Speaking Part 1
It is true that (Topic) for the following reasons.
Firstly,
Secondly,
Thirdly,
Finally,
In short, (Topic) for the reason I have mentioned.
Speaking Part 2
My situation is that Topic . There are three options for me to choose such as
Among the three options, I think phương án 1 is the best choice because of the following reasons.
The first reason is that
The second reason is that
Finally, To be specific,
I don't think that phương án 2 is suitable because
Although (phương án 3) is a good idea, I don't choose it. Simply because
To sum up, if I were in the case, I would choose (1) phương án 1 for the reasons I have mentioned.

Writing thân mật

Dear Charles,

I'm very happy to receive your letter. It has been so long since I have heard from you. I hope you are doing well and I hope all your family is doing fine. I'm writing this letter to answer your question.

The first answer is that

The second answer is that

Finally,

If you need to know anything else, just get in touch with me as soon as you can.

Give me my best to everyone in the family.

Cheer,

Christopher Chris.

Thư trang trọng

Dear sir,

Thank you for being interested in (TOPIC). I write this letter to answer your questions.

Firstly,

Secondly,

Thirdly,

Finally,

Please feel free to contact me if you need further information.

I'm looking forward to hearing from you.

Yours sincerely,

Charles Pringle

Writing Task 2

In recent years, (Topic) has become a broad issue in many countries (Some people believe that Quan điểm 1 while others think Quan điểm 2). In this essay, I am going to point out ...

Nguyên nhân biện pháp: the main reasons and suggest some possible solutions

Thuận lợi bất thuận lợi: the main benefits and drawbacks of this problem.

Discuss both views: the main benefits of both thought

Đồng ý Không đồng ý: the main reasons why I partly agree

On the one hand, it is true that there are many reasons for/benefits of TOPIC.

3 ý

On the other hand, Topic has many disadvantages.

3 ý

(Dạng nguyên nhân biện pháp) In conclusion, Topic affect society. In my opinion, governments and people need to help each other to reduce the bad effects.

(Dang agree/disagree) In conclusion, it is true that there are many benefits of both thoughts for the reason I have mentioned above.