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致學習者 To the student (可供自學)

本語法參考書是專為學習基礎英語語法的讀者而編寫。書內共有 115 個單元，而每一單元均針對不同的語法項目。

本書的目錄已列明各單元的主題。讀者可先選擇一些合乎所需的單元，而無需依次學習書內的所有單元。例如你在現在完成式 (*I have been, he has done* 等等) 這方面有困難，便可先學習單元 15–20。

除了可以利用目錄找到各單元的主題外，也可以從(書末的)索引找出所需的單元。

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若你不確定需要研習哪個單元，可使用第 273 頁至第 283 頁的學習錦囊，有助自己決定需要研習的單元。

學習錦囊

若你不清楚哪個答案是正確的，請研習右欄建議的單元。

- | | |
|---|--------|
| 1.15 Tom _____ a shower every morning. A has B having C is having D have | 8, 58 |
| 1.16 What _____ at the weekend? A do you usually B are you usually doing C are you usually do D do you usually do E you do usually | 8, 23 |
| 1.17 Sarah isn't feeling well. _____ a headache. A She has B She have got C She has D She's got | 9, 58 |
| 1.18 They _____ any children. A don't have B doesn't have C no have D haven't got E hasn't got | 9, 58 |
| 過去式 (past) | |
| 2.1 The weather _____ last week. A is good B was good C were good D good E had good | 10 |
| 2.2 Why _____ late this morning? A you was B did you C was you D you were E were you | 10 |
| 2.3 Terry _____ in a bank from 2005 to 2011. A work B working C works D worked E was work | 11 |
| 2.4 Caroline _____ to the cinema three times last week. A go B went C goes D got E was | 11 |
| 2.5 I _____ TV yesterday. A didn't watch B didn't watched C wasn't watched D don't watch E didn't watching | 12, 23 |
| 2.6 'How _____?' 'I don't know. I didn't see it.' A happened the accident B did happen the accident C does the accident happen D did the accident happen E the accident happened | 12 |

每一單元均以對頁形式編排：左頁是精簡淺白的解說文字，並加插中英對照的例句；右頁則載有相關練習，讓讀者即時鞏固所學。主要內容特色如下：

旨在提醒讀者一些語法要訣或常犯錯誤。

單元內的標題皆以粗體標示，方便讀者掌握內容主旨。

以中文編寫練習指引，方便讀者理解題旨。

解說
(左頁)

練習
(右頁)

單元 20

I have done 和 I did

現在完成式 (present perfect) 和簡單過去式 (past)

如句中指明動作的完成時間 (例如 yesterday / last week 等等)，便要使用過去式 (例如 arrived / saw / was 等等)：

簡單過去式 - 完成的時間

| | |
|------------|--|
| We arrived | yesterday. last week. at 3 o'clock. in 2002. six months ago. |
|------------|--|

完成的時間

| | |
|-----------|------|
| last week | 六個月前 |
|-----------|------|

過去 現在

別把現在完成式 (例如 have arrived / have done / have been 等等) 跟指明的完成時間一起運用：

- I saw Paula yesterday. (不是 I have seen) 我昨天看見蘇拉。
- Where were you on Sunday afternoon? (不是 Where have you been) 星期日下午你在哪裏？
- We didn't have a holiday last year. (不是 We haven't had) 去年我們沒有假期。
- What did you do last night? "I stayed at home." "你晚飯做甚麼?" "我留在家里。"
- William Shakespeare lived from 1564 to 1616. He was a writer. He wrote many plays and poems. 莎士比亞從 1564 年活到 1616 年。他是一位作家，寫過許多戲劇和詩篇。

注意 提出 When ... ? 或 What time ... ? 的疑問時，用簡單過去式：

- When did you buy your computer? (不是 When have you bought?) 你的電腦是甚麼時候買的？
- What time did Andy go out? (不是 What time has Andy gone out?) 安迪是甚麼時候出去的？

試比較

現在完成式

- I have lost my key. 我遺失了鑰匙。(= 現在我找不到鑰匙)
- Ben has gone home. 賓已經回家。(= 現在他不在這裏)
- Have you seen Kate? 你有沒有見過凱特?(= 現在她在哪裏?)

直到此刻

過去 現在

- Have you ever been to Spain? 你曾到過西班牙嗎?(= 在你的一生中，至今)
- My friend is a writer. He has written many books. 我的朋友是一位作家，寫過很多書。
- Sam hasn't phoned me yet. 森還未打電話給我。
- We've lived in Singapore for six years. 我們在新加坡已住了六年。(= 我們現在在新加坡)

簡單過去式

- I lost my key last week. 我上星期遺失了鑰匙。
- Ben went home ten minutes ago. 賓十分鐘前回家。
- Did you see Kate on Saturday? 你在星期六見過凱特嗎?

完成的時間

過去 現在

- Did you go to Spain last year? 你去年到過西班牙嗎?
- Shakespeare wrote many plays and poems. 莎士比亞寫過很多戲劇和詩篇。
- Sam didn't phone me yesterday. 森昨天沒有打電話給我。
- We lived in Glasgow for six years, but now we live in Singapore. 我們在格拉斯哥住了六年，但現在移居新加坡。

練習

20.1 用括號內的詞語回答下列問題。

- Have you seen Kate? Yes, I saw her five minutes ago.
- Have you started your new job? Yes, I started last week.
- Have your friends arrived? Yes, they arrived at 5 o'clock.
- Has Sarah gone away? Yes, she went away on Friday.
- Have you worn your new suit? Yes, I wore it yesterday.

20.2 下列句子是正確？留意以下劃有綠色的動詞，試把錯誤改正過來。如句子正確填寫 'OK'。

- I've lost my key. I can't find it. OK
- Have you seen Kate yesterday? Did you see
- I've finished my work at 2 o'clock.
- I'm ready now. I've finished my work.
- What time have you finished your work?
- Sue isn't here. She's gone out.
- Steve's grandmother has died two years ago.
- Where have you been last night?

20.3 用下列動詞的現在完成式或簡單過去式完成句子。

- My friend is a writer. He has written (write) many books.
- We didn't have (not / have) a holiday last year.
- I (play) tennis yesterday afternoon.
- What time (you / go) to bed last night?
- (you / ever / meet) a famous person?
- The weather (not / be) very good yesterday.
- Kathy travels a lot. She (visit) many countries.
- I (switch) off the light before going out this morning.
- I live in New York now, but I (live) in Mexico for many years.
- What's Canada like? Is it beautiful? "I don't know. I (not / be) there."

20.4 用下列動詞的現在完成式或簡單過去式完成句子。

- A: Have you ever been (you / ever / be) to Florida?
B: Yes, we went (go) there on holiday two years ago.
A: () (you / have) a good time?
B: Yes, it (be) great.
- A: Where's Alan? (you / see) him?
B: Yes, he (go) out a few minutes ago.
A: And Rachel?
B: I don't know. I (not / see) her.
- Rose works in a factory. She (be) a waitress in a restaurant. She (work) there for six months. Before that she (work) there for two years, but she (not / enjoy) it very much.
- A: Do you know Mark's sister?
B: I (see) her a few times, but I (never / speak) to her. (you / ever / speak) to her?
A: Yes, I (meet) her at a party last week. She's very nice.

50 補充 簡單過去式 ⇨ 單元 11-12 現在完成式 ⇨ 單元 15-18

⇒ 附加練習 19-23, 29-31 (第262-264, 267-269頁) 51

比較英語語法中容易令人混淆的例子，提高讀者對英語語法的認識。

檢索相關單元，讀者可即時參閱相關語法項目。

先細閱左頁的解說文字，然後完成右頁的練習。利用書末提供的答案核對成績。(答案在第 284-308 頁) 有需要時可重溫左頁的解說文字。

單元練習答案

單元 1

- 1 they're
- 2 it isn't / it's not
- 3 I'm not
- 4 you aren't / you're not

1.2

- 2 'm / am 6 are
- 3 is 7 is ... are
- 4 are 8 'm / am ... is

1.3

- 2 I'm / I am
- 3 He's / He is
- 4 there's / there are
- 5 It's / It is
- 6 You're / You are
- 7 She's / She is
- 8 Here's / Here is

1.4

參考答案：

- 1 My name is Robert.
- 2 I'm 25.
- 3 I'm from Australia.
- 4 I'm a gardener.
- 5 My favourite colours are black and white.
- 6 I'm interested in planes.

1.5

- 2 They're / They are cold.
- 3 He's / He is hot.
- 4 He's / He is scared.
- 5 They're / They are hungry.
- 6 She's / She is angry.

1.6

單元 2

- 2 F 6 E
- 3 H 7 B
- 4 C 8 I
- 5 A 9 D

2.2

- 3 Is your job interesting?
- 4 Are the shops open today?
- 5 Where are you from?
- 6 Are you interested in sport?
- 7 Is the station near here?
- 8 Are your children at school?
- 9 Why are you late?

2.3

- 2 Where's / Where is
- 3 How old are
- 4 How much are
- 5 What's / What is
- 6 Who's / Who is
- 7 What colour are

2.4

- 2 Are you American?
- 3 How old are you?
- 4 Are you a teacher?
- 5 Are you married?
- 6 Is your wife a lawyer?
- 7 Where's / Where is she from?
- 8 What's / What is her name?
- 9 How old is she?

2.5

- 2 Yes, I am. 或 No, I'm not.
- 3 Yes, it is. 或 No, it isn't / No, it's not.
- 4 Yes, they are. 或 No, they aren't / No, they're not.

6 's / 's having

- 7 're / 're building
- 8 'm / 'm going

3.3

- 3 She's / She is sitting on the floor.
- 4 She isn't / She's not reading a book.
- 5 She isn't / She's not playing the piano.
- 6 She's / She is laughing.
- 7 She's / She is wearing a hat.
- 8 She isn't / She's not drinking coffee.

3.4

- 3 I'm sitting on a chair. 或 I'm not sitting on a chair.
- 4 I'm eating. 或 I'm not eating.
- 5 It's raining. 或 It isn't raining / It's not raining.
- 6 I'm learning English.
- 7 I'm listening to music. 或 I'm not listening to music.
- 8 The sun is shining. 或 The sun isn't shining.
- 9 I'm wearing shoes. 或 I'm not wearing shoes.
- 10 I'm not reading a newspaper.

單元 4

4.1

- 2 Are you going now?
- 3 Is it raining?
- 4 Are you enjoying the film?
- 5 Is that clock working?
- 6 Are you waiting for a bus?

4.2

書末尚有 7 個附錄 (第 245–253 頁), 講解主動語態、被動語態、不規則動詞、縮約式、拼寫和短語動詞。

附錄 2 不規則動詞 (irregular verbs)

| 不定式 | 簡單過去式 | 過去分詞 | 不定式 | 簡單過去式 | 過去分詞 |
|-------------|------------|-----------|-----------------|---------------------------------|----------------|
| be (是) | was / were | been | bet (打賭) | bet | bet |
| beat (打) | beat | beaten | be (使服) | lay | lain |
| become (成為) | became | become | light (點燃) | lit | lit |
| begin (開始) | began | begun | lie (在) | lay | lain |
| bite (咬) | bite | bitten | lose (失去) | lost | lost |
| blow (吹) | blew | blown | make (使) | made | made |
| break (打破) | broke | broken | mean (意) | meant | meant |
| bring (帶來) | brought | brought | meet (見面) | met | met |
| build (建造) | built | built | pay (付錢) | paid | paid |
| buy (購買) | bought | bought | put (放) | put | put |
| catch (捉到) | caught | caught | read (讀) | read / red / * red / red / * | read / red / * |
| choose (選擇) | chose | chosen | ride (騎) | rode | ridden |
| come (來) | came | come | ring (鳴響) | rang | rung |
| cost (價錢) | cost | cost | rise (升起) | rose | risen |
| cut (剪) | cut | cut | run (跑) | ran | run |
| do (做) | did | done | say (說) | said | said |
| draw (拉) | drew | drawn | see (看) | saw | seen |
| drink (飲) | drank | drunk | sell (賣) | sold | sold |
| drive (駕駛) | drove | driven | send (寄) | sent | sent |
| eat (吃) | ate | eaten | show (展示) | showed | shown |
| fall (落下) | fell | fallen | shoot (射) | shot | shot |
| feel (感覺) | felt | felt | shoot (擊中) | shot | shot |
| fight (打) | fought | fought | show (展示) | showed | shown |
| find (尋找) | found | found | sing (唱) | sang | sung |
| fly (飛) | flew | flown | sit (坐) | sat | sat |
| forget (忘記) | forgot | forgotten | sleep (睡) | asleep | asleep |
| give (給予) | gave | given | speak (說話) | spoke | spoken |
| go (去) | went | gone | stand (站立) | stood | stood |
| grow (生長) | grew | grown | steal (竊取) | stole | stolen |
| hang (掛) | hung | hung | take (拿) | took | taken |
| have (擁有) | had | had | teach (教授) | taught | taught |
| hear (聽) | heard | heard | take (拿) | took | taken |
| hide (藏) | hid | hidden | tell (告訴) | told | told |
| hit (擊中) | hit | hit | think (思考) | thought | thought |
| hold (握) | held | held | throw (投) | threw | thrown |
| hurt (傷害) | hurt | hurt | understand (明白) | understood | understood |
| keep (保持) | kept | kept | wake (醒) | woke | woken |
| know (認識) | knew | known | wash (洗) | washed | washed |
| leave (離開) | left | left | win (獲勝) | won | won |
| lead (領導) | led | led | write (寫) | wrote | written |

下列動詞可以接規則 (-ed) 或不規則 (-d) 形式:

| 不定式 | 簡單過去式 / 過去分詞 | 不定式 | 簡單過去式 / 過去分詞 |
|-----------|-------------------|-----------|-------------------|
| learn (學) | learned / learnt | smell (嗅) | smelled / smelled |
| dream (夢) | dreamed / dreamed | | |

附錄 3 不規則動詞 (irregular verbs) 的分類

簡單過去式和過去分詞是相同的:

| | |
|-------------|-------------|
| cost → cost | let → let |
| cut → cut | put → put |
| hit → hit | shut → shut |
| hurt → hurt | |

簡單過去式和過去分詞是不同的:

| | |
|-----------------------|------------------------|
| break → broke broken | drive → drove driven |
| choose → chose chosen | ride → rode ridden |
| spoke → spoke spoken | rise → rose risen |
| steal → stole stolen | write → wrote written |
| wake → woke woken | |
| beat → beat beaten | become → became become |
| hide → hid hidden | |

2

| | |
|----------------|---------------|
| send → sent | lose → lost |
| speak → spoke | show → showed |
| build → built | take → took |
| hit → hit | win → won |
| begin → began | sleep → slept |
| learn → learnt | |
| mean → meant | |

3

| | |
|-------------------------|------------------------|
| bring → brought brought | buy → bought bought |
| fight → fought fought | forget → forgot forgot |
| think → thought thought | catch → caught caught |
| teach → taught taught | |

4

| |
|--|
| sell → sold |
| find → found |
| have → had |
| hear → heard |
| hold → held |
| read → read / red / * red / red / * |
| ring → rang |
| rise → rose |
| run → ran |
| stand → stood |
| understand → understood |

5

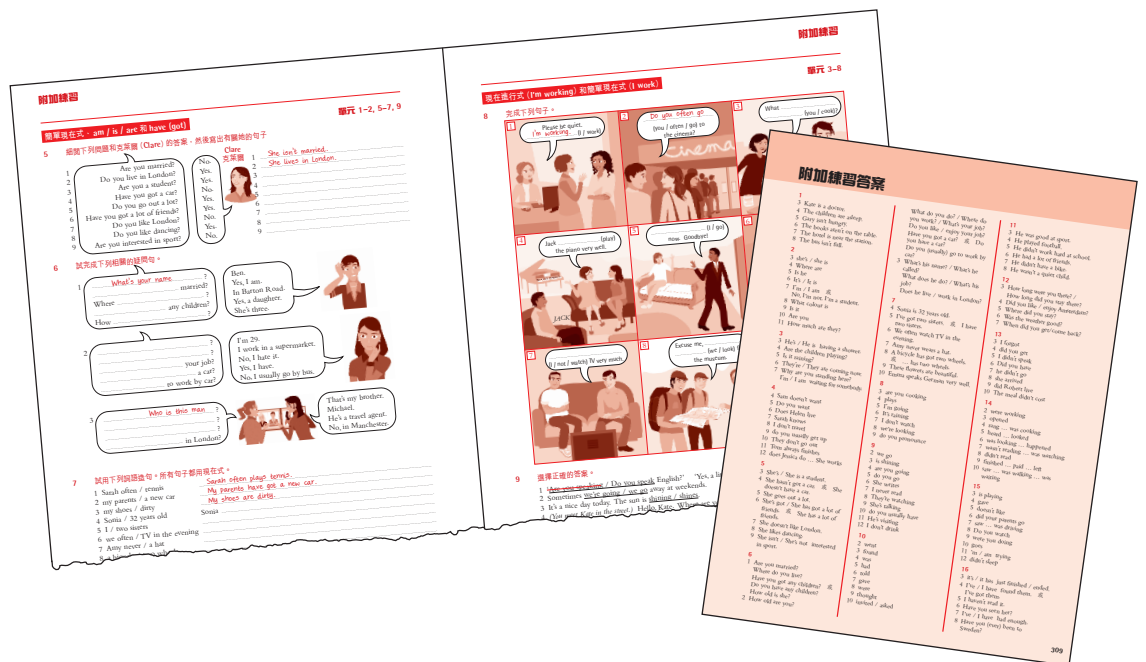
| | |
|------------------------------------|------------------------------------|
| begin → began began | begin → began began |
| know → knew known | know → knew known |
| run → ran run | run → ran run |
| stand → stood stood | stand → stood stood |
| understand → understood understood | understand → understood understood |

6

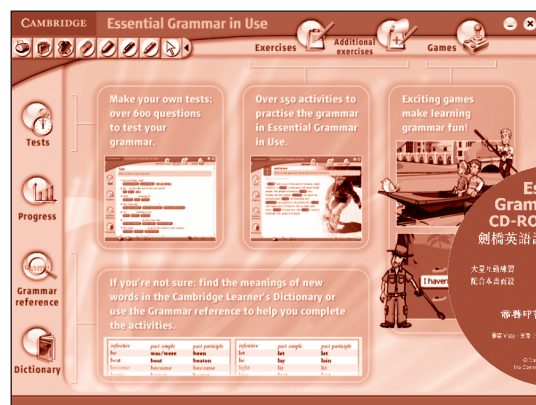
| | |
|------------------------|------------------------|
| come → came come | come → came come |
| become → became become | become → became become |

247

書末提供的附加練習 (第 254–272 頁) 新增了題目, 而有關練習的主題則詳列於第 254 頁。附加練習答案在第 309–311 頁。



書末附一張自學光碟, 為每個單元提供大量額外的練習題。光碟內還有逾 600 條測試題, 可作為自我測試之用。此外, 光碟更有內置詞典, 可即時提供詞語的解釋。



致老師 To the teacher

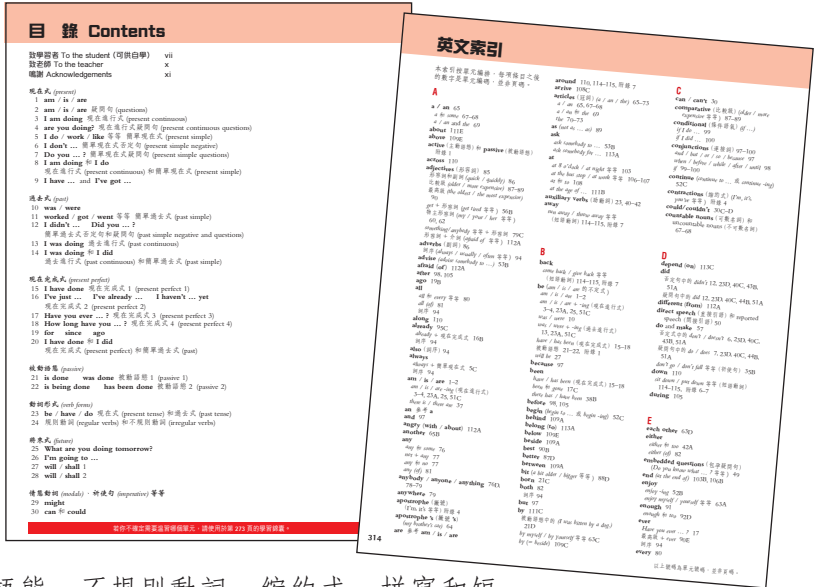
本書特色

- 本書為語法參考書，內容集中講授英語語法的不同項目。
- 本書是專為學習基礎英語的讀者而編寫，內容涵蓋在基礎程度上普遍教授的語法項目。
- 本書是一本附有練習的參考書，按照語法分類項目來編排。
- 本書可作為課堂或自學之用。

結構編排

本書共有 115 個單元，每一單元針對講解一個語法項目。單元內容是根據語法的類別而編寫，例如時態、疑問句和冠詞等等。各單元並非依照內容的深淺程度而編排，因此讀者應按自己的需要和進度來選擇合適的單元進行學習，無需由開首順序地學習。書內的目錄列明了各單元的主题，書末更設有分別以字母及筆劃排列的索引，方便讀者找尋所需單元。

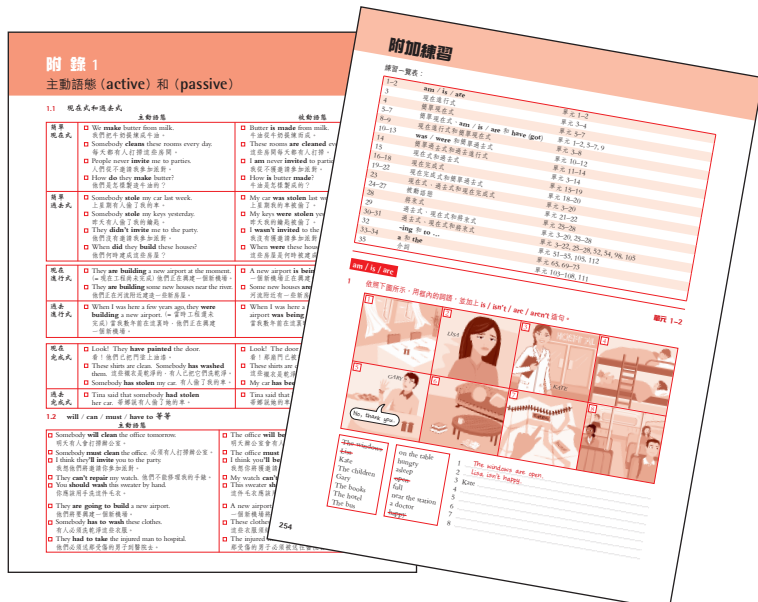
每一單元均以對頁形式編排——左頁是語法的解說文字，右頁則為相應的練習。此外，書末還特設 7 個附錄（第 245–253 頁），講解主動語態、被動語態、不規則動詞、縮約式、拼寫和短語動詞，老師可利用這些資源教授學生一些重要的語法項目，以加深他們的印象。



書末還提供附加練習（第 254–272 頁），內容綜合了不同單元（尤其是有關動詞形式的單元）的語法重點，並且一共包含 35 個練習，而練習的主题內容則詳列於第 254 頁內。

此外，書末的學習錦囊有助讀者決定先研習哪一個單元——參看第 273 頁。而書末的單元練習答案（第 284–308 頁）及附加練習答案（第 309–311 頁）則可供讀者自行核對答案。

書末附有詳盡的中、英雙語索引。英文索引（第 314–318 頁）以英文字母順序編排，有助讀者快捷地找出所需的語法項目及相關單元。而中文索引（第 319–320 頁）則以語法項目的筆劃編排，方便讀者以語法項目的中譯名稱搜尋所需資料。



涵蓋程度

本書是為學習基礎英語語法的讀者而編寫，對象為對英語語法有初步認識的人士，也可供剛達到英語中級程度，而語法能力稍遜，或對個別基礎英語語法項目感到困難的學生使用。

由於本書是以學習基礎英語語法的人士為對象，所以例句和解説的用語一般較為淺白、精簡。例句和練習中所用的詞彙都是根據讀者的程度而精挑細選的。

使用說明

本書既適合英語自學者使用（見第 vii 頁「致學習者 To the student（可供自學）」），又可作為課堂上的補充練習之用。無論是在哪種情況下，本書都是必不可缺的基礎語法參考書籍。

作為課堂上的教材時，本書可用作即時強化、複習重溫或改善語法運用能力。老師可於課堂上使用或讓個別需要額外幫助及練習的學生使用。

在某些情況下，左頁的解説文字可於課堂上使用，但須留意它們主要是為自學及參考用途而編寫，故在大多數情況下，老師應按其認為適當的方式教授語法重點，而書內的練習則可作為學生的家課。這樣，左頁的解説部分便可作為學生課後自行參考之用。

如果老師認為本書適合作為複習及改善語法之用，老師可引導個別學生或學習小組選擇合適的單元用作自修及練習。

自學光碟

自學光碟為每個單元提供大量額外練習題。光碟還含逾 600 條測試題，供使用者編寫測驗試卷，作為自我測試之用。此外，光碟更有內置詞典，方便查閱詞語的解釋。

Essential Grammar in Use (Fourth Edition) 《劍橋英語語法精解》

(第四版)

第四版與第三版的分別是：

- ✓ 重新設計，採用全新插圖。
- ✓ 對不少說明文字、例句、練習題和附加練習進行了修訂。

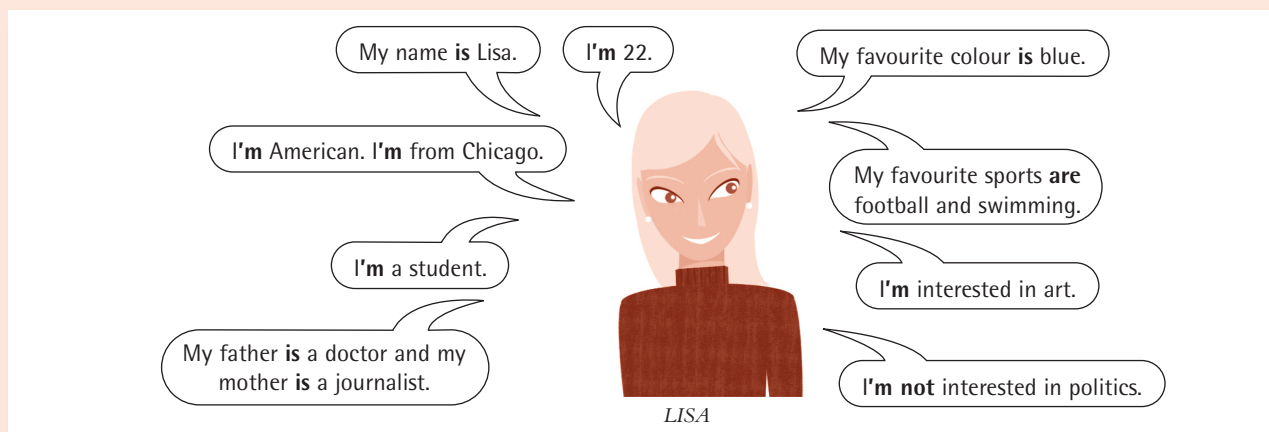
鳴謝 Acknowledgements

設計：Kamae Design

插畫家：Adz、Paul Boston、Christopher Flint、John Goodwin、Katie Mac、Martina-KJA artists 和 Lucy Truman。

am / is / are

A



B

肯定句

否定句

| | | |
|------|------------|-----------|
| I | am | (I'm) |
| he | is | (he's) |
| she | | (she's) |
| it | | (it's) |
| we | are | (we're) |
| you | | (you're) |
| they | | (they're) |

| | | |
|------|----------------|-----------------------------|
| I | am not | (I'm not) |
| he | is not | (he's not 或 he isn't) |
| she | | (she's not 或 she isn't) |
| it | | (it's not 或 it isn't) |
| we | are not | (we're not 或 we aren't) |
| you | | (you're not 或 you aren't) |
| they | | (they're not 或 they aren't) |

縮約式

縮約式

- I'm cold. Can you close the window, please? 我覺得冷，麻煩你可否關上窗？
- I'm 32 years old. My sister **is** 29. 我 32 歲，我的妹妹 29 歲。
- Steve **is** ill. He's in bed. 史蒂夫病了。他在牀上。
- My brother **is** scared of dogs. 我的弟弟怕狗。
- It's ten o'clock. You're late again. 現在已是十時，你又遲到了。
- Ann and I **are** good friends. 安跟我是好朋友。
- Your keys **are** on the table. 你的鑰匙在桌上。
- I'm tired, but I'm not hungry. 我雖然疲倦，但並不覺得餓。
- Lisa **isn't** interested in politics. She's interested in art. 莎莉對政治不感興趣。她對藝術有興趣。
- James **isn't** a teacher. He's a student. 占士不是老師，他是學生。
- Those people **aren't** English. They're Australian. 那些人並不是英國人，是澳洲人。
- It's sunny today, but it **isn't** warm. 今天陽光普照，但天氣並不和暖。



C

that's = that **is** there's = there **is** here's = here **is**

- Thank you. That's very kind of you. 謝謝你，你的人品非常好。
- Look! There's Chris. 看！克里斯在那裏。
- 'Here's your key.' 'Thank you.' 「這是你的鑰匙。」「謝謝你。」



1.1 寫出下列詞組的縮約式 (例如 she's / we aren't 等等)。

- 1 she is she's 3 it is not 5 I am not
- 2 they are 4 that is 6 you are not

1.2 在橫線上填上 am、is 或 are。

- 1 The weather is nice today. 5 Look! There Helen.
- 2 I not rich. 6 My brother and I good tennis players.
- 3 This bag heavy. 7 Emily at home. Her children at school.
- 4 These bags heavy. 8 I a taxi driver. My sister a nurse.

1.3 完成下列句子。

- 1 Steve is ill. He's in bed.
- 2 I'm not hungry, but thirsty.
- 3 Mr Thomas is a very old man. 98.
- 4 These chairs aren't beautiful, but comfortable.
- 5 The weather is nice today. warm and sunny.
- 6 '..... late.' 'No, I'm not. I'm early!'
- 7 Catherine isn't at home. at work.
- 8 '..... your coat.' 'Oh, thank you very much.'

1.4 參照單元 1A 中有關莉莎 (Lisa) 的句子，然後寫出有關你自己的句子。

- | | |
|--------------------|----------------------------------|
| 1 (name?) My | 5 (favourite colour or colours?) |
| 2 (age?) I | My |
| 3 (from?) I | 6 (interested in ... ?) |
| 4 (job?) I | I |

1.5 用下列詞語為下圖造句。

angry cold hot hungry scared thirsty



- 1 She's thirsty. 3 He
- 2 They 4 5
- 6

1.6 根據真實情況，用 is / isn't 或 are / aren't 寫出肯定句或否定句。

- 1 (it / hot today) It isn't hot today. 或 It's hot today.
- 2 (it / windy today) It
- 3 (my hands / cold) My
- 4 (Brazil / a very big country)
- 5 (diamonds / cheap)
- 6 (Toronto / in the US)

根據真實情況，用 I'm / I'm not 寫出肯定句或否定句。

- 7 (tired) I'm tired. 或 I'm not tired.
- 8 (hungry) I
- 9 (a good swimmer)
- 10 (interested in football)