

Recommended Reading

We recommend that you should obtain [The Practice of English Language Teaching](#) and one of the grammar books for study before the course. This is optional, and the books are not used during the course.

[The Practice of English Language Teaching](#)

Jeremy Harmer

Paperback - 446 pages 5th Ed (2 April 2015) Pearson; ISBN: 1447980255

This is a useful general introduction, which you may like to read before the course.

[Grammar for English Language Teachers: With Exercises and a Key](#)

Martin Parrott

Paperback - 480 pages (January 14, 2010) Cambridge University Press; ISBN: 0521712041

Systematically organised and written in an accessible style, this book provides an excellent survey of the main grammar topics that teachers need to be familiar with, and so is a very useful option for background reading before the TEFL course.

The first part is a systematic overview of each of the major word classes, with a concise discussion of their key features. The second part is a useful discussion of verbs, focusing on the functions of each tense. The third part looks at longer stretches of language, and is concerned with the function that different words or groups of words can perform in sentences. There are also chapters on complex sentences, pronunciation, spelling and punctuation.

[English Grammar in Use](#)

Raymond Murphy

Paperback - 390 pages (April 15, 2004) Cambridge University Press; ISBN: 0521537622

Described as a self-study reference and practice book for intermediate students of English, this book is organised in 136 two-page units, each with one page of explanation and one page of exercises. The book is available with or without a key to the exercises. As the exercises are designed for intermediate students, they will only be of interest to teachers as material for classes rather than a test of their own knowledge.

Units are organised thematically rather than alphabetically; the book begins with several uses on tenses, followed by modal verbs, conditionals, etc.

A good option for anyone coming to the course who wants a systematic and fairly simple approach to help you brush up your own grammar.

[Practical English Usage](#)

Michael Swan

Paperback - 688 pages (April 21, 2005) Oxford University Press; ISBN: 0194420981

While Parrott is designed for teachers and Murphy for intermediate students of English, this volume is aimed at both teachers and advanced learners. The work is organised alphabetically with 634 articles ranging from "abbreviated styles" to "yes and no". This means it's a handy reference book, but not designed to be read from cover to cover.

As this work is about usage, it has a wider scope than the books that deal just with grammar, and contains information on vocabulary, idiom and style as well as grammar, punctuation and spelling.