**III. YẾT THỊ & THÔNG BÁO (Notices & Announcements)**

**1.** Trong Part 7, các bài đọc có thể có hình thức của các yết thị hoặc thông báo. Yết thị (Notice) được dùng để thông báo tin tức hoặc thay đổi trong nội bộ cơ quan, tổ chức. Chúng bao gồm người gửi, người nhận, chủ đề và nội dung chính. Thông báo (Announcement) cũng tương tự như yết thị nhưng dùng để thông báo rộng rãi, công khai. Điển hình là chúng dùng trong phần giới thiệu của một sản phẩm hoặc dịch vụ mới, một tuyên bố của chính phủ hay chính sách kinh doanh, sự khai trương của một địa điểm tham quan, du lịch v.v.

Trong Part 7 của mỗi bài thi TOEIC thường có 2 bài đọc đơn là Yết thị hoặc Thông báo, mỗi bài Yết thị hoặc Thông báo thường có từ 2 đến 4 câu hỏi.

**2.** Những dạng câu hỏi thường gặp và hướng dẫn làm bài

**a.** Những dạng câu hỏi thường gặp

What is the purpose of this notice?

Where is this announcement found?

What will happen on February 14?

What is stated about the residents?

**b.** Hướng dẫn làm bài

Những câu hỏi tổng quan về 2 loại bài đọc này thường hỏi về mục đích của yết thị hoặc thông báo hoặc hỏi về người cần đọc hoặc xem yết thị/thông báo này. Thông tin của câu hỏi tổng quan có thể được tìm thấy ở nửa đầu của bài đọc.

Câu hỏi thông tin thường hỏi về thời gian, địa điểm, giá cả v.v. Nội dung câu trả lời có thể nằm ở giữa bài đọc. Và thông tin liên hệ thường nằm cuối bài đọc.

Nếu bạn đã quen với hình thức của yết thị và thông báo, thì bạn dễ dàng tìm thấy thông tin để chọn đúng câu trả lời cũng như rút ngắn thời gian làm bài.

**3.** Những hình thức diễn đạt thường thấy và từ vựng trong các yết thị và thông báo

**a.** Những hình thức diễn đạt thường thấy

*\*Mục đích của yết thị / thông báo (Purposes of notices / announcements)*

**We are pleased to announce …**

We are pleased to announce the publication of the 2015 edition of *The Journalist’s Reference Book.*

**Please be aware that …**

Please be aware that there is a service charge for bank patrons whose checks are returned due to insufficient funds.

*\*Yêu cầu (Requests)*

(Audience) **is requested + to-infinitive**

Drivers are requested to collect a parking voucher from the dispensing machine before entering the garage.

*\*Thông tin liên hệ (Contact detail)*

**If you have any concerns, please contact …**

If you have any concerns, please contact us at address indicated at the end of this policy.

**b.** Từ vựng thường xuất hiện trong Yết thị và Thông báo

*\*Trong công ty (In companies)*

Accomplish Implement

Acqusition Mediate

Agenda Negotiation

Assign Oversee

Assignment Performance

Circulate Recipient

Compromise Reimburse

Consensus Routine

Coordinate Set out to do

Correspondence Submission

Dispute Take on

Dress code Undertake

Embark Workload

Evaluate

*\*Sản xuất (Production)*

Apparatus Minimize

Assembly Output

Component Outsourcing

Construct Plant

Conveyor Process

Defect Produce

Device Productivity

Equipment Prototype

Facilitate Quality

Facilities Quantity

Fully-equipped Rehovate

Inspection Resources

Instrument Shift

Machinery Standardize

Maintenance Unit

Malfunction Update

Manufacture Upgrade

Maximize Yield

Mechanical

*\*Tại sân bay (At the airport)*

Aircraft Flight attendant

Airfare Go through customs

Airsickness Immigration

Aisle seat Jet lag

Aviation Land

Baggage Local time

Boarding pass Luggage

Departure Renew

Destination Stand-by

Duties Take off

Duty-free shop Visa

Emergency Window seat

Example 01: Notice (Questions 153-154, Test 02, ETS 5 Tests)

**Questions 153-154** refer to the following notice.

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| **Attention Waylon Concert Hall Guests**  • Ticket holders arriving late will not be admitted to the auditorium until a suitable break during the performance and must be shown to their seats by an usher. • Mobile telephones must be turned off during all performances. • Cameras and video or audio recorders of any kind are prohibited unless specifically authorized by the promoter. Those found during the performance will be.held at the box office until the end of the show. • Standing in the aisles during performances is forbidden by the fire regulations. • Smoking is prohibited throughout the building. • Food or beverages may not be brought into the auditorium at any time.  Please be courteous to those around you while you enjoy the show. |

**153.** What does the notice mainly discuss?

(A) Rules for concertgoers  
 (B) Equipment used by concert-hall

staff  
 (C) Safety procedures  
 (D) Performance schedules

**154.** According to the notice, what might a

promoter do?

(A) Distribute concert programs  
 (B) Escort guests who arrive late to

their seats  
 (C) Approve the use of audio devices  
 (D) Collect mobile phones

Example 02: Notice (Questions 174-176, Test 06, ETS 1200)

**Questions 174-1 76** refer to the following notice.

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| **Atherton Township Division of Public Recreation** Atherton Municipal Building  Please refamiliarize yourselves with the following pool safety precautions. As a recreation manager, you are responsible for discussing these regulations with your staff at your next weekly meeting. We must be sure that our facility is in full compliance with the laws and regulations of Atherton Township.  • General pool safety and conduct rules must be posted in an area clearly visible to all pool patrons.  • Gate must be locked and secured whenever lifeguard staff are not on duty.  • Pools must maintain appropriate chlorine levels at all times to ensure the health of guests.  • Patio and grass areas surrounding pools must be inspected once every hour and kept free of debris.  • Emergency phone numbers for police and ambulance services must be provided to all your lifeguards while on duty.  Any questions or concerns with regard to these regulations may be directed to:  Len Shrove, Division of Public Safety,  Atherton Municipal Building,  38 Woodbridge Drive, Atherton, ON L4W 152 |

**174.** What is the purpose of this notice?

(A) To advertise a recreational

facility

(B) To ensure that management staff

follow regulations  
 (C) To announce job openings for

lifeguards  
 (D) To instruct guests about

swimming pool use

**175.** For whom is this notice most likely  
 intended?

(A) Len Shrove  
 (B) Lifeguard staff  
 (C) Recreation managers  
 (D)Guests at a swimming pool

**176.** What are lifeguards expected to have  
 available while on duty?

(A) Emergency telephone numbers  
 (B) The address of the municipal

building  
 (C) A list of local health care centers  
 (D) A key to the swimming pool gate

Example 03: Notice (Questions 165-168, Test 03, ETS 1200)

**Questions 165-168** refer to the following notice

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| **WASTE PREVENTION – HOW YOU CAN HELP**  ***Photocopies*** o Eliminate unnecessary photocopies by storing documents on a shared directory. o Create a central filing system instead of maintaining duplicate files. o Invest in a program that allows fax transmission directly from your computer. o Redesign forms and reports to reduce margins (and the number of copies required). o Prepare executive summaries for lengthy documents. Provide full document only on  request. o Use e-mail and voice mail for interoffice messages. o Post information on a bulletin board instead of making copies.  ***Equipment*** o Rent (rather than buy) equipment that is used only occasionally. o Buy high-quality equipment; it usually lasts longer and requires fewer repairs. o Buy remanufactured office equipment that comes with an extended warranty. o Schedule regular maintenance to prolong the life of equipment. o Recycle usable parts from outdated equipment.  ***Donations*** o Donate old office furniture and equipment or surplus supplies to local schools. o As an alternative to recycling, donate magazines to hospitals or clinics. |

**165.** What is the main topic of the notice?

(A) Recycling  
 (B) Waste reduction  
 (C) Equipment maintenance  
 (D) Interoffice communication

**166.** What is NOT a suggested way to

reduce photocopying?

(A) Post a list of guidelines for

photocopying  
 (B) Use a shared-document directory  
 (C) Write executive summaries  
 (D) Decrease margins on documents

**167.** What is suggested as a way to make  
 equipment last longer?

(A) Turning off equipment when not in

use  
 (B) Purchasing a supply of

replacement parts  
 (C) Having equipment serviced

regularly  
 (D) Replacing older models with

newer ones

**168.** According to the notice, where can  
 companies donate reading material?

(A) To an employee lounge  
 (B) To a local school  
 (C) To a public library  
 (D) To a hospital