**Name: Nguyễn Hữu Trí**

**Lesson: 6**

**You and your company.**

**Part A:**

If you get up early and go into the office, you will be able to punch in and out on time, which is crucial if you want to manage the office efficiently. If you do typing, answer the phone, or handle filing and copying promptly, you may serve the customers effectively. Provided that you have a meeting scheduled and are prepared to preside over it, you’ll be better equipped to solve any complaints that arise. If you put everything in order, the office will run smoothly.

**Part B:**

If you had not gotten up early, you would have been late to punch in and out. If you had not answered the phone more promptly last week, you would be dealing with unresolved issues today. If you had not solved the complaints sooner, customer satisfaction would have been lower. If you put everything in order, you wouldn’t be less stressed during busy periods. If you don't manage the office well, the team won't be productive.

1. I speak English more fluently now than last year.
2. She smile happier than before.
3. Could you write clearly
4. Planes can fly higher than birds.
5. He had an accident last year. Now, he drives more carefully than before.
6. Jim can run faster than Jonh.
7. He worked harder than ever before.
8. Dad’s car is much faster than mine.
9. I think scuba diving is more fasinating than climbing.
10. His thirst grew bigger and bigger
11. He found this test more difficult than the last.
12. The live in the most beautiful house.
13. She is the best tennis player of the world.
14. Susan is the nicest girl.
15. This suitcase heavier than the others.
16. Hotels in London are more expensive than in Vienna.
17. Bob is taller than Kieth but Phil is the tallest.
18. Doris reads more books than Peter but Frank reads the most.
19. France is as beautiful as Spain.
20. My sister is three year younger than me.
21. This was the worst film I have ever seen.
22. The moon is the closest planet to the Earth.
23. Jupiter is the largest planet in our solar system.
24. Sirius is the most brilliant star we can see from earth.
25. Venus is the hotest planet in our solar system.
26. Ceres is the biggest asteroid in our solar system.
27. Karl Henize was the oldest man in space. He was 58 years old.
28. Venus is the brightest planet in our solar system.
29. Romenko is the most experienced man in space. He spent over 420 days in space.
30. Pluto is coldest planet in our solar system.