**LETTERS/ EMAILS**

* **Thư cho 1 người bạn**
* **Thư phàn nàn**
* **Thư cho lời khuyên**
* **Thư xin việc**

**THƯ CHO 1 NGƯỜI BẠN**

Dear/Hello/Hi……..,

I hope this letter finds you in the best of your health. I’m so happy to have received your letter in which you asked me about + chủ đề. I’m writing this letter to share with you about it.

*Noi dung*

Anyway, I must go and get on with my work. Please convey my best regards to your family. I’m eager to hear all your news.

With love,

Duyen

**Task 1: You should spend about 20 minutes on this task.**

You have just received an email from an English speaking friend, Tony. Read the following part of his email.

I know you are really into sports. Which sport do you like to play? How often do you play that sport? Can you tell me some benefits of playing sports?

Write an email responding to your friend, Tony.

Dear Tony,

I hope this letter finds you in the best of your health. I’m so happy to have received your email in which you asked me about my favorite sport. I’m writing this email to share with you about it.

There are many sports such as volleyball, basketball, badminton… but I’m crazy about playing soccer. How about you? *As you know*, I usually play that sport after a hard working day with my friends in the soccer club. I think there are some benefits of playing sports. ***Firstly***, it helps me blow stress away. ***Moreover***, it makes me keep fit and stay healthy. ***Also***, playing sport teachs us how to improve team spirit and work in groups.

Anyway, I must go and get on with my work. Please convey my best regards to your family. I’m eager to hear all your news.

With love,

Duyen

**THƯ PHÀN NÀN => *Complaint/ complain***

Dear Sir/Madam,

My name is Duyen and I live next to your \_\_\_\_ (restaurant/ shop/ store/ company …) on 3/2 Street. I am writing this letter to express my dismay at the ***service*** and ***quality*** of your\_\_\_\_\_\_ + thứ, ngày, tháng.

I am unhappy about the ***service***. Your \_\_\_\_\_\_\_\_( restaurant/ shop/ store/ company …) was too hot and too dirty. Moreover, your staff were not unfriendly and impolite although there were not many customers on that day. *There are also many problems about the* ***quality****………*

I am looking forward to your reply and your resolution to my problem. Please contact me by phone at (555)5555.

Sincerely,

Duyen

**Task 1: You should spend about 20 minutes on this task.**

Last Sunday, you and your friend had dinner in a famous restaurant. However, you were not satisfied with the food quality and the service there.

Write a complaint letter to the restaurant manager. In your letter, you should introduce yourself, explain the problems, and give some suggestions on how to solve the problem.

Dear Sir/Madam,

My name is Duyen and I live next to your restaurant on 3/2 Street. I am writing this letter to express my dismay at the service and quality of your restaurant last Sunday.

I am unhappy about the service. Your restaurant was too hot and too dirty. ***Moreover,*** your staff were unfriendly and impolite although there were not many customers on that day. There are also many problems about the quality. ***Firstly***, the soup was not hot and salty. ***Also***, the salad was not fresh and smelly.

I am looking forward to your reply and your resolution to my problem. Please contact me by phone at (555)5555.

Sincerely,

Duyen

**THƯ CHO LỜI KHUYÊN**

Hi Peter,

I hope this email finds you in the best of your health. I’m so happy to have received your email but I feel sorry to hear that + chủ đề. I’m writing this email to give you some advice.

*Noi dung*

Anyway, I must go and and get on with my work. Please convey my best regards to your family. I’m eager to hear all your news.

With love,

Duyen

**Lời khuyên**

1. You ***should*** +V-0
2. You ***ought to*** +V-0
3. You ***had better*** +V-0
4. ***Why don’t*** you +V-0
5. I ***suggest*** you should +V-0
6. ***Don’t forget to*** +V-0

**Task 1: You should spend about 20 minutes on this task.**

You have just received an email from an English friend, Peter. He asked your for some advice about how to study English well. Read part of her email below.

I am very sad now because I got bad mark of English yesterday. English seems to be the hardest in all of my subjects. In next email, could you give me some advice? Tell me how to be good at English?

Write an email responding to Peter.

Hi Peter,

I hope this email finds you in the best of your health. I’m so happy to have received your email but I feel sorry to hear that you got bad mark of English yesterday. I’m writing this email to give you some advice.

I agree with you English seems to be the hardest in all of subjects. Therefore, to be good at English, I think you should listen to English songs. It also helps you let your hair down and blow stress away after a hard working day. ***Moreover***, you had better watch films in English with subtile. There are many types of films but action one is the best choice. ***Also***, I suggest you should communicate with your teachers in English every day. Don’t forget to study vocabulary!

Anyway, I must go and get on with my work. Please convey my best regards to your family. I’m eager to hear all your news.

With love,

Duyen

**THƯ XIN VIỆC**

Dear Sir/Madam,

I am reaching out to you regarding the posting for the + tên công việc. I have a great interest in this position and would appreciate your considerate as a candidate for the role.

From my C.V., you will see that I have graduated from Can Tho University since 2010. I have good communications, ***especially*** I can speak both Vietnamese and English fluently. ***Moreover***, I use Microsoft Office very well. ***In addition***, you will find me to be a \_\_\_\_ and \_\_\_\_\_\_\_ person. I apply for this position because I would like to spend my time with your company *(and have high salaries to support my life)*. I can be able to start my job next week.

If you have any questions or futher information, please *(do not hesitate to)* contact me by phone at (555)5555. I am looking forward to hearing from you soon.

Sincerely,

Duyen

**Task 1: You should spend about 20 minutes on this task.**

You have seen an advertisement in an English newspaper for a job working as an office worker in an international company and you would like to apply for the job.

Write an **application letter** to the manager of the company. In your letter:

- Introduce yourself

- Explain what experience and skills you have

- Explain why you want to apply for that position

Dear Sir/Madam,

I am reaching out to you regarding the posting for the office worker. I have a great interest in this position and would appreciate your consideration as a candidate for the role.

From my C.V., you can see that I have graduated from Can Tho University since 2010. I have good communication, especially I can speak both Vietnamese and English fluently. Moreover, I use Microsoft Office very well. In addition, you will find me to be a helpful and honest person. I apply for this position because I would like to spend my time with your company and have high salaries to support my life. I can be able to start my job next week.

If you have any questions and futher information, please do not hesitate to contact me by phone by (555)5555. I am looking forward to hearing from you soon.

Sincerely,

Duyen

**ESSAY**

* **😊 và ☹**
* **Nguyên nhân và giải pháp**
* **Ý kiến (1 ý kiến và 2 ý kiến)**

😊 & ☹

**Advantages = Benefits = Possitive effects 😊**

**Disadvantages = Drawbacks = Negative effects ☹**

**Pros and cons: thuận và bất lợi**

**Of + chủ đề**

In recent years, there has been growing a popular claim that + dẫn đề. The following essay will aim to present not ony 😊 but also ☹ of + chủ đề.

***On the one hand***, there are some 😊 of + chủ đề. Firstly, the main 😊 of + chủ đề is \_\_­­\_\_\_. ***For example***, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ***Secondly***, another of + chủ đề is \_\_\_\_\_\_\_\_\_\_\_\_\_. ***Actually***,\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***On the other hand,*** there are some ☹ of + chủ đề. ***First of all***, the main ☹ of + chủ đề is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ***For example***, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ***Secondly***, another ☹ of + chủ đề is ­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_. ***Actually***,­­\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_­­­­­­­­\_.

To sum up, there are both positive and negative effects of + chủ đề. Therefore, we should need to weigh up both sides so that we can get some profits.

**Task 2: You should spend about 40 minutes on this task.**

Read the following extract from a book

... Over the last decade, the public transportation system has developed increasingly in developed countries. Because of its benefits, **public transport** is highly encouraged in many other countries.

Write an essay to an educated reader to state some benefits and drawbacks of **this issue**.

Include reasons and any relevant examples to support your answer.

In recent years, there has been growing a popular claim that the public transportation system has developed increasingly in developed countries. This following essay will aim to present not only advantages but also disadvantages of public transport.

On the one hand, there are some benefits of public transport. Firstly, the main advantages of public transport is cheap. For example,\_\_\_\_\_\_\_. Secondly, another benefits of public transport is environmentally friendly. Actually, \_\_\_\_\_.

On the other hand, there are some drawbacks of public transport. First of all, the main disadvantages of public transport is time-consuming. For example, \_\_\_\_. Secondly, another drawbacks of public transport is uncomfortable. Actually,\_\_\_\_\_.

To sum up, there are both possitive and negative effects of public transport. Therefore, we should need to weigh up both sides so that we can get some profits.

**NGUYÊN NHÂN & GIẢI PHÁP**

* **Causes = Reasons**
* **Solutions = measures**
* **Dẫn đề = cái khung**
* **Chủ đề + is/be/seem**

In recent years, there has been a growing popular claim that + dẫn đề. The following essay will aim to present and develop various solutions to adress this issue.

There are some **causes** of \_\_\_(chủ đề/ this issue). Firstly, \_\_\_\_\_. Moreover, \_\_\_\_\_\_\_\_\_. Also, \_\_\_\_\_\_\_\_\_\_\_.

There are some **solutions** of + chủ đề *that people should take into consideration*. ***First of all***, the main solution of + chủ đề/this issue is *raising people’s awareness*. ***In fact***, *teachers should educate students to understand this issue through lessons.* ***Moreover***, *the government needs to report on this issue so that the whole country can be informed through news and social network.* ***Also****, another solution is enacting laws.* ***Actually***, *laws set the standard for acceptable and unacceptable behaviors. Thanks to the laws, the government severely punish those who intentionally violate.*

To sum up, there are both \_\_\_\_ and \_\_\_\_ of \_\_\_\_\_\_. Therefore, we should need to be very alert and do the good points so that we can get some profits.

**Task 2: You should spend about 40 minutes on this task.**

Read the following extract from a web.

... Environmental pollution is one of the main threats to our planet. Pollution destroys the living environment and endangers human existence on Earth.

Write an essay to an educated reader to state some **causes and solutions** of this issue. Include reasons and any relevant examples to support your answer.

In recent years, there has been a growing popular claim that environmental pollution is one of the main threats to our planet. The following essay will aim to present and develop various solutions to adress this issue.

There are some causes of environmental pollution. Firstly, \_\_\_\_

There are some measures of this issue. ***First of all***, the main solution of environmental pollution is ***raising people’s awareness***. ***In fact***, teachers should educate students to understand this issue through lessons. ***Moreover***, the government needs to report on this issue so that the whole country can be informed through news and social network. ***Also***, another solution is enacting/passing laws. ***Actually***, laws set the standard for acceptable and unacceptable behaviors. Thanks to the laws, the government severely punish those who intentionally violate.

To sum up, there are both reasons and measures of environmental pollution. Therefor, we should need to be very alert and do the good points so that we can get some profits.

**Ý KIẾN OPINION**

**1 Ý KIẾN**

* **1 ý kiến: thuận và bất lợi**
* **Of + chủ đề**
* **Chủ đề + is/be/seem**

In recent years, there has been an arguable idea that + dẫn đề. The arguments for and against will be presented in this essay and explain why I partly agree with the statement.

***On the one hand***, *I agree* that there are some benefits of \_\_\_\_. Firstly, the main 😊 of + chủ đề is \_\_­­\_\_\_. ***For example***, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ***Secondly***, another 😊 of + chủ đề is \_\_\_\_\_\_\_\_\_\_\_\_\_. ***Actually***,\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_.

***On the other hand***, *I believe* there are also some drawbacks of \_\_\_\_. ***First of all***, the main ☹ of + chủ đề is\_\_\_\_\_\_\_\_. ***For example***, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ***Secondly***, another ☹ of + chủ đề is ­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_. ***Actually***,­­\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_­­­­­­­­\_.

To sum up, there are both positive and negative of\_\_\_\_. Therefore, I think that something should be done to lower the negative effects.

**Task 2: You should spend about 40 minutes on this task.**

Read the following extract from a book.

Watching game shows **is** more beneficial than harmful.

Write an essay to an educated reader to state whether you agree or disagree with the statement above. Include any reasons and any relevant examples to support your answer.

***1/ widen our knowledge***

*When we watch international programs, we can study English and understand what they speak. Moreover, we are kept informed with breaking news around the world.*

***2/ entertainment***

***3/connect people***

***4/ A waste of time***

***5/ Health problems***

***6/ Make us passive***

In recent years, there has been an arguable idea that watching game shows is more beneficial than harmful. The arguments for and against will be presented in this essay and explain why I partly agree with the statement.

On the one hand, I agree that there are some benefits of watching game shows.

On the other hand, I believe there are also drawbacks of watching game shows.

To sum up, there are both positive and negative of watching game shows. Therefore, I think that something should be done to lower the negative effects.

**2 Ý KIẾN**

**But/ While/ However 🡺 2 ý kiến**

* **Cả 2 thuận lợi**

In recent years, there has been an arguable idea that + dẫn đề. The following essay will aim to present my point of view and will lead to a logical conclusion.

I think there are some benefits of + chủ đề ý kiến 1. Firstly, the main 😊 of + chủ đề is \_\_­­\_\_\_. ***For example***, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ***Secondly***, another 😊 of + chủ đề is \_\_\_\_\_\_\_\_\_\_\_\_\_. ***Actually***,\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_.

I also believe there are some benefits of + chủ đề ý kiến 2. ***First of all***, the main ☹ of + chủ đề is\_\_\_\_\_\_\_\_. ***For example***, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ***Secondly***, another ☹ of + chủ đề is ­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_. ***Actually***,­­\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_­­­­­­­­\_.

To sum up, there are positive effects of \_\_\_\_ and of \_\_\_\_. However, I agree with the former because the reasons are mentioned above.

**Task 2: You should spend about 40 minutes on this task.**

Read the following extract from a book.

Some people prefer the quiet life of the countryside but others prefer the hustle and bustle of city life.

Write an essay to an educated reader to discuss both these views and give your own opinion. Include any reasons and any relevant examples to support your answer.

* City = Urban area
* Countryside = Rural area

In recent years , there has been an arguable idea that some people prefer the quiet life of the countryside but others prefer the hustle and bustle of city life. The following essay will aim to present my point of view and will lead to a logical conculsion.

I think there are some benefits of the countryside.

I also believe that there are some benefits of city life.

To sum up, there are positive effects of urban area and rural area. However, I agree with the former because the reasons are mentioned above.