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| **CHƯƠNG 2: BÀI ĐỌC ĐƠN (SINGLE PASSAGES)** |

**I. E-MAIL / THƯ (E-mails / Letters):**

**1.** Trong Part 7, các bài đọc có thể là dạng e-mail hoặc bức thư. Bạn thường thấy có 2 đến 3 e-mail hoặc thư trong các bài đọc đơn trong Part 7 của bài thi TOEIC. Đây là những hình thức liên lạc kinh doanh giữa các công ty hoặc trong nội bộ công ty. Không khó để tìm ra câu trả lời đúng nếu như bạn quen với hình thức của e-mail và thư từ. Các bài đọc dạng thư và e-mail thường có từ 2 đến 4 câu hỏi, đôi khi có một số bài ở mức độ khó thì có 5 câu hỏi.

**2.** Những mẫu câu thường gặp và hướng dẫn làm bài:

**a.** Những mẫu câu thường gặp:

What is the purpose of this e-mail?

What is Robert Payne being asked to do?

What is enclosed with this letter?

When did Ms. Dwyer contact Mr. Frazier?

**b.** Hướng dẫn làm bài:

Bạn nên làm quen với hình thức của một e-mail hoặc một lá thư doanh nghiệp và những sự diễn đạt thông thường để chọn câu trả lời đúng một cách dễ dàng. Nhìn chung, thông tin về người gửi và người nhận được cho sẵn ở phía trên e-mail hoặc lá thư. Mục đích thì được đề cập ở phần giới thiệu, và nội dung cũng như các phần đính kèm thì nằm trong thân bài. Cuối cùng, một yêu cầu có thể được thêm vào ở phần kết luận của e-mail hoặc thư.

**3.** Những hình thức diễn đạt thông thường và từ vựng trong e-mails và letter:

**a.** Những hình thức diễn đạt thông thường:

*\*Mục đích của e-mail / letter:*

**I am writing + to-infinitive**

I am writing to inquire about a discrepancy between an order I made and the amount I was charged.

**This letter is + to-infinitive**

This letter is to confirm your registration for the upcoming conference on financial service providers.

*\*Đính kèm (Attachment / Enclosed)*

**We have enclosed …**

We have enclosed a copy of the quarterly report and a synopsis of upcoming projects for the coming fiscal year.

**Enclosed you will find …**

Enclosed you will find information on the services you indicated interest in and contact numbers for each service.

*\*Yêu cầu (request)*

**Please …**

Please send any comments or questions you have to Ms. Stevens at the following e-mail address.

**I would be grateful if you could …**

I would be grateful if you could five me some information about the position you advertised in *The Financial Herald*.

**b.** Từ vựng thường xuất hiện trong e-mails/letters:

*\*Kinh doanh / Thương mại (Business / Trade)*

Bargain over prices Mutual funds

Cargo Order

Clause Overcharge

Commerce Postage

Commission Quota

Consignment Quote

Contract Shipment

Courier Specification

Custioms Subcontractor

Delivery Tariff

Embargo Trade

Freight Transaction

Invoice Transit

Multilateral Vendor

*\*Bán hàng, phân phối (Sales, Distribution)*

Catalog Merchandise

Charge Net price

Client Outlet

Commodity Purchase order

Customer Retailer

Discount Stock

Distribution Supplier

Goods Transport

Inventory Warehouse

*\*Tài chính, ngân hàng (Finance, Banking)*

Account Endorse

Bank statement Insurance

Bounced check Insurance policy

Cardholder Interest

Cash a check Loan

Checking account Mortgage

Collection notice Outstanding balance

Credit Overdraw

Creditor Overdue

Debit card Premium

Debt Savings account

Deduct Transaction record

Delinquent Utility bill

Deposit Wire

Due date

*\*Nhà ở (Accommodation)*

Building Outskirts

Cozy Parlor

Demolition Premises

Dweller Real estate

Estimate Remote

Evacuate Rent

Furnished Residence

Garage Spacious

Inhabitant Storage room

Landlord Tenant

Lease Tenure

Let Vacant

Occupant Valuation