

## PART 1. PICTURE DESCRIPTION

### I. PEOPLE

#### 1. Gesture with face

##### a. Eyes

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
1.	Check sth	V	/tʃæk/	Kiểm tra	The woman is checking some information
2.	Examine sth	V	/ɪg'zæmɪn/	Kiểm tra, khảo sát	He is examining an X-ray image.
3.	Gaze at sth	V	/geɪz æt /	Nhìn chăm chăm	A man is gazing at the computer screen.
4.	Glance at sth	V	/glɑːns æt/	Liếc nhìn	Both of them are glancing at the screen
5.	Inspect sth	V	/ɪn'spekt/	Kiểm tra, thanh tra	She is inspecting some documents on the table.
6.	Look at sth	V	/lʊk æt/	Nhìn	The man is looking at the door.
7.	Review sth	V	/rɪ'vjuː/	Xem xét	He is reviewing some papers.
8.	Stare at sth	V	/steə/ /æt/	Nhìn chăm chăm	The woman is staring at the window.
9.	View sth	V	/vjuː/	Xem, xem xét	They are viewing some slides.
10.	Watch sth	V	/wɒtʃ/	Quan sát, nhìn theo dõi	They are watching movies in the living room.

##### b. Mouth

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
11.	Talk to sb	V	/tɔːk/ /tə/	Nói chuyện	The man is talking to the woman.
12.	Speak to sb	V	/spiːk/ /tə/	Nói	The policeman is speaking to a kid.

13.	Have a conversation with sb	V	/həv/ /ə/ /ˌkɒnvə'seɪʃən/ /wɪð/	Có cuộc hội thoại	They are having a conversation with their teacher.
14.	Give a lecture to sb	V	/ɡɪv/ /ə/ /'lektʃə/ /tə/	Giảng bài, thuyết trình	The professor is giving a lecture to the class.
15.	Make a call	V	/meɪk/ /ə/ /kɔ:l/	Gọi điện thoại	The business woman is making a call at her office.
16.	Address oneself to	V	/ə'dres/	Nói chuyện riêng với	The teacher is addressing herself to the pupil at the front table.
17.	Deliver a speech	V	/dɪ'livər/ /ə/ /spi:tʃ/	Phát biểu	The speaker is delivering a speech in the meeting room.
18.	Give a speech	V	/ɡɪv/ /ə/ /spi:tʃ/	Phát biểu	A woman is giving a speech to the audience.
19.	Laugh at sth	V	/lɑ:f/ /æt/	Cười	People are laughing at the comedies.
20.	Smile at sb/ sth	V	/smaɪl/ /æt/	Cười	The child is smiling at his puppies.

## 2. Gestures with hands

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
21.	Carry sth	V	/'kæri/	Mang, vác	He is carrying a box full of items
22.	Move sth	V	/mu:v/	Di chuyển	They are moving a heavy object.
23.	Hold sth	V	/həʊld/	Cầm, nắm	A woman is holding a pen in her right hand.
24.	Use sth	V	/ju:z/	Dùng	He is using a public phone on the street.
25.	Operating sth	V	/'ɒpəreɪtɪŋ/	Vận hành	She is operating the machine.
26.	Shake hands	V	/ʃeɪk/ /hændz/	Bắt tay	The businessmen are shaking hands with each other.
27.	Point at sth	V	/pɔɪnt/ /æt/	Chỉ	The speaker is pointing at the screen.

28.	Applaud	V	/ə'plɔ:d/	Vỗ tay	The audience are applauding at a concert.
29.	Clap for	V	/klæp/ /fɔ:/	Vỗ tay	They are clapping for the performance
30.	Touch sth	V	/tʌtʃ/	Chạm, sờ	She is touching her cheek.
31.	Reach for sth		/ri:tʃ/ /fɔ:/	Với	The doctor is reaching for the monitor.
32.	Pick up sth	V	/pɪk/ /ʌp/	Chọn, cầm lên	They are picking up some apples from the shelf.
33.	Stretch	V	/streɪtʃ/	Kéo, duỗi ra	A woman is stretching one of her arms.

### 3. Postures

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
34.	Stand on	V	/stænd/ /ɒn/	Đứng trên	The conductor is standing on the platform.
35.	Stand across	V	/stænd/ /ə'krɒs/	Đứng đối diện	The women are standing across from the men.
36.	Stand in front of	V	/stænd/ /ɪn/ /frʌnt/ /ɒv/	Đứng phía trước	The cashier is standing in front of the counter.
37.	Sit around	V	/sɪt/ /ə'raʊnd/	Ngồi xung quanh	They are all sitting around a conference table.
38.	Sit across	V	/sɪt/ /ə'krɒs/	Ngồi đối diện	One woman is sitting across from the rest.
39.	Sit in rows	V	/sɪt/ /ɪn/ /rəʊz/	Ngồi theo hàng	The people are seated in rows
40.	Sit on	V	/sɪt/ /ɒn/	Ngồi trên	There are passengers sitting on the bus.
41.	Lean on	V	/li:n/ /ɒn/	Dựa vào	One woman is leaning on the other.
42.	Lean against	V	/li:n/ /ə'geɪnst/	Dựa vào	The women are leaning against the lamp post.

43.	Rest	V	/rest/	Nghỉ ngơi	The women are resting on the benches
44.	Walk through	V	/wɔ:k/ /θru:/	Đi xuyên qua	They are walking through the forest
45.	Walk hand in hand	V	/wɔ:k/ /hænd/ /ɪn/ /hænd/	Đi bộ tay trong tay	The girls are walking hand in hand
46.	Walk across	V	/wɔ:k/ /ə'krɒs/	Đi bộ sang phía bên kia	Some people are walking across the street.
47.	Stroll along	V	/strəʊl/ /ə'lɒŋ/	Đi bộ/ tản bộ dọc theo	People are strolling along the waterfront.

#### 4. Appearance

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
48.	Wear sth	V	/weə/	Đeo, mặc	They are wearing protective helmets.
49.	Have sth on	V	/hæv/ /ɒn/	Đeo, mặc	The couple have sunglasses on.
50.	Be dressed formally	V	/bi:/ /drɛst/ /'fɔ:məli/	Mặc trang trọng, lịch sự	They are dressed formally.
51.	Be dressed casually	V	/bi:/ /drɛst/ /'kæʒjuəli/	Mặc không trịnh trọng	The students are dressed casually at the school festival.
52.	Put on sth	V	/pʊt/ /ɒn/	Mặc vào, đeo vào	A man is putting on his name tag
53.	Try on sth	V	/traɪ/ /ɒn/	Thử đồ	A woman is trying on some shoes
54.	Remove sth	V	/rɪ'mu:v/	Tháo, cởi	He is removing his glasses.
55.	Take off sth/ take sth off	V	/teɪk/ /ɒf/	Tháo, cởi	He is taking off his striped sweater

## II. THINGS DESCRIPTION

### 1. Transportation

#### a. Vehicle

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
56.	Park alongside sth	V	/pɑ:k/ /ə'ləŋ'saɪd/	Đỗ xe dọc theo	Each truck is parked alongside another truck.
57.	Park next to sth	V	/pɑ:k/ /nɛkst/ /tu:/	Đỗ xe bên cạnh	Trucks have been parked next to the building
58.	Place on sth	V	/pleɪs/ /ɒn/	Đặt trên	A car has been placed on the truck.
59.	Left open	V	/lɛft/ /'əʊpən/	Để mở	The car door has been left open.
60.	Be raised into	V	/reɪz/ /'ɪntu:/	Được nâng lên	The vehicles have been raised into the air.
61.	Be elevated for sth/ doing sth	V	/bi:/ /'elɪveɪtɪd/ /fɔ:/	Được nâng lên	The vehicle has been elevated for repairs.
62.	Be loaded in	V	/bi:/ /'ləʊdɪd/ /ɪn/	Được xếp lên	Some bags have been loaded in the back of the vehicle.
63.	Be left near sth	V	/bi:/ /lɛft/ /nɪə/	Được để gần	Three bicycles have been left near the tracks.
64.	Put air into the tire	V	/pʊt/ /eə/ /'ɪntu:/ /ðə/ /'taɪə/	Bơm xe	People are putting air into the tires.

***b. Aircraft & Boat***

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
65.	Land on	V	/lænd/ /ɒn/	Hạ cánh ở	The helicopters have landed on the grass.
66.	Take off	V	/teɪk/ /ɒf/	Cất cánh	The plane is taking off.
67.	On the runway	Adj	/ɒn/ /ðə/ /'rʌnweɪ/	Trên đường băng	There are several airplanes on the runway

68.	Be tied up	V	/bi:/ /taɪd/ /ʌp/	Được cột vào	The boats are tied up along the water's edge.
69.	Pass under sth	V	/pɑ:s/ /'ʌndə/	Đi phía dưới	A boat is about to pass under the bridge.
70.	Board a plane	V	/bɔ:d/ /ə/ /pleɪn/	Lên máy bay	The passengers are boarding a plane.
71.	Flight attendant	N	/flaɪt/ /ə'tendənt/	Tiếp viên hàng không	A flight attendant is serving water to the passenger.
72.	Ground crew	N	/graʊnd/ /kru:/	Nhân viên kỹ thuật mặt đất	The ground crew is examining the aircraft.
73.	In the departure lounge	Adj	/ɪn/ /ðə/ /dɪ'pɑ:tʃə/ /laʊndʒ/	Phòng chờ khởi hành	People are waiting to board in the departure lounge.

### *c. Road & Street*

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
74.	a lot of traffic	N		Nhiều phương tiện lưu thông	There is a lot of traffic on the street.
75.	curves into sth	V		Uốn cong theo	The road curves into the distance
76.	one - way traffic	N		Đường 1 chiều	The street is open to one - way traffic only.
77.	on the road	Adv		ở trên đường	There aren't any cars on the road.
78.	be resurfaced	V		(mặt đường) được làm lại, làm mới	The road is being resurfaced

## **2. Architecture**

### *a. Building*

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
79.	At the foot of sth	Adj	/æt/ /ðə/ /fʊt/ /v/	ở chân (núi, tháp,...)	There are buildings at the foot of the mountain.
80.	Around the building	Adj	/ə'reaʊnd/ /ðə/ /'bɪldɪŋ/	Xung quanh tòa nhà	Workers are standing around the building.
81.	Near the river	Adj	/niə/ /ðə/ /'rɪvə/	Gần sông	There are buildings near the river.
82.	Overlook sth	V	/,əʊvə'lʊk/	Nhìn ra, xoay ra phía	Buildings overlook the lake.
83.	On both sides of sth	Adj	/bɒn/ /bəʊθ/ /saɪdz/ /v/	ở 2 phía	Buildings are on both sides of the street.

### *b. Construction*

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
84.	building material	N	/'bɪldɪŋ/ /mə'tɪəriəl/	Vật liệu xây dựng	Some building materials are piled up behind the vehicle
85.	Be painted	V	/bi:/ /'peɪntɪd/	Được sơn	The building is being painted
86.	Be demolished	V	/bi:/ /dɪ'mɒlɪʃt/	Bị phá hủy	A fence is being demolished
87.	Be paved with sth	V	/bi:/ /peɪvd/ /wɪð/	(Đường) được lát bằng	The path is being paved with bricks.
88.	Pour the concrete	V	/pɔ:/ /ðə/ /'kɒŋkri:t/	Đổ bê tông	The workers are pouring the concrete in to the tank.

### 3. Scenery

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
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89.	Flow over	V	/fləʊ/ /'əʊvə/	Chảy qua	The water is flowing over the rocks.
90.	Be planted in rows	V	/bi:/ /'plɑ:ntɪd/ /ɪn/ /rəʊz/	Được trồng theo hàng	The trees have been planted in rows
91.	In the background	Adj	/ɪn/ /ðə/ /'bækgraʊnd/	Ở phía sau	There is a mountain in the background
92.	In the forest	Adj	/ɪn/ /ðə/ /'fɒrɪst/	Ở trong rừng	There is a lot of grass in the forest
93.	Flow down	V	/fləʊ/ /daʊn/	Chảy xuống	The river is flowing down the mountain
94.	At the bottom of sth	Adj	/æt/ /ðə/ /'bɒtəm/ /ɒv/	Ở dưới chân/ dưới đáy	There is a lake at the bottom of the hill.
95.	Extend from sth	V	/ɪks'tend/ /frəm/	Kéo dài từ	A ramp extends from the shore to the boat
96.	Rough	Adj	/rʌf/	Dữ dội, gồ ghề	The water in the harbour is rough.
97.	Be reflected in sth	V	/bi:/ /rɪ'flektɪd/ /ɪn/	Phản chiếu vào	The birds are reflected in the pond.
98.	along the edge of sth	Adj	/ə'ləŋ/ /ði/ /ɛdʒ/ /ɒv/	Ven theo mép	The horse is walking along the edge of the water.
99.	Line sth	V	/laɪn/	Kéo dài dọc theo	Many trees line the water

#### 4. Household Items

##### a. Store & Product, Interior Decoration

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
100.	Lay out sth	V	/lei/ /aʊt/	Bày ra, để ra	Different kinds of bread are laid out for sale.
101.	Attach to sth	V	/ə'tæʃ/ /tu:/	Đính kèm	Labels have been attached to the bottles



102.	Stack on sth	V	/stæk/ /ɒn/	Xếp chồng lên	The bottles are stacked on top of each other.
103.	Decorate	V	/'dekəreɪt/	Trang trí	The cakes have been decorated
104.	Be displayed	V	/bi:/ /dɪs'pleɪd/	Được trưng bày	The items are displayed in the showcase
105.	flower arrangement	N	/'flaʊər/ /ə'reɪndʒmənt/	Bình hoa	A large flower arrangement is on the table.
106.	Fill with sth	V	/fɪl/ /wɪð/	Làm đầy	The vases are filled with flowers.
107.	Be hung on sth	V	/bi:/ /hʌŋ/ /ɒn/	Được treo trên	Pictures are hung on the wall near the windows.
108.	Above the fireplace	Adj	/ə'bʌv/ /ðə/ /'faɪə,pleɪs/	Trên lò sưởi	There are candles above the fireplace.

***b. Appliance and Equipment***

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
109.	To be located	V	/tu:/ /bi:/ /ləʊ'keɪtɪd/	Được đặt ở	The table is located in front of the sofa
110.	Cover with	V	/'kʌvə/ /wɪð/	Bao phủ	The table is entirely covered with a table-cloth
111.	Be neatly arranged	V	/bi:/ /'ni:tlɪ/ /ə'reɪndʒd/	Được sắp xếp gọn gàng	Pillows are neatly arranged on the bed.
112.	Folded blanket	N	/'fəʊldɪd/ /'blæŋkɪt/	Chăn đã được gấp	There are some folded blankets on the sofa.
113.	in the corner of sth	Adj	/ɪn/ /ðə/ /'kɔ:nər/ /ɒv/	Ở trong góc	There is a television in the corner of the room.
114.	Be arranged by size	V	/bi:/ /ə'reɪndʒd/ /baɪ/ /saɪz/	Được sắp xếp theo kích cỡ	The saucepans are arranged by size.

115.	on the left side of sth	Adj	/ɒn/ /ðə/ /left/ /saɪd/ /ɒv/	Ở phía bên trái của	There is a lamp on the left side of the bed.
116.	Turn off	V	/tʌ:n/ /ɒf/	Tắt	The hall lights have all been turned off

## PART 2. RESPOND TO A REQUEST

### 1. Who

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
Job/ Position					
117.	Accountant	N	/ə'kaʊntnt/	Kế toán	Ask the account if having any questions about your salary.
118.	Assistant	N	/ə'sɪstənt/	Trợ lý	The director decided that.
119.	Board of directors	N	/bɔːrd ʌv də'rektərz/	Ban giám đốc	You have to receive agreement of Board of directors to run this project.
120.	Chief Executive Officer (CEO)	N	/tʃiːf ɪg'zekjətɪ 'ɒfəsər/	Tổng giám đốc điều hành	Our CEO is in charge of it
121.	Division Head	N	/dɪ'vɪʒən hed/	Trưởng phòng	The Division Head had decision-making powers.
122.	Editor	N	/'edətər/	Biên tập viên	I think Jack is the best editor of the year
123.	Executive officer	N	/ɪg'zekjətɪv 'ɒfəsər/	Nhân viên điều hành	It's Executive officer who handled it.
124.	Receptionist	N	/rɪ'sepʃənɪst/	Lễ tân	Just meet the receptionist to check in.
125.	Representative	N	/,reprə'zentətɪv/	Người đại diện	He is a representative from the IT team.
126.	Secretary	N	/'sekɾə'terɪ/	Thư ký	Ask director's secretary to know his schedule.
127.	Security officer	N	/sɪ'kjʊrətɪ 'ɒfəsər/	Nhân viên an ninh	Our company has just hired a new security officer.
128.	Senior director	N	/'siːnjər də'rektər/	Giám Đốc cấp cao	She is Senior Director at the age of 30.

129.	Supervisor	N	/'supər,vaɪzə/	Người giám sát	Our supervisor wants to review them in our meeting at 4:00 P.M.
130.	Colleague	N	/'kæli:g/	Đồng nghiệp	A colleague of mine will take my place.
<b>Department</b>					
131.	Payroll department	N	/'peɪ,ruəl dɪ'pɑ:rtmənt/	Bộ Phận Lương	Contact payroll department to ask about your salary.
132.	Human Resources department	N	/'hjumən 'rɪsɔrsɪz dɪ'pɑ:rtmənt/	Phòng Nhân Sự	Submit the leave of absence letter to Human Resources department
133.	Personnel department	N	/'pɜrsə'nel dɪ'pɑ:rtmənt/	Phòng nhân sự	Check your employment contract with personnel department.
134.	Public Relations department (PR)	N	/'pʌblɪk rɪ'leɪʃən z dɪ'pɑ:rtmənt/	Phòng quan hệ công chúng	Thanks to PR department, our sales doubled this month.
135.	Marketing department	N	/'mɑrkətɪŋ dɪ'pɑ:rtmənt/	Phòng Marketing	It's marketing department that promotes your business.
136.	Overseas Division	N	/'oʊvər'sɪz dɪ'vɪʒən/	Phòng quan hệ quốc tế	Overseas Division handles any issues related to internation.
137.	Customer Service department	N	/'kʌstəmər 'sɜrvəs dɪ'pɑ:rtmənt/	Phòng chăm sóc khách hàng	Contact Customer Service department if you have any problem.
138.	Security department	N	/'sɪ'kjʊərəti dɪ'pɑ:rtmənt/	Phòng bảo vệ	You should go find your lost keys in Security department.
<b>Name</b>					
139.	John	N	/dʒən/		
140.	Sammy	N	/'sæmi/		
141.	Yamamoto	N	/'jama'moʊtoʊ/		

142.	Frank Jones	N	/fræŋk dʒoʊnz/		
143.	Lauren Kim	N	/'lɔrən kɪm/		
144.	Candace Black	N	/'kændəs blæk/		

## 2. Where

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
<b>Preposition + Place</b>					
145.	Across the street	Prep+N	/ə'krɒs ðə stri:t/	Phía bên kia đường	Let's meet at the café across the street.
146.	Around the corner	Prep+N	/ə'raʊnd ðə 'kɔrnər/	ở quanh khu này	The post office is near here, just around the corner.
147.	At the front counter	Prep+N	/æt ðə frʌnt 'kaʊntər /	ở quầy trước sảnh	Please serve yourself behind the counter.
148.	By the front door	Prep+N	/baɪ ðə frʌnt dɔːr/	Bên cạnh cửa trước	You will see a security officer by the front door.
149.	From the main office	Prep+N	/frʌm ðə meɪn 'ɒfɪs/	Từ văn phòng chính	There is a great view from the main office.
150.	In front of the lobby	Prep+N	/ɪn frʌnt ʌv ðə 'lɒbi/	Trước sảnh	Just wait me in front of the lobby.
151.	Near the park	Prep+N	/nɪr ðə park/	Gần công viên	There is a bus stop near the park.
152.	On the first floor	Prep+N	/ʌn ðə fɜːst flɔːr/	ở tầng 1	The conference room is on the first floor.
153.	On the next corner	Prep+N	/ʌn ðə nekst 'kɔrnər/	ở góc phố tiếp theo	The bank is on the next corner.
154.	Opposite the building	Prep+N	/'ɒpəzət ðə 'bɪldɪŋ/	Đối diện toà nhà	Just park your car opposite the building.
155.	In one's mail box	Prep+N	/ɪn wʌnz meɪl bɒks/	Trong hòm thư điện tử của ai đó	I think it is in your mail box, check it again.

156.	In the file cabinet	Prep+N	/ɪn ðə faɪl 'kæbənət/	Trong tủ chứa tài liệu	All the documents for the auction are in the file cabinet.
157.	In the sportswear section	Prep+N	/ɪn ðə 'spɔ:t,swɜː 'seɪʃən/	Ở khu vực đồ thể thao	Look for swimming suit in the sportswear section.
158.	On one's desk	Prep+N	/ən wʌnz desk/	Trên bàn ai đó	I place your document on your desk?
159.	Near the bus terminal	Prep+N	/nɪr ðə bʌs 'tɜːmənəl /	Gần trạm xe buýt	I live near the bus terminal
<b>Direction</b>					
160.	Over there	Prep Phrase	/'oʊvər ðeɪ/	ở đằng kia	Look, the poodle over there is so damn cute.
161.	Straight down to	Prep Phrase	/streɪt daʊn tu/	Đi thẳng đến	Walk straight down to the basement, Vinmart is there.
162.	To the post office	Prep Phrase	/tu ðə poʊst 'ɔːfɪs/	Về phía bưu điện	Head to the post office and you will see the bank.
163.	To the left of	Prep Phrase	/tu ðə left ʌv/	Hướng bên trái của	The bank is to the left of the post office.
164.	To the right of	Prep Phrase	/tu ðə raɪt ʌv/	Hướng bên phải của	The post office is to the right of the bank.
165.	To the north/ south/ east/ west of	Prep Phrase	/tu ðə nɔːθ/ saʊθ/ ɪst / west ʌv/	Hướng Đông, Tây, Nam, Bắc của	The post office is to the North of the bank
166.	Take place + prep	Prep Phrase	/teɪk pleɪs/	Diễn ra tại	The meeting is taking place in the space directly across from the break room.
167.	Be located in/on/at	Prep Phrase	/bi 'loʊ,keɪtəd ɪn/ən/æt/	Nằm ở	My house is located in Hanoi.
168.	Head to somewhere	Prep Phrase	/hed tu 'sʌm,weɪ/	Đi về hướng...	Head to the 14th floor

### 3. When

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
169.	From that day forward	Prep Phrase	/frʌm ðæt dei 'fɔrwəd/	Từ ngày đó trở đi	From that day forward, we don't talk anymore.
170.	A week ago	Adv	/ə wi:k ə'gəʊ /	Một tuần trước	We signed a big contract a week ago.
171.	Last week	Adv	/læst wi:k/	Tuần trước	She got fired last week.
172.	A little while ago	Adv	/ə 'lɪəl waɪl ə'gəʊ/	Một lúc trước	He's just left a little while ago.
173.	A couple of days ago	Adv	/ə 'kʌpəl ʌv deɪz ə'gəʊ/	Vài ngày trước	I stop eating junk food a couple of days ago.
174.	A decade ago	Adv	/ə de'keɪd ə' gəʊ/	Mười năm trước	I haven't seen him for like a decade.
175.	Over the past century	Adv	/'oʊvər ðə p æst 'sentʃəri/	Một thế kỷ qua	The antique has been there over the past century
176.	Right now	Adv	/raɪt naʊ/	Ngay bây giờ	I have another meeting so I have to leave right now.
177.	For now	Adv	/fɔr naʊ/	Bây giờ	For now, we have to save as much money as we can.
178.	Rarely	Adv	/'rerli/	Hiếm khi	I rarely express love to my father.
179.	Hardly	Adv	/'hɑ:rdli/	Hiếm khi	He hardly meet the deadline.
180.	Regularly	Adv	/'regjələrli/	Thường xuyên	She's fit because she regularly hits the gym.
181.	Soon	Adv	/su:n/	Sớm, không bao lâu nữa	He will recover soon.
182.	Sometime next week	Adv	/'sʌm, taɪm n ekst wi:k/	Lúc nào đó trong tuần tới	I'm busy this week so let's meet sometime next week.
183.	In about an hour	Adv	/ɪn ə'baʊt ən 'aʊər/	Trong khoảng 1 giờ nữa	The meeting is about to start in about an hour.

184.	Not for another hour	Adv	/nat fɔr ə'naʊðər 'aʊər/	Sau 1 giờ nữa	I just got called for a meeting so I won't be available not for another hour.
185.	By the end of this week	Adv	/baɪ ði end ʌv ðis wi:k/	Trước cuối tuần này	I will send you the report by the end of this week.
186.	In any minute	Adv	/ɪn 'eni 'mɪnət/	Bất cứ khi nào	I'll be by your side in any minute, as long as you need me.
187.	Not until next week	Adv	/nat ʌn'tɪl nekst wi:k/	Không cho đến tuần sau	The new discount store is not open for business until next week.
188.	As soon as	Adv	/əz su:n əz/	Ngay khi	Call me as soon as you get home.
189.	Right after + clause	Adv	/raɪt 'æftər/	Ngay sau khi ...	I'll contact him right after I hear back from you.
190.	When + clause	Adv	/wen/ + klɔz	Khi...	When the construction is completed, we should pay a visit to there.
191.	.....at the latest	Adv	/æt ðə 'leɪtəst /	Muộn nhất	They're gonna finish this afternoon, by 3:00 P.M. at the latest.
192.	Date	N	/deɪt/	Ngày	They didn't mention the date

#### 4. What

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
Office Things					
193.	Office supplies	N	/ˈɒfəs səˈplaɪz/	Đồ dùng văn phòng	We need to order more office supplies.
194.	Accommodation	N	/əˌkʌməˈdeɪʃən/	Chỗ ở	She can provide you with accommodation.



195.	Presentation	N	/ˌprezən'teɪʃən/	Bài thuyết trình	There's a presentation in the meeting room.
196.	Meeting	N	/'mi:tɪŋ/	Buổi họp	
197.	Agenda	N	/ə'dʒendə/	Lịch trình buổi họp	What is the agenda for today?
198.	Currency	N	/'kʌrənsi/	Tiền tệ	We use different currencies in here.
199.	Deadline	N	/'deːdlaɪn/	Hạn chót	What's the deadline for the report?
200.	Exchange rate	N	/ɪks'tʃeɪndʒ reɪt/	Tỉ giá hối đoái	The exchange rate is likely to rise.
201.	Impression	N	/ɪm'preʃən/	Sự ấn tượng	I have a good impression about the product.
202.	Improvement	N	/ɪm'pruːvmənt/	Sự tiến bộ	The improvement is promising.
203.	Interest rate	N	/'ɪntrəst reɪt/	Tỉ lệ lãi	I don't know what the interest rate is.
204.	Leave of absence	N	/liːv ʌv 'æbsəns/	Xin nghỉ phép	I sent him a leave of absence.
205.	Offer	N/V	/'ɔfər/	Đề nghị	I received the offer for the job.
206.	Plan	N	/plæn/	Kế hoạch	Do you have any plan this weekend?
207.	Procedure	N	/prə'sɪdʒər/	Thủ tục	I'll brief you about the procedure.
208.	Receipt	N	/rɪ'siːt/	Biên lai	Please send the receipts again.
209.	Refreshment	N	/rə'freʃmənt/	Sự thư giãn	Light refreshments will be served at the meeting.
210.	Retirement	N	/rɪ'taɪərmənt/	Sự nghỉ hưu	I am invited to Bill's retirement party.
211.	Job fair	N	/dʒəb fer/	Hội chợ việc làm	What kinds of job does the job fair have?
<b>City</b>					
212.	Chicago	N	/ʃə'kaːɡoʊ/		I live in Chicago.
213.	New York	N	/nuː jɔrk/		New York is a busy city.
214.	London	N	/'lʌndən/		I was born in London.
215.	Detroit	N	/drɪ'trɔɪt/		What do you know about Detroit?

Color					
216.	Light purple	ADJ	/aɪt 'pɜ:pəl/	Màu tím sáng	I'll pick the light purple shirt.
217.	Sky blue	ADJ	/skaɪ blu/	Màu xanh da trời	I think this sky-blue tie matches it better.
218.	Dark brown	ADJ	/dɑ:rk braʊn /	Màu nâu đậm	The dark brown one seems too dark in my opinion.
219.	Color range	N	/'kʌlə rɛɪn dʒ/	Dải màu	Can you show us how to switch color ranges again, please?
220.	Colorful	ADJ	/'kʌlərfəl/	Sắc sỡ	How colorful the flowers are!

## 5. How

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
Transportation					
221.	By car/ train/ bus/subway	ADV	baɪ kɑ: / treɪn/ bʌs/ 'sʌ, bweɪ	Đi bằng ô tô/ tàu/ xe buýt/ tàu điện ngầm	I go to work by train.
222.	On foot	ADV	ən fʊt	Đi bộ	I go on foot to school.
223.	Ride a bike/ a horse	V	raɪd ə baɪk/ ə hɔ:s	Lái xe đạp/ cưỡi ngựa	She doesn't know how to ride a bike.
224.	Drive a car/ a motorbike/ a van/ a truck	V	draɪv ə kɑ: / ə 'mɔ:tə bɑɪk	Lái ô tô/ xe máy	My dad taught me to drive a car.
225.	Commute	V	kə'mju:t	Đi lại đều đặn giữa 2 điểm	He commutes to work every day by train.
How much					
226.	Discount	N	dɪ'skaʊnt	Chiết khấu	You can get a discount online.

227.	Get 30% off	V	get 30% ɔf	Giảm 30%	You can get 30% off this refrigerator.
228.	A real bargain	N	ə riəl 'bargən	Món hời	That's bag is a real bargain.
229.	Sale off	V	seil ɔf	Giảm giá	They have a sale off on all items.
230.	Cost a fortune	V	kast ə 'fɔ:ʃən	Cực đắt	The motorbike costs me a fortune.
231.	Dirt cheap	ADJ	dɜ:t tʃip	Rẻ như bèo	Compared with that, coal is dirt cheap.
<b>Frequency</b>					
232.	Every Friday	ADV	'evəri 'fraɪdi	Mỗi thứ Sáu	I pay my grandma a visit every Friday.
233.	Once a month	ADV	wʌns ə mʌnθ	1 tháng 1 lần	He has his hair cut once a month.
234.	Twice a year	ADV	twais ə jɪr	2 lần 1 năm	We go on vacation together twice a month.
235.	Three times a week	ADV	θri taɪmz ə wi:k	3 lần 1 tuần	I hit the gym three times a week.
236.	No longer	ADV	noʊ 'lɒŋgər	Không... nữa	She no longer wears the sun glasses.
237.	Not any more	ADV	nat 'eni mɔ:r	Không nữa	The army has arrived. We should fear no more.
238.	Once in a blue moon	ADV	wʌns ɪn ə blu: mu:n	Gần như không bao giờ	I eat fast food only once in a blue moon.
<b>Personal Opinion/ Feeling</b>					
239.	Comfortable	ADJ	'kʌmfərtəbəl	Thoải mái	The chair is comfortable.
240.	Satisfied	ADJ	'sætə'sfaɪd	Hài lòng	Are you satisfied with the results?
241.	Dangerous	ADJ	'deɪndʒərəs	Nguy hiểm	The road is dangerous.
242.	Positive about	ADJ	'pazətɪv ə'baʊt	Suy nghĩ tích cực về	I am not positive about my exam result .

243.	[book] A page turner	N	ə peɪdʒ 'tɜːnər	Quyển sách rất hay	That book is a page turner to me.
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## 6. Why

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
<b>Positive and Neutral Reason</b>					
244.	Get/receive a promotion	V	get/rə'sɪv ə prə'mouʃən	Thăng chức	She just received a special promotion.
245.	Have a distinguished career	V	hæv ə dɪ'stɪŋɡwɪʃt kə'rɪr	Có sự nghiệp nổi bật	He has a distinguished career in his 40s.
246.	Be closer to	ADJ	bɪ 'kloʊsər tu	Gần với	The bookstore is close to my office.
247.	Transfer to	V	'trænsfər tu	Chuyển đến	She is transferred to Human Resource.
248.	More convenient	ADJ	mər kən'vinjənt	Thuận tiện hơn	I think it's more convenient to go by bike.
<b>Negative Reason</b>					
249.	Traffic jam	N	'træfɪk dʒæm	Tắc đường	There is traffic jam on the 5 <sup>th</sup> Street.
250.	Traffic congestion	N	'træfɪk kən'dʒestʃən	Tắc đường	The traffic congestion in the city gets worse.
251.	Heavy traffic	N	'hevi 'træfɪk	Giao thông ùn tắc	The heavy traffic slowed it down
252.	Scorching hot	ADJ	'skɔːʃɪŋ hət	Nóng nực	It's a scorching hot day.
253.	Run out of gas	V	rʌn aʊt əv ɡæs	Hết gas	Our car ran out of gas on the way here.
254.	Get fired	V	get 'faɪərd	Bị sa thải	If you keep missing deadlines, you'll get fired.

## 7. Yes/ No Questions; Request & suggestions

No.	Word/ Collocation	Part of speech	Phonetic	Meaning
<b>Acceptance/ Neutral</b>				
255.	That sounds good		ðæt saʊndz gʊd	Nghe hay ho đó.
256.	That's a good idea		ðæts ə gʊd aɪ'diə	Đó là một ý tưởng hay.
257.	What a great idea!		wʌt ə greɪt aɪ'diə!	Thật là một ý tưởng tuyệt vời
258.	I'd be glad to.		aɪd bi glæd tu	Tôi rất sẵn lòng
259.	I'd be happy to		aɪd bi 'hæpi tu	Tôi rất vui lòng
260.	Sure	ADJ	fʊr	Chắc chắn rồi
261.	Certainly	ADV	'sɜ:tənli	Dĩ nhiên
262.	Definitely	ADV	'defənətli	Tất nhiên rồi
263.	Not at all	ADV	nʌt æt ɔl	Không một chút nào
264.	At all times	ADV	æt ɔl taɪmz	Bất cứ khi nào
265.	By all means	ADV	baɪ ɔl minz	Bằng mọi cách
266.	I'd appreciate that		aɪd ə'priʃɪ,eɪt ðæt	Tôi cảm kích điều đó
267.	Follow one's advice	V	'fəloʊ wʌnz æd' vaɪs	Nghe theo lời khuyên của ai
268.	Sure. I'll do it right away		fʊr. aɪl du ɪt raɪt ə'weɪ	Chắc chắn rồi, tôi sẽ làm ngay bây giờ
269.	Let sb do sth (Let me check my calendar)	V	let sb du sth	Để ai đó làm gì
<b>Denial</b>				
270.	I'd love to but I have other plans		aɪd lʌv tu bʌt aɪ hæv 'ʌðər plænz	Tôi rất muốn nhưng tôi có kế hoạch khác rồi
271.	That's Ok, I don't want it		ðæts 'oʊ'keɪ, aɪ dʊnt want ɪt	Như vậy ổn rồi, tôi không cần thêm.

272.	We'd better + V (We'd better take something to eat or we will be hungry later)		wɪd 'betər	Chúng ta nên...
273.	Maybe we should V		'meɪbi wi ʃʊd	Có lẽ chúng ta nên...
274.	I don't think + clause		aɪ doʊnt θɪŋk	Tôi không nghĩ là...
275.	Thank you, but I can manage it.		θæŋk ju, bʌt aɪ kæn 'mænədʒ ɪt	Cảm ơn nhưng tôi có thể tự xoay xở được
276.	No, thanks.		nəʊ, θæŋks	Không, cảm ơn
277.	Sorry, but ~		'sɒri, bʌt ~	Xin lỗi nhưng...
278.	I'm afraid ~		aɪm ə'freɪd ~	Tôi e rằng...

## PART 3. SHORT CONVERSATION

### 1. Office

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
279.	Headquarters	N	'hed,kwɔrtə rɪz	Trụ sở	I have to make a call to headquarters before we get down to business
280.	Branch	N	bræŋʃ	Chi nhánh	I am transferring to the San Francisco branch to be closer to my family.
281.	Department	N	dɪ'pɑ:tmənt	Phòng ban	Your letter has been forwarded to our sales department.
282.	Document	N	'dɒkjəmənt	Tài liệu	It is important to keep all of your financial documents in a safe place.
283.	Paid vacation	N	peɪd veɪ'keɪʃən	Nghỉ phép có lương	Employees are entitled to 120 hours of paid vacation.
284.	Conference room	N	'kɒnfərəns rʊm	Phòng hội thảo	The conference room was silent, the air purified, the lighting perfect.
285.	Paycheck	N	peɪ tʃek	Chi phiếu để trả lương	With new system, Payroll Department will send out paychecks faster.
286.	Payroll	N	'peɪ,rəʊl	Bảng lương	He's the manager of a baseball team with a \$50 million payroll.
287.	Payday	N	'peɪ,deɪ	Ngày trả lương	I give my mother \$100 on payday every month.
288.	Wages	N	'weɪdʒəz	Tiền lương	The company offers competitive <b>wages</b> and good benefits.

289.	Bonus	N	'bounəs	Tiền thưởng	Staff members were given a <b>bonus</b> for finishing the project on schedule.
290.	Raise taxes	V	reɪz 'tæksəz	Thu thuế	A government has a duty to raise taxes in order to defend the nation.
Employer – Employee					
291.	Go on a business trip	V	ɡoʊ ən ə 'bɪznəs trɪp	Đi công tác	He has to go on a business trip, but telephones and writes to her regularly.
292.	Turn in sth	V	tɜːn ɪn sth	Nộp gì đó	I've never had to turn in an expense report before.
293.	Expense report	N	ɪk 'spens rɪ'pɔːt	Báo cáo chi tiêu	
294.	Submit sth to sb	V	səb'mɪt ... tu ..	Nộp cái gì đó cho ai	How should I submit expense report to the accounting department?
295.	Attach sth along with sth	V	ə'tæʃ sth ə'lɒŋ wɪð	Đính kèm gì đó	Scan each receipt and attach them along with the report to an e-mail.
296.	Participate in	V	pɑː'tɪsəˌpeɪt ɪn	Tham gia vào	I'm supposed to participate in an orientation session organized by the human resources department.
297.	Orientation session	N	ˌɔːriən'teɪʃən 'seʃən	Buổi định hướng	
298.	Settle in	V	'setəl ɪn	Ổ yên tại	I'm still settling in here since it's my first day of work.
299.	First day of work	N	fɜːst deɪ ʌv wɜːk	Ngày đầu đi làm	
Employee - Employee					
300.	Competitor	N	kəm'petətə	Đối thủ	Our competitor is launching a free delivery service next month.
301.	To launch something	V	lɒŋʃ	Khai trương, ra mắt gì đó lần đầu	



302.	To stay competitive	V	steɪ kəm'petətɪv	Giữ vị thế cạnh tranh	To stay competitive, we should consider eliminating the fee to deliver furniture from our store to customers' homes as well.
303.	To consider sth/ doing sth	V	kən'sɪdə	Cân nhắc về cái gì/ việc gì	
304.	Delivery trucks	N	dɪ'lɪvəri trʌ ks	Xe giao hàng	I'm concerned we'd need to buy additional delivery trucks.
305.	No charge	N	nou tʃɑrdʒ	Không mất phí	More customers would use that service if there were no charge.
306.	To lease sth	V	lis	Thuê	We could just lease them instead of buying.
307.	Initial investment	N	ɪ'nɪʃəl ɪn'vestmənt	Vốn ban đầu	That would require less initial investment.
308.	Suggestion	N	səg'dʒestʃən	Đề xuất	I like your suggestion.
309.	A cost projection report	N	ə kast prə'dʒekʃən rɪ'pɔrt	Báo cáo chi phí dự trù	Should we prepare a cost projection report before we discuss the idea with our supervisor
310.	Report template	N	rɪ'pɔrt 'templət	Mẫu báo cáo	Meeting report template at our company includes Date and Time, participants and main contents.

## 2. Agency

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
Insurance Agency					
311.	Coverage	N	'kʌvərədʒ	Phạm vi bảo hiểm	This is an insurance policy with extensive coverage.

312.	Cover	V	'kʌvər	Bao gồm, chi trả cho	Travel insurance policies provide a list of covered reasons for trip cancellation. If your reason is not on the list, you will not be covered.
313.	Policy	N	'pələsi	Chính sách	
314.	In the event of		in ði ɪ'vent əv	Trong trường hợp	In the event of breaching the contract, you will have to compensate \$2000.
315.	Theft	N	θeft	Trộm cắp	The insurance will cover 30% value of the phone in the event of theft.
316.	Breakage	N	'breɪkɪdʒ	Vỡ	The warranty will only cover damage that occurs as a result of a defect-not normal wear and tear-so scratched lenses and accidental <b>breakage</b>
317.	Insurance policy holder	N	ɪn'sʊərəns 'pələsi 'hoʊldər	Người hưởng bảo hiểm	I'm one of your insurance policy holders. I was just in an accident, and I would like my car to be towed to an auto repair shop.
318.	Feel + adj + Ving	V	fɪ:l	Cảm thấy thế nào khi làm việc gì đó	I don't feel comfortable driving it.
319.	Confirm	V	kən'fɜrm	Xác nhận	I'd just like to confirm that you've notified the police about the situation.
Travel Agency					
320.	Book	V	bʊk	Đặt	We received an outstanding review on famous travel
321.	Outstanding	ADJ	ˌaʊt'stændɪŋ	Nổi bật	
322.	Review on	V	ˌriː'vju ɒn	Nhận xét về	

323.	Travel blogger	N	'trævəl 'blɒgər	Người viết blog về du lịch	blogger George Leeland's Web page.
324.	Lead a tour	V	Li:d ə tɔr	Dẫn đoàn	Is everything ready for the tour we're leading today?
325.	To stock sth with sth	V	stak	Dự trữ cái gì cho cái gì	I just stocked the bus with water and snacks.
326.	Safety gear	N	'seɪfti ɡɪr	Thiết bị an toàn	And we've got the safety gear in case any wild animals get too close to the vehicle.
327.	Bugs spray	N	bʌgz spreɪ	Đồ xịt côn trùng	Bring along cans of bugs spray because there are lots of mosquitoes in the jungle.
328.	Depart	V	dɪ'pɑːt	Khởi hành	Let's depart to Paris.
329.	Be prepared	ADJ	pri'perd	Được chuẩn bị kỹ lưỡng	Remember to be prepared before a trip.

#### Real Estate Agency

330.	Apartment	N	ə'pɑːtmənt	Căn hộ	The apartment comes with two bedrooms, a bathroom and a modern kitchen.
331.	Skyline	N	'skaɪ laɪn	Đường chân trời	The Chicago skyline can be seen from the bedroom.
332.	Rent	V/N	rent	Thuê/ giá thuê	Rent is \$1,900 a month
333.	Fill out an application	V	fɪl aʊt ən ˌæplə'keɪʃən	Điền đơn	If you're interested in filling out an application, I have one right here.
334.	Have a showing	V	hæv ə 'ʃoʊɪŋ	Đi xem nhà	I have another showing tomorrow, which I'd like to follow through with before making a decision on where to live.
335.	Make a decision	V	meɪk ə dɪ'sɪʒən	Quyết định	
336.	Tenant	N	'tenənt	Người thuê	Just be aware that another potential tenant saw the unit this morning.
337.	Be aware of N/	ADJ	ə'wer	Lưu tâm, nhận thức	

	Be aware that + clause				
338.	Be given priority	V	bi 'gɪvən praɪ 'ɔrəti	Được ưu tiên	Whoever turns one in first will be given priority.

### 3. Store/ department store

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
<b>Customer – Shop owner</b>					
339.	Try on	V	traɪ ɒn	Thử	I would like to try on that pink dress.
340.	Display	V	di 'splɛɪ	Trung bày	They are displaying new model of Mercedes Benz.
341.	Model	N	'mɒdəl	Người mẫu/ Mẫu	
342.	Look for	V	lʊk fɔr	Tìm kiếm	I'm looking for Dairy Area
343.	Pay by cash/ check/ card	V	peɪ baɪ kæʃ/ tʃek/ kɑrd	Trả bằng tiền mặt/ séc/ thẻ	I don't have cash here, would I pay by card?
344.	Shop window	V	ʃɒp 'wɪndəʊ	Mua sắm chỉ ngắm nhưng không mua	My favorite time-killing thing is window shopping.
345.	Counter	N	'kaʊntə	Quầy thanh toán	Please come to the counter to make your payment.
346.	Refund	N	'ri:fʌnd	Tiền hoàn lại	We will give you a refund if any defect of product is found.
347.	Take the escalator	V	teɪk ðɪ 'eskəleɪtə	Đi thang cuốn	Please take the escalator over there to reach sportwear section
348.	Loyalty program	N	'lɔɪəlti 'prəʊ.ɡræm	Chương trình cho khách	Would you like a card for our loyalty program, with

				hàng trung thành	which you can earn points with everything you buys?
349.	International shipping services	N	ˌɪntərˈnæʃənəl 'ʃɪpɪŋ 'sɜːrvəsəz	Dịch vụ giao hàng quốc tế	Does your shop offer international shipping services?
350.	Bubble wrap	N	'bʌbəl ræp	Bọc chống va đập	I can put the teapot in bubble wrap for you to protect it while you're traveling.
351.	Purchase	V	'pɜːtʃəs	Mua	I'm looking to purchase some moisturizer.
352.	Top provider of sth	N	tɒp prəˈvaɪdə ʌv sth	Nhà cung cấp hàng đầu về...	Kiehl's is the nation's top provider of cosmetics.
353.	Cosmetics	N	kɒz'metɪks	Mỹ phẩm	
354.	Cashier	N	kæ'ʃɪr	Thu ngân	Please pay your bill with the cashier.
<b>Boss – Employee</b>					
355.	Inventory report	N	ˌɪnvən'tɔːrɪ rɪˈpɔːt	Báo cáo kiểm hàng	Here's the completed inventory report you wanted.
356.	Run low on sth	V	rʌn loʊ ɒn sth	Bán chậm mặt hàng nào đó	Our shop is running low on stationery goods
357.	Stationery goods	N	'steɪʃəˌnerɪ ɡʊdz	Đồ văn phòng phẩm	Do you have stationery goods, like notebooks and pens?
358.	Delivery service	N	dɪˈlɪvəri 'sɜːrvəs	Dịch vụ giao hàng	The free delivery service we offered in September helped us sell more.
359.	Order new stock	V	'ɔːdə nu stɒk	Đặt thêm hàng mới	Can you please order new stock by this weekend?

360.	Supplier	N	sə'plaiər	Nhà cung cấp	I found a supplier who will provide goods at lower price.
361.	Confidential information	N	ˌkənʃə'denʃəl ˌɪnfər'meiʃən	Thông tin tuyệt mật	This is confidential information so no one have the right to leak it out.

## 1. Library

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
362.	Return sth to sth	V	rɪ'tɜːn sth tu sth	Trả lại	I need to return this book to the library.
363.	Due	ADJ	djuː	Đến hạn	But it's due tomorrow, which means you'll have to pay a late fee if you bring it back then.
364.	Pay a late fee	V	peɪ ə leɪt fi	Trả phí quá hạn	
365.	Overdue	ADJ	'oʊvər' djuː	Quá hạn	I need to return this book to the library. It's overdue.
366.	Check out	V	tʃek aʊt	Ghi tên khi ra về	Could you check out a book for me?
367.	Library card	N	'laɪbrəri kɑːd	Thẻ thư viện	Sign up for a library card and you will be allowed to study in the library.
368.	Section	N	'sekʃən	Khu vực	The book you are finding is in Section 4, which is to the left.
369.	Journal	N	'dʒɜːnəl	Báo hằng ngày	The doctor is reading the Journal of Medical Science.
370.	Shelf/ Bookshelf	N	ʃelf/ 'bʊkʃelf	Giá sách	Find it in shelf 4, section 6.

371.	Aisle	N	ail	Lối đi giữa các giá sách	I love sitting between the aisles and reading a novel by Jane Austin.
372.	Under the name		'ʌndər ðə neɪm	Dưới tên ai	My account is under the name David Harris.
373.	a novel by [author]	N	ə 'nɒvəl baɪ ['ɔθər]	Tiểu thuyết của tác giả...	It looks like you still have a novel by Brad Thompson called Forgotten Time. It was released just last month.
374.	Release	V	ri'li:s	Ra mắt	
375.	Drop it off	V	drɒp ɪt ɒf	Đề lại cái gì đó	I'll be visiting my family in Tacoma for a few days, so I'll drop it off next week.
376.	Renew	N	ri'nju	Hồi phục lại, làm mới lại	Could you renew that book for me?

## 2. Bank

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
377.	Teller	N	'telər	Giao dịch viên	The teller at the end of the counter is helping another customer
378.	Loan application	N	loun ,æplə'keɪʃən	Đăng ký vay tiền	The appropriate policies would be decided separately for each loan application.
379.	Deposit	N	də'pazɪt	Tiền đặt cọc	Payment through a banker or by written draft against deposit was frequent.
380.	Balance	N	'bæləns	Số dư	My bank balance isn't very healthy.

381.	Account	N	ə'kaʊnt	Tài khoản	We invested the money in a high-interest bank account.
382.	Savings account	N	'seɪvɪŋz ə'kaʊnt	Tài khoản tiết kiệm	I was here about an hour ago to open a new savings account.
383.	Withdraw	V	wɪð'drəʊ	Rút	I need to withdraw cash before I fly to Vancouver for a business trip.
384.	Overdraw	V	'oʊvər'drəʊ	Rút quá số tiền gửi	The exception occurs if you <b>overdraw</b> your account.
385.	Transfer	V	'trænsfər	Chuyển khoản	My mother transfers \$500 to me each month.
386.	Identification	N	aɪ'dentɪfə'keɪʃən	chứng minh thư	You need to bring your identification to open an account.
387.	In line	Prep +N	ɪn laɪn	Xếp hàng	Quite a few people are in line to use that one.
388.	ATM (Automated Teller Machine)	N	'ɒtə'metɪd 'tɛlə mə'ʃɪn	Cây rút tiền tự động	I need to go to the nearest ATM to draw some cash.
389.	Cash	N	kæʃ	Tiền mặt	
390.	Accessible	ADJ	æk'sesəbəl	Có thể kết nối	The ATM is undergoing regular maintenance and won't be accessible for about an hour.
391.	Credit card	N	'kredɪt kɑːd	Thẻ tín dụng	Your credit card is no longer valid.
392.	Debit card	N	'deɪt kɑːd	Thẻ ghi nợ	The debit card balance must be paid in full by the end of each month

### 3. Museum/ Art gallery/ Theater

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
Client – Theater					



393.	Be interested in	ADJ	'intrəstəd in	Thích thú việc gì	I'm interested in seeing the musical Coral Sea.
394.	Ticket	N	'tɪkət	Vé	Are there any tickets available for the opening show on Saturday?
395.	Available for sth	ADJ	ə'veɪləbəl fɔr	Có sẵn	
396.	Opening show	N	'oʊpənɪŋ ʃoʊ	Màn mở đầu	
397.	Leading actor	N	'liːdɪŋ 'æktər	Diễn viên chính	The leading actor was nominated for several awards last year
398.	Be nominated for	PII	bɪ 'nɑːməˌneɪtəd fɔr	Được vinh danh cho	
399.	Stage	N	steɪdʒ	Sân khấu	I'd like two that are next to each other and as close to the stage as possible.

#### Artist – Art Gallery

400.	Artwork	N	'ɑːrtwɜːrk	Tác phẩm nghệ thuật	I can't believe Pasadena Gallery is going to display my artwork!
401.	Take pride in	V	teɪk praɪd ɪn	Tự hào về	We take great pride in supporting local artists.
402.	Appeal to	V	ə'piːl tu	Thu hút	I think your paintings will appeal to our clients.
403.	Achieve success	V	ə'ʃiːv sək'ses	Đạt được thành công	If you go on to achieve success, we can say that your first exhibit was held at our gallery.
404.	Exhibit	V	ɪɡ'zɪbɪt	Trưng bày	
405.	To decide on	V	ˌdɪ'saɪd ɒn	Quyết định về	Have you decided on the dates yet?
406.	Meet-and-greet event	N	miːt-ænd-griːt ɪ'vent	Sự kiện gặp mặt chào mừng	I'm traveling to Berlin to participate in a meet-and-greet event with other aspiring painters on September 8.
407.	Aspiring painters	N	ə'spaɪrɪŋ 'peɪntərz	Hoạ sĩ đang lên	

#### Film Festival

408.	Big star	N	big star	Ngôi sao hàng đầu	All the big stars will make their appearance here
409.	Make one's appearance	V	meɪk wʌnz ə'pɪərəns	Xuất hiện	
410.	Get the signatures of sb	V	'sɪgnətʃərz	Xin chữ ký của	I'm also going to get the signatures of every star I know.

#### 4. Hotel/ Convention Center

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
<b>Convention Center</b>					
411.	a presentation on	N	ə ,prezən'teɪʃən ɒn	Bài thuyết trình về	He requested a presentation on the summer sports program.
412.	run late for	V	rʌn leɪt fɔː	Làm gì đó muộn	I'm running late for my meeting with Mr. Baxter this morning.
413.	on the [third] floor	Prep	ɒn ðɪ [θɜːd] flɔː	Trên tầng ...	The recreation department is on the third floor.
414.	Elevator	N	'elə'veɪtə	Thang máy	Take the elevator and go to 6 <sup>th</sup> floor.
415.	go upstairs/ downstairs	V	ɡoʊ əp'sterz/ daʊn'sterz	Lên/ xuống tầng	I'll go upstairs to attend the meeting.
<b>Hotel</b>					
416.	Airport shuttle bus	N	'er.pɔːt 'ʃʌtəl bʌs	Xe đưa/ đón ở sân bay	I'd like to take your hotel's airport shuttle bus tomorrow.

417.	Arrange sth for sb	V	ə'reɪndʒ sth fɔr sb	Sắp xếp cái gì cho ai	Can you arrange that for me?
418.	At another time		æt ə'nʌðər taɪm	Vào lúc khác	I'm busy now so could I go at another time?
419.	A spot	N	ə spɒt	Chỗ trống	We have a spot open at 8:30 A.M.
420.	Schedule	V	'skedʒʊl	Lịch trình	My flight is scheduled to depart at 1 o'clock.
421.	Check-in/ check-out time	N	ʃek-ɪn/ ʃek-aʊt taɪm	Giờ vào/ ra	Check-in time is from 6 pm to 6:30 pm
422.	Reservation	N	ˌrezər'veɪʃən	Sự đặt trước	I made a reservation for a double room tonight.
423.	House keeper	N	haʊs 'ki:pər	Quản gia	The desk clerk is sending a housekeeper to bring more towels to your room.
424.	Suite	N	swɪt	Dãy	Your room is in suite A.

## 5. Event Organizer

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
425.	The talk on	N	ðə tɔk ɒn	Buổi nói chuyện về	The talk on renewable energy is going to start 20 minutes behind schedule.
426.	Behind schedule	Prep+N	bɪ'haɪnd 'ske dʒʊl	Muộn hơn so với lịch trình	
427.	Speaker	N	'spi:kər	Diễn giả	
428.	Notify sb about sth	V	'nəʊtəˌfaɪ sb \ ə'baʊt sth	Thông báo cho ai đó về điều gì	I'll notify the audience about the change.
429.	Audience	N	'ɔdiəns	Khán thính giả	

430.	Keynote	N	'ki ,noot	Chủ đạo, quan trọng	Regarding the keynote lecture, over 200 people signed up to hear it.
431.	An important issue	N	ən ɪm'pɔ:tənt 'ɪʃu	Vấn đề quan trọng	Food waste is an important issue
432.	Best-selling	ADJ	best- 'selɪŋ	Bán chạy nhất	Harry Porter is one of the top 10 best-selling books of all times.
433.	Valet parking driver	N	væ'lei 'pɑ:kɪŋ 'draɪvər	Nhân viên giúp khách đỗ xe	A valet parking driver called in sick
434.	Call in sick	V	kɔl ɪn sɪk	Gọi báo nghỉ ốm	
435.	Make things work	V	meɪk θɪŋz wɜ:k	Giúp mọi việc hoạt động	Hopefully, you can make things work with one less person.
436.	A banquet	N	ə 'bæŋkwət	Buổi tiệc	The number of guest to the banquet is 200.
437.	To seat sb	V	tu si:t sb	Sắp chỗ cho ai	I'm trying to seat all the winners near the front of the venue.
438.	Venue	N	'venju	Nơi gặp gỡ	
439.	An access to	N	ən 'æks ,ses tu	Tiếp cận với	They should have easy access to the stage.
440.	Caterer	N	'keɪtərər	Người tổ chức	We got an e-mail from the caterer for the event about 30 minutes ago.
441.	Seating chart	N	'sitɪŋ tʃɑ:t	Sơ đồ chỗ ngồi	I'm almost finished with the seating chart for Friday's banquet.
442.	Guest list	N	gest lɪst	Danh sách khách mời	Beeman Corporation expanded its guest list this morning.

443.	Vegetarian meals	N	ˌvedʒəˈteriən milz	Bữa ăn chay	The message just mentioned the number of vegetarian meals that will be provided.
444.	Auditorium lobby	N	ˌɒdəˈtɔːriəm ˈlə bi	Hội trường cho thánh giả	We have to get the auditorium lobby ready now
445.	Debut performance	N	deɪˈbjʊ pərˈfɔː mənəs	Buổi biểu diễn ra mắt công chúng	SNSD debut performance in 2007 was great.
446.	Refreshment stand	N	rəˈfrefmənt stænd	Khu vực đồ giải khát	There are lots of tiramisu and bubble tea at refreshment stand.
447.	Shift	N	ʃɪft	Ca làm việc	His shift starts in 15 minutes.

### Check-up (File 8)

Weston Climate Change Lecture Series				
	Room 101	Room 102	Room 103	Room 104
8 A.M			Reducing Food Waste	
9 A.M	Renewable Energy			Cars Are the Problem
10 A.M		Sea Levels and Cities		Weather and Its Changes

## PART 4. SHORT TALK

### I. ANNOUNCEMENT

#### 1. Airline

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
448.	pre-boarding announcement	N	/pri: / - / 'bɔ: dɪŋ / /ə 'naʊnsmənt /	Thông báo trước lúc khởi hành	This is the pre-boarding announcement for flight 89B to Rome.
449.	special assistance	N	/ 'spɛʃəl / /ə 'sɪstəns /	Hỗ trợ đặc biệt	We are now inviting any passengers requiring special assistance to begin boarding.
450.	boarding pass	N	/ 'bɔ: dɪŋ / /pɑ: s /	Vé	Please have your boarding pass and identification ready.
451.	boarding call	N	/ 'bɔ: dɪŋ / /kɔ: l /	Thông báo gọi lên máy bay	This is the final boarding call for passengers Erin and Fred Collins.
452.	proceed to	V	/prə 'si: d / /tu: /	Tiến tới, di chuyển tới	Please proceed to gate 3 immediately
453.	upright position	N	/ 'ʌpraɪt / /pə 'zɪʃən /	Tư thế thẳng đứng	Please keep your seats and table trays in the upright position for take-off.
454.	Be prohibited	V	/prə 'hɪbɪtɪd /	Bị cấm	Smoking is prohibited for the duration of the flight.
455.	carry-on luggage	N	/ 'kæri / - / ɒn / / 'lʌɡɪdʒ /	Hành lý xách tay	We ask that you make sure that all carry-on luggage is stowed away safely during the flight.
456.	inclement	Adj	/ɪn 'klemənt /	(thời tiết) xấu	There will be a slight departure delay due to inclement weather outside.
457.	Welcome onboard	V	/ 'welkəm / / 'ɒnbɔ: d /	Chào mừng tới chuyến bay	Welcome onboard this flight to Seoul.

#### 2. Bus

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
458.	Next stop	N	/nekst/ /stɒp/	Điểm dừng tiếp theo	Attention, please! The next stop of the bus is the Art Museum.
459.	Get on	V	/get/ /ɒn/	Lên xe	If you want to go to 5 <sup>th</sup> Avenue, get on the bus number 15.
460.	Get off	V	/get/ /ɒf/	Xuống xe	Remember to get off the bus at Mountain Road.
461.	Bus lane	N	/bʌs/ /leɪn/	Làn đường cho xe bus	It is illegal to park a car in a bus lane.
462.	Catch a/the bus	V	/kæʃ/ /ðə/ /bʌs/	Bắt xe bus	From here it is possible to catch the bus back to Peebles.
463.	Miss a/the bus	V	/mɪs/ /ðə/ /bʌs/	Nhỡ xe bus	They missed the bus to school.
464.	Bus route	N	/bʌs/ /ru:t/	Lộ trình xe bus	There will soon be a new bus route circuiting the old city.

### 3. Train

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
465.	Step on/ off	V	/step/ /ɒn/ /ɒf/	Bước lên, xuống tàu	Please step on or off the train so that we can depart
466.	Conductor	N	/kən'dʌktə/	Người lái tàu	Attention, passengers: this is your conductor speaking.
467.	On platform	Adj	/ɒn/ /'plætfɔ:m/	Sân ga	May I have your attention please on platform 14.
468.	Leave unattended	V	/li:v/ /,ʌnə'tendɪd/	Không có người trông nom	Luggage left unattended may be removed without warning or destroyed or damaged by the security services.

469.	Line up at	V	/laɪn/ /ʌp/ /æt/	Xếp hàng ở	Please have your boarding passes ready, and line up at door number five.
470.	Automated ticket machines	N	/'ɔ:təmeɪtɪd/ /'tɪkɪt/ /mə'ʃi:nz/	Máú bán vé tự động	If you need to buy tickets for the light-rail train, use the automated ticket machines
471.	Rail route map	N	/reɪl/ /ru:t/ /mæp/	Bản đồ đường tàu	There are rail route maps and information about the light-rail system at the kiosks on both the main and lower floors.

#### 4. Theater

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
472.	intermission	N	/,ɪntə(:)'mɪʃən/	Lúc tạm nghỉ	There will be four acts with a 20-minute intermission.
473.	Permit	V	/'pɜ:mɪt/	Cho phép	Photography is not permitted during the performance.
474.	Box office	N	/bɒks/ /'ɒfɪs/	Phòng vé	You can buy tickets in person or by calling the box office at 555-8294.
475.	in the lobby	Adj	/ɪn/ /ðə/ /'lɒbi/	Ngoài hành lang	During intermission drinks and snacks are for sale in the lobby.
476.	Sold out	Adj	/səʊld/ /aʊt/	Hết vé	Tickets for the play has already been sold out.
477.	Rehearse	V	/rɪ'hɜ:s/	Diễn tập	The orchestra is rehearsing a piece by Schumann.

#### 5. Museum



No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
478.	state-of-the-art	Adj	/steɪt/-/v/-/ði/- /ɑ:t/	Tân tiến	We are excited about the reopening of the museum galleries with state-of-the-art and upgraded exhibits.
479.	Acquire sth	V	/ə'kwaɪə/	Đạt được, thu được	The museum acquired a Van Gogh during heavy bidding
480.	Open/closed to the public	Adj	/'əʊpən//kləʊzd/ /tu:/ /ðə/ /'pʌblɪk/	Mở/ đóng với công chúng	Please notice that our Museum will be closed to the public this weekend for renovation.
481.	admission fee	N	/əd'mɪʃ(ə)n/ /fɪ:/	Phí vào cửa	Many museums do not have admission fees.
482.	curator	N	/kjʊə'reɪtə/	Người quản lí bảo tàng	The curator is an expert in her field.
483.	wander around (sth)	V	/'wɒndə/ /ə'raʊnd/	Loanh quanh	On Saturday I enjoyed wandering around the Metropolitan Museum of Art.

## II. NEWS REPORT/ RADIO BROADCASTS

### 1. Business

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
484.	Be glad to do sth	Adj	/bi:/ /glæd/ /tu:/	Hân hạnh làm gì	I'm glad to see all of you here in the training session.
485.	In order to do sth	Conj	/m/ /'ɔ:də/ /tu:/	Để cho	In order to enhance our productivity, we decided to upgrade the Internet system.
486.	Get used to sth/ doing sth	V	/get/ /ju:zd/ /tu:/	Quen với	We'd like you to get used to our new inventory software program.

487.	To be well organized	Adj	/tu:/ /bi:/ /wəl/ /'ɔ:gənəɪzd/	Sắp xếp gọn gang	I'm sure this program will help you keep our stock well organized.
488.	Have an interview with sb	V	/hæv/ /ən/ /'ɪntəvjʊ:/ /wɪð/	Có cuộc phỏng vấn với	we have a special interview with Gary Houston.
489.	Be responsible (for doing sth)	Adj	/bi:/ /rɪs'pɒnsəbl/ (/fɔ:/ /'du(:)ɪŋ/	Có trách nhiệm làm gì	He is responsible for making our Web site truly interactive.
490.	Have a company picnic	V	/hæv/ /ə/ /'kʌmpəni/ /'pɪknɪk/	Đi dã ngoại cùng công ty	The staff will have a company picnic this weekend.
491.	Hire new employees	V	/'haɪə/ /nju:/ /,ɛmplɔɪ'ɪ:z/	Thuê nhân viên mới	The officer is hiring some new employees.
492.	Attend a conference	V	/ə'tend/ /ə/ /'kɒnfərəns/	Tham dự hội nghị	We are attending a conference in the meeting hall.
493.	Order supplies	V	/'ɔ:də/ /sə'plaɪz/	Đặt thêm văn phòng phẩm	She's ordering supplies for the office.
494.	Take a vacation	V	/teɪk/ /ə/ /və'keɪʃən/	Đi nghỉ	The President is going to take a vacation next week and Mr. Park will be in charge of the company while
495.	Start a small business	V	/stɑ:t/ /ə/ /smɔ:l/ /'bɪznɪs/	Thành lập/ khởi động 1 công việc/ lĩnh vực	Our company decided to start a small business in food and beverage industry.
496.	Write a list	V	/raɪt/ /ə/ /lɪst/	Viết 1 danh sách	I wrote a list of names and job titles.

## 2. Weather

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
497.	drop to/ into	V	/drɒp/ /tuː/ /'ɪntuː/	Giảm xuống	The temperatures there will drop into the low 70s.
498.	continue to do sth	V	/kən'tɪnju(:)/ /tuː/	Tiếp tục	Coast weather will continue to be warm and sunny for the next two days.
499.	At the start of sth	Adj	/æt/ /ðə/ /stɑːt/ /ɒv/	Khởi đầu	At the start of next week, we expect some clearing in the north.
500.	Predict to do sth	V	/prɪ'dɪkt/ /tuː/ /duː/	Dự báo	The storm is predicted to strike southern Florida early this evening.
501.	Weather update	N	/'weðə/ / /ʌp'det/	Cập nhật về thời tiết	This is Tony Malloy with a valley weather update
502.	Expect sth/ to do sth	V	/ɪks'pekt/	Mong đợi	We're expecting afternoon clearing with partly cloudy skies
503.	Chance of sth	N	/tʃɑːns/ /ɒv/	Khả năng	Chance of rain is 40 percent today but drops to 10 percent by Friday.
504.	A blanket of snow	N	/ə/ /'blæŋkɪt/ /ɒv/ /snəʊ/	Tuyết phủ	This morning we discovered a blanket of snow in the garden.
505.	A drop of rain	N	/ə/ /drɒp/ /ɒv/ /reɪn/	Hạt mưa	There was not even a single drop of rain.
506.	Gloomy weather	N	/'gluːmi/ /'weðə/	Thời tiết âm u	The gloomy weather is depressing.
507.	Rain cats and dogs	V	/reɪn/ /kæts/ /ænd/ /dɒgz/	Mưa xối xả	I am soaking wet because it is raining cats and dogs.
508.	clear up	V	/klɪər/ /ʌp/	Quang đãng	The sky was cleared up thanks to the rain.

### 3. Traffic

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
509.	Head to sth	V	/hɛd/ /tu:/	Hướng về/ đi về phía	Let's head east to avoid the traffic.
510.	Commute	N	/kə'mju:t/	Đường đi	The commute to work this morning was slow due to bad weather.
511.	Interchange	N	/,ɪntə(:)'tʃeɪndʒ/	Ngã 3 có đường hầm và cầu chui	The downtown interchange is closed due to construction.
512.	Shift to sth	V	/ʃɪft/ /tu:/	Chuyển sang	We ought to shift to the center lane to pass these slow-moving cars.
513.	Bottleneck	N	/'bɒtlnek/	Nút thắt giao thông	There is a huge bottleneck in traffic at the intersection of Center and State Street.
514.	Car crash	N	/kɑ:/ /kræʃ/	Đâm xe	There was a car crash on the ring road.
515.	Bumper-to- bumper	Adj	/'bʌmpə/-/tu:-/ /'bʌmpə/	Xe nối tiếp xe	The cars on the highway are bumper to bumper right now
516.	Congestion	N	/kən'dʒesʃən/	Tắc nghẽn	Rising traffic congestion is an inescapable condition in large and growing metropolitan areas

### III. ADVERTISEMENT

#### 1. Promotion

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
517.	Offer a discount	V	/'ɒfər/ /ə/ /'dɪskaʊnt/	Giảm giá, chiết khấu	He's planning to offer a discount on the overseas travel package.
518.	(on) total purchase	N	(/ɒn/) /'təʊtl/ /'pɜ:ʃəs/	Tổng hóa đơn mua hàng	We will give you a 3% extra discount on your total purchase.

519.	Quantity discount	N	/'kwɒntɪti/ /'dɪskaʊnt/	Chiết khấu cho đơn hàng số lượng lớn	I'm afraid we don't apply quantity discounts on orders fewer than 50.
520.	Pride oneself's in doing sth	V	/praɪd/	Tự hào về	We pride ourselves in selling fresh products to our community.
521.	Receive a discount	V	/rɪ'si:v/ /ə/ /'dɪskaʊnt/	Nhận được giảm giá	If you reserve any international flight during the week, you will receive a 20% discount.
522.	Special deal	N	/'speʃəl/ /di:l/	Thỏa thuận đặc biệt	I'm pleased to announce that Groger's special deals will be available for the next week.
523.	For free	Adj	/fɔ:/ /fri:/	Miễn phí	And if you buy one of our knives, we'll give you a table cloth for free.
524.	Be entitled to/ eligible for sth	Adj	/bi:/ /ɪn'taɪtld/ /tu:/ /'elɪdʒəbl/ /fɔ:/	Được nhận	You are entitled to the same discount by entering the 4-digit code on the back of the coupon.
525.	A blowout sale	N	/ə/ /'bləʊ'aʊt/ /seɪl/	Giảm giá lớn	I'm happy to announce that our children's book section on the second floor is having a blowout sale today
526.	A special gift	N	/ə/ /'speʃəl/ /ɡɪft/	Quà tặng đặc biệt	Plus, for any order over 50 dollars, a beach towel will be given out as a special gift.
527.	Coupon	N	/'ku:pɒn/	Phiếu giảm giá	Please stop by our personnel office and pick up 20% coupons.

## 2. Grand opening

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
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528.	opening ceremony	N	/ˈəʊpniŋ/ /ˈsɛrɪməni/	Lễ khai trương	I heard the opening ceremony is pretty much a 'must-see' for everyone.
529.	Commence at	V	/kəˈmens/ /æt/	Bắt đầu lúc	The opening ceremony commences at 3 p.m.
530.	Behind schedule	Adj	/bɪˈhaɪnd/ /ˈʃɛdju:l/	Chậm tiến độ	Due to the rainstorm last week, we've fallen a little behind schedule.
531.	Prepare for sth	V	/prɪˈpeə/ /fɔ:/	Chuẩn bị cho	They are preparing for the opening next week.
532.	Express sth	V	/ɪksˈpres/	Bày tỏ	As director of operations, I can only try to express how proud I am.
533.	Celebrate sth	V	/ˈsɛlɪbreɪt/	Kỷ niệm, chúc mừng	To celebrate the occasion, the hospital has decided to hold a special ceremony on Saturday.
534.	Give a speech	V	/ɡɪv/ /ə/ /spi:tʃ/	Phát biểu	James Rosenthal, Director of Countydale Hospital, will give an introductory speech.

### 3. New collection/ product

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
535.	Launch a product	V	/lɔːnʃ/ /ə/ /ˈprɒdʌkt/	Ra mắt sản phẩm	When a company launches a product, they have to consider the Internet.
536.	Release	V	/rɪˈliːs/	Ban hành, đưa ra thị trường	The book will be released by the end of the month.
537.	Product range	N	/ˈprɒdʌkt/ /reɪndʒ/	Phạm vi sản phẩm	It is still a new company with a limited product range.
538.	Range of colors	N	/reɪndʒ/ /ɒv/ /ˈkʌləz/	Phạm vi màu sắc	A wide range of colors is available for this camera.

539.	Brand new design	N	/brænd/ /nju:/ /di'zain/	Thiết kế mới	The sales team has to work on the brand-new design of the product.
540.	Specifications	N	/ˌspesɪfɪ'keɪʃənz/	Đặc điểm, chi tiết kỹ thuật	All products are made exactly to the customer's specifications.
541.	Sample	N	/'sɑ:mpl/	hàng thử	I got 5 free samples of shampoo to choose the best.

### 1. Job opportunities

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
542.	Apply for	V	/ə'plai/ /fɔ:/	Xin việc	Anyone with the suitable skill can apply for this job.
543.	Job-hunting	N	/dʒɒb/- /'hʌntɪŋ/	Săn tìm việc	How's the job-hunting going?
544.	Competitive	Adj	/kəm'petɪtɪv/	Cạnh tranh	The rate of emerging graduates is increasing daily, making the labor market very competitive.
545.	application form	N	/ˌæplɪ'keɪʃ(ə)n/ /fɔ:m/	Đơn ứng tuyển	Please fill in this application form to complete the recruiting process.
546.	Job description	N	/dʒɒb/ /dɪs'krɪpʃən/	Bản mô tả công việc	You should read the job description before applying for it.
547.	Offer a job	V	/'ɒfər/ /ə/ /dʒɒb/	Mời làm việc	After 2 interviews, they offer him a job in purchasing department.

## IV. RECORDED MESSAGES

## 1. Invitation

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
548.	Invite sb to do sth	V	/ɪn'vaɪt/	Mời ai làm gì	I was wondering if I should invite him to stay at our place.
549.	Join sb/sth	V	/dʒɔɪn/	Tham gia cùng	I don't have time for a drink now, but I'll join you later.
550.	Postpone sth	V	/pəʊst'pəʊn/	Hoãn	The negotiations have been postponed indefinitely.
551.	Attend sth	V	/ə'tend/	Tham dự, có mặt	I don't think there's any need for all of us to attend the meeting.
552.	Participate in sth	V	/pɑ:'tɪsɪpeɪt/	Tham gia	We want to encourage members to participate in the running of the club.
553.	Apologize (to sb) for doing sth	V	/ə'pɒlədʒaɪz/	Xin lỗi	We apologize for any inconvenience caused.
554.	Reschedule sth	V	/,ri:'ʃɛdju:l/	Đổi lịch	I rescheduled my doctor's appointment for later in the week.
555.	Host sth	V	/həʊst/	Tổ chức	The organization will host a conference about how to cut corporate crime.

## 2. Request

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
556.	reimbursement	N	/,ri:..ɪm'bɜ:s.mənt/	Sự hoàn lại tiền	This is John Taylor from Accounting and I'm calling about the reimbursement request you made yesterday.



557.	Give sb a call	V	/gɪv/ /ə/ /kɔ:l/	Gọi cho ai	Please give me a call and let me know if you can send it to me by either e-mail or fax.
558.	Have inquiry about sth	V	/hæv/ /ɪnˈkwaɪəri/	Có thắc mắc về vấn đề gì	If you have any inquiries about this, you are encouraged to come by my office.
559.	Make sure	V	/meɪk/ /ʃʊə/	Chắc chắn	Please make sure that food and drinks are not brought in the conference room.
560.	Upon sb's request	Adj	/əˈpɒn/ /rɪˈkwest/	Theo yêu cầu của ai	Our experienced staff are ready to help you book hotels, cars upon your request.
561.	Do sb a favor	V	/du:/ /ə/ /ˈfeɪvə/	Giúp ai	I'd like you to do me a favor.

### 3. Sales

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
562.	Go up	V	/gəʊ/ /ʌp/	Tăng	The president has expected the sales of both models to go up drastically.
563.	Negotiate with sb	V	/nɪˈɡəʊʃieɪt/	Thương lượng	Can we negotiate with the owner of the house?
564.	Refund	V	/ˈri:fʌnd/	Hoàn tiền	I would like a refund for the radio.
565.	Guarantee	N/V	/ˌɡærənˈti:/	Bảo hành	Our products come with a Lifetime Guarantee.
566.	Inclusive	Adj	/ɪnˈkluːsɪv/	Đã bao gồm	All of our prices are inclusive of tax and service fees.
567.	Exclusive	Adj	/ɪksˈkluːsɪv/	Không bao gồm	Prices shown are Tax exclusive.

568.	Out-of-stock	Adj	/aot/-/ɒv/-/stɒk/	Hết hàng	Unfortunately, we are out-of-stock of the black iPhones, but we do have it in gold.
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#### 4. Reminder

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
569.	Remind sb to do sth/ of sth	V	/'rɪmaɪnd/	Nhắc ai đó nhớ	We would like to remind all our guests to leave their keys at reception before they depart.
570.	Suppose to do sth	V	/sə'pəʊz/	Cho là/ cần phải	You are supposed to come to our clinic at 2 p.m. on Friday.
571.	Make adjustments	V	/meɪk/ /ə'dʒʌstmənts/	Sửa đổi	If you want to make any adjustments, please call me back as soon as possible.
572.	under renovation	Adj	/'ʌndə/ /ˌrenəʊ'veɪʃən/	Đang được nâng cấp	As you probably know, our cafeteria will be under renovation starting tomorrow and the work won't be finished until the end of next week.
573.	Note	V	/nəʊt/	Chú ý	Please note that only full-time employees are eligible for these coupons.
574.	Upcoming event	N	/ˌʌp'kʌmɪŋ/ /ɪ'vent/	Sự kiện sắp diễn ra	I need to remind you of an upcoming event prior to the beginning of our meeting.

#### V. EXCERPT FROM A MEETING

## 1. Business problem

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
575.	Renovate	V	/ˈrenəʊveɪt/	Cải tạo	We are planning to renovate our main lobby.
576.	Temporarily closed	Adj	/ˈtɛmpərərɪli/ /kləʊzd/	Đóng cửa tạm thời	However, please note that our office will be temporarily closed this Friday.
577.	Telephone assistance	N	/ˈtɛlɪfəʊn/ /əˈsɪstəns/	Hỗ trợ qua điện thoại	Our telephone assistance is still available.
578.	Unfortunately	Adv	/ʌnˈfɔːtʃɪnli/	Không may	Unfortunately, the printer model that you had requested is presently unavailable.
579.	Rectify	V	/ˈrektɪfaɪ/	Sửa chữa	We can't continue with production until this situation is rectified.

## 2. Business strategy

No.	Word/ Collocation	Part of speech	Phonetic	Meaning	Example
580.	Release sth	V	/rɪˈliːs/	Cho ra mắt	This is our last meeting before we release the first issue of our quarterly fashion magazine.
581.	A rush of	Conj	/ə/ /rʌʃ/ /ɒv/	Rất nhiều	We have already had a rush of orders from most major bookstores across Australia.
582.	Business model	N	/ˈbɪznɪs/ /ˈmɒdl/	Mô hình kinh doanh	A business model is a company's plan for making a profit.

583.	Customer development	N	/'kʌstəmə/ /dɪ'veləpmənt/	Phát triển khách hàng	Customer development is a big change for most organizations.
584.	Business tool	N	/'biznis/ /tu:l/	Công cụ kinh doanh	Most types of business tools provide benefits when used correctly.
585.	Implement	V	/'implɪmənt/	Triển khai/ thực hiện	The plan was not implemented correctly.
586.	Direction	N	/dɪ'rekʃən/	Hướng đi	I think it's time to change our future direction.
587.	(In) high demand	N	(/ɪn/) /haɪ/ /dɪ'mɑ:nd/	Nhu cầu lớn	Small foreign cars are in high demand in the United States.