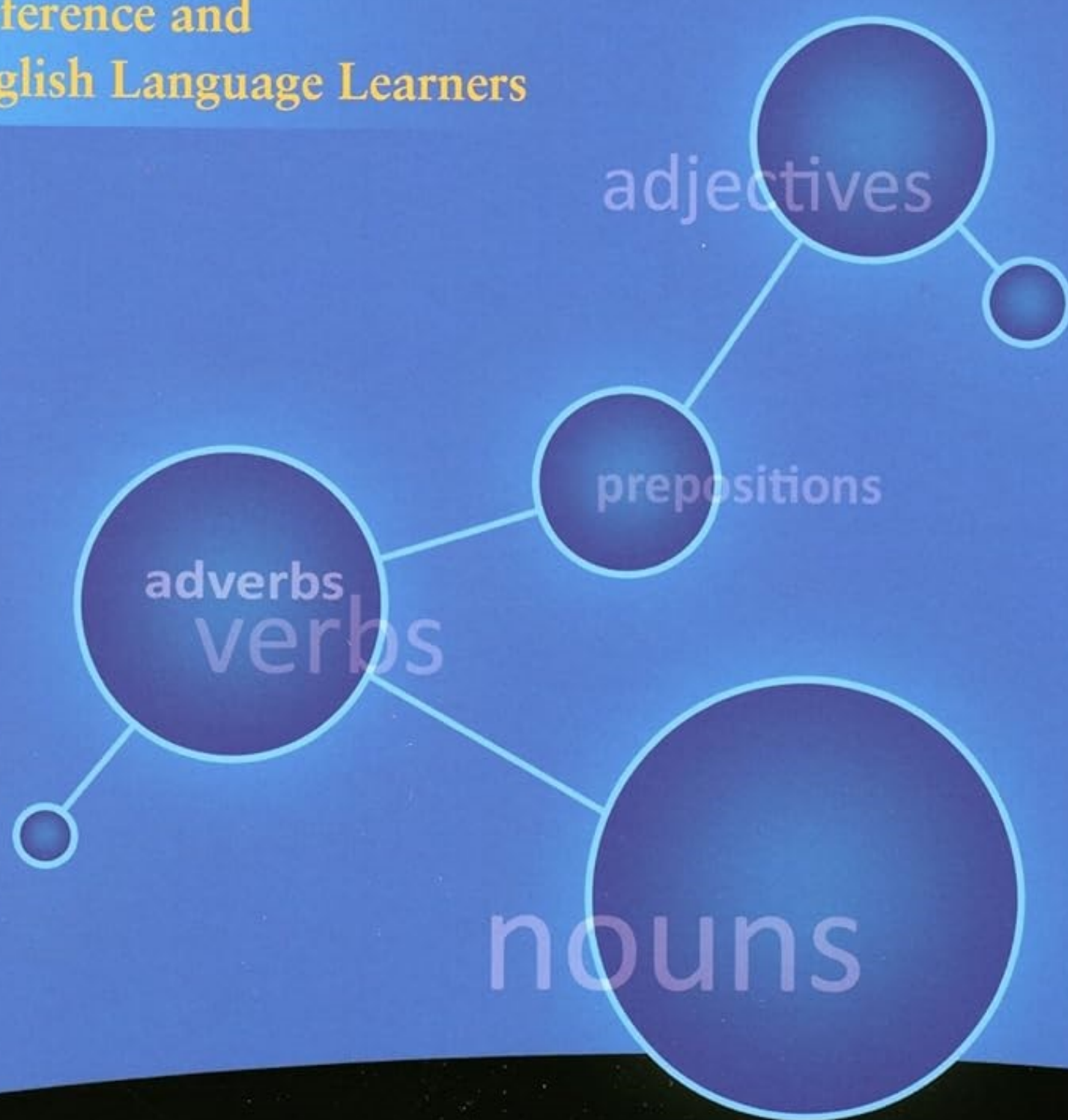


ESSENTIAL

ENGLISH GRAMMAR

with Answer Key

A Comprehensive Reference and
Practice Book for English Language Learners



Jennifer Wilkins · Eung-cheon Hah · David Charlton

ESSENTIAL ENGLISH GRAMMAR

ESSENTIAL ENGLISH GRAMMAR *with Answer Key*

Jennifer Wilkin · David Charlton

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Simple Present

I. Forms of Simple Present (the base form of a verb in all but the third-person singular)

Affirmatives	Questions	Negatives
He/She/It/A person works I/You/We/They live here.	Does he/she/it/a person work . . . ? Do I/you/we/they live here?	He/She/It/A person doesn't work I/You/We/They don't live here.

NOTE The *be*-verb changes form:

First-person: *I am* Second-person: *You are* Third-person: *He/She/It is*
First-/Third-person plural: *We/They are*

II. Spelling for regular verbs in the third-person singular

1. Regular verbs: add -s. <i>work</i> → <i>works</i> , <i>eat</i> → <i>eats</i> , <i>like</i> → <i>likes</i> , <i>buy</i> → <i>buys</i>	John works for Microsoft. She plays the violin for a living.
2. Verbs ending in -ch, -sh, -ss, or -x: add -es. <i>teach</i> → <i>teaches</i> , <i>wash</i> → <i>washes</i> , <i>fix</i> → <i>fixes</i>	Larry teaches French at college. Gary washes regularly.
3. Verbs ending in a consonant + -y: change y to i and add -es. <i>study</i> → <i>studies</i> , <i>try</i> → <i>tries</i> , <i>carry</i> → <i>carries</i>	Liz studies Korean every day. She always tries to practice with me.

III. Spelling for irregular verbs in the third-person singular

The third-person singular forms of irregular verbs <i>do</i> , <i>go</i> , and <i>have</i> are as follows: <i>do</i> → <i>does</i> , <i>go</i> → <i>goes</i> , <i>have</i> → <i>has</i>	Dave does the washing himself. He goes to work every two days. The machine has lots of functions.
---	--

IV. Use of Simple Present

1. Use the simple present to express true statements or facts.	I live on Cumberland Street. She has a blue car. Michigan is in the United States.
2. Use the simple present to express actions that happen regularly.	You drink coffee every morning. He plays tennis on Thursdays. They walk to school. The bus runs from 6 a.m. until 10 p.m.
3. Use the simple present with adverbs of frequency, such as <i>always</i> , <i>never</i> , <i>often</i> , <i>rarely</i> , <i>sometimes</i> , and <i>usually</i> .	We <i>usually</i> eat at home on weekends. She <i>often</i> talks on the phone at night. It <i>never</i> rains here in summer. <i>Sometimes</i> , I read mystery novels.
4. Use the simple present instead of <i>will</i> in temporal and conditional adverb clauses that refer to the future.	The moment I arrive home, I will call you. The moment I will arrive home, I will call you. (X) He will join us when he finishes his homework. He will join us when he will finish his homework. (X) If it rains , the game will have to be delayed. If it will rain , the game will have to be delayed. (X)

Wrap-Up

A. Complete the sentences with the correct form of the verbs given.

1. It rarely _____ in Florida. (snow)
2. Michael _____ to the gym on weekends. (go)
3. The movie theater usually _____ at midnight. (close)
4. Kelly _____ TV all the time. (watch)
5. I always _____ late on Saturdays. (sleep)
6. Mark _____ his bike to work every day. (ride)
7. My father often _____ work at 8 p.m. (finish)
8. She _____ at the library on weekday mornings. (study)

B. Correct the underlined words in the sentences. If the word is correct, write OK.

1. My cousin always crys at movies. _____
2. Jack likes to go for walks in the park. _____
3. They wears boots to work when it's cold. _____
4. He faxes us an invoice every week. _____
5. Italians kisses each other on the cheek to say hello. _____
6. A plane flys over our house every day at 1 p.m. _____
7. We read a book every week in history class. _____
8. Marie washs her face before she goes to bed. _____

C. Complete the sentences with the words in the box . Use the correct form of the verb. Use each verb only once.

go watch eat play speak teach visit make close have

1. Janet works at a language school. She _____ English.
2. She _____ a new winter coat.
3. John _____ English-language movies on TV.
4. John's girlfriend _____ English and Spanish.
5. They _____ at their favorite restaurant on Friday nights.
6. The restaurant _____ at 11 p.m. on weekends.
7. John usually _____ to a club on Saturday nights.
8. On Sundays, John _____ his family.
9. John and his family _____ games and _____ things together.





Present Progressive

I. Forms of Present Progressive (am/is/are + verb + -ing)

Affirmatives	Questions	Negatives
He is eating. They are working.	Is he eating? Are they working?	He is not eating. They are not working.

II. Use of Present Progressive

1. Use the present progressive to express actions happening now.

			
I am studying at my desk.	She is eating in the cafeteria.	They are waiting for the bus.	It's snowing.
2. Use the present progressive to express future actions and events that are already planned or decided.		I'm seeing my friend off tomorrow morning. When are we starting for London?	
3. Use the present progressive to express short duration. NOTE Recall that the simple present is used for long-lasting or regularly occurring situations.		Kelly is teaching English part time. (= temporary work) Cf. Kelly teaches English at a school. (= her job)	




Pop-Up

Circle the correct word or words to complete each sentence.

- The hotel (stands / is standing) on a hill outside the town.
- My brother (lives / is living) with us for a while.
- School (starts / is starting) at 8:30 a.m.

Answer: 1. stands 2. is living 3. starts

4. For negatives, place *not* between *be* and the verb. *Be* and *not* can be contracted (*is + not = isn't*; *are + not = aren't*; the exception is for *am = I'm not*, not *I amn't*).

		
It's snowing. It's not raining. (It isn't raining.)	We're reading. We're not watching TV. (We aren't watching TV.)	I'm laughing. I'm not crying.

5. Some verbs are not normally used in progressive forms. For example:

- verbs of mental and emotional states: *believe*, *doubt*, *hate*, *suppose*, *know*, *want*, *like*, etc.









I believe he is the right person for this position.
I am believing he is the right person for this position. (X)

<ul style="list-style-type: none"> verbs of the senses: <i>appear</i>, <i>look</i>(seem), <i>hear</i>, <i>see</i>, etc. others: <i>consist</i>, <i>own</i>, <i>possess</i>, etc. <p>NOTE See Unit 3 for a longer list of the words that do not allow progressive forms.</p>	<p>He appears healthy. He is appearing healthy. (✗) My father owns a huge truck. My father is owning a huge truck. (✗)</p>
<p>6. Frequency adverbs can be used with a progressive form to represent unexpected or unplanned actions that happen very often.</p> <p><i>be</i> + $\left\{ \begin{array}{l} \text{always} \\ \text{continuously} \\ \text{frequently} \end{array} \right\}$ + verb + <i>-ing</i></p>	<p>I'm always meeting Larry at this coffee shop. (accidental and unplanned meetings) Cf. I always meet Larry at this coffee shop. (regular and planned meetings)</p>

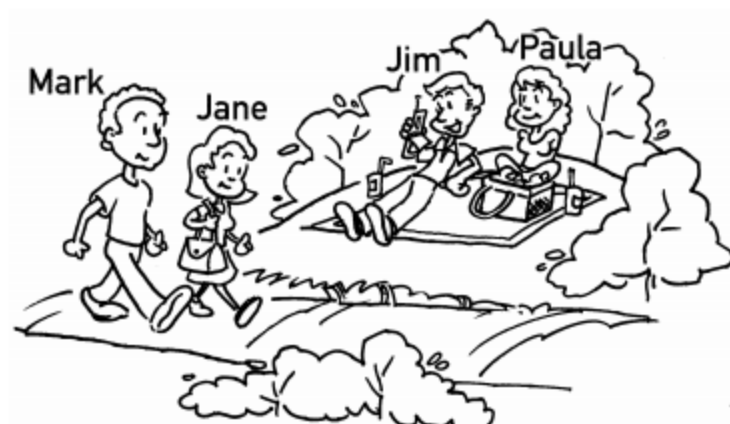
Wrap-Up

A. Look at the pictures and complete the sentences. Use the words in the box.

fix wear do watch eat win dance talk

			
1. George and Lea _____ TV.	2. Keiko _____ the race.	3. Bob _____ my car.	4. Jill _____ her homework.
			
5. Amy and Jun _____ lunch.	6. Larry _____ on the phone.	7. Mia and Kit _____	8. Ron _____ a coat.

B. Look at the picture and write true sentences about it. Use the words given.



- _____ (it - rain)
- _____ (Jane - sit down)
- _____ (Mark - wear - sweater)
- _____ (Jane - carry - bag)
- _____ (Mark and Jane - walk)
- _____ (Paula and Jim - eat)
- _____ (Paula - talk - phone)
- _____ (Jim - watch - TV)

Unit
3

Stative Verbs

- I. Stative verbs are verbs that describe a state or situation, not an action or process. Stative verbs generally do not take progressive forms.

Affirmative	Question	Negative
He is loving her. (X) → He loves her.	Is he loving her? (X) → Does he love her?	He is not loving her. (X) → He does not love her.

II. Use of Stative Verbs

1. Stative verbs are generally not used in the progressive because they describe conditions or states rather than actions.	Laurie likes the cooking class she is taking. (is liking) Peter recognizes all the people at the party. (is recognizing) Josef envies Sari for all the attention she is getting. (is envying)			
2. Some verbs can represent both states and actions.	I imagine you are enjoying your time off. (state) Right now, I am imagining you sitting on the beach. (action) You look tired. (state) She is looking at the pictures in my photo album. (action)			
3. Study the following categories of stative verbs. Verbs in <i>italics</i> can have a progressive meaning, too.				
Description	Knowledge/ Belief	Attitude/ Emotion	Sensory Perception	Possession
<i>appear</i> <i>be</i> exist <i>look</i> look like resemble seem sound	believe doubt <i>forget</i> <i>imagine</i> know realize recognize <i>remember</i> <i>think</i> understand	amaze appreciate dislike <i>enjoy</i> envy fear hate like love need prefer surprise <i>want</i>	hear <i>feel</i> <i>see</i> <i>smell</i> <i>taste</i>	belong to <i>have</i> own possess
			Physical Sensation	Measurement
			ache <i>burn</i> <i>hurt</i> itch <i>sting</i> <i>tickle</i>	<i>cost</i> owe <i>weigh</i> <i>measure</i> consist of <i>include</i>










Wrap-Up

- A. Complete the sentences with the simple present or present progressive form of the verbs given.

- Please don't turn off the radio. I _____ to it. (listen)
- Please don't shut down the computer. I _____ it. (need)
- This book is fantastic. I _____ it immensely. (enjoy)

4. This movie is great. I _____ it a lot. (like)
5. Because of recent events, I _____ more about the Middle East. (learn)
6. I heard the news. I _____ how you feel. (know)
7. I look like my mom, but my brother _____ our dad. (resemble)
8. Jo _____ a lot less these days than she did a year ago. (weigh)
9. You _____ upset. Have I offended you? (seem)
10. He is a gentleman, but he _____ rude to me today. (be)
11. I can't talk right now; I _____ a peanut butter sandwich. (eat)
12. My peanut butter sandwich _____ so good! (taste)
13. Mario _____ a peanut butter sandwich for the first time. (taste)
14. The wedding guest list _____ every one of my 42 cousins. (include)

B. Look at the pictures. Then complete the sentences with the simple present or present progressive form of the verbs given.

		
<p>1. Zach is _____ his face. His face _____ rough. (feel)</p>	<p>2. Pamela _____ happy. She _____ at pictures of her family. (look)</p>	<p>3. Bridget _____ the tea. The tea _____ delicious. (smell)</p>
		
<p>4. The coffee _____ one kilo. Grant _____ the coffee. (weigh)</p>	<p>5. Sam _____ to be ready to go onstage. He _____ in a new play. (appear)</p>	<p>6. Giraffes _____ long necks. This giraffe _____ lunch. (have)</p>
		
<p>7. Sally _____ her company can save a lot of money. She _____ about how to present her ideas. (think)</p>	<p>8. Kyle _____ the pie. The pie _____ good. (taste)</p>	<p>9. Feathers _____ Jane _____ her mother with a feather. (tickle)</p>

Present Perfect

I. Forms of Present Perfect (*have/has* + past participle)

Affirmatives	Questions	Negatives
We have seen this He has seen this He's seen this	Have we seen this . . . ? Has he seen this . . . ? Hasn't he seen this . . . ?	We have not seen this He has not seen this He hasn't seen this

II. Use of Present Perfect

1. The present perfect is often used with adverbs of time: <i>just, already, recently, before, and yet</i> .	He has just come from the supermarket. They have already eaten. I have recently noticed a lot of traffic on this street.
2. The present perfect is often used with expressions like <i>the first/second time</i> .	It's <i>the first time</i> she has eaten sushi. This is <i>the second time</i> they have seen a whale.

Pop-Up

Choose the correct verb form for the sentence. If both are possible, write **both**.

- This is the third time I (**run** / **have run**) a marathon. _____
- I (**didn't finish** / **haven't finished**) my homework yet. _____

Answer: 1. have run
2. both

3. <i>Present perfect + for / since / up to now / so far</i> describes an action that began in the past and continues to the present.	I have been a vegetarian <i>for fifteen years</i> . She has had a cold <i>for several days</i> . We have known her <i>since high school</i> . They have been out <i>since 3 p.m.</i>
4. Use the present perfect in questions with <i>ever</i> . Use <i>never</i> for negative responses.	Have you ever been to Africa? No, I've <i>never</i> been. / Yes, I have. Has she ever ridden the bus? No, she has <i>never</i> ridden the bus. / Yes, she has.

Pop-Up

Complete the sentences with the present perfect form of the verbs given.

- He _____ *The Lord of the Rings* five times. (see)
- I _____ to class since Monday. (not be)
- _____ you ever _____ London or Paris? (visit)

Answer: 1. has seen
2. have not been
3. Have/visited

III. Difference Between Present Perfect and Simple Past

1. Sometimes, either the simple past or the present perfect can be used with little change in meaning.	They have gone to the theater. / They went to the theater. He has lost his backpack. / He lost his backpack. I have written my paper. / I wrote my paper.
--	---

2. For events that started and finished in the past, do not use the present perfect, such as with past time indicators like <i>some time ago</i> , <i>yesterday</i> , <i>last night</i> , <i>then</i> , <i>when</i> , <i>in 2008</i> , etc.	I have met him <i>last week</i> . (X) → I met him last week. He has gone to that restaurant <i>yesterday</i> . (X) → He went to that restaurant yesterday. They have studied French <i>on Tuesday</i> . (X) → They studied French on Tuesday.
3. A sentence in the present perfect can have a different meaning from a sentence in the simple past.	He has lived in Seoul for two years. (He still lives in Seoul.) He lived in Seoul for two years. (He lives somewhere else now.) Mozart has written a lot of music. (Mozart is still alive.) Mozart wrote a lot of music. (Mozart no longer writes music.)

Wrap-Up

A. Unscramble the sentences. Put the verbs in the present perfect form.

- for / It / have / two weeks / not rain / . _____
- Indian food / Have / ever / you / try / ? _____
- never / I / have / his parents / meet / . _____
- the first time / a marathon / I / run / It's / have / . _____
- not buy / have / She / yet / her textbooks / . _____
- ever / Have / break / his leg / he / ? _____

B. Rewrite the sentences. Use the simple past tense.

- She has just climbed Mount Raines. _____
- I have already told her to come inside. _____
- We have finished our homework. _____
- He has forgotten how to make pancakes. _____

C. Correct the underlined parts of the sentences. If the sentence is correct, write OK.

- Yesterday, I have decided to sell my car. _____
- She was out of town since Friday. _____
- They have been angry with her this morning. _____
- Have you already seen this show? _____
- We were here for three hours. _____
- He has not left last week. _____
- Did he eat the last piece of cake yesterday? _____
- He went to the beach last weekend. _____
- We lived in the mountains for fifteen years.
We love it! _____

Present Perfect Progressive





I. Forms of Present Perfect Progressive (*have/has + been + verb + -ing*)

Affirmatives	Questions	Negatives
Tom has been working They have been working	Has Tom been working . . . ? Have they been working . . . ?	Tom has not been working They have not been working

II. Use of Present Perfect Progressive

<p>1. The present perfect progressive describes an action that began in the past and continues to the present. It is often used with <i>for</i> and <i>since</i> and other time indicators, such as <i>all day</i>, <i>all week</i>, <i>all afternoon</i>, etc.</p> <p>NOTE Difference between progressive and simple: He has been helping me. (focus on continuous activity) He has helped me. (focus on completion)</p>	<p>You have been watching TV <i>for three hours</i>. It's time to study! Jeri needs to hang up now. She has been talking on the phone <i>all morning</i>. Where have you been? I have been waiting for you <i>since noon</i>!</p>
<p>2. The present perfect progressive describes an activity in general that has been in progress recently or lately.</p>	<p>Bill looks great. He has been taking good care of himself recently. Joan has a toothache. She has been eating too much candy. David has been traveling a lot lately. He starts a new job next week.</p>
<p>3. Stative verbs, such as <i>like</i>, <i>know</i>, <i>want</i>, <i>believe</i>, and <i>understand</i>, are not generally used in the progressive. To describe a state that began in the past and continues to the present, use the present perfect.</p> <p>NOTE See Unit 3 for a list of stative verbs.</p>	<p>Jonathan introduced me to his best friend. He has known him for 16 years. Even though I have belonged to the gym since last year, I usually exercise in the park.</p>

4. Look at the following timeline to learn when the present perfect progressive is used.

		
Karl is saving money.	Karl is saving money.	Karl is buying a car.
Activity 1 January, year 1	Activity 1 Continues November, year 2	Now December, year 2
		
Karl is finally buying a car. He has been saving money for two years.		

Wrap-Up

A. Complete the sentences with the correct form of the verbs given.

1. Ann wishes she had a car. She _____ for the bus for an hour. (wait)
2. Eric doesn't look well. He _____ a lot of junk food lately. (eat)
3. Alexis is getting tired. She _____ since early this morning. (study)
4. Chris wants to get married. He _____ Emma for three years. (date)
5. I _____ about quitting my job, but I'm too scared. (think)
6. We want to go out, but it _____ all morning. (snow)

B. Read the situations. Then make sentences with the words given.

1. Jill started applying for jobs a month ago. She is still looking for a job.
_____ (apply for jobs - all month)
2. Daniel started learning English last year. He is still studying English.
_____ (learn English - since last year)
3. We started walking two hours ago. We are still walking.
_____ (walk - for two hours)
4. Jessica went shopping at 1 p.m. She is still shopping.
_____ (shop - since 1 p.m.)
5. I met Rick in fourth grade. We are now roommates in college.
_____ (know Rick - since fourth grade)
6. Neal started playing the violin when he was 12. He still plays. He is 22 years old now.
_____ (play the violin - for ten years)

C. Write sentences using the present perfect progressive. Choose information from each column. You may use words more than once.

I	drink lots of water	all _____ (morning, week, etc.)
my classmate	date	for
my mother/father	help (someone)	lately
my girlfriend/boyfriend	practice yoga / kung fu	recently
	/ tai chi study	since

EXAMPLE: My mother has been helping her best friend since high school.

1. _____
2. _____
3. _____
4. _____
5. _____

Simple Past

I. Forms of Simple Past

Affirmatives	Questions	Negatives
She fixed the bike. They played baseball. She was upset. They were upset.	Did she fix the bike? Did they play baseball? Was she upset? Were they upset?	She did not fix the bike. They did not play baseball. She was not upset. They were not upset.

II. Spelling for Regular and Irregular Verbs

1. Regular verbs: add <i>-ed</i> or <i>-d</i> . work → worked talk → talked open → opened live → lived smile → smiled move → moved			
2. Verbs ending in a consonant + <i>-y</i> : change <i>y</i> to <i>i</i> and add <i>-ed</i> . cry → cried study → studied			
NOTE Verbs ending in <i>-c</i> have <i>-ck</i> in the past: picnic → picnicked, traffic → trafficked.			
3. Verbs ending in one stressed vowel + one consonant: double the consonant and add <i>-ed</i> . stop → stopped ban → banned prefer → preferred occur → occurred			
NOTE Do not double <i>w, x, y</i> . Example: enjoy → enjoyed, wax → waxed, bow → bowed			
4. Irregular forms			
be → was, were buy → bought bring → brought come → came	drink → drank eat → ate forget → forgot go → went	make → made meet → met pay → paid say → said	sit → sat speak → spoke take → took think → thought

III. Use of Simple Past

1. The simple past expresses actions that started and finished in the past.	I parked the car in the garage. She fixed my bike. They stayed in a hotel while in New York.
2. Use the simple past with past time indicators like <i>yesterday</i> , <i>last</i> , <i>ago</i> . We can also use the simple past with <i>for</i> , and <i>from</i> . . . <i>to</i> .	We cooked dinner <i>last night</i> . The bank opened <i>three hours ago</i> . You talked on the phone <i>for 15 minutes</i> . They lived in Paris <i>from 1999 to 2005</i> .
3. Use the simple past instead of the simple present to make a request more tentative.	Did you want to see me? (= Do you want . . . ?) I wondered if you could help me. (= I wonder if . . .)

Wrap-Up

A. Look at Paul's diary from last week. Complete the sentences in the simple past.

Monday	Tuesday	Wednesday	Thursday	Friday
11:00 history class	8:00 yoga	11:00 history class	12:00 English class	11:00 history class
1:00 lunch with Judy	12:00 Dr. West	3:00 study group	4:00 gym	3:00 study group
4:00 book club	3:00 tennis with David			7:00 dinner with Michi

- Paul _____ to history class on Monday, Wednesday, and Friday. (go)
- Last Monday, he _____ lunch with Judy. (have)
- Paul _____ a book club meeting on Monday. (attend)
- On Tuesday, he _____ a yoga class. (take)
- He _____ Dr. West on Tuesday. (see)
- On Wednesday and Friday, Paul _____ with a group of students. (study)
- David and Paul _____ tennis on Tuesday. (play)
- On Thursday, Paul _____ English class. (skip)
- Paul _____ at the gym once last week. (exercise)
- He _____ dinner with Michi on Friday night. (eat)

B. Write sentences in the simple past. Use the words given.

- (I - drink - hot chocolate - last night) _____
- (Kun - forget - my phone number) _____
- (Sally - win - the chess game) _____
- (It - rain - last week) _____
- (We - sell - our sofa) _____
- (The phone - ring - a minute ago) _____
- (They - hear - a strange noise) _____
- (You - drink - all the milk) _____
- (Kelly - bring - wine - to the party) _____
- (We - pay - attention - to the message) _____
- (Alonso - be - late for class) _____
- (Jake and I - go - to the movies - last weekend) _____
- (Paula - make - macaroni - for dinner) _____
- (Ana - speak - to her Grandmother - this morning) _____
- (I - think - you - be - at school) _____




Unit
7

Past Progressive

I. Forms of Past Progressive (was/were + verb + -ing)

Affirmatives	Questions	Negatives
I was talking . They were running .	Was I talking ? Were they running ?	I was not talking . They were not running .

II. Use of Past Progressive

1. The past progressive is used to describe actions that were in progress for a period of time in the past.	It was snowing <i>this morning</i> . We were living in Florida <i>last year</i> . I was talking to my professor before class <i>yesterday</i> .				
2. The past progressive is used to describe an action that was in progress at a particular time in the past.	He was watching TV <i>at 7 p.m.</i> . They were riding the subway home <i>at 3 p.m.</i> . My friends were playing tennis <i>at 9 a.m.</i> .				
3. The past progressive is used to describe an action that was in progress when another, shorter action suddenly happened. NOTE In this case, the past progressive describes the longer action, and the simple past describes the shorter action.	He was running when he <i>tripped</i> and <i>fell</i> . While we were eating , my phone <i>rang</i> . I was asking her a question when you <i>interrupted</i> . As she was explaining the task, the lights <i>went out</i> .				
4. Look at the following timeline to learn when the past progressive is used.					
<div></div>					
10:00	12:00	2:00	4:00	6:00	8:00
Jim began studying at 10 a.m. At 11 a.m., he was studying at the library. At 2 p.m., Jim stopped studying and left the library. At 3 p.m., he was exercising at the gym. The phone rang at 8 p.m. Jim was cooking dinner at home when the phone rang.					