

## *Viết email*

Câu 1:

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

Dear Ms. Simon:

I work for *Small 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:

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

Shirley,

I am working in the annual budget report as you requested. 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 have time to do a thorough job.

Thank 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 asked 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 money this year. Let me know if you want more help.

Thanks

Shirley

Câu 3:

**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:

**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:

**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:

**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:

**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:

**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

Picture 1



woman/ pay

The woman is paying for her fruits

Picture 2



passenger/ board

The passenger is boarding the bus

Picture 3



tiger/ fire

The tigers are jumping through the fire

Picture 4



if/ fit

If the shoes fit, she will buy them well

Picture 5



ATM/ card

Someone 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

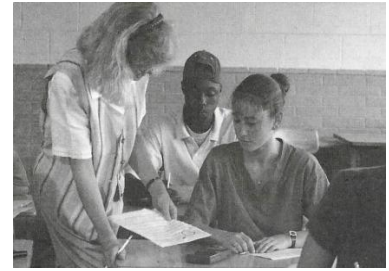
Picture 14



(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

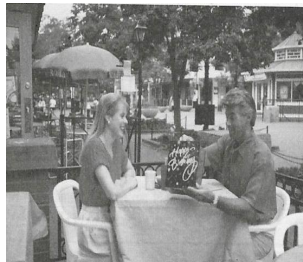
Picture 16



(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

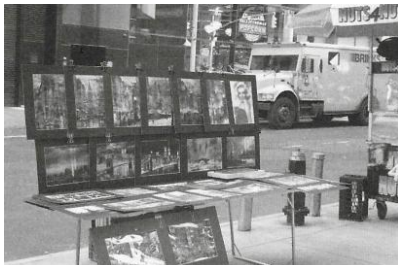
Picture 18



(seat/ because)

Some people are standing because there are no empty seats left

Picture 19



(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



(dog/ walk)

The are talking their dog for a walk

Picture 23



(man/ check)

The man is checking the bicycle

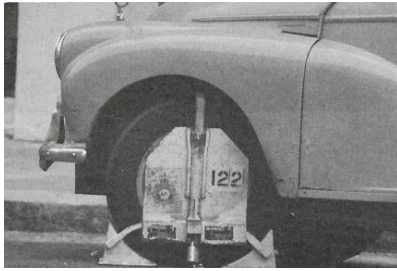
Picture 24



(wait/ interview)

Some people are waiting for an interview

Picture 25



(lock/ so that)

The front wheel of a car is locked so that one can drive the car

Picture 26



(clean/ floor)

The woman is cleaning the floor

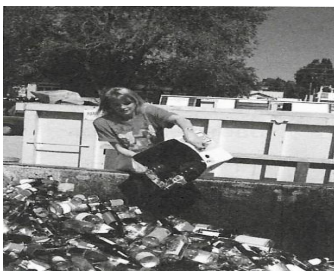
Picture 27



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 sitting while others are standing on a bus

Picture 30



woman/ drink

The women are drinking wine

Picture 31



walk/ dog

A man is walking the dog

Picture 32



beverage/ pour

The beverage is being poured into a cup

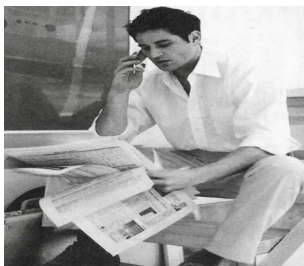
Picture 33



cart/ next to

A cart is next to a car

Picture 34



while/ read

The man is talking on the phone while reading a newspaper

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 a chair

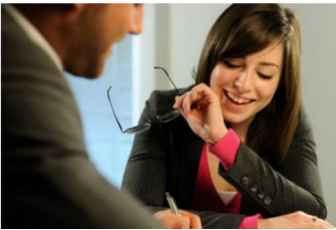
Picture 39  
review / colleague



The colleagues are reviewing  
the documents

Picture 40

hold / write



The woman is holding her  
glasses while the man is  
writing

Picture 41

ATM / money



Someone is withdrawing  
money from an ATM  
machine

Picture 42

breakfast / croissant



There is a croissant for  
breakfast

Picture 43



clear/away  
The man is clearing snow  
away from the car

Picture 44



wait/ because  
They are waiting because  
they want to board 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  
newspaper

Picture 48



woman/bicycle  
A woman is talking on the  
phone while riding a bicycle

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  
board