

Basic

Oxford Practice Grammar

with answers

Norman Coe Mark Harrison Ken Paterson

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Introduction

Oxford Practice Grammar is a series of three books, each written at the right level for you at each stage in your study of English. The series is intended for your use either in a classroom or when working independently in your own time.

The books are divided into units, each of which covers an important grammar topic. Each unit starts with an explanation of the grammar and this is followed by a set of practice exercises. Answers to the exercises are given at the back of the book.

You may want to choose the order in which you study the grammar topics, perhaps going first to those giving you problems. (Topics are listed in the Contents page at the front of each book and in the Index at the back.) Alternatively, you may choose to start at the beginning of each book and work through to the end.

Exam practice

The first level in the series is Oxford Practice Grammar – Basic. This is suitable for elementary to pre-intermediate learners, and those working for the Oxford Test of English and Cambridge A2 Key and B1 Preliminary exams. The second is Oxford Practice Grammar – Intermediate for students who are no longer beginners but are not yet advanced in their use of English. It is suitable for those studying for the Oxford Test of English and Cambridge B2 First exam. Oxford Practice Grammar – Advanced is for those who have progressed beyond the intermediate level and who wish to increase their knowledge of English grammar and become more confident when using it. It helps students prepare for the C1 Advanced, C2 Proficiency, TOEFL, IELTS, and other advanced-level exams.

Oxford Practice Grammar – Basic is written for elementary to pre-intermediate students of English.

Grammar topics are explained simply and clearly and you are given lots of opportunity to practise.

Each new topic is presented on a left-hand page and the practice section follows on the same page or the facing page. You can therefore look across to the explanation while you are working through the exercises.

Appendices at the back of the book summarize how to form plurals of nouns, verb endings, comparative forms of adjectives, and adverbs. They also include a table of irregular verbs.

An exit test provides an opportunity for more practice, and prepares you for Oxford Practice Grammar – Intermediate.

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Now fill treat gaps. This time, use short forms of be

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There is an interactive Oxford Practice Grammar website at www.oup.com/elt/practicegrammar.

Key to symbols

The symbol / (oblique stroke) between two words means that either word is possible. We put does before he/she/it means that We put does before he, We put does before she and We put does before it are all possible. In exercise questions this symbol is also used to separate words or phrases which are possible answers.

Brackets () around a word or phrase in the middle of a sentence mean that it can be left out. She said (that) she lived in a small flat means that there are two possible sentences: She said that she lived in a small flat and She said she lived in a small flat.

The symbol ~ means that there is a change of speaker. In the example When did Jasmine go to India? ~ In June. the question and answer are spoken by different people.

The symbol ♦ in an exercise indicates that a sample answer is given.

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Action thes

Just Faire from Jenson Herbor.

Carrier of National Con-

Maria is from Brazil. Size is writing about himself and her facility. Pin full forms of be in the

Be: Present Simple (1)

Here are some examples of be in the Present Simple:

This is my brother. He's ten years old.

I'm a student. These are my books.

They aren't at home. They're at the theatre.

2 We form the Present Simple of be like this:

POSITIVE FULL FORM		SHORT FORM		
Singular	l am you are he/she/it is	l'm you're he's/she's/it's		
Plural	we are you are they are	we're you're they're		

NEGATIVE FULL FORM		SHORT FORM		
l am not Singular you are not he/she/it is not		l'm not you aren't he/she/it isn't		
Plural	we are not you are not they are not	we aren't you aren't they aren't		

3 In speech, we usually use the short forms:

She's my sister.
I'm from Italy.

He's my brother.
They're German.

4) We use be:

to say who we are:

I'm Steve and this is my friend William. We're from Scotland.

I'm Jessica and these are my sisters. This is Amber and this is Penelope. Amber and Penelope are doctors.

to talk about the weather:

It's cold today.
It's a beautiful day.
It's usually hot here
It isn't very warm today.

to talk about the time:

It's ten o'clock.
It's half past four.
You're late!

to talk about places:

Milan is in the north of Italy. John and Mary are in Yorkshire.

to talk about people's ages:

My sister is six years old.

A	Maria is from Brazil. She is writing about herself and her family. Put full forms of be in the
	gaps.

- I am a student from Brazil.
 My parents are not (not) rich.
- 1 My father a teacher.
- 2 My mother (not) Brazilian.
- 3 She from America.

- 4 I 20 years old.
- 5 My little brother two.
- 6 My older brothers (not) students.
- 7 They in the army.
- 8 It often very hot in Brazil.

B Now fill these gaps. This time, use short forms of be.

- ♦ I m a doctor.
- I m not (not) a bank manager.
- 1 She (not) a teacher.
- 2 He a student.
- 3 They at home.
- 4 They (not) in the park.

- 5 It (not) cold today.
- 6 It eight o'clock.
- 7 We from Paris.
- 8 We (not) from Bordeaux.
- 9 You (not) 21 years old.
- 10 I 24 years old.

Choose words from the box to put in the gaps.

	He's She'	s They're	It's (x2)	are	is	We	isn't
•	My parents	live in Scotlan	d. They're		teac	hers.	
1	New York	it	n England.	lin America			
2	Paul	from (Germany	German.			
3	My sister is a doctor.			30 years old.			
4	******************************	six o'clock!	***************************************	ar	e late	<u>.</u>	
5	Look at the	time! Chris an	d Mary		1400881-1100	late.	

D Look at these pictures. These people are saying who they are. Write sentences using the jobs from the box.

tro	from the box.					
	a pop star a farmer a police officer an artist	a bank m				
•	Paolo Federico	names: nationality: jobs:	I'm Paolo and this is Federico. We're from Italy. I'm a police officer and Federico is a footballer.			
1	Sweden Bjorn Liv	names: nationality: jobs:				
2	Mexico Cot Dos Maria Pedro	names: nationality: jobs:				
3	Australia Jim Mary	names: nationality: jobs:				
4	Japan Tomoko Akira	names: nationality: jobs:				
5	India	names:				

Rajiv

Ikram

Be: Present Simple (2) The Charles Words from the boards and

- 1 We use be:
 - to talk about how we feel:

I'm happy. They're bored. They're sad.

She's tired.

We're hungry. He isn't afraid. I'm thirsty. They're cold.

to greet people:

William: Hello. How are you?

Jasmine: I'm fine thanks. How are you?

to apologize:

I'm sorry I'm late.

to describe things:

It isn't expensive. It's cheap. It's an old film. It isn't very good. These photos are bad!

For other uses of be, see Unit 1.

We use there + be to talk about the existence of something. There + be can be used to talk about where things are:

Singular	There's a supermarket in this street. There is a washing machine in the flat.
Plural	There are some good cafes in the centre of the town.

We also use there + be to talk about when things happen:

There is a bus to London at six o'clock.

There are taxis, but there aren't any buses on Sunday.

There isn't another train to Manchester today.

3 We form questions with be in the Present Simple like this:

	QUESTIONS
Singular	Am I Are you Is he/she/it late?
Plural	Are we Are you Are they

Here are some examples of questions using all the forms of be:

Am I late for the film? Are you 20 years old? Is he at home now? Is she French or Italian? Is it time to go home? Are we ready to leave? Are you both at university? Are they in London today?

A Make sentences about the pictures using the words from the box. Use He/She/They and the Present Simple of be.



B Use there + the correct form of be to say what we can and cannot find in the town of Smallwood.

•	(a cinema: ✓)	There's	a cinema.
•	(a river: X)	There isn't	a river.
•	(restaurants: 10)	There are	ten restaurants.
1	(a castle: ✓)	***************************************	_ a castle.
2	(baker's shops: 2)	. 15. 10. 10. 10 <mark>. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10</mark>	two baker's shops.
3	(a zoo: ✓)		a zoo.
4	(banks: 6)	***************************************	six banks.
5	(a luxury hotel: ✓)		a luxury hotel.
6	(a theatre: X)	1177777 SANGESCONG PLANTER (SANGESCONG CONTRACTOR)	a theatre.
7	(newsagents: 6)		six newsagents.
8	(many tourists: X)		many tourists.

Write questions by putting the words in brackets () in the correct order.

	(thirsty – you – are) Are you thirsty?	5	(are – you – how)
1	(a teacher – you – are)	6	(cold today – it – is)
2	(they – bored – are)	7	(she – Spanish – is)
3	(is – afraid – he)	8	(they – from London – are)
4	(she – tired – is)		

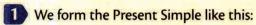
D Complete the dialogues with the correct forms of be.

```
Jasmine, my sister.
       This is
Steve:
       Hello, Jasmine. 1 you a student?
Tom:
Jasmine: No, 1<sup>2</sup> a dentist. I work in Brighton.
Mike:
       How are you, Ellie?
       fine, thanks.
Ellie:
Mike:
               you hungry?
       Yes. 5 there a good restaurant near here?
Ellie:
                   a good, and cheap, restaurant in Wellington Street.
        Yes. There 6
Mike:
```

Write questions using the words in brackets () and a form of be.

	QUESTIONS		ANSWERS
•	(you/Spanish)?	Are you Spanish ?	~ No, I'm French.
1	(you/hungry)?	?	~ No, I'm thirsty.
2	(she/your sister)?	7	~ No, she's my mother.
3	(I/late)?	7	~ No, you're on time.
4	(they/from America)?	?	~ No, they're from Canada.
5	(he/a tennis player)?	7	~ No, he's a footballer.
6	(you/happy)?	?	~ No, I'm sad.
7	(she/at home)?	?	~ No, she's at work.
8	(he/20)?	?	~ No, he's 18 years old.

Present Simple (1)



COMPANY OF THE PROPERTY OF THE	POSITIVE
Singular	I know you know he/she/it knows
Plural	we know you know they know

I know the answer.

She starts work at nine o'clock.

We add -s after he/she/it:

I start → he starts	1 live →	she lives	
	Him to	17x 7 5.1.	nille

If a verb ends in -ch, -o, -sh, -ss or -x, we add -es after he/she/it:

$$l \ watch \rightarrow he \ watches$$
 you do → he does
they go → it goes we wash → she washes

If a verb ends in a consonant (b, c, etc.) + y (e.g. study), we use -ies after he/she/it:

(For more examples, see Appendix 2, page 243.)

2 Now look at these examples of the negative: I don't like that music.

He doesn't listen to his teacher.

NEGATIVE	
FULL FORM	SHORT FORM
l do not know.	I don't know.
You do not know.	You don't know.
He/She/It does not know.	He doesn't know.
We do not know.	We don't know.
You do not know.	You don't know.
They do not know.	They don't know.

tead to miss to make out a first best

Note that we say:

He does not know. (NOT He does not knows.)

- 3 We use the Present Simple:
 - to talk about things that happen regularly: He plays golf every day.
 - to talk about facts: She comes from France. (= She is French.) Greengrocers sell vegetables.

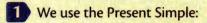
I don't speak Chinese.

- AD Add -s or -es to the verbs in the sentences if it is necessary. If it is not necessary, put a tick (🗸) in the gap.
 - He work s in a bank. ♦ They live ✓ in France. 1 I watch TV every day. 2 She go to work by car. 3 The film finish at ten o'clock.
- 4 We play tennis every weekend. on holiday in August. 5 They go 6 He speak Italian and French. She do her homework every night. 8 We start work at half past eight.
- B) Now finish these sentences using a verb from the box. Use each verb once. Remember to add -s or -es if necessary.

	fly study	finish eat sell write drin	k liv	re ·	
•	He eats	toast for breakfast.			
1	1	coffee three times a day.	4	He	a blog post every week.
2	My father	a new language	5	They	in Ireland.
	every year.		6	He	work at six o'clock.
3	She	to New York once a month.	7	1	fruit in a shop.

Write sente	nces using the words in b	rackets () and	the negative fo	rm of the Present	Simple.
♦ (He/not/li	ve/in Mexico) He doesn't live	in Mexico.			
	work/in a bank)				
	//golf)				
THE RESERVE OF THE RE	(listen/to music)				
	peak/French)				
	listen/to me!)				
	ot/work)				
	k/tea)				
	not/eat/meat)				
	lerstand/you)				
Complete tl	ne interview using the ve	rbs from the b	ox. Use each vei	b once.	
leave st	art arrive get watch	work brus	n eat have	like drink go	stop
Interviewer:	How do you start the day, .	James?		**	
James:	Well, I • get up at	six o'clock. I get	washed and dress	sed, and I	
	breakfast at			my	
96	teeth. I 3 to w		OCK.		
Interviewer:	When do you get to work?				
James:	I usually ⁴ at r a cup of coffee, and then I				
Interviewer:	Where do you work?		***		
James:	in a bank. It's very interesting.	am a computer	programmer. 18	my job	i
Interviewer:	When do you eat lunch?				
James:	work and I have lunch at one o'clock. I a cup of tea at half past three.				
Interviewer:	When do you finish work?				
James:		at six oʻclock. I e our or two.	at dinner when I g	et home. Then I	
	about Jasmine using the is true. A cross (X) means			s (). A tick (🗸) me	ans that
something	s true. A cross (A) means	triat sometriin	g is not true.	4	
from Scot	and ✓ in a bank 🗡	in a flat 🗸 💮	French 🗸	new films	x
from Engl	and the second of the second o	in a house X	Italian X	old films •	10 to 10
(come)	She comes from Scotland.	· National Control Control	She doesn't con	ne from England.	***************************************
1 (work)	She	in a bank.	She	- Salaran Caraca Charles and Market Caraca Charles	in a sho
2 (live)	She	Kintar-sani-(11020-01) agligabero	She	- Vizale Deionyan - de angelo - de angelo - de	
3 (speak)		ns Agani kanno na sinta madossa ni Alar dhistinas -	1010(1114)00(000000000000000000000000000	annessan ann an agus ann agus ann an agus ann ann ann ann an agus ann ann ann ann ann ann ann ann ann an	responsible of a few con-
4 (like)				WATER CONTROL OF THE PARTY OF T	111711111111111111111111111111111111111

Present Simple (2) www.papyruspub.com Californiam orday reonation with Cal



to talk about feelings and opinions:





I like pop music. I don't like classical music. She loves football! Raphael wants a new car. I don't want a cup of tea, thanks. He feels sick.

to talk about thoughts:



I don't think she likes her new job. I don't know the answer. He doesn't understand me.

For other uses of the Present Simple, see Unit 3.

2 We form Present Simple questions like this:

	QUEST	TIONS		
Singular	Do Does	l/you he/she/it	}	know?
Plural	Do Do Do	we you they	}	know?

Note that we put do before I/you/we/they:

Do you speak Spanish?

Do you work in the town centre?

Do they know the answer?

We put does before he/she/it:

Does he walk to work?

Does Steve enjoy his job?

Does she play the piano?

Note that we say:

Does he walk? (NOT Does he walks?)

A Complete the sentences using the Present Simple form of the verbs from the box. Use each verb once.

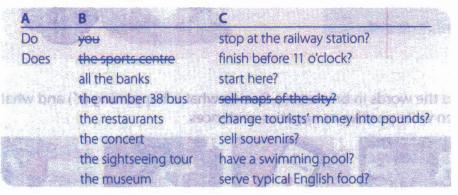
•	She thinks tha	t films are fantastic! She loves	************	films.	
1	f.,	sick. Can I have a glass	of water	er, please?	
2	I don't know	he answer because I		the question.	
3	Í	he's tired. He works too	hard.		
4	We	that new painting. V	Ve think	cit's terrible!	
5	I want to call	Jasmine, but I	her p	phone number.	
6	They're thirst	. They son	nething	j to drink.	
7	1	your new car. It's very r	ice. Was	as it expensive?	
۱۸	rite sentence		nation i	in brackets (). (\checkmark = like, $\checkmark\checkmark$ = love, \checkmark =	
	(tennis: X)		3		not
	(tennis: X)	He doesn't like tennis.	3	(his job: 🕢)	not
			3 4 5	(his job: 🕢) (fishing: 📉)	not

This is an interview with Mary Woods about herself and her husband, John. Write the questions using the ideas from the box.

like films	read books	listen to music	play golf
watch TV	play a musical instrument	go to the gym	go to the theatre
drive a car	like pop music	drink coffee	live in London
like dogs	speak any foreign language	<u>'</u> S	
QUESTIONS		ANSV	VERS

		AS N. PARAMETER SAVE POR SAVE
	QUESTIONS	ANSWERS
•	Do you live in London ?	~ Yes, I live in north London.
•	Does John play golf ?	~ No, but he plays tennis.
1	?	~ Yes, I speak French.
2		~ Yes, I like some programmes on TV.
3	. Ž	~ Yes, he listens to music in the morning.
4		~ No, but he loves cats.
5		~ No, I don't like films.
6	?	~ Yes, he has two cups in the morning.
7	?	~ No, but I have a motorbike.
8	?	~ Yes, he plays the piano.
9	?	~ No, I prefer classical music.
10	?	~ Yes, I love musicals.
11	?	~ Yes, I read one book every week.
12	?	~ No, but he likes running.

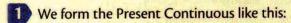
You are on holiday, and you are in a Tourist Information Centre. Ask questions using the table below.



•	Do you sell maps of the city?
1	the sports centre
2	
3	
4	
5	
6	
7	

5

Present Continuous (1) www.papyruspub.com



be + -ing form
I am eating.

Here are the forms of the Present Continuous:

POSITIVE	
FULL FORM	SHORT FORM
l am eating. You are eating. He/She/It is eating.	I'm eating. You're eating. He's eating.
We are eating. You are eating. They are eating.	We're eating. You're eating. They're eating.

NEGATIVE			
FULL FORM	SHORT FORM		
l am not eating. You are not eating. He/She/It is not eating.	I'm not eating. You aren't eating. He isn't eating.		
We are not eating. You are not eating. They are not eating.	We aren't eating. You aren't eating. They aren't eating.		

2 To make the -ing form, we add -ing to the verb:

3 But notice these irregular spellings:

wedren pur montescus mais and a

(For more details on the spelling of the **-ing** form, see **Appendix 2**, page 243.)

- We use the Present Continuous:
 - to talk about actions and situations in progress now:



to talk about actions and situations in progress around now, but not exactly at the



A Look at the pictures and the words in brackets (). Decide what is happening (✓) and what isn't happening (✓). Then write positive or negative sentences.









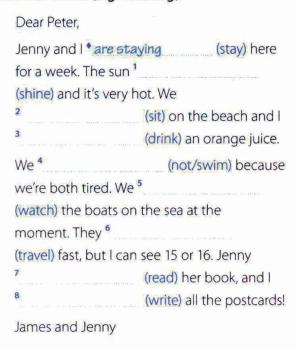


- (George/eat/breakfast) (George/sleep)
- 1 (They/work) (They/sit/in the garden)
- 2 (I/study/music) (I/learn/Japanese)

George isn't eating breakfast.
George is sleeping.

3	(He/play/tennis) (He/win)	Services	
	(He/Will)	4012049170	and the control of th
4	(We/spend/a day at the seaside)	(1.00000(10	
	(The sun/shine)	*******	gages and an executive and a second of the control

B Complete the postcard using the words in brackets () in the Present Continuous. Use full forms (e.g. *is sitting*).





Match the two halves of the sentences. Then put in the correct form of the verb in brackets ().

•	My aunt is staying (stay) with us	a so he is feeling quite drowsy.		
1	this week (go) to work by bike this	b because she (work) at home.		
2	week My father (take) some	c so she (stay) at home today.		
	medicine	d so I am sleeping in the living room.		
3	Anna is not in the office this week	e because our oven is broken.		
4	Olivia needs some exercise	f because he wants to get a good mark.		
5	We (eat) in a restaurant this week	g because I haven't got money for petrol.		
6	Charlotte doesn't feel well	h so she (walk) to school this week.		
7	Tom (study) more now			
•	d 1 2 3 4	5 6 7		

1 Look at these questions:

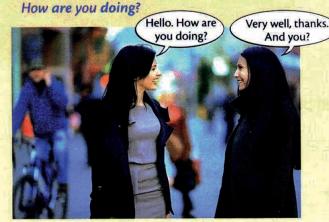
Are you enjoying that drink, Anna? Is he watching TV at the moment? Are they working hard?

We form Present Continuous questions like this:

	QUESTIONS	
Singular	Am I Are you Is she/he/it winning?	
Plural	Are we Are you Are they Are they	

3 Here are three common Present Continuous questions. They all mean 'How are you?':

How's it going?
How are you getting on?



- We do not usually use the Present Continuous to talk about opinions or thoughts:
 - I like tennis. I know your sister. (NOT I'm likingtennis. I'm knowing your sister.)

Control Well for

We do not usually use these verbs in the Present Continuous:

like	believe	hate
love	understand	know
mean	remember	want

- 5 think and have:
 - we cannot use think in the Present Continuous to express opinions:

I think he's nice. (NOT I'm thinking he's nice.)

we can use think in the Present Continuous to talk about an action:

She's thinking about the film.

we cannot use have in the Present Continuous to talk about possessions:

I have a ticket. (NOT I am having a ticket.)

we can use have to talk about actions:

I'm having breakfast. He's having fun.

Make questions by putting the words in brackets () in the correct order.

•	(enjoy	ing - you	ur work –	you - a	are - ?)
---	--------	-----------	-----------	---------	----------

- 1 (she having lunch is ?)
- 2 (playing football are they ?)
- 3 (the cat sleeping is -?)
- 4 (the sun is shining ?)
- 5 (you are coming to the cinema ?)
- 6 (listening are they ?)
- 7 (eating at the moment she is ?)
- 8 (it raining hard is -?)
- 9 (I getting better at tennis am ?)
- 10 (are winning the match we ?)

Are you enjoying your work?

B Make questions and answers using the words in brackets () and the Present Continuous.

QU	JESTIONS	ANSWE	RS		
	(she/work/in Peru this year?) Is she working in Peru this year?		(No, she/study/in Mexico) ~ No, she's studying in Mexico.		
	ou/study/English at the moment?)	(Yes, I/w	(Yes, I/work/hard) ~ (No, they/play/music) ~ (Yes, he/have/a bath) ~ (Yes, they/learn/Spanish)		
2 (the	ey/listen/to the radio?)	(No, the			
3 (Pe	eter/wash/now?)	(Yes, he			
4 (th	ney/live/in Madrid at the moment?)	(Yes, the			
5 (Da	avid/sing/in a band this year?)		work/in a restaurant)		
Put a	tick (✓) next to the correct sent	ences, and a cr	oss (X) next to the incorrect sentences.		
	e's liking pop music. X	•	He's learning French. ✓		
	ey're enjoying the film.	6	She's eating a banana.		
	e're loving ice cream.	7	He thinks it's a good idea.		
3 She's believing he's right.4 John's thinking about my idea.		8	'Huge' is meaning 'very big'.		
		9	Mick is knowing Jasmine.		
	e's having lunch at the moment.	10	She's hating classical music.		
Comp	plete this conversation. Use the	verbs in bracke	ets () in the Present Continuous.		
Paul:	Hi Steve! What are you doing?				
Steve:	: • I'm going (I/go) to the	ne bank. What ar	e you doing?		
Paul:	1 (I/shop). ²		(I/look) for a new tennis racket. ne moment, and I need a new racket.		
Steve:					
Paul:	Yes. She isn't in England at the r	noment. 4	(She/work) in France for a month		
Steve:	: What ⁵ . (she	e/do) in France?			
Paul:	6 (She/sing) in a show.			
Steve: Really? What about Jacob and Lucy?		ucy? What ⁷	(they/do)?		
		dy) for an exam.	They're always in the library at the moment.		
Paul:	Yes, she's fine, but she's tired. 9	··· oggette (11-11-2011)-16.4-16.15.4665.co.s. HV	(We/paint) the living room. It's hard work,		
Steve					
Paul:		(hel	p).		
Stovo	21 (A. 19 - 100) (1) (I) (I) (I) (I) (I) (I) (I) (I) (I) (I				

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