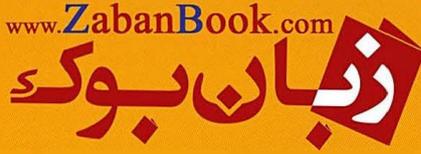


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words for talking about grammar

active and passive: *I see, she heard* are **active verbs**; *I am seen, she was heard* are **passive verbs**.

adjectives: for example *big, old, yellow, unhappy*.

adverbs: for example *quickly, completely, now, there*.

affirmative sentences or statements are not questions or negatives – for example *I arrived*.

articles: *a/an* ('indefinite article'); *the* ('definite article').

auxiliary verbs are used before other verbs to make questions, tenses etc – for example *do you think; I have finished; she is working*. See also **modal auxiliary verbs**.

clause: see **sentence**.

comparatives: for example *older, better, more beautiful, more slowly*.

conditional: a structure using the conjunction **if**.

conjunctions: for example *and, but, because, while*.

consonants: see **vowels**.

contractions: short forms like *I'm, you're, he'll, don't*.

conversational: see **formal**.

countable nouns: the names of things we can count – for example *one chair, three cars*; **uncountable** (or 'mass')

nouns: the names of things we can't count, like *oil, rice*.

determiners: words like *the, some, many, my*, which go before (adjective +) noun.

double letters: *pp, tt, ee* etc.

formal, informal, conversational: We use **formal** language with strangers, in business letters etc: for example 'Good afternoon, Mr Parker. May I help you?' We use **informal** or **conversational** language with family and friends: for example 'Hi, John. Want some help?'

future verbs: for example *I will go; Ann is going to write to us*.

imperatives: forms like *Go home, Come and sit down, Don't worry*, which we use when we tell or ask people (not) to do things.

indirect speech: the grammar that we use to say what people say or think: for example *John said that he was tired*.

infinitives: *(to) go, (to) sleep* etc.

informal: see **formal**.

-ing forms: *going, sleeping* etc.

irregular: see **regular**.

leave out: If we say *Seen John?*, we are **leaving out** *Have you*.

modal verbs or modal auxiliary verbs: *must, can, could, may, might, shall, should, ought to, will and would*.

negative sentences are made with **not**: for example *I have not seen her*.

nouns: for example *chair, oil, idea, sentence*.

object: see **subject**.

opposite: *hot* is the **opposite** of *cold*; *up* is the **opposite** of *down*.

passive: see **active**.

past perfect tense: see **perfect tenses**.

past progressive tense: see **past tenses**.

past tenses: for example *went, saw, stopped* (simple past); *was going, were eating* (past progressive).

past participles: for example *gone, seen, stopped*.

perfect tenses: forms with *have/has/had* + past participle: for example *I have forgotten* (present perfect); *It has been raining* (present perfect progressive); *They had stopped* (past perfect).

personal pronouns: for example *I, you, us, them*.

plural: see **singular**.

possessives: for example *my, your, mine, yours; John's, my brothers'*.

prepositions: for example *at, in, on, between*.

present participles: for example *going, sleeping* etc (also called **-ing forms**).

present perfect tenses: see **perfect tenses**.

SECTION 1 *be* and *have*

GRAMMAR SUMMARY

be (*am/are/is/was/were*)

- We can use **adjectives, nouns** or expressions of **place** after *be*.
She is early. I'm tired. Are you a student? Is anybody at home?
- We can use *be* to talk about **age, size, height, weight** and **colour**.
My sister's 22. What size are your shoes? I'm 1 metre 85 and 80 kilos. What colour are the baby's eyes?
- We use **there + be** to introduce things: to tell people that they exist.
There's a good film on TV tonight. There are some people at the door.
- *Be* can be an **auxiliary verb** in progressive tenses (see pages 14, 41) and passives (see page 94–95).
It is raining. This was made in 1850.

have (*have/has/had*)

- We can use *have* to talk about **possession, relationships** and some other ideas.
Do you have a pair of walking boots? I don't have any children.
- *Have* is often used with *got*.
I've got a headache.
- And we can use *have* to talk about some kinds of **actions**.
I'm going to have breakfast. Let's have a party.
- *Have* can also be an **auxiliary verb** in perfect tenses (see Section 5).
I haven't heard from Alan. I thought that I had seen her before.

'People can have it in any colour – as long as it's black.'
(Henry Ford, talking about the Model T Ford car)

'Don't throw away your old shoes until you have got new ones.'
(Proverb)

'The future is black.'
(James Baldwin)

'All the world's a stage and all the men and women merely players. They have their exits and their entrances.'
(Shakespeare: As You like It)

'The so-called white races are really pinko-grey.'
(E M Forster)

'Be contented when you have got all you want.'
(Holbrook Jackson)

'I am black, but O! my soul is white.'
(William Blake)

'I've got plenty of nothing and nothing's plenty for me.'
(Gershwin: Porgy and Bess)

'Eyes too expressive to be blue, too lovely to be grey.'
(Matthew Arnold)

'The East is red.'
(Chinese communist slogan)

'In the beginning there was nothing, and it exploded.'
(Terry Pratchett)

1 Put in *am, are, is, was, were* or *will be*.

- ▶ I am ready.
- We in Dublin yesterday.
 - My brother a dentist. He works in London.
 - 'You late.' 'Sorry. The train late.'
 - It cold tomorrow.
 - I ill last week.
 - 'We surprised to see you yesterday.' 'And I surprised to see you.'
 - We in France all of next year.
 - I really happy today.
 - There a big storm last night.
 - My great-grandmother a writer, and her two sisters writers too.
 - Sue and Peter in America all this year.
 - We on the wrong bus. Let's get off now.

2 Make questions (?) or negatives (-).

- ▶ Liam in the office yesterday was ? Was Liam in the office yesterday?
- ▶ book this interesting is - This book is not interesting.
- will here be tomorrow you ?
 - Anne's teacher father a was ?
 - are ready we -
 - when birthday was your ?
 - chocolates those good very were -
 - Mary at home will next be week -
 - train this late morning the was ?
 - am for exam I ready the -
 - gloves in my the are car ?
 - were my brother happy and at I school -
 - there in kitchen telephone is the a ?
 - lesson will there tomorrow a be -

3 Make questions (?) or negatives (-) with *have*. Use *do/does*.

- ▶ you / a dog ? Do you have a dog?
- ▶ Wendy / much money - Wendy doesn't have much money.
- we / a car / We don't -
 - they / any children ?
 - James / a cold ?
 - my mother / a cat -
 - Cindy / any brothers or sisters ?
 - I / enough work -
 - John / a girlfriend ?
 - Why / you / two bicycles ?
 - This house / a garden -
 - you and Alan / an evening free next week ? ?

4 Make statements (+), questions (?) or negatives (-) about Sharon. Use have got.

- ▶ a TV **+** *She's got a TV.*
- ▶ any boyfriends **?** *Has she got any boyfriends?*
- ▶ a horse **-** *She hasn't got a horse.*
- 1 a brother **?**
- 2 a car **-**
- 3 three dogs **+**
- 4 a lot of money **-**
- 5 long hair **?**
- 6 any sisters **-**
- 7 a nice flat **?**
- 8 a good job **+**
- 9 problems with her family **+**
- 10 much free time **-**

5 Write these sentences with contractions. (There are sometimes two possible answers.)

- ▶ It is cold. *It's cold.*
- 1 We are all here.
- 2 They are tired.
- 3 I am ready.
- 4 My name is Mike.
- 5 You are very kind.
- 6 Nina has got a headache.
- 7 I do not have a car.
- 8 They are not ready.
- 9 I am not well.
- 10 You are not very polite.
- 11 What is your name?
- 12 What has the dog got in its mouth?
- 13 Where is the station?
- 14 I did not have a good time at school.
- 15 The house does not have central heating.
- 16 There is not much cheese in the fridge.

6 Correct (✓) or not (x)?

- ▶ Are you ready? *✓*
- ▶ I got a headache. *x*
- 1 This coffee isn't hot.
- 2 We don't got much time.
- 3 The hotel does not have a bar.
- 4 Steve doesn't got a girlfriend.
- 5 There has a man at the door.
- 6 Who's that woman?
- 7 I amn't ready yet.
- 8 I gotn't your address.
- 9 Do you have got a car?
- 10 I won't be at home tonight.

7 Be or have? Circle the correct form.

- ▶ Is / Has your brother at home?
- 1 Are / Have you thirsty?
- 2 Alice is / has three brothers.
- 3 My sister is / has 25 today.
- 4 'I am / have cold.' 'Put on a sweater.'
- 5 I am / have too much work.
- 6 Emma is / has very happy today.
- 7 Are / Have you interested in history?
- 8 What size are / have your shoes?
- 9 'It's 10.00.' 'You are / have wrong. It's 9.00.'
- 10 Everybody is / has problems sometimes.



revise the basics: *there is/was* etc

THE MOST COMMON STRUCTURES WITH *THERE + BE*

<i>there is/are</i>	<i>there was/were</i>	<i>there will be</i>
<i>there is/are going to be</i>	<i>there has/have been</i>	<i>there had been</i>

Questions: *is there, are there* etc

Contraction: *there's* (pronounced /ðəz/, like the beginning of *the zoo*)

We use *there is* to say that **something exists** (or doesn't exist) somewhere or at some time.

There is a hole in my sock. There's snow on the mountains.

There are two men at the door. Once upon a time there were three little pigs.

There will be rain tonight. There has never been anybody like you.

In an informal style we often use *there's* before a plural noun.

There's some grapes in the fridge.

1 Put in the correct form of *there is(n't)*.

- 1 no water in the Atacama desert.
- 2 no railways in the 18th century.
- 3 Once upon a time a beautiful princess.
- 4 Tomorrow snow.
- 5 some soup, if you're hungry.
- 6 any potatoes?
- 7 wars all through history.
- 8 many tigers left in the wild.
- 9 an accident – can I use your phone?
- 10 I'm afraid time to see Granny.
- 11 Do you know if any tickets left?
- 12 a letter for me yesterday?
- 13 going a test tomorrow.
- 14 I'm sorry, but any rooms free.
- 15 How many US Presidents since 1900?
- 16 I don't think any reason to worry.
- 17 a meeting tomorrow: everybody's away.
- 18 never land animals in Antarctica.
- 19 going a general election soon, do you think?
- 20 Why so much rain in the last two months?

There is introduces indefinite subjects. Compare:

There's a window open.

The window's open. (NOT ~~There's the window open.~~)

2 Complete the sentences with your own ideas.

- 1 In 1800 there weren't any
- 2 500 years ago there
- 3 5000 years ago there
- 4 Next year there
- 5 In 100 years there
- 6 In 1000 years there

more about *there is* *There seems to be a delay.*

THERE IS: MORE COMPLICATED STRUCTURES	
with <i>seem/appear</i>	<i>There seems to be a delay.</i>
with modal verbs	<i>There may be a problem.</i> <i>There must be a car park somewhere.</i>
with <i>certain/sure/likely</i>	<i>Is there likely to be a test?</i>
with <i>need/sense/point/use</i>	<i>There's no point in asking questions.</i>
with <i>something/anything/nothing</i> + wrong	<i>Is there anything wrong?</i>
infinitive	<i>I don't want there to be any trouble.</i> <i>I'd like there to be more hours in the day.</i>
in question tags	<i>There will be enough, won't there?</i>
with auxiliary <i>be</i>	<i>There were some children playing in the garden.</i> (= <i>Some children were playing ...</i>)

1 Put the beginnings and ends together.

0 According to the forecast,	A 'He says there's nothing wrong with me.'
1 I can't see how to open the door.	B 'There seems to be something lying in the road.'
2 I'm looking forward to the party.	C any noise while I'm on the phone.
3 OK, children, now I don't want there to be	D We've got plenty of time.
4 That must be Jeff.	E but there may be some tomorrow.
5 There are too many people	F if you've got a headache - you won't enjoy it.
6 There aren't any tickets now,	G there's likely to be more snow tonight. ...?
7 There's no need to hurry.	H looking for too few jobs in this country, aren't there?
8 There's no point in going to the cinema
9 'Why have we stopped?'	I There are sure to be some nice people there.
10 'What did the doctor say?'	J There can't be two people who look like that.
	K There must be a keyhole somewhere.

We don't use *it is* like *there is*. We usually use *it is* for something that we have already talked about, or that people already know about.

There's a car outside. It's a Ford. (NOT ~~It's a car outside.~~)

2 Put in *there's* or *it's*.

- a cat in your bedroom.
- ice on the roads.
- I've got a new job. interesting.
- 'Whose is that dog?' '..... mine.'
- a letter on the table.
..... for Alex.
- a car park just round the corner.
- 'What's that noise?' '..... the wind.'
- a problem with the TV.
- Do you like my new coat?
..... very warm.
- a funny smell in the kitchen.



'Right, children, there are going to be a few changes this term.'

In some answers, both contracted forms (for example *I'm*, *don't*) and full forms (for example *I am*, *do not*) are possible. Normally both are correct.

have with got and do We haven't got / don't have time.

Have can be used to talk about **possession, relationships, characteristics** and similar ideas. The short forms *I have, have I?, I have not* etc are **unusual** in an informal style. Instead, we generally use forms with **have got** or **do ... have**. **Have got** is **not present perfect** in this use. It means exactly the same as *have*.

INSTEAD OF	WE USE
<i>I/you etc have</i>	<i>I've got, you've got etc</i>
<i>have I/you? etc</i>	<i>have I got? etc OR do I have? etc</i>
<i>I/you etc haven't</i>	<i>I haven't got etc OR I don't have etc</i>
<i>had I/you? etc</i>	<i>did I have? etc</i>
<i>I/you etc hadn't</i>	<i>I didn't have etc</i>

I've got a headache. (More natural than *I have a headache.*)
Have you got a credit card with you? (More natural than *Have you a credit card ...?*)
We haven't got much time. (More natural than *We haven't much time.*)
Do you have today's paper? (More natural than *Have you today's paper?*)
Did Lily have your keys? (More natural than *Had Lily your keys?*)

Got-forms are most common in the **present**. The past forms *I/you etc had* are more common **without got**.
I had a bad cold last week.
Do and got are not used together. (NOT *Do you have got any children?*)

1 Complete the sentences.

- I've a new boyfriend.
- your sister got a car?
- I haven't your keys.
- The school does not adequate sports facilities.
- you good teachers when you were at school?
- We got any bread in the house.
- you Anne's address? OR you Anne's address?
- 'Can I borrow your bike?' 'Sorry, I one.' OR 'Sorry, I one.'
- you a headache? OR you a headache?
- Ruth and Joe any children. OR Ruth and Joe any children.

2 If you're homeless, you haven't got a home. Write sentences using *If you're ... , you haven't got a/any ...* to explain these words:

- bald
- penniless
- childless
- unemployed
- toothless
- lonely
- starving
- an orphan
- unmarried

3 Complete the conversations, using *have got*, *has got* etc.

- 1 '..... an aspirin? a terrible headache.' 'I'll just look. I think some in my bag. Oh, no, sorry, any.'
- 2 'How many brothers and sisters ?' 'Just one brother.'
- 3 'We a new car.' 'Really?' 'Yes. four-wheel drive, power steering and anti-lock braking.' 'Fascinating.'
- 4 'I'm afraid some bad news for you.' 'Oh, no. What is it this time?'
- 5 'Why dark glasses on?' '..... something wrong with my eyes.'
- 6 '..... dirt on my nose?' 'No, but something funny in your hair.'
- 7 'Sally a new boyfriend.' 'What's he like?' 'Very good-looking. He's quite tall, and big dark brown eyes and a lovely smile. But she says a terrible temper.'
- 8 '..... any idea why Rob wants to see us?' 'Not really. Maybe a problem with Sarah again.'
- 9 'You a new flat, haven't you?' 'Yes, and it a view of the river.'
- 10 '..... anything to drink?' 'Only water. Is that OK?'

4 Change the sentences as in the examples.

- ▶ Have you got my keys? *Do you have my keys?*
 - ▶ Does Sue have your address? *Has Sue got your address?*
- 1 We haven't got a TV.
 - 2 Do you have a dog?
 - 3 Bill doesn't have a job any more.
 - 4 My mother hasn't got time for a holiday.
 - 5 Luke doesn't have any friends.
 - 6 I haven't got a very good temper.
 - 7 Why have you got that funny hat on?
 - 8 Do we have a meeting this evening?
 - 9 Has anybody got a map of the town?
 - 10 Have you got time to look at something?

5 Complete some of these sentences about yourself.

- 1 I've got plenty of
- 2 I haven't got a
- 3 I haven't got much
- 4 I haven't got many
- 5 I haven't got any
- 6 I've got too much
- 7 I've got too many
- 8 I've got enough
- 9 I haven't got enough



'I think we've got a leadership problem.'

habitual and repeated actions *Do you often have colds?*

Got-forms are not generally used to talk about habits and repeated actions.

We have meetings on Mondays. (NOT We've got meetings on Mondays.)

Do you often have colds? (NOT Have you often got colds?)

1 Here is a child's school timetable. Write five or more sentences beginning *She has ... / She doesn't have ...*

	M	T	W	Th	F
9.00–10.00	maths	French	English	maths	physics
10.15–11.15	history	maths	chemistry	French	chemistry
11.30–12.30	biology	physics	Russian	geography	English
2.00–3.00	English	geography	sociology	Russian	maths
3.15–4.15	games	economics	games	English	games

- ▶ *She has maths at nine o'clock on Mondays.*
- ▶ *She has economics once a week.*
- ▶ *She doesn't have French on Wednesdays.*

2 Write some sentences about what happens in your week.

- ▶ *I usually have a lie-in on Sunday mornings.*
- ▶ *I have English lessons three times a week.*

3 Use *have* with words from the box to complete the sentences.

a medical check-up a service bad dreams difficulty exams fish ✓
 long holidays meetings terrible headaches

- ▶ We always *have fish* on Fridays.
- 1 Students here at the end of every term.
- 2 My car every 10,000 miles.
- 3 I'm not usually ill, but I sometimes.
- 4 Do you ever those when you can't wake up?
- 5 We with the manager every Monday morning.
- 6 I at the hospital twice a year.
- 7 Children in Britain in the summer.
- 8 I often remembering names and faces.

have for actions *I'm going to have a swim.*

We use *have* in a lot of fixed expressions to talk about actions, especially in an informal style.

COMMON EXPRESSIONS

*have breakfast, lunch, coffee etc have a wash, bath etc have a rest, sleep, lie-down, dream etc
 have a good time, bad day, nice evening, day off, holiday etc have a good flight, trip, journey etc
 have a talk, word, conversation, disagreement, quarrel, fight etc have a swim, walk, dance, ride, game etc
 have a try, a go, a look have difficulty in, trouble in ... ing
 have a baby have an accident, an operation, a nervous breakdown*

In this structure, *have* is an ordinary verb with progressive forms, and with *do* in questions and negatives.

'Where's Jane?' 'She's *having a bath.*' *What time do you have lunch?*

1 What can you do with these things / in these places? Use *have* with the words in the box.

dinner a drink a game of cards a game of tennis a rest a shave a shower a swim coffee



1



2



3



4



5



6



7



8



9

2 What are they going to do? Use *have* with the words in the box.

an accident a baby a fight a nervous breakdown an operation



1



2



3



4



5

- 1 She
- 2 They
- 3 He
- 4 She
- 5 He



In some answers, both contracted forms (for example *i'm, don't*) and full forms (for example *i am, do not*) are possible. Normally both are correct.

be and have: more practice

1 **There is.** Use words from the three boxes (or your own words) to make 10 sentences.

There must be There might be There can't be There is/are (not) likely to be I would like there to be	→	green elephants a horse three small dogs pizza life teachers your idea	→	on the moon on Mars somewhere in the universe in Scotland upstairs in this street your idea
--	---	--	---	---

▶ There are not likely to be green elephants on the moon.

.....

.....

.....

.....

.....

.....

2 **Be, not have.** Write five or more sentences with *I am (not)* to say how you feel now. Use some of the words in the box.

cold hot hungry ill sleepy thirsty warm well wide awake

.....

.....

.....

.....

3 **Internet exercise.** Use a search engine (e.g. Google). How many examples are there of the following?

"They are hungry" ...585,000..... "They have got hunger" ...0.....

"She was cold and" "She had cold and"

"We are a new car" "We've got a new car"

"What size are your shoes?" "What size have your shoes?"

"What colour are her eyes?" "What colour have her eyes?"

"I am happy now" "I have happy now"

"They were afraid" "They had afraid "

"They were a long journey" "They had a long journey"

4 **DO IT YOURSELF** Which of the three rules is correct? Use a dictionary if necessary.

In English, we often use *be*, not *have*, to talk about:
 A possessions, travel and illness. B feelings, colour and size. C feelings, possessions and clothing.
 Answer: Rule is correct.

5 Grammar in texts. Here are some 'contact' advertisements from a magazine. Write sentences about some of the things that the people are and have got (according to them).

<p>1 handsome, intelligent male, 6ft, 31, athletic build, Porsche, seeks attractive girlfriend, under 30, for fun and friendship. Box 329.</p>	<p>2 natural woman, 37, intelligent, fun-loving, tall, brown hair, blue eyes, good sense of humour, enjoys cinema, theatre and travel, seeks sincere, well-educated man, 35-55, for honest, caring relationship. Ring 093 22815.</p>	<p>3 attractive, professional black lady, slim, 5ft 6in, nice smile, own apartment, likes long hair, brains in a man. Ring 038 9734.</p>	<p>4 successful businessman, 35, attractive, tanned, nice home, yacht, requires exciting, slim female. Photograph. Ring 045 37943.</p>
---	---	---	---

▶ The man in advertisement 1 is handsome. He has got an athletic build.

.....

.....

.....

6 Grammar in a text. Here is a rather unnatural conversation. Can you make it more natural?

A: Good morning, Helen. Have you a moment? *Have you got a moment?*

H: For you, Amanda, I always have a moment.

Have you a problem?

A: Yes, Helen. I have a small problem.

But first, I have a question.

Have you a dog?

H: Yes, Amanda. I have three.

A: I see. Now I have a garden.

And yesterday I had flowers. But today I have no flowers.

.....

H: I have no idea what you are talking about.

A: Really? Well, Helen. I have a gun.

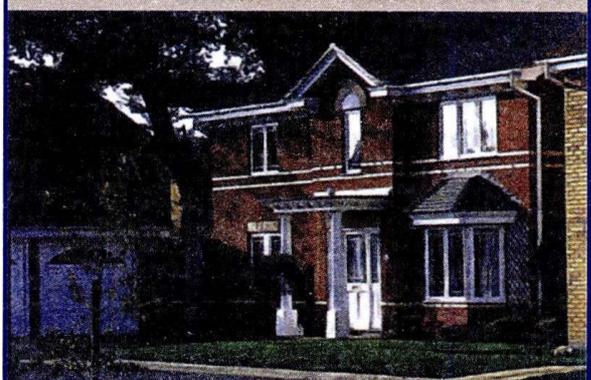
And now I must go. I have work to do.

7 GRAMMAR AND VOCABULARY. Houses. Read the advertisement with a dictionary and complete the sentences.

- ▶ There are two floors.
- ▶ There is a modern kitchen.
- 1 living room.
- 2 study.
- 3 cloakroom.
- 4 two
- 5 four
- 6 gas
- 7 garage.
- 8 large

Price: £ 650,000

Large new house situated in the village of Wickfield.



Modern kitchen, large living room, small study, downstairs cloakroom and shower room, 4 bedrooms, 2 bathrooms, gas central heating, double garage, large garden.



spoken grammar: revision test

1 Right or wrong? Correct the mistakes or write 'Correct'.

- ▶ Are you English, ~~are you?~~ Are you English?.....
- ▶ It's cold, isn't it? Correct......
- 1 She's funny, that girl.
- 2 'Open the window.' 'I would if I could, but I can't.'
- 3 There weren't enough chairs, were there?
- 4 'I didn't like the party much.' 'Didn't you?'
- 5 'Can you swim?' 'Yes, I do.'
- 6 'My father plays a lot of tennis.' 'So mine does.'
- 7 The President didn't answer my letter, and neither did the Foreign Minister.
.....
- 8 I haven't seen many films this year, but my sister has seen.
- 9 Lost your key?
- 10 Nobody understood, did they?
- 11 You don't know what time it is, do you?
- 12 'Is it going to rain?' 'I don't hope so.'
- 13 Don't be late, will you?
- 14 Let's stop now, shall we?
- 15 'I'm tired.' 'I also.'

2 Put in the missing words (one word or two).

- 1 I'm late, I?
- 2 She never smiles, she?
- 3 'I haven't seen John recently.' '..... you?'
- 4 'My father plays golf every weekend.' 'So mine.'
- 5 'That's Sandra over there.' 'No,'
- 6 'You could have got here earlier.' 'No, I
- 7 Hold this for a minute,?'
- 8 'I didn't enjoy the concert.' '.....? I'm sorry.'
- 9 'We're not going to be on time.' 'I suppose
- 10 Let's go home now,
- 11 I haven't done much work today.' 'Nor
- 12 We can't come tomorrow, but on Sunday.
- 13 'I'm hungry.' '..... too.'
- 14 Celia wasn't around today, and Max wasn't
- 15 'I've got a headache.' '.....? Let me get you an aspirin.'



We use ordinal numbers to say the names of kings, queens and popes.

Henry VIII → Henry the Eighth

Elizabeth II → Elizabeth the Second

Pius the Twelfth



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'I'm afraid you've got the wrong number. This is Louis XV.'

WRITING DATES: 30 March 2008; 10 June 1980

SAYING DATES: the thirtieth of March / March the thirtieth, two thousand and eight
the tenth of June / June the tenth, nineteen eighty

4 Change these from written to spoken or from spoken to written form.

1 the tenth of April, two thousand and six

.....

2 September the seventeenth, nineteen eleven

.....

3 the sixteenth of June, nineteen seventy-nine

.....

4 16 May 1970

.....

5 12 March 2003

.....

6 14 January 1996

.....

Telephone and credit card numbers and similar numbers are usually said one number at a time.

3174522: three one seven four five two two (OR ... double two)

20645: two oh (OR zero) six four five

5 Write the following all in words:

1 your telephone number

.....

2 your date of birth

.....

3 the approximate population of your home village/town and your country

.....

let and make If I **let** you do something, I say that you can do it. If I **make** you do it, I say that you **must**.

After **let** and **make**, we use **object + infinitive without to**.

*My parents **let** me leave school. But they **made** me get a job.*

quite often comes **before an article**.

*It was **quite** a good film.*

rather often comes **before an article**.

*We've had **rather** a difficult year.*

see, look and watch We can **see** something **without trying**. When we **look at** something, we **want to see it**.

*I **saw** Joanna at the station yesterday. **Look at that sunset!** (NOT ~~Look that sunset!~~)*

We often use **can** with **see**.

*If you look out of the window you **can see** John working in the garden.*

We **watch** things that **move, change or happen**.

*I **hardly ever watch** TV. **Did you watch** the match last night?*

***Can you watch** the children for a few minutes?*

still, yet and already We use **still** to say that something is **continuing**; **yet** to ask if it **has happened** (or to say it **hasn't**); **already** to say it **has happened earlier** than we expected.

*Pete's **still** in the bathroom. 'Has Carl phoned **yet**?' 'No, not **yet**.'*

*I've **already** done three hours' work, and it's only nine o'clock.*

than, as and that Use **than** after **comparatives** (see page 229); **as** in the structure **as ... as** (see page 231); **that** after **say, think** etc and as a **relative pronoun** (see page 268).

*He's **older than** me. My hands are **as cold as** ice. I think **that** you're wrong.*

*Where's the bread **that** I bought?*

think We often use **so** after **think**. **Don't** use an **infinitive** after **think**.

*'Are we ready?' 'I **think so**.' 'Is Peter in?' 'I don't **think so**.'*

*I'm **thinking of changing** my job. (NOT ~~I'm thinking to change ...~~)*

very and too **Too** means '**more than we want**'; **very** doesn't.

*'This curry's **very** hot.' 'Yes, a bit **too** hot for me.' 'Oh, it's OK for me.'*

wait We often use **wait for** with **object + infinitive** (with **to**).

*I'm **waiting for my sister to phone**.*

whom In a very formal style, we use **whom** as an **object** in questions and relative clauses.

***Whom** did they arrest? For **whom** did she work? The man **whom** they elected did a very bad job.*

In an **informal** style, **who** is more normal in questions, and **that** (OR nothing) in relatives.

***Who** did they arrest? **Who** did she work for? The man they elected did a very bad job.*

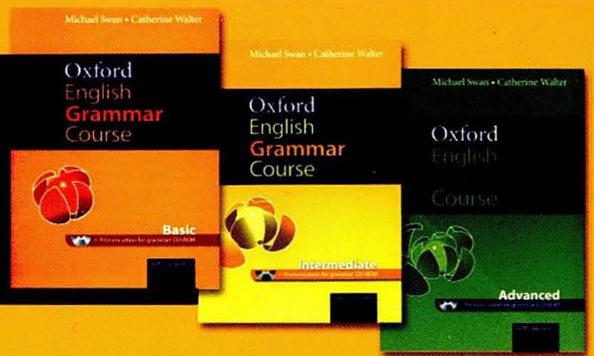
why and because **Why** asks for a reason. **Because** gives a reason.

*'**Why** are you laughing?' '**Because** John has just said something very funny.'*

- I don't think ...* 28
 preposition 298–299
This is the first ... etc with perfect 64
this, that, these and those 168
thought
 preposition 300
thought of ...ing 131
thousand
 and *a thousand* 325
 or *thousands* 325
through 295
throw: preposition 299
till 296
time
for ... to ... 133
 infinitive 131
it's time + past tense with present or future meaning 263
tired
of ...ing 130
 preposition 301
to
 infinitives with and without *to* 116
to ...ing 136
 used for whole infinitive 122
too
 and *very* 328
 meaning 'also' 313
too much/many 173
too, too much and enough 174–175
train: *by train* 163
translate: preposition 298
travel: uncountable 202–203
trouble: preposition 300
TV: *on TV* 302
two-part verbs
 prepositional verbs 298–299
 verbs with particles 150–151
typical: preposition 301
ugly: adjective, not adverb 223
uncountable: see **countable**
under 295
underground: *by underground* 163
understand: not used in progressive 20
university: expressions with no article 163
unless 260
until 242
 and *by* 296
 with past participle (e.g. *until cooked*) 248
 with past perfect expressing completion 246
 with present for future 241
 with present perfect for future 246
unusual *for ... to ...* 133
up 295
 meaning 'completely' 150
used to 71, 84
 preposition 301
used to ...ing 135
verbs
 followed by infinitives 118, 124, 126–127
 followed by *-ing* forms 118, 124, 126–127
 followed by prepositions 298–299
 not used in progressive forms 20–21
 with adverb particles (phrasal verbs) 150–151
 with two objects 143
 with two objects: passive structures 97
very and *too* 328
very much with comparatives 233
voice: *in a loud* etc *voice* 302
wait
 + object + infinitive 328
 preposition 298
want
 + infinitive 118
 + object + infinitive 128–129
 not used in progressive 20
warn + object + infinitive 128
was/were going to ... 34
was/were to have been etc 121
wash: not used with *-self* 195
watch
 + infinitive or *-ing* form 127
watch, look and see 328
way: preposition 300
weekly: adjective or adverb 223
well: adjective or adverb 223
Welsh: *the Welsh* 218
were instead of *was* after *if* 255
what
 as subject: structures 106
 in exclamations 145
 relative pronoun: *what* or *that* 271
 used for emphasis (e.g. *What I need is ...*) 149
what? and *which?* 182
what colour, size etc 105
what time ...? 105
when
 and *if* 327
 in relative clauses 269
when ...ing 248
 with past participle (e.g. *when questioned*) 248
 with past perfect expressing completion 246
 with past tenses 42
 with present for future 241
 with present perfect for future 246
whether in indirect questions 287
where in relative clauses 269
which ...?
 as subject: structures 106
 and *what?* 182
which: relative pronoun 268–269
while
 use for contrast 242
while ...ing 248
who ...? as subject: structures 106
who and whom 193, 328
who(m): relative pronoun 268–269
whose ...? as subject: structures 106
whose or *who's* 190
whose: relative pronoun 272
why and *because* 328
why not ...? 116
will 28–30
 and *would*: typical behaviour 71, 85
 deciding, agreeing, promising, ordering etc 29
 in predictions 28, 30
 with *if* 241
willing + infinitive 130
wish (noun) + infinitive 131
wish (verb)
 + infinitive 124
 structure with two objects 143
 tenses after *wish* 261
word order 323–324
work
 expressions with no article 163
 uncountable 202–203
work to do etc 132
worried: preposition 301

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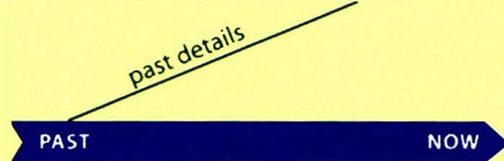
- Short grammar explanations are easy to remember. Colour makes the grammar clear.
- Clear simple examples show how the grammar works.

1 When we first give **news**, we often use the **present perfect**.



A plane **has crashed** in Yorkshire.
The Prime Minister **has met** business leaders.

2 When we give or ask for more past details, we change to the simple past.



It **came down** in a field outside York.
They **talked** for four hours.

- Texts, articles, quotations and poems use the grammar.

Where did we come from?
Most scientists believe that our ancestors - the first humans - originated in Africa and started migrating into Europe between 60,000 and 40,000 years ago. Some groups crossed the Mediterranean and were much larger than those that stayed in Europe. As these populations grew, they began to spread out along the sea coasts.

time to tidy up

Every now and then you decide it's time to tidy up, don't you? Because you just can't find anything. So you pick up all the stuff that's been lying around on the floor since Adam was a lad. You throw out the old magazines that you're never going to read again. You give back the books and music that you borrowed from the people upstairs when you were all much younger. You take down your old posters and put up the new ones you bought three years ago to replace them. You sort out the papers on your desk, arrange some of them in systematic-looking piles, and throw away the others. Finally you put on some relaxing music, pour yourself a drink, and sit back with a feeling of satisfaction. A good job done. Only one small problem, which you slowly discover over the next few days: you just can't find anything. ✱

- Hundreds of exercises practise the grammar.

1 Look at the examples and complete the table.

changed	helped	helped	liked	planned	played	rained	regretted	swam
stopped	last	wanted	wanted	worked				

TO INFINITIVE REGULAR SIMPLE PAST FORMS	Add -ed	Just add -d	Double the last letter and add -ed	Change the y to -i and add -ed
most verbs				
verbs ending in -e				
verbs ending in -ed or -d				
verbs ending in -y				
short verbs ending in one vowel				

2 Write the activity.

3 Time to tidy up to now, or not? Write these sentences in any way you like.

- I've often when I was a child.
- I often when I was a child.
- I've never times this year.
- I never times last year.
- I've times this year.
- I times last year.

4 Grammar in a circle: Circle the correct answers.

I know I have known Adnan for a very long time - we ^{are} / ~~was~~ / ~~have been~~ friends since our first day at school, thirty years' ago / ~~before~~ / ~~since~~ / ~~He came~~ / ~~has come~~ round to see me last night to ask for my advice. His company ^{did} / ~~has been doing~~ very well for the last few years, and they ^{opened} / ~~have opened~~ several new offices. They ^{but} / ~~didn't~~ / ~~have~~ not asked Adnan to move to Scotland to

- Internet exercises and grammar-and-vocabulary work
- Tests in the book and online

About the authors

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