

# Foreword

## Dear Student,

*Sicher in Grammatik* is an advanced workbook for students of English who want to revise what they have already learnt during their earlier years at school.

It combines a summary of the most important rules of English grammar with exercises designed to help you to avoid making mistakes so you can face English tests more confidently.

The workbook comprises eleven chapters containing structures that you regularly come across when reading English texts, doing homework or preparing for tests. The sections are arranged in a way that underlines and characterises their function: Talking about the present, Describing, etc.

The individual chapters are divided into **basic rules** and **exercises**.

The **basic rules** explain the grammatical structures in simple English and demonstrate the use of certain points of grammar through contextualized examples that are communicative and easy to remember. You'll also find excerpts from English literature (Nick Hornby, George Orwell) or newspaper articles that exemplify how particular structures are used.

The **exercises** follow the **basic rules**, starting with relatively straightforward exercises and going on to more demanding ones later on. While the easier exercises have been designed to test your basic knowledge of structures, the more challenging ones will help you to improve your skills at text production. Each exercise contains a reference to the **basic rules** section which deals with the grammatical structures the exercise practises (→ A, B ...)

You'll also find a number of **Tips** next to the rules and some of the exercises. These tips give extra information, highlight stylistic variations, or warn you about particular traps and trouble spots.

We don't advise you to go through the book chronologically from cover to cover. It would be better to concentrate on the areas of grammar you're not quite sure of and tend to make mistakes in. If you want to revise certain structures on your own, try looking at some recent English tests or homework that your teacher has corrected and make a list of the most common mistakes. If, for example, you're not sure when to use the past tense and when to use the present perfect, you can turn to the relevant section in *Sicher in Grammatik*. The **list of grammatical terms** (p. 100) contains an overview of important grammatical terms. The relevant chapter numbers are given for all terms dealt with in this book.

Whether you read the basic rules before tackling the exercises or whether you go straight to the exercises is up to you. Make sure you look at the suggested solution to check your results, which you will find on the CD at the back of the book. If you discover that you are making mistakes, go back to the basic rules and try to find out where you have gone wrong.

We hope that you will enjoy working with *Sicher in Grammatik* and that it will help you to do well in your final exams.

Your **Abi Workshop** Team



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