**V. CÁC DẠNG BÀI ĐỌC KÉP KHÁC**

**1.** Ngoài những dạng bài đọc kép thường gặp ở các phần trước, còn có sự kết hợp giữa một danh sách, biểu đồ, đồ thị, lịch biểu, hoá đơn,lịch trình v.v và một e-mail, thư, bài báo v.v.

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

**a.** Những dạng bài đọc thường gặp

Bài đọc thứ nhất là một bảng giá sản phẩm được đưa ra bởi nhà sản xuất, doanh nghiệp. Bài đọc thứ hai là e-mail đặt hàng một số sản phẩm.

Bài đọc thứ nhất là một hoá đơn liệt kê những mặt hàng được mua, được giao hàng. Bài đọc thứ hai là e-mail phản hồi về hoá đơn đó.

Bài đọc thứ nhất là một phần trang web chỉ ra những phàn nàn của khách hàng. Bài đọc thứ hai là e-mail hoặc thư gửi lời xin lỗi của công ty, doanh nghiệp.

Bài đọc thứ nhất là một cuốn sách quảng cáo về một chương trình biểu diễn nghệ thuật. Bài đọc thứ hai là lá thư nêu ra những nhận đinh, ý kiến của khán giả.

**b.** Hướng dẫn làm bài

**Bước 1:** Xác định từ khoá (keyword) trong các câu hỏi để biết được cần phải tìm

thông tin trong bài đọc nào.

**Bước 2:** Tìm gợi ý thứ nhất liên quan đến từ khoá ở một trong hai bài đọc, sau đó

tìm gợi ý thứ 2 ở bài đọc còn lại và liên kết các gợi ý đó để chọn câu trả lời

đúng.

Example 01: Memo and Report (Questions 186-190, Test 03, ETS 1000)

**Questions 186-190** refer to the following memo and report.

From: Lance Shelly, Vice President – Accounting  
To: Managers, Wytell, Inc.  
Date: September 25

Attention all managers:

Thank you for your diligent efforts in tracking the travel expenses of the employees you supervise. As you know, we only began this practice in the last year. The decision was made as the company began to expand beyond a size where reimbursement could be managed informally.

We are implementing the following changes and ask that you communicate them to your department. First, it has come to our attention that many employees do not feel that the current daily amount allowed for food expenses is enough. We are going to increase this allowance to $50 a day beginning on October 1. Second, we wish to trim expenses by requiring that employees make advance copies here at the office of any paperwork they will need while on business trips. When employees use commercial vendors to make copies, it tends to cost the company more than is necessary. As of November 1, we ask that you not approve any such expenses.

Thank you for your assistance in this matter.

Lance Shelly  
Vice President, Accounting

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| **Travel Expense Report**  **Employee Name:** Krit Suttirat **Date Submitted:** October 15 **Employee Number:** 184926 **Department:** Human Resources-Recruiting  *Please enter both the amount for each category and* a *description ofwhat the expense was.*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Date | Oct 5 | Oct 6 | Oct 10 | Oct 11 | Oct 12 | | Location | Los Angeles | Los Angeles | Sacramento | Sacramento | Sacramento | | Transport | $40  Car rental | $51  Car rental, Gas | $4  Bus | $35  Car rental | $43  Car rental, Gas | | Lodging | $165  Hotel-1 night | ─ | $280  Hotel-2 nights | ─ | ─ | | Food | $35  2 meals | $40  3 meals | $32  2 meals | $38  2 meals | $36  2 meals | | Supplies | $52  Brochure copies | ─ | ─ | $8  Pencils | $8  Pencils | | Total | $292 | $91 | $316 | $81 | $87 | | Grand Total $867 | | | | | |   Employee Signature: \_\_\_Krit Suttirat\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor Signature: \_\_Sheila M. Kearns­\_\_\_\_\_\_\_ |

**186.** According to the memo, why did

Wytell, Inc., start requiring travel

expense reports?

(A) Government regulations changed.  
 (B) Some employees had not been  
 reimbursed.

(C) The company had a new owner.

(D) The company became larger.

**187.** What is stated about the food

allowance?

(A) It is adequate to cover employee  
 expenses.  
 (B) It requires a separate form.  
 (C) It will be increased in October.  
 (D) It requires copies of receipts.

**188.** What is Ms. Suttirat’s position?

(A) Accounting assistant  
 (B) Employee recruiter  
 (C) Human resources supervisor  
 (D) Sales manager

**189.** What is indicated about Ms. Suttirat?

(A) She traveled to two cities in

October.  
 (B) She traveled by train.  
 (C) She spent two nights in Los

Angeles.  
 (D) She submitted her expense report

late.

**190.** Which of Ms. Suttirat’s charges would

not be approved after November 1?

(A) $40  
 (B) $51  
 (C) $52  
 (D)$165

Example 02: Agenda & E-mail (Questions 181-185, Test 08, Economy 03)

**Questions 181-185** refer to the following agenda and e-mail.

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| --- |
| Subject: Balancing Your Budget Straight Talk for Married Women Sponsored by the Institute of Quantitative  Research in Finance(IQR).  Location : North Little Rock Hotel Conference Room 201  **Timetable:** 9:00 Registration  \* Please show your invitation or membership card.  9:30 Keynote address by Eileen Christelow, bestselling author of *Making Your*  *Money At Home.*  10:00 Two Presentations “Spending a little now will reward you in the future” by Kathryn Caputo (90 mins.) “Find the balance between saving and spending for a lifetime of enjoyment with your family” by James Lange (60 mins.)  12:00 Lunch Break \*\* Discount tickets for hotel restaurants available  13:00 Panel Discussion  15:00 Question and Answer Session with lecturers  16:30 Closing Message by IQR chairman, Paul Edwards, President of Kersten  Industries |

|  |
| --- |
| From : Sharon Jaynes<sharon@ketmail.net> To : Grace Cornish<grace@applet.com> Re : IQR workshop  Dear Ms. Cornish,  I found the workshop held at the North Little Rock Hotel last week extremely beneficial and enlightening. The speakers made me think about how to save more money and spend it more wisely. It was financial knowledge I really should have learned a long time ago.  Due to traffic, however, I was delayed and didn't arrive at the hotel until 11 :00. I'd like to ask whether you have a transcript or videotape of the presentations that were delivered before 11:00. If so, could you let me know how I could get a copy? I am eager to get all the advice I can about this very important topic.  A close colleague of mine told me about the conference and when I registered for it on your website, I checked the box to receive your weekly newsletter. I have yet to receive one, so I'd like to confirm my e-mail address with you. Please send all IQR materials to me at sharon@ketmail.net.  Thank you in advance for your help.  Sincerely,  Sharon Jaynes |

**181.** Who most likely attended the  
 conference?

(A) Customers wanting to switch banks  
 (B) Personnel staff looking for new  
 recruits  
 (C) Stock brokers looking for good tips  
 (D) Women interested in money  
 management

**182.** Who most likely is the e-mail writer?

(A) A bestselling author  
 (B) A hotel clerk  
 (C) An audience member  
 (D) An entry-level employee

**183.** What does Ms. Jaynes ask for in the  
 e-mail?

(A) A copy of material delivered in the

morning  
 (B) A discount on the next IQR event  
 (C) A video of the message by James  
 Lange  
 (D) Advice about saving money

**184.** How did Sharon find out about the  
 workshop?

(A) She found out from a coworker.  
 (B) She looked at a flyer posted at her

office.  
 (C) She heard a radio commercial about

the workshop.  
 (D) She visited the website.

**185.** What problem would Sharon Jaynes

like to resolve?

(A) She cannot log on to the IQR  
 website.  
 (B) She lost all her money in an  
 investment.  
 (C) She did not receive the weekly  
 newsletter.  
 (D) She lost her workshop brochure.

Passage 01: Card & Message (Questions 186-190, Test 02, Economy 03)

**Questions 186-190** refer to the following card and message.

|  |
| --- |
| **Hotel Suite 126**  For security purposes, each hotel suite is equipped with an electronic locking device that prevents anyone other than the hotel guest from accessing the suite. Each room key has a special numerical code that is automatically erased at the check-out time on your scheduled date of departure. Should you require a time extension for your room, please phone the front desk to inform the staff of the changes to your departure time. Check-out occurs daily at one o’clock p.m.  Thank you. |

|  |
| --- |
| Hello, this is Lorne Peters in Suite 126. I was originally scheduled to check out on Sunday, March 3rd, but I have an urgent business meeting on Monday and need to extend my stay. My meeting will not finish until late Monday night, so I think that I had better stay until Tuesday.  I was also wondering if it would be possible to delay the usual check-out time on Tuesday for an additional hour. Please leave me a note at the front desk letting me know whether or not this will be possible. I will pick up the message Monday morning. Finally, I would like to schedule a wake-up call for Monday morning at 6:30.  Thank you. |

**186.** What has been done to make the suites

safer?

(A) Security guards are posted at all  
 entrances.  
 (B) Cameras are installed in all

hallways.  
 (C) Numerical codes on keys are  
 changed often.  
 (D) The front doors of the hotel are  
 locked at 10:30 p.m.

**187.** What is NOT indicated about Mr.  
 Peters?

(A) He is staying in Suite 126.  
 (B) He will attend a meeting on

Monday.  
 (C) A staff member will wake him up

by phone.  
 (D) He will check out on Sunday  
 morning.

**188.** In the phone message, the word  
 “extend” in paragraph 1, line 3 is

closest in meaning to

(A) prolong  
 (B) supplement  
 (C) protrude  
 (D) enlarge

**189.** What time would Mr. Peters like to

check out of the hotel on Tuesday?

(A) 11 a.m.  
 (B) Noon  
 (C) 1 p.m.  
 (D) 2 p.m.

**190.** How will the hotel inform Mr. Peters  
 whether or not he can extend his stay?

(A) With a phone message  
 (B) By e-mail  
 (C) By fax  
 (D) With a written message

Passage 02: Instructions and Response card (Questions 186-190, Test 04, ETS 5 Tests)

**Questions 186-190** refer to the following instructions and response card.

|  |
| --- |
| McMorris Products Company  **Instructions for Taste Testers**  Thank you for participating in a McMorris tasting session! Taste testers help our Research and Development team expand and improve our product line by informing us about consumer preferences. The results of these tests are the single most important factor in determining each year's new product line. By giving us your honest opinion of the products you taste, you help us bring the best possible product to our consumers.  In this tasting session, you will be given small samples of different products. You will taste each sample only once; you do not have to.eat the entire sample. After tasting each sample, fill out the corresponding response card. On the response card, there is a set of statements about the product. Next to each statement, assign a number from 1 to 5 based on how much you agree with the statement, with lower numbers signifying agreement. For example, if you strongly agree with the statement, enter 1; if you strongly disagree with the statement, enter 5. If you are undecided, enter 3.  It usually takes about 5 minutes to taste each sample and fill out each response card, but feel free to take more time if you need to; it is important that you do not rush through the test. Also, be sure to drink water from the bottles provided before you taste a new sample; this will help clear your palate so that you can taste each sample independently. If you have questions at any time, do not hesitate to ask the facilitator. The entire session normally lasts about an hour. |

|  |  |
| --- | --- |
| **Product Sample 9**  Participant: Please fill out the response form according to the instructions. | |
| The product has a visually appealing color. | 1 |
| The product has a visually appealing texture. | 1 |
| The product has the right amount of sweetness. | 2 |
| The product has the right amount of saltiness. | 1 |
| The product has a pleasing texture when eaten. | 2 |
| The product is pleasantly moist. | 1 |
| The product would be better if served hot | 1 |
| The product would be better if served cold. | 5 |

**186.** What is suggested about McMorris  
 Products Company?

(A) It relies on television advertisements

to attract consumers.  
 (B) It is one of the largest food  
 manufacturers in the nation.  
 (C) It introduces new products to the

market every year.  
 (D) It is planning to expand its research  
 division.

**187.** In the instructions, the word “takes” in  
 paragraph 3, line 1, is closest in

meaning to

(A) follows  
 (B) requires  
 (C) determines  
 (D) lengthens

**188.** What are participants asked to do?

(A) Proceed as quickly as possible  
 (B) Wear comfortable clothing  
 (C) Fill out an online form  
 (D) Drink water regularly

**189.** What most likely is true about product  
 sample 9?

(A) It does not contain salt.  
 (B) It is not yet available for purchase.  
 (C) It was made available twice to  
 participants.  
 (D) It had a bitter taste.

**190.** What aspect of the product did the  
 participant strongly disagree with?

(A) The product will be too expensive.  
 (B) The product is a good color.  
 (C) The product is too moist.  
 (D) The product should be served cold

Passage 03: Invoice & E-mail (Questions 191-195, Test 08, Economy 03)

**Questions 191-195** refer to the following invoice and e-mail.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **WWW.Kolumbbookstore.com**  We have shipped your items, and this completes your order. The following items were included in this shipment:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Qty | Item | Price | Shipped | Subtotal | | 1 | Mastering French Music at Home | $14.97 | 1 | $14.97 | | 1 | The Book of Basketball | $16.50 | 1 | $16.50 | | 1 | The Digital Photography Book | $27.67 | 1 | $27.67 | | 1 | The Christmas Sweater | $8.10 | 1 | $8.10 | | 1 | Pioneer Women Cooks | $15.29 | 1 | $15.29 | | 1 | The Conscious Cook | $17.54 | 1 | $17.54 |   Item Subtotal : $92.40 Shipping & Handling : $8.74 Super Saver Shipping Discount : -$8.74 Total : $92.40 Paid by Credit Card : $92.40  This shipment was sent to:  Esme E. Faerber 187 Tesuque Village Tesuque, NM 87574 United States  Return policy: We will gladly accept a return of merchandise 30 days from the postmarked date you receive your item. You are responsible for shipping and handling charges on returned items, unless it is a result of a shipping error or defective merchandise. |

|  |
| --- |
| From : cnewman@gmail.com To : service@kolumbbookstore.com  To whom it may concern,  I received my order today and there were a couple of surprises. First of all, instead of *Classical and Contemporary Sauce Making,* I received a book titled *Mastering French Music at Home.* Also, my copy of *The Digital Photography Book* was severely damaged. I would like a replacement copy, please. I asked for standard shipping and was given the Super Saver Shipping Discount according to my online billing statement. However, when I got the invoice that came inside the books, my total had been adjusted to $101.14, so apparently the $8.74discount had not been applied to the total. Please exchange a damaged book and a missing book for new ones, and let me know how to send back the two items to you. Also, please arrange for a credit of $8.74 to my account. Thank you.  Regretfully,  Esme E. Faerber |

**191.** What is the purpose of the first e-mail

invoice?

(A) To advertise some bestselling books  
 (B) To inform the buyer of the goods to

be sent  
 (C) To encourage the recipient to sign

up for a course  
 (D) To provide information about cook

books

**192.** What is the person who placed the

order likely interested in?

(A) Management  
 (B) French wine  
 (C) Traveling  
 (D) Cooking

**193.** Which is NOT a problem with Mr.  
 Faerber’s order?

(A) He received an item he did not

order.  
 (B) One of the books he received was  
 damaged.  
 (C) There was a mistake with the  
 shipping charges.  
 (D) His online order receipt was

missing.

**194.** What does Mr. Faerber ask the  
 bookstore to do about the damaged  
 item?

(A) Replace it with a new one  
 (B) Provide an $8 credit  
 (C) Issue a refund to his credit card  
 (D) Give him a discount on his next  
 purchase

**195.** How much must Mr. Faerber pay for

the two items to be returned?

(A) Nothing  
 (B) $8.74  
 (C) $92.40  
 (D) $101.74