

Essential Grammar in Use

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

WITH ANSWERS

Raymond Murphy

SECOND EDITION



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To the student
To the teacher
Thanks

Unit

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- 2 **am/is/are** (questions)
- 3 **I am doing** (present continuous)
- 4 **are you doing?** (present continuous questions)
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- 6 **I don't ...** (present simple negative)
- 7 **Do you ... ?** (present simple questions)
- 8 **I am doing and I do** (present continuous and present simple)
- 9 **I have ... / I've got ...**
- 10 **was/were**
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- 12 **I didn't ... Did you ... ?** (past simple negative and questions)
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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)

Unit 34

EXERCISES

34 Complete the sentences with *have to* or *don't have to* or *must* or *mustn't*.

1. My mum says I *must* study hard. I *mustn't* play games.

2. He *has to* go to the office at 8 o'clock.

3. Mary *has to* study for her exam.

4. John *has to* go to the office at 8 o'clock.

5. Kate *has to* go to the office at 8 o'clock.

35 Complete the sentences with *have to* or *don't have to* or *must* or *mustn't*.

1. He *has to* go to the office at 8 o'clock.

2. He *has to* go to the office at 8 o'clock.

3. He *has to* go to the office at 8 o'clock.

4. He *has to* go to the office at 8 o'clock.

36 Complete the sentences with *have to* or *don't have to* or *must* or *mustn't*.

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37 Complete the sentences with *have to* or *don't have to* or *must* or *mustn't*.

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2. He *has to* go to the office at 8 o'clock.

3. He *has to* go to the office at 8 o'clock.

4. He *has to* go to the office at 8 o'clock.

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.