**Activity 1: Tìm nghĩa của những từ sau.**

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| --- | --- | --- | --- | --- |
| Marketing: (n) Tiếp thị | To train: (v) huấn luyện | Sales: bán hàng | Manager (n) người quản lý | Sales representative: đại diện bán hàng |
| To move (v) : Di chuyển | Administration: sự quản lý/ chính phủ | Production(n) sản phẩm/ xự sản xuất | Banker (n) nhân viên ngân hàng | Machine operator : người vận hành máy móc |
| To attend: (v) tham dự/ chăm nôm | To decide: (v) quyết định | Accountant (n) Kế toán viên | To fix (v) sửa chữa | Product Development: phát triển sản phẩm |
| Human Resources : Nguồn nhân lực | Janitor (n): người gác cổng | To retire (v) Nghỉ hưu | Clerk (n) nhân viên văn phòng | To hire (v) thuê |

**Activity 2: Đặt những từ bên trên vào hàng phù hợp.**

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| **Jobs (công việc)** | **Actions (hành động)** | **Department (phòng ban)** |
| Janitor | To move | Marketing |
| Manager | To attend | Human Resources |
| Banker | To train | Product Development |
| Clerk | To decide | Administration |
| Sales representative | To fix | Production |
| Machine operator | To retire | Sales |
| Accountant | To hire |  |

**Activity 3: Tìm nghĩa của những từ sau đây. Lưu ý: (v.) = động từ, (n.) = danh từ, (adj.) = tính từ, (prep.) = giới từ, (conj.) = liên từ**

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| --- | --- |
| begin on (v.) | Bắt đầu |
| offer (v.) | Đề nghị |
| training (n.) | Đào tạo |
| interested in (adj.) | Quan tâm đến |
| career (n.) | Sự nghiệp |
| Sales representatives | Đại diện bán hàng |
| earn | Kiếm |
| up to | Lên đến |
| chance = opportunity | Cơ hội |
| industry | Ngành công nghiệp |
| start | Bắt đầu |
| learn | Học |
| accounting | Kế toán |
| design (v.) | Thiết kế |
| on sales | Đang bán |
| teach (v.) | Dạy |
| course (n.) | Khóa học |
| educate (v.) | Giáo dục/ dạy dỗ |
| study (n., v.) | Học / nghiên cứu-học hỏi |
| excited (adj.) | Hào hứng |
| exciting (adj.) | Kích thích |

**Đọc đoạn bên dưới và tìm đáp án đúng nhất trong thời gian ngắn nhất.**

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| 1. Beginning on March 15th, Thomas Shoe is offering a free one-day sales training (2) for anyone interested in a career in sales! Sales representatives at Thomas Shoe can earn up to $60,000 a year. This (3) a great chance to start an (4) and high paying career in the sales industry. Call today and start your career in sales! |

|  |  |
| --- | --- |
| 1 | Do you want to learn about accounting? |
| Do you want to design your old shoes? |
| Have you ever thought about a career in sales? |
| Are you looking for shoes on sale? |

|  |  |
| --- | --- |
| 2 | teach |
| course |
| educate |
| studying |

|  |  |
| --- | --- |
| 3 | is |
| has |
| was |
| has been |

|  |  |
| --- | --- |
| 4 | excite |
| excited |
| exciting |
| excitingly |

**Activity 4: Tìm nghĩa của các từ sau đây.**

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| --- | --- |
| social media (n.) | Mạng xã hội |
| user (n.) | Người dùng |
| message (n.) | Tin nhắn |
| system (n.) | Hệ thống |
| limited (adj.) | Có Giới hạn |
| unlimited (adj.) | Không giới hạn |
| service (n.) | Dịch vụ |
| improve (v.) | Cải thiện |
| detail (n.) | Chi tiết |
| application (app) | ứng dụng |
| business people | Người làm kinh doanh |
| elderly people | Người già/ lớn tuổi |
| test (v.) | Kiểm tra |

**Đọc đoạn bên dưới và tìm đáp án đúng nhất trong thời gian ngắn nhất.**

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| Are you a social media user between 16 and 21 (5)? Telecom Systems (6) for a few people to test its new messaging system. (7). You’ll get a free telephone and one year’s unlimited service, and we will get to improve our system (8) your help. Go to [www.telecomsys.com/tester](http://www.telecomsys.com/tester) for more details. |

|  |  |
| --- | --- |
| 5 | old |
| years |
| year |
| years old |

|  |  |
| --- | --- |
| 6 | look |
| looked |
| looking |
| is looking |
| 7 | We are teaching people how to use the Internet |
| We want to study how young people use social media apps |
| We are teaching business people how to use business apps |
| We are studying how elderly people use social media |

|  |  |
| --- | --- |
| 8 | to |
| for |
| with |
| from |

**Activity 5: Tìm nghĩa của các từ sau đây.**

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| close (v.) | Đóng lại |
| open (adj.) | Mở ra |
| until | Cho đến |
| shift (n.) | Sự thay đổi |
| volunteer (v.) | Tình nguyện |
| extra (adj.) | Thêm / phụ |
| Even | Thậm chí |
| While | Trong khi |
| through | Bởi vì |
| instead of | Thay vì |
| than | hơn |
| these | này |
| when | Khi nào |
| receive (v.) | Nhận |
| send (v.) | Gửi |
| resume = CV | Hồ sơ cá nhân/ lý lịch nghề nghiệp |
| contact (v.) | Liên hệ |
| business (n.) | Kinh doanh |

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| From January 1st, (9) closing at 9 p.m., the Corner Deli will be open every night until 11:00 p.m. Two people will work an early shift, the same as they do now, from 2:00 pm to 9:00 pm. Two people need to work a later shift (10) they do now, from 4:00 pm to 11:00 pm. Anyone who volunteers to work on the later shift (11) an extra $20.00 per night. (12) |

|  |  |
| --- | --- |
| 9 | even |
| while |
| through |
| instead of |
| 10 | that |
| than |
| when |
| these |

|  |  |
| --- | --- |
| 11 | will receive |
| received |
| has received |
| is receiving |

|  |  |
| --- | --- |
| 12 | Please send your resume to the Corner Deli right away. |
| Peter Weber, your manager, will get back to you as soon as possible. |
| If you are interested, contact your manager, Peter Weber, right away. |
| Thank you very much for your business. |

**Activity 6: Tìm nghĩa của các từ sau đây.**

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| To export (v.) | Xuất khẩu |
| Unfortunately (adv.) | Không may |
| Success (n.) | Thành công |
| Main (adj.) | Chủ yếu |
| Simply (adv.) | Đơn giản |
| Extra (adj.) | Thêm |
| Manager (n.) | Người Quản lý |
| To apply (v.) | ứng dụng/ xin việc làm |
| To visit (n.) | Sự viếng thăm |
| Employee (n.) | Người lao động |
| Employer (n.) | Nhà tuyển dụng |
| Probably (adv.) | Có lẽ |
| Famous (adj.) | Nổi tiếng |
| Be likely (adv.) | Có khả năng |
| Experience (n.) | Kinh nghiệm |

**Activity 7: Hoàn thành các câu sau đây.**

1. She is (not/ever/do/don’t) coming to day.
2. We should take some (else/enter/ever/extra) copies just in case.
3. Sorry, I can’t help you now. I’m (on/in/at/during) a hurry.
4. Can you help (I/me/mine/my) with the report?
5. We have three (launch/brunch/branch/bunch) offices in Asia.
6. Can either you (and/nor/both/or) Bobby come over today?
7. Our main office is across (from/until/over/at) the new library.
8. The conference (open/beginning/starts/finish) at nine.
9. Have you (see/saw/seen/seeing) my office key somewhere/?
10. He couldn’t control his (anger/angry/angrily/angers) when his computer broke.
11. He finished writing the report just (yesterday/soon/already/tomorrow).
12. We have to finish it (by/with/for/before) Mr. Anderson gets back.
13. I go to the main office (almost/quite/always/usual) every week.
14. (How does/Where are/Where is/Who did) the scissors? Do you know?
15. How many people are (in/of/on/over) your division?
16. Can you tell me about the company (organic/organize/organization/organizational)?

**Activity 8: Đọc và trả lời các câu hỏi dưới đây.**

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| **New West Bank to open local branches**  The California based, New Wesst Bank has announced plans to open more branches in other parts of the country. CEO Paul Westmore announced Friday that the bank is planning to open branches inn Illinois, Ohio and Indiana early next year. The New West Bank, which opened its first branch in Los Angeles in 1992, now has more than 300 branches in California and Neveda. Westmore said the bank is planning to open branches all over the country. |

1. **What is the main point of the article?**
   1. The bank hired a new president
   2. A new bank has opened in California
   3. The bank is closing its California office
   4. The bank will open new offices
2. **Who is Paul Westmore?**
   1. the Vice President of Sales at the New West Bank
   2. The Chief Executive Officer of the New West Bank
   3. The Chief Operations Officer of the New West Bank
   4. The Head of Business Development at the New West Bank
3. **Where was the New West Bank’s first office?**
   1. Ohio
   2. Illinois
   3. Nevada
   4. Los Angeles

**Activity 9: Đọc và trả lời các câu hỏi dưới đây.**

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| ***Carter Manufacturing***  The Department of Human Resources is now closed.  Our hours of operation are:  Weekdays: 9:00 - 6:00  Saturdays: 9:00 - 12:00  Please return during regular business hours. |

1. **When would a reader likely to see this sign?**
   1. Monday at 11:00 am
   2. Thursday at 1:00 pm
   3. Friday at 4:00 pm
   4. Saturday at 3:00 pm
2. **What does the sign suggest the reader do?**
   1. Call for an appointment
   2. Visit the factory for a tour
   3. Com back at another time
   4. Apply for a manufacturing job
3. **Who would likely see this sign?**
   1. Someone who wants to buy something
   2. The leader of the HR Department
   3. Someone who is looking for a job
   4. The head of operations for Carter Manufacturing