PART 1:

1. Some wheels have been stacked in a lot.
2. A couple of friends carrying a bag are driving bicycles.
3. The cashier of the store is handing some money back to the customer after taking care of the bill.
4. The staircase are riding up for some people to go upstairs, but it’s also riding down for the others to go downstairs.
5. The man dressed in a red T shirt is playing a bat while the man wearing a blue T shirt is bending over.

PART 2:

Email 1:

Dear Rowena Kim,

Thank you for your inquiries about our company’s tour package for this summer holiday.

As per your interest, it seems like you would like to visit a foreign country, we have attached a list of tours abroad for you. In addition, I would like to inform you that our foreign tours have numerous discounts this summer so please don’t miss them on our website, just under the tab about us.

Finally, if possible I would like to know your exact budget so that I can recommend the tours for you more details.

I hope you response this email as soon as possible. If you have any questions, don’t hesitate to contact me.

Thank you,

Thuy Trinh, World-Wide Travel Agency

Email 2:

Dear Susan Tucker,

I’m interested in your job opportunities for the Marketing Specialist position.

I’m a member of the Global Marketing team for 3 years so I’m sured that my work experiences and my insights about our company is quite good. I’m graduated with excellent degrees in marketing. I’m aslo have chance to organize some events in our company before. In addition, before I joined our company, I have experienced with the data analyst at a foreign company for 1 years. You can refer my references that I have attached to.

If possible, I would like to know the exact start date and detail schedule of this position.

I hope you response this email as soon as possible.

Thuy Trinh.

Essay:

Nowadays, many companies have options for their employees to work remotely. However, there are numerous firms which force their staff to go directly to the office to work. In my opinion, the corporations should permit their workers to work remotely at their homes or away from their offices because of the following reasons.

Firstly, because the employees don’t have to commute to work everyday , so they might save a lot of time for their mobility. In contrast, if you have to get up early to prepare for work and commute about 40 minutes or even 1 or 2 hours per day to work, this is really time-consuming.

Secondly, when working at home, the employees would work more productively because they can control their work time and schedules flexibility. For example, if at any time, they have a busy tasks accidentally, they can have atternative work time after that, because they have more than 8 hours for working.

In addition, with remote workers, they will have many choices for their workplaces. They can work at anywhere they love such as a coffee shop, a stunning libraries. As a result, they can have more creation and can find the solutions for work quickly.

Finally, if the companies allow their staffs to work from home, it may be a good way to save money. The workers don’t have to worry about their expenses for gas that is currently really costly.

In conclusion, the advantages of working remote is that saving time, money, working more productively, having many choices of their work environment. If possible, I think companies should consider to have an option for their employess to work away from their offices.