



— EVERYTHING FOR TOEIC —

Benzen English tầng 4 số 42 đường 17 - Linh Chiểu - Thủ Đức - TPHCM



Giáo trình

TOEIC CĂN BẢN

LISTENING & READING

LÝ THUYẾT VÀ BÀI TẬP BIÊN SOẠN THEO ĐỊNH DẠNG TOEIC MỚI

NEW

Giáo trình

TOEIC CĂN BẢN

ĐỊNH DẠNG TOEIC MỚI



--- Benzen English ---

Sau khi kết thúc Khoá học Bee2000 người học hoàn toàn có đầy đủ kiến thức và kỹ năng nền tảng về TOEIC để tự tin tham gia các khoá học luyện thi TOEIC tại Benzen English hoặc tự ôn luyện tại nhà!

Giáo trình được cập nhật và biên soạn theo nội dung và định dạng đề thi TOEIC mới nhất.

Giáo trình này được thầy Lê Văn Hiệp – Benzen English biên soạn dùng để phục vụ cho việc giảng dạy các khoá TOEIC căn bản tại Benzen English.

Khi phát hiện các hành vi sao chép Giáo trình này dùng cho việc giảng dạy lại hoặc kinh doanh của các cá nhân/ tổ chức khác bạn vui lòng thông báo ngay cho thầy Hiệp qua:

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[Youtube.com/onthitoeicmienphi](https://www.youtube.com/onthitoeicmienphi): Benzen English - TOEIC

Rèn luyện khả năng giải đề thi TOEIC thực tế thông qua các video hướng dẫn cực kỳ chi tiết và dễ hiểu



[Facebook.com/BenzenEnglish](https://www.facebook.com/BenzenEnglish): Benzen English - TOEIC

Cập nhật tin tức, kiến thức và các dạng bài tập phổ biến trong đề thi TOEIC thực tế.



[Fb.com/groups/BenzenEnglish](https://www.facebook.com/groups/BenzenEnglish): Tự học TOEIC mỗi ngày

Cập nhật tin tức, kiến thức và các dạng bài tập phổ biến trong đề thi TOEIC thực tế.

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CHƯƠNG 1: TỔNG QUAN

1. TOEIC là gì? Các vấn đề gặp phải trong bài thi?

A. Cấu trúc đề thi

Phần	Nội dung	Số câu	Thời lượng	Điểm tối đa
Nghe	Phần 1: Mô tả tranh	6	45 phút	495 điểm
	Phần 2: Trả lời câu hỏi ngắn	25		
	Phần 3: Đối thoại ngắn (13 đoạn hội thoại, mỗi đoạn 3 câu hỏi)	39		
	Phần 4: Bài nói ngắn (10 bài nói, mỗi bài nói 3 câu hỏi)	30		
Đọc	Phần 5: Hoàn thành câu	30	75 phút	495 điểm
	Phần 6: Hoàn thành đoạn	16		
	Phần 7: Đọc đoạn văn trả lời câu hỏi			
	+ Đọc 1 đoạn và trả lời các câu hỏi có liên quan	29		
	+ Đọc 2 đoạn liên tiếp và trả lời các câu hỏi có liên quan	10		
	+ Đọc 3 đoạn liên tiếp và trả lời các câu hỏi có liên quan	15		
Tổng	7 phần	200	120 phút	990 điểm

B. Phân tích cấu trúc đề thi:

- Thời gian trung bình hoàn thành 01 câu: 30s – 40s
- ⇒ Cần làm bài ĐÚNG + NHANH
- Loại bỏ tâm lý “LỤI” trong bài thi trắc nghiệm

Phần Nghe – 4 parts – 50% số điểm

- Nhiều và lâu
- Chỉ nghe DUY NHẤT một lần
- File audio thu sẵn
- Sự đa dạng về giọng đọc
- Chủ đề chuyên lĩnh vực kinh tế/ việc làm

Phần Đọc – 3 parts - 50% số điểm

- Ngữ pháp (10% nội dung bài thi)
- Từ vựng (90% nội dung bài thi)

2. Đối tượng phù hợp lớp Bee2000?

Người mất căn bản hoặc Có căn bản không vững, cần hệ thống lại kiến thức

3. Nội dung và Mục tiêu khóa học:

Cung cấp kiến thức rất hệ thống về kỹ năng nghe, đọc (ngữ pháp + từ vựng) trước khi chuyển sang lớp luyện đề.

4. Thời lượng khóa học:

Thời lượng từ 7 buổi – 9 buổi, tùy vào tốc độ của lớp.

CHƯƠNG 2: NGỮ PHÁP

CHỦ ĐỀ 1: CẤU TRÚC CÂU ĐƠN TIẾNG ANH CƠ BẢN

Cấu trúc 1:

S + V

Ex: I am sleeping.

Verb không có Tân ngữ (O) phía sau được gọi là nội động từ (*intransitive verb*)

Cấu trúc 2:

S + V + O

Ex: I love music.

Verb có Tân ngữ (O) phía sau được gọi là ngoại động từ (*transitive verb*)

Lưu ý: Một số động từ có thể làm nội động từ trong câu này và làm ngoại động từ trong câu khác.

Ex:

The door **opened**. (nội động từ) >< She **opened** the door. (ngoại động từ)

The bus **stopped**. (nội động từ) >< The driver **stopped** the bus. (ngoại động từ)

Vận dụng:

Nội động từ không bao giờ có dạng câu bị động.

Ngoại động từ mà không có Tân ngữ phía sau thì chắc chắn là câu bị động.

Sẽ được đề cập chi tiết hơn trong Chủ đề Câu bị động

Cấu trúc 3:

S + tobe + ADJ

Ex: She is beautiful.

Lưu ý:

Sau Tobe có khá nhiều dạng, tuy nhiên TOEIC tập trung vào 2 dạng đó là:

- Tobe + adj
- Tobe + Ved/c3 (câu bị động)

CHỦ ĐỀ 2: NOUN

1. Vị trí, dấu hiệu nhận biết, ngoại lệ:

Làm chủ ngữ
Làm tân ngữ.
Sau tính từ sở hữu ,: <i>my, your, our, their, his, her, its</i>
Sau mạo từ : <i>a, an, the</i>
Sau giới từ : <i>in, on, of, with, under, about, at.....</i>
Đuôi Danh từ chỉ vật : tion, sion, ment, ness, ance, ence, ity, sis Đuôi Danh từ chỉ người : er, ee, ant, ist(yst), or Ngoại trừ : mention(v), guarantee(v), deliver(v), consider(v)
Ngoại lệ + đặc biệt (Bấy N dễ nhầm lẫn với ADJ) N đuôi “al” <div><div><ul style="list-style-type: none">- <i>journalal</i> (n): tạp chí- <i>individual</i> (n, adj): cá nhân- <i>proposal</i> (n): bản đề xuất- <i>disposal</i> (n): sự vứt bỏ- <i>renewal</i> (n): sự gia hạn</div><div><ul style="list-style-type: none">- <i>professional</i> (n, adj): chuyên gia- <i>approval</i> (n): sự phê chuẩn, sự đồng ý- <i>arrival</i> (n): sự đến- <i>removal</i> (n): sự dời đi</div></div>
N đuôi “ive” <i>representative</i> (n) – người đại diện <div><div></div><div>- <i>alternative</i> (n,adj) - sự thay thế</div></div>
Một số từ loại 2 hình thức N và V <div><div><ul style="list-style-type: none">- <i>Increase</i>- <i>Help</i>- <i>Request</i>- <i>Purchase</i></div><div><ul style="list-style-type: none">- <i>Use</i>- <i>Decrease</i>- <i>Plan</i>- <i>Visit</i></div><div><ul style="list-style-type: none">- <i>Support</i>- <i>Decline</i>- <i>Detail</i>- <i>Supply</i></div></div>
<u>Bài tập ví dụ:</u> His to Hanoi will begin on Monday. a. visit c. visiting b. visited d. visitor

2. Cụm N

Girl

A girl

A beautiful girl

A really beautiful girl

- ⇒ Trong cụm N thì từ đứng cuối cụm là quan trọng nhất, những từ trước đó bổ nghĩa cho từ đứng cuối đó. Do vậy, khi dịch nghĩa ta phải dịch ngược lại từ sau ra trước
- ⇒ Trong Cụm N thì N luôn luôn đứng cuối cụm

3. Các dạng N

N đếm được (bao gồm N số ít và N số nhiều, ví dụ: student và students)

N không đếm được (ví dụ: information)

⇒ N có “s” đứng cuối là N số nhiều, trừ:

+ Những đuôi “sis”, “ness” thì từ gốc là như vậy đừng nhầm tưởng là N số nhiều

+ Những N viết hoa là tên riêng nên có “s” đứng cuối vẫn là N số ít, ví dụ: Mr. James

⇒ N không có từ “s” đứng cuối là N số ít hoặc N không đếm được

4. Quy tắc vàng: N đếm được số ít không bao giờ được đứng 1 mình, bắt buộc phải có những yếu tố này đứng phía trước:

- Mạo từ : a/an/the

- Tính từ sở hữu

Ví dụ: *I am a student.* Chứ không viết *I am student.*

Bài tập ví dụ:

I received

a. letter

b. letters

BÀI TẬP ÁP DỤNG

- The effects of affordable housing in rural areas will be discussed at the conference.
A. develops B. developing
C. development D. developed
- Even if residents in the area have shown strong to the project, the city government may not be hesitant to proceed with it.
A. resisting B. resistant
C. resisted D. resistance
- A new schedule has been proposed as an to the existing one in order to meet the deadline.
A. alternative B. alternatives
C. alternatively D. alternativeness
- Our firm received from numerous clients for our excellent work over the past twenty years.
A. compliment B. complimented
C. compliments D. complimentary
- You can find whatever office you need in the storage area on the basement floor.
A. supply B. supplies
C. supplied D. supplier
- of the survey revealed distinct difference between the two proposed projects.
A. Analyst B. Analysis
C. Analyze D. Analytical

THỰC HÀNH THÊM

1. The for the research team are asked to wait in room 203 for their interviews.
A. applicants B. application
C. applies D. applied
2. A detailed quotation on the ongoing will be provided for free any time upon request.
A. maintaining B. maintenance
C. maintained D. maintains
3. You can reach us either by phone or e-mail when you need technical or have any questions about the product you purchased.
A. supported B. supporter
C. supporting D. support
4. It is likely that.....of the annual conference will reach an all-time high this year, with more than 1,000 people planning to attend.
A. attendant B. attendance
C. attended D. attendee
5. Nevada Jobfind Inc. is planning to host a career fair for college graduates seeking in the healthcare sector.
A. employ B. employment
C. employee D. employing
6. A powerful storm which struck across the southern part of France caused a greatin total crop yield.
A. declining B. declined
C. decline D. decliner
7. One reason that the economy of the country is doing so well is that people now have more discretionary funds at their
A. dispose B. disposing
C. disposal D. disposes
8. In a telephone interview, the Traxton Ltd. CEO said that of the merger with Bell Corporation would be announced soon.
A. detail B. details
C. detailed D. detailing

CHỦ ĐỀ 3: ADJECTIVE

Trước danh từ: ADJ + N	
Sau V cảm xúc: tobe / seem / appear / smell / feel / taste / look / get / become / turn + ADJ	
Find Make Deem Keep	Something (N) + ADJ
Tính từ thường kết thúc bằng: al, ive, ful, able, ous, ic ADV – “ly” = ADJ	
Ngoại lệ: Một số tính từ đuôi “ ly ” : friendly, hourly, weekly, likely, costly, timely, untimely,...	

BÀI TẬP ÁP DỤNG

- The conference's keynote speaker addressed impacts of digital technology in the current music industry.
A. variety
B. variably
C. variation
D. various
- The manager said that it is to test emergency equipment frequently to avoid any malfunction.
A. appropriate
B. appropriateness
C. appropriately
D. most appropriately
- Although Kate's resume seemed weaker than other applicants, her interview was so that the company hired her right away.
A. impressive
B. impressing
C. impressed
D. impressively
- Nalston Cookware offers a range of cookware for people looking for both practical and modern utensils.
A. widely
B. widen
C. width
D. wide
- AT&T Wireless announced a small but increase in revenue in the third quarter, largely due to its new wireless models.
A. significant
B. signify
C. signifying
D. significantly
- New owners of Century Regal's condominiums are advised to become more with the amenities and services available to residents.
A. familiarity
B. familiarly
C. familiar
D. familiarize
- A commercial delegation of prospective investors from the U.S. is..... to visit India very shortly.
A. likeness
B. like
C. likable
D. likely

THỰC HÀNH THÊM

1. It is to attract attention by pricing products low enough to capture the interest of customers.
A. necessary
B. necessarily
C. necessitate
D. necessities
2. Security directors must monitor the performance of security staff, conduct performance appraisals and make recommendations for hiring staff.
A. additionally
B. additions
C. additional
D. addition
3. After conducting an review of Dr. Kaira's proposal, the board of directors decided to provide full funding for the research project.
A. extent
B. extensive
C. extensiveness
D. extensively
4. It is advisable to keep your operating system and software updated for computer performance and security.
A. optimal
B. optimize
C. optimally
D. optimization
5. While Jason found the proposal from the other company, he ultimately turned it down to keep the relationship with his original partner company.
A. attraction
B. attractive
C. attracted
D. attractively
6. Wagner Computers is looking for Ideas from employees that could contribute to the development of some new software.
A. create
B. creative
C. creating
D. creativity

CHỦ ĐỀ 4: ADVERB

Trạng từ là **thành phần phụ** trong câu, để làm bài tập này, ta chỉ cần **che dấu 3 chấm lại**, nếu thấy câu đã **đúng ngữ pháp và nghĩa thì chắc chắn cần chọn ADV**.

Một số vị trí adv hay gặp trong bài thi TOEIC

1. S + **ADV** + V
2. tobe + **ADV** + adj
3. tobe + **ADV** + Ved/c3
4. S + V + O + **ADV**
5. Have/ has + **ADV** + Ved/c3

BÀI TẬP ÁP DỤNG

1. New government regulations concerning the chemicals in cleaning solutions mean that the solvents must be as safe as possible.
A. environments
B. environmentalists
C. environmentally
D. environmental
2. Many financial specialists predicted that industries might encounter a decline in manufacturing investment in 2007 by almost 15 percent.
A. mistook
B. mistake
C. mistaken
D. mistakenly
3. Amateur theatrical performances by locals and some appearances by renowned poets were reviewed by journalists in the Eberlein County Daily.
A. positive
B. positively
C. positivity
D. positiveness
4. after the ceremony is over, the production team manager will be demonstrating the various feature of our new product.
A. Shorter
C. Shortly
B. Shorten
D. Short
5. QIB will work.....to maintain sustainable growth and expansion plans.
A. persisted
B. persistent
C. persistently
D. persistence
6. Wholesale buyers purchase merchandise from manufacturers and resell it to retail firms, commercial establishments, and other institutions.
A. directing
B. directs
C. directly
D. directed
7. The acquisition was completed for \$125 million, which indicates just how..... the company's value had dropped.
A. sharper
B. sharpness
C. sharpest
D. sharply

THỰC HÀNH THÊM

1. Readers who contribute to the Daily Voice opinion section will be listed as guest columnists.
A. regular
B. regulars
C. regularly
D. regularity
2. Road and street signs must be visible even in the distance in order for drivers to know where they are heading.
A. clearness
B. clear
C. clearly
D. clearest
3. All the required application forms must be filled out before they are turned in to the appropriate office.
A. complete
B. completes
C. completely
D. completed
4. The new management recognized the importance of this business decision and reorganized operational procedures.
A. prompt B. promptness
C. promptly D. prompter
5. Although they look identical to the untrained eye, these two models of printers actually feature completely different options.
A. near
B. nearly
C. nearness
D. nearing
6. All the workers are required to verify that the proper maintenance of storage facilities is conducted with extreme care.
A. periodic
B. periodical
C. periodically
D. period
7. The professors retained their conservative stance, arguing that until further studies have been completed, the existing data must be interpreted very
A. caution
B. cautious
C. cautiously
D. cautionary

CHỦ ĐỀ 5: VERB

1. Lưu ý câu sau kéo bị mắc bẫy hòa hợp chủ - vị ở thì hiện tại đơn.

The **worker works** very well. (1)

The **workers work** very well. (2)

2. Chủ ngữ số nhiều (là **N** có “**s**”) thì đi với **V** nguyên mẫu

3. Chủ ngữ số ít (là **N** không có “**s**”) thì đi với **V** thêm “**s**”

Lưu ý: Một số chủ ngữ **viết Hoa** cho dù có chữ “**s**” hoặc “**es**” phía sau thì vẫn là **N** số ít.

4. Thì tiếng anh:

THÌ		CẤU TRÚC CHÍNH	CÁCH SỬ DỤNG	DẤU HIỆU
HIỆN TẠI	Đơn	Vo/Vs/es	- Sự thật hiển nhiên - Thói quen hiện tại	Often, usually, Sometimes , Every day/ week/ month/ year
	Tiếp diễn	is/am/are + V-ing	Đang diễn ra	Now, right now, at the moment, at present.
	Hoàn thành	have/has + Ved/C3	- Vừa mới xảy ra. (Just, recently, lately) - Bắt đầu ở quá khứ, kéo dài đến hiện tại và có khả năng tiếp tục ở tương lai.	Ever, Already , Yet , Since, For, OVER, Sofar = Until now = Up to now = Up to the present
		Nâng cao: have/has + yet + to+ Vo = have/has + NOT + Ved/C3 + yet		
	HTTD	have/has + been + V-ing	Tính liên tục của hành động & thời gian	Xem thì này giống như thì HTHT
QUÁ KHỨ	Đơn	Ved/C2	Xảy ra, chấm dứt, thời gian xác định.	Last week/ last month/ last year...., ago
	Tiếp diễn	was/were + V-ing	đang xảy ra vào một thời điểm cụ thể ở quá khứ.	I was doing my homework at 6 p.m last Sunday.
	Hoàn thành	had + Ved/c3	Trước một thời gian quá khứ hoặc trước một hành động quá khứ khác.	Thường phối hợp before hay after với quá khứ đơn
TƯƠNG LAI	Đơn	will/shall + Vo	“sẽ” ngay lúc nói, không dự định trước	Tomorrow, Next....
	Tiếp diễn	will + be + V-ing	Sẽ đang xảy ra vào 1 thời điểm ở tương lai.	He will be doing research at this time tomorrow.
	Hoàn thành	Will + Have + V3	Sẽ hoàn tất trước 1 thời điểm/ hành động khác ở tương lai.	By the time you are come back home, I will have finished my homework
	Gần	is/am/are + going + to + Vo	một sự việc đã dự định sẽ làm trong tương lai	I’m going to spend my holiday in the country.

5. Trợ động từ

To be	Have/has/had	may	might	Have to	Had better = should
Do/does/did	can	Could	should	Must

6. Đuôi động từ: **-ise, -ize, -en, -ate**

BÀI TẬP ÁP DỤNG

1. The fitness club a steadily increasing number of customers and is eager to develop new programs.
A. see
B. seen
C. seeing
D. has seen
2. All the storage rooms are scheduled to undergo renovations and closed for several days next week.
A. will be
B. was
C. are
D. has been
3. When I closed the window, all of the files and folders on my desktop computer except for the icon.
A. are disappearing
B. will have disappeared
C. had disappeared
D. disappear
4. Every employee at Herrick Automobiles thinks that Ms. Heather Cline **will** most likely.....the employee of the month awardee.
A. became C. becomes
B. become D. becoming
5. The Ming Hotel now customers an electronic self-checkout system that is extremely convenient and easy to use.
A. offer C. offering
B. offers D. offered
6. OFA representatives **recently** on-line tours and found those kinds of tours to promote their products the most effective.
A. conduct
B. conducted
C. to conduct
D. will conduct
7. Rather than the usual hosted dinner and drinks, we will be tonight at the Mandarin Garden, near the corner of ELM street.
A. dine
B. dined
C. dining
D. diner

THỰC HÀNH THÊM

1. We are sorry to announce that we will not any credit cards starting next year since a cash deposit is required.
A. accepts
B. accepting
C. accept
D. accepted
2. A market study by the ARC Advisory Group predicts that the geospatial industry by 50% over the next five years.
A. growing B. be grown
C. will grow D. has grown
3. The advertising company next Tuesday to discuss possible models for the new campaign.
A. came B. had come
C. is coming D. coming
4. The falling price of Chinese-made electronics last year a number of companies to plan innovations to their products.
A. causing B. causes
C. has caused D. is caused
5. Due to recent changes, Nordon Express delivery of equipment effective the first day of the coming year.
A. to discontinue
B. will discontinue
C. discontinued
D. have discontinue
6. As portable audio items currently unavailable in the store, you'd better check the Internet for more information.
A is
B been
C are
D being
7. **Salary** are verified after an evaluation performed every six months after starting employment.
A increases
B increasing
C increase
D increased

CHỦ ĐỀ 6: PRONOUN

TÊN GỌI	HÌNH THỨC NHẬN DIỆN		VỊ TRÍ	VÍ DỤ	CHÚ Ý
CHỦ NGỮ	I he she it	you we they	chủ ngữ	I am going to the store. We have lived here for twenty years.	
TÂN NGỮ	me him her it	you us them	tân ngữ	They invited us to the party last night.	
TÍNH TỪ SỞ HỮU	my his her its	your our their	Trước N, bỏ nghĩa cho N.	John is eating his dinner. This is not my book. The cat has injured its foot.	LƯU Ý: His vừa là đại từ sở hữu vừa là tính từ sở hữu
ĐẠI TỪ SỞ HỮU	mine his hers its	yours ours theirs	Cái của ai đó, thay thế cho danh từ	This is my book; that is yours. (yours = your book) Your books are heavy, ours are heavy too. (ours = our books)	Your teacher is the same as his . (his = his teacher)
ĐẠI TỪ PHẢN THÂN	myself himself herself itself	yourself yourselves ourselves themselves	nhấn mạnh	I did it myself .	Ở dạng số nhiều self biến thành selves.
			Tân ngữ	I love myself .	
			By oneself = alone (một mình)	Mary always goes to school by herself .	

LƯU Ý:

- Sau động từ có thể là tân ngữ hoặc đại từ phản thân.
- By/ for + tân ngữ hoặc đại từ phản thân.
- Để làm được dạng này ta cần chú ý xem chỗ trống cần điền với chủ ngữ có phải một đối tượng không. Nếu là một đối tượng chọn đại từ phản thân, nếu khác đối tượng chọn tân ngữ.

BÀI TẬP ÁP DỤNG

1. Those who have questions concerning fringe benefits are advised to consult employee handbook.
A their
B. they
C. themselves
D. theirs
2. Mr. Kim appears to be the only person in our team who can finish the survey by
A. he
B. him
C. his
D. himself
3. Don't hesitate to approach Mr. Yennings if you would like to ask about the upcoming conference.
A he
B his
C him
D himself
4. The report shows that builders reserve the right to control the volume of the construction project on own.
A. their B. theirs
C. they D. them
5. Ms. Kim asks **that the marketing team** e-mail the final draft to before 5 p.m.
A her
B she
C hers
D herself
6. When Kimmy realized that agent charged her more than what he was supposed to, she hired a lawyer to sue him.
A her
B hers
C she
D herself
7. Travelers are advised to send..... requests for which room they would like at the hotel as soon as possible.
A themselves
B they
C their
D them

THỰC HÀNH THÊM

1. Ms. Huong was struggling to successfully complete the task assigned to her by
A. herself
B. he
C. her
D. she
2. Even with our detailed website, many customers prefer to visit our store locations and see the products for
A. they
B. their
C. theirs
D. themselves
3. Three weeks after Ms. Kanes was hired for the job, had to move to Singapore.
A. she
B. hers
C. herself
D. her own
4. Considering the failure of system to offer adequate support, we might have to provide refunds to our customers.
A. us
B. ours
C. ourselves
D. our
5. After making.....final decision, please inform the secretary, Mrs. Chester.
A your
B mine
C yours
D my
6. If you have any inquiries about the budget, please direct to Miranda Mathers.
A their
B theirs
C them
D they

CHỦ ĐỀ 7: PASSIVE VOICE

Xem ví dụ:

My mom made the cake.
The cake was made by my mom.

- Cấu trúc bị động: **Tobe + Ved/c3 (+ to Vo)**
tobe = is, am, are, was, were, be, being, been
- Nội động từ không bao giờ có dạng bị động
- Ngoại động từ không có tân ngữ phía sau chắc chắn là câu bị động.

Công thức cụ thể theo từng thì:

THÌ	CHỦ ĐỘNG	BỊ ĐỘNG	CÂU CHỦ ĐỘNG	CÂU BỊ ĐỘNG
HTD	V0/Vs/es	Is/am/are + Ved/c3	Tom reads book.	Books are read by tom.
QKD	Ved/c2	Was/were + ved/c3	She wrote a book.	A book was written by her.
HTTD	Is/am/are + V-ing	Is/am/are + being + ved/v3	He is fixing his car.	His car is being fixed.
QKTD	Was/were + V-ing	Was/were + being + Ved/c3	She was doing her homework at 4 pm yesterday.	Her homework was being done at 4 pm yesterday.
HTHT	Have/has + Ved/c3	Have/has + been + Ved/c3	My mother has made the cake.	The cake has been made by my mother.
QKHT	Had + Ved/c3	Had + been + ved/c3	My mother had made the cake before I came home.	A cake had been made by my mother before I came home.
TLĐ	Can/may/will/could/should,....+ Vo	Can/may/will/could/should,....+be+ Ved/c3	I will tell a story.	A story will be told.

Cấu trúc nhờ vả:

Have + S.O + Vo = get + S.O + to + Vo (nhờ ai đó làm gì)	I have him repair my car. = I get him to repair my car.
Have + sth + ved/c3 = get + sth + Ved/c3 (nhờ cái gì được hoàn thành)	I have my car repaired. = I get my car repaired.

BÀI TẬP ÁP DỤNG

1. Travel expenses should be no later than 30 calendar days after returning from a business trip.
A. submit
B. submits
C. submitted
D. submissions
2. All biology major students should hand in reports that areto their respective adviser's requirements.
A. formatted
B. formatting
C. format
D. formation
3. As the entire HR team will be going to the conference in May, they asked that the company outinguntil June.
A. postponed
B. to postpone
C. be postponed
D. postponing
4. Alternative parking areas will be provided while the parking lot.....
A. is repairing
B. repairs
C. is being repaired
D. has repaired
5. In order for us to complete the budget plan in a timely manner, clear communication between managers and the sales workforce is.....
A. require
B. requires
C. requiring
D. required

THỰC HÀNH THÊM

1. Once the final draft of the business plan, the marketing team will immediately start devising relevant strategies.
A. approve
B. will approve
C. has approved
D. has been approved
2. Since the supply is....., all customers are encouraged to make orders as soon as possible.
A. limited
B. limit
C. limitations
D. limiting
3. A complete list of our hotel amenities will be..... to you upon request.
A. send
B. sent
C. to send
D. sending
4. Because of the recent blizzard, students are..... to submit their essays in the next class.
A. permitting
B. permitted
C. permissible
D. permission
5. A company picnic is.....for September, when most staff will be back from vacations, although no date has yet been selected.
A. plan
B. planning
C. planned
D. plans

CHỦ ĐỀ 8: PARTICIPLE CLAUSE AND PARTICIPLE ADJECTIVE

TÍNH TỪ PHÂN TỪ

- **ADJ-ing**
- **ADJ-ed**

ADJ-ing	Chủ động: diễn tả bản chất, tính chất của một ai hoặc cái gì đó	My job is boring. The film was disappointing.
ADJ-ed	Bị động: chỉ cảm nhận của người khác về 1 thứ gì đó hoặc 1 ai đó khác.	I am interested in this film.

MỆNH ĐỀ PHÂN TỪ: RÚT GỌN CHỦ NGỮ 2 VỀ TRONG CÂU

DẠNG CÂU	CÁCH RÚT GỌN	VÍ DỤ
S + V1, S + V2.	V1 => V-ing khi nghĩa chủ động	He felt tired, he went bed early. ⇒ Feeling tired, he went bed early.
	V1 => Ved/C3 khi mang nghĩa bị động.	He was punished unreasonably, he was very angry. ⇒ Punished unreasonably, he was very angry.
S + tobe + adj, S + V2.	ADJ, S + V2.	Although he is inexperienced, he will succeed. ⇒ Although inexperienced, he will succeed.

BÀI TẬP ÁP DỤNG

- There are some job ads in the company newsletter in case any employee might know someone who can fill those positions.
A. updated B. update
C. updating D. updates
- The delivery date was moved ahead by one week because of a minor computer error.
A. expected B. expecting
C. expectation D. expect
- Forelli Media Inc. is an internationally marketing firm noted for its success throughout Europe, East Asia, and the Americas.
A. recognized B. recognizing
C. recognize D. recognizes
- One of the international research facilities in botany is located at the Hoskin Museum of Natural History.
A. led B. leads
C. leader D. leading
- After performance reviews of all the interns, the HR director will make a final decision about who will be offered the full-time position.
A. receive B. received
C. has received D. receiving
- in the late 1800's, many of the coastline's lighthouses remain standing today, having withstood the forces of nature for decades.
A. Built B. Building
C. Been built D. Having built

THỰC HÀNH THÊM

1. The booklet contains..... information regarding services that are available through Harpers Cleaning Service.
A. enclose B. **enclosed**
C. enclosure D. enclosing
2. After 15 years as a fashion designer, Mr. Jacobs will quit his job to pursue ancareer in public relations.
A. excite B. **excited**
C. have excited D. **exciting**
3. The enclosed documents summarize changes to the existing overtime regulations.
A. propose B. **proposed**
C. proposes D. to proposing
4. P&G is searching for creative, people who can produce excellent quality work that goes beyond customer expectations.
A. motivate
B. motivator
C. **motivated**
D. motivation
5. Please be reminded that you need to save important files in your individual folder before the office.
A. exit
B. exited
C. **exiting**
D. exits

CHỦ ĐỀ 9: COMPARISON

So sánh bằng	as + adj/adv + as	He is as tall as his brother.
	The same + as + (n)	Your pen is the same as mine.
So sánh hơn	Adj_er	He is taller than his brother.
	More + adj/adv	She is more beautiful than her sister.
	Even/far/much + Adj_er + than Even/far/much + more + Adj/Adv + than	He speaks English far better than me.
So sánh nhất	the + adj + est	John is the tallest boy in the family.
	the + most + adj/adv	Mary is the most beautiful girl in the family.

Lưu ý:

Good/well	better	Best
Bad/badly	worse	worst
Many/much	More	most

BÀI TẬP ÁP DỤNG

- I've read a couple of different articles on Franklin Roosevelt, who was a much president than Barack Obama has been so far.
A. boldness
B. bolder
C. boldest
D. boldly
- All journalists have a responsibility to double-check any facts presented in their articles to the..... extent possible.
A. fuller
B. more fully
C. most fully
D. fullest
- Questions concerning whether international trade is more beneficial to lower income economies have been raised for years,
A. much B. such
C. very D. too
- The Cahoon Daily is as widely read The Cahoon Gazette in New Jersey.
A. as B. in
C. at D. among
- Our customers value our customer service more than that offered by our competitors.
A. highly B. higher
C. high D. highest

CHỦ ĐỀ 10: S AND V

Every / Any / No / Some	+ body, thing, one + V s,es	Everything looks great.
N1 + giới từ + N2 + V(N1)		

BÀI TẬP ÁP DỤNG

- It looks like directors of the corporate finance division the details of managerial compensation contracts.
A regulate B. regulating
C. regulates D. is regulated
- The discount for students only to those who attend a local public school.
A apply **B applies**
C application D applications

CHỦ ĐỀ 11: CONJUNCTION

Not only but (also)
Bothand

Eitheror
Neither nor

BÀI TẬP ÁP DỤNG

- Before you can enter the building, you must show your passport and your airline ticket, so have them ready.
A. both B. either
C. as D. if
- Employees who participate in this training program can learn a great deal about themselves as well as experience in personal and profession growth.
A. every **B. both**
C. either D. whether
- personal checks nor credit cards will be accepted as payment for the products.
A. With B. Both
C. Either **D. Neither**
- Classes at the community center are usually held either in the afternoon on weekdays on the weekend.
A. but **B. or**
C. nor D. and
- Telemarketers are asked to submit monthly customer call reports by e-mail or in person.
A. nor B. both
C. either D. neither
- Ms. Fenwick not only composed the report produced the visual aids which were so useful during the meeting.
A. but B. however
C. also D. and

CHỦ ĐỀ 12: RELATIVE CLAUSE

Nguyên tắc:

**2 CÂU GIỐNG NHAU THỨ GÌ ĐÓ THÌ LẤY CÁI ĐÓ LÀM CHUNG RỒI RÚT LẠI
>>> VIẾT GỌN THÀNH 1 CÂU.**

Do vậy, 2 câu rút thành 1 câu mới ra câu chứa mệnh đề quan hệ.

Ví dụ:

The boy is standing over there. He is my friend.

⇒ The boy who is standing over there is my friend. (câu chứa mệnh đề quan hệ)

⇒ The boy standing over there is my friend. (câu chứa mệnh đề quan hệ rút gọn)

CỤ THỂ:

		VỊ TRÍ	Công thức	VÍ DỤ
ĐẠI TỪ QUAN HỆ	WHO	Làm chủ từ, thay thế cho danh từ chỉ người N (person) + WHO + V + O	I told you about the woman who lives next door.
	WHOM	Làm tân ngữ, thay thế cho danh từ chỉ ngườiN (person) + WHOM + S + V	I was invited by the professor whom i met at the conference
	WHICH	Làm chủ từ hoặc tân ngữ, thay thế cho danh từ chỉ vậtN (thing) + WHICH + V + ON (thing) + WHICH + S + V	
	THAT	Có thể thay thế cho vị trí của who, whom, which trong mệnh đề quan hệ quan hệ xác định	I don't like the table that stands in the kitchen.	Không dùng that: + sau giới từ + sau dấu “,”
	WHOSE	Thay thế tính từ sở hữuN (person, thing) + WHOSE + N + V	Do you know the boy whose mother is a nurse?

MỆNH ĐỀ QUAN HỆ RÚT GỌN

Chủ động => V- ING

Bị động => V- ED

Xem lại ví dụ bên trên

BÀI TẬP ÁP DỤNG

1. Employees are experiencing technology-related problems may ask for help by placing a call to the IT team between 9 a.m. and 6 p.m.
A. who
B. whose
C. which
D. what
2. Customers products are provided and maintained through an existing arrangement should contact us immediately.
A. who B. which
C. whose D. that
3. For those are determined to attend the seminar, tickets are available at the Human Resources Department.
A. who B. whose
C. what D. their
4. Anyone..... experiences complications with the new software is encouraged to bring this matter to Mr. Gruber's attention in room 210.
A. who B. which
C. whom D. whose
5. The head of the department the banquet room for a party should submit a required form to the Catering Department.
A. use
B. used
C. using
D. will use
6. Tokyo International Airport offers a free shuttle bus service for passengers that the international and domestic flight terminals.
A. connect
B. connects
C. connecting
D. connection
7. We should take a close look at all expenditures have risen over 15 percent since last quarter.
A. what
B. which
C. when
D. who

THỰC HÀNH THÊM

1. Automobile mechanics have not kept up with these changes have left or been forced out of the industry.
A. themselves **B. who**
C. whose D. they
2. Karen Solden will replace Harold Walker, is being promoted to a higher position in the company.
A. he **B. who**
C. his D. whose
3. There will be a panel of pharmaceutical company spokesperson and consumer advocates to debate current health concerns.
A. consist **B. consisting**
C. will consist D. to be consisted
4. Customers purchase their orders from the website of Westminster Books receive an automatic discount of at least 10%.
A. who
B. whom
C. whomever
D. whose
5. Attendance is mandatory for the staff meeting for next Tuesday in the council hall.
A. has been scheduled
B. schedule
C. will schedule
D. scheduled

BÀI TẬP TỔNG HỢP*(kết hợp bài tập ngữ pháp và từ vựng)*

1. After ten years in, Ravensdale Fiduciary Firm is expanding its factories to Shanghai, Hong Kong, Tokyo, Seoul, and Singapore.
A. operate
B. operation
C. operated
D. operational
2. The government prepared for the coming drought season, water conservation plans.
A implement
B implementing S+V(chia thì) ..., V-ing +N 99%
C implemented
D being implemented
3. As a to my proposal, Mike simply threw away the notes I brought to him, indicating that he is not satisfied with my ideas.
A respond
B response
C responsive
D responded
4. His goal has always been to provide the best possible service to..... customers.
A. he
B. his
C. him
D. himself
5. A new innovative program is to be released though some system failures happened at the beginning of the inspection.
A. expecting
B. expected
C. expects
D. expect
6. While smokers are highly of the ban on smoking in workplaces, most non-smokers support the ban.
A. critic N nhà phê bình
C. critical
D. criticism
7. Ms. Lanes, one of our company's most skilled negotiators, was.....in closing the deal with Shane Entertainment Inc.
A instrument
B instrumental
C instrumentation
D instrumentally
8. Ms. Richards has been an exceptionally member of the marketing team, providing Billingsgate Enterprises with great service for nine years.
A energy
B energize
C energetic
D energetically
9. Needs assessment can help you identify areas for improvement and ultimately help you realize your goals more
A efficient
B efficiency
C efficiencies
D efficiently
10. During the sessions, speakers will discuss the process of..... a global service by opening doors to economic opportunities.
A establish
B establishing
C establishes Gioi từ+ V-ing +N
D established
11. Designer Jang Hyun-kyung is noted for the European style into the modern Asian trends.
A incorporate
B incorporation
C incorporated
D incorporating
12. The conference's keynote speaker called this morning for that everything has been set for his presentation.
A confirm B confirming
C confirmation D confirmed

13. Because the annual budget report must **be submitted** the end of the month, employees are busy calculating figures.
A on B between
C by D except
By +Friday: Trước ...
14. **All employees** are asked to turn off the lights **when** a vacant room to conserve electricity.
A exit
B exits
C exited D **exiting** Dạng rút gọn
15. The main artists paintings are being sold at the Garrett Gallery are Elaine Crick, Jason Chambers and Sylvia Webb.
A who
B whose
C their
D they
16. Students must present written from a parent in case he/she needs to take a day off from school.
A authorize
B authorizes
C authorized
D authorization
17. Management at Novista Pharmaceuticals believes the automated verification system will increase everyone's work
A productivity
B product
C productive D **productively** Work productivity: Năng suất công việc Đây là cụm danh từ
18. The company is going to carry out the proposal based on the information provided in your letter of intent, so please submit application under this note.
A you
B your
C yourself
D yours
19. **Guests** will be able to meet Taylor Swift as she to perform a free show for her fans in Central Park.
A prepare B **prepares**
C prepared D preparing
20. The newest prototype to give the engineers at Nova Enterprises a marked advantage over their competition.
A expects
B is expected tobe_Ved/Vc3 +to +V
C expected
D had expected
21. We regularly monitor the quality of products and services in order to meet strict
A require
B requiring
C required
D requirements
22. The head of the legal department is searching for experts who have a lot of experience with contract
A negotiates
B negotiator B. Phải có mạo từ a/an/the
C negotiations
D negotiable
23. Today, our company headquarters are located the Transcontinental Bank headquarters, at the corner of Cavalry Avenue and Queen Caroline Boulevard.
A without
B near
C down
D to
24. Because of the recent blizzard, students are..... to submit their essays in the next class.
A permitting
B permitted
C permissible
D permission
25. Whenever you look to make a deal..... anybody, always establish the decision - making hierarchy ahead of time.
A of B to due to: bởi vì
C with D off deal + with: xử lý, đối mặt
26. The company is experiencing significant growth and is looking to add a new member to staff immediately.
A they B them
C their D themselves

27. Sign up to receive our free newsletter and you will receive update notifications and other news via e-mail.
A automatically
 B automaticity
 C automated
 D automatic
28. Even though construction **by** unexpected electrical storms, the new office building was still finished in a timely manner.
 A interrupts
 B to interrupt
C was interrupted
 D be interrupted
29. Drivers are asked to park their cars by rather than using a valet parking system.
 A. they
 B. their
 C. them
D. themselves Nhấn mạnh lại chủ ngữ: Drivers
30. I am sorry that you experienced a temporary interruption in our services, but all services were a moment ago.
A restored
 B restoring
 C to restore
 D restoration
31. Ms. Miriam is getting ready to go on business trip to Japan.
A her B hers
 C herself D she
32. Patterson Financial Firm's recent acceptance of the International World Development Award is a well honor for this association.
 A to deserve
 B deserves
 C deservedly
D deserved
33. Sea Sapphire Cruises is to announce the launch of their newest luxury ocean liner.
A pleased B pleasant
 C pleasure D pleasing
34. Transportation costs amidst rising oil prices and environmental issues are among the toughest for Partridge Farms and Maple Orchard Mills.
 A. challenge
 B. challenging
 C. challenged
D. challenges among: giữa, thì phải giữa 2 cái
35. Last week's performance was judged to be a major even though it received no local media coverage.
A success
 B succeed
 C successful
D successfulness Câu này lừa, ko có trong từ điển
36. firms must abide by the laws of the respective sate they belong to when conducting an audit.
A. Accounting accounting firm
 B. Account advertising firm
C. Accountable leading firm
 D. Accountant
37. Ms. Maria Perreira is..... responsible for some of our company's most successful marketing campaigns.
 A large
B largely
 C largest
 D larger
38. We have **worked** hard on health insurance plans to enhance employee satisfaction.
 A. exception
 B. exceptional
C. exceptionally work contribute decline proceed
 D. except + adv vì toàn bộ là nội động từ
39. The bricks have to be by Friday in order to finish the project on time.
 A order B orders
C ordered D ordering
40. California employers should familiarize with significant labor and employment laws passed by the Legislature in 2000.
 A they B themselves
 C theirs D their
 familiarize ... with: quen với



41. On the day of the concert, tickets can only at the box office.
A purchasing
B were purchased
C to purchase
D be purchased
42. If you won't be able to present a valid receipt, **neither** may the products be returned are you refunded.
A or
B and
C neither
D nor
43. Because most of his colleagues were away on a company picnic, **Mr. Ro** had to complete the client research report byover the weekend.
A he
B his own
C himself
D him
44. for the money management seminar will be forwarded to all the managers tomorrow.
A Invite
B Invitations
C Inviting
D Invitation
45. Drivers are required to carry liability insurance policy at all times in their cars in case of an accident.
A their
B theirs
C they
D themselves
46. This apartment complex has an exterior design and stylish interior furnishings.
A attract **B attractive**
C attracted D attraction
47. Once you have opened the package, please carefully look through the box to make sure that it contains fifteen metal panels. adv+con số :mẹo
A exact B exacted
C exactly D exacting
48. The staff lounge is the meeting room, across the hall from the computer lab.
A throughout
B against
C next
D near
49. Andrew Hartwell is regarded by his employees because of his dedication and experience.
A highly
B high
C highest
D higher
50. The chemistry lab managers are concerned that new employees have not been trained in the latest emergency procedures.
A adequate
B adequacy
C adequately
D adequateness
51. One outcome of the current economic recession is that the growth of merger activity will slow down.
A possibly
B possibility
C possibilities
D possible
52. The bids must be reviewed by the engineers to make sure **all** engineering for the project are met.
A specific
B to specify
C specifically
D specifications
53. The CEO appointed James Farley as vice president of Arctic Mining Ventures Co.
A formalize
B formally
C formal
D formality
54. Of all the people who submitted a resume, Mr. Bacon has the most.....cover letter.
A impress B impression
C impressed **D impressive**

55. The report shows that builders reserve the right to control the volume of the construction project on..... own.
A their B theirs
 C they D them
56. The newly appointed vice president is expected to earn the trust of employees despite all indications to the contrary.
 A completely
 B. completed
 C. completing
D. complete
57. Prattchet Co. has.....turned to making most of its products from recycled materials.
A increasingly
 B increasing
 C increased
 D increase
58. Customers who purchase more than 500 dollars worth of items can request an HDTV cable box at no charge.
A. additional B. addition
 C. adding D. additionally
59. Once Mr. Mirren completes his studies and necessary training, he may come and work for our corporation.
 A success
 B successful
C successfully
 D successes
60. He..... delivers keynote speeches and holds workshops on customer satisfaction strategy and the building of profitable customer relationships.
 A regularize
 B regularity
 C regularities
D regularly
61. The ultimate goal at our call center is to all customer complaints in a punctual and customer-oriented manner.
A resolve B is resolve
 C is to resolve D had resolved
62. Verizen's new mobile phone has proven to be the most model on the market due to its numerous useful application programs.
A competitive
 B competitively
 C competition
 D competitor
63. This summer's lack interesting events in the community caused a decline in tourism from other townships.
A of B from
 C with D for
lack of: thiếu
64. I hope that my working experience and education can be ofto West China Supermarkets.
 A using B used
C use (n,v) D to use
65. The school must obtain written consent before disclosing a student's information to a third party.
A personal
 B personalize
 C personality
 D personally
66. The has always been on ensuring a consistently high level of quality and outstanding service.
 A emphasized
 B emphatic
C emphasis
 D emphasize
67. Nelson Data Research announced that it 60 researchers to meet the new sales target.
 A recruit *that(rằng) +S +Vthì*
B is recruiting
 C to recruit
 D was recruited
68. Our experienced and skilled technicians can be of much help in the event that you delete something essential from the program.
 A. accident B. accidental
 C. accidents **D. accidentally**

TO +V0: để làm gì (chỉ mục đích)



69. Many people call fairy tales too and obvious, but that's why they are needed.
A predicting
B predicted
C predictable
D predictably
70. All the terms of the agreement must be clear so that the meaning and intent won't be by either party.
A. misinterpret
B. misinterpretation
C. misinterpreted
D. misinterpreting
71. The employee-of-the-year prizes will be awarded to employees who demonstrated contribution to the company's overall sales.
A whole
B inclusive *Sự đóng góp nổi trội: cụm*
C exceptional
D multiple
72. proficiency in German would be of much help, it is not a requirement for the advertised position.
A Otherwise
B Despite
C Regarding
D Although
73. The purchasing department.....the drastic changes to the purchasing practice with outside suppliers.
A involved
B agreed
C announced
D maintained
74. It is necessary to a thorough survey in order for us to obtain highly desirable sites for our new headquarters.
A detain B associate
C conduct D foresee
75. Information on events occurring in the theater the year is available through our website.
A into **B throughout**
C on D as
76. The library has announced a new that all borrowed books must be returned 5 business days from the checkout date.
A accommodation
B policy
C handling
D measure
77. Many companies interviewed plan to more personnel, while 20 percent expect to reduce their payrolls.
A reply
B detect
C construct
D hire
- 78.** A new approach to information asset protection will be covered in the forthcoming March of the magazine.
A issue
B condition
C price
D promise
79. Editors are extremely busy proofreading, editing and compiling materials.....to publication date.
A suited
B conductive
C forward
D prior
80. All the accountants are required to compile a report whichannual corporate spending.
A corresponds B expects
C details D prepares
81. As a financial planner, Mr. Martin has a comprehensive of the legal process, as well as financial and tax issues.
A knowledge B opinion
C ability D collector
82. We are not happy to announce that due to recent cutbacks on members, we won't be able to accept new projects further notice.
A except B next to
C onto **D until**

83. Our policy guarantees that any damaged products incurred in transit will be **immediately** with new ones, or a full refund will be issued.
A prepared
B consumed
C revised
D replaced
84. Those individuals who want to gain automatic access to the information are advised to the password that was sent to them by phone.
A enter
B place
C offer
D create
85. The board of directors will a regular employment session next Monday September 16th at 10 am in the board room.
A close
B hold
C wait
D meet
86. Even though Peterson Group Inc. is one of the largest automobile manufacturing companies, it has yet to see any profits as a result of.....market conditions.
A unfavorable bất lợi # Thuận lợi
B unwilling
C opposing
D reluctant
87. We are proud to announce that Dax Shepard has been as our new managing director to oversee corporate expansion in Europe.
A deposited
B predicted
C operated
D appointed
88. The list is comprised of thousands of.....to various magazines, including computers, automobiles, garments and electronics.
A spectators
B witnesses
C participants
D subscribers
89. Many people were standing in line outside of the box office to a limited number of low cost tickets, which are offered as special each month.
A support
B achieve
C purchase
D replace
90. It is important to look through the documents that everyone in charge can know at which stage they should be completed.
A concerning
B over
C so
D since
91. We do apologize for the inconvenience resulting from the service which is now temporarily.....
A unavailable
B related
C stylish
D disinterested
92. Your personal information, including credit card numbers, mailing address, e-mail address and phone numbers, will be collected in order for us to.....your order for products.
A affect
B contain
C fulfill
D mention
93. Passengers will get to their **destination** on time our departure time is a little late due to a mechanical problem.
A as if
B while
C because
D even though
94. Those individuals who want to reschedule their.....with a doctor should contact us two days in advance.
A positions
B assignments
C subscriptions
D appointments

95. Please your survey results to the director by the date specified at the bottom of the screen.

- A advise
- B urge
- C comply
- D submit**

96. Please do not to share your opinions in the comment space below so that people can find and consider possible alternatives.

- A provide
- B hesitate**
- C qualify
- D compete

97. Employees must get approval from their supervisors deleting data even if the data seem unused.

- A before**
- B until
- C from
- D during

98. Tomorrow's one-to-one training session held in a boardroom is for supervisors and new staff members.

- A intended**
- B based Dành cho ai đó
- C agreed
- D invited**

99. all the provisions of the merger are fully implemented, the two companies will expand their partnerships to provide an even higher level of quality.

- A Soon
- B Then
- C Later
- D Once** Một khi, (rất hay ra)

100. Since supplies are, you are invited to order this gorgeous laptop model on sale before it is sold out.

- A speedy
- B available
- C presentable**
- D limited**

101. New employees were.....to be photographed immediately in order to have their new identification made.

- A recalled
- B memorized
- C reminded**
- D identified

102. Our is not to issue refunds on software programs used on a trial basis.

- A adoption
- B policy**
- C exhibit
- D regards

103. Funds from the government will be allocated to or distributedthe affected areas.

- A among**
- B toward**
- C after
- D during

104. As the desktop printer was out of service, we called a skilled yesterday for repairs.

- A technician**
- B factory
- C certificate
- D generator

105. A new shipment of popular bargain books has just here in perfect condition and will be on display this afternoon.

- A sent
- B delayed
- C arrived**
- D examined

106. DTS has undergone drastic changes designed to better.....its valued customers.

- A offer
- B provide
- C serve**
- D reflect

107. For safety reasons, visitors not accompanied by security staff will not be into the laboratory.

- A entered
- B honored
- C allowed**
- D separated

108. Please mention my name in order for you to.....the subscription to the journal on my behalf.

- A include
- B provide**
- C renew** gia hạn
- D entail

109. Jen's Business designed a inspection program to assure its members that their stay is a safe and enjoyable one.
(A) stringent
(B) founded
(C) delighted
(D) dependent
110. Ace Training Group excels in providing the best professional course that can be to your unique needs.
(A) prosperous
(B) customized
(C) found
(D) appointed
111. Shipping details will be entered into the computer.....we have received the authorization.
(A) once
(B) whoever
(C) sometimes
(D) unless
112. Now that the company has gained a noticeable increase in net profits, it is offering customers a thirty percent.....
(A) economy
(B) market
(C) discount
(D) criteria
113. We need to appoint a replacement for Mr. Hwang, who handles classes on nutrition to attendees.
(A) temporary tạm thời
(B) minor
(C) duplicate
(D) harsh
114. The urban renewal developments plan is expected to many investors from around the country.
(A) alert
(B) attract
(C) mount
(D) apply
115. The secretary in the 2nd floor office e-mails between 8 a.m. and noon.
(A) answers (B) talks
(C) responds (D) replies
116. Ms. Yakamoto has that the department meeting be postponed until everyone returns from vacation.
(A) suggest
(B) suggestion
(C) suggested
(D) suggesting
117. Mr. Osaki would like the entire staff together and complete the task by the deadline.
(A) works (B) be working
(C) to work (D) will work
118. First City Bank assured its customers that it exceptional service in spite of the ongoing renovations in several branches.
(A) maintaining
(B) maintain
(C) will maintain
(D) to maintain
119. The plant supervisor, Mr. Lee, recently a tour of the company's main production facility for our clients.
(A) conduct
(B) conducted
(C) to conduct
(D) will conduct
120. After the current model year, the automobile manufacturer CFG three older models and introduce two new ones.
(A) to discontinue
(B) will discontinue
(C) discontinued
(D) have discontinued
121. In order to the editing work, the review team will need at least two more days.
(A) finish (B) finishing
(C) finished (D) be finished
122. The advertisement said that 20 percent would be from the regular price at the time of purchase.
(A) deduct
(B) deducted
(C) deduction
(D) deducting



123. Employees on international assignment with Daniel Windmere Corporation receive financial support when finding a place to live.
(A) extend
(B) extent
(C) extensive
(D) extending
124. The for the Macneil project is hanging on the wall in the first floor conference room.
(A) schedule
(B) scheduled
(C) schedules
(D) schedulers
125. For reasons of, anyone entering the construction area must wear a hard hat.
(A) safety (B) safe
(C) safely (D) safer
126. Please be aware that annualof job performance will take place during the third week of January.
(A) reviews
(B) reviewed
(C) reviewer
(D) reviewers
127. As in our telephone conversation this morning, Mr. Fox will arrive at your factory at 2 P.M. on Wednesday, March 14.
(A) discuss
(B) discussion
(C) discussing
(D) discussed
128. Ms. Jackson said she would prefer to work on the report by before submitting a draft for the committee's approval.
(A) her (B) hers
(C) herself (D) she
129. We will have to inform Mr. Yamamoto that application cannot be accepted at this time.
(A) he (B) himself
(C) his (D) him
130. IHB Bank cannot process a loan application the proper documentation.
(A) upon
(B) until
(C) without
(D) along
131. Each month, we will select five outstanding employees to be honored their exceptional contributions to the company's performance.
(A) for (B) at
(C) across (D) over
132. Club members are allowed to attend the Healthy Living seminar no cost.
(A) at (B) by
(C) over (D) from
133. The opening of the Prince Theater was considered a notable
(A) success
(B) succeed
(C) successive
(D) successively
134. Neither the CEO the president will be present at the shareholders' meeting.
(A) or (B) nor
(C) yet (D) but
135. The Hoshi Restaurant provides an elegant atmosphere and exquisite experiences.
(A) dine (B) dines
(C) dined (D) dining
136. Today's all seem very skillful and knowledgeable, so it will be difficult to choose one to fill the position.
(A) jobs
(B) applicants
(C) offers
(D) accounts
137. Driving direction and a map of the university campus are enclosed this letter.
(A) from (B) along
(C) with (D) until

138. We are **whether** we should expand our capacity here **or** move to a larger building complex.
(A) consider
(B) considers
(C) **considered**
(D) **considering**
139. When meeting with first time clients, be sure to present yourself in a manner.
(A) dignifies
(B) dignity
(C) dignify
(D) **dignified**
140. The marketing manager will make a brief about new online advertising strategies.
(A) profession
(B) arrangement
(C) administration
(D) **presentation**
141. The reception takes place at six o'clock and will be.....by a special reception at seven thirty.
(A) **followed**
(B) **delayed**
(C) advanced
(D) proceeded
142. Due to problems with Vargas Shipping, we have decided to switch to another delivery service provider.
(A) supportive
(B) **numerous**
(C) voluntary
(D) spoiled
143. Having many delays, the construction of the new building will continuethe remainder of the month.
(A) at (B) **without**
(C) than (D) **for**
144. The World Travel publication information about tours more than 100 countries all over the world.
(A) observes (B) arrives
(C) **contains** (D) believes
145. Hotel guests order our "Wonder Meal" special will receive their food between 11:30 and 13:00.
(A) **who**
(B) whose
(C) where
(D) what
146. A bell in the main hall to notify factory workers of the beginning of a shift.
(A) be rung
(B) ringing
(C) **rings**
(D) to ring
147. The O Hotel is an hour's drive from most of the city's popular tourist attractions.
(A) **within**
(B) onto
(C) so that
(D) despite
148. The many listed in the candidate's resume show that he is an ideal candidate for the position.
(A) accomplish
(B) **accomplishments**
(C) accomplishing
(D) accomplished
149. For a limited period only, if you book a consultation, Brookings Home Insurance will **offer** a significant on property insurance.
(A) delivery
(B) renewal
(C) **discount**
(D) restraint
150. This substance can be painted on metallic surfaces, as it tends to corrode other types of materials.
(A) **only**
(B) exactly
(C) nearly
(D) doubly
151.the construction of the metro station is complete, traffic using this street will **be less congested**.
(A) Usually (B) Regarding
(C) Instead of (D) **Now that**



152. The design work of our new e-learning website was aided by the talents of the two artists.
 (A) greater
 (B) great
 (C) greatly
 (D) greatness
153. Maxi Megastores frequently conduct tests to assess how their marketing campaigns are performing.
 (A) effectively (B) effective
 (C) effects (D) effect
154.you are selling or buying a house, be sure to seek help from a reliable estate agency.
 (A) If (B) So
 (C) That (D) Due to
155. Trainees must the Introductory Programming course before moving on to the more advanced intermediate courses.
 (A) present
 (B) make
 (C) complete
 (D) retire
156. All factory workers working on this assembly line should keep a copy of the safety handbook with them for quick
 (A) indication
 (B) procedure
 (C) subject
 (D) reference
157. The Georgetown Art Museum thanks itsfor their generous donations this year.
 (A) supported
 (B) supporting
 (C) supporter
 (D) supporters
158. Trumpet player Clint Porter's international tour with a performance in Singapore last week.
 (A) conclude
 (B) concluded
 (C) concluding
 (D) concludes
159. To set an alarm, the instructions in the enclosed manual.
 (A) watch
 (B) follow
 (C) feature
 (D) direct
160. Hans Richter will distribute an to each committee member before Tuesday's meeting.
 (A) agenda
 (B) appearance
 (C) atmosphere
 (D) account
161. Orders for specialty flower arrangements from Thyme Orchid can be placedthe phone or online.
 (A) if (B) in
 (C) either (D) on
162. Hotel guests are reminded to return all key cards checking out at the end of their stay.
 (A) within
 (B) around
 (C) before
 (D) from
163. Westley, Inc., provides its clients with updated information about its services
 (A) considerably
 (B) regularly
 (C) perfectly
 (D) equally
164. The new chief executive of SOE Gas received a warmat the staff meeting yesterday.
 (A) welcome
 (B) appearance
 (C) practice
 (D) notice
165. Merchandise from Vetale requires handling to avoid damage to the components.
 (A) casual
 (B) careful
 (C) typical
 (D) grateful

166. the new machine is more efficient, it does not quite meet our requirements.
(A) That
(B) Although
(C) Due to
(D) Even
167. AFG Interior has gained a for excellence among real estate agents in the city.
(A) design
(B) center
(C) pursuit
(D) reputation
168. One goal of Hannel Industries is to make its products available in region of the country.
(A) all
(B) much
(C) many
(D) every
169. Serving over four million riders a day, the Duluth City Transit System is the most used in the country.
(A) hardly
(B) heavily
(C) swiftly
(D) sharply
170. for the Aubmville Photography Competition must feature scenes of every life in the town.
(A) Enter
(B) Entered
(C) Entries
(D) Entering
171. Due to decreases in the cost of materials, the prices of microscopes from Novista will be lower than
(A) experimented
(B) anticipated
(C) organized
(D) distributed
172. Lakeward Food has the right to postpone deliveries customers have made payment.
(A) during (B) next
(C) until (D) as if
173. The reporter contacted Mr. Arnold, the chief executive of TI Future Corp, to request an interview discuss its plans to expand to Poland.
(A) will
(B) to
(C) so
(D) can
174. Dinner in the banquet hall will be served the spokesperson delivers his speech.
(A) more
(B) almost
(C) once
(D) that
175. The website of Magnet Shipping provides information on the services that the company offers.
(A) prevailed
(B) insistent
(C) approving
(D) various
176. All current employees receive a hiring preference for the newly assistant supervisor position.
(A) created
(B) creating
(C) creation
(D) create
177. The Fulton Cafes offers a large of home-grown fruits and vegetables.
(A) selection
(B) select
(C) selected
(D) selects
178. Please kindly direct questions about warranties to the customer service department.
(A) each
(B) all
(C) anything
(D) whoever
179. Ella Portofino, the finance director a high-speed train to the management conference in Tokyo.
(A) took (B) had
(C) went (D) spent

180. The director of sales would like all staff meeting to start at 9AM on Mondays.

- (A) soon
- (B) promptly
- (C) sometime
- (D) presently

181. Staff at Maxwell Culture and Arts was that the center will receive less funding than it did last year.

- (A) disappointed
- (B) eliminated
- (C) complicated
- (D) indebted

182. The directors of Montreal Steel were pleased at the enthusiastic to its call for voluntary community work.

- (A) responsive
- (B) respond
- (C) response
- (D) responded

183. In the choice of a job, it is important to consider only salary but also the distance from your home to work.

- (A) either
- (B) not
- (C) though
- (D) as well as

184. Although many deemed it, Chemio Industries has reported a sales growth in the first quarter.

- (A) impossibilities
- (B) impossibility
- (C) impossibly
- (D) impossible

185. Employees who use the company's parking lot must the parking permit on their rear window.

- (A) print
- (B) state
- (C) display
- (D) commit

186. Since Mr. Warren had finished writing his monthly sales report ahead of schedule, he offered to help Ms. Rivera finish

- (A) hers
- (B) her
- (C) she
- (D) herself

187. The principal of the high school commended parents' ongoing efforts to promote physical activity local schoolchildren.

- (A) among
- (B) between
- (C) about
- (D) upon

188. To receive a refund, customers must return their merchandise 30 days of purchase

- (A) since
- (B) when
- (C) for
- (D) within

189. We qualified candidates who have strong communication skills and strong finance background.

- (A) urge
- (B) seek
- (C) express
- (D) contain

190. We offer custom made suits for both men and women at prices.

- (A) willing
- (B) valuable
- (C) reasonable
- (D) opposing

191. the sports department only has a small staff, it is known to have organized many major athletic events very efficiently.

- (A) Although
- (B) Despite
- (C) Whether
- (D) However

192. At Samsung Electronics, we do not offer for items that were purchased at a discount.

- (A) profits
- (B) refund
- (C) registers
- (D) commissions

193. As the cost of fuel was rising continually, the company experienced an need to improve its delivery system

- (A) increase
- (B) increases
- (C) increasing
- (D) increasingly

194. Members wishing to cancel their Summerton Gofit membership must give 30 days.....

- (A) notice
- (B) status
- (C) attention
- (D) reference

195. Please be informed that all guest must check in at the front desk arrival.

- (A) to
- (B) as
- (C) on
- (D) into

196. Special tours of each science department will befor participants of the conference if they make requests beforehand.

- (A) collected
- (B) enrolled
- (C) aligned
- (D) arranged

197. Travelers should complete their visa application byand not rely on travel agents to perform this task.

- (A) their
- (B) them
- (C) they
- (D) themselves

198. We have found it to receive estimates from various contractors before making a decision to choose one.

- (A) generous
- (B) beneficial
- (C) abundant
- (D) accessible

199. The use of new production technologies has been increasing so much that we now produce 40% more than what we used to.

- (A) rules
- (B) output
- (C) facility
- (D) preparation

200. Our customers can choosestandard shipping or, if their order qualified, express shipping.

- (A) and
- (B) both
- (C) either
- (D) as

KEY:

Xem tại đây <https://goo.gl/wtM4ef>
hoặc theo hướng dẫn của giáo viên trên lớp

CHƯƠNG 3: PHẦN NGHE

A. Phương pháp luyện nghe chung

1. Tại sao bạn nghe Tiếng Anh không hiểu?

- Thiếu từ vựng
- Phát âm sai
- Nối âm
- Tốc độ đọc của audio nhanh (phản xạ kém)

2. Hướng giải quyết: HỌC PHÁT ÂM

- Youtube: Học theo những video dạy phát âm
- Áp dụng kỹ thuật Shadowing (nhại giọng lại) như sau:

B1: Mở lời file nghe

B2: Nhìn kỹ

B3: Đọc trước theo cách của mình

B4: Nghe file nghe thật kỹ khoảng 3 lần

B5: Đọc lại

B6: Thu âm lại giọng nói

Ví dụ:

- Fresh air => fre (shair)
- He read it yesterday. => He rea (did) yesterday.
- Cars are parked. => Car (sare) parked.
- Please leave it here. => Please lea (vit) here.
- I have a look at it. => I ha (va) loo (ka) (tit).

=> Bài tập vận dụng: Làm từ bước 1 đến bước 6 của bài nghe BÀI 1 - PART 1 + PART 2 BÀI 1 và BÀI 1 - PART 1 + PART 2 bên dưới

3. 03 cấp độ người luyện nghe TOEIC cần chinh phục

- Bắt được từ khóa (phát âm + từ vựng)
- Dịch được câu (phát âm + từ vựng + nối âm)
- Dịch được đoạn (phát âm + từ vựng + nối âm + phản xạ)

4. Những sự khác biệt cơ bản giữa tiếng Việt và tiếng Anh

- Tiếng Việt phân biệt các từ bởi hệ thống thanh điệu,
Ví dụ: đầu – dâu – dầu – đậu – dẫu – dầu
- Tiếng Anh phân biệt các từ bởi âm cuối và âm gió,
Ví dụ: fine – fight – five, customer, sister, what's your name?
- Tiếng Việt viết sao đọc vậy
- Tiếng Anh viết khác đọc, cần phải tra phiên âm cho kỹ trước khi đọc,
Ví dụ: do, I, can, purchase, ...
- Bảng chữ cái của tiếng Việt và tiếng Anh đa phần giống nhau. Có 1 số chữ cái cơ bản, về cách phát âm khá giống nhau, tuy nhiên có 1 số chữ cái cách phát âm hoàn toàn không giống nhau:

+ C – can – cut – candy / + TH – thank you – think / + T – tea – take – top / +

B. TIPS nghe PART 1 + PART 2

1. PART 1: Mô tả tranh: 06 bức ảnh

Nguyên tắc chung:

- SAI MỘT TỪ => SAI CẢ CÂU
- Bức tranh KHÔNG CÓ NGƯỜI – Nghe BEING – 99% SAI

2. PART 2: Hỏi đáp: 25 câu

2.1. Loại câu hỏi WH: Who, Where, When, Why, Which, What

Nguyên tắc chung: Loại ngay những đáp án bắt đầu bằng từ Yes/ No

- *Who – Ai:*
 - + Tên người: Mr./ Ms Adams, Julie,...
 - + Chức vụ trong công ty: President, Director, Manager, Supervisor, Secretary, Receptionist, Assistant, Accountant...
 - + Phòng ban: Department
- *Where – Ở đâu:*
 - + Nơi chốn: Giới từ (in/ on/ at/ behind...) + Nơi chốn (office, room, desk, hotel, cabinet, lobby hoặc Over there, Around the corner)
 - + Chỉ đường: Street – 90%
- *When – Khi nào*
 - Nhận biết: Thứ, ngày, tháng, AM, PM, In + Khoảng thời gian (in 2 hours); After, as soon as
 - ⇒ Lưu ý: where – when rất dễ nghe nhầm.
- *Why – Tại sao:*
 - Thông thường nghe Because – dễ sai
 - To + V_o – thường đúng
- *Which – Cái nào khác với What – Cái gì*
 - Which: Nghe được “The one” là chọn – 99% đúng
 - What: Khó - Phương án loại trừ

2.2. Loại câu hỏi How: How long, how far, how often, how much, how many

Nguyên tắc chung: Loại ngay những đáp án bắt đầu bằng từ Yes/ No

- *How get to/ How go to:* Phương tiện => Bus, train, car, flight.
- *How long – bao lâu:* 1 khoảng thời gian – 2 weeks, 3 years...
- *How far - bao xa:* kilometers, meters
- *How much – giá tiền, bao nhiêu:* Dollars hoặc Euros
- *How Many – bao nhiêu (đếm được):* đáp án thường là con số
- *How often – bao lâu một lần:* **once** a week, **twice** a week, **three times** a week

2.3. Yes/ no question & tag question

Yes/no question	Tag question
Are you a student? Do you like sports?	You are a student, aren't you? You like sports, don't you?

2.4. Câu dạng khác

- **Câu đề nghị:** Can you/ could you – bạn có thể làm được điều gì đó hay không?

=> Sure, certainly

- **Câu đưa ra lời đề nghị:** Hãy – Let's/ How about/ why don't we/ why don't you

=> Good /great / not bad idea. I agree with you

- **Câu có sự lựa chọn A or B**

=> Đáp án A hoặc B; đáp án khác cùng loại (thường đi kèm với actually)

=> "sao cũng được":

Either – fine/ good/ nice.

It doesn't matter to me.

It's up to you. (tuỳ bạn)

=> Không muốn gì hết: Neither, thanks.

- **Câu statement:** Đây chỉ là một lời phát biểu, không phải là câu hỏi

=> Câu khó, tuỳ tình huống cụ thể mà áp dụng.

2.5. Một số câu trả lời đúng 90% trong mọi hoàn cảnh

I have no idea

Not that I know of

I'm not sure

I can't say for sure

Let me find out

Let me check

Let me ask

BÀI TẬP ÁP DỤNG**BÀI 1 - PART 1 + PART 2**

- A. He's _____ at a store.
 B. He's _____ a pan.
 C. He's _____ in a kitchen.
 D. He's _____ a sandwich.
- A. They're _____ each other.
 B. They're looking out of the _____.
 C. They're _____ a book.
 D. They're _____ a meal.
- A. She's drinking from a _____.
 B. She's leaning forward to _____ something.
 C. She's buttoning up her _____.
 D. She's tying a knot in a _____.
- A. The students are _____ around.
 B. The teacher is _____ papers.
 C. The students are cleaning a _____.
 D. The teacher is _____ up an object.
- A. Some people are _____ a platform.
 B. Some people are _____ equipment.
 C. Some people are _____ musical instrument.
 D. Some people are _____ into microphones.
- A. A man is _____ toward a plane.
 B. A _____ is being moved away from the plane.
 C. A plane is _____ from an airport.
 D. A trailer is _____ past a plane.
- A. The man's _____ some boxes.
 B. The cash register has been _____.
 C. Some _____ is being set on a shelf.
 D. A worker is scrubbing the _____.
- A. There's a _____ of tires on the _____.
 B. A vehicle's being _____.
 C. Earth is being shoveled into a _____.
 D. There's a _____ on the _____.
- A. Signs are _____ on the cabinet doors.
 B. Some _____ have been left near the sink.
 C. A _____ machine has been placed on the _____.
 D. The _____ have been filled with _____.
- A. They're _____ in a wooded area.
 B. A child is _____ leaves in a park.
 C. The woman's reaching to pick up a _____.
 D. They're _____ along a tree-lined path.

11. _____ does this shirt cost?
A. It's a short _____.
B. Yes, it _____.
C. Thirty-five _____.
12. _____ should I leave this report?
A. On my _____.
B. The news _____.
C. At _____ - _____.
13. _____ will the marketing team meet?
A. Yes, at the _____.
B. Nice to _____ you.
C. Right _____ lunch.
14. _____ movie do you recommend?
A. That's a good _____.
B. Let's _____ it over there.
C. The _____ with Klaus Thomas.
15. Will Masako be joining us for _____?
A. A _____ for five, please.
B. _____, she'll be _____ soon.
C. She _____ it.
16. _____ was hired to fill the factory manager position?
A. No, I _____.
B. Not too _____.
C. No _____, yet.
17. May I sit in the _____ row?
A. Yes, very _____.
B. No, those _____ are reserved.
C. Set them on the _____.
18. The accounting _____ is sick today.
A. I just _____ it.
B. I hope he feels _____ soon.
C. _____ number was it?
19. _____ will you get back from your trip?
A. On _____ night.
B. In the back _____.
C. Britain and _____.
20. _____ printer should we _____?
A. Let's get the latest _____.
B. _____ your name here.
C. In two _____ days.
21. _____ is the press conference going to be held?
A. Mainly _____.
B. _____ in the _____.
C. There aren't enough _____.
22. Are you _____ in going to the presentation?
A. I don't have _____.
B. That's really _____.
C. Yes, a very nice _____.
23. _____ in charge of planning this event?
A. That was the _____.
B. One of my _____ is.
C. Yes, _____ you _____.
24. _____ we review our _____ today, or is tomorrow OK?
A. They got great _____.
B. Yes, I _____.
C. It doesn't _____ to me.
25. This _____ seems a little long.
A. Well, it does _____ a lot of _____.
B. I had a _____.
C. How about just a short _____?
26. _____ is Rita moving to Berlin?
A. _____ the next month.
B. She's working on a _____ there.
C. We'll _____ a moving company.
27. _____ I get a messenger to _____ these brochures?
A. Yes, it's _____ to be.
B. A _____ mail message.
C. No, I'll have _____ to do it.
28. How _____ are you going to be here _____?
A. Yes, we all _____.
B. He was late for the _____.
C. I'm _____ at _____.
29. _____ you like some help cleaning the _____?
A. The help desk is _____.
B. An experimental _____.
C. _____, _____ - there's a lot to do.

30. Isn't he the _____ of the program?
 A. I have a _____ computer _____.
 B. Yes, he's been here for _____ years.
 C. The _____ are fairly simple.

31. _____ you take these _____ to be billing department?
 A. They're not _____ yet.
 B. Yes, the _____ available.
 C. _____ should I _____ them to?

32. You made extra _____ of the agenda, didn't you?
 A. Oh, but I forgot to _____ them.
 B. Thanks for _____ that.
 C. No, the exit's on the _____.

33. The training _____ will last about _____ hours.
 A. No, it's our first _____.
 B. Do all _____ need to attend?
 C. The train's a good _____.

34. _____ you like to _____ with us to the hotel?
 A. If you have _____ in the taxi.
 B. A _____ room, please.
 C. That's the _____ one.

35. _____ is the company issuing new _____?
 A. They're supposed to be more _____.
 B. Yes, _____ these forms.
 C. Did you buy a _____?

36. _____ we already _____ an invoice to Mr. Gomez?
 A. No, his _____ is very clear.
 B. Yes, but he asked for another _____.
 C. One _____ and thirty cents.

37. _____ you like me to _____ one, or two boxes of business cards?

- A. Is there a _____ for buying two?
 B. Actually, I can _____ my own car.
 C. In order _____ last name.

38. Michael didn't _____ any files for me, _____ he?
 A. No, not _____ from here.
 B. Just _____ it on the table.
 C. Yes, that _____ over there.

39. It'll _____ two months to _____ the conference room
 A. _____ should we _____ until then?
 B. It's in London this year.
 C. At three o'clock on Tuesday.

40. _____ we ask for _____ to organize the party?
 A. That would make it _____.
 B. No, not very _____.
 C. Thanks - it was a great _____!

KEY - LINK TẢI FILE NGHE + ÂNH:
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BÀI 2 - PART 1 + PART 2

1. A. The woman is serving a _____.
B. The woman is _____ some vegetables.
C. The woman is _____ some produce.
D. The woman is _____ a cutting board.
2. A. Some _____ equipment is being operated.
B. A man is resting under some _____.
C. The _____ is being cut with a lawn mower.
D. A man is _____ through a field.
3. A. _____ is being carried on a cart.
B. _____ is being examined by a security officer.
C. The _____ have been placed next to a pillar.
D. The suitcases have been _____ up.
4. A. A man is _____ an apron.
B. One of the women is placing pots on the _____.
C. One of the women is _____ at a poster.
D. Both women are _____ at the man.
5. A. She's _____ on some stones.
B. She's _____ rocks into the lake.
C. She's putting on a _____ and gloves.
D. She's strolling along a _____.
6. A. A woman is typing on a _____.
B. The _____ is standing against a wall.
C. A woman is _____ some paper.
D. Some wires are connected to the _____.
_____.
7. A. Tea is being _____ into a cup.
B. Some napkins are _____ on the plates.
C. _____ are being prepared on a countertop.
D. Some food has been _____ on a table.
8. A. The men are giving a _____ to an audience.
B. One of the men is writing on a _____.
C. The men are _____ books in a classroom.
D. One of the men is _____ a marker to the other.
9. A. A woman is holding a _____.
B. A woman is standing underneath a _____.
C. A woman is _____ on a canvas.
D. A woman is admiring some _____.
10. A. People have been soaked in the _____.
B. Two children are playing in a _____.
C. Some people are _____ toward a cabin.
D. Hikers are _____ on a stone pathway.
11. _____ did you get that jacket?
A. I bought it _____.
B. Yes, it's _____ outside.
C. It's in the _____.
12. How _____ is the company newsletter released?
A. Around _____ weeks.
B. You should _____ the letter.
C. Monday, _____ 3.
13. _____ is the meeting room located?
A. _____ three o'clock, I think.
B. _____, definitely.
C. Next to the _____.
14. _____ is Jennifer going to another company?
A. Because she was offered a _____.
B. Yes, she's the company's _____.
C. She's _____ by subway.
15. _____ is the leader of this organization?
A. I'll _____ you in a moment.
B. Jason Schwartz was _____.
C. Feel free to _____ around.
16. _____ of house are you interested in?
A. I have no _____ in her.
B. Sorry, I don't _____ around here.
C. Something _____ with two bedrooms.
17. _____ does the cafeteria open?
A. _____ o'clock.
B. Yes, the first _____.
C. _____ sets.

18. Ms. Berger plans to _____ the meeting.
A. Ask her _____.
B. Yes, she _____ early.
C. Isn't she away on _____?

19. I don't understand _____ Jim hasn't answered my e-mail.
A. I'm _____ too much spam mail.
B. Maybe he's on _____.
C. I called, but there's no _____.

20. _____ is the lecture expected to be over?
A. Sometime _____ 5 _____ 6.
B. I don't know what he _____.
C. I think it's _____.

21. Is this the _____ for checking in?
A. I _____ with you on that.
B. Not too _____.
C. Yes, _____ this way.

22. _____ department should be billed for the work?
A. I work in shipping and _____.
B. Yes, there's an _____ on the bill.
C. It's listed at the top of the _____.

23. Are you free to talk right now, or should I _____ you _____ later?
A. I don't _____ who called me.
B. I have _____ now.
C. The _____ weren't free.

24. _____ they completed the _____ already?
A. Send these _____ to the HR department.
B. I'm not _____ who will do that.
C. No, they won't be _____ until next week.

25. _____ do I _____ to Bexley Hospital?
A. No, I'm _____ better.
B. _____ right at the stoplight.
C. About thirty _____.

26. _____ you tell me _____ the bus will arrive?
A. Let's _____ at the terminal.
B. The final _____ is Leeds.
C. It's printed on your _____.

27. The _____ of the aptitude test were released today, _____ they?
A. It's just around the _____.
B. I'll _____ the institute's web site.
C. They had a very _____ attitude.

28. _____ we ride to the conference together?
A. To _____ about sales.
B. That'll be _____.
C. I'll _____ it soon.

29. The awards _____ was quite elegant.
A. The Brookside Convention _____.
B. Mr. Martin will _____ the award.
C. I _____ I could have been there.

30. _____ did Jane call a technician?
A. I Yes, someone will be here by _____.
B. Because the _____ isn't working.
C. No, she works in the personnel _____.

31. _____ you want to check these slides now or _____ until tomorrow?
A. I'll _____ the check.
B. _____ is the 14th.
C. Let's take a _____ at them now.

32. _____ you taking a _____ this week?
A. No, that's _____
B. Have a _____ time.
C. Five days would be _____.

33. _____ can I buy today's _____?
A. The _____ isn't working.
B. There's a _____ over there.
C. You can _____ by anytime.

34. _____ have you known Mr. Banks?
A. Just a _____ days.
B. It's two _____.
C. He'll be _____ at 6:00 P.M.

35. _____ you want to go to the _____ when it's in town?
A. We had front row _____.
B. I can't _____ to see it.
C. No, she's from a big city.

36. _____ delivering the first speech?

- A. I'll _____ the event coordinator.
- B. Around 20 _____.
- C. _____, not this _____.

37. _____ we discuss the issue with Mr. Perry?

- A. I heard he's _____ on business.
- B. Human resources can _____ another one.
- C. Because my phone was _____.

38. We'll need at least five hundred _____ for the event.

- A. I've _____ eight hundred.
- B. No, the lease is _____.
- C. It was record _____.

39. _____ we buy the stocks now _____ wait until they are more stable?

- A. We might have some in _____.
- B. Let's see how they _____.
- C. Yes, we'd better _____ now.

40. The leather _____ weren't delivered yet, _____?

- A. They're in the _____.
- B. _____ before 5:00 P.M.
- C. Can he _____ a _____ tomorrow?

KEY - LINK TẢI FILE NGHE + ẢNH:

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C. TIP LÀM BÀI NGHE PART 3

- Khi nghe phải nhìn vô câu hỏi, và đáp án. Để ý những từ khoá trong câu hỏi để biết đang nghe tới câu nào. Lưu ý, part 3 rất hay ra từ đồng nghĩa, do vậy đáp án không phải lúc nào cũng y hệt từ mình nghe. Thông thường, từ nào nghe to mà giống đáp án thường là câu sai.

Từ băng đọc	Từ đáp án
Call	Contact
Contract	Working agreement
Include	Enclose/ attach
Project	Assignment
Excellent	Good
Charge	Expense / cost
Free	Complimentary

- Khi nghe được đáp án, không vội tô vô phiếu trả lời ngay vì sẽ bỏ lỡ câu tiếp theo mà nên lấy tay để cố định đáp án.
- Khi băng đọc xong, phải tô nhanh ngay 3 câu, không chần chừ, qua đọc ngay đoạn mới. 1 đoạn 3 câu chỉ cần làm chắc 1-2 câu là ổn. Thông thường trong 3 câu sẽ có 1 câu khó.
- **Phân biệt câu hỏi hỏi nam hay hỏi nữ** để tập trung nghe cho dễ.

BÀI TẬP ÁP DỤNG

ĐOẠN 1:

1. Where most likely does the woman work?

- A. At a hotel
- B. At a clothing store
- C. At a bank
- D. At a taxi company

2. What item was misplaced?

- A. A briefcase
- B. A wallet
- C. A shopping bag
- D. A pair of eyeglasses

3. Why is the man in a hurry?

- A. The business is closing soon.
- B. He is leaving for a trip.
- C. He is late for work.
- D. He has to ship a package.

ĐOẠN 2:

4. What are the speaker planning?

- A. A retirement dinner
- B. A birthday party
- C. A conference
- D. An annual banquet

5. What is the woman concerned about?

- A. The price of a meal
- B. The size of a seating area
- C. The quality of food
- D. The location of a restaurant

6. What does the woman say about the Japanese restaurant?

- A. It has recently closed.
- B. It is nearby.
- C. It has good service.
- D. It delivers food.

ĐOẠN 3:

7. Why did the woman have trouble finding a parking spot?
- A. The parking area is under construction.
B. The business is hosting a festival.
C. Building inspectors were visiting.
D. Some buses were blocking her way.
8. What does the man say he has been doing?
- A. Sharing a ride
B. Taking a train
C. Working at home
D. Arriving early
9. What will the woman probably do next?
- A. Look at a map
B. Buy a parking pass
C. Talk to a coworker
D. Finish a task

ĐOẠN 4:

10. Where does the man most likely work?
- A. At a print shop
B. At a cosmetics store
C. At a camera shop
D. At an art gallery
11. What is the problem?
- A. A proposal has not been received.
B. An item is out of stock.
C. A schedule contains an error.
D. A picture has to be replaced.
12. What does the man ask the woman to do?
- A. Explain a new requirement
B. Send an email
C. Extend a deadline
D. Submit a payment

ĐOẠN 5:

13. What does the woman want to do?
- A. Book a flight
B. Reserve hotel rooms
C. Order a catered meal
D. Learn about tourist attractions
14. What is the problem?
- A. A staff member is busy.
B. An event has been canceled.
C. Some dates have not been decided.
D. A discount is unavailable.
15. What does the man recommend the woman do?
- A. Arrive early to an event
B. Call back later
C. Ask for a free upgrade
D. Purchase a refundable ticket

ĐOẠN 6:

16. Why does the man want to set up a meeting?
- A. To go over a construction project
B. To review a contract
C. To plan a presentation
D. To discuss a policy change
17. What does the woman request?
- A. To change the time
B. To hold a videoconference
C. To bring her colleague
D. To record the conversation
18. Why does the man suggest meeting in his office?
- A. He is expecting a phone call.
B. There are no meeting rooms available.
C. The office is conveniently located.
D. It will be easy to access some files.

TRANSCRIPT - KEY- LINK TÀI FILE NGHE + ẢNH:
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