**GRAMMAR POINTS**

**1. IF CLAUSE**

begin with

- if

- as long as: nếu

- provided / providing (that): miễn là

- unless: nếu không

- If only: giá như; ước gì

- In case: trong trường hợp = in the event that

**Conditional Sentence – Type 1** Real condition in the present

**Loại 1:**

Nếu mệnh đề IF diễn tả 1 hành động có thật và sẽ xảy ra ở tương lai hoặc hiện tại, hay 1 sự thật luôn luôn đúng, ta dùng cấu trúc:

IF-CLAUSE MAIN CLAUSE

Simple present Future simple

Simple tense

Command (mệnh lệnh)

Modal Verbs (must, can, may, should …)

Ex1: If you send your order by fax, we will deliver the goods immediately.

Ex2: If you order in bulk, you usually get a discount.

Ex3: If you need my help, just call me.

Ex4: If employees plan to take vacation time, they must inform their boss in advance (trước).

**Conditional Sentence – Type 2:** Unreal condition in the present time

**Loại 2:**

Diễn tả 1 sự việc ko có thật ở hiện tại. Ta dùng cấu trúc:

IF-CLAUSE MAIN CLAUSE

Simple past would / could / past subjunctive might + bare inf

Ex: If there were/was not my help, he might not establish his own business.

Note:

1. Simple Past ở mệnh đề IF đối với TO BE, luôn dùng WERE. ( Trừ văn nói)

2. Diễn tả 1 sự thật luôn luôn đúng ở quá khứ. Ta có cấu trúc:

IF-CLAUSE MAIN CLAUSE

Simple past Simple past

Ex: **If** it was foggy, we went home early.

**Conditional Sentence – Type 3 -** Unreal condition in the past

**Loại 3:**

Diễn tả 1 sự việc ko có thật ở quá khứ. Ta dùng cấu trúc:

IF-CLAUSE MAIN CLAUSE

past perfect would / could / might + have + PP

(had + PP)

Ex: If I had had money, I would have bought the car.

**PRACTICE**

1. Unless Sheila ………….. the money she owes me, I won’t be able to pay my rent.

A. is returned B. returns C. would return D. returned

2. If the airline hadn’t been on strike, his flight ……….. delayed.

A. wouldn’t have been B. would have been C. would be D. would have to be

3. If the city ……….. the parking lot space downtown, we would not have to park so far away from the movie theatre.

A. expands B. doesn’t expand C. will be expanded D. expanded

4. We ……….. on the beach in Mexico right now if we had been able to get our visas on time.

A. are lying B. would have lain C. would be lying D. lay

5. If you send your order by fax, we ………….. the goods immediately.

A. would deliver B. will deliver C. are delivering D. delivered

6. If the government ………….. that companies should reduce the legal work week to 35 hours, many small companies would go bankrupt.

A. announces B. is announced C. has announced D. announced

7. If more subway lines and roads were built for suburban commuters, it is likely that they ……….. their vehicles much less frequently .

A. use B. will use C. used D. would use

8. If you had executed the order carefully, they ………….. another order with you now.

A. would place B. placed C. will place D. would have placed

9. Please don’t hesitate to contact us directly for clarification if you ………….. the assembly directions in the manual.

A. could understand B. didn’t understand C. can’t understand D. mustn’t understand

10. If employees ………….. to take vacation time, they must inform their supervisor in writing at least 2 weeks prior to the first day off.

A. will plan B. plan C. would plan D. will have planned

**2. COMPOUND SENTENCES**

2.1. COORDINATING CONJUNTIONS

For: bởi vì

And

Nor: cũng không 🡺

**FANBOYS**

But

Or

Yet: tuy nhiên

So: vì thế

Ex1: He made a request for help, but did not receive any response.

Ex2: I couldn’t use the pay phone, for I didn’t have any coins with me.

**2.2. CORRELATIVE CONJUNCTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOTH** | **+ N** | **AND** | **+ N** | vừa … vừa |
| **NOT ONLY** | **+ ADJ** | **BUT ALSO** | **+ ADJ** | không những …. mà còn |
| **EITHER** | **+ ADVERB** | **OR** | **+ ADVERB** | hoặc … hoặc |
| **NOT** | **+ VERB** | **BUT** | **+ VERB** | không phải …. mà là |
| **NEITHER** | **+ PRONOUN** | **NOR** | **+ PRONOUN** | không ….. cũng không |

Ex: A logo must be **both** distinctive **and** professional-looking.

adj adj

**3. SENTENCE CONNECTORS**

|  |  |  |
| --- | --- | --- |
| ***Conjunctive adverbs*** | ***Meaning*** | ***Examples*** |
| *furthermore*  *besides*  *in addition*  *moreover*  *also* | **Additional idea**  Ngoài ra  Bên cạnh đó  Thêm vào đó | *All employees get a four-week paid holiday****; moreover,*** *the company provides free medical insurance for them.* |
| *however*  *nevertheless*  *nonetheless*  *still*  *in contrast*  *instead*  *on the contrary*  *on the other hand* | **contrasting idea**  tuy nhiên | *Retirement is mandatory at the age of 65****; however,*** *employees may retire upon reaching the age of 60.* |
| *Otherwise*  *Or else* | **if not**  **nếu không** | *You’d better hurry up****; otherwise,*** *you’ll be late for the meeting.* |
| *consequently*  *therefore*  *thus*  *accordingly*  *as a result*  *hence* | **Result**  Vì vậy  Do đó | *Business practices differ from country to country****; therefore,*** *businessmen do not always face the same risks.* |

Ex1: The government is trying to control inflation; **however**, it is still running at more than 6%.

Ex2: The government is trying to control inflation. **However**, it is still running at more than 6%.

Ex3: Call me at 6 a.m.; **otherwise**, I have no time to answer your call.

Ex4: Television is entertaining; **furthermore**, it's sometimes instructive.

**PRACTICE**

1. The marketing department controls the distribution of all written materials, .......... public relations must provide the contents.

A. nor B. but C. or D. for

2. The customer service department is very important, ......... it is often the first contact that potential customers have with the company.

A. yet B. so C. for D. but

3. Human resources recruits and trains new employees, ......... they offer professional development opportunities for current employees.

A. so B. and C. yet D. nor

4. The company has a very successful launch for the new kind of detergent, ......... sales is expected to boost up strongly in the coming quarter.

A. but B. or C. so D. for

5. Research and development are of utmost importance, ......... companies in different industries have different ways of carrying out these activities.

A. yet B. or C. and D. nor

6. It’s a great pity I cannot attend the orientation session this afternoon, ......... can John because he is busy with his project.

A. or B. nor C. and D. yet

7. Employees are not necessarily against change, ......... they want to be consulted more about it in advance.

A. so B. and C. yet D. or

8. He will have to work overtime to finish the project on time, .......... he will have to ask his supervisor to extend the deadline.

A. so B. or C. but D. and

9. Jenny will have lots of time to spend with her parents in January, ......... she will have quit her job by then.

A. so B. but C. for D. nor

10. You may bring your spouse if you wish, ......... you’ll have to pay for an extra ticket.

A. or B. so C. for D. yet

1. I wanted to go to the trade fair;……………., it started to rain and I stayed at home.

A. however B. therefore C. in addition D. besides

2. I would like to spend more time with my family;….........., I have decided to resign as chairman.

A. otherwise B. in contrast C. however D. therefore

3. Ana came to the meeting; ……………, she had to leave early.

A. moreover B. also C. nevertheless D. thus

4. All employees can get a four-week paid holiday each year; …………, the company provides free medical insurance for them.

A. accordingly B. thus C. and D. besides

5. You can look at the clothes; …………….., you can’t go in and buy them

A. furthermore B. however C. moreover D. also

6. The factory workers worked overtime a lot; …………., they were very tired.

A. thus B. otherwise C. in addition D. still

7. Don’t let him take on too much work; ………………, he will not do anything properly.

A. otherwise B. however C. as a result D. accordingly

8. She’s been under a lot of pressure recently; ……………, she’s decided to take time off to relax a little.

A. also B. still C. however D. as a result

9. Less-developed countries offer investment incentives to attract foreign companies; …………., there’s cheap labour there.

A. otherwise B. accordingly C. in contrast D. moreover

10. The price for that computer is too high; ……………, Alison is not going to buy it.

A. otherwise B. however C. in addition D. therefore

**4. PREPOSITIONS**

**3.1. PREPOSITIONS OF TIME**

**IN**

+ year

+ month

+ season

+ time of a day: buổi

+ decade (thập niên/ century (thế kỷ)

**ON**

+ day

+ date (ngày tháng)

+ holidays

- birthday

- New Year Day

- Christmas Day

- Valentine Day

**AT**

+ specific time

+ time expressions

- at night / midnight

- at noon / midday

- at Christmas

- at New Year

- on / at weekend

- at Easter: lễ phục sinh

**FROM ….. TO / BETWEEN … AND: từ …. đến**

Ex: I work from 9:00 to 5:00.

**FOR + a period of time: khoảng (thời gian)**

Ex: She has been working for Coca-Cola for 8 months.

**DURING + Noun: trong suốt**

Ex: I traveled abroad during my vacation.

**UNTIL = up to: cho tới**

Ex: The bank is open until 5 p.m.

**5. BY: trước**

Ex: You have to come back by 10 p.m.

**6. WITHIN: trong vòng**

Ex: This soft drink should be consumed within a month.

**3.2. PREPOSITIONS OF PLACE**

1. IN: indicating a point within /inside a container, a place or a area: ở trong

Ex: The fax machine is in a office.

2. ON: showing a position in a relation to or supported by a surface : ở trên

Ex1: Please bring me the document on the table.

Ex2: The company is on Pine Street.

3. AT: indicating a specific position or place: ở tại

Ex: We saw Mr. Green at the station.

4. BETWEEN … AND: used when there are two things / places: ở giữa … và

Ex: I lost my passport somewhere between the department store and the airport.

5. AMONG: used when there are over two things/ places: trong số; trong đám

Ex: I ​saw a few ​familiar ​faces among the ​crowd.

6. BEHIND: at the back (of): đằng sau

Ex: Alex ​led, and I ​followed along behind.

7. NEAR = BY = BESIDE: not ​far away in ​distance: bên cạnh; ở gần

Ex1: Is there a ​good restaurant near here?

Ex2: He ​wanted to ​keep his ​wallet by him always.

Ex3: Our ​school was ​built ​right beside a ​river.

8. ABOVE: in or to a ​higher ​position than something else: bên trên

Ex: She's ​rented a ​room above a ​shop.

9. A: OVER = ABOVE: above or ​higher than something ​else, sometimes so that one thing ​covers the other; above: bên trên

Ex: The ​sign over the ​door said "Exit".

9. B: OVER = ACROSS from one ​side to the other, especially by going up and then down: ngang qua

Ex: She is always ​chatting with her ​neighbour over the ​garden ​fence.

10. UNDER: in or to a ​position below or ​lower than something ​else, often so that one thing ​covers the other: bên dưới

Ex: They ​stood under a ​tree (= below ​its ​branches) to ​avoid getting ​wet.

11. BELOW: in a ​lower ​position (than), under: bên dưới

Ex: From the ​top of the ​skyscraper the ​cars below us ​looked like ​insects.

12. BENEATH: in or to a ​lower ​position than someone or something, under someone or something: phía dưới; bên dưới

Ex: Jaime ​put the ​letter beneath a ​pile of ​papers.

13. IN FRONT OF: done or said when the ​person you are ​talking about is ​present: trước; phía trước

Ex: Why did you have to ​embarrass me in front of all those ​people?

14. ON TOP OF: trên nóc; trên đỉnh

Ex: We ​are sitting on top of the building.

**3.3. PREPOSITIONS OF MOVEMENT: chỉ sự chuyển động**

1. into: vào trong # out of: ra khỏi

3. towards: hướng về

4. away from: cách xa

5. along: dọc theo

6. across: ngang qua

7. up: lên # down: xuống

8. around: xung quanh

9. outside: bên ngoài

10. through: xuyên qua

11. over: vượt qua

12. onto: lên trên

**PRACTICE**

1. The mail carrier left the mail…………….the secretary’s desk.

A. to B. on C. at D. above

2. The software company offers training……………Atlanta.

A. at B. on C. by D. in

3. There will be a holiday…………Monday.

A. on B. from C. at D. in

4. The presentation starts ………….9.30 A.M in the conference room.

A. on B. at C. in D. for

5. The interviewer will not give the candidate the interview results……..tomorrow.

A. on B. until C. from D. at

6. That clerk stands………….a counter all day.

A. on B. in C. behind D. above

7. Please hand in that report…..Friday afternoon.

A. at B. by C. in D. over

8. Have you read this article…..our competitors?

A. over B. above C. for D. about

9. We do almost all our correspondence………….email.

A. in B. by C. on D. with

10. The sale goes on…………….the 16th.

A. through B. into C. towards D. for

11. There is an international company……………my family-owned company.

A. after B. besides C. next to D. between

12. James will be in his office…………10.30 and 2.00

A. since B. in C. to D. between

13. The banks open……………..5.30.

A. at B. behind C. during D. on

14. I want to find a new job………….the end of the year.

A. on B. beside C. by D. in

15. The manager will be on a business trip ………..December 21st to December 31st.

A. between B. from C. while D. since

16. I will wait for you…………….the office.

A. between B. in front of C. to D. on

17. We can put the file cabinet…………..the corner.

A. into B. to C. on D. in

18. The CEO of our parent company arrived ………HCM city just in time for our meeting.

A. in B. at C. into D. on

19. Finally the finished products are taken…………..the warehouse.

A. to B. into C. in D. with

20. Have you ever been ……………our subsidiary in the Indonesia?

A.to B. into C. on D. next

**5. TENSES**

**5.1. SIMPLE PRESENT TENSE**

1. sth that is true in general or things in general

Ex: The earth goes around the sun.

2. sth that happens all the time or repeatedly; a habit

Ex: I usually leave for work at 8 a.m.

3. used for permanent situations

Ex: My parents live in HCM city.

4. used when referring to schedules (of films, events, matches, means of transportation, etc.).

Ex: According to the schedule, group discussions start at 10 a.m.

6A. used in adverb clauses of time (starting with when = as (khi), before, after, as soon as (ngay khi), until etc.)

Ex1: Before you submit your test, you should check it once again.

6B. used in first conditional clause (starting with if, unless, etc.)

Ex2: If they complete the project tomorrow, they will have a party.

**5.2 PRESENT CONTINUOUS TENSE**

**BE + V-ING**

We use the present continuous

1. used to talk about an action that is happening at the time of speaking

Ex: Where’s John? He’s working on the project.

2. used to talk about an action that is NOT necessarily happening at the time of speaking. The action is not finished. It happens around the time of speaking.

Ex: *Some of my friends are building their own houses.*

3. Used for temporary situation

Ex: I’m living with some friends until I find an apartment.

4. Used for future arrangements

Ex: I’m visiting my grandma this weekend.

**Adverbs of time used with THE PRESENT CONTINUOUS**

(right) now = currently: bây giờ

at the moment: lúc này

at this time: lúc này

at present = presently: bây giờ

this weekend

in these days: những ngày này

Look / Listen

Some verbs which are not action verbs are NOT normally used with Present Continuous Tense.

1. Verbs of feelings and emotions:

love, like, hate, dislike, prefer, want, wish, admire, fear, desire, respect, value, hope, need, surprise

- admire: ngưỡng mộ - desire: khát khao, ước ao

- fear: lo sợ - respect: tôn trọng

- value: có giá trị; coi trọng

2. Verbs of mental activity:

- see, know, understand

- agree # disagree

- remember, forget,

- realize: nhận ra

- believe, think = suppose = assume: cho rằng

- hear: nghe rằng - trust: tin tưởng

- mean: có ý rằng - recognize: nhận thấy

- mind: phiền - doubt: nghi ngờ

- matter: vấn đề

- mean: có ý

3. Linking Verbs:

Feel: cảm thấy

Sound: nghe có vẻ

Look: trông có vẻ

Smell: có mùi

Taste: có vị

4. Verbs of possession:

have, belong to, own, possess, owe

- belong to: thuộc về

- own = possess: làm chủ; sở hữu

- owe: mắc nợ

5. Verbs of status: (trạng thái)

- seem = appear: dường như

- depend on: phụ thuộc vào

- contain = include = consist of: bao gồm

- remain = stay = keep: vẫn còn

- be: thì là, ở

- exist: tồn tại

- to become = to get = to turn: trở nên; trở thành

**5.3. PRESENT PERFECT TENSE**

HAVE / HAS + PP / V-ED

We use the present perfect simple

1. to express an action that began in the past until now.

Ex: I have lived in New York since I was young / for ten years.

2. a finished action in the past without a definite time

Ex: I have (already) read some of Shakespeare’s plays.

3. Used for repeated actions in the past

Ex: *It’s the third time he has called his girlfriend tonight.*

4. to express an action happened in the past but has a result is in the present.

Ex: We have to use the stairs because the elevator has broken down.

5. Used for life experiences

Ex: Have you ever seen a lion?

6. an action which has just happened

Ex: Shahin has just won the competition.

Adverbs that are often used with Present Perfect

1. recently = lately: gần đây

2. so far = until now = up till now: cho đến bây giờ

3. in / over the last / past few (years): trong những (năm) vừa qua

4. just

5. never …. (before)

6. ever (thường dùng cho câu hỏi)

7. already: rồi (dùng trong câu xác định)

+ standing at the end of a sentence or in font of PP

Ex: I’ve (already) finished my homework (already).

8. yet: chưa (dùng trong câu nghi vấn & phủ định)

+ standing at the end of a sentence (in a question)

Ex: Have you finished your homework yet?

+ standing at the end of a sentence or after NOT (in a negative sentence)

Ex: I have not (yet) finished my homework (yet).

9. since + a point of time: từ khi

10. for + a period of time: khoảng

Fill in the blanks with “since” or “for”

1. ……….. 2 o’clock

2. ………... 2010

3. ……..… this afternoon

4. …….…. two weeks ago

5. ……….. three hours

6. ……….. a year

**5.4 PRESENT PERFECT CONTINUOUS TENSE**

**have / has + been + V-ing**

used for an activity that has recently stopped or just stopped. There is a connection with now.

Ex: John is very tired. He has been working very hard.

**Note:**

1. We use present perfect continuous when we are interested in the activity. It does not matter whether sth has been finished or not.

**Ex**: My hands are very dirty. I **have been fixing** the car.

The car is OK again now. I **have fixed** it.

**2.** We use present perfect continuous to say how long (for an activity that is still happening)

We use present perfect to say how many, how much or how many times (for a completed action)

**Ex**: How long **have you been reading** the book?

**Ex**: How many pages of the book **have you read**?

**5.5. SIMPLE PAST TENSE**

1. used for finished actions or situations with a definite time

Ex: I went to London yesterday.

2. finished repeated actions or situations ;

Ex: Every year when I was a child, we went / used to go to Italy on holiday.

3. a series of completed actions in the past

Ex: I finished work, walked to the beach, and found a nice place to swim.

**Other USES**

|  |  |
| --- | --- |
| If + S + V-past simple, S + would + V1 + … | Ex: If I got up earlier, I wouldn’t be late. |
| Reported speech | Ex: CEO told me that I would have to travel in Ha Noi for a week. |
| S1 + would rather + S2+ past simple + … | Ex: I'd rather you came with me. |
| Main clause (present perfect) + **since** + past simple + … | Ex: I have had a driving licence since I was eighteen. |
| S1 + **wish** + S2 + past simple + … | Ex: I wish ( that) I  was more confident. |

Definite time expressions:

- yesterday (morning / afternoon …)

- last (night / week …)

- (three days / two months …) ago

- in (1999 / 2001, …) - in the (2000s / 1980s …)

- in the last century / - in the past

**5.6. PAST CONTINUOUS TENSE**

**WAS / WERE + V-ING**

1. used to talk about an action that was happening at a specific time in the past.

Ex: *At one o’clock yesterday I was having lunch.*

2. We can use while & when to join two actions which were happening at the same time in the past.

Ex: *I was doing the shopping* while *he was parking the car.*

3. used to talk about an action that was happening (past continuous) when another action interrupted it (simple past).

Ex: *While I was watching TV, the phone rang.*

**5.7. PAST PERFECT TENSE**

**HAD + PP / V-ED**

1. used for an action (past perfect) that had happened before another action (past simple) in the past

Ex: *I left the theater as soon as the film had finished.*

NOTE

1. We use the past simple when the two past actions happened at the same time and there is no earlier action.

Ex: When I saw a spider, I screamed.

2. We can use either the past simple or the past perfect after ‘after’ or after ‘before’.

Ex: *Before I got home, the family had eaten dinner.*

OR: *Before I got home, the family ate dinner.*

2. Third conditional:

Conditional sentence type 3 expresses an untrue situation in the past .

Ex: If Mary had studied harder, she would have passed the exam.

3. Reported speech:

Use the Past Perfect with sentences in reported speech after verbs like *said, told, asked, thought, wondered*

Ex: Mary said she had already seen this film.

**5.8. FUTURE SIMPLE TENSE**

**WILL / SHALL + BARE INF**

1. to talk about future events:

Ex: Our company will hold a grand opening ceremony next week.

2. to make predictions about things we think are inevitable and will happen without any arrangement or individual intention.

Ex: In the next few years, everyone will be able to access the Internet with their mobile phone.

2. To give a formal announcement (thông báo trịnh trọng

Ex1: The company will raise your salary next month.

3. To promise (lời hứa)

Ex3: Don’t worry, I will be there to help you.

**ADVERBS OF TIME FOR THE FUTURE SIMPLE TENSE**

- tomorrow (morning, afternoon, …)

- the day after tomorrow

- next (week, month, year …)

- at the end of (May)

- in + year (in 2020)

- in + duration (khoảng thời gian)

in three years’ time; in two days; in the next three years

Ex: She will be here in ten minutes.

**PRACTICE**

1. I ………… in the café having a drink when the police arrived.

A. sat B. was sat C. was sitting D. have sat

2. The manager can’t talk on the phone because he…………………meeting right now.

A. is having B. has C. has had D. had

3. I will return your notes as soon as I………….copying them.

A. will finish B. finish C. finished D. have finished

4. Mr. Caputo usually…………with a translator.

A. is traveled B. travel C. is traveling D. travels

5. Mr. Han …………..his bags when he found out his flight was canceled.

A. packed B. were packing C. was packing D. has packed

6. The company………….not yet answered our complaint.

A. has B. does C. will D. is

7. The director ……………for his vacation and will not return until next week.

A. leaving B. had left C. has left D. will have left

8. Ms. Sirichanya ……………the package when she discovered the address was wrong.

A. had mailed B. has mailed C. will mail D. would mail

9. The secretary……………night classes for the past three months.

A. is attending B. has attended C. will attend D. had attended

10. Mr. Lee …………..his vacation after the project is completed.

A. will take B. took C. has taken D. taking

**6. SUBJECT – VERB AGREEMENT**

1. Subj. + [prepositional phrase] + verb

Ex1: The study of languages is very interesting.

Ex2: Several theories on this subject have been proposed.

2. The following expressions have no effect on the verb. S1 + together with + S2 + V(S1)

together with along with accompanied by as well as: cũng như

Ex: The actress, along with her manager and some friends, is going to the cinema.

3. ALL + CN + V (plural)

ALL + UCN + V (singular)

- all: tất cả

- most: phần lớn

- a lot / lots: nhiều

- some: một vài

- half: phân nửa

- any: bất cứ

- part / fraction: một phần

- the rest: phần còn lại

- the bulk: số lượng lớn

- percent: phần trăm

- neither: không …. trong số (2 người)

- none: không … trong số (nhiều người)

Ex1: Half of the employees go to work by bus.

Ex2: Half of the money goes to paying taxes.

4. Neither / Either / Not only + S1 + nor / or / but also + S2 + V (V2)

Ex: Neither John nor his friends are going to the beach today.

Ex: Neither his friends nor John is going to the beach today.

5. Gerund as a Subject:

V-ing (S) + V-singular + ….

Ex: Writing many letters makes her happy.

6. TO INF as a Subject:

TO INF (S) + V-singular + ….

Ex: To see is to believe.

7. N-CLAUSE as a Subject:

N-Clause (S) + V-singular + ….

Ex1: That we will have a make-up class on Thursday evening is certain.

Ex2: Who is on duty today has not been decided yet.

8. COLLECTIVE NOUNS (danh từ tập hợp)

- congress: quốc hội

- organization: tổ chức; cơ quan

- government: nhà nước; chính phủ

- majority: phần đông

- minority: thiểu số

- committee: ủy ban

- army: quân đội

- public: quần chúng, cộng đồng

- jury: đoàn bồi thẩm

- crowd: đám đông

- army: quân đội

- club

- class

- family

- team

- group

**VERBS: CAUSATIVE**

**HAVE + S.O + BARE INF**

nhờ ai làm điều gì

Ex: I have him repair my car.

**GET + S.O + TO INF**

nhờ ai làm điều gì

Ex: I get him repair my car.

**HAVE / GET + STH + PP / V-ed**

Ex: I have / get my care repaired (by him).

Order (ra lệnh), cause (khiến cho), force (bắt buộc), want, let (để cho), make (làm cho) can also be causative verbs.

**Order, cause, force, want + S.O + TO INF**

Ex: He ordered everyone to leave the room.

Ex: We will want the invoices returned at once.

**Let / make + S.O + BARE INF**

Ex: The boss lets his secretary leave work early at the weekend.

**PRACTICE**

1. In the future, the company will not let its part-time and temporary employees \_\_\_\_\_\_\_\_ overtime.

A. to work B. be working C. worked D. work

2. Despite 20 years of success, the financial stress and burden of the sudden recession made the partnership \_\_\_\_\_\_\_\_.

A. fail B. to fail C. failed D. to be failed

3. The firm wants its product\_\_\_\_\_\_\_\_\_\_\_\_\_\_ safely and in a timely manner; otherwise it will seek an alternative shipper.

A. package B. be packaged C. packaged D. packaging

4. All employees were able to get their paychecks \_\_\_\_\_\_\_\_\_\_\_\_\_before the power outage closed the banks.

A. deposits B. deposited C. depositing D. be deposited

5. The severe weather conditions in the alpine regions forced the airlines \_\_\_\_\_\_\_\_\_ all outgoing flights and divert incoming planes.

A. canceling B. to cancel C. cancel D. canceled

6. I received a text message from Takeshi yesterday, and it mentioned that they had the equipment \_\_\_\_\_\_\_\_\_\_ yesterday.

A. shipped B. ship C. was shipped D. was being shipped

7. Before Annie ran out for a meeting yesterday, she had Ms. Brunelli\_\_\_\_\_\_\_\_\_\_\_ the new clerk around the premises.

A. show B. showed C. showing D. was showed

8. The increase in layoffs over the past two fiscal periods has caused everyone \_\_\_\_\_\_\_ less secure.

A. feels B. felt C. was felt D. to feel

9. What company besides ours would make its employees \_\_\_\_\_\_\_\_\_ overtime on a national holiday?

A. will be working B. worked C. be working D. work

10. A wise consumer gets his or her phone order \_\_\_\_\_\_\_\_\_\_ in writing before submitting payment.

A. confirming B. confirms C. confirmed D. confirm

**COMPARISION**

* 1. **Comparison of Equality *(so sánh bằng):***

**S + be / V + as + ADJ / ADV + as + O**

Ex: The red bus is as long as the blue one.

* 1. **Comparison of Inequality *(so sánh không bằng):***

**S + be + not + as / so + ADJ / ADV + as + O**

Ex: Julie is not so / as tall as Maria.

**2.1. Comparative Forms: (so sánh hơn)**

1. short adj: adjectives with one or two syllables

Adjectives with two syllables must end with

\* -y: happy 🡪 happier

\* -ow: narrow 🡪 narrower: hẹp

\* -le: simple 🡪 simpler: đơn giản

\* -er: clever 🡪 cleverer: thông minh

\*-ure: secure 🡪 securer: an toàn

\*-et: quiet 🡪 quieter

2. Long Adj: adjectives with two or more syllables

Ex: boring; beautiful; interesting, famous

**Tính từ ngắn vần**

**S + be / V + short ADJ / ADV + er + than + O**

Ex: This box is bigger than that one.

**Tính từ dài vần**

**S + be / V + more long ADJ / ADV + than + O**

Ex: The queen is more beautiful than the witch.

**2.2 So sánh kém hơn**

**S + be / V + LESS + ADJ / ADV + THAN + O**

Ex: This car is less expensive than that one.

Ex: This car is less fast than that one.

**ADVERB OF DEGREE + COMPARATIVE**

+ much / far / a lot / even

+ a bit / a little / slightly / a little bit

Ex: I’m far / a little older than my sister.

**3.1. Superlative Forms (so sánh nhất)**

**Tính từ ngắn vần**

**S + be / V + THE + short ADJ / ADV + est + in / of**

Ex: Burj is the tallest building in the world.

**Tính từ dài vần**

**S + be / V + THE MOST + long ADJ / ADV + in / of**

Ex: The spider is the most dangerous animal of the three (animals).

**IRREGULAR ADJECTIVES / ADVERBS**

1. good / well – better – the best

2. bad / badly – worse – the worst

3. little – less – the least

4. many / much – more – the most

5. far – farther / further – the farthest / furthest

6. old – older / elder – the oldest / eldest

**PRACTICE**

1. This is the \_\_\_\_\_\_\_\_\_\_ hotel available in this district.

A. good B. better C. best D. more good

2. Which is the \_\_\_\_\_\_\_\_\_\_ month of the year in your country?

A. hottest B. most hot C. many more hotter D. much hot

3. They are very happy with a \_\_\_\_\_\_\_\_\_\_ than normal pay increase.

A. longer B. larger C. smaller D. more expensive

4. He was doing the \_\_\_\_\_\_\_\_\_\_\_ he could.

A. good B. very good C. very better D. very best

5. Yesterday's game was \_\_\_\_\_\_\_\_\_\_\_ in this series.

A. more exciting B. the most excited C. the most exciting D. more excited

6. The weather couldn't be \_\_\_\_\_\_\_\_\_\_\_\_\_\_; it's perfect.

A. colder B. hotter C. better D. summer

7. The longer you practice, \_\_\_\_\_\_\_\_\_accurately you will be able to type.

A. more B. the C. the more D. the most

8. Between them, Dr. Gates has \_\_\_\_\_\_\_\_\_insight.

A. the greater B. greater C. greatest D. more greater

9. She tried to express her feelings \_\_\_\_\_\_\_\_\_she could.

A. more honest than B. as honest as C. more honestly D. as honestly as

10. Of the three runners, she is by far \_\_\_\_\_\_\_\_\_.

A. a runner B. very slow C. very fast D. the fastest

**GERUNDS (V-ing) AND INFINITIVES**

Prepositions

Nouns + Preposition

**+ V-ING**

Adjectives + Preposition

Verbs + Preposition

Idioms

Certain verbs

**1. Prepositions + V-ing**

Ex: She gets good grades in her study by working hard.

**2. Certain Nouns + Prep + V-ing**

Ex: George has no excuse for dropping out of school.

- choice of: sự lựa chọn về

- possibility of: khả năng về

- intention of: dự định về

- excuse for: sự biện hộ / sự bào chữa

- reason for: lý do cho

- method for (of): phương pháp

**3. Adjectives + prep + V-ing**

Ex: Mitch is afraid of getting married now.

- aware of: ý thức về

- afraid of

- interested in

- tired of

- fond of: thích

- capable of: có khả năng

- successful in

- used / accustomed to: quen với

- good / bad / excellent at

- devoted / committed to: tận tụy

**4. Verbs + prep + V-ing**

Ex: He is thinking of moving to the south.

- approve of: chấp thuận

- give up: từ bỏ; đầu hàng

- rely on = depend on: phụ thuộc vào

- worry about: lo lắng về

- insist on: nài nỉ; cương quyết

- succeed in

- confess to: thừa nhận

- object to: phản đối

- look forward to: mong đợi; ngóng trông

- be better off: be in a better situation, if or after something happens: tốt hơn

Ex: He'd be better off working for a bigger company.

- count on sb: tin tưởng vào ai

- count on sth: expect something to happen and make plans based on it: mong đợi

Ex: Sorry I'm late, I didn't count on being held up in the traffic.

- keep on: duy trì; giữ vững

- think about / of

- put off: hoãn lại

**5. idioms + V-ing**

Some common expressions followed by a gerund which should be learnt by heart.

- There is no use: vô ích

- There is no point: vô ích

- be worth: xứng đáng

- feel like: cảm thấy thích

- can’t help: không thể nhịn được

- can’t stand / can’t bear: không thể chịu đựng được

- have difficulty (in): gặp khó khăn

- be busy

- spend time / money

**6. Certain verbs + V-ing**

Ex: John admitted stealing the jewels.

- admit: thừa nhận; thú nhận

- delay = postpone = put off: trì hoãn

- miss: bỏ lỡ

- report

- suggest = recommend: đề nghị

- appreciate: biết ơn; đánh giá cao

- deny: chối

- resent = hate

- avoid: tránh

- enjoy

- practice

- resist: kháng cự; chống đối

- finish

- quit = give up = stop: từ bỏ; đầu hàng

- resume: bắt đầu lại

- consider: xem xét

- mind: phiền

- risk: mạo hiểm; liều lĩnh

- keep: liên tục; tiếp tục

**1. Verbs followed by either a gerund or a to Inf with meanings unchanged.**

- attempt: cố gắng

- begin = start

- hate

- can’t stand = can’t bear: không thể chịu đựng

- like

- continue

- love

- dread: sợ

- prefer: thích hơn

- To intend: dự định

Ex: They started to work on the project.

OR: Ex: They started working on the project.

2. Verbs followed by either a gerund or a to Inf with meanings changed.

- remember

- forget

- stop

- regret: hối tiếc

- try + V-ing (thử) + to inf (cố gắng)

Ex1: You should remember to mail before noon.

Ex2: I remember meeting the guy at the conference.

**PRACTICE**

1. I enjoy \_\_\_\_\_\_\_\_\_ a walk in the park after lunch whenever I have time.

A. taking B. to take C. take D. takes

2. The health department requires the operators of restaurants \_\_\_\_\_\_\_\_ sanitary conditions.

A. maintenance B. maintaining C. to maintain D. maintain

3. The accounting team hasn’t finished .................. up the proposal.

A. write B. wrote C. writing D. to write

4. Animal rights groups are opposed \_\_\_\_\_\_\_\_\_ health and beauty products on animals.

A. to test B. testing C. tests of D. to testing

5. My father taught \_\_\_\_\_\_\_\_\_ skeptical of claims made by advertisers.

A. me to be B. to be C. my being D. for me to be

6. \_\_\_\_\_\_\_\_\_\_ here is not permitted.

A. Park B. You can park C. Having parked D. Parking

7. Did you have your assistant \_\_\_\_\_\_\_\_ this report?

A. edit B. editing C. an edition D. to edit

8. I intend to stop \_\_\_\_\_\_\_\_ after January 1.

A. to smoke B. smoking C. smoke D. smokes

9. I watched the man \_\_\_\_\_\_\_\_ the sign.

A. paint B. to paint C. painted D. was painted

10. Atsuko is going to Vancouver \_\_\_\_\_\_\_\_ some of her clients.

A. for to visit B. visiting C. to visit D. visit

**PARTICPLES (phân từ)**

**Participles used as adjectives: V-ed vs. V-ing**

V + ed 🡺 past participle (quá khứ phân từ)

V + ing 🡺 present participle (hiện tại phân từ)

**V-ing (active)**

- boring: chán

- exciting: thú vị

- interesting: thú vị

- depressing: buồn chán

- surprising = amazing: ngạc nhiên

- encouraging: động viên; khích lệ = inspiring

- confusing: mơ hồ; không rõ ràng

- disappointing: thất vọng

- frustrating = annoying: bực mình

- pleasing: hài lòng; vui mừng

- amusing: vui

**V-ed (passive)**

**PRACTICE**

1. \_\_\_\_\_\_\_\_ tired, he decided to leave early.

A. Feels B. To feel C. Feeling D. Felt

2. \_\_\_\_\_\_\_\_\_ from a distance, the painting appeared quite realistic.

A. Seen B. Saw C. Seeing D. See it

3. This noise is very \_\_\_\_\_\_\_\_\_\_\_.

A. annoys B. annoying C. annoyed D. annoy

4. It is not very easy to make her \_\_\_\_\_\_\_\_\_ once she gets upset.

A. please B. pleasing C. pleased D. pleasure

5. Two teenagers were among the fourteen people \_\_\_\_\_\_\_\_\_\_\_.

A. arrests B. arrest C. arresting D. arrested

6. Extremely \_\_\_\_\_\_\_\_\_ from the hard work, he couldn't walk an inch.

A. busy B. excited C. happy D. exhausted

7. Who is that man \_\_\_\_\_\_\_\_\_ the red jacket?

A. wearing B. having C. doing D. inside of

8. She said that the report was a bit \_\_\_\_\_\_\_\_\_\_\_.

A. confused B. confuses C. confusing D. confuse

9. \_\_\_\_\_\_\_\_\_\_ water is not safe for drinking.

A. Polluted B. Polluting C. Pollute D. Pollutes

10. He could easily make himself \_\_\_\_\_\_\_\_\_\_ if he tried.

A. understand B. understanding C. understood D. be understood

**NOUNS**

1. Before Verbs: N + V

Ex: The registration will be needed in order to take advantage of their good learning materials.

2. After Verbs: V + N

Ex: A woman is emptying the trash can.

3. After an article or a possessive adjective:

a(n) / the / their …+ N

Ex: The registration will be needed in order to take advantage of their good learning materials.

4. After an adjective: Adj + N

Ex: The shopping mall will be closed for two months so that a complete renovation can take place.

5. Before / after prepositions

Ex: They need to discuss the project with their line manager.

6. After possessive case (sở hữu cách)

Ex: We should increase our employees’ morale.

**PRACTICE**

1. Like no other member we have ever employed, Maria exercised a \_\_\_\_\_\_\_\_ influence on the firm.

A. dominance B. dominate C. dominant D. dominantly

2. While it may have seemed like we were being overly critical in our evaluation, the client's\_\_\_\_\_\_\_\_\_\_ was rewarded in the end.

A. persistence B. persistently C. persist D. persistent

3. An experienced \_\_\_\_\_\_\_\_\_\_ will explain the new system to the trainees during our technical tutorial.

A. operatic B. operation C. operate D. operator

4. The last \_\_\_\_\_\_\_\_\_ has made its bid, so let's choose the one to hire.

A. contractor B. contractive C. contraction D. contract

5. If you are not satisfied, talk to that office …………

A: manage B: manager C: management D: manageable

6. Each …………. is designed not only to be educational, but also highly entertaining.

A: productivity B: productive C: product D: produce

7. I’m writing in ………… to your letter of May 5th.

A: respond B: responsive C: responsiveness D: response

8. At his office he talks to customers and makes plans for the …………..

A. organizational B. organizer C. organize D. organization

9. These tennis shoes are designed for ……… and performance.

A: comfort B: comfortable C: comfortably D: comforting

10. Our company believes it is the best \_\_\_\_\_\_\_ to handle the account.

A: organizing B: organization C: organizational D: organize

**WORD FORMS PRACTICE**

1. We need ………… the language in the report; it’s too complex.

A: to simplify B: simple C: simply D: simplifying

2. In my opinion, her leaving early was a very ………thing to do.

A: children B: childish C: childishly D: child

3. We could call the TV stations and ……… the opening of our new store.

A: publicity B: public C: publicize D: publisher

4. I like my work because I have the ……… to make my own decision.

A: freed B: freely C: freedom D: free

5. The recommendation, which was faxed by the president herself, was ……… to the success of the merger.

A. criticism B. critique C. critic D. critical

7. A doctor’s ………manner makes patients feel comfortable.

A: friendship B: friend C: friendly D: friendliness

8. It was very ………of the boss to buy us those nice gifts.

A: thoughtless B: thoughtful C: thought D: thoughtfully

9. One of your duties will be some ……… typing.

A: light B: lightened C: lighten D: lightness

10. She would like a ……… raise, not just a few dollars.

A: really B: realist C: real D: reality

11. We were ………impressed with the recommendations at the end of the report.

A: specially B: special C: especial D: especially

12. Your ……… during our visit has been greatly appreciated.

A: hospice B: hospital C: hospitality D: hospitable

13. Fortunately, his response ………… the board members, and the meeting was finally adjourned.

A. satisfaction B. satisfactory C. satisfied D. satisfactorily

14. As is the case with the parking garage entrance, the front doors are run ……….., not manually.

A. electric B. electronically C. electrical D. electron

15. While she ……….. in systems analysis, we sometimes call on her to speak at client workshops as well.

A. specialist B. specialization C. specials D. specializes

16. The ……….. person to lead staff out of the building in an emergency is the person sitting closest to the exit.

A. designation B. designator C. designated D. designative

18. Find out how to set a …………. salary. Discover the benefits which are most important to your employees.

A: motivational B: motivating C: motivate D: motivation

20. We would like to suggest a bigger ………… campaign for the holiday season this coming year.

A: advertise B: advertiser C: advertising D: advertisement

**VERBAL FORMS**

1. ………… the telephone quickly is an example of good customer service.

A: Answer B: Answering C: Answered D: Answers

2. Can I get secretary help when ……… an overseas subsidiary.

A: visit B: visitor C: visiting D: visited

3. The guard made the visitors ………at the gate.

A: waiting B: waited C: to wait D: wait

4. My assistant wasn’t able to get his check ……… because the bank was closed.

A: cash B: cashed C: cashing D: cashes

5. Our company wants its customers ………

A: satisfies B: satisfying C: satisfied D: satisfy

6. I’ll have my secretary ………for the package.

A: will sign B: signs C: sign D: to sign

7. Before the prime minister arrived, the police ordered the area ………

A: clear B: cleared C: clearing D: be clear

8. We forced our competitors ………their prices.

A: to lower B: lower C: lowered D: lowering

9. It is risky ……… for huge profits without a cash reserve (dự trử tiền mặt).

A. speculating B. speculative C. to speculate D. speculation

10. He has asked me ………… you that he is willing to talk one on one with anyone interested.

A: informing B: informative C: to inform D: information

11. With some efforts, Ms. Manson got her schedule ………

A: to change B: changed C: change D: changing

12. The airport guard made us …….. our pockets at the security gate.

A: to empty B: empty C: emptying D: emptied

13. Each room is …………. for personal computer use.

A: equip B: equipment C: equipping D: equipped

14. I \_\_\_\_\_\_\_ go to the post office this morning.

A. ought B. have C. must D. used to

15. Do not forget \_\_\_\_\_\_\_\_ the application form before submitting it to Ms. Radowick at the front desk.

A: signing B: sign C: to sign D: signed

16. The team met for three hours to discuss strategies for \_\_\_\_\_\_\_\_ the midmarket needs of small to medium-sized businesses.

A: address B: to address C: addressing D: addressed

17. The corporation's plan to overhaul the employee benefits program will \_\_\_\_\_\_\_ because it has the full support of the staff.

A: success B: succeed C: succeeds D: to succeed

18. Environmental groups have severely \_\_\_\_\_\_\_\_\_ the auto industry's lackluster efforts to reduce harmful emissions.

A: critical B: criticized C: criticism D: criticize

19. The Trattoria Restaurant requests that patrons \_\_\_\_\_\_\_\_\_ reservations for a table at least two weeks ahead of time.

A: makes B: making C: made D: make

20. Due to the urgency of this matter, it is imperative that Mr. Lambert \_\_\_\_\_\_\_\_\_ one of our customer representatives by 5 p.m.

A: is contacting B: will contact C: contact D: contacted

**INVERSION (đảo ngữ)**

**1. Negative adverbs at the beginning of a sentence**

- Never

- Seldom: ít khi; hiếm khi

- Rarely: ít khi; hiếm khi

- In / Under no circumstances = You must not … : Bạn bị cấm/không được

- In no way = Impossible: không thể nào

- At no time = Never: không bao giờ

- Little: rất ít

Negative Adverb + helping V + S + main V + ……

Ex: We have never faced such a challenge!

🡪 Never have we faced such a challenge!

Ex: Under no circumstances are you allowed to disturb the pilots.

**2. Conditional Sentence**

Type 1: Real condition in the present time

Should + S + V + ….., main clause

Ex: If he has free time, he’ll go for a walk.

🡪 Should he have free time, he’ll go for a walk.

Type 2: Unreal condition in the present time

Were + S + to inf + …, main clause

Ex: If you won the election, what would you do first?

🡪 Were you to win the election, what would you do first?

Type 2: Unreal condition in the present time

Were + S + ….+ …, main clause

Ex: If I were in your shoe, I would sell the house.

🡪 Were I in your shoe, I would sell the house.

**3. Hardly + had + S + pp + when + clause**

**No sooner + had + S + pp + than + clause**

vừa mới ………… thì …………..

Ex: We stepped outside the front door, and it began to rain.

🡪 Hardly ……………….………………….

🡪 Hardly had we stepped outside the front door when it began to rain.

**4. Only + …… + helping V (do / does / did) + S + main V……**

Ex: The manager only recently learned the news.

🡪 Only ……………………….…………….

🡪 Only recently did the manager learn the news.

**5. So + Adj/Adv + V + S + that + clause**

Ex: The tea is so hot that I can’t drink it.

🡪 So ………………………………….…..

🡪 So hot is the tea that I can’t drink it.

**COMPLEX SENTENCES**

A complex sentence contains one independent clause and one (or more) dependent clause(s). In a complex sentence, one idea is generally more important than the other one. The more important idea is placed in the independent clause, and the less important idea is placed in the dependent clause.

There are **four kinds of dependent clauses**: ***adjective, noun, adverb, and conditional***.

# Adjective Clauses (Relative Clauses)

**A. INTRODUCTION**

1. A relative clause is a subordinate clause introduced by a relative pronoun (who/whom/whose/that/which) or a relative adverb (where/when/why).

|  |  |  |
| --- | --- | --- |
|  | **Subordinators** | **Meaning** |
| **Relative pronouns** | Who  whom  whose + noun  that  which | - person (subject or object)  - person (object)  - person, thing (possessive)  - thing (subject or object), person (object)  - thing (subject or object) |
| **Relative adverbs** | when  where  why | - time  - place  - reason |

1. A relative clause functions as an adjective. It describes a noun in the main clause.

*We are offering a salary* ***which/that*** *is highly competitive.*

1. A relative clause comes right after the noun it describes.

*I work for* ***a company that*** *manufactures components for aircraft.*

*I’ve got the details of* ***the hotel where*** *you’ll be staying.*

1. There are two kinds of relative clauses: **defining and non-defining**.

***The man who*** *is the Managing Director of Travel Services visited the trade fair in Cairo.* (defining relative clause)

***Mr. Benson, who*** *is the Managing Director of Travel Services, visited the trade fair in Cairo.* (non-defining relative clause)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Subordinators  **Defining** | Subordinators  **Non-defining** | **Meaning** |
| **Relative**  **Pronouns** | who  whom  whose +noun  that  which | who  whom  whose + noun  Ø  Which | - person (subject or object)  - person (object)  - person, thing (possessive)  - thing (subject or object), person (object)  - thing (subject or object) |
| **Relative adverbs** | when  where  why | when  where  Ø | - time  - place  - reason |

**B. USE**

**1. People and things**

We can use a relative clause beginning with **who**, **that**, or **which** to describe and define a person or thing. To refer to people, we use **who** or **that**. To refer to things, we use **which** or **that**:

People: *The accountants* ***who/that advised me*** *were very good.*

(The clause **who advised me** helps to identify the accountants.)

Things: *The computers* ***which/that they bought*** *were expensive.*

(The clause **which/that they bought** identifies the computers.)

**2. Whose**

The relative pronoun **whose** is used to show possession:

*Yesterday I met someone* ***whose*** *brother works in your department.*

*Mr. Catt has a painting* ***whose*** *value is inestimable.*

**3. Where/when/why**

+ The relative adverb **where** is used to refer to place:

*The* ***building******where*** *he lives is very old.*

OR: *The building* ***in which*** *he lives is very old.*

+ The relative adverb **when** is used to refer to time:

*I never forget the* ***day******when*** *I met you.*

OR: *I never forget the day* ***on which*** *I met you.*

+ The relative adverb **why** is used to refer to reason:

*The Managing Director gave several* ***reasons******why*** *he didn’t sign the bill.*

**4. Defining and non- defining relative clauses**

In some relative clauses we must use a relative pronoun, and cannot use the word ***that***:

*Benetton’s latest advertisement,* ***which I saw yesterday****, is very powerful.*

Relative clauses like this simply give extra information. They are called non- defining relative clauses, and they begin and end with commas. Look at the difference between the two types:

*The office* ***that we work in*** *is very comfortable.*

(This indicates which office we are talking about.)

*My father,* ***who will be 65 next year****, has asked me to take over the family business.*

(The speaker does not need to define *my father*, and his age is just an **extra** piece of information.)

1. **PRACTICE**

**Choose the best answer.**

1. We drew up a short-list of candidates ……….CVs were very good.
2. whom B. whose C. which D. who
3. The man ……….I was talking to is the head of AT&T.
4. who B. that C. whom D. A, B, or C
5. The company ……….she works for has a very good reputation.

A. which B. that C. where D. A or B

1. Ivrea is the town ………. Olivetti has its headquarters in.
2. where B. in which C. that D. A, B, or C
3. The new accounts program, ………. cost a great deal of money, is working very well.

A. that B. whose C. which D. A, B, or C

1. Glaxo, ……….products include Zantac, is the biggest drug producer in Europe.
2. that B. whose C. which D. A, B, or C
3. I don’t know the reason ………. the new computer has broken down again.

A. on which B. why C. on that D. A, B, or C

1. They had intentionally forgot the date………. they had to pay off this debt.

A. when B. at which C. in that D. A, B, or C

1. Peter has found the invoice for ………. you were looking.
2. that B. which C. ø D. whom
3. The client from ………. we have received this complaint wishes us to take action immediately.
4. whom B. who C. that D. A, B, or C

# Adverbial Clauses

|  |
| --- |
| ***An adverbial clause*** begins with an adverbial subordinator such as *when, while, because, although, if, so that*, etc.  There are two possible positions for an adverb clause: before or after the independent clause. If it comes before the independent clause, it is followed by a comma. If it comes after the independent clause, no comma is used. |

|  |  |  |
| --- | --- | --- |
| **Types of adverb clauses** | **Subordinating conjunctions** | **Examples** |
| ***Time*** | when/ while/ until/ as soon as/ after / before / since | Most foreigners pay cash **when** they do shopping in Vietnam. |
| ***Place*** | where/ wherever / everywhere | Consumers have a tendency to buy more **where** credit cards are accepted for payment of the merchandise. |
| ***Manner: thể cách*** | As, as if, as though | Leave the papers **as** they are. |
| ***Reason: lý do*** | because / as / since | They were not able to get the money from the bank **because** their documents did not meet the terms of the Letter of credit. |
| ***Result: kết quả*** | so + adj + that  so + adv + that  such a(n) + noun phrase + that | The program has been **so** organised **that** none of the talks overlap.  He places orders for computer parts **so** regularly **that** we can offer him 10% off the list price.  He was **such** a reliable customer **that** we have never had any trouble getting payment from him. |
| ***Purpose: mục đích*** | so that / in order that | I wrote the date in my diary **so that** I don’t forget the meeting this morning. |
| ***Concession: nhượng bộ*** | although  even though | **Although** both imports and exports may fall next year, the levels are likely to be different. |

**PRACTICE**

***Choose the best answer.***

1. …………. you are a regular customer, we can give you a ten- percent discount.

A. While B. Although C. Since D. Where

2. …………. the company had made every effort, it continued to lose market share to its competitors.

A. When B. Before C. As D. Even though

3. The company is going to introduce new machines…………. productivity can increase.

A. although B. that C. until D. so that

4. I would like to know about the interest rate ………….. I can agree to the loan.

A. when B. after C. before D. since

5. The savings banks had such bad interest rates …………. they switched to financial institutions.

A. than B. though C. as if D. that

6. Mr. Laurier is …………. a reliable customer that we have never had any trouble getting payment from him.

A. such B. so C. since D. as

7. ………….. the shippers handles the consignment carefully, all the machines were damaged beyond repair.

A. So that B. Although C. Since D. Because

8. We will have breakfast in the hotel…………. we go to the office.

A. until B. before C. as D. although

9. They opened an office in the US …………. they could concentrate on the stock market.

A. although B. even though C. where D. because

10. There was such a suspicious amount of account activity …………. we had to call the customer.

A. since B. while C. that D. unless