

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 English Grammar* 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.

EXERCISES

34.1 Complete the sentences. Use **have to** or **has to** + one of these verbs:

do read speak travel wear

- 1 My eyes are not very good. I have to wear glasses.
- 2 At the end of the course all the students a test.
- 3 Mary is studying literature. She a lot of books.
- 4 Albert doesn't understand much English. You very slowly to him.
- 5 Kate is not often at home. She a lot in her job.

34.2 Complete the sentences. Use **have to** or **had to** + one of these verbs:

answer buy change go walk

- 1 We had to walk home last night. There were no buses.
- 2 It's late. I now. I'll see you tomorrow.
- 3 I went to the supermarket after work yesterday. I some food.
- 4 This train doesn't go all the way to London. You at Bristol.
- 5 We did an exam yesterday. We six questions out of ten.

34.3 Complete the questions. Some are present and some are past.

- 1 I have to get up early tomorrow.
- 2 George had to wait a long time.
- 3 Liz has to go somewhere.
- 4 We had to pay a lot of money.
- 5 I have to do some work.

What time do you have to get up?
 How long ?
 Where ?
 How much ?
 What exactly ?

34.4 Write sentences with **don't/doesn't/didn't have to** ...

- 1 Why are you going out? You don't have to go out.
- 2 Why is Ann waiting? She
- 3 Why did you get up early? You
- 4 Why is Paul working so hard? He
- 5 Why do you want to leave now? We

34.5 Which is correct? Sometimes **must** and **have to** are both correct.

- 1 It's a great film. You must see / have to see it. both are correct
- 2 In many countries, men ~~must do~~ / have to do military service. have to do is correct
- 3 You can't park your car here for nothing. You must pay / have to pay.
- 4 I didn't have any money with me last night, so I must borrow / had to borrow some.
- 5 I eat too much chocolate. I really must stop / have to stop.
- 6 'Why is Paula going now?' 'She must meet / has to meet somebody.'
- 7 What's wrong? You must tell / have to tell me. I want to help you.

34.6 Write some things that you (or your friends or family) have to do or had to do.

- 1 (every day) I have to travel ten miles every day.
- 2 (every day)
- 3 (tomorrow)
- 4 (yesterday)

- 84 **old/nice/interesting** etc. (adjectives)
 85 **quickly/badly/suddenly** etc. (adverbs)
 86 **old/older expensive / more expensive**
 87 **older than ... more expensive than ...**
 88 **not as ... as**
 89 **the oldest the most expensive**
 90 **enough**
 91 **too**
 92 **He speaks English** very well. (word order 1)
 93 **always/usually/often** etc. (word order 2)
 94 **still yet already**
 95 **Give me that book! Give it to me!**
 96 **at 8 o'clock on Monday in April**
 97 **from ... to until since for**
 98 **before after during while**
 99 **in at on** (places 1)
 100 **in at on** (places 2)
 101 **to in at** (places 3)
 102 **under behind opposite** etc. (prepositions)
 103 **up over through** etc. (prepositions)
 104 **on at by with about** (prepositions)
 105 **afraid of ... good at ... etc.** preposition + **-ing (good at -ing** etc.)
 106 **listen to ... look at ... etc.** (verb + preposition)
 107 **go in fall off run away** etc. (phrasal verbs 1)
 108 **put on your shoes put your shoes on** (phrasal verbs 2)
 109 **and but or so because**
 110 **When ...**
 111 **If we go ... If you see ... etc.**
 112 **If I had ... If we went ... etc.**
 113 **a person who ... a thing that/which ...** (relative clauses 1)
 114 **the people we met the hotel you stayed at** (relative clauses 2)
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