***Viết email***

Câu 1:

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| **From:** | Steven Appleby |
| **To:** | Martha Simon |
| **Subject:** | Small Business Magazine |
| **Sent:** | June 11, 20\_\_ |

Dear Ms. Simon:

I work for *Smal Business Magazine*. I am writing an article about small-business owners in your city, and I would like to interview you for the article. Would you be available to meet with me sometime next week?

Thank you.

Steven Appleby

=> Dear Mr. Appleby,

I will be very happy to let you interview me for your article. I will be free next Monday morning at 7:00. I hope that is a good time for you. I have a couple of questions. How long do you think the interview will last? Also, could you tell me exactly what the subject of your article is? I'm looking forward to meeting you.

Martha Simon

Câu 2:

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| **From:** | John Jenkins |
| **To:** | Shirley Park |
| **Subject:** | Budget report |
| **Sent:** | February 23, 20\_\_ |

Shirley,

I am working in the annual budget report as you resquested. You asked me to have it finished by next Friday; however, it’s taking longer than I thought. Could I have one more week to complete the report? That way I would hve time to do a thorough job.

Thanh you.

John

=> Dear Mr.Jenkins

I got your message the budget report. I am sorry, but I really need to have that report finished by next Friday. If I aksed two other people to help you, would you be able to finish it by then ? I need the report we are going to discuss the budget at a meeting on Friday. We will have more money for our department next year, so it is important to know how we spent our monet this year. Let me know if you want more help.

Thanks

Shirlep

Câu 3:

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| **From:** | George Pinknet |
| **To:** | Social Committee members |
| **Subject:** | Meeting |
| **Sent:** | April 12, 20\_\_ |

It is time for meeting of the Social Committee. We need to start planning the annual year-end party. I would like all members of the committee to meet next Friday morning from 9 to 11 in Conference Room A. Please let me know as soon as possible if you are available to attend this meeting.

Thanh you.

George Pinkney

Socail Committee members

=> I got your message about the Social Committee meeting next Friday.

I am sorry but I will be unable to attend because I have a dentist appointment at that time. I would like to suggest that you ask all the committee members when they are free for a meeting and then choose a new meeting time based on that information. Also, I think that Conference Room B is a better place for a meeting because it is a larger and more comfortable room. I am looking forward to working on the plans for the year-end party.

Sincerely,

Nguyen Tri Dung

Câu 4:

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| **From:** | Mark Hayes |
| **To:** | Easton Office Supply Company |
| **Subject:** | Order |
| **Sent:** | November 30, 20\_\_ |

I put in a large order for office supplies from your company several weeks ago. I received the order yesterday; however, it was not complete. It did not contain the two boxes of manila envelopes that. I ordered. Can you please resolve this problem for me?

Thank you.

Mark Hayes

=> Dear Mr. Hayes:

I have received your message about the problem with your order. Let me explain what happened. First, we are currently out of envelopes but will get more at the end of the month. Please let me know if you will still want the envelopes then. Second, the person who packed your order forgot to include a note of explanation about the envelopes.I apologize again and will complete your order as soon as possible.

Sincerely,

Nguyen Tri Dung

Câu 5:

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| --- | --- |
| **From:** | Mary wilson |
| **To:** | All staff |
| **Subject:** | Tokyo visit |
| **Sent:** | April 15, 20\_\_ |

Greetings to all,

As you know, next week we will receive guests from our Tokyo office. I need some ideas for interesting activities and places of interest they should visit. Also, I would like to know if any of you are available to take our visitors out for a meal or to visit some special place.

Thanks for your help.

Mary Wilson

=> Dear Ms Wilson,

I read your e-mail about the visitors from the Tokyo office. I have some advice for you. First, I think tourists should visit Ninh Binh mountain goat restaurant. Second, I think they will also like to walk in Bai Dong Dinh Pagoda. Also, I'm happy to invite them to my house for dinner on Monday. Let me know if there's anything else I can help with.

Sincerely,

Câu 6:

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| **From:** | Samantha hawkins |
| **To:** | Hampton human resources |
| **Subject:** | Positions at hampton |
| **Sent:** | August 10, 20\_\_ |

Dear Sir or Madam:

I am interested in applying for a position at Hampton Inc. I recently graduated from the university and am interested in any openings you may have in your Marketing Department. If you have any positions open, please let me know what they are and how I can apply.

Thank you.

Samantha Hawkins

=> Dear Ms. Hawkins:

Thank you for your e-mail inquiring about positions at Hampton, Inc. I understand that you are interested in working in our Marketing Department. We currently have an open position for a Market Researcher. We plan to review applications next week. Do you have any experience in that area? Let me know if you are interested in this position.

Sincerely,

Michael White

Hampton Human Resources

Câu 7:

|  |  |
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| **From:** | Samuel george |
| **To:** | Janet jones |
| **Subject:** | Changing banks |
| **Sent:** | Februany 23, 20\_\_ |

Dear Ms. Jones,

We understand that you have moved your accounts to another bank. We are very sorry to lose your business. To help us provide better service in the future, would you mind telling us why you made the decision to change banks? Thank you very much.

Sincerely,

Samuel George

National City Bank Customer Service

=> Dear Mr. George,

I have received your e-mail about my decision to change banks. I would be happy to explain this decision to you. I decided to use another bank because your bank doesn't have any branches close to my job. You might be able to get more customers if you opened more branches in different neighborhoods. I also suggest that you place cash machines in more locations around the city. If you make going to your bank more convenient, I think your customers will be happier.

Sincerely,

Janet Jones

Câu 8:

|  |  |
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| **From:** | Journal of business news |
| **To:** | Business professionals |
| **Subject:** | Subscribe |
| **Sent:** | December 2, 20\_\_ |

Dear Business Professional,

The Journal Of Business News brings you all the latest news about important developments in the international business world. It is read by thousands of businesspeople just like you in over 40 countries around the world. Subscribe today and receive a 30% discount off the regular price.

=> Dear Journal of Business News,

I have received the information about subscribing to you journal. I have a few question about your journal. First, you offer a 30% discount off the regular price. What is the regular price? Also, i would like to krow how fraquently your journal is published. Finally, would you be able to send me a sample issue before. I pay for a subscription? Thank you for your help.

Thank,

Nguyen Tri Dung

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| Picture 1    woman/ pay  The woman is paying for her fruits | Picture 2    passenger/ board  The passenger is broading the bus | Picture 3    tiger/ fire  The tigers are jumping through the fire |
| Picture 4    if/ fit  If the shoes fit, she will by them well | Picture 5    ATM/ card  Some is withdrawing money with an ATM card | Picture 6    family/ breakfast  The family is having breakfast |
| Picture 7    waitress / serve  The waitress is serving the meal | Picture 8    as soon as/ serve  As soon as the food is ready, the woman will serve it | Picture 9    while/ phone  The man is writing while talking on the phone |
| Picture 10    outside / although  Although it is snowing, there are two people walking outside | Picture 11    wind/ hard  The wind is blowing very hard | Picture 12    woman/ eat  The woman is eating something |
| Picture 13    (on / rack)  The fruits are on on the rack | Picture 14    (motorbike/ park)  The motorbike are parked on the street | Picture 15    (check/ while)  A teacher is standing by the desk of a student while she is checking a piece of paper |
| Picture 16    (cut/ off)  A man using a faw is cutting off a tree branch | Picture 17    (happy/ gift)  The woman is so happy to receive a gift from the man | Picture 18    (seat/ because)  Some people are standing because there are no empty seats left |
| Picture 19  Ảnh có chứa văn bản, ngoài trời  Mô tả được tạo tự động  (picture/ place)  Some picture are being placed on the table | Picture 20    (wait/ so that)  A man is waiting for his turn so that he can make a call | Picture 21    (pedestrian/ cross)  Some pedestrian sre crossing the street |
| Picture 22  Ảnh có chứa bầu trời, ngoài trời, người, cũ  Mô tả được tạo tự động  (dog/ walk)  The are talking their dog for a walk | Picture 23    (man/ check)  The man is checking the bicycle | Picture 24  Ảnh có chứa văn bản, người, nhóm, tạo dáng  Mô tả được tạo tự động  (wait/ interview)  Some people are waiting for an interview |
| Picture 25    (lock/ so that)  The front wheel of a car is locked so that on one can drive the car | Picture 26  Ảnh có chứa người  Mô tả được tạo tự động  (clean/ floor)  The womanis cleaning the floor | Picture 27    walk/ street  People are walking on the street |
| Picture 28    dump/ garbage  A woman is dumping some garbage | Picture 29    sit/ while  Some people are siting while other are standing on a bus | Picture 30    woman/ drink  The woman are drink wine |
| Picture 31    walk/ dog  A man is walking the dogs | Picture 32    beverage/ pour  The beverage is being poured into a cup | Picture 33    cart/ next to  A cart is next to a car |
| Picture 34    while/ read  The man talking on the phone while reading a newpaper | Picture 35    woman/ map  The woman is looking at the map | Picture 36    family/ cook  The family is cooking in the kitchen |
| Picture 37    man/ work  The man is working | Picture 38    parasol/ next to  A parasol is next to achair | Picture 39    The colleague are reviewing the documents |
| Picture 40    The woman is holding her glassies while the man is writing | Picture 41    Someone is withdrawing money from an ATM machine | Picture 42    The is a croissant for breakfast |
| Picture 43    clear/away  The man is clearing snow away from the car | icture 44    wait/ because  They are waiting bacause thay want to broad the train | Picture 45    hard hat/arm  The man is holding the hard hat under his arm |
| Picture 46    write/notebook  The man is writing in a notebook | Picture 47    read/ newspaper  The man is reading the newpaper | Picture 48    woman/bicycle  A woman is talking on the phone while riding a bicyce |
| Picture 49    talk/ report  There are people talking about the report together | Picture 50    man/work  The man is working | Picture 51    woman/ by  The woman is standing by the door |
| Picture 52    people/ meeting room  People are discussing in the meeting room | Picture 53    security/ check  The security is checking the man | Picture 54    even though/ rain  Evan though it is raining she is still outside |
| Picture 55    woman/ point  The woman is pointing at the broad |