
- 7 What do you do in your spare time?
- 8 Sarah is a vegetarian. She doesn't eat meat.
- 9 I must go now. It gets late.
- 10 "Come on! It's time to leave." "OK, I come."
- 11 Mike is never late. He's always starting work on time.
- 12 They don't get along well. They're always arguing.

OK

How often do you go

3.2 Put the verb into the correct form, present continuous or simple present.

- 1 a I usually get (I / usually / get) hungry in the afternoon.
b I'm getting (I / get) hungry. Let's go and eat something.
- 2 a "..... (you / listen) to the radio?" "No, you can turn it off."
b "..... (you / listen) to the radio a lot?" "No, not very often."
- 3 a The Nile River (flow) into the Mediterranean.
b The river (flow) very fast today—much faster than usual.
- 4 a My apartment is a mess. (I / not / do) the housework very often.
b What (you / usually / do) on weekends?
- 5 a Rachel is in New York right now. (She / stay) at the Park Hotel.
b (She / always / stay) there when she's in New York.

3.3 Put the verb into the correct form, present continuous or simple present.

- 1 Why are all these people here? What's happening (What / happen)?
- 2 Julia is good at languages. (She / speak) four languages very well.
- 3 Are you ready yet? (Everybody / wait) for you.
- 4 I've never heard this word. How (you / pronounce) it?
- 5 Kate (not / work) this week. She's on vacation.
- 6 I think my English (improve) slowly. It's better than it was.
- 7 Nicole (live) in Dallas. She has never lived anywhere else.
- 8 Can we stop walking soon? (I / start) to get tired.
- 9 Sam and Natalie are in Madrid right now. (They / visit) a friend of theirs.
- 10 "What (your father / do)?" "He's an architect."
- 11 It took me an hour to get to work this morning. Most days
(it / not / take) so long.
- 12 I (I / learn) to drive. My driving test is next month. My father
..... (teach) me.

3.4 Finish B's sentences. Use **always -ing**.

- 1 A: I lost my keys again.
B: Not again! You're always losing your keys
- 2 A: The car broke down again.
B: That car is useless. It
- 3 A: Look! You made the same mistake again.
B: Oh no, not again! I
- 4 A: Oh, I left my phone at home again.
B: Typical!

Present Continuous and Simple Present 2
(I am doing and I do)

- A** We use continuous forms (**I'm waiting**, **it's raining**, etc.) for actions and events that have started but haven't finished. Some verbs (for example, **know** and **like**) are not normally used in this way. We don't say "I am knowing" or "they are liking." We say "**I know**" and "**they like**."

The following verbs are not normally used in the present continuous:

like	want	need	prefer	
know	understand	recognize		
believe	suppose	remember	mean	
belong	fit	contain	consist	seem

- I'm hungry. I **want** something to eat. (*not I'm wanting*)
 Do you understand what I **mean**?
 Anna **doesn't seem** very happy right now.

B think

When **think** means "believe" or "have an opinion," we do not use the continuous:

- I **think** Mary is Canadian, but I'm not sure. (*not I'm thinking*)
 What **do you think** of my idea? (= what is your opinion?)

When **think** means "consider," the continuous is possible:

- I'm **thinking** about what happened. I often **think** about it.
 Nicky **is thinking** of giving up her job. (= she is considering it)

C see hear smell taste look feel

We normally use the simple present (not the present continuous) with **see/hear/smell/taste**:

- Do you see** that man over there? (*not are you seeing*)
 The room **smells** bad. Let's open a window.
 This soup **doesn't taste** very good.

You can use the simple present or the present continuous to say how somebody **looks** or **feels** now:

- You **look** well today. *or* You're **looking** well today.
 How **do you feel** now? *or* How **are you feeling** now?

but

- I usually **feel** tired in the morning. (*not I'm usually feeling*)

D am/is/are being

You can say **he's being ...**, **you're being ...**, etc., to say how somebody is behaving *now*:

- I can't understand why **he's being** so selfish. He isn't usually like that.
 (**being** selfish = behaving selfishly now)
 "The path is icy. Don't slip." "Don't worry. **I'm being** very careful!"

Compare:

- He never thinks about other people. **He's** very selfish.
 (= he is selfish generally, not only now)
 I don't like to take risks. **I'm** a very careful person.

We use **am/is/are being** to say how a person is *behaving* (= doing something they can control) now.

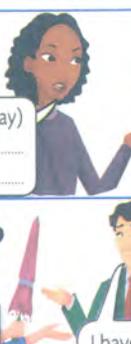
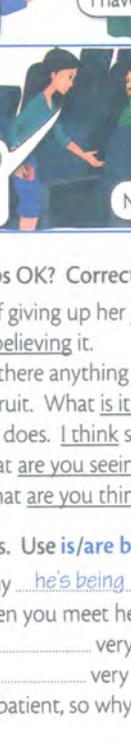
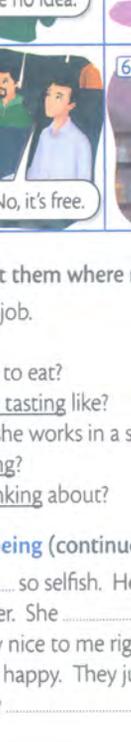
It is not usually possible in other situations:

- Sam **is** sick. (*not is being sick*)
 Are you tired? (*not are you being tired*)

4.1 Put the verb into the correct form, present continuous or simple present.

- Are you hungry? Do you want (you / want) something to eat?
- Alan says he's 90 years old, but nobody (believe) him.
- She told me her name, but (I / not / remember) it now.
- Don't put the dictionary away. (I / use) it.
- Don't put the dictionary away. (I / need) it.
- Air (consist) mainly of nitrogen and oxygen.
- Who is that man? What (he / want)?
- Who is that man? Why (he / look) at us?
- Who is that man? (you / recognize) him?
- (I / think) of selling my car. Would you be interested in buying it?
- I can't make up my mind. What (you / think) I should do?
- Alex wasn't well earlier, but (he / seem) OK now.

4.2 Use the words in parentheses to make sentences.

<p>1</p>  <p>(you / not / seem / very happy today) <u>You don't seem very happy today.</u></p>	<p>2</p>  <p>Are you OK? You look worried. (I / think / about something)</p>
<p>3</p>  <p>(who / this umbrella / belong to?)</p> <p>I have no idea.</p>	<p>4</p>  <p>(this / smell / good)</p>
<p>5</p>  <p>Excuse me. (anybody / sit / there?)</p> <p>No, it's free.</p>	<p>6</p>  <p>(these gloves / not / fit / me) They're too small.</p>

4.3 Are the underlined verbs OK? Correct them where necessary.

- Michelle is thinking of giving up her job. OK
- It's not true. I'm not believing it. I don't believe it
- I'm feeling hungry. Is there anything to eat?
- I've never eaten that fruit. What is it tasting like?
- I'm not sure what she does. I think she works in a store.
- Look over there. What are you seeing?
- You're very quiet. What are you thinking about?

4.4 Complete the sentences. Use **is/are being** (continuous) or **is/are** (simple).

- I can't understand why he's being so selfish. He isn't usually like that.
- You'll like Andrea when you meet her. She very nice.
- Sarah very nice to me right now. I wonder why.
- They very happy. They just got married.
- You're normally very patient, so why so unreasonable about waiting ten more minutes?
- Would you like something to eat? hungry?

Simple Past (I did)

A Study this example:

Wolfgang Amadeus Mozart **was** an Austrian musician and composer. He **lived** from 1756 to 1791. He **started** composing at the age of five and **wrote** more than 600 pieces of music. He **was** only 35 years old when he **died**.

lived/started/wrote/was/died are all *simple past*.

W.A. Mozart



1756-1791

B Very often the simple past ends in **-ed** (*regular verbs*):

- I work in a travel agency now. I **worked** in a department store before.
- They **invited** us to their party, but we **decided** not to go.
- The police **stopped** me on my way home last night.
- Lauren **passed** her exam because she **studied** very hard.

For spelling (**stopped**, **studied**, etc.), see Appendix 6.

But many verbs are *irregular*. The simple past does *not* end in **-ed**. For example:

- | | |
|----------------------|---|
| write → wrote | <input type="checkbox"/> Mozart wrote more than 600 pieces of music. |
| see → saw | <input type="checkbox"/> We saw Alice in town a few days ago. |
| go → went | <input type="checkbox"/> I went to the movies three times last week. |
| shut → shut | <input type="checkbox"/> It was cold, so I shut the window. |

For a list of irregular verbs, see Appendix 1.

C In questions and negative sentences we use **did/didn't** + infinitive (**enjoy/see/go**, etc.):

I	enjoyed	you	enjoy?	I	enjoy
she	saw	she	see?	she	didn't see
they	went	they	go?	they	go

- I enjoyed the party a lot. **Did** you **enjoy** it?
- How many people **did** they **invite** to the wedding?
- I **didn't buy** anything because I **didn't have** any money.
- "**Did** you **go** out?" "No, I **didn't**."

Sometimes **do** is the main verb in the sentence (**did ... do / didn't do**). For example:

- What **did** you **do** on the weekend? (*not* What did you on the weekend?)
- I **didn't do** anything. (*not* I didn't anything)

D The past of **be (am/is/are)** is **was/were**:

I/he/she/it	was/wasn't	was	I/he/she/it?
we/you/they	were/weren't	were	we/you/they?

- I **was** annoyed because **they were** late.
- Was the weather** good when **you were** on vacation?
- They weren't** able to come because **they were** so busy.
- I **wasn't** hungry, so I didn't eat anything.
- Did you go out last night, or **were you** too tired?

Exercises

5.1 Read what Lauren says about a typical working day:



Lauren

I usually get up at 7:00 and have a big breakfast. I walk to work, which takes me about half an hour. I start work at 8:45. I never have lunch. I finish work at 5:00. I'm always tired when I get home. I usually cook dinner a little later. I don't usually go out. I go to bed at about 11:00, and I always sleep well.

Yesterday was a typical working day for Lauren. Write what she did or didn't do yesterday.

- | | | | | | |
|---|-------------------|------------------------|----|-------|------------------------|
| 1 | <u>She got up</u> | at 7:00. | 7 | | at 5:00. |
| 2 | She | a big breakfast. | 8 | | tired when home. |
| 3 | She | | 9 | | dinner a little later. |
| 4 | It | to get to work. | 10 | | out last night. |
| 5 | | at 8:45. | 11 | | at 11:00. |
| 6 | | lunch. | 12 | | well last night. |

5.2 Complete the sentences using the following verbs in the correct form:

buy catch cost fall hurt sell spend teach throw ~~write~~

- Mozart wrote more than 600 pieces of music.
- "How did you learn to drive?" "My father me."
- We couldn't afford to keep our car, so we it.
- Dave down the stairs this morning and his leg.
- Joe the ball to Sue, who it.
- Kate a lot of money yesterday. She a dress which \$200.

5.3 You ask James about his trip in the U.S. Write your questions.

- YOU: Where did you go ?
JAMES: To the U.S. We went on a trip from San Francisco to Denver.
- YOU: How ? By car?
JAMES: Yes, we rented a car in San Francisco.
- YOU: It's a long way to drive. How long ?
JAMES: Two weeks, but we stopped at a lot of places on the way.
- YOU: Where ? In hotels?
JAMES: Yes, small hotels or motels.
- YOU: ?
JAMES: It was very hot – sometimes too hot.
- YOU: the Grand Canyon?
JAMES: Of course. It was wonderful.

5.4 Complete the sentences. Put the verb into the correct form, affirmative or negative.

- It was warm, so I took off my coat. (take)
- The movie wasn't very good. I didn't enjoy it much. (enjoy)
- I knew Sarah was busy, so I her. (disturb)
- We were very tired, so we the party early. (leave)
- It was hard carrying the bags. They really heavy. (be)
- The bed was very uncomfortable. I well. (sleep)
- This watch wasn't expensive. It much. (cost)
- The window was open, and a bird into the room. (fly)
- I was in a hurry, so I time to call you. (have)
- I didn't like the hotel. The room very clean. (be)

Past Continuous (I was doing)

A Study this example situation:



Yesterday Karen and Joe played tennis. They started at 10:00 and finished at 11:30.

So, at 10:30 they **were playing** tennis.

they **were playing** =

they were in the middle of playing, they had not finished

was/were + -ing is the *past continuous*:

he/she/it	was	playing doing
we/you/they	were	working, etc.

B I was doing something = I was in the middle of doing it at a certain time. The action or situation started before this time but had not finished:



- This time last year I **was living** in Hong Kong.
- What **were** you **doing** at 10:00 last night?
- I waved to Hannah, but she **wasn't looking**.

C Compare I **was doing** (*past continuous*) and I **did** (*simple past*):

I was doing (= in the middle of an action)

- We were **walking** home when we met Dan. (in the middle of walking home)
- Kate **was watching** TV when we arrived.

I did (= complete action)

- We **walked** home after the party last night. (= all the way, completely)
- Kate **watched** TV a lot when she was sick last year.

D You can say that something **happened** (*simple past*) in the middle of something else (*past continuous*):

- Matt **called** while we **were having** dinner.
- It **was raining** when I **got up**.
- I **saw** you in the park yesterday. You **were sitting** on the grass and **reading** a book.
- I **hurt** my back while I **was working** in the yard.

But we use the *simple past* to say that one thing happened *after* another:

- I **was walking** along the road when I **saw** Dan. So I **stopped**, and we **talked** for a while.

Compare:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> When Karen arrived, we were having dinner. (= we had already started before she arrived) | <ul style="list-style-type: none"> <input type="checkbox"/> When Karen arrived, we had dinner. (= Karen arrived, and then we had dinner) |
|--|--|

E Some verbs (for example, **know** and **want**) are not normally used in *continuous* forms (**is + -ing**, **was + -ing**, etc.). See Unit 4A for a list of these verbs.

- We were good friends. We **knew** each other well. (*not* we were knowing)
- I was enjoying the party, but Chris **wanted** to go home. (*not* was wanting)