

WRITING

4 parts - 50 minutes:

***Theme:** xoay quanh 1 câu lạc bộ nào đó mà bạn tham gia (music club, sports club,)

Tổng quan:

part 1: 5 câu hỏi ngắn (1-5 từ/1 câu, không có word limit)

part 2: 1 câu hỏi (20-30 từ, word limit 45 từ)

part 3: 3 câu hỏi dài (30-40 từ/1 câu, word limit 60 từ/câu)

part 4: clb gửi email cho mình về 1 vấn đề/kế hoạch nào đó.

→ viết 2 email:

- + 1: email cho bạn, 50 từ, word limit 75 từ (informal email)
- + 2: email cho clb, 120-150 từ, word limit 225 từ (formal email)

Bổ trợ writing/speaking:

* 4 khía cạnh quan trọng khi cần tư duy về 1 chủ đề viết/nói nào đó:

(EX: Why do people like *eating out with friends*?)

- **Health** (chủ đề đó có ảnh hưởng tới sức khỏe của bạn ko?)
 - improve one's (mental/physical) health
 - be good/bad for one's (mental/physical) health
- **Relationship** (chủ đề đó có giúp bạn mở rộng mối quan hệ ko?)
 - expand one's network
 - build friendships with many people
 - share mutual interests
- **Knowledge** (chủ đề đó có giúp bạn mở mang kiến thức ko?)
 - expand one's horizons
 - help sb gain more knowledge about sth
- **Feelings** (cảm xúc/cảm nhận của bạn khi nói/viết về chủ đề đó)
 - **vui**: on cloud nine, over the moon, on top of the world, walk on air, ecstatic.
 - I am **happy** = I am on cloud nine = I am over the moon = I am on top of the world = I walk on air = I am ecstatic.
 - **buồn**: feel blue, down in the dumps, in a black mood, cheerless.
 - I am **sad** = I feel blue = I am down in the dumps = I am in a black mood = I am cheerless.

Idioms (thành ngữ):

1. do wonders/work wonders for sb/sth: có lợi ích cho ai, có tác động tích cực cho ai/cái gì.

EX: Reading books does wonders for the children.

2. do more harm than good: hại nhiều hơn lợi.

EX: This trend does more harm than good.

3. every now and then: sometimes.

4. once in a blue moon: hiếm khi. = rarely.

EX: I read books once in a blue moon.

5. on a regular basis = usually.

6. hit the books = study.

EX: I need to study → I need to hit the books.

7. see eye to eye (with somebody about something) = agree.

EX: I see eye to eye with you about this opinion/ I agree with you about this opinion

8. (be) part and parcel of something: an essential part of something

EX: Music is part and parcel of our lives.

9. let one's hair down: relax.

Music helps me let my hair down.

Music helps me relax.

10. one's cup of tea: thứ mà ai đó thích

Music is my cup of tea.

*Lưu ý để nâng band điểm:

- I like = **I am keen on / I am fond of / I am a big fan of / I am excited about / I am interested in / I am crazy about / I am into +N/Ving ; N/Ving is my cup of tea.**
- Because = **Since / As**

PART 1: 5 câu hỏi ngắn (1-5 từ/1 câu, không có word limit)

LƯU Ý:

NÊN trả lời thành 1 mệnh đề (S+V) + Trả lời vào trọng tâm, không lan man.

EX:

1. What's your favorite sport? I am keen on football.
2. How many people are in your family? There are 4 people.
3. What did you do yesterday? I went shopping.
4. How do you go to school? I walk.
5. What's your hobby? Reading is my cup of tea.

PART 2: 1 câu hỏi (20-30 từ, word limit 45 từ)

Có 2 xu hướng ra đề **chính**. (ngoài ra vẫn có thể có một số cách hỏi khác)

THAM KHẢO CÁCH HÀNH VĂN TỪ CÁC CÂU TRẢ LỜI:

EX: MUSIC CLUB.

1. lý do - why (tại sao thích/tham gia clb ...)

- Music is **part and parcel of** our lives. Listening to music can **do wonders** for my **mental health** as it **expands my horizons** and helps me **let my hair down** after a hard-working day.

2. thời gian (when/how often/the last time)

- During the week, I am quite **a busy bee as** I have a part-time job and I need to **hit the books** as well. As a result, I listen to music **once in a blue moon**/the last time I listened to music was last month.

PART 3: 3 câu hỏi (30-40 từ/1 câu, word limit 60 từ/câu)

Quan điểm cá nhân → không có xu hướng ra đề → freestyle

- **Dùng 4 khía cạnh** (ở phần hỗ trợ writing) để xử lý: health, relationship, knowledge, feelings. + IDIOMS

***Một số mẫu câu mở đầu cho câu trả lời:**

1. Hey, it's awesome to chat with you!
3. I'm excited about our conversation right now!
4. It's wonderful to connect with you and have a conversation.
5. So glad we're having a chat!
6. I'm excited about this chat with you.
7. It's a great pleasure to talk to you.
8. It's fantastic to have a chat with you.
9. I'm delighted to have the opportunity to chat with you.

PART 4: clb gửi email cho mình về 1 vấn đề/kế hoạch nào đó.

→ viết 2 email:

- + 1: email cho bạn 50, word limit 75 từ ⇒ informal email
- + 2: email cho clb 120-150 từ, word limit 225 từ ⇒ formal email

→ Nhiệm vụ đầu tiên khi làm Part 4: xác định vấn đề của đề bài là **tích cực hay tiêu cực** ⇒ **ĐỌC HIỂU ĐỀ**.

Mẫu:

<p>Đề music club:</p> <p>Dear members,</p> <p>The people complained about playing music at night.</p> <p>Please give the suggestions.</p> <p>→ TIÊU CỰC</p>	<p>Đề sports club:</p> <p>Dear members,</p> <p>The club needs suggestions about the organization of a sports competition for young members.</p> <p>→ TÍCH CỰC</p>
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I. EMAIL CHO BẠN / INFORMAL EMAIL - 50-75 TỪ

- Các bước xây dựng bài email cho bạn: 4 bước

Bước 1: hỏi thăm

EX: How are you these days?

Các mẫu câu: How are you these days? / How are you doing? / How is life treating you? / How are things with you? / How have you been lately? / Are you feeling alright today? /

...

Bước 2: Đề cập vấn đề (*các bạn band B2: dùng lại cách diễn đạt của đề bài/ band C: paraphrase*)

Have you heard about the club notice? ...(vấn đề) .

Ví dụ:

ĐỀ MUSIC CLUB:

Dear members,

The people complained about playing music at night.

Please give the suggestions.

B2: Have you heard about the club notice? The people complained about playing music at night.

C: Have you heard about the club notice? The club has received a large amount of terrible feedback about arranging music concerts at night.

Bước 3: Đề cập cảm xúc (đề tiêu cực thì phải buồn, đề tích cực thì phải vui) → lựa chọn 1 trong 2 câu cảm xúc xanh hoặc đỏ.

To be honest, I was on cloud nine when I heard this news. → vui

To be honest, I was down in the dumps when I heard this news. → buồn

→ Sử dụng các idioms chỉ feelings đã được học.

Bước 4: Đề xuất ngắn.

Ý tưởng chung khi viết: *người viết cần nhắc việc gửi email cho người quản lý câu lạc bộ để chia sẻ ý tưởng của mình.*

⇒ Học viên lựa chọn 1 trong các câu mẫu sau/ hoặc tự nghĩ 1 câu khác nhưng vẫn đi theo ý tưởng chung như vậy.

⇒ **Chọn 1 câu** và dùng cho mọi bài informal email về sau.

Câu mẫu	Giải nghĩa cấu trúc hay
1. I'm thinking of shooting the manager an email about my ideas. What do you reckon?	1. Shoot (someone) an email: Gửi email cho ai đó một cách nhanh chóng và thân mật.
2. So, I'm planning to toss some of my suggestions into the club's hat. Got any advice for me?	2. Toss (something) into the hat: Chia sẻ ý tưởng của mình với một nhóm người.
3. I'm kind of feeling like dropping the manager a note with my thoughts. What's your take on that?	3. Drop (someone) a note: Gửi email cho ai đó một cách ngắn gọn và thân mật.
4. I'm toying with the idea of shooting the manager an email about my ideas. How does that sound?	4. Toy with an idea: Cân nhắc một ý tưởng nhưng chưa đưa ra quyết định cuối cùng.
5. I'm mulling over sharing my proposals with the club. Any input from your end?	5. Mull over something: Suy nghĩ kỹ lưỡng về một điều gì đó.
	6. Lean towards (something): Có xu hướng làm điều gì đó.
	7. Gear up to do something:

<p>6. I'm sort of leaning towards dropping the manager an email to chat about my ideas. Any thoughts on this?</p> <p>7. I'm gearing up to pitch my ideas to the club. Got any advice to throw my way?</p> <p>8. I'm playing with the idea of shooting the manager an email about my proposals. What do you think?</p> <p>9. I'm on the fence about reaching out to the manager via email for my ideas. What's your vibe on this?</p> <p>10. I'm thinking of throwing my suggestions into the club mix. Any thoughts on this?</p>	<p>Chuẩn bị làm điều gì đó.</p> <p>Pitch (an idea): Trình bày một ý tưởng cho ai đó.</p> <p>8. Play with an idea: Cân nhắc một ý tưởng một cách thoải mái.</p> <p>9. On the fence about something: Không chắc chắn về điều gì đó.</p> <p>10. Throw (something) into the mix: Chia sẻ ý tưởng của mình với một nhóm người.</p>
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GHÉP BÀI MẪU - EMAIL CHO BẠN:

LƯU Ý: HỌC VIÊN PHẢI TỰ GHÉP LẠI BÀI CỦA RIÊNG MÌNH THEO 4 BƯỚC ĐÃ HỌC. SAU ĐÓ DÙNG CHO MỌI ĐỀ VỀ SAU.

Mẫu tham khảo:

Hi Linh,

How are you these days? Have you heard about the club notice?...*(trích/paraphrase)*.
To be honest, I was on cloud nine when I heard this news/ To be honest, I was in a black mood when I heard this news. I'm thinking of shooting the manager an email about my ideas. What do you reckon?

Love,

Hoa.

II. EMAIL GỬI CLB / FORMAL EMAIL: 120-225 TỪ. KHÔNG ĐƯỢC VIẾT TẮT.

Các bước xây dựng bài email trang trọng: 5 BƯỚC.

Bước 1: giới thiệu bản thân + mục đích viết thư (3 câu).

- **Câu thứ 1: Giới thiệu bản thân**

My name is ... and I have been a club member for ... month(s)/year(s).

- **Câu thứ 2: Mục đích viết thư**

**Ý tưởng chung: người viết đang gửi email để chia sẻ cảm xúc và quan điểm của họ về thông báo gần đây của câu lạc bộ*

**Câu mẫu:*

⇒ Học viên lựa chọn 1 trong các câu mẫu sau/ hoặc tự nghĩ 1 câu khác nhưng vẫn đi theo ý tưởng chung như vậy.

⇒ Chọn 1 câu và dùng cho mọi bài formal email về sau.

1. I am composing this email to articulate my sentiments and viewpoints regarding the recent notice that I received from the club.
2. The purpose of this email is to convey my emotions and thoughts regarding the recent notification I received from the club.
3. I am reaching out through this email to share my feelings and perspectives on the recent notification I received from the club.
4. This email is being written to communicate my sentiments and viewpoints concerning the recent notification from the club.
5. I wish to express my feelings and opinions about the recent notification I received from the club through this email.
6. The content of this email is aimed at articulating my sentiments and viewpoints about the recent notice from the club.
7. This email serves the purpose of expressing my feelings and opinions regarding the recent notification that I received from the club.

8. I am using this email as a medium to convey my emotions and thoughts about the recent notice that I received from the club.
9. Through this email, I am expressing my sentiments and viewpoints in response to the recent notification from the club.
10. I have composed this email to articulate my feelings and thoughts in connection with the recent notification received from the club.

- **Câu thứ 3: Mục đích viết thư phụ (lời cảm ơn)**

* Ý tưởng chung: người nói đang bày tỏ lòng biết ơn chân thành của họ đến tất cả các thành viên của câu lạc bộ vì sự cống hiến và nỗ lực của họ.

* Câu mẫu:

⇒ Học viên lựa chọn 1 trong các câu mẫu sau/ hoặc tự nghĩ 1 câu khác nhưng vẫn đi theo ý tưởng chung như vậy.

⇒ Chọn 1 câu và dùng cho mọi bài formal email về sau.

1. Furthermore, I would like to extend my sincere gratitude to all club members for their dedication and selfless contributions.
2. Additionally, I want to express my heartfelt appreciation to each member of the club for their hard work and sacrifices made on our behalf.
3. Moreover, I wish to convey my sincere thanks to all individuals within the club for their diligent efforts and considerable sacrifices in assisting me.
4. In addition to that, I want to genuinely thank every member of the club for their commitment and the considerable sacrifices they have made for our collective benefit.
5. Furthermore, I would like to express my heartfelt thanks to all the club members for their unwavering efforts and significant sacrifices in supporting me.
6. Additionally, I wish to extend my sincere appreciation to each club member for their dedication and the sacrifices they have made for our common goals.
7. Moreover, I want to sincerely thank everyone in the club for their hard work and the sacrifices they have made to provide support for me.
8. Besides, I would like to express my sincere gratitude to all club members for their efforts and the sacrifices they have made on our behalf.
9. Furthermore, I wish to convey my heartfelt thanks to everyone in the college for their tireless efforts and significant sacrifices made to aid me.

10. Additionally, I want to genuinely thank each member of the club for their dedication and the substantial sacrifices they have made for the benefit of the group.

Giải nghĩa các cấu trúc và từ vựng khó trong các câu trên:

- Extend my sincere gratitude: Bày tỏ lòng biết ơn chân thành.
- Heartfelt appreciation: Sự đánh giá cao chân thành.
- Selfless contributions: Những đóng góp không màng lợi ích cá nhân.
- Hard work and sacrifices: Sự chăm chỉ và hy sinh.
- Diligent efforts: Những nỗ lực chăm chỉ.
- Considerable sacrifices: Những hy sinh đáng kể.
- Collective benefit: Lợi ích chung.
- Unwavering efforts: Những nỗ lực không ngừng nghỉ.
- Significant sacrifices: Những cống hiến mang nhiều ý nghĩa.
- Common goals: Mục tiêu chung.
- Substantial sacrifices: Những hy sinh đáng kể.

⇒ Gộp 3 câu ở bước 1 thành một đoạn:

Gộp mẫu:

Lưu ý: học viên phải tự chọn câu và gộp lại thành đoạn văn của riêng mình, sau đó sử dụng cho mọi đề về sau.

My name is ... and I have been a club member for ... month(s)/year(s). This email serves the purpose of expressing my feelings and opinions regarding the recent notification that I received from the club. Furthermore, I would like to express my heartfelt thanks to all the club members for their unwavering efforts and significant sacrifices in supporting me.

Bước 2: Đề cập vấn đề (B2: diễn đạt theo đề bài/C: paraphrase)

Sử dụng 1 trong các linking: As announced, ... / In reference to the announcement, ... / Referring to the announcement, ... / With regard to the announcement, ... / In line with the announcement, ... / In accordance with the announcement,

⇒ With regard to the announcement, ..(trích đề: diễn đạt theo đề bài/**paraphrase**)...

Ex: With regard to the announcement, the people complained about playing music at night.

Bước 3: Cảm xúc. → chọn 1 trong 2 loại cảm xúc: **vui** hay **buồn**.

VUI:

Ý tưởng chung: *I ... when I heard/received/discovered this news as ...*

Các câu mẫu: (học viên lựa chọn 1 câu)

I was on top of the world when I heard this news as this plan is genuinely outstanding.

I was on cloud nine when I received this news as this plan is indeed a brilliant idea.

I walked on air when I discovered this news as this plan far surpasses my initial expectations.

I was over the moon when I received this news as I have been waiting for it for a long time.

BUỒN:

Ý tưởng chung: *I ... when I heard/received/discovered this news as ...*

Các câu mẫu: (học viên lựa chọn 1 câu)

I felt blue when I received this news as it came as an unexpected surprise to me.

I was down in the dumps when I discovered this news as it caught me completely off guard.

I was in a black mood when I heard this news as it took me by surprise.

I was disappointed when I received this news as it came out of the blue.

Bước 4: Đề xuất cụ thể.

Ý tưởng chung, dùng cho gần như mọi đề: *đăng lên diễn đàn/ tổ chức họp để lấy ý kiến.*
(2 câu)

⇒ Học viên lựa chọn 1 trong các đoạn mẫu sau/ hoặc tự nghĩ đoạn khác nhưng vẫn đi theo ý tưởng chung như vậy.

⇒ Chọn 1 đoạn và dùng cho mọi bài formal email về sau.

1. From my perspective, it would be preferable if the club could post details of this notice on the forum so that all members can come up with more ideas to contribute to the club. Besides, I would be grateful if we could hold a meeting to allow each member to voice their views on this situation.
2. In my opinion, it would be great if we could share information about this notice on the forum, which encourages all members to provide additional ideas to contribute to the club. In addition, I would be deeply appreciative if we could arrange a meeting, which provides all members with the chance to express their opinions on this matter.
3. In my viewpoint, it would be fantastic if the club could display information about this notice on the forum, which motivates all members to give their suggestions. Furthermore, it would be beneficial if we could organize a meeting where every member can contribute their viewpoints on this issue.
4. From my point of view, it would be beneficial if the club shared details of this notice on the forum so that members can offer ideas to contribute to the club. Moreover, I would be thankful if our club could schedule a meeting to allow each member to share their perspectives on this matter.

(BAND C nên tự nghĩ thêm câu đề xuất đặc thù cho từng đề)

* **Bổ trợ các cấu trúc đề xuất ý kiến theo IF2:**

I would be deeply appreciative if the club could ...

It would be great if the club could ...

It would be better if we could ...

I would be grateful if we could ...

I would appreciate it if we could ...

I would be thankful if our club could ...

It would be wonderful if the club could ...

It would be fantastic if we could ...

It would be beneficial if the club could ...

Bước 5: Câu kết:

Ý tưởng chung: *người viết mong được xem xét ý tưởng và mong đợi phản hồi.*

⇒ Học viên lựa chọn 1 trong các câu mẫu sau/ hoặc tự nghĩ câu khác nhưng vẫn đi theo ý tưởng chung như vậy.

⇒ Chọn 1 câu và dùng cho mọi bài formal email về sau.

1. I hope that you will find my suggestions helpful. I look forward to hearing from you soon.
2. Please take my suggestions into account. I look forward to receiving your feedback.
3. Please give my suggestions favorable consideration. I look forward to receiving your response.
4. Please consider my suggestions carefully. I look forward to hearing from you soon.
5. Please kindly consider the provided suggestions. I look forward to a prompt response.
6. I respectfully seek your consideration for my suggestions and look forward to a prompt response.

GHÉP EMAIL GỬI CLB:

LƯU Ý: HỌC VIÊN PHẢI TỰ GHÉP LẠI BÀI CỦA RIÊNG MÌNH THEO 5 BƯỚC ĐÃ HỌC. SAU ĐÓ DỪNG CHO MỌI ĐỀ VỀ SAU.

Mẫu:

Dear Sir/Madam,

My name is ... and I have been a club member for ... month(s)/year(s). This email serves the purpose of expressing my feelings and opinions regarding the recent notification received from the club. Furthermore, I would like to express my heartfelt thanks to all the club members for their unwavering efforts and significant sacrifices in supporting me.

With regard to the announcement, ... (trích đề / **PARAPHRASE**). **I was on top of the world when I heard this news as this plan is genuinely outstanding. OR I felt blue when I received this news as it came as an unexpected surprise to me.**

In my opinion, it would be great if we could share information about this notice on the forum, which encourages all members to provide additional ideas to contribute to the club. In addition, I would be deeply appreciative if we could arrange a meeting, which provides all members with the chance to express their opinions on this matter. (**BAND C nên tự nghĩ thêm câu đề xuất đặc thù cho từng đề**)

Please kindly consider the provided suggestions. I look forward to a prompt response.

Best regards,

Họ và tên.