Contents

Thanks vii
To the student viii
To the teacher ix

Tenses
1 Present continuous and present simple (1)
2 Present continuous and present simple (2)
3 Past simple and present perfect
4 Past continuous and past simple
5 Past perfect and past simple
6 Present perfect continuous and present perfect
7 Past perfect continuous, past perfect and past continuous
8 Present and past time: review

The future
9 Will and be going to
10 Present simple and present continuous for the future
11 Future continuous and future perfect (continuous)
12 Be to + infinitive
13 Other ways of talking about the future
14 The future seen from the past

Modals and semi-modals
15 Can, could, be able to and be allowed to
16 Will, would and used to
17 May and might: possibility
18 Must and have (got) to
19 Need(n't), don't need to and don't have to
20 Should, ought to and had better

Linking verbs, passives, questions
21 Linking verbs: be, appear, seem; become, get, etc.
22 Forming passive sentences (1)
23 Forming passive sentences (2): verb + -ing or to-infinitive
24 Using passives
25 Reporting with passive verbs; It is said that...
26 Wh-questions with who, whom, which, how and whose
27 Negative questions; echo questions; questions with that-clauses

Verb complementation: what follows verbs
28 Verbs, objects and complements
29 Verb + two objects
30 Verb + -ing forms and infinitives (1)
31 Verb + -ing forms and infinitives (2)

If you are not sure which units you need to study, use the study guide on page 240.
Reporting
32 Reporting people’s words and thoughts
33 Reporting statements: that-clauses
34 Verb + wh-clause
35 Tense choice in reporting
36 Reporting offers, suggestions, orders, intentions, etc.
37 Modal verbs in reporting
38 Reporting what people say using nouns and adjectives
39 Should in that-clauses; the present subjunctive

Nouns
40 Agreement between subject and verb (1)
41 Agreement between subject and verb (2)
42 Agreement between subject and verb (3)
43 Compound nouns and noun phrases

Articles, determiners and quantifiers
44 A/an and one
45 A/an, the and zero article (1)
46 A/an, the and zero article (2)
47 A/an, the and zero article (3)
48 Some and any
49 No, none (of) and not any
50 Much (of), many (of), a lot of, lots (of), etc.
51 All (of), whole, every, each
52 Few, little, less, fewer

Relative clauses and other types of clause
53 Relative pronouns
54 Other relative words: whose, when, whereby, etc.
55 Prepositions in relative clauses
56 Other ways of adding information to noun phrases (1): additional noun phrases, etc.
57 Other ways of adding information to noun phrases (2): prepositional phrases, etc.
58 Participle clauses with adverbial meaning (1)
59 Participle clauses with adverbial meaning (2)

Pronouns, substitution and leaving out words
60 Reflexive pronouns: herself, himself, themselves, etc.
61 One and ones
62 So and not as substitutes for clauses, etc.
63 Do so; such
64 More on leaving out words after auxiliary verbs
65 Leaving out to-infinitives
Adjectives and adverbs

66 Position of adjectives
67 Gradable and non-gradable adjectives (1)
68 Gradable and non-gradable adjectives (2)
69 Participle adjectives and compound adjectives
70 Adjectives + to-infinitive, -ing, that-clause, wh-clause
71 Adjectives and adverbs
72 Adjectives and adverbs: comparative and superlative forms
73 Comparative phrases and clauses
74 Position of adverbs (1)
75 Position of adverbs (2)
76 Adverbs of place, direction, indefinite frequency, and time
77 Degree adverbs and focus adverbs
78 Comment adverbs and viewpoint adverbs

Adverbial clauses and conjunctions

79 Adverbial clauses of time
80 Giving reasons: as, because, etc.; for and with
81 Purposes and results: in order to, so as to, etc.
82 Contrasts: although and though; even though/if; while, whilst and whereas
83 If (1)
84 If (2)
85 If I were you...; imagine he were to win
86 If...not and unless; if and whether; etc.
87 Connecting ideas in a sentence and between sentences

Prepositions

88 Prepositions of position and movement
89 Between and among
90 Prepositions of time
91 Talking about exceptions
92 Prepositions after verbs
93 Prepositions after nouns
94 Two- and three-word verbs: word order

Organising information

95 There is, there was, etc.
96 It... (1)
97 It... (2)
98 Focusing: it-clauses and what-clauses
99 Inversion (1)
100 Inversion (2)

Grammar review 202
Glossary 219
 IF YOU ARE NOT SURE WHICH UNITS YOU NEED TO STUDY, USE THE STUDY GUIDE ON PAGE 240.
I was given considerable help by many people in writing the first edition of *Advanced Grammar in Use*, and their influence will still be seen in this new edition. In particular, I would like to thank Jeanne McCarten at Cambridge University Press, and my colleagues and students in the English for International Students Unit at the University of Birmingham.

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To the student

Who the book is for
The book is intended for advanced students of English. It is written mainly as a self-study book, but might also be used in class with a teacher.

How the book is organised
There are 100 units in the book. Each one looks at a particular area of grammar. Some sections within each unit focus on the particular use of a grammatical pattern, such as \textit{will be} + \textit{-ing} (as in \textit{will be travelling}). Others explore grammatical contrasts, such as whether to use \textit{would} or \textit{used to} to report past events, or when we use \textit{except} or \textit{except for}. The 100 units are grouped under a number of headings such as \textit{Tenses} and \textit{The future}. You can find details of this in the Contents pages.

Each unit consists of two pages. On the left hand page are explanations and examples; on the right are practice exercises. The letters next to each exercise show you which sections of the left hand page you need to understand to do that exercise. The Grammar Review presents examples and explanations on areas of grammar that you are likely to have studied already at earlier stages of learning English. Although terms to describe grammar have been kept to a minimum, some have been included, and you can find explanations of these terms in the Glossary. Four Appendices tell you about passive verb forms, basic question forms, quotation, and irregular verbs. A number of Additional Exercises are included for further practice of particular areas. You can use the Study Guide to help you decide which units to study and which areas of grammar to revise in the Grammar Review. To help you find the information you need there is an Index at the back of the book.

How to use the book
It is not necessary to work through the units in order. If you know what grammar points you have difficulty with, go straight to the units that deal with them, using the Contents or Index to help you find the relevant unit. If you think that it would be useful to revise more basic information before you read the reference material in a unit and do the exercises, many units have links at the bottom of the reference page pointing you to the section of the Grammar Review where you can find this. In some units, you will also find links to the Grammar Review in the explanations; for example \textit{(see GR:B1)}.

You can use the units in a number of ways. You might study the explanation and examples first, do the exercises on the opposite page, and then look again at the explanations if you made any mistakes. If you just want to practise an area of grammar you think you already know, you could do the exercises first and then study the explanations for any you got wrong. You might of course simply use the book as a reference book without doing the exercises.
To the teacher

*Advanced Grammar in Use* was written as a self-study grammar book but teachers might also find it useful for supplementing or supporting their classroom teaching.

The book will probably be most useful for advanced level students for reference and practice. The Grammar Review towards the back of the book is a reference-only section which presents basic knowledge on a number of areas of grammar. This will be useful for students who wish to revise a particular area before moving on to the more advanced material in the units. No attempt has been made to order the units according to level of difficulty. Instead you should select units as they are relevant to the syllabus that you are following with your students, or as particular difficulties arise.

There are many ways in which you might use the book with a class. You might, for example, present the explanations on the left hand page of a unit, and use the exercises for classroom practice or set them as consolidation material for self-study. Alternatively, you might want to begin with the exercises and refer to the left hand page only when students are having problems. You could also set particular units or groups of units (such as those on *Articles* or *The future*) for self-study if individual students are having difficulties.

There is a set of Additional Exercises, most of which can be used to provide practice of grammar points from a number of different units.

*Advanced English Grammar in Use  Second Edition*

If you have already used the first edition of *Advanced Grammar in Use*, you will see some major changes in this new edition. The more basic areas of grammar have been moved out of the units into a reference section at the back, called the Grammar Review. All of the reference pages have been revised, some substantially, and some new units have been added. Most of the exercise pages have entirely new exercises or many new questions.
Advanced Grammar in Use