

# To the Teacher

The most important features of this book are:

- It is a grammar book. It does not deal with other aspects of the language.
- It is for beginning to low-intermediate students of English. It does not cover areas of grammar which are not normally taught at beginning and low-intermediate levels.
- It is a reference book with exercises. It is not a course book and is not organized progressively.
- It is addressed to learners and intended for self-study.

## Organization of the book

There are 113 units in the book, each one focusing on a particular area of grammar. The material is organized in grammatical categories, such as tenses, questions, and articles. Units are *not* ordered according to difficulty, and should therefore be selected and used in the order appropriate for the learner(s). The book should *not* be worked through from beginning to end. The units are listed in the *Contents*, and there is a comprehensive *Index* at the end of the book.

Each unit has the same format consisting of two facing pages. The grammar point is presented and explained on the left-hand page and the corresponding exercises are on the right. There are seven *Appendices* (pages 229–237) dealing with active and passive forms, irregular verbs, short forms (contractions), spelling, and phrasal verbs. It might be useful for teachers to draw students' attention to these.

At the back of the book there is a set of *Additional Exercises* (pages 238–256). These exercises provide "mixed" practice bringing together grammar points from a number of different units (especially those concerning verb forms). There are 35 exercises in this section, and there is a full list on page 238.

Also at the back of the book there is a *Study Guide* to help students decide which units to study – see page 257.

Finally, there is an *Answer Key* (pages 270–296) for students to check their answers to all the exercises in the book. An edition without the *Study Guide* and *Answer Key* is available for teachers who would prefer it for their students.

## Level

The book is for beginning learners, i.e., learners with very little English, but not complete beginners. It is intended mainly for beginning students who are beyond the early stages of a beginners' course. It could also be used by low-intermediate learners whose grammar is weaker than other aspects of their English or who have problems with particular areas of basic grammar.

The explanations are addressed to the beginning learner and are therefore as simple and as short as possible. The vocabulary used in the examples and exercises has also been restricted so that the book can be used at this level.

## Using the book

The book can be used by students working alone (see *To the Student*) or as supplementary course material. In either case the book can serve as a beginning grammar book.

When used as course material, the book can be used for immediate consolidation or for later review or remedial work. It might be used by the whole class or by individual students needing extra help and practice.

In some cases it may be desirable to use the left-hand pages (presentation and explanation) in class, but it should be noted that these have been written for individual study and reference. In most cases, it would probably be better for teachers to present the grammar point in their preferred way with the exercises being done for homework. The left-hand page is then available for later reference by the student.

Some teachers may prefer to keep the book for review and remedial work. In this case, individual students or groups of students can be directed to the appropriate units for self-study and practice.