**VII. CÁC DẠNG BÀI ĐỌC KHÁC**

**1.** Trong Part 7, các bài đọc có thể chứa các từ ngữ không liền mạch với nhau, các con số cũng như các câu không hoàn chỉnh có phong cách khác so với các dạng bài đọc tiêu chuẩn. Những dạng bài đọc này bao gồm: hoá đơn (invoices), lý lịch trích ngang (résumé), lịch biểu (schedules), tin nhắn thoại (telephone messages), phiếu giảm giá (coupons), v.v. Có khoảng 3 trong số các dạng bài đọc này xuất hiện trong Part 7 TOEIC.

**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 document?

What is being requested in the message?

What is NOT true about the coupon?

How many folders were ordered?

What time will the shuttle bus depart from the hotel?

**b.** Hướng dẫn làm bài

Bạn nên làm quen với hình thức của mỗi dạng bài

Hoá đơn (Invoices) là loại giấy tờ mà người mua sẽ nhận sau khi trả tiền cho món hàng của mình. Trên hoá đơn có ghi loại mặt hàng vừa mua, tổng số tiền phải trả, phương thức thanh toán, tên người bán, người mua, v.v.

Đối với bản lý lịch (résumé), bạn nên chú ý đến phần kinh nghiệm cá nhân, phần này luôn được liệt kê theo thứ tự thời gian từ kinh nghiệm gần đây nhất, tiếp theo là những kinh nghiệm trước đó lùi dần về quá khứ (đây được xem như là chuẩn mực khi liệt kê kinh nghiệm bản thân trong lý lịch).

Đối với tin nhắn thoại (telephone messages), thường có 3 người được nhắc tới đó là người gọi (caller / From: ), người nghe (hearer / Taken by: ), người nhận tin nhắn (message receiver / To: ). Những thông tin này thường gây nhầm lẫn cho thí sinh. Vì thế bạn nên chú ý kĩ những thông tin trên.

**3.** Từ vựng thường gặp trong các dạng bài đọc này

*\*Lịch biểu (Schedule)*

Agenda Notification

Call off Registration

Cancellation Schedule

Conference Seminar

Convention Speech

Enroll Tentative schedule

Make arrangements Workshop

Meeting

*\*Sự kiện (Events)*

Annual Fundraising

Association Invitation

Attendance Keynote address

Auditorium Nominate

Banquet Participant

Charity Preside over a meeting

Committee Representative

Contribute Session

Donate Turnout

Exhibit Voluntary

Foundation

*\*Vấn đề xã hội (Social matters)*

Arbitration Infringement

Boycott Litigation

Commit Obliged

Controversial Ordinance

Copyright Patent

Counterfeit Plaintiff

Custody Press conference

Detention Prosecutor

Forfeit Provision

Forgery Punishment

Fraud Settlement

Illegal Strike

Indict Violation

*\*Tranh luận (Debate)*

Accommodate Discuss

Approve Negotiate

Argument Object to

Assert Opposition

Brainstorming Persuade

Briefing Presentation

Clash Proponent

Concede Proposal

Consent Refuse

Deadlock Unanimous

Debate Withstand

Disapprove

*\*Trao đổi qua điện thoại (Telephoning)*

Answer the phone Leave a message

Contact Pick up the phone

Disconnect Return one’s call

Extension Take a message

Give a call Voicemail

Hang up

*\*Phát thanh & Xuất bản (Broadcast & Publishing)*

Archive Issue

Authorship Newsletter

Biography Periodical

Biweekly Press

Broadcast Publication

Censorship Quarterly

Commercial Release

Coverage Satellite

Edition Subscription

Exclusive

*\*Đời sống cá nhân (Private life)*

Apologize Favorable

Apparel Household

Appreciate Personal belongings

Attire Preferable

Complimentary Reluctant

Dietary Utility

Disappointed

Example 01: Resume (Questions 158-159, Test 07, Economy 03)

**Questions 158-159** refer to the following resume.

|  |
| --- |
| **Sandra Ellison** 14695 Brooks Ct., SE, Florence, IN 46521 Home phone: (645) 345-7886 Cellular phone: (010) 534-8889 E-mail: ellisos@mailbank.com  **Employment Objective** To obtain a position in a successful and creative film company.  **Experience** May 2005-August 2005 Director, *Flowers for Emily,* Sydney Drama Guild  April 2004-August 2004 Director, *Mother’s Garden,* Sydney Drama Guild  November 2002-February 2003 Asst. Director, *The Life of Benjamin Franklin,* Tree-star Theatre Group  January 2002 Writing and production of the 16mm short film *Falling,* I oversaw all of the making of this black and white, 50-minute film about a girl who is committed to an insane asylum.  October 1996 Writing and production of the color film *In Your neighbor,* I oversaw all aspects of the making of this documentary about toxic waste dumps in America.  **Education** June 2002 Bachelor of Arts, University of Melbourne Major in Drama, Minor in Film History  **References**  Jeniffer Hudson, Ph.D., University of Melbourne - (042) 484-9444, ext. 6888  Allen Scottfield, Owner of Sydney Drama Guild - (051) 551-9900  Ray Levin, Owner of Tree-star Theatre Group - (042) 362-5000  **Special Skills**  I am especially talented at jobs such as producing and editing. |

**158.** Which was the last production Sandra

Ellison took part in?

(A) *Flowers for Emily* (B) *Mother's Garden* (C) *The Life of Benjamin Franklin* (D) *Falling*

**159.** How long did Sandra Ellison work for

Ray Levin?

(A) About a month  
 (B) About four months  
 (C) A year and a half  
 (D) More than three year

Example 02: Invoice (Questions 162-164, Test 01, ETS 5 Tests)

**Questions 162-164** refer to the following invoice.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Golden Day Supply**  4 Dunwood Avenue • Winnipeg, MB R2C 1SB • (204) 555-0180  **Order type:** Online **Order date:** May 18 **Ship date:** May 21  **Customer information: Delivery:** Name: Edith Boulanger To customer address Address: 42 York Avenue  Selkirk. MB RlA 2J7  **In this Shipment: On back order:**   |  |  | | --- | --- | | **Item Description and Number** | **Price** | | Pina Water Bottle (XF52) | $4.50 | | Trillium Rain Hat (GVl 1) | $13.00 | | Explorer Rain Jacket (HF77) | $42.00 | | Gregson Hiking Boots (KL944) | $78.00 | | **Merchandise Total:** | $137.50 | | **Shipping:** | FREE | | **Tax:** | $16.50 | | **Total:** | $154.00 |  |  |  | | --- | --- | | Camping and Sport Backpack (YX99) | $85.00 | | **Tax:** | $10.20 | | **Total:** | $95.20 |     Congratulations! As a regular customer, you qualify for free shipping!  **Payment information:** Credit Card #XXXXXXXXXXXX9960 charged on day of shipment  Estimated ship date of back-ordered item(s) is June 10. Credit card will not be charged for back-ordered item(s) until date of shipment. There are no additional shipping charges. |

**162.** What is indicated about Golden Day

Supply?

(A) It has a warehouse in Selkirk.  
 (B) It offers same-day shipping.  
 (C) It sells items intended for outdoor

use.  
 (D) Its merchandise is not available in  
 stores.

**163.** Why did Ms. Boulanger receive free  
 shipping?

(A) She has previously purchased items  
 from Golden Day.  
 (B) Her order cost more than $100.  
 (C) She is a Golden Day customer

service representative.  
 (D) Her order was placed before May

21.

**164.** How much will Ms. Boulanger most likely be charged on June 10?

(A) $78.00  
 (B) $95.20

(C) $137.50  
 (D) $154.00

Example 03: Form (Questions 162-165, Test 04, ETS 1200)

**Questions 162-165** refer to the following form.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dear Guest: Your opinions and ideas matter to us. Please take a few minutes to complete this survey form. Thank you! ***The Management***  For each of the following, please check (X) the category that best describes your experience with us.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | *Excellent* | *Good* | *Average* | *Fair* | *Poor* | | Ease of checking in and out |  | X |  |  |  | | Condition of the room |  | X |  |  |  | | Overall quality of service | X |  |  |  |  | | Housekeeping services |  |  | X |  |  | | Overall cleanliness |  | X |  |  |  | | Quality of food and beverages |  |  |  | X |  | | Price |  |  | X |  |  |   *Additional Comments* Initially, my husband and I thought that coming here was a mistake. We were upset when, at check-in, we learned that there was no record of our reservation, even though we had booked months in advance and had a confirmation number. However, the clerk at the reception desk resolved the matter satisfactorily by offering us a room that was more comfortable and spacious than the one we had originally reserved. Overall, we were pleased with the professional attitude of your personnel, including the housekeeping staff, the waiters at the restaurant, and the driver of the hotel shuttle bus. We are looking forward to visiting again.  Lisa Browning |

**162.** What is the purpose of this form?

(A) To ask for opinions about a hotel  
 (B) To book a room at a hotel  
 (C) To express interest in employment

at a hotel  
 (D) To indicate methods of payment at  
 a hotel

**163.** To wham is Ms. Browning addressing  
 her comments?

(A) The driver of the hotel shuttle bus  
 (B) The waiters at the hotel restaurant  
 (C) The management of the hotel  
 (D) The staff at the hotel reception desk

**164.** Why was Ms. Browning initially upset?

(A) The hotel rate was higher than

expected.  
 (B) The hotel had no record of her  
 reservation.  
 (C) Her husband had forgotten to book  
 a room.  
 (D) She had lost her confirmation

number.

**165.** What did Ms. Browning like the least

about the hotel?

(A) The attitude of the personnel  
 (B) The checkout procedures  
 (C) The quality of the meals  
 (D) The condition the rooms were in