

BỘ MỚI

Lê Văn Sư - Nguyễn Thị Thái Hiệp - Lê Thị Hiếu Thảo  
Giảng Viên Tiếng Anh  
Trường Đại Học Lạc Hồng

# 180 ĐỀ LUẬN TIẾNG ANH LUYỆN THI CHỨNG CHỈ ABC

## ENGLISH COMPOSITION FOR ABC CERTIFICATE EXAMS

### Bao gồm:

- \* 45 Bài luận cấp độ A
- \* 45 Bài luận cấp độ B
- \* 45 Bài luận cấp độ C
- \* 45 Lá thư thương mại
- \* Mẫu thiệp tiếng Anh các loại

### Dùng cho:

- \* Mọi đối tượng
- \* Sinh viên Các;  
\* Các sinh viên  
kỹ năng viết.
- và không chuyên ngữ  
Những người có nhu cầu luyện

NHÀ XUẤT BẢN HỒNG ĐỨC

LÊ VĂN SỰ - NGUYỄN THỊ THÁI HIỆP - LÊ THỊ HIẾU THẢO

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- Mẫu thiệp tiếng Anh các loại

**Dành cho:**

- Mọi đối tượng học viên tiếng Anh
- Sinh viên Cao đẳng, Đại học chuyên ngữ và không chuyên ngữ
- Các sinh viên dự thi chứng chỉ ABC và người có nhu cầu luyện kỹ năng viết.

NHÀ XUẤT BẢN HỒNG ĐỨC

## FOREWORD

Dear Readers,

To improve your writing skill, this composition book has come into existence.

The Introductory Part starts with some guidelines to writing different types of compositions such as DESCRIPTIVES, NARRATIVES, ESSAYS and LETTERS together with more subjects to develop.

Then come Parts I, II and III with 45 sample compositions for each level A, B or C. The length of the writing pieces is about 100 words for A level, 200 words for B level and 300 words for C level.

Part IV gets you into the business world by offering you 45 commercial letters and Part V gives you opportunities to write cards which are indispensable on special occasions.

When dealing with these writing pieces, you are advised to focus your attention on the use of words and phrases, the structures of the sentences, the development of the ideas and the organization of the main parts of a composition: INTRODUCTION – BODY – CONCLUSION. The more you accustom yourselves to them, the better your writing ability will become. And we assure that you will find it easier to compose other pieces of your own when you meet with the writing tasks of the same sort.

In the end, we hope that this material will satisfy your need to express yourselves in various situations and become a good and quick source of reference for you when necessary.

**LE VAN SU – NGUYEN THI THAI HIEP – LE THI HIEU THAO**

## LỜI MỞ ĐẦU

Bạn đọc thân mến,

Để giúp các bạn trau dồi kỹ năng viết, tập sách này đã được cho ra mắt.

Phần mở đầu là những hướng dẫn viết các thể loại văn khác nhau như MÔ TẢ, THUẬT SỰ, NGHỊ LUẬN và THƯ TỪ cùng với các đề luận để luyện tập thêm.

Tiếp đến là các phần I, II và III với 45 bài luận mẫu cho mỗi cấp độ A, B hay C. Độ dài của các bài viết là 100 từ dành cho trình độ A, 200 từ trình độ B và 300 từ trình độ C.

Phần IV đưa các bạn vào thế giới kinh doanh bằng cách dành tặng cho các bạn 45 lá thư thương mại và phần V cho bạn cơ hội viết những tấm thiệp không thể thiếu trong những dịp đặc biệt.

Khi xử lý các bài viết này, các bạn nên chú ý vào việc dùng từ hay cụm từ, cấu trúc câu, phát triển ý và kết cấu các phần chính của một bài luận: MỞ BÀI – THÂN BÀI – KẾT LUẬN. Bạn càng làm quen với chúng bao nhiêu, khả năng viết của bạn sẽ trở nên tốt bấy nhiêu. Và chúng tôi cam đoan bạn sẽ thấy việc sáng tác những bài văn khác của riêng bạn sẽ dễ dàng hơn khi bạn gặp những bài tập viết cùng loại.

Cuối cùng, chúng tôi hi vọng rằng tập tài liệu này sẽ đáp ứng nhu cầu diễn đạt của các bạn trong những tình huống khác nhau và sẽ trở thành nguồn tham khảo tốt và nhanh chóng cho bạn khi cần thiết.

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# Introductory Part

**GUIDE TO COMPOSITION WRITING**



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# **GUIDING PRINCIPLES TO DIFFERENT TYPES OF COMPOSITIONS**

## **WRITING GUIDELINE 1: OVERVIEW**

A. Learners sitting for the English Certificate Examination will be asked to write one of the following types of composition:

1. Description.
2. Narration.
3. Letter-writing.
4. Essay-writing.

NOTE: 1, 2, 3 for all levels (A, B, C) ; 4 for Level C only.

B. The length prescribed is as follows:

Level A : 100 words, Level B: 200 words, Level C: 300 words

## **WRITING GUIDELINE 2: DESCRIPTION**

Let's take an example.

Topic: Write about a water buffalo.

### **QUESTIONS**

1. Where are water buffaloes found?
2. Of what use are water buffaloes to us?
3. Are water buffaloes useful in other ways?
4. Are any parts of the body of the water buffalo useful to us?
5. Is the skin of any use?
6. What do water buffaloes eat?
7. Where do water buffaloes live?

## **DEVELOPMENT**

A water buffalo is one of the commonest of animals in Vietnam. There are many in the district round our town, and they are found in nearly every part of Vietnam.

People keep water buffaloes because they are very useful to them. They give milk and they help the farmers in many ways.

The skin of the water buffalo is also very useful. It is made into leather. People wear boots, shoes, belts and other things that are made of leather.

The horns, too, are useful, and are made into buttons, the handles of knives and other articles of general use.

Water buffaloes eat grass and the leaves of trees. They live in the fields in the daytime, and at night are brought home and put into sheds.

## **WRITING GUIDELINE 3: NARRATION**

**A.** A narrative essay consists mainly in the narration of some event or series of events. Narrative essays may treat:

1. an incident eg. a festival, a marriage.
2. an accident or a natural disaster eg. a flood, a fire, a shipwreck, an earthquake.
3. a journey or voyage.
4. a story (real or imaginary).

**B.** In writing narrative essays, keep to the order in which the events are supposed to have occurred, and omit minor details.

**C.** Here is an example.

**Topic: Relate an excursion to Hue.**

Last weekend I went on an excursion to Hue. I went with some students in my class. I got up at six o'clock on Saturday and met the other students at the station. In the morning we visited the Palace. It was very interesting. We saw Bao Dai's bedroom. We had lunch in a little cafe and I drank a lot of wine. In the afternoon we sat in the sun for an hour and walked through the gardens. I met a very interesting English tourist with a big moustache. I had a golden opportunity to practise my English. It was a wonderful weekend.

### **WRITING GUIDELINE 4: LETTER-WRITING**

- A. To be able to write a good letter is a very valuable gift. We can not all be good letter writers but we can all learn to express ourselves simply and clearly; and we can also learn the polite and appropriate forms of address and conclusions that should be used in different occasions.
- B. General rules: If we follow a few simple rules, our meaning will be clear and our manner agreeable to those whom we address.
  - 1. First make up your mind what you want to say.
  - 2. Put it into simple, plain words.
  - 3. Put each fresh thought or statement into a fresh paragraph.
  - 4. Avoid exaggeration. Exaggeration gives the effect of insincerity, and moreover, is often ridiculous. If, in reply to an ordinary letter, we write (as students often do) "on receiving your letter my joy knew no bounds", the recipient of the letter will know quite well that our joy was not boundless, and he will be inclined to doubt the sincerity of the other sentiments expressed in the letter.

5. Avoid fulsome flattery and exaggerated compliments. These also produce the effect of insincerity. A good letter in English is marked by clearness, simplicity and sincerity. You should imagine that your friend is in front of you and that you are talking to him.
- C. An important note: As an examinee, please omit your signature and address in your letter so as not to reveal your identity to your examiner.
- D. Form of address: There are some common types of letters such as business letters, letters to a friend or a relative, letters to a teacher or superior, official letters, letters of invitation. We just focus our attention on informal letters (letters to a friend or relative or superior). The following forms are commonly used to begin and end an informal letter.

BEGINNING	ENDING
Dear Father,	Your loving/ affectionate son,
Dear Brother,	Your loving/ affectionate brother,
Dear Uncle,	Your loving/ affectionate nephew,
Dear Tom, (given name)	Your affectionately, Your affectionate friend,
Dear Mr Brown, (surname)	Yours sincerely,

#### E. A model letter

**Topic: Write a letter to your father, telling him about your work in a boarding school.**

Dear Father,

You will be glad to learn that I arrived here safely last Wednesday, and I am now hard at work once more.

There are twenty-eight pupils in my class, and I hope that by the end of the term I shall stand among the first three or four, though I shall have to work hard to do so. I often think of your kind words of advice, and am trying my best to put them into practice and to waste as little time as possible.

I have to buy one or two new books and also a pair of shoes, so I shall be very glad if you send me ten dollars by money order as soon as you conveniently can.

With love to mother, my brothers and sisters and to yourself.

Your affectionate son,  
John

## WRITING GUIDELINE 5: ESSAY-WRITING

A. To write an essay is rather a difficult task for the student but if he has done the preceding compositions carefully and thoroughly, he will find that many of his difficulties have disappeared. Here are a few simple rules for essay-writing:

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1. Think.
2. Select your thoughts.
3. Arrange your thoughts.
4. Write.
5. Revise.

B. Let us consider each of these rules carefully.

1. The student should never start writing at once. It is never a waste of time to think out carefully for ten minutes or so what you are going to write.
2. He should select his thoughts. When we write upon a subject, it is impossible to put down everything that there is to be said about it. In a short essay we can deal with a few points

only. So the student must select his points carefully. He must stick to these points. It is of no use to write down a lot of things that have nothing to do with the subject. This is a mere waste of time, and the result is a bad essay.

3. He must arrange his thoughts. No builder can build a house without a plan, and no student can write a good essay without a plan. So he must make a plan and arrange his ideas in such a way that they follow one another naturally.

- Let each fresh idea be put in a fresh paragraph.
- At the head of his essay there should be an OUTLINE. This is the plan of his essay.
- Each point in the plan should be the subject of a fresh paragraph.
- As a rule, two or three paragraphs are enough for a short essay.



4. When you have done all this, begin to write.

- Use simple words and short sentences.
- Keep to the point.
- Always give yourself time to revise.

5. When you have finished, revise carefully what you have written.

- Look out for mistakes eg. spelling, capital letters, grammar and punctuation.

### C. A sample outline

Below is an outline for an essay. It is to be remembered that many different outlines may be given for the same subject, and all the essays may be good. However, if no outline is given, the essay is very likely to be a bad one.

## **UNPUNCTUALITY**

- Its meaning: Things done not at the right time.
- Its importance: Unpunctuality delays not only ourselves but others. They have to wait for us. The work of many is delayed.
- The results of unpunctuality: leads to bad habits, a waste of time, indolence and finally failure in life.
- Give a story about unpunctuality.
  - Hints: No strict rules can be given for outline-making. The student must use his knowledge, his power of observation, his intelligence, his reason, and his ingenuity. If he does all this he will get a good outline and a good essay to follow.
- Don't introduce too many points.
- Arrange your points.
- Stick to your points.
- Deal with each point in a separate paragraph.
- Bring your essay to a definite conclusion. Do not merely stop writing.
- Revise carefully.



---

## **WRITING TOPICS FOR A LEVEL**

Write a composition of 100 words on each of the following topics. You can use the suggested ideas to help you.

### **TOPIC 1: Describe your school.**

- Name of school.
- Place.
- The building.

- The principal.
- Teachers.
- Library, field, etc.
- Conclusion.

## **TOPIC 2: Describe a book of yours.**

- What is the name of the book?
- Who is the author?
- Who is the publisher?
- What is the book about?
- Do you like the book? Why?
- Are there any pictures in the book? What is the advantage of having pictures in a book?
- Conclusion.



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## **TOPIC 3: Write about yourself.**

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- Your name, age, address.
- Your family: how many people, what they do.
- What you do, what you like, etc.
- What you wish to be when you grow up. Why?
- Are you happy with yourself?
- Conclusion.

## **TOPIC 4: Write a short description of a pen.**

- What is it?
- Describe its appearance.
- What is it used for?

- What other things are used for writing? Describe some of them.
- What is the use of writing?
- What did people do before they knew how to write?
- Why do we write with a pen instead of a pencil?
- What do we mean when we say the pen is mightier than the sword?
- Conclusion.

### **TOPIC 5: Write about the subject you enjoy learning.**

- What subject?
- What it deals with?
- Why do you like it?
- Conclusion.



### **TOPIC 6: Describe a ricefield.**

- How is the rice sown? Download Sách Hay | Đọc Sách Online
- What is done before the rice is sown?
- How is the ploughing done?
- How is the sowing done?
- How long is it before the rice comes up out of the ground?
- How long does it take to ripen?
- What does the rice look like when it is young?
- What is it like when it is ripe?
- When does it look most beautiful?
- Conclusion.

## TOPIC 7: Write a letter to a friend inviting him to spend a day with you.

- Greetings.
- Your holiday plan.
- Holiday place.
- Arrangements.
- Close the letter.

## TOPIC 8: Write about the sun.

- What is it that gives light?
- When can you see the sun?
- Why can't you see the sun at night?
- Why is the sun brighter than the moon?
- What good does the sun do?
- What does it do to the crops?
- What does it do to the water?
- Does it ever do harm?
  - \_ Can you always see the sun in the daytime? Why not?
  - Does the sun shine in every country?
- Conclusion.

## TOPIC 9: What is your favourite season?

- Summer, for example.
- The season of pleasures and entertainments.
- The season of long holidays.
- The opportunity to celebrate your birthday.
- Conclusion.

## **TOPIC 10: Write about your family.**

- A description of your family.
- Father: doctor, mother: teacher.
- A helpful eldest brother.
- Conclusion.

## **TOPIC 11: Describe what you do to help your mother.**

- I really take pride in helping my mother.
- What I help her with in the afternoon
- Taking care of my little brother.
- Conclusion.

## **TOPIC 12: What is your hobby?**



- What is a hobby?
- Popular hobbies: keeping pets, collecting stamps, etc.
- My favourite hobby. [Download Sách Hay | Đọc Sách Online](#)
- The benefits.
- Conclusion.

## **TOPIC 13: Write something about rain**

- When does rain fall?
- Where does rain come from?
- Why are we glad to get rain?
- What good does rain do?
- If rain does not come, what happens?
- How can we water our gardens and fields when there is no rain?
- Conclusion.

## **TOPIC 14: How do you usually spend your holidays?**

- Making a journey.
- Visiting places of interest.
- Returning home with new experiences.
- Conclusion.

## **TOPIC 15: Relate your school life.**

- School life is the happiest time in life.
- Duties and responsibilities.
- Our duty to our parents and teachers.
- Conclusion.



## **TOPIC 16: Why do you want to learn English?**

- Introduction.
- How important it is.
- How much it is used. Why?
- How it helps us.
- Conclusion.

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## **TOPIC 17: Write about your physical exercise.**

- Do you ever play games?
- Do you ever drill or do physical exercise?
- Do you ever go out scouting?
- Do you like games better than drills?
- What is a good form of exercise?
- Why do we all need exercise?

- Why do students need exercise more than other people?
- What is the best means of keeping in good health?
- Conclusion.

## **TOPIC 18: Your uncle sent you some books. Write a letter to thank him for his gift and tell him how you like them.**

- Greetings.
- Emotions when receiving the gift.
- Expression of thanks: appreciation of his kindness and care, the value of the gift.
- Close the letter.

## **TOPIC 19: Describe your village.**



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- Where is your village?
- Is there a river near it?
- Is there a well?
- Is there a creek?
- How do people get their water?
- How many people are there in the village?
- How do they mostly earn their living?
- Are they rich or poor?
- Of what religion are they?
- Is there a temple or a church in the village?
- Are there any large houses? Who lives in these houses?
- Conclusion.

## TOPIC 20: Write to a friend congratulating him on his success in an examination.

- Greetings.
- Your congratulations.
- Your admiration.
- Future wishes.
- Close the letter.

---

## WRITING TOPICS FOR B LEVEL

Write a composition of 200 words on each of the following topics.



You can use the suggested ideas to help you.

### TOPIC 1: Write about a country you would like to visit.

- Introduction.
- Name of the country.
- Why you would like to visit it.
- Description of the country.
- Conclusion.

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### TOPIC 2: Write a letter to your father who is away from home for some time, telling him about the family.

- Greetings.
- Health inquiry.
- Family situation.
- Close the letter.

### **TOPIC 3: Write to a friend in a city, saying that you wish to live and study there.**

- Greetings.
- Short description of your place eg. little, dull, stupid.
- Your wish to live and study in the city.
- Your hope to see him in the city soon.
- Close the letter.

### **TOPIC 4: Describe the things you enjoy doing.**

- Introduction.
- What they are.
- Why you enjoy doing them. How often you do them.
- Conclusion.



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### **TOPIC 5: What would you do if you had one hundred dollars?**

- Introduction.
- I would spend it wisely.
- The things I would buy.
- I would open a savings account.
- Conclusion.

### **TOPIC 6: Write to your mother, telling her how you are getting on at school.**

- Greetings.
- Her health.
- Your schoolwork.
- Your classmates.

- Your class teacher.
- Your best friend.
- Close the letter.

## **TOPIC 7: Write to a friend announcing that you have passed your examination.**

- Greetings.
- Information about your exam results.
- Description of subject results.
- Eager to know something about your friend's studies.
- Close the letter.



## **TOPIC 8: Write a reply to a friend who passed his examination.**

- Greetings.
- Congratulations.
- Future wishes.
- Your studies.
- Close the letter.

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## **TOPIC 9: Write a letter to a friend, telling him about your studies.**

- Greetings.
- Information about yourself.
- How you are getting on with your studies.
- How your friend is.
- Close the letter.

## TOPIC 10: Describe what you know about a post office.

- Have you seen a post office?
- Why do we go to the post office?
- What can we buy there?
- What does the postmaster do?
- What is the use of money orders?
- What did people do when there were no post offices?
- How would you get on if post offices were done away with?
- Conclusion.

## TOPIC 11: Describe your city.

- Its name and its location.
- Describe the city, including some of its principal sights and landmarks.
- Your impressions of the city
- Conclusion.



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## TOPIC 12: Describe a weekend evening in your town or village.

- Introduction.
- Scenes in the streets, colours, activities from parks, theatres, shops, bars, restaurants, the harbour, stadiums etc.
- People amuse themselves with pleasures and enjoyment.
- What you do.
- Conclusion.

## TOPIC 13: Write about the person you like most.

- Who?
- What kind of person?

- Why do you like him or her?
- Is there any other person like him or her?
- Conclusion.

### **TOPIC 14: Write about water and its importance in our lives.**

- What things are most necessary to us?
- How long can you live without food?
- How long can you live without water?
- What do you use water for every day?
- How much water do you use every day?
- Where do you get it from?
- Is it a useful thing?
- Do you have to pay for it?
- Can you get rice for nothing?
- Why can you get water for nothing?



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### **TOPIC 15: Write a letter to a friend of yours telling him or her**

**how you spent your last summer vacation at the seaside.**

- Greetings.
- Ask after your friend.
- Your trip to the seaside.
- How you spent your time.
- What you and the others did.
- Your impressions.
- Close the letter.

## **TOPIC 16: Write a letter to a friend who is ill.**

- Greetings.
- How and when were you informed of his illness?
- Health inquiry.
- What has happened in your class?
- Encouragement.
- Your wishes.
- Close the letter.

## **TOPIC 17: Narrate a story you like.**

- The name of the story.
- Its content.
- What you learn from the story.
- Conclusion.



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## **TOPIC 18: Write about the happiest memory in your life.**

- What is your happiest memory?
- Describe it.
- How much do you cherish it?
- Conclusion.

## **TOPIC 19: Relate an outing you enjoyed very much.**

- The place.
- Your trip to the place.
- Who did you go with?
- What did you do there?
- Conclusion.

## TOPIC 20: Write a letter to your uncle telling him about your future career.

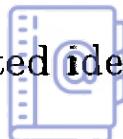
- Greetings.
- The job you intend to choose: teaching for example.
- The reasons why you like teaching.
- Ask for advice.
- Close letter.

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## WRITING TOPICS FOR C LEVEL

Write a composition of 300 words on each of the following topics.

You can use the suggested ideas to help you.



### TOPIC 1: Write an essay to discuss the usefulness of television.

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- A wonderful invention.
- Why is it popular?
- Why is it useful?
- Conclusion.

### TOPIC 2: What means of transportation do you like best?

- Different means of transportation.
- Your favourite one?
- The reasons for your choice.
- Conclusion.

### TOPIC 3: Explain why we should travel.

- Who likes to travel?
- Why do they like to travel?

- What can be learnt from travelling?
- Why should we travel?
- Conclusion.

#### **TOPIC 4: What do you wish to be when you grow up?**

- Doctor, lawyer, engineer, etc.
- Why?
- Will it be hard to succeed?
- What qualifications will you need?
- Conclusion.

#### **TOPIC 5: Write about the use and abuse of money.**

- The importance of money.
- The need for careful use of money.
- Lavish spending brings ruin.
- Conclusion.

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#### **TOPIC 6: Would you rather live in a town or in the country?**

- I would rather live in the country.
- Reasons for my choice: I love nature, charm of country life. City parks and zoos can not be compared with the countryside.
- Conclusion: summing up the reasons for your preference.

#### **TOPIC 7: Write a letter to your parents, announcing your success and depict your experience in the examination room.**

- Greetings.
- Announcement of success.
- Feelings in the examination room.

- How have you passed your exam?
- Close the letter.

### **TOPIC 8: Relate your first visit to a place of interest.**

- How did you get there?
- Who did you go with?
- Interesting and strange experiences.
- Describe the place.
- Your impressions.
- Conclusion.

### **TOPIC 9: Write a composition to deal with the advantages of reading.**

- Undeniable advantages: knowledge and pleasure.
- The value of reading: efficient way to develop our mind and widen our knowledge, a way to accumulate wisdom and experiences of all ages.
- The pleasure of reading: the best way to amuse ourselves.
- Obvious advantages: we should read something every day to improve our mind and to amuse ourselves.

### **TOPIC 10: Explain why the choice of a profession is important.**

#### **What are the essential conditions for the choice of a congenial profession?**

- Importances of the choice of a profession: illustrations and explanations.
- Conditions for the choice of a congenial profession: family situation, inclination and ability, social requirement.
- Conclusion.

## **TOPIC 11: Is money everything in our society? Do we work for money only? What do we live for?**

- Introduction.
- 'The power of money: material and intellectual aspects.
- "Money is a good servant but a bad master."
- We should also live for noble ideals, for others and for moral values.
- Conclusion.

## **TOPIC 12: How important and useful are sports and games?**

- Health and fitness.
- Character building.
- Different kinds of sports.
- They are important to education and happiness.
- Conclusion.



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## **TOPIC 13: You are sending a present to your friend on his birthday. Write a letter accompanying the birthday present.**

- Greetings.
- Your wish.
- Present your gift.
- Close the letter.

## **TOPIC 14: What is your idea of a happy life?**

- Introduction.
- Happiness is a state of mind.
- Possession of wealth and happiness.

- Poverty: the cause of unhappiness.
- Conclusion.

### **TOPIC 15: Express your opinion on the advantages of science.**

- The comfort.
- Health improvement.
- Shortening of space and time.
- Widening our outlook.
- Increasing productivity.
- Science itself: is it harmful?
- Conclusion.

### **TOPIC 16: Explain and discuss: “Idleness is the root of all evils.”**

- Empty pleasures result from idleness.
- It causes a lot of social evils.
- It affects both brain and body: no progress.
- Conclusion.

### **TOPIC 17: Give an account of this saying: “Little learning is a dangerous thing”.**

- Little knowledge makes people near-sighted, conceited, backward and anti-progressive.
- Illustrate examples.
- What do we learn from this saying?

### **TOPIC 18: Weigh the advantages and disadvantages of living in a big family.**

- Introducing the controversial question.

- Advantage of living in a big family.
- Disadvantage.
- Conclusion.

### **TOPIC 19: Would you like to get married early or late? Why?**

- Advantages of getting married young.
- Problems of getting married young.
- Advantages and disadvantages of getting married late.
- Your own decision.

### **TOPIC 20: Write an essay to show that the exclusion of the female sex.**

- From individual point of view: women have talent and rights.
- From the viewpoint of family life: a mother and wife needs knowledge to educate her children and assist her husband.
- From social point of view: equal rights
- Your standpoint.

# Part One

## 45 A-LEVEL COMPOSITIONS



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## COMPOSITION 1A

### **The role of the English language**

English is the most important language in the world today. A very large number of people understand and use English in all parts of the world.

Indeed, English is a very useful language. If we know English we can go to any place or country we like. We shall not find it hard to make people understand what we wish to say.

English also helps us to learn all kinds of subjects. Hundreds of books are written in English every day in all countries to teach people many useful things. The English language has therefore helped to spread ideas and knowledge to all the corners of the world. There is no subject that cannot be learned in the English language.

As English is used so much everywhere in the world, it has helped to make the countries of the world become more friendly with one another. The leaders of the world use English to understand one another. The English language has therefore also helped to spread better understanding and friendship among countries of the world.

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## COMPOSITION 2A

### **The subject I enjoy learning**

I learn many subjects in school. But the one I enjoy learning is History.

History tells us how people lived ages ago. It also tells us how men had to struggle to make the world a better place to live in.

Many pupils, however, do not like to read History. They say that there are too many names and dates to remember. But they do not understand that if we do not know about the past, we cannot understand the present properly. For example, if we wish to know how men learnt to use fire or clothes, we have to know what men did in the past to travel at night or to keep themselves warm. In fact, only a study of History will make us realise that everything that we do today is the result of what our grandfathers and others before them did in the past. So, History is the long story of man's struggle through the ages. As we read this story, we learn many interesting things.

I love history so much that I have a lot of history books in my house. Some day, I might even write a history book myself.

### COMPOSITION 3A

#### **Living in a city could be very exciting. Why?**

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A city is very noisy; yet most people like to live in it. There are indeed many things to see and enjoy in a city.

The streets in a city are full of people and vehicles. Cars, buses and other vehicles can be seen running up and down the streets throughout the day. All these make a city very noisy and busy. Sometimes all kinds of accidents occur and some people die as a result.

In a city, there are also many schools and hospitals. So, the people here find it very easy to send their children to school and to visit the hospital quickly when necessary.

At night a city is full of colourful lights. They make the city beautiful. Some parts of the city are very crowded at this time, especially where the eating stalls or the cinemas are.

Many people also attend school at night to improve themselves. Today there are night schools in almost every city.

For all these reasons, living in a city could be very exciting indeed.

## COMPOSITION 4A

### **My first visit to the cinema**

My first visit to the cinema was a very unhappy one. I was taken there by some friends when I was seven years old. At first there were bright lights and music and I felt quite happy. When the light went out, I felt afraid. Then the film started and I saw a train on the screen. The train was coming toward me. I shouted out in fear and got down under my seat. When my friends saw me, they started to laugh. I felt ashamed and sat back in my seat. I watched the film to the end but I still felt afraid. I was glad when the film ended.

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## COMPOSITION 5A

### **Our house**

This is our house. It's among a garden of many fruit trees.

The house has 4 large rooms. They are living-room, a dinning-room, a bedroom, and a study. We sleep in the bedroom. The study isn't very large. It's my father's room. There are green curtains on the windows. There are some beautiful pictures on the wall. At one end of that room, there is a desk. There is a lamp, an ink-pot, some pens and pencils, some books and newspapers on it. In a corner of the room, there is a book case. The house also has a small kitchen and a bathroom.

Our house is comfortable and we like it.

## COMPOSITION 6A

### A good holiday I had

It was a beautiful Sunday morning when I went to Vung Tau beach with some of my classmates.

We came there at 8 o'clock by bus. We took with us swim-suits, rice, fresh bananas and balls. When we arrived there we saw many people swimming merrily in the sea. We found a shady tree quickly and put our things under it.

We changed into swim-suits hurriedly and jumped into the water to swim. We played water-polo in the sea and caught a lot of small fish. We had lunch at about 12 o'clock and then rested for about 20 minutes.

At 2 o'clock, we packed up things and came back home, very pleased with our outing (= picnic).

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## COMPOSITION 7A

### My plans for a holiday

Dear Tan,

I am sorry I didn't write to you last week because I was very busy. Finally I took my graduation exam and now I am very free. When summer comes, I'll go to Mui Ne for one day. I hope that I'll have good time there. You know how I like the beach. I'll swim, lie on the beach and sunbathe two or three hours. And I am very merry if you come here with me and my family for a holiday. To my thinking, there is nothing like playing on the beach and swimming in the green sea.

I think I'll be able to meet you some time at the end of this month. I'll be very glad to hear from you.

Love,  
Hung.

---

## COMPOSITION 8A

### **My town**

My town is in the suburb of BH city. It is about 7 kilometres from the city centre.

This is a busy downtown entitled “CHỢ SẮT” (or with the name CHỢ SẮT or which has the name CHỢ SẮT). The streets are lined with big stores which sell (or selling) everything such as electrical goods, clothes, books & necessities.

Besides there is a big market here. You can buy anything you need there. It lies on one side of National Route I.

Transportation is convenient. This is the meeting centre of different sources of goods & customers. Many big schools are located here.

There is no place like my town.

---

## COMPOSITION 9A

### **My friend**

Among fifty pupils of class 12A<sub>10</sub>, I like Phuong best. She is my closest friend at high school.

Phuong and I have the same height. We are about 1m55 tall. She has an oval face and curled short hair, and big round eyes.

Although she is small, she is very quick and smart.

Above all, what makes me admire her is her intelligence, helpfulness and kindness. She is ready to (sẵn sàng) to help me when I have difficulties/ troubles in my studies. She is often interested in friends and eager (sốt sắng) to share happiness and sorrows with them.

Phuong is the best friend I have ever met.

---

## COMPOSITION 10A

### **My family**

My family has three people: my father, my mother and me. I am the only daughter in my family. I haven't any brothers.

My father is a lecturer in a college. He is 48 years old. He has been teaching English for over 20 years. He is an experienced teacher. He has already written 40 books.

My mother works at the same school with my father. She is 43 years old. She is a cheerful and pretty person.

As for me, I am a pupil at a high school in the province now. I am a pupil of class 12A<sub>10</sub>. My dream is to be an English teacher like my parents. I hope that my dream will come true in a near future.

---

## COMPOSITION 11A

### **What I do everyday**

Every morning, when the clock strikes five, I immediately get out of bed.

After making my bed, I do morning exercises for about 15 minutes. After that I brush my teeth, wash my face, review my

lessons. I eat breakfast at 6.15. I leave my house for school at 6.30. It takes me 15 minutes to go from my house to my school by motorcycle. I spend the whole morning studying at school. School is over at 11.30. I come home, have lunch and rest until 1.30.

In the afternoon, I often stay at home, do my homework, prepare the lessons for the next/ following day. At 4 o'clock I relax by playing badminton with my friends in the neighborhood.

At 5 o'clock, I help my mother to cook dinner. We eat supper at 6 o'clock. After eating dinner I often watch TV or go to the evening class at the foreign centres. I often go to bed at 10 o'clock.

## COMPOSITION 12A

### **The season I like best**



There are 4 seasons in a year. Each season has its own charm. For me, I like summer best. Below are some reasons for my preference.

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First, summer is the time when I've long holidays. When summer comes, I am free from my studies and I can rest/ relax after busy workdays (= after days of hard work).

Secondly, summer is the season of fruit. How delightful it is to go for a picnic in the countryside on summer holidays and enjoy delicious fruits such as: mangoes, grapefruits, durians, rambutans, mangosteens and so on.

Finally, I like summer best because my birthday falls on August, 13rd. This is an occasion for me to hold a birthday party so that I can meet and have a good time with my friends.

## COMPOSITION 13A

### **Why I learn English**

Nobody can deny the advantages of foreign languages in life now, especially English.

As you know, I dream to become a teacher of English not only because my parents are teachers of English and I want to follow their career but also English brings me many benefits. For example it can help me to communicate easily with many people in many countries all over the world. It's a useful and effective tool of communication in the times of international communication.

English is a means for me to get access to knowledge, science and technology. We must admit that English is an important part in many fields of life: trade, business, computer, education, aviation, airmail, conferences, telecommunication, literature, newspapers and magazines.

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In brief, English is the golden key to opening the treasures of knowledge and seizing the opportunities for career, technology and development.

## COMPOSITION 14A

### **The English speaking club of my foreign language centre**

We are lucky to have an English speaking club at our foreign language centre which we are attending.

This club is often held on Sunday morning every week. It's often begun by a discussion lesson on a topic we like. Everybody joins the discussion by expressing their own ideas and share them

with others. This is a good occasion for us to practise speaking English naturally and easily.

The follow-up activities often consist of telling stories, singing English songs, playing games and quizzes for fun.

I see that these activities are really useful for my learning English.

## COMPOSITION 15A

### **Watching T.V.**

I like both reading books and watching TV. If I must make a choice (lựa chọn), I prefer to watch TV.

In my opinion, watching TV is also a way of reading newspapers. In other words (nói cách khác), TV is a kind of image newspapers (báo hình). By watching TV, I can get news (năm bắt tin tức) in my country and in the world lively.

It also saves the time for me in the choice of valuable news and good programmes.

Nowadays, TV can satisfy the need (thỏa mãn nhu cầu) of the viewers (người xem) in all respects (về mọi phương diện).

## COMPOSITION 16A

### **What I do on New Year's Eve**

As you know, New Year's Eve is the sacred minute (giây phút thiêng liêng) marking the transition (đánh dấu sự chuyển tiếp) from the old year to the new one.

Thus on New Year's Eve I often stay up late. When the clock strikes 12, I turn the television on to hear the New Year's greeting

(lời chúc mừng) by the State president (chủ tịch nước) and watch the shooting of fireworks (bắn pháo hoa).

After that I and other members of my family gather for the cult of ancestors (tụ tập để cúng tổ tiên) and wish each other best wishes (cầu chúc cho nhau những lời cầu chúc tốt đẹp nhất).

## COMPOSITION 17A

### **Why I like Tet**

Like other children, I like Tet very much.

In fact, when Tet comes I'll have at least (ít nhất) a week to rest. Then I'll have time to make preparations to welcome Tet. How delightful it is (thật phấn khởi biết bao) to take part in wrapping Chung cakes (gói bánh chưng) and spend a whole day and night (qua cả một ngày đêm) boiling them (sau spend, động từ thêm Ing).

Moreover this is a good occasion for me to visit my grandparents, uncles, and friends and join the parties (không có giới từ in ở giữa).

It's also fun to hear the wishes of the new year and get lucky money (tiền lì xì).

## COMPOSITION 18A

### **Why I don't like wearing uniforms**

There are different ideas about wearing uniforms. For me, I don't like wearing uniforms. Below are some reasons.

Firstly, wearing uniforms makes everybody similar. This looks beautiful but it doesn't have an original effect because many people like to be different from others.

Secondly people will compete with each other and the poor will feel unhappy.

In sum, from my point of view we should let students wear what they like and should not force them to wear what they don't like.

## COMPOSITION 19A

### **Why I like to be a journalist**

My dream is to be a journalist when I grow up. Following (= below) are some reasons.

Firstly, as a journalist, I have opportunities to go everywhere to hunt for news (săn tin) and report what is happening (hoặc the thing which is... ) in real life.

Secondly, I can get into contact (tiếp xúc) with many people and witness (chứng kiến) many things. Thus (như vậy) my knowledge will be widened.

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Finally, I can use my pen to defend the right (bảo vệ cái đúng) and struggle against the wrong (đấu tranh chống lại cái sai).

## COMPOSITION 20A

### **The important role of language**

Nobody can deny (phủ nhận) that language plays an important part/ role in social communication (giao tiếp xã hội).

In fact people can communicate with each other by sign language (ngôn ngữ dấu hiệu). However, to express better people use spoken language. By speaking, they can share their information, experience and ideas. Especially, written language

helps people to store (lưu trữ) information for the next generations/ for later generations.

People are more intelligent than animals because he can use language as a means of communication (một phương tiện giao tiếp).

---

## COMPOSITION 21A

### **My Daily Activities**

Every weekday we do the same thing. We get up and wash. Then we dress and study our lessons before school. We help our mother. We make our beds and clean the floors. Next we help our mother in the kitchen. In our house everyone helps. Do you help at home? What work do you do at home?

After breakfast we walk to school. We do our lessons at school. We like our lessons. We study many things. We study reading, writing, arithmetic and English. Our arithmetic lessons are easy. Our reading lessons are easy, too. But our writing lessons are not very easy. They're hard. Our English lessons are hard, too. Are your lessons hard or easy?

At four o'clock we leave school. We walk home. We see people in the stores. We see people in the street. They are walking and riding. They are hurrying home. We hurry, too. At home we study our lesson and help our mother again. Do you hurry home?

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## COMPOSITION 22A

### **Clothes for Girls**

Jane is going to tell about clothes for girls.

In my country there are four seasons in the year. They are winter, spring, summer and fall. The girls wear different clothes for

every season.

In the winter it is very cold. We need heavy sweaters and warm blouses. We need wool skirts and wool stockings. In the snow we need heavy coats, too.

We like spring. We take off the heavy sweaters and warm blouses then. We take off our heavy coats, too. In the spring we wear cotton blouses and light skirts. The weather often changes in the spring. It's not hot and it's not cold.

In the summer we put on light clothing. We need cool clothing. We wear light stockings, cool blouses, and cotton skirts. The weather does not change very much. It's hot.

It is cool in the fall. The weather often changes. The wind blows, and the trees are bare. Girls wear light coats and sweaters. We wear wool stockings again. Fall weather is nice.

Every season is nice. I like them all.

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## COMPOSITION 23A

### A Trip to the Zoo

Our class went to the zoo yesterday morning. We were very early, and the zoo was closed. We waited at the gate for ten minutes. Then a man opened the zoo, and we hurried inside.

What did we see? We saw a lot of animals. First we looked at the monkeys. They were hanging by their tails and talking to each other.

Then we saw a little bear. He was two feet tall and very fat. He looked like a little black ball.

Next we looked at a camel. He had one hump. Our teacher said, "The camel is a useful animal. It carries heavy loads, and

sometimes goes without water for three days".

Then we looked at the tiger. He was eating his breakfast. Was the tiger yellow with black stripes? Or was he black with yellow stripes? Everyone wondered. Do you know?

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## COMPOSITION 24A

### **Writing about Meals**

Mr. Dawson's lunch hour is from twelve to one. He can't go home for lunch because he doesn't have much time. He goes to a restaurant or a cafeteria near the office. He usually goes with one or two friends. What does he have for lunch? He often has some soup, a sandwich or a hamburger, and a piece of pie or some ice cream. He drinks a cup of coffee or a glass of milk with his lunch. Does he drink water, too? Yes, he often drinks a glass of water because he's thirsty. How much is his lunch? It's usually ninety cents or a dollar.

Mrs. Dawson always gets dinner for the family at night. They're often tired and hungry. They usually have some meat or fish, two vegetables, a salad, and a dessert. Ann drinks milk; Mr. and Mrs. Dawson drink coffee. There's always some water on the table, too.

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## COMPOSITION 25A

### **Writing about Summer and Winter**

Summer begins on the twenty-first of June; the days are long; the sun rises at five o'clock in the morning and sets at eight in the evening; it shines gloriously; it is very warm; it is hot.

Winter begins in December and ends in March. In Winter we

have rain, wind and snow. When it is very cold, it freezes. But winter is a gay season; there are balls, dances, theatres and receptions. There are also winter sports such as: skating, skiing, tobogganing, etc.

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## COMPOSITION 26A

### **Writing about the Human Body**

The head is covered with hair. Between the two eyes is the nose; it is in the middle of the face. Under the nose is the mouth. On the right and left are the cheeks. In the mouth are the teeth, the tongue and the palate. Under the mouth is the chin.

We have two arms and two hands, with eight fingers and two thumbs. We have two legs and two feet. Each foot has five toes.

With our eyes we see, with our ears we hear, with our nose we smell, with our tongue and palate we taste, with our hands we feel (or touch). With our tongue and lips we speak. We speak French or English. [downloadsachmienphi.com](http://downloadsachmienphi.com) Download Sách Hay | Đọc Sách Online

With our legs and feet we walk.

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## COMPOSITION 27A

### **Writing about Trains**

When you want to take the train, you look first at a time-table to know at what time it starts. Then you go to the railway-station and ask the clerk at the booking-office (or ticket-office) for a ticket (single or return); and you pay the fare. Then you go into the waiting-room or you pass on to the platform where you see the station-master, the guard and several porters. You step into a carriage, and put your hand-luggage in the rack. A train is

composed of a steam-engine, carriages for first, second or third-class passengers and a luggage-van. There are slow trains, fast or express-trains, and goods-trains. On all the main lines are corridor-trains, with dining and sleeping-cars.

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## COMPOSITION 28A

### **Writing about the Members in a Family**

The parents are the father and the mother only.

They have children: sons (boys) and daughters (girls). The boys are the brothers of the girls, the girls are the boys' sisters.

The grandchildren have grandfathers and grandmothers.

The other members of the family are the relatives or relations: uncles, aunts, nephews and nieces, cousins, etc.

When two persons are married, the man is called the husband; the woman becomes his wife. The father and mother of the husband become the father-in-law and mother-in-law of the wife (in law = by marriage). The husband is the son-in-law; the wife is the daughter-in-law; they have brothers-in-law and sisters-in-law.

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## COMPOSITION 29A

### **Writing about Means of Transport**

There are many electric trains in London (Metropolitan or Central Railways). They run underground in tunnels or tubes.

In towns many tramways run along the streets: electric trams or steam-trams. The cars pass every two or three minutes. You don't see any horse-trams now.

The most popular vehicle is the motor-bus. There is only one class, and the fare is the same inside or outside (on the top). When the weather is fine, people prefer riding on the top; they can see the shops and the passers-by better.

Motor-cars (private cars) and taxi-cabs are used by people who want to travel very quickly from a part of the city to another one.

The quickest means of transport is of course the aeroplane.

## COMPOSITION 30A

### **Stamp Collecting**

After afternoon classes, I went to the Post Office on my way home and bought a set of new stamps issued recently. On them are printed pictures of such rare animals as birds and monkeys. Stamp collection is my hobby. Every time I open the albums and look at the stamps I've collected these years, I can learn something new. Many stamps are about drawings or pictures of animals, trees, flowers or houses. They help me increase my knowledge of nature. On other ones there are portraits of historical figures, such as Queen Elizabeth, George Washington and Mao Zedong. My relatives and friends often give me used stamps, which add to my stamp collection. The more stamps I have, the more interested I'm in stamp collection.

## COMPOSITION 31A

### **Going Shopping**

I did my favorite pastime today: Shopping. It was good that dad came along with me and mom. I don't like going shopping with

my mom too much. This is because I don't get to buy the things that I want. I usually end up just being the bag carrier. Dad is more generous, at least he lets me pick one thing that I really like and buys it for me.

I've gone shopping with dad only a few times. And I've enjoyed each time I've gone out shopping with him. He didn't disappoint me either today.

We went to Hoan Kiem Department Store today. The white facade of the building and its unique architecture attracted anyone's attention very easily. The salesladies inside were very courteous. All of them kept on bowing and saying welcome to us. I found this a bit uncomfortable. After a while we learned to just ignore them.

Anyway, the whole area of the department store was quite big. The things sold were also very expensive. It was hard to find something I really liked and wasn't expensive. Finally, I chose a pair of shoes that were on sale. When we went home our feet were very sore and painful. This was my day at the Department Store.

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## COMPOSITION 32A

### **My Favourite Month**

June has fallen since yesterday. It is my favorite month. Why does it say so? The weather in June is neither too hot nor too cold. The trees are green again and buds are in full bloom everywhere. Their fragrance fills the air. The birds are coming back from the south and sing happily in the trees all day. The colors of June are beautiful, bright and blithe. Everyone feels a sense of renewal. People take off their heavy clothes and put on their light summer clothes. Children are playing outdoors now and anticipating the end of the school term. There is a general feeling of release from care, and everyone is looking forward to the future with hope.

## COMPOSITION 33A

### **Writing about Pets**

The British love animals. Many families have got one or two pets. Their pets are part of the family. Popular pets are dogs, cats, and birds.

Some people have got very unusual pets. Emma is a teenager. She lives in London. She hasn't got a dog or a cat. She has got a white rat. It is called Winston. "My friends don't like Winston", says Emma. "But he's beautiful. He isn't dangerous. He's very friendly".

Harry lives in the north of England. He has got a lot of pets. He's got two dogs, three cats, and some canaries. But his favourite pet is a peacock. He's called Henry. "I love Henry and he loves me", says Harry. "I haven't got a wife or children, so I haven't got a real family. My pets are my family. We are very happy".

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COMPOSITION 34A

### **Writing about Myself**

Dear Helen,

Hello! Thank you for your letter.

I'm fourteen years old and I'm in the second year at secondary school. We study English on Monday, Wednesday and Thursday.

My dad works in a hotel and my mum works in a hospital. My sister is sixteen years old and her name is Isabel. My little brother is called Jose Martin. He is only seven.

I like jazz, but my favourite music is pop music. My favourite singer is Martika. She is Spanish.

My favourite subject at school is Geography and my favourite sport is volleyball, but I also play football.

I enclose a postcard of Oviedo, and a photo of my family

Best wishes,  
Juan

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## COMPOSITION 35A

### **Our House**

We live in a small, old house in Guildford. It has two bedrooms, a living room, a dining room, a kitchen – and there's a bathroom, of course!

In the living room there are two blue armchairs and a red sofa. We also have a television, a video, and a CD player. On the wall there are two pictures. In the evenings we sit in the living room and watch television or listen to music.

In the dining room there is a table and four chairs. There are always flowers on the table. The kitchen is new: there is a cooker, a fridge, and a table. We have breakfast in the kitchen, but we have lunch and dinner in the dining room.

We have a beautiful garden. There are a lot of flowers and two trees. Our cats like playing in the garden. We are very happy in our house!

## COMPOSITION 36A

### **My Favourite Film**

My favourite film of all time is Jurassic Park. I've seen it six times! It is a science fiction and adventure movie. It first appeared in 1993. The director was Steven Spielberg. The film is just over two hours long. In the film, a scientist has found some dinosaur DNA. He has used his discovery to re-create dinosaurs, for example, tyrannosaurus rex, apatosaurus, and the dangerous velociraptor. The animals are all on an island, in a special theme park. But everything goes wrong. The animals escape, and attack and kill people.

I like the film because the story is exciting and interesting. The acting is good, but the real stars are the dinosaurs. The special effects are amazing. But I didn't like some of the violence in the film.

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The theme of the film is important. It shows that it is wrong and dangerous to interfere with nature.

## COMPOSITION 37A

### **Writing about Months and Seasons**

There are twelve months in a year. We can see their names on a calendar. January is the first month and December the last. Spring, Summer, Autumn and Winter are the four seasons. In England, Spring begins on the 21st of March and Summer three months after that. Autumn is the third season. Winter begins on December 21st.

George was at the seaside with his friends last summer. His sisters and brothers were at home with their parents. He was back in Autumn because school always begins again in September.

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## COMPOSITION 38A

### **My Daily Life**

I usually get up at half past seven. I hate getting up in the morning. But yesterday was different. I got up at six o'clock.

I left home at seven o'clock. Most days I leave at twenty past eight. Usually I go to school by bus, but yesterday my dad took me there in his car. I arrived at school on time, as well! Usually, I arrive late.

We usually start lessons at nine o'clock, but yesterday we didn't have any lessons. Instead, we all got in a coach and went to the seaside for the day.



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## COMPOSITION 39A

### **Going Swimming**

It was a holiday today, and the weather was very nice. My family went to the beach in the afternoon. The moment we got there we changed into our swimsuits right away. My father and I could swim very well while my mother and brother could play in the water. Two hours later, all of us felt hungry and we bought some hot dogs to eat. After that we played in the sand. We built a sand castle. The castle was complete with spines and a moat. It was really an achievement. On our way home, my brother and I fell asleep. We were very tired but we had a very good time.

## COMPOSITION 40A

### **Staying at Home on Sunday**

There's not much to write today. I just spent a boring day at home. My parents were out in Dalat, and I was left all alone here in the house today.

I tried calling some friends up, but they were all busy or gone. In the morning, with nothing else better to do, I decided to take up some of my books for review. Before noon though, I had already finished the books and done some of my homework, too. I had lunch outside and came back home at about two o'clock p.m.

In the afternoon, I could only watch some MTV. This spiced up my day a bit. Then I was back to my books. At around three, I decided to call Khanh to see if he wanted to see some movies. Well, still no luck. All I could do was just continue studying my lesson.

My parents came back home at around eight in the evening. I had my dinner. After watching some more TV, then I decided to call it a day. I took my bath, fixed my bed, dried my hair, brushed my teeth, got my things ready for the next day and that was it. What a very, very boring day!

## COMPOSITION 41A

### **Giving Information about Jakarta**

Dear Dr. Milson,

Thank you for your letter. I was very pleased to hear you will be visiting Jakarta and hope the following information will help you to enjoy your stay.

First of all, Jakarta is a big and busy city, the centre of

government and business. There are many international quality hotels and restaurants as well as shopping centres, markets and entertainment places.

However, I think you would like to see some places that are unique to my country. I know you are interested in art and history so firstly I suggest you visit Monas, which is the Independence monument. Secondly, not far from Monas you can find the National Museum which has a large collection of art, textiles and other cultural items.

Other interesting places are a “wayang” museum, which features our unique shadow-puppet dramas, and Pasar Ikan (the fish market) where you can see traditional fishing boats.

I hope these suggestions have been helpful. As you only have a short time in Jakarta, you probably will not be able to do much more sightseeing. But if I can help in any other way, please let me know.

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Yours sincerely,

Ari

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## COMPOSITION 42A

### **Asking for Assistance**

Dear Ms. Abbott,

I am writing to ask for your assistance. I attended a 3-week English course at your college from 6 November to 24 November, 1995. My full name is Syarif Mustafa and my student number was CZ 352Z. The course I attended was English for Travel and Tourism at intermediate level. My class instructors were Robin Tyson and Alice Maddax.

I am about to start work at Suntours travel company and they

have asked me to provide information about the English course and any assignments and reports. Unfortunately, I left all my copies of these documents at my friend's house and cannot contact him at present.

Therefore, I would be very grateful if you could send me copies of the course outline, the three written assignments and the end of course report as soon as possible. I will be happy to refund any postal charges.

Thank you so much for your help in this matter. I look forward to receiving the copy course outlines.

Yours sincerely,  
Waldo Emerson

## COMPOSITION 43A

### Making a Complaint

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Dear Mr. Jenkins,

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I am writing to complain about my recent holiday in Sydney which was organised by your company. My wife and I selected the two-week Women's Weekly tour starting on 29 December. Your agency claimed we would be picked up at the airport, and that the hotel was three-star quality. The all-inclusive price we paid included breakfast and dinner and two excursions.

On arrival at the airport, there was no one to meet us. We waited for half an hour and then had no choice except to take a taxi. This cost \$30. The receipt is enclosed.

The hotel was not what I would consider three-star. The room was dirty, the beds were small and uncomfortable. The breakfast portions were very small, and the hotel refused to provide us with

dinner. We had to spend a further \$500 on extra meals. Again, I enclose our restaurant receipts.

I find it dishonest and unacceptable that your company sold us a tour which in no way resembled the description, and my wife and I expect to be compensated for all our extra expenses. The receipts which are enclosed total \$530. In addition, we claim a refund of \$100 because the room was not up to the promised standard.

We expect to receive your cheque for \$630 very soon.

Yours sincerely,  
Mr. I. Rate

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## COMPOSITION 44A

### **Reporting the Loss of Your Card**

Dear Sir, [downloadsachmienphi.com](http://downloadsachmienphi.com)

I am writing ~~to download my book~~ to confirm ~~By e-mail~~ the loss of my credit card. I telephoned your office ~~earlier today~~.

The details of my card are as follows. It is an Apex Silver card in the name Jorge Luts Banderas. The credit card number is 4531 7602 2597 8413. I have had an Apex card since 1994. This card is valid from August 1995 to August 1996.

I lost the card yesterday at about 10:30 in the evening. The only time I used the card yesterday was to buy three bottles of wine at the Sharp Price Liquor Store in Oxford Street. By accident, I left the card at the shop. When I realised I had done this, I telephoned the shop, but the shop assistants there could not find the card.

Could you please cancel my card immediately and make the necessary arrangements to issue me with a replacement card? I can

be contacted at the above address.

Thank you for your assistance.

Yours faithfully,  
Jorge Banderas

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## COMPOSITION 45A

### **Asking about Studying in Australia**

Dear Denny,

How are you getting on in Melbourne? I hope everything is going well and you are enjoying your studies. I'm writing to ask you for some information as I'm planning to come and study in Australia next year. I have applied to the TAPE college in Adelaide to take the course in Tourism and Hospitality Management.

Could you tell me what I have to do to obtain a study visa and how long the process will take? The college said I also have to take out insurance before I come to Australia. How do I do this? I'd be really grateful if you can give me this information. I would also be grateful if you can tell me what I should bring with me, for example, clothes, books or anything I cannot get in Australia.

I'm sure that studying in a college overseas has not been without at least some problems for you. Adjusting to a new culture was probably also difficult. Have you had any particular problems that I should watch out for?

I'd appreciate any advice you can give me.

Many thanks,  
Sita

## Part Two

### 45 B-LEVEL COMPOSITIONS



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## COMPOSITION 1B

### **How the world will be in 2100**

What will the world be like in the future? I think that future people will go through the same cycle of life and have the same problems as people today. They will be born. They will go to schools and a university. They will fall in love. They will find a job. They will grow old and die. But the way of doing these things will be different. Their parents will choose their sex and physical characteristics, and they will be conceived in test tubes. They will have electronic teachers that they only see on TV.

They will fall in love through computer dating. They will work at home with a computer hook-up to their jobs. They will grow old with transplanted organs and die when they are 150 years old. Will the world be better? I think there will be less disease, but I think social problems will increase, and war will continue.

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## COMPOSITION 2B

### **My life at age 75**

When I am 75 years old, I would like to be healthy to live comfortably, and to have a nice family. I would not like to be like many old people. I hope that I will stay in good condition because I would like to swim, jog, and play tennis regularly. Also I would like to have enough money to live easily, not too much and not too little. I would like to have a large house on the beach and a nice car. I hope that I will not have to live on money from the government or from my children. Most importantly, I'd like to have a good family with three or four grandchildren to play with. I'd like to have a

good reputation, with the respect of myself and the people who know me.

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## COMPOSITION 3B

### **Advantages of living in town**

Many people prefer to live in large cities because there are more pleasures or amusements than in the country: you have less fresh air and open space in London, but in the country there are fewer theatres, picture-houses (cinemas) and places of entertainment.

The cinema is a great attraction for most people. Some prefer films in which they can see their favourite stars; others prefer newsreels or plays adapted for the screen; all children love Walt Disney's films. Those who do not like the cinema can enjoy the Punch and Judy show's which are sometimes given at street corners.

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People who are fond of music do not often hear good concerts in the country, except if they have a radio-set. But in town, concerts are often given in large concert-halls. In an orchestra there are many strings such as violins and cellos; there are not so many wind and brass instruments. At the head of the orchestra is the conductor, standing on a platform; his baton is raised; he begins to beat time and the orchestra strikes up the tune.

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## COMPOSITION 4B

### **The country I would like to visit**

I have heard and read a lot about the beautiful countries in the world. But the country that I would like to visit is the United

States of America.

From my geography books I know that the United States is a very big country. Here, there are people from all countries of the world. Europeans, Africans, Asians and others live together in peace and happiness, like the people of Singapore and Malaysia. It would indeed be a pleasure to meet so many races of people in one country.

The buildings in the United States are among the largest in the world. The roads too are the best in the world. Travelling in this country is therefore very easy. There are fast-running cars, trains and other means of transport.

Again, the scenery is different in different parts of the country. In some places there are high mountains. In some places there are lowlands for miles together. And in other parts, there are deserts.

Thus, travelling in this big country would be really very interesting. I should therefore welcome any opportunity to visit this country.

## COMPOSITION 5B

### **What I would do if I had a hundred dollars**

A hundred dollars, to a girl of my age, is indeed a big sum of money. If I had such a large sum of money, however, I would do a variety of things.

First, I would buy some pretty cloches for myself. I would go round the shops and look for the latest fashions in clothes. I would spend my money carefully, as I would not get so much money so easily again.

Then, I would buy some jewellery to beautify myself, I would

buy a ring and a small necklace. This would cost me about half the money I had.

I would then buy a pen for my father and a nice hand-bag for my mother. These things would certainly make my parents happy.

After that, I would spend a few dollars for my brothers and sister's sake. I would take them to a cinema in the town so that they might enjoy a little. I would also buy them some drinks and sweets.

If some money still remained, I would buy a good book for myself. The rest of the money I would keep in my savings account to use in the future. Thus, the money would not be spent carelessly.

## COMPOSITION 6B

### **Writing about London**

London has a population of about 6,770,000. It lies on the River Thames, where the Romans landed nearly 2,000 years ago. From about 1800 until World War Two, London was the biggest city in the world, but now there are many cities which are much bigger.

London is famous for many things. Tourists come from all over the world to visit its historic buildings, such as St Paul's Cathedral which has a huge dome, and the Houses of Parliament, where you can see and hear the famous clock – Big Ben. They also come to visit its theatres, its museums, and its many shops such as Harrods, where you can buy anything.

Like many big cities, London has problems with traffic and pollution. Over 1,000,000 people a day use the London Underground but there are still too many cars on the streets. The air isn't clean, but it is cleaner than it was 100 years ago. Until the Clean Air Act in 1965, London has been famous for its fog or "smog" which is a

mixture of smoke and fog.

The best thing about London is the parks. There are five in the city centre. But my children's favourite place is Hamleys, which is the biggest toyshop in the world. It is 200 years old.

## COMPOSITION 7B

### **Why people travel**

Everyone, young or aged, loved to travel especially to lands beyond the seas. Even animals, birds and insects and all other creatures get tired of staying at the same place for a long time.

People travel not only to see things but also to meet and learn about other people in other lands. As we travel we see a variety of things. We see the hills, valleys, jungles, lowlands, rivers and many other things that nature has created. These are indeed very beautiful things to observe. The lakes and waterfalls that we see, for example, are some of the most beautiful things that nature has created to beautify the world. Looking at these things we improve our knowledge of Geography and man's place in the world.

We also see how people in different parts of the world work and live. In some places we see people growing crops or making machinery. In short, people do not do the same things everywhere. Thus, their ways of life are also different in different parts of the world.

Even the languages, the customs and religions of the people are not the same everywhere. All these and many other facts we come to know better if we travel.

We should therefore travel whenever we have the opportunity to do so.

## COMPOSITION 8B

### **Travelling in the old days**

In the old days, travelling used to be difficult and expensive. Wealthy (rich) people would travel in their coach drawn by horses which were changed at the stage when the journey was long; and men would often go travelling on horseback.

But travellers were often attacked by robbers or highwaymen who robbed them of their purses and sometimes murdered them.

Later on, as people travelled more and more, stagecoaches began to go from town to town on appointed days. The stage-coachman sat high on his box and the guard rode behind, blowing his horn to warn passengers of the approach of the stage-coach, and ready to defend its occupants in case of attack. And so the coach would dash through villages to the rattle of its window panes and the clatter of its horses' hoofs.

Then the picturesque stage-coach was superseded by the railway which was quicker, cheaper and more comfortable. And now motor-cycles, motor-cars, big motor-coaches and even aeroplanes are beginning to supersede the railway itself.

## COMPOSITION 9B

### **My hobby**

My hobby is collecting stamps. When I was still only a baby, my mother began to collect for me. Of course, she did not let me touch the stamps until I was old enough not to spoil them. I remember that it was on my fifteenth birthday that she first put them into my hand. They were in four fat books, but since that time I have added three more, so that now I have a bigger

collection than any of my friends.

How do I get my stamps? I have never bought a single one from a shop, so my collection has really cost me nothing. My father, who works in a big office, sometimes brings me stamps from many countries of the world. And I have friends both here and in other lands who send me stamps in return for ones which I send to them.

Now that I am working for my living, I do not have as much time as before to spend on my stamps. But in the evenings, what can be better than to sit down at a table with my precious books, arranging new stamps in them, writing in the names of countries or if I am too tired, only looking through the stamps already in the books? Each stamp has a story to tell me of far countries and strange peoples. I see pictures of men and women, birds and animals that I have never seen. King and Presidents pass before my eyes and I can follow the history of nations. I can see Hitler's Germany spreading over Europe and then suddenly breaking into pieces. Pakistan is born before my eyes, countries rise and countries fall and the whole time I remain comfortably in my armchair at home.

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But my stamp collection does not make me think only of the past. Just as my mother collected for me so I am collecting for my future child, too. What better way will there be of interesting him in history, geography and language and of making these subjects live for him.

## COMPOSITION 10B

### Movies: useful or harmful?

It goes without saying that there are more movie-goers today than ever before. Movies have become so much a part of everyday life that we should find out whether they are useful or harmful.

Movies have become one of the most popular forms of entertainment in the world. What can be more pleasant than to sit comfortably and see a good film after a hard week's work? When we watch a good film, we can forget our own weariness and live other people's lives awhile. So movies offer us complete pleasure.

Not only are movies a form of entertainment but they are also a means of training. Today in many countries movies are being used in schools, and in some cases they are the most effective means of education. Documentary films are a means whereby (by which) people of various countries can see something of each other's ways of life.

But movies are not always useful; many films are neither interesting nor useful. We waste our time seeing them. Furthermore, some of them may cause bad effects; films about crime and murder are certainly bad for our children. They may imitate what they see in these films.

We have just seen that movies can educate people. But we also realize that some films can cause harmful effects. We must therefore be careful in choosing a film to see, especially for our young children.

## COMPOSITION 11B

### **What I do in my free time**

Whenever I have nothing to do, I like to spend my time on swimming or listening to music. They are my favorite pastimes and coordinate my physical and mental activities.

I choose swimming because it is one of the most useful sports. It is a good exercise for everyone especially for those who work with their brains most of the time. Swimming gives me a well-built

body and a good health to endure hard work. It is a great pleasure for me to stay in the cool water on a hot day and after a few hours' playing. Swimming in the refreshing water, I feel more eager and energetic than ever before.

Listening to good music is another enjoyment for me. Music helps relax my mind, especially in the evening when I am alone. How delightful it is to sit in an arm chair and let our soul fly along with the sweet voices of our favorite singer.

Music can lead me into the wonderful world of dream and love. It takes me away from my worries and it trains me to be patient and good tempered. I shall never feel bored since I have many good friends in my tape-recorder. When I am sad or depressed I just switch the set on and listen. I shall soon be away from reality and feel happy again. My weariness and melancholy are immediately driven away.



Swimming and music bring pleasure to me. They help to spend my free time in a happy way. That is the reason why I only like to swim and listen to music during my leisure time.

## COMPOSITION 12B

### **The things I dislike the most**

There are many things that I dislike, but the ones I dislike the most are noise, crowds and laziness.

Noise disturbs me greatly. This is why I hate to live in a city. In a city, vehicles run to and fro from dawn till midnight. This makes the city very noisy indeed. The voice of thousands of people living close to one another also adds to the noise by the vehicles. Besides, there are noises in the factories in the city.

I also dislike crowds. Crowds make movement difficult. If a

place is crowded, it is not easy to move about or to do any work quickly. If we are in hurry to go anywhere, a crowd can delay our progress.

Finally, I hate laziness because a lazy boy is a problem not only to his parents but also to others. By refusing to do any work, he compels others to work for him. Sometimes a weak and poor person has to work hard to bring food for a strong and healthy person who is lazy. Such a person is really bad and ill-mannered. As long as he gets what he needs and wants, he does not care what others think of him. I hate to see such a person, even if he is my own brother or father.

All this explains why I hate the things I have mentioned.

## COMPOSITION 13B

### **The harmful effects of television**

I'm very worried about the effect of television, especially on our children. First, there are a lot of violent programmes on TV and on several occasions I have caught my sons copying the action they see in these programmes. Second, the advertising is very bad for them. Children see commercials for sweets and toys, for example, and always want to go out and buy them. Also, sitting in front of the television set all day is bad for their eyes. All my children wear glasses and I am convinced it is because of the long hours they spend in front of the screen. Finally watching television is not creative. I think it is very important for everybody to do something creative, such as playing a musical instrument or painting. When I say this to my children, they just do not answer. They are too busy watching. I have tried to restrict their viewing hours, but this has resulted in a lot of unhappiness – I have therefore decided to sell my television set, as this seems to be the only solution.

## COMPOSITION 14B

### **The significance of Tet in Viet Nam**

Every year, the Vietnamese people celebrate their traditional holidays – Tet – on the first day of the new lunar year.

Tet in VN has its own significance (or important meanings).

Tet is a good occasion for those who live far from their family to return home to meet each other and enjoy Tet together. On the eve of the new year after offering presents to God and setting off firecrackers to welcome the new year, the family sits round a table to have a talk. At this moment, the children will say to their parents the wrong things they did in the old year and they promise to correct their mistakes and try to be better during the new year. Then they wish their grandparents, parents, brothers and sisters a happy new year. By this way, they are given much money as the present for the new year. Besides, everyone in the family has the opportunity to review memories, think of the late relatives and discuss what will be done in the new year.

On the following morning, the first day of Tet, people usually go to the churchyard to visit their relatives' graves. They also go to the pagoda to pray the good things for the new year. In addition, they go to visit their friends and relatives as well.

Tet is also the day the Vietnamese people remember the great national hero – Quang Trung. In some places, the ceremony to Quang Trung is solemnly organized. And in some theatres, the play of Quang Trung is performed.

Tet is also the day when the Vietnamese people remember the stories of watermelon and rice pudding which remind them of their ancestors who built up their country.

In brief, Tet is the happiest and most meaningful day of the Vietnamese people. Living far from the country, nobody forgets this important festival.

## COMPOSITION 15B

### **What people usually do on New Year's Eve**

An age-long tradition, Tet, is associated with many very spectacular and interesting practices. On the eve of the New Year, people sit up till mid-night around the boiling “bánh chưng” pot or around the radio to listen to the wishes of the President. Old people go out on a pilgrimage to nearby pagodas with flowers and joss-sticks, but young ones just go out for a night walk. In the old days, people looked for a bunch with small buds because a branch in spring was looked upon as the symbol of longevity and happiness. But nowadays, on the occasion of Tet holidays, people prepare for the season's tree planting drive. Minute after minute, hour after hour people look forward to mid-night to see the New Year in. Suddenly everything seems to wake up. Church bells ring, pagoda bells toll, factory whistles blow, fire-crackers make merry noises, the old year is out, the New Year is in. And now you hear good wishes and greetings from the radio and everywhere.

## COMPOSITION 16B

### **A visit to a nearby clinic**

The other day I went to “Nha Thuong Binh Dan” (Popular Hospital), a well known clinic in Saigon, to visit a friend of mine who was hospitalized there, and I had an opportunity to observe the activities of an institution that had provided services to thousands of poor people in our city.

The hospital was composed of many buildings, each housing a number of departments. There were departments of ophthalmology, pediatrics, gynecology, dermatology, etc. Patients lay in small rooms disposed in rows facing each other. Services here were free of charge, so I saw long rows of people waiting before each department. Men and women in white blouses worked hard inside the big rooms or went from one room to another to give care or advice to patients. They were doctors or nurses paid by the government. I was told that some of them were students from the faculty of Medicine coming here for practice; they all seemed intent on their work.

In a room near the entrance, some nurses were giving injections against cholera, smallpox or malaria. As it was the epidemic season, this room was crowded and the nurses had a lot of work to do.

That visit impressed me deeply. When I left, I thought of the long rows of people waiting and I thought that more hospitals should be built for them. My mind also went to Pasteur, whose discoveries could be clearly seen in that hospital.

## COMPOSITION 17B

### **My fondest childhood memories**

They are those (memories) associated with our summer place near London – a small cabin set (= founded, built) deep in the woods. A little brook ran nearby, and there were many cosy looks in the woods where, as children, we would play and hide among the bushes.

Mother, of course, was a good housekeeper, cook and governess. She was always an excellent cook, and she could cook almost anything without a look at a cook book. She read to us in

the evening from interesting stories. She took us for walks in the woods and looked after us as we were wading in the brook. She did everything a woman could to see that we grew strong and healthy, and that our days slid by easily and happily as all your childhood days should.

## COMPOSITION 18B

### **My first day to school**

Every year, in late Autumn when the street leaves start falling in abundance and the silver white clouds wander aimlessly in the sky, my heart is thrilled with indefinable reminiscence of the first time I went to school.

How can I forget these clear and vivid impressions which blossomed in my heart as fresh smiling flowers in a serene and crystalline sky. I have never noted down those impressions, because I could not write in those days, and nowadays I can't remember all the details.

However every time I see some little boys timidly hide themselves under their mother's conical hats going to school for the first time, my heart is again overwhelmed with excitement and agitation.

I still remember that morning, a morning enveloped in Autumn mist and by cold winds, my mother affectionately held my hand and led me along the long narrow village path. I had walked along that path many times before, but that time I suddenly found it strange. Everything around me seemed to have changed because I myself was undergoing a great change. I was going to school.

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## COMPOSITION 19B

### **A glimpse of HCM City at night**

HCM city is the largest city in Vietnam. You can see plenty of beautiful street sights in that “pearl of a city”. Its high buildings, its big stores, its immense theatres and hotels, its museum and wide bridge make a deep impression on all visitors.

At night, when the lights are full on, the city looks even more beautiful and cheerful. The coloured lights shine and the big neon signs flash making the whole city as bright as day.

You can see, in the busy centres of the city, high electric letters hailing the reunification of the country and the great value of the freedom and independence achieved.

In the shopping centres, you can see many advertisements: there are bright coloured posters of every description and a great many dazzling electric signs. Here is the new way of telling people what to buy. These neon signs, which are very fascinating indeed, light up the busy centres of the city well past midnight.

We think that at night the city looks like a world of brilliance and colour.

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## COMPOSITION 20B

### **The usefulness of television**

Television enables us to see things in distant places. It is indeed one of the most wonderful things that man has ever invented.

Television not only entertains people but also teaches people a variety of important things. Through this wonderful invention we

learn about people and events thousands of miles away. Pictures taken in all parts of the world are also shown on television for entertainment as well as for instruction.

Short films based on popular stories are often shown which entertain millions of people all over the world.

In some countries television is used to teach pupils and students many useful lessons. Students who cannot go to school because of transport or other problems are taught all their lessons at home through television.

As television appeals to the eye instead of the ear, people enjoy watching more than listening to the radio. Listening requires knowledge of many things, but what we see with our eyes explains itself.

For all these reasons, there is no doubt that television will continue to be popular for a long time.

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## COMPOSITION 21B

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### Writing about English

In the reign of Queen Elizabeth I (1558-1603) there were only six million speakers of English. Most of them lived in Great Britain. But today in the reign of her descendant, Queen Elizabeth II (1952-), there are many more speakers of English. And most of them do not live in Great Britain!

Three hundred million people speak English as their native language. English is their first language. They live in countries such as Britain, the United States of America, Canada, Australia and New Zealand.

Six hundred million people use English as an official second language. They live in countries such as India, Pakistan and

Nigeria.

But at least one hundred million people now study English as a foreign language. They live in countries such as Spain, Greece, Portugal, Mexico, Brazil, Argentina, China, Russia, Poland – in fact, almost everywhere.

Therefore, at least one thousand million people can read, speak, write and understand English today.

English is now an international language. In the modern world, people need English for work and for international communication. You can use English to help you meet new people and to make new friends in every country of the world.

## COMPOSITION 22B

### **Writing about Jack London**

Jack London is a famous American writer. His most widely known book is *The Call of the Wild*, the story of the adventures of a large dog in the frozen north.

Jack London was born on January 12, 1876, in San Francisco, California. His family was very poor, and Jack had to leave school to make money. He worked hard in many different jobs.

Later, Jack returned to school, but he didn't stay. He wrote, "Life and pocketbook were both too short".

In 1897, he went to Alaska to find gold. Instead, he found ideas there for his books and stories. He returned home and started to write. His writings were successful, and he became rich and famous in his twenties.

Jack London was not a happy man, however. In poor health he took his own life in 1916. He was only 40 years old.

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## COMPOSITION 23B

### **Writing about Children and Dogs**

Most children love animals but children and puppies seem to go together. Children like puppies and puppies like children!

Small children sometimes spend hours playing with their puppies or dogs. To the ears of a mother, the laughter of children and the barks of puppies or dogs are pleasant and happy sounds. Mothers like to see their children having fun.

Children grow older and become teenagers. Puppies grow older and become dogs. Yet, even teenagers enjoy dogs. They like to have them as pets. In many parts of the United States, dogs are the constant companions of small children and teenagers. Sometimes, large dogs act as guards of small children.

Dogs are probably the most popular animal pet in the United States. They are often given as gifts for birthdays and at Christmas.

A wise person once said: “A dog is man’s best friend”.

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## COMPOSITION 24B

### **Writing about the Post Office**

At the post-office you buy stamps and post-cards. You can send inland letters for a penny or half-penny, and inland post-cards for a penny. For foreign countries the rates are  $2 \frac{1}{2}$  d. for a letter and 1 d. for a post-card; those cards are called foreign postcards.

If a letter or a parcel contains anything valuable, it must be registered. Commercial papers, patterns and samples are also sent by post. When you want to send money you may do so with a money order.

The post office is generally a telegraph-office at the same time; there you send telegrams or wires. The rate for inland telegrams in England is 6 d. for the first twelve words or less, and  $\frac{1}{2}$  d. for each additional word. For foreign telegrams the rates vary according to distance. A uniform rate of 2 d. per word, with a minimum charge of 10 d. now exists between Great Britain, Belgium, France and Germany.

Nowadays messages by wireless telegraphy are also accepted.

Telephone offices for the use of the public are to be found at post-offices.

## COMPOSITION 25B

### **Modern Offices**

Modern offices are provided with many time-saving appliances. The desk is an American desk, which has a flat top or a roll-top. On the right, on the left and in front of the writer are numerous drawers. On the desk several pigeon-holes are used for the books that are constantly required, such as a note-book, a register of letters and telegrams, etc. Other books, ledgers, directories, reports are kept in revolving book-cases. A telephone apparatus is ready at hand on the desk; a safe and a typewriter are also to be seen. The other pieces of furniture may be leather armchairs and revolving-stools.

At the head of a firm is the general manager, who is assisted by many clerks: the head or confidential clerk, the bookkeeper, the cash-clerk and several junior clerks.

The commercial correspondence is done by corresponding clerks who must be good shorthand writers and typists. Some firms have commercial travellers.

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## COMPOSITION 26B

### **Writing about Shops**

Shopkeepers do everything they can to attract customers and induce them to enter their shops. Sometimes they think a well-dressed window is not sufficient, and large notices are often stuck against the glass. They differ according to the season: "Christmas presents", "New Year's gifts", and "Toys show" are followed by "Great clearance sale", which gives place to "New Spring goods" or "Latest Parisian novelties", and so on, all the year round, without forgetting the "Stock-taking sale" once a year and the "Clearance sale" or "Selling off at any price" which appear at regular and near intervals.

In England the first-class shops close on Saturday afternoons, while the simpler ones are opened to their humbler customers; but they enjoy also their weekly half-holiday. The early-closing day is either Tuesday, Wednesday or Thursday, but generally the same day in the same town. All shops are closed on Sunday.

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## COMPOSITION 27B

### **Autumn Weather**

In Autumn, the days get shorter and shorter and the sky is cloudy. It is the season of fog and mist, which are at times so dense that they hide everything.

The trees turn red, yellow and brown, and the woods have their most gorgeous colours; but when the wind blows, the dead leaves, torn from the branches, whirl in the air and fall to the ground with every gust of wind.

There are people who dislike Autumn because it is a wet

season! It is not pleasant to take one's umbrella or rain-coat every day, to be splashed with mud by motor-cars, to come home drenched with rain, and to get one's feet wet walking in all the puddles of the street...

But then how pleasant it is to sit by the fire, feeling warm and comfortable while the wind howls in the trees, the tops of which it bends and shakes; and how we love to hear the drops of rain patter on the window-panes!

And there are old friends, too, whom Autumn brings back: there is one now at the street-corner, standing near his little brazier. You will buy roast chestnuts from him on your way back from school: they feel so warm to your hands and they taste so pleasant to your palate!

## COMPOSITION 28B

### **Means of Transport**

In all large towns there are many ways of going from place to place. The Underground railway, or the Tube, is both quick and cheap (not dear). But if you have enough time, you had better take a bus. It is not so quick because it has to stop at every traffic hold-up. Yet it is very pleasant, as English buses have a top from which you can see everything in the street.

You take the tube in a tube station; but you wait for the bus or the tram on the kerb, at a stop marked with a notice: *Buses stop here*; and you pay your fare to the conductor. At busy hours it is difficult to find room in a bus or a tram, for they are full up.

Sometimes you are in a hurry, and even the tube is not quick enough so you take a taxi. Formerly, there were only horsedrawn cabs. Few are left nowadays.

If you are in no hurry, you had rather (prefer to) use your legs. Only, be careful when you cross: look right and left; at crossroads wait on the refuge till the way is clear, and don't forget that, in England, vehicles keep to the left.

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## COMPOSITION 29B

### **Ways to Improve Memory**

Ability to remember is different among people. Some remember long and quickly. Others find it difficult to memorize what they want to keep in their mind. Our country also has geniuses who were very good at remembering things. We can take Lê Quý Đôn as an example. He could remember long and quickly at the age of eight. In the world we also hear of many prominent persons who can recite long pages of poems, and can tell you exactly the historical dates.

How can they acquire that skill? Is it an inborn ability? The answer is that it may be so; however, it is often the result of constant practice and the way they use to improve their memory. In fact, if you remember automatically without a systematic method, you can't remember well. Many students work hard but they always forget what they study. One of the reasons is that they stuffed their minds with disordered details. They didn't know how to select the facts, how to distinguish the main points from the subsidiary ones. They concentrate all their efforts to memorize the whole problems. To develop our ability to remember, we must practise constantly and methodically. Only by practice can we strengthen and sharpen our memory.

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## COMPOSITION 30B

### **Theatres**

When we want to go to the theatre we had better book our seats in advance; but a good many people prefer to queue up at the door before the performance because they can thus get cheaper seats.

We leave our coats and hats at the cloak-room, buy a programme and finally enter the house.

In front of the audience is the stage where the actors and actresses will be playing in a moment; if they do not remember their parts well, a man will prompt them: he is called the prompter.



In front of the stage there are footlights; when the curtain is rising for the beginning of the play, the lights go out in the house and the footlights flash [downloadsachmienphi.com](https://downloadsachmienphi.com).

At the end of each act, the curtain falls; if the audience are pleased with the acting and with the play, they clap their hands; the curtain goes up again and all the players come back and bow to the audience.

If one of them is particularly successful with a certain song or speech, he or she is encored and cheered; but bad actors or bad plays are sometimes hissed by the displeased audience!

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## COMPOSITION 31B

### **The Zoo**

Museums and art galleries are not very interesting for you children: you prefer living creatures to still life, and a visit to the

zoo is always a great treat!

Most wild beasts exhibited in a zoo come from tropical forests or African deserts: in the old managerie they lived miserably in small cages; now, they are put in large enclosures where they can go at liberty.

Here are the lion with its tawny – coloured coat, the tiger with its black stripes, the giraffe, the panther and the leopard whose coats are spotted with black. Black bears and brown bears have a very thick coat of soft fur and it is funny to see them sit and beg for sugar just like dogs!

The elephant and the camel with its two humps are probably the favourites of small children whom they carry on their backs about the zoo. The elephant has two ivory tusks and a long grey trunk; how clever he is with it! Now picking up a piece of cake, now drinking, now spouting water at the lookers-on!

And monkeys, too, are very funny with their human faces. Look at them! One is swinging from a branch, another is making faces at you, and another one again is eating a banana and aping everything you do!

That great big one there, stronger than a man, is not a monkey, but an ape.

## COMPOSITION 32B

### **Village Entertainments**

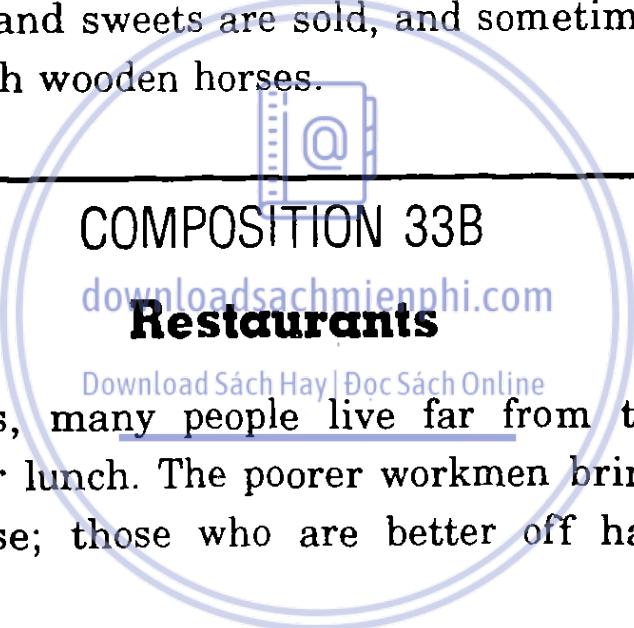
A village is usually very quiet, especially at night. Villagers get up and go to bed with the sun, for the cattle (that) they have to take care of are early risers; so farmers cannot sit up late. After sunset, everything is quite dark; the only windows that are lighted are those of the inn where some travellers have put up for the

night, or those of the public house where a few men have come to drink.

But at 10 p.m., the public house closes, and its windows get dark, for, to prevent men from drinking too much and getting intoxicated (or drunk), English public houses are allowed to open only at certain hours: 11 a.m. to 2 p.m. and 5 to 10 p.m. as a rule.

But drinking is not the villagers' only entertainment. The young men play football in Winter and cricket in Summer. Most English villages have a hall which families resort to for dances, concerts, and theatricals.

Then once a year, the village fair takes place. There are booths where toys and sweets are sold, and sometimes a circus or a merry-go-round with wooden horses.




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## COMPOSITION 33B

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### Restaurants

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In big towns, many people live far from their work and cannot go home for lunch. The poorer workmen bring some food in a basket or a case; those who are better off have lunch at a restaurant.

There are different classes of restaurants, from the cheap tea-shops and cafés where shop-girls and clerks can eat at a small charge, to the luxurious grill-rooms and clubs where big businessmen meet.

The menu, or bill of fare, offers a long list of dishes. There is fish, served with chips (fried potatoes), there are eggs, cooked in many ways: boiled, or poached in water, or scrambled, or fried with bacon.

You can have either a grill, or a stew, which consists of meat cooked with onions and vegetables. The list of vegetables includes chiefly potatoes, served steamed or mashed, and greens.

For dessert there are sweets, but there is seldom any fruit. The customers usually wash down their meal with water, tea, coffee or beer.

In tea-shops, customers are waited upon by waitresses and in restaurants by waiters; their wages consist chiefly of tips, or gratuities.

## COMPOSITION 34B

### **Disease, the Greatest Killer**

Disease is the greatest killer of man. We can easily understand the causes of wars and famines but we find it difficult to explain those of diseases.

In ancient times, people thought that an invisible evil spirit, sins, magic or evil eyes were the origin of diseases. All those guesses about disease originated from man's incapacity of struggling against diseases.

Nowadays, thanks to the progress of science we know that germ is the mother of disease. The germs which cause disease breed and multiply in darkness hidden in decaying vegetation, putrefying animal matter, human and animal excrement, and dark pools of foul and stagnant water. In other words, dirt and dark are the parents of disease; and if people live in filth, they are liable to such epidemics as cholera, enteric and plague. Therefore, an invisible evil spirit, sins and magic or evil eyes were not the origin of diseases.

Our problem now is to keep our health and prevent us from

insanitation. We must keep the place where we dwells clean, and open to sunlight, fresh air and use pure water. We must be moderate in eating and drinking, and wise in the choice of plain, wholesome, simple food. We must get sufficient and regular physical exercise and keep our bodies clean.

## COMPOSITION 35B

### **Travelling by Train**

When we go on a journey by train, we must go to the railway-station and buy a ticket at the booking-office. A railway clerk sells us 1st, 2nd or 3rd class tickets, single or return. Children under 7 pay half-fare.

Then we pass on to the platform along which the train will stop. If we have any heavy luggage, a porter carries it for us and takes it to be registered.

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We must arrive at the station in time to catch our train: if we are late, we miss it. People who come too early can wait in the waiting-room; if we are hungry or thirsty, we can eat and drink in the refreshment-room, and we can buy books or papers for the journey at the bookstall on the platform.

A train is made up of several carriages drawn by an engine, with a luggage-van for luggage and sometimes a dining-car, and a sleeping-car for night journeys. Modern trains are all corridor trains. The passengers can put their hand-luggage in the rack above their seat.

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COMPOSITION 36B**Summer Weather**

Isn't Summer the best season, and don't all children love to go for long rambles when the weather is fine? But let them have a look at the glass (barometer) before they start; for if it points to wet, or even to unsettled, they had better stay indoors; but if it points to set fair, they can go confidently.

Yet even bright Summer days are not without their surprises. You sometimes leave home under a clear blue sky for some picnic; and just as you are getting lunch ready, big black clouds gather in the sky. A flash of lightning suddenly zigzags across the sky and a clap of thunder is heard: there is a storm brewing.

Drops of rain begin to patter on the spread lunch and it is soon raining cats and dogs: isn't it a job then to pack up all the provisions again? [downloadsachmienphi.com](https://downloadsachmienphi.com)

Of course it does not last long, and a beautiful rainbow on the horizon soon announces that the storm is over: but you are sometimes soaked through, and the grass is all wet: not very pleasant to sit on, is it?

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COMPOSITION 37B**Holidays at the Seaside**

Many people like to spend their holidays at the seaside, along some rocky or sandy coast. Some of the most popular seaside resorts in England face the French coast. Their high chalk cliffs look so white that England has been called Albion, or the White One.

At the seaside, children play with the sand or shingle of the beach. At low tide, they make mud-pies or build sand-castles; they also paddle in the puddles of salt water left in the hollows of the rock; and when the tide ebbs very far, they go shrimping with their little nets, or catch crabs in the rocks. How funny to see the crabs run all awry, but what screams of terror when one of them has pinched some rosy toe or finger!

Then, when the tide rises, comes the time for bathing. What a joy to see the high waves come with their white crests of foam and to jump just in time to avoid them! And how pleasant after the bathe to bask in the sun to get dry and nicely sunburnt and brown!

## COMPOSITION 38B

### **Writing about Bill Gates**

Personal computers, or PCs, are an important part of our everyday lives. Many people cannot imagine life without them. One of the most important people in making these machines work is Bill Gates.

Bill Gates was born in 1955 in Washington State. He grew in a rich family. His parents sent him to a private school. There he met his business partner, Paul Allen. When they were in the eighth grade, they were writing programs for business computers and making money.

In 1973, Gates was accepted at Harvard University. His parents were happy. They thought he would get over his obsession with computers and become a lawyer like his father. Two years later, Gates dropped out of Harvard to work on a computer program with his friend Allen. They worked eighteen hours a day in a dormitory room at Harvard. They were writing the program that would run one of the first personal computers. In 1975, they created

a company called Microsoft to sell their product.

Allen became ill with cancer and left Microsoft in 1983. He recovered a few years later and started his own company. Meanwhile, Microsoft became a giant company. By 1990, at the age of thirty four, Gates was the youngest billionaire in the history of the United States. He was the “King of Software”. He achieved his success with a lot of hard work. For more than ten years, he worked sixteen-hour days, seven days a week. He had a dream and the will to succeed. By 1997, he was the richest man in the United States.

## COMPOSITION 39B

### **Writing about Reading**

We read differently according to our purpose.

For example, if we are looking for a piece of information such as someone's telephone number, we will scan the text and ignore most of the words because we know what we are looking for.

If we are looking for the general idea, we are likely to skim the text. This involves fast reading to get a surface view. Most people skim newspapers and magazines. If they find something interesting, they may stop and read it in more detail.

Intensive reading is what we do when we study. This is slower and more serious, and we may need to re-read some parts again to get a fuller understanding. This is in contrast with normal or light reading which is done by choice and where we do not need to worry about detail, e.g. reading a novel on the beach.

## COMPOSITION 40B

### **The Harm of Sports**

People used to argue that sports were of value because they built character. They claimed that games promoted hard work, sportsmanship, and the joy of playing. But to many today such arguments sound hollow, even hypocritical.

The emphasis on winning is particularly a problem. *Seventeen* magazine calls this 'a darker side of sports'. Why? Because, to quote the magazine: 'winning becomes more important than honesty, schoolwork, health, happiness and most other important aspects of life'.

For many young people sport is no longer a run around a basketball court twice a week or a game of tennis on a warm day. It is a serious and expensive business involving hours of daily training. For some, that training starts at a very early age, which is reflected in the increasing number of world champions in their teens. However, recent studies suggest that overtraining can lead to stunted growth, skeletal injuries, and eating disorders in athletes who need to keep slim, such as gymnasts.

## COMPOSITION 41B

### **Advantages & Disadvantages of Having a Pet**

In many Western homes people keep a dog or cat or some other kind of pet. While this does involve some expense in terms of good food and medical treatment, there are still many advantages to keeping a pet.

First of all, pets are good companions. This is especially important for people who live alone and for older people who do not

go out much. Some pets can also help to protect the house from thieves. Secondly, dogs and cats like to play and can give hours of amusement to children and adults. Taking care of an animal also helps children to develop responsible attitudes and to learn about nature. Finally, the actual expense of keeping an animal is not that high, and they can eat the leftovers of family meals.

Some people claim pets are dirty. I don't think this is altogether true. Responsible pet owners keep their pets clean and healthy so they do not smell bad. People also say that certain pets, like large dogs, can be dangerous. There have been cases of dogs attacking and seriously injuring small children. However, these cases are uncommon and are the result of bad owners. These people either don't train their dogs properly or actually encourage them to be aggressive. So, the problems of pets being unclean or dangerous are in fact the problems of the owners, not the pets themselves.

To sum up, there are more advantages than disadvantages to keeping a pet, especially for lonely people and children. In most cases, therefore, the cost is justified.

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## COMPOSITION 42B

### **The Most Important Development in Technology**

In my opinion, television is the most important technological development. Nowadays almost everyone in the world has access to TV. Television has caused significant changes in family life and education. Some of these changes have been positive while others have been negative.

Certainly TV can be a powerful educational tool. People can learn about situations and problems far away, and begin to understand different cultures. Many informative documentaries about nature, news, and social issues are made now, and these can

stimulate people to action. People in isolated areas can know for themselves what is happening in the world. This gives them the power to make their own decisions and form their own opinions.

However, the changes have not all been positive. Before television was widely available, families spent more time together talking and playing games. They seemed much closer to each other than modern families. Now, many children even have their own TV in the bedroom so they spend very little time with their parents or brothers and sisters. Some people might argue that this helps young people to become independent, but I think this is a negative effect because they will be unable to communicate effectively or relate to others emotionally.

Also, the fact is that people waste a lot of time watching poor quality programs which do not have a positive influence. People get a bad impression of the real world from such programs. Advertising, too, can have very negative effects. Furthermore, TV is sometimes used to deliberately misinform people, for example when it is used as a propaganda tool by governments.

To sum up, I feel that, overall, there are strong positive effects of TV in terms of its educational role, but it has in many ways altered people and families in a negative sense.

## COMPOSITION 43B

### **Why Anti-Drug Campaigns Had Little or No Success**

There have been several anti-drug campaigns in Europe, but they have had generally little or no success. I feel that it is very difficult to stop teenagers experimenting with illegal drugs.

Methods to educate young people about drugs are usually ineffective for a couple of reasons. First of all, these films or talks are designed and presented by authority figures such as teachers or the police. Generally, teenagers react against these people and reject their values. Secondly, the information is often inaccurate and the teenagers actually think they know more about drugs than the “experts”.

In addition, anti-drug campaigns are often designed by the wrong people. In Britain recently, one anti-drug campaign featured photographs and posters of drug-users. These photographs were supposed to show how unattractive (thin and pale) drug addicts become. In fact, many teenage girls admired the boy, featured and used the poster as a pin-up. They thought he was exciting and glamorous. It would be better if anti-drug campaigns were designed by ex-addicts or teenagers with drug problems.

Another thing which is supposed to deter young drug-users is the threat of long prison sentences. In my opinion, this is a waste of money and ineffective. Fear of arrest and imprisonment will not deter young people. Young people like to take risks. Also, if they are sent to prison they will meet serious criminals and learn more about crime. They will also develop an anti-social attitude. It is very expensive to put someone in prison and should only be used as a punishment for people who are a danger to society. Drug-users only harm themselves, not other people.

So, I can only conclude that no current methods from campaigns to jail sentences are effective. As the drug problem seems to be increasing everywhere, I think governments need to work harder to find a realistic solution.

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## COMPOSITION 44B

### **How to Make Salaries Fairer?**

It seems that salaries often do not relate to skill, education or the value of the employee to society. In my opinion this is wrong, and I feel changes should be made to ensure that people such as pop stars do not earn such huge amounts of money.

If we take the example of a pop star such as Madonna, it is hard to see in what way she benefits society. In fact, her behaviour could even have a negative effect on young people and encourage them to experiment with sex and drugs, and develop a materialistic attitude. In addition, her job does not require special skills or years of training and education. Therefore, there is no justification for her receiving so much money. Although she provides entertainment for people, I do not think this can be considered essential.

On the other hand, there are many professions which not only require high skills and years of education but also help other people and the community in general. Clearly doctors, nurses and teachers are much more useful, in fact, essential to society than entertainment and sports figures. Their salaries should reflect their dedication, and the heavy responsibilities they face in their jobs.

However, even if we accept this idea, the problem of how we could make salaries fairer remains. Pop stars receive royalties from sales of their records or concert tickets. How could this money be taken away and given to more deserving people? Perhaps the only solution is through much higher taxes for people who earn excessively high salaries.

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## COMPOSITION 45B

### The Problem of Children Watching TV Too Much

The figures given for the number of hours British children watch TV and exercise are rather disturbing. Clearly children are spending too many hours passively watching TV. Their lack of exercise could lead to health problems such as obesity and may cause severe problems such as heart disease later in life.

In my country children generally have a lot more exercise. Most children walk or cycle to and from school. Many children help their parents with housework or farmwork after school and at weekends. Children also spend a lot of time playing sports such as football and volleyball. Besides that, there are not many TV programs which appeal to young people. I imagine most children only watch 1 or 2 hours of TV per week.

I think the main solution to children's lack of exercise has to come from their parents. If parents set a good example and take exercise themselves at weekends and exercise with their children, it would seem a natural part of life. In addition, parents could get a dog for their child and insist the child takes the dog for a walk every day. Parents could also buy their child a bicycle or pay for them to join a sports club. Finally, parents could also restrict the number of hours that their children watch TV.

Schools can also help to ensure that children get enough exercise. They could timetable sports classes more often. They should also teach children about the importance of having exercise.

In conclusion, children should be told about the importance of physical exercise, and both parents and schools should motivate them to be active from an early age.

# Part Three

## 45 C-LEVEL COMPOSITIONS



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## COMPOSITION 1C

### **The role of computers**

Nowadays, computers can do innumerable miraculous things. Nobody can deny the extremely important role of computers in our times.

In fact, computers are being used widely in all fields of life. People can use them to teach, administer business, regulate traffic, operate machines, forecast the weather, diagnose diseases and so on.

To conclude I can affirm that computers are the most effective tool to get access to knowledge, science and technology.



## COMPOSITION 2C

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### **What we should do to protect our environment**

Nowadays there are many critical problems arising which people must face and solve such as deforestation, extinction of many rare trees and animals, exhaust of monodioxide carbon into the air, contamination of water resources.

To protect our environment and life on earth we must preserve natural resources such as woods, animals and vegetables, reduce the pollutants because these substances can destroy the ozone layer and pollute the air and water resources and can change the weather.

We must also teach the young generations lessons about the protection of the environment and encourage everybody to take part actively in this task.

## COMPOSITION 3C

### **Cigarette-smoking and drug addiction**

Now there are many social evils arising among young people, such as cigarette smoking, drug addiction and prostitution.

According to experts, cigarette-smoking is harmful for health because cigarettes contain nicotine. Smoking a lot can lead to pneumonia, and persistent coughs.

Drug addiction is much more dangerous. This is the cause of AIDS. It also exterminates the future of young people and it's a burden for the society.

Besides unsafe sexual intercourses also bring about the same consequence as drug addiction.

As a youth, I am determined to say "No" to all the above evils.

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## COMPOSITION 4C

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### **The role of money in life**

People often say that with money they can get everything. In this modern society where matter prevails upon spirit, money is so highly esteemed that it is considered as the only factor of happiness. Does money really make man happy?

To give a definite answer, we should distinguish 2 different conceptions of happiness.

Money can create happiness: To some people, happiness consists mainly in material things. Happiness here means the satisfaction of mean desires and low passions. Happiness is nothing, but the satisfaction of physical needs, the abundance of earthly pleasures and distractions. To such kind of people, money is

the only means of getting happiness.

Money cannot create happiness: But to others, happiness has a nobler significance because it consists mainly in spiritual things, the peace of mind, the sincere love between 2 hearts and the sincere understanding between souls. Money is only a material thing so it cannot create real happiness.

The middle course: Money cannot create happiness but it contributes to the acquisition of happiness. In other words, not all those who have money are happy because unhappy people can be found living in abundance and luxury. On the contrary some poor people may live very happily. Instead of bringing happiness, money may cause misunderstandings, discords, quarrels, adultery which ruin happiness. The same is to be said of poverty which is the cause of all evils.

To sum up, happiness does not depend on the quantity of money but depends on the way how we spend it. Like science, money is an edged tool, which only does good to those who know how to use it.

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## COMPOSITION 5C

### **The career I would like to choose**

There are many careers in society. They are both noble and useful. Some people like to be doctors. Others like to be engineers or farmers. As for me, I'd like to be a teacher.

These are the reasons for my choice.

First, I like teaching because it is a good job and there are many advantages. Teachers are greatly respected in VN and they get a regular salary. They aren't afraid of unemployment because there are always pupils for teachers. Moreover teachers can enjoy

many long and short holidays a year.

Secondly, I like teaching because it is both an art and a mission. I'll teach my pupils many necessary things and prepare them for life. I'll lead them into the world of knowledge and train them to become good citizens.

In sum, I like teaching and want to be a teacher. So I will try my best to learn well to be a good teacher some day.

## COMPOSITION 6C

### **Town versus country**

Country-born and country-bred, I prefer to live in the countryside.

In fact, nothing can compare with the rising sun (mặt trời mọc), the cockcrow (tiếng gà gáy), the twittering of birds (tiếng chim hót), the fresh air and natural scenes (cảnh thiên nhiên) in the countryside.

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To make up for insufficient things (bù lại cho nhiều thiếu thốn) such as modern facilities (nhiều tiện nghi hiện đại), luxury goods (hàng hóa xa xỉ), convenient means of transport (nhiều phương tiện giao thông tiện lợi), better schools, teachers, more job opportunities (nhiều cơ hội nghề nghiệp hơn) and more abundant forms of amusement/ entertainment (nhiều loại giải trí dồi dào hơn), the country can offer me the friendliness among people, cheaper living cost (giá sinh hoạt rẻ hơn), a better health and a more gentle living pace (một nhịp sống nhẹ nhàng hơn).

In brief (tóm lại) the countryside is an ideal place (nơi lý tưởng) which attracts me.

## COMPOSITION 7C

### **A famous character I know**

As citizens of VN, everybody knows President HCM.

President HCM is a well-known person in VN. He was born in 1890 in Hue into a family of the peasant origin and he died in 1969. When he grew up, he left his family and went to many places in the country. He used to teach at Duc Thanh School in Phan Thiet. In 1911, he went abroad. And that journey helped him to find a right way for the revolution of VN. He devoted his whole life to the national liberation struggle. He was not only a politician but also a poet and a writer. In spite of fame he lived simply. He loved his people and his fatherland deeply. Everybody loves him. So people call him “the father of VN”.

For me I admire him. I think he is an example for everybody. As a student I promise to learn well so that I can contribute my talent to my country.

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## COMPOSITION 8C

### **Learning English is very necessary in our modern world**

In our modern world, language is very necessary. English is important because it's an international language. Many countries in the world use English in many fields such as: science, technology, aviation and so on. So learning English is necessary now.

Learning English helps us with good things. When learning English well you can speak it, listen to music, read books and newspapers in English. And when you meet foreigners you can

contact them. They will understand what you say if you say it clearly and exactly.

It's necessary to develop learning English in our country. This will be an advantage for us to get access to many other developed countries easily. And because of its importance everybody should learn English.

For me, learning English is not only a subject but also a hobby. I realize that learning English brings me new and interesting knowledge. It helps me to find a good position in society in the future.

## COMPOSITION 9C

### **Physical exercises are very useful to our health**



Health is necessary for everybody. In fact a good health helps us to do a lot of work. But to have a good health, what should we do?

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As you know doing exercises is very useful to our health. Now, there are many forms of exercises. We can stay at home and do exercises simply or take a course of exercises. Besides, many sport machines or tools also help us in health problems.

Doing short exercises such as doing morning exercises, jogging and so on is also very good.

To protect our health, we should do exercises regularly. If we are patient, we'll succeed and always have a good health. When having a good health, we feel comfortable and work more effectively.

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## COMPOSITION 10C

### **My favourite hobby**

Nowadays, together with other means of communication, books become more and more important in the intellectual life of mankind. Books retain knowledge and reflect human activities from generation to generation. Some people read books to study the world in which they live. Others read books to enrich their knowledge or only for pleasure. All these make reading books become one of my favourite hobbies. And here are the reasons for my preference.

The first reason why I like reading books is the desire to learn. Being a student, I should read textbooks as well as anything dealing with the school program to get a better understanding of what I learn. And later on when I become a teacher, this will be a good way to improve my profession. In one word, reading is the best way of learning and improving my knowledge.

Besides, reading also gives me a lot of fun and pleasure. I read to relax myself. How tiring it is to study all the time and cram my head with abstract ideas of others. So a moderate novel reading is one of the best ways to relax my mind. A good novel can help me to get through the tedious moment of life and fill my mind with a special pleasure.

Moreover, I am indebted to my father for my hobby. He is a pious bookreader. He has had much experience in this field. He has taught me that the method of reading should vary according to different kinds of books. "Some books are to be tasted, others to be swallowed, and some to be chewed and digested, i.e. some books are to be read only in parts, others to be read but not curiously and some few to be read wholly, and with diligence and attention" (Bacon). In other words, a good reading requires understanding and

assimilating the ideas of the author. The act of reading can be compared to that of a butterfly which sucks honey from flowers to make its own honey.

He has also advised me not to read too fast or too much because a hurried reading prevents me from understanding and digesting the ideas exposed in books. A quick reading is similar to travelling by train, we can see many things but only few remain. In addition, reading too many things does nothing but disperse our energy and keep us from concentrating our attention which is the main factor of mental success.

Furthermore, he has also encouraged me to apply what I have read into the practical life. As a result I am interested in reading. And now reading has become my spiritual food that I can't lack.

That is all about why I regard reading books as my favourite hobby. Some reasons are practical; others are just personal ones. Anyway, my desire is only to show you that I am eager to read books and my dream is to have more chance to do what I like: reading books.

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## COMPOSITION 11C

### **How I spent my Tet**

Our first semester ended when we were having a labour trip at Hốc Môn. When we came back to the city, we had a day off and the next day I went home for my Tết holidays. My native town was not very far from the city. It took me about two hours to come home by car. As usual I spent my Tết with my family at Hồ Nai.

As you know the days before Tết were the busiest and noisiest days. Preparations were made some days before Tết. As far

as my family was concerned, we made a humble preparation. My brothers decorated the house, made an artificial peach blossom, and painted a water-colour picture of Tết. My youngest brother was busy with the two vases of flowers on the altar for the cult of ancestors. My younger sister cleaned the floor, swept the yard and put everything in good and tidy order. My mother went to market to buy some new clothes, candies, jams and firecrackers etc. On New Year's Eve, we were all ready to welcome Tết.

At midnight we went to church to welcome the Spring Lord. When the clock struck twelve, the church bells chimed together with the sounds of firecrackers to announce the early hours of a new year. Best wishes kept on blossoming on everybody's lips. They wished each other good things and many other wishes. Radiant faces were beamed with joy.

On the early morning of the first day, our brothers got together round our parents. All of us dressed ourselves in new clothes. On behalf of the whole family, I expressed our best wishes to our parents. We apologized them for our faults in the old year, wished them good health, wisdom and long life to live with us. We also promised to be better, study hard, obey them and protect each other. In return, they wished us all that we cherished, granted us some lucky money, and gave us advice. Then we sat down at the dinner table to enjoy our first meal. During the meal, we did ample justice of food. Talks alternated with laughters. It was at this moment that I found we were close together more than ever.

When the party was over, we brought joss-sticks and some boxes of sweetmeats with us as a present to our grandfather and went to his house. After that, we paid a visit to our relatives and friends. On the new year's morning, wishes and greetings "New Year, New Successes" and "Happy New Year" were heard everywhere. Wherever we went, we saw signs of prosperity.

When tired, we went home and organized games: lottery, gambling (just for fun), singing etc. It was from 10 a.m. that my house was full of visitors and relatives. They came to visit and share the joy with us. In such ways the three days of Tết went by.

Besides, we also took part in the village activities. Many interesting games were held on this occasion. For example, in the evening of the second day, the village children were conducted to play such funny games as tracking, duck catching, bag jumping, slow bicycle riding and wrestling etc. They vied for prizes. The old people were also present to mobilize their children and play with them. The third day was the day for the lottery game. With only a small sum of money for the tickets, people could have a chance to get big prizes including candies, cakes, toys, utensils, bicycles, radios or TV sets etc.

In sum, Tết was indeed an occasion for everyone to get together for healthy relaxation and simple enjoyment. It also offered me much joy and many unforgettable happy memories.

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## COMPOSITION 12C

### **My learning purposes**

Motivation is one of the elements affecting the learning process of a man. The more he is motivated, the better he will learn. In a sense, motivation is synonymous with purpose. Each one has a purpose in learning. Some learn only to read and write, others prefer learning because they want to broaden their knowledge or get a high position in society. As for me, I also have my own objectives.

First of all, we can say that nobody engages in learning

without any purposes. These purposes can be either noble or vulgar, selfish or altruistic. And they vary from individual to individual. It is possible that when I was a high school student, I had learning incentives quite different from what I have now.

A student tries to study hard in order to know about the world in which he lives or to pass examinations. Another accepts so much trouble in studying with a view to serving his country.

A farmer goes to a public library, a club or an evening school to get necessary information for his field work. He may also thirst for knowledge to improve his farming conditions.

An expert or an intellectual man is eager to study so that he can broaden his knowledge, keep himself informed of current events happening hourly all over the world. In addition he may think that through his studies, he will have a chance to engage in something interesting and give out new findings. And therefore he will become useful to his country and lead a good life as a good citizen worthy of its name.

As you know, I am now a student in a socialist school. Our learning must aim at training all-round developed persons who have four characteristics of a new type Vietnamese both gifted and qualified. Based on these standards, here are my purposes in learning.

The first goal I aim at is to broaden my knowledge. You know that the world today has changed so much. The immense horizon of science and other fields of life has widely opened. Mass of communication and scientific facts are becoming greater and greater. Modernization and automation require us to study and work at high speed to keep pace with progress.

The second objective of my education is to serve my country. Now our country is on the way to socialism passing over the capitalist stage. Of course, she meets with so many difficulties in

economic, cultural, political and social life. She needs our hands. We, young people, are the leading force of the whole nation. Our fellowmen have suffered a lot to regain our national independence and freedom. My duty now is to contribute my part to its reconstruction and development. At least, I must be a vanguard soldier in the cultural front.

The last but not least purpose of my studies is to become a man of virtue. I consider it the most important thing because I think if you are an expert without virtues you'll find it hard to become a good and helpful man. Moreover, the key point in learning, in my opinion, is to be man. All my dignity and personality depend on this.

Those are my purposes in learning. No matter how they are, subjective or ideal, I want to study for the sake of my country. By the way, I also like to show that I will stick to my fatherland, my people and try to study hard in the perspective of being a good citizen.

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(LVS)

## COMPOSITION 13C

### **My difficulties of being a teacher**

"Teaching is the noblest and the most creative job because it creates creative men." In other words, teaching is an art and being a good teacher is not an easy task. I myself will be a teacher in a near future and following are the difficulties I am trying to overcome.

First of all, difficulties are various from the professional point of view. I must satisfy the requirements of a teacher. To do this is not a matter of one day. As a foreign language teacher, for example,

I must master the subject I am going to teach and have a general knowledge of such related subjects as psychology, pedagogy, methodology etc. My knowledge of English is not good enough. I still have to pay more attention to voice training, speaking, listening, writing and reading.

Besides, it is not easy for me to acquire a series of teaching skills at college because these skills require practice and experience. I would like to mention the power of presenting problems, organizing class activities, adapting myself to different teaching situations and understanding my students etc. To achieve success in teaching, I must be able to explain the lessons well, draw students' attention and attract them into the teaching and learning process. I must invent good forms of activities to enhance students' motivation, apply different methods and learn to be patient with students.



Moreover, I am also trying to overcome the difficulties concerning the ideal of life and the love for my teaching career. I sometimes have to struggle hard to surpass them. Indeed, my country badly needs my active contribution. Whether I will be ready to go anywhere when I am requested or not is a big question for me.

Being a socialist teacher, the most important thing of all is that I should have good thoughts, virtues and manners of a people's teacher. Another essential thing is that I must always consolidate my standpoint, unceasingly better the love for my country, for my teaching career and for my students. In other words, to become a good teacher both red and expert, I must equip myself with the Marxist-Leninist world outlook and train myself to get such good qualities as the spirit of revolutionary offensive, patience, courage and responsibility.

That's all about my difficulties both professional and moral that I am trying to overcome in the perspective of being a good teacher someday.

(LVS)

## COMPOSITION 14C

### **How my own library should be**

My hobby is reading books. Reading books can broaden my knowledge, improve my profession and further my studies especially after graduation. Therefore I always dreams of owning a library some day. Below I will draw out the type of library I cherish.

The word “library” here can be regarded as a reading room having a bookcase equipped with various kinds of books. Based on this conception, I'll develop these two main points: building a reading room and setting up a bookcase.

If I can afford to own a library according to my wish, the first thing I will do is to change my bedroom into a reading room. The ideal place for it is an attic well-ventilated, and if possible, looking out the river.

Of course, in this room, there will be a bed, a desk with a comfortable chair and a well-stocked bookcase. It is in this room that I can work with my books, study, read magazines & listen to music etc. And it goes without saying that when I feel tired or get bored with books, I can stretch at my full length on bed to relax or sleep.

One thing I forgot to tell you is that I will decorate my room with beautiful pictures or creepers. A vase of flowers on the writing table can stir my imagination and can be a source of inspiration.

My bookcase must be a first-rate and valuable one. I'll have the carpenter make and well-polish it. I'll choose the high-quality wood to make it. And it must be a large bookcase with shelves of various kinds because I plan to build a library worthy of its name. Books must be various, well-stocked and abundant. You can imagine what such a bookcase is. It must contain a lot of books, magazines, documents, novels etc. The more valuable books a library has, the more precious it is. So, I'll try to supply it with as many kinds of books as I can. Of course these books must be well-chosen and classified. For instance, I will take the following into consideration.

Firstly, encyclopedias and dictionaries: These books will widen my general knowledge. Dictionaries are helpful for preparing my lessons or reading books in the foreign language.

Secondly, reference books: As you know I will be an English teacher in a near future. My main job is teaching English. As a result, I'll need books of this sort to improve my profession. I can't lack such books as grammar books, pronunciation, reading, writing, speaking, listening books etc.

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Thirdly, books for pleasures: Everybody admits that "all work and no play makes Jack a dull boy". That is, we can't work all the time. A scientific way of working is to work methodically. Pleasure-time should be in balance with working time. My bookcase should also contain such famous story books or novels as Robinson Crusoe by Defoe, The Miserables by Victor Hugo, David Copperfield by Charles Dickens etc.

Fourthly, magazines, reviews and daily newspapers: life is multi-faced. To keep contact with or to get informed of current events in the world, we should read these documents. They provide us with fresh news on many problems in all aspects. This is also the best way to study outside school. You can't claim yourself an intellectual if you don't know what is happening in the world today.

Therefore, magazines & newspapers will have an important place in my bookcase.

That's what I cherish for my own library. Some plans are hard to realize; others may be possible. Nobody denies that a library, even a small one costs a lot of money and now books are still expensive. But anyhow I hope someday they will be within reach of everybody and I can afford to have my own library so that my long-awaited dream may have a chance to come true.

(LVS)

## COMPOSITION 15C

### **Problems of teaching English in the country**



280 An Duong Vuong street  
District 5 – Ho Chi Minh City  
[downloadsachmienphi.com](http://downloadsachmienphi.com) May 25 th, 1981

Dear Ha,

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Today I have free time, so I write this letter to you to make sure that you are always in good health. At the same time I want to ask you to give your opinion on some problems concerning my future job.

As you know, my schooldays in this university are going to be over this year. I have just spent two hard weeks for my final examinations. And it goes without saying that after the examinations, I can rest and do anything I like. However, because I am not a good student, I still have to worry about my exam results. In addition, why can't I think of my future life? Maybe after graduation, I will be sent to a far-away region in the countryside. What will I choose: duty or family attachment? How can I adapt myself to the strange environment? What will my students be like?

Are they submissive or arrogant? How about my fellow-teachers and my schoolhead?

Concerning these problems, I think you can help me a lot. You are certainly an old sea dog who has much experience. Moreover, we are of the same clay so I can benefit much from you. Now it is very kind of you to let me know about your English teaching and your job down there. And I am very glad to hear your voice on what I am going to ask you.

First of all, I want you to let me know something about life in the countryside. As you know I was born and grow up in the city. From childhood up to now I have never lived far away from home. I find it hard to move to and live in a remote area where people lack lots of things. Sometimes I wonder whether I can go wherever as requested after graduation. I am told that many teachers quit their job when they are sent to the countryside. They hold that life is hard there and they will find no means to improve their life. Furthermore, they will lack many conveniences of a civilized world. And above all, they can't enjoy their family life. "There is no place like home." How pleasant it is to live near home and share joys and sorrows with everyone in the family! Many advantages present themselves to us if we live with our parents and our brothers or sisters.

Another thing that concerns me is the teaching job. Many people say that English is not warmly welcomed in the countryside. Few country boys and girls pay attention to English. Besides, teachers often meet with difficulties in teaching pupils to pronounce words and produce sounds. It is evidently due to the fact that country children seldom have opportunities to get in touch with such educational means as taperecorders, pictures and textbooks in foreign languages etc. Their ways of pronunciation are strongly affected by the dialects which cause much trouble to them when

they must deal with standard accents. In addition, the students' level is generally rather low there. This leads to the fact that the teaching process becomes monotonous and boring. Teachers don't feel eager to teach.

That is what I want to hear from you. I hope that I will receive a clear explanation of the true affairs over there: Are all the above-mentioned things true? Does the job in the country offer you pleasures? The letter is rather long so let me stop here. I hope you always enjoy good health. Please write to me soon and remember me to your wife and your friends. I remain.

Yours sincerely,  
LVS

## COMPOSITION 16C

### **The advantages and disadvantages of living in a big family**

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Is living in a big family more or less advantageous than living in a small one? That question is still controversial. It goes without saying that nothing is absolute in this world. A small or big family may have advantages and disadvantages.

I come from a family of ten people and I enjoy the advantages of having many members in the family. I feel that the comforts far outweigh the problems that arise.

A large family has plenty of fun and amusement. There is rarely loneliness. Affection usually prevails. An only child that has no companion of his own age in the family is a lonely child. Living always with grown-up people, he may not behave like other children and therefore it is difficult for him to be on good terms with his friends. But in a large family, the children are happier

because they play together, share joys and all the benefits of a collective and social life.

Another advantage is that mutual training is favourable in a big family. The warm atmosphere and the feeling of closeness in a large family often give its members opportunities to understand each other, to unite themselves and to work together as a group. They will have common interests in the family affairs. As a result, they pay more attention to each other. The older ones who have education show the younger ones, by example, how to behave, and so relieve the parents of a lot of trouble. A man who has been brought up in a large family is likely to be less selfish, conceited and awkward in society because his brothers and sisters have helped him to learn the art of living.

Every question has two sides. Therefore, besides those advantages we have to mention disadvantages of living in a large family.

When there are so many children to take care of, the parents cannot give due attention to each of them. When there are only two or three, each one can be educated and trained much more efficiently; but when there are many, each child is lost in the crowd. What a distressful scene it is when you see a long line of children waiting for the mealtime! You can't support them unless you have a good economic foundation. Can you imagine all the bad results caused by a large poor family?

More quarrelling may happen because the children behave differently and they will not always agree with each other. Clashes of ideas are inevitable. A large family may not always be a united family. It may split up into fractions. And a quarrel between brothers and sisters is often worse than one between friends and acquaintances.

Moreover, you will receive less inheritance from a big family.

A small patrimony divided between two or three may give each a good share but the share of each child in a large family may receive very little legacy. And we need not mention here the disturbances which may come from the division of heritage.

In conclusion, we may say that both large and small families can be a warm nest. The key point is how to live in harmony with each other and how to solve the thorny problems which may arise among them. As for me I feel that I am fortunate to be a member of a large family and I am satisfied with it.

(LVS)

## COMPOSITION 17C

### **An ideal profession**



Everyone has his own judgement. Some regard medical career as an ideal profession. Others prefer engineering. Some others want to be farmers. As for me, my ideal profession is teaching career.

To start with, teaching career is a good job with many attractions such as social status, financial security and many short and long vacations during a year. In fact, teachers are highly respected in Vietnam. Our ancestors were right to accept this social order: King, Teacher, Parents. Teachers are considered as mediators between the king and parents, between the government and family. Students highly value their teachers and obey them easily. As for salary, teachers get a regular one, though it is not a large sum of money to support them and their relatives. However they do not fear unemployment because there is never shortage of students for them. In war or in peace, in depression or in prosperity, there will always be schools. Moreover teachers enjoy many long and short vacations during a year. Besides a few

teaching hours per day, he has ample leisure time for mental work. A professor can realize a life of “plain living and high thinking” because teaching is a peaceful job.

Next, teaching career is both an art and a mission. I think I can help the young, my society and my country a lot with this job. Truly, teachers mould the minds and they make a better world. Their work contributes to the stability of the family, and the security of the country. Nothing is nobler than to train young boys and girls to be good members of the family and honest citizens of a country. Teaching becomes a great art and mission when I devote my full energy to sowing good ideas and right attitudes into young hearts to form new socialist type of Vietnamese. It's a honour to teach my students many necessary things to prepare them for life and lead them into the world of knowledge, wisdom and virtues. Uncle Ho said, “Teaching is the noblest and the most creative job because it creates creative men.” In fact, the glorious task of a teacher lies in providing society with all-round developed men having four characteristics of new socialist men: the spirit of patriotism, the love of labour, the spirit of collective mastership and the proletarian internationalism. They are also well-equipped with knowledge and power to work and fight in order to defend their own country.

At last, teaching profession will bring me an abundant reward for my mind in spite of the fact that teaching is a humble job. It only offers me just enough means to live a plain and simple life. Although it is a monotonous and boring job, I bet I still find something pleasant if I keep close contact with my students, unceasingly improve my profession, better the content and method of teaching everyday.

In conclusion, we can say that people are different in viewing the ideal profession. For me, I consider an ideal profession as the

one which can bring me a comfortable material and social life or give me opportunities to contribute my part to society and get a reward for my mind. And I think teaching career can satisfy these aspirations of mine.

(LVS)

## COMPOSITION 18C

### **Are all lies equally wrong?**

Nobody can deny that lying is bad and wrong and liars are the most hateful people in the world. They would be inevitably condemned by everyone. What is more unpleasant for parents than to see that their children are telling them a lie? Or are you satisfied to see that your students deceive you?

Why can't people accept lies of any kind and from any person?

Here are some reasons:

Firstly, from the moral point of view, a liar is a dishonest person. People only cherish those who are truthful to themselves, those who say "yes" when they have something and "no" when they possess nothing.

Secondly, from the social point of view, it is by his falsehood that a man loses others' confidence and trust. Nobody is foolish to co-operate with or open his heart to a person who he knows always cheats him.

Thirdly, from the individual point of view, a liar is the one who doesn't respect himself. He is a coward because he has no courage to tell the truth or to be responsible for what he does or says. For all the above reasons, we can say that lying is a vice or a wrong action.

But are all lies equally wrong? Is there any case in which lying is acceptable? Let's consider the following circumstances: A doctor can conceal from his patient the seriousness of his disease to sustain him in the course of treatment. In public, a leader can distort a little the truth about an evil deed of one of his subjects in order to keep his follower's face. Or we must lie to deceive our enemies. And in some cases, lying can be accepted as a means to avoid the outrageousness of the truth because "the truth often hurts". However, this makeshift device will not be used frequently because lying is basically a bad thing.

At last, in answer to the question suggested in the topic, we can say that all lies are not equally wrong because "All truth is not always to be told" or sometimes we can tell a white lie.



(LVS)

## COMPOSITION 19C

### **No man is an island entire of itself**

We, human beings, are born into the world in order to live together. Each man is a part of a community and has his own position in it. We live and work together in order to enrich ourselves and our world. If a man limits himself in his "ego", he will feel bored and hopeless. So there is a saying "No man is an island entire of itself". That saying is against those who want to live by themselves. Is this saying true? We are trying to discuss it.

What is an island? If you have a chance to travel by ship, you can see a rather large piece of land emerging from water. It is an island. Nobody lives there. No one comes there. It's deserted. Those who just live by themselves and have no contact with others are compared to islands.

As you know, in the early times, man lived in community and felt himself to be part of his community. Later he lived together in tribes. They worked together and tried their best to win fame and honour for their tribes. Everyone in a tribe had a feeling he was a member of his tribe. So he had to cooperate with the others in order to survive. He lived not only for himself but for the whole community and the happiness of the others. We can say that the idea of belonging is deeply rooted in man. As soon as he ushered himself into this world, he felt that he belonged to his family and relatives. As a baby, he was looked after by his parents. Everybody in the family loved him and took care of him and in return, he also had duties toward his family. It was his task to give a hand to his parents and the others in his family. When going to school, he belonged to his class. He had to make friends with his classmates and live in harmony with them in order to fulfill his duties as a pupil. Besides his family and school he must be on good terms with the people in his country. He must take part in every social activity.

Thus, no man can exist as a human being if he has no contact with others. He will be considered as a tree or a tomb. He will live like a corpse if he lives by himself. Such a life will make him depressed and desperate. No one will talk to him. Nobody will make friends with him. Therefore it will be very hard for him to enjoy his life. How can he make progress in life if nobody wants to help him. We, human beings, are influenced by others. Our way of life is governed by the rules of our family and our society. There is a saying "United we stand, divided we fall." How can we succeed in life without cooperating with others? It's eleven players that win the prize for his team, not only one man.

In short, we must live and work with other people. Living by ourselves will make us die little by little and we will be haunted by loneliness.

## COMPOSITION 20C

### **The importance of manual work**

We are born into the world in order to live, but how can we exist without eating and working? There are two kinds of work: manual work and mental work. Both are equally important but here in this essay we shall focus on the importance of manual work only.

Everybody has to follow a career which is suitable for them. Some people want to be teachers, engineers or doctors. Some others prefer to work in the factory, in the field, or on a farm. Everybody has to work to earn their living and fulfill their duties towards their society. They must pay a worthy contribution to the welfare of human beings and they must make a choice between manual work and mental work.

Most of us have a tendency to consider brain work as an important and noble job. Many people despise manual work. Being a teacher is the ideal of some people. They devote all their life to studying and pay no attention to labouring. They want to do nothing and look down upon workers, farmers, and people who earn their living by manual work.

It's very shameful for those who think like that. They cannot understand how important manual work is. They will be hungry and die of starvation if no one works in the field or in the factory. Where do the things that we use everyday come from? How can we live if no one wants to labour? The house in which we live must be built by someone. The dress which we wear is certainly made by a tailor. As a matter of fact, the workers, the farmers and those who choose manual work as their main job are worth being respected because they have contributed their efforts to the happiness of mankind.

There is a saying, “labour is glorious”. In a socialist country, there is no difference between manual work and brain work. Everyone must work to build a prosperous country and make life better and better.

In our country, after many years of war, manual work is regarded as a very important job. We, Vietnamese people, must work to rebuild our country ruined by the war.

## COMPOSITION 21C

### **A Healthyful Lifestyle**

A healthful lifestyle leads to a longer, happier, healthier life. Staying healthy means eating a well-balanced diet, getting regular exercise, and avoiding things that are bad for the body and mind.

Nutrition plays a key role in maintaining good health and preventing many diseases. In spite of all the information available about diets, scientists still believe that good nutrition can be simple. There are several basic rules to follow. Keep fat intake low. Eat foods high in carbohydrates, which are the starches in grains, legumes (beans and peas), vegetables, and some fruits. Avoid too much sugar. Limit salt. Eat lots of fruits and vegetables, which are high in vitamins.

A healthful lifestyle is an active lifestyle. Lack of proper physical exercise can cause tiredness, irritability, and poor general health. Physical fitness requires both aerobic exercise, such as running, bicycle riding, and swimming, and muscle-strengthening exercises, such as weight lifting.

Finally, good health is acquired by saying no to bad habits such as smoking, drinking, and overeating and by avoiding situations that are constantly stressful. People can take their lives

and happiness into their own hands. Maintaining a healthy lifestyle is the first step.

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## COMPOSITION 22C

### **Writing about Smoking**

One of the reasons why so many children start smoking is that they see adults smoking: they think that it's a 'grown-up' thing to do. They smoke in order to impress their friends, and also because they don't really believe that cigarettes will do them any harm. Quite reasonably, they are not impressed when adults warn them about the dangers of smoking: if smoking is so dangerous, why do so many adults do it?

Smoking can cause cancer, bronchitis and heart disease. The nicotine inhaled from cigarettes makes the heart beat faster, and makes the arteries contract; this can lead to blockages in the arteries, particularly in the legs. Cancer and bronchitis are caused by the tar and carbon monoxide taken into the lungs. Although these harmful effects are well known, people continue to smoke. Some people carry on even after having a heart attack or a leg amputated.

Action on Smoking and Health (ASH) exists in order to make the public more aware of the dangers of smoking. It tries to make people give up the habit by organising anti-smoking campaigns, and it is especially concerned with limiting cigarette advertising. So far, it has succeeded in persuading the Government to ban cigarette advertising on television.

## COMPOSITION 23C

### **Good health brings us happiness. Why?**

Happiness is a way of merry living in life. The conceptions of happiness are many and various. Some think that money and good health are the essential conditions of happiness. Others look for happiness in their regular work and daily duties; others identify happiness with a peace of mind and a clear conscience... Whatever conditions people may claim for happiness, we have to admit that good health is one of the most important conditions to bring us happiness.

In fact a man who suffers from liver trouble cannot feel happy, whatever billionnaire he may be.

There is a saying: "Is life worth living? All depends on our health"

A weak body often generates bad ideas and thus easily leads to pessimism. How can be happy a person who is always haunted by bad ideas darkening his soul? "A clear mind in a healthy body". Poor health prevents us from carrying on our daily work.

In short, good health is the real source of happiness.

## COMPOSITION 24C

### **Sports and Games**

Some people seem to think that sports and games are unimportant things that people do at times when they are not working *instead* of going to the cinema, listening to the radio, or sleeping. But in actual fact sports and games can be of great value, especially to people who work with their brains most of the day, and should not be treated only as amusements.

Sports and games make our bodies strong, prevent us from getting too fat, and keep us healthy. But these are not their only uses. They give us *valuable* practice in making eyes, brain and muscles work together. In tennis, our eyes see the ball coming, *judge* its speed and direction and pass this information on to the brain. The brain then has to decide what to do, and to send its orders to the muscles of the arms, legs, and so on, so that the ball is met and hit back where it ought to go. All this must happen with very great speed, and only those who have had a lot of practice at tennis can carry out this *complicated* chain of events *successfully*. For those who work with their brains most of the day, the practice of such skills is especially useful.

Sports and games are also very useful for character-training. In their lessons at school, boys and girls may learn about such virtues as unselfishness, courage, discipline and love of one's country; but what is learned in books cannot have the same deep effect on a child's character as what is learned by *experience*. The ordinary day-school cannot give much *practical* training in living, because most of the pupils' time is spent in classes, studying lessons. So it is what the pupils do in their spare time that really prepares them to take their place in society as citizens when they grow up. If each of them learns to work for his team and not for himself on the football field, he will later find it natural to work for the good of his country instead of only for his own *benefit*.

## COMPOSITION 25C

### **The Value of Education**

*Education* is not an end, but a means to an end. In other words, we do not educate children only for the purpose of educating them; our purpose is to *fit* them for life. As soon as we *realize* this

fact, we will understand that it is very important to choose a system of education which will really prepare children for life. It is not enough just to choose the first system of education one finds; or to continue with one's old system of education without examining it to see whether it is in fact *suitable* or not.

In many modern countries it has for some time been fashionable to think that, by free education for all—whether rich or poor, clever or stupid—one can solve all the problems of society and build a *perfect* nation. But we can already see that free education for all is not enough: we find in such countries a far larger number of people with university degrees than there are jobs for them to fill. Because of their degrees, they refuse to do what they think "low" work; and, in fact, work with the hands is thought to be dirty and *shameful* in such countries.

But we have only to think a moment to understand that the work of a completely uneducated farmer is far more important than that of a professor: we can live without education, but we die if we have no food. If no one cleaned our streets and took the rubbish away from our houses, we should get terrible diseases in our towns. In countries where there are no servants because everyone is ashamed to do such work, the professors have to waste much of their time doing *housework*.

In fact, when we say that all of us must be educated to fit us for life, it means that we must be educated in such a way that, firstly, each of us can do whatever job is suited to his brain and ability, and, secondly, that we can realize that all jobs are necessary to society, and that it is very bad to be ashamed of one's work, or to scorn someone else's. Only such a type of education can be called valuable to society.

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## COMPOSITION 26C

### **Women's Rights**

*Ought* women to have the same rights as men? A hundred years ago, the answer in every country in the world would have been, "No". If you had asked, "Why not?" you would have been told, *scornfully* and pityingly, that women were weaker and less clever than men, and had worse characters. Even now, in the twentieth century, there are many countries where women are still treated almost like servants, or even slaves.

It is certainly true that the *average* woman has weaker muscles than the average man. Thousands of years ago, when men lived in caves and hunted animals for food, strength of body was the most important thing; but now, in the twentieth century, brains are more important. Strength of body is still needed for a few kinds of work, but the fact that such kinds of work are not *well paid* shows that the Twentieth Century does not think that muscles are of very great importance.

What about women's brains? Of course, in countries where girls are not given so good an education as boys they *know* less. But in countries where there is the same education for both, it has been clearly shown that there is no difference at all between the brain of the average woman and that of the average man. There have been women judges in Turkey, women *ambassadors* in America, women ministers in the British government and women university professors in many countries. And among the greatest and strongest rulers of England were Queen Elizabeth and Queen Victoria.

But women can do one thing that men cannot: they can produce children. Because they, and not men, do this, they usually love their children more, and are better able to look after them,

since they are more patient and *understanding* with small children. For this reason, many women are happier if they can stay at home and *look after* their house and family than if they go out and do the same work as men do. It is their own choice, and *not the result* of being less clever than men.

## COMPOSITION 27C

### **Wearing a Cycle Helmet**

In a rainy November morning two years ago, Shirley Huxham was free-wheeling gently downhill. Spotting a friend, she raised a hand to wave. Shirley's bike skidded on the wet road, throwing her head first on the ground.

'I'd never even thought of buying a helmet', she says, her speech now halting and slurred. For months partly paralysed down her left side, Shirley has impaired sight, memory and balance.

On September 2 last year, 12-year-old James Dowson was riding his new 15-speed mountain bike on a woodland track near his Sheffield home. Exhilarated, he hurtled down a steep slope and up the other side. He lost control of the bike and hit a tree. James hit his head on its trunk.

'My head took the full impact – but my injuries only started where my bike helmet stopped', says James. His face was an appalling mess but the helmet saved his life.

Some might think that these accidents were flukes. How dangerous can it be to fall from a bicycle? And wasn't James Dowson just lucky?

In fact these incidents are typical of a national problem. Each year on Britain's roads more than 200 people are killed and at least 4,000 seriously injured on bicycles. Head injury is the main cause of

death in about 70 per cent of bicycling fatalities. But these numbers don't tell the whole story: the vast majority of the dead and injured were not wearing protective helmets.

A study of bicycle accidents in the US found that helmets reduced the risk of serious head injury by 85 per cent. And yet it is estimated that less than five per cent of British cyclists wear helmets. Why don't more cyclists wear them? There are a variety of excuses: helmets look foolish; they're inconvenient; accidents happen to other people. Some mistakenly believe helmets are hot and heavy, can injure the neck or impair hearing. Others say they cost too much. Yet well-made bike helmets can be bought quite cheaply.

One of the biggest misconceptions among bicycle riders is that lower speeds put cyclists at less risk than motorcyclists, who are legally obliged to wear helmets. In fact according to a British report, a higher percentage of bicyclists than motorcyclists suffer head injuries. And their injuries can be just as severe.

Protective headgear, however, can make all the difference. James wasn't just lucky. If he hadn't worn a helmet he would be dead and if Shirley had, she wouldn't have problems with her sight, memory, and balance. Why take the risk?

## COMPOSITION 28C

### **Writing about Mass Media**

The mass media have a powerful influence in shaping our lives. We have come to depend on them for information and entertainment and in doing so we let them affect important aspects of our lives.

The undeniable usefulness of the media in almost instantly providing information about events around the world is largely taken for granted, but in our dependence on the media we have allowed them to mould our notions and opinions of events, places and people. Though few of us probably think about it, our conceptions of, say, our elected officials spring from television images and newspaper stories. Most of us will never meet prime ministers or presidents, but anyone who is regularly exposed to the media will have an opinion of them. When it is time to cast our vote, we will make our decision based on how the media portray the candidates. We are similarly swayed by coverage of wars. The media, representing the values of their owners, societies and governments, tend to report wars with a bias: which is the 'good' side and which the 'bad' is determined for us by reporters, editors and commentators, and sure enough the public begins to form opinions that reflect the coverage they see, hear and read in the major media.

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The media are also influential in the way they facilitate the spread of culture and life-style. The so-called 'global youth culture', in which one finds young people around the world displaying a common interest in music, clothing styles and films, is an example of the media's enormous sway in this regard. A popular figure such as Michael Jackson would never be so well-known were it not for the media's extensive reach into every society on the globe.

Thus I would argue that the mass media's influence is certainly great. Indeed, with technological advancements such as the Internet bringing even more forms of electronic media to our homes and workplaces, it is likely the media's influence will grow even stronger.

## COMPOSITION 29C

### **Studying English in an English-speaking Country**

Studying a language in a country where it is widely spoken has many advantages. It is therefore a good idea to study English in a country such as Australia. However, I believe it is not the only way to learn the language.

In the first place, most students in non-English-speaking countries learn English at high school and sometimes at university nowadays. Although their spoken English is not usually of a very high standard, their knowledge of grammar is often quite advanced. This is certainly useful when students come to an English-speaking country to perfect the language.

Secondly, studying the basics of English at secondary school is less stressful than learning the language while overseas. This is because students living at home do not have to worry about problems such as finding accommodation, paying for their study and living costs, and trying to survive in a foreign country where day to day living causes much stress.

However, there are obvious advantages of learning English in Australia. Every day there are opportunities to practise listening to and speaking with Australians. Also, students can experience the culture first-hand, which is a great help when trying to understand the language. This is especially true if they choose to live with Australians, as part of a homestay family for example. Furthermore, if students attend a language school fulltime, the teachers will be native speakers. In this case, not only will students' speaking and listening skills improve, but attention can be given to developing reading and writing skills as well.

In general, even though it is preferable to study English in an English-speaking country, a reasonable level of English can be achieved in one's own country, if a student is gifted and dedicated to study.

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## COMPOSITION 30C

### **The World Population**

In most countries of the world the population is increasing alarmingly. This is especially true in poor, undeveloped countries. Overpopulation causes a considerable number of problems.

In poor countries it is difficult to provide enough food to feed even the present number of people. In addition, education to limit the number of children per family is not always successful. Poorer countries usually have a lot of unemployment too, and an increase in population simply makes the situation worse. The environment also suffers when there are many people living on the land.

In rich, industrialised and developing countries it is very difficult for governments to provide effective public services in overcrowded cities. Moreover, there is usually a great deal more crime, which is often due to high rates of unemployment. Further large increases in population only cause more overcrowding, unemployment and crime.

There are two main solutions to the overpopulation problem. Firstly, every woman who is pregnant but who does not want to give birth should be allowed by law to have an abortion. Secondly, governments must educate people to limit the size of the family. In China couples are punished financially if they have more than one child. This may seem cruel, but the "one child" policy is beginning to have an effect in the world's most populous nation. Eventually, similar policies might also be necessary in other crowded nations,

such as India for example.

To sum up, if the population explosion continues, many more people will die of starvation in poor countries, and life in the cities, even in affluent nations, will become increasingly difficult.

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## COMPOSITION 31C

### **Youth Drug Abuse**

Youth drug abuse is a serious problem nowadays in many cultures. Not only is illegal drug use on the rise, but children as young as 10 years old are experimenting with alcohol and tobacco. The reasons for this behaviour are unclear, but certain sociologists blame the examples set by their elders.

Parents who drink and smoke to excess are, in effect, telling their children that it is acceptable to abuse their bodies with drugs. Consequently, children may have a similar view towards illegal drugs even if their parents are against their use. In addition, drug use shown on television and in films can only confuse children who are also taught at school that drug abuse is wrong.

The pressure on young people to perform well at school in order to compete for jobs is a possible cause of the problem. Many believe they cannot live up to their parents' expectations and feel a sense of hopelessness. Also, the widespread availability of drugs means teenagers are faced with the temptation to experiment. Drugs are used as a means of expressing dissatisfaction with the pressures they face in society.

The effects of drug abuse are well known. Many young people's talents are wasted and addiction to hard drugs can cost a user his or her life. Furthermore, those who drink and drive may be involved in fatal road accidents. The cost to society is great, and

enormous amounts of money are spent on convicting drug dealers and on education programmes.

To conclude, I recommend that the only sensible way to solve this problem is to educate young people about the dangers of drug use and to take steps to reduce the pressure of competition placed upon them.

## COMPOSITION 32C

### **Road Accidents**

Road accidents are responsible for the deaths of an ever-increasing number of people. Before solutions to this problem can be found it is necessary to examine the main causes of accidents: vehicle road worthiness, road conditions and human error.

Many accidents are caused by inadequate vehicle maintenance, for example driving with defective brakes or bald tyres which increase the stopping time. Regular mechanical inspections would help reduce the number of unworthy vehicles on the road.

Road conditions also contribute to accidents. Heavy rain, fog or snow can make roads slippery and accidents can occur. In addition, narrow, winding roads and road surfaces which are in a state of disrepair contribute to the number of road fatalities. A greater proportion of money needs to be designated to improving roads and providing clear road signs.

The third cause of accidents is driver error. Drunken driving and excessive speed are frequently the cause of drivers misjudging distance and losing control of their vehicles. Other examples are drivers failing to signal a turn and overtaking other cars without due care. Although these problems of human error are the most

difficult to resolve, advertising campaigns have proved effective in educating drivers about road hazards. Furthermore, harsher penalties such as heavy fines and suspension of licences could be applied to discourage such dangerous behaviour.

In conclusion, although it is inevitable that some accidents will occur, there are ways to reduce their frequency. Governments need to put in place stricter vehicle tests and penalize careless drivers more severely. It is also necessary to allocate more money to maintaining and upgrading roads and educating drivers. By implementing these measures, the roads will be safer for everyone.

## COMPOSITION 33C

### **The Misuse of Computers**

Data collection is a fact of modern life. Some argue that data collection is endangering the rights of individuals, though others see it as a useful tool which increases efficiency. This essay will discuss both sides of this issue.

Data collection can violate the right to privacy. When data about a person is collected and stored in a computer then it is open to misuse. For example, the information may be sold to unauthorised persons such as credit agencies or insurance companies. Furthermore, some computer users who have no right to see the data may be able to gain access.

A further problem with data stored on computer is accuracy. Information stored in a computer may be out of date, or simply wrong. This can seriously affect a person's rights if decisions are made on the basis of false information.

On the other hand, databases provide a very useful tool. Large databases which contain information on many individuals can

enable more effective decisions to be made. Institutions such as government departments and police rely on data collection in order to operate efficiently, and hospitals use computerised records to help in their fight against disease.

Databases stored on computer can also be very efficient. Information can be rapidly updated or added, and retrieval of information is extremely fast. Moreover, data which has been collected in one area can be sent anywhere in the world almost instantly. This means that those who have legitimate access to this data can work very efficiently.

In summary, although it is possible that unauthorised access or incorrect information may endanger the rights of individuals, the benefits far outweigh these risks. Consequently data collection on individuals can be justified, although all possible measures should be taken to minimise the risks.



## **Living in Cities**

Cities act as magnets to many from rural areas. A consequence of this migration is the strain placed on infrastructure in the cities. This essay will discuss whether or not the infrastructure will collapse.

A city's infrastructure is certainly put under pressure by continuing migration from rural areas. For example, as more and more people crowd into cities, water delivery and sewage disposal systems are often found to be inadequate to cope with demand. Moreover, unlicensed construction of dwellings usually leads to further problems for water and sewerage systems.

Roads and transport services also suffer when they are

overused. As more and more people attempt to travel, the roads quickly become overcrowded and the traffic flow slows. Examples of this situation can be found in many cities throughout the world.

However, infrastructure problems are not inevitable. The water and sewerage systems can be effectively planned taking into account future projections of population growth, and systems can be put in place to deal with this increase.

Traffic infrastructure problems can also be dealt with. A regulatory system which limits the number of cars and trucks on the roads could be introduced. There are no doubt several ways in which this could be accomplished. In fact, such a system is already in force in Singapore.

In conclusion, infrastructure such as water, sewerage and transport is certainly under strain from rapid migration. Nevertheless, with careful planning many of these problems can be minimised. Consequently, it is not inevitable that the infrastructure will collapse, though action should be taken as early as possible.

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## COMPOSITION 35C

### Computers

Computers are a relatively new invention. The first computers were built fifty years ago and it is only in the last thirty or so years that their influence has affected our everyday life. Personal computers were introduced as recently as the early eighties. In this short time they have made a tremendous impact on our lives. We are now so dependent on computers that it is hard to imagine what things would be like today without them. You have only got to go into a bank when their main computer is broken to appreciate the chaos that would occur if computers were suddenly removed worldwide.

In the future computers will be used to create bigger and even more sophisticated computers. The prospects for this are quite alarming. They will be so complex that no individual could hope to understand how they work. They will bring a lot of benefits but they will also increase the potential for unimaginable chaos. They will, for example, be able to fly planes and they will be able to coordinate the movements of several planes in the vicinity of an airport. Providing all the computers are working correctly nothing can go wrong. If one small program fails – disaster.

There is a certain inevitability that technology will progress and become increasingly complex. We should, however, ensure that we are still in a position where we are able to control technology. It will be all too easy to suddenly discover that technology is controlling us. By then it might be too late. I believe that it is very important to be suspicious of the benefits that computers will bring and to make sure that we never become totally dependent on a completely technological world.

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## COMPOSITION 36C

### **Compulsory Schooling**

One feature of improved education systems around the world has been an increase in the period of compulsory schooling for students. In many developed countries students are now required to stay at school until they are 15 years of age.

There are quite plausible reasons for opposing this policy. Low income families, for example, may not be able to afford to keep their children at school and may resent governments imposing this decision on them. In many developing countries children can bring in much needed income, either by working in family agricultural activities, or else through paid employment. Compulsory schooling

might also be opposed on educational grounds. Recent studies have shown that compulsory school can be psychologically damaging for students who are not motivated to learn. They may be more ready to learn later on as adults when their motivation is stronger.

But there are also strong reasons why students should be obliged to remain at school until a certain age. First, at a young age students are unlikely to be sufficiently mature to make sensible decisions about their lives. We should not allow students to make decisions they may later regret. A second reason is that in today's society, where increasingly high levels of skills and knowledge are required of the work force, early school leavers will find it very difficult to obtain employment.

It is my view that schooling should be compulsory until a certain age. Education authorities, however, must ensure that the education provided is both affordable to families and relevant and interesting to students.

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## COMPOSITION 37C

### **Life without Computer**

Even if you try very hard you will hardly find an area in our lives which is not dominated, or at least influenced, by computers. Have a look at your household at home for example and the huge variety of appliances which make life so easy and convenient. Most people are simply not aware of the fact that even our good old gogglebox, the telephone or the washing machine would not work if they were not fitted inside with tiny microchips and microprocessors. They do not look like computers, but in fact they are some. In view of these facts the question arises whether everyday life is possible without computers at all.

There are far more areas than the above-mentioned ones

where the use of computers is necessary if not essential. Flying an aircraft or running a refinery are very complex procedures which require the help of technical friends. Manufacturing computers and writing the relevant programmes to make them work properly demands a highly qualified workforce. We must not forget that computers are not able to think, that they have no intelligence. The brain work has to be done by humans, as the skills and the performance of the human brain are still unsurpassed. All computers are able to do is counting noughts and ones but at a breath-taking speed. On the other hand there are areas in our lives computers have not managed to influence.

This is in particular the area in which the social needs of us as human beings are affected. Bank customers have reluctantly but finally accepted that they get their money from a cash dispenser. But efforts to automate more bank related transactions and replace them by computers remained unsuccessful. Life without a telephone has become unthinkable as time and space can be bridged so conveniently by means of this small machine. And still do we prefer to talk to people personally, to see each other and to socialize. Computers will never be able to substitute humans and be their social counterparts. The emotional and social aspects of human life are far too complex to be calculated. So life without computers is possible in general. There are many an example of people especially in so-called less developed countries who cope with everyday life without computers. And they do not seem to be less happy than we are. After all, we have given up a great deal of individual independence by relying so much on computers. The vast majority use them every day but only a small minority of experts really know how they work. Though I am a member of the majority I do believe that the computer-less life is possible. The point is whether people are the inconvenience of such a life.

## COMPOSITION 38C

### **Unemployment**

Unemployment and all its problems has become the major problem facing governments today. This is mainly due to the technological revolution and widespread use of computer in industry and business.

Many countries have already started tackling this problem and have successfully introduced programs to combat this problem.

One such program is job sharing; this has been successful in the U.K. Of course this doesn't suit everyone as naturally the pay is lower for fewer hours worked. However it is ideal for people who want to work part-time or gain experience in their field.

The European Community has provided funds to help governments finance programs for school leavers and graduates who are particularly affected by unemployment. These programs provide people with the valuable experience needed when looking for a job. The government encourages businesses to take on graduates or school leavers for a trial period of say one year. During this time the government pays their salary from these E.E.C. funds and the graduate gains valuable experience. Many businesses welcome the opportunity to "try out" new employees first and indeed many choose to keep on the "trainees" if they prove to be successful.

Although governments are trying to create new jobs and set up training schemes many people feel that businesses could do more. For example businesses especially large companies should provide a slot for school-leavers, graduates and older employees who feel "left on the shelf". They should provide them with on-the-job training and experience even if for a lower salary.

In conclusion we could say that by working hand in hand governments and businesses can help solve what is arguably the biggest social and political problem of all time.

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## COMPOSITION 39C

### **Dangerous Sports**

There are several categories of dangerous sports. Some-such as mountaineering-are dangerous only for the individual sportsman. Some involve two opponents, or two entire teams, in danger. Boxers may receive serious injuries in the ring, and from time to time football players are carried off the field with fractures.

Sometimes the public suffers-as in accidents when car races take place on public roads, or when an aeroplane crashes during an air display.

Some sports are ~~cruel to animals~~ dangerous to men. Thorough-bred horses are killed almost every year in the British Grand National, for instance, and ~~their jockeys~~ risk breaking their legs, or even their spines. Bull-fighting is both cruel to the bull and dangerous for the toreador.

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## COMPOSITION 40C

### **The Major Problems of the World Today**

Every day on the radio, on TV, and, in the newspapers, we hear, see, or read about many problems in the world. Because of this we must think about these problems. We must also try to find a solution for them. Our lives depend on this. For example, there are pollution problems.

Air pollution is the first kind. It mostly comes from fumes

released from cars, airplanes, and trains. Also, factories dump waste anywhere, even in the city where many people are living. Public safety does not concern the factory owners who must know that people don't want to live in pollution that is dangerous for their health. Nobody in this world wants to breathe dirty air.

The second pollution problem is sea pollution. Many people earn their living from fishing in the sea, and the fish they catch feed many people. Their lives depend on the fish. But the sea has become so polluted from oil spills and factory wastes that the fish are dying. This pollution is not only killing the fish but is also affecting those people who depend on the sea for food.

Seldom do you find a place nowadays that is not polluted. This problem is growing more difficult every day. We must find a good solution that makes the world a better place to live. A good way to keep these dangerous fumes away from the people must be found. Also, programs about pollution should be shown on TV. When people understand the bad effect of pollution on the human body maybe they will stop doing those things that make the air or the sea polluted. Also, we should plant trees, which are very useful for the land. In conclusion, I hope we can find a solution for every kind of pollution in the world.

## COMPOSITION 41C

### **The Problem of Moving to New Cities or Other Countries**

People today are clearly more mobile than in the past. This is largely due to modern technology which makes travelling and communicating easier and quicker. Why do people move? Often people re-locate to large cities for employment; some people study

in English-speaking countries. Whatever the reason, moving away from home may create many challenges, both practical and social.

Firstly there are practical problems such as finding accommodation, managing finances, shopping and so on. These might present challenges to someone who has not lived independently before. In addition, adapting to a new city environment includes understanding the public transport system, possibly in another language, while trying not to get lost! The best strategy for minimising such anxious moments is to prepare in advance as much as possible. Thus it might be helpful to get advice from someone familiar with the area. There are also publications such as travel guides to overseas countries which give tips and useful information. A city street directory is also very handy. Ideally, sharing accommodation with someone who is familiar with the city, or staying in a “homestay” on arrival in a new country, may overcome many of these problems. Homestay families or “sharemates” will provide company and be able to explain aspects of the new city or culture that may seem strange at first.

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There are also social and emotional issues to deal with, like loneliness or problems with the language. Moreover, starting a new job or course may be stressful at first. Generally, however, there are organisations such as overseas students’ associations in an educational institution, or other sports or hobby clubs where it is possible to meet people and make friends.

In conclusion, although there are many challenges when leaving home for a new city or country, planning in advance can transform an ordeal into an adventure!

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## COMPOSITION 42C

### **Climate Change**

I agree entirely with the opinion in the title. There is increasing evidence that climate changes are not just random but are being accelerated by industrial activity, particularly in developed countries. Many nations are recording extreme weather conditions, such as the wettest year on record, or the hottest summer on record. Sea levels are rising and sea temperatures are increasing more rapidly than before.

The Kyoto Agreement in the 1990s tried to create international consensus to limit industrial emissions of gases but unfortunately some nations are unwilling to commit to real change. This is probably related to economic pressures from within the country and the interests of multinational corporations. In industrialised nations a good lifestyle means a high level of consumerism. This keeps factories operating and people employed but it also creates enormous pollution and waste.

To solve these serious problems requires political action in a number of directions. At the individual level, education programs in schools should be set up to reduce wasteful behaviour and to encourage respect for the planet. At the corporate level, businesses need to develop responsible environmental policies together with governments. They must be held legally accountable for their actions.

One major difficulty is that environmental parties like the Greens have little political power. Their policies are appropriate but they need support from the general public in order to increase pressure on the main parties and large corporations.

The time for action is definitely now. Each year of delays and ineffective policy will make it harder to restore the health of planet Earth.

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## COMPOSITION 43C

### **Pet Ownership**

Dogs and cats can be wonderful companions but there are also a number of problems associated with pet ownership, both for the animals and for the community.

In the best situations pets are fed, cared for and loved as part of a family. It is easy to see how much attention is given to pets, by the range of products available in the pet section of supermarkets. In return, cats and dogs contribute to the well being of the community in many ways. Dogs are useful for protection and serve as guides for the disabled. People with pets are not only happier and healthier, but may even live longer. Thus the animals benefit individuals and the community as well.

There are, however, also negative aspects for the pets and for the community. The freedoms of both dogs and cats are increasingly restricted. In Australia there is community pressure to force owners to keep cats inside at night to protect native birds and animals. Dogs can no longer run free in parks and at the beach but must be kept on leads. These restrictions have been imposed by the community to protect the public. In addition pet owners are required to clean up after their dogs. Parks and beaches often provide plastic bags for this purpose. The community also has to pick up the costs of dogs and cats that have been abandoned by irresponsible owners.

So the relationship between pets and the community is a complex one. More and more the community is intervening to force

pet owners to restrict the activities and freedom of their pets. Still, responsible owners, prepared to give adequate time and attention to their cats and dogs, can give them a good and happy life.

## COMPOSITION 44C

### **Living in an Electronic Information Age**

The electronic information age that we live in today certainly makes communicating very quick and easy. It is simple for many people to contact dozens of others every day via computer or phone, but does this make them feel happier? Happiness is difficult to define, but in addition to basic needs like food, shelter or peace, it depends on such things as good health, a loving family and friends, and a satisfying occupation – either job, study or pastime. Whether modern communication has increased people's feelings of happiness is, however, debatable.

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There are many advantages to being connected electronically. For the price of a local phone call we can stay in touch via email with family or friends around the world. In this way isolation by distance or climate can be overcome. For example, Finland with its long winter has one of the highest rates of internet use. Information that would only be available to a small number of people without the use of computers is now at our fingertips. Similarly thousands of people use chatrooms and internet dating sites every day.

On the other hand it seems to be the case that depression and suicide rates are high and the divorce rate is increasing. Employees complain of longer working hours and increased stress levels. There is concern that people are in fact becoming more isolated, only communicating on-line. On this evidence they seem unhappier today.

Happiness is hard to measure, as it is subjective and depends on the particular situation. Perhaps there is more awareness of current problems because so much information is available through technology and the media. Even so, it would seem that the quality of our relationships and therefore our level of happiness is unrelated to modern technology, which is, after all, only a tool.

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## COMPOSITION 45C

### **Spending Health Budgets**

Almost daily there are reports of new advances in medicine. In the developed world certainly, the prognosis for many medical problems is more optimistic today than ten years ago and continues to improve. But these developments in health care are very expensive, and it is questionable whether countries can afford to continue to increase spending on health. Many believe that it would be better to spend more preventing people from becoming unwell in the first place, and reduce the amount spent on curing ill health.

As many modern diseases are a consequence of our lifestyles, one way of making savings to the health budget would be to educate people about how to prevent expensive health problems such as diabetes or heart disease. Most medical doctors today do not have the time to (nor are they paid to) teach patients how to make these changes to their lifestyle through diet or exercise.

It is understandable that when people are sick they want the best medical treatment possible, with access to the latest diagnostic equipment, expensive MRI scanners, for example. If the problem is life threatening then we demand complex operations such as open heart surgery or organ transplants. Such procedures usually require intensive nursing care and lengthy periods of hospitalisation, which are costly.

Thus it can be seen that this is not a straightforward issue and depends to some extent on one's situation. While the "health dollar" is limited, however, it would seem rational to direct more resources towards the prevention of ill health. In this way fewer people would become ill from these preventable lifestyle diseases. In the long term this should save the country money and increase the well being of the population.



## Part Four



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## BUSINESS LETTER 1

### **Stopping Payment of a Cheque**

THE DELL, BROMLEY, KENT.

*(Date in full)*

The Manager,  
West Kent Bank Ltd.,  
Tonbridge.

DEAR SIR,

Please stop payment of my cheque No. 1000 for £73 15s. Od.  
(= 0 penny) dated the 16th instant, drawn in favour of Arthur  
Brown Ltd. and signed by myself.

Yours faithfully,  
JAMES HANKINSON.

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## BUSINESS LETTER 2

### **Opening a New Bank Account**

BEECHMOUNT LODGE, SEVENOAKS.

*(Date in full)*

The Manager,  
West Kent Bank Ltd.,  
Tonbridge

DEAR SIR,

I enclose cheque value £200 (two hundred pounds).

Please place this to the credit of a new account to be opened  
under the name of "Jonathan Morley, 'B' Account". I trust you will

be good enough to honour all cheques presented to you to the debit of the above account.

Yours faithfully,  
JONATHAN MORLEY

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## BUSINESS LETTER 3

### **A Boy's Application for Employment**

HIGH ROAD, WOOD GREEN, N. 22,

*(Date in full)*

DEAR SIR,

I beg to apply for the vacant situation in your office. Having only recently left school I have no previous experience of an office boy's duties, but I am good at arithmetic, able to write neatly and clearly, and have been taught to be careful, punctual, and reliable.

My father, who has a hardware store in Wood Green, will be glad to bring me for an interview should you think my application worthy of consideration. My age is fifteen. I enclose a copy of a testimonial from my former headmaster.

I am  
Your obedient servant,  
FRANCIS WALTON.

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## BUSINESS LETTER 4

### **Application for Position as Book-Keeper**

777 JOHN STREET, MANCHESTER.

*(Date in full)*

DEAR SIRS,

In reply to your advertisement in this morning's *Guardian* I beg to apply for the position. I have a thorough knowledge of book-keeping and accounts, having been for the past seven years in the accounts department of Messrs. Hancock and Truman, who would, I feel sure, give you an assurance of my personal character and abilities. My reason for wishing to leave my present firm is that I feel a larger office would offer more scope for the promotion which, with my experience and at my age (I am 27) I should now be looking for.

I shall be glad to call upon you by appointment for a personal interview if you wish.



Yours faithfully,  
JAMES MARPLE.

## BUSINESS LETTER 5

### Application for a Technical Post

28 COLLEGE STREET, HARROW.

(*Date in full*)

DEAR SIR,

Further to your advertisement in this morning's *Observer* I should be glad if you would consider my application for the vacancy. I am 24 years of age and have my Ordinary National Certificate in Electrical Engineering. I have been two years with the firm of Edgware Electronics Ltd., whose name is doubtless known to you and who would furnish a reference if required; with them I have acquired a very good technical background in resistance welding and have also had experience of dealing with customers both in person and by correspondence. In applying for the position you

advertise I am, frankly, seeking to improve my financial prospects, but apart from this, I hope to achieve a position of more scope, such as is offered by a firm with so wide a range of interests as yours.

I look forward to hearing from you in due course.

Yours faithfully,  
ERNEST JOHNSON.

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## BUSINESS LETTER 6

### **Application for Position in a Laboratory**

19 SELDON AVENUE, LONDON, N.10.

*(Date in full)*

DEAR SIRS,



In reply to your advertisement in this morning's *Times* for a supervisor of your analytical laboratory, I beg to apply for the position.

I am a B.Sc. of London University, having specialised in chemistry; since coming down I have been working as assistant to the director of the food Laboratory of the Universal Canning Company. My age is 28.

I can call upon you by appointment if you wish; a Friday is usually my best day, but I can arrange to come at some other time if that would be more convenient.

Yours faithfully,  
WILLIAM LOWE.

## BUSINESS LETTER 7

### **From a Clerk to a Firm**

### **Asking if They can Place him**

THE DELL, BROMLEY, KENT.

*(Date in full)*

DEAR SIRS,

Knowing how rapidly your Insurance business is growing, it has occurred to me to ask whether you are wanting another assistant with insurance experience. For ten years I have been with Mr. George Marlowe getting the allround knowledge that experience in a small firm gives, but now I have got as far there as I can go. I am studying for my professional examinations. My salary for the past two years has been £750 and I should not make a change for less. My relations with Mr. Marlowe have been entirely pleasant and I know he would answer any questions you may wish to put to him regarding my character and ability.

Yours faithfully,  
WILLIAM BLISS.

## BUSINESS LETTER 8

### **Asking for a Letter of Recommendation**

THE DELL, BROMLEY, KENT.

*(Date in full)*

DEAR MR. MARLOWE,

My application to Messrs. Illingworth Bros has proved successful beyond expectation. They offer me a position in their

Fire Insurance department and a worth-while salary, but they want a written letter of recommendation from yourself and information as to how soon you can spare me.

Apologising for intruding upon your holiday and thanking you for many past kindnesses and (in anticipation) for this fresh favour.

I remain,  
Yours truly,  
WILLIAM BLISS.

---

## BUSINESS LETTER 9

### **Letter of Recommendation**

HOTEL METROPOLE, TORQUAY.



(Date in full)

DEAR SIRS,      [downloadsachmienphi.com](http://downloadsachmienphi.com)

Mr. William Bliss has been with me ten years and has learned all about the business that I can teach anyone. He has a sound understanding of insurance business and is of unimpeachable integrity. With the opportunities afforded by a large business such as yours he should go far. I part with him with great reluctance.

Yours truly,  
G. MARLOWE.

---

## BUSINESS LETTER 10

### **From a Young Man who has been Recommended to a Merchant**

12 ESSEX ROAD, LONDON, S.W.11.

(Date in full)

DEAR SIR,

Mr. Watkins having promised to do his best to interest you on my behalf, I am now venturing to write to you myself. The leather business has always attracted me and I know that in this industry the name of Plowden and Pink stands alone. Mr. Watkins says that you will be willing to see me next Tuesday before ten. Unless I hear to the contrary I shall call upon you at nine-thirty on that date.

Yours faithfully,  
PAUL WINDERMERE.

---

## BUSINESS LETTER 11

### A Chauffeur Seeking Employment

200 JOHN STREET, S.W.9.

[downloadsachmienphi.com](https://downloadsachmienphi.com)

(Date in full)

DEAR SIR,

I beg to apply for the post of chauffeur as advertised in **The Times** of today.

For five years I was a taxi-driver in London, so have a thorough knowledge of the roads in the metropolis. I also spent two years as mechanic in the Woking Motor Works, where I gained a thorough and practical knowledge of the mechanism of a car.

I have a clean driving licence and am a teetotaller.

For the last three years I have been in the employ of A. Bradley, Esq., of the Manor House, Streatham. This gentleman is leaving England to settle in Kenya, this being my only reason for leaving his service. He has kindly agreed to act as a reference.

I trust, Sir, that you will grant me an interview, when I may

clearly put my qualifications before you and answer any questions you may wish to put to me.

Yours respectfully,  
JOHN CARTER.

---

BUSINESS LETTER 12  
**From an Employee,**  
**Asking for an Increase in Salary**

26 OREGON ROAD, STAINES.

(*Date in full*)

DEAR MR. WRIGHTSON,

May I raise with you the matter of my salary, which has stood now for nearly two years at the same figure, £\_\_\_. Since then, the work of this department has increased very considerably, and, as you know, I now have to supervise the work of four juniors instead of the original two. I think it is fair to say, too, that the department is making a big contribution to the success of the firm as a whole. This being so, I feel that my increased usefulness to the firm justifies me in asking for a substantial rise, and I hope you will agree to this.

Yours faithfully,  
WALTER FORD.

---

BUSINESS LETTER 13  
**Letter Explaining Absence from Business**

24 WICK LANE, KILBURN, N.W.6

(Date in full)

DEAR SIRS,

Confirming my telephone message this morning, I regret to inform you that I am suffering from an attack of influenza and have been ordered to bed for a few days. I enclose a certificate from my doctor and trust that my absence will cause no serious inconvenience.

Yours sincerely,  
WILLIAM JONES.

---

## BUSINESS LETTER 14

### **Letter of Credit**

17 SOMERSET ROAD, LEEDS.

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(Date in full)

DEAR SIRS,

[Download Sách Hay | Đọc Sách Online](#)

This letter will be delivered to you by Mr. John Marshall, eldest son of Mr. Marshall, the chairman of our firm, who will visit your city preparatory to a tour through India. His drafts (the amount £500) you will oblige us by honouring and placing to our debit at the current rate of exchange. Any personal attention you may be able to show Mr. John Marshall will confer an additional obligation on.

Yours faithfully,  
MARTON & CO.

## BUSINESS LETTER 15

### A Tradesman Commencing Business

42 HIGH STREET, MACKLIN.

(Date in full)

DEAR SIR,

I beg to inform you that I have commenced business this day at the above address as a draper and haberdasher, and if favoured with your orders, shall be greatly indebted.

My stock has been selected with great care from the leading wholesalers in London and elsewhere and I have made arrangements to add from time to time the newest lines as they are produced by the manufacturers. My own experience as a buyer with Messrs. Harridges enables me to purchase the most approved goods as cheaply as any of the long-established drapers in the town, and the assistants I have engaged are qualified in every respect to give satisfaction.

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I enclose a price list of the principal articles in stock.

I am,  
Your obedient Servant,  
ROBERT PHILLIPS.

## BUSINESS LETTER 16

### Transmitting Order for Goods

42 HIGH STREET, MACKLIN.

(Date in full)

DEAR SIRS,

I am obliged by your prompt reply to my previous letter and now beg to place in your hands an order for certain additions to my stock. As these goods are wanted almost daily, I shall be glad to receive them as early as possible. I need hardly remind you that much of my future business depends upon the quality of the articles I stock at present, and I feel assured your goods will afford my customers no grounds for complaint.

Please find enclosed order sheet.

Yours faithfully,  
ROBERT PHILLIPS.

---

## BUSINESS LETTER 17

### **Letter Respecting Damaged Goods**

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42 HIGH STREET, MACKLIN.

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(Date in full)

DEAR SIRS,

I regret to inform you that four of the linen tablecloths delivered here in execution of my order dated 14th inst, are unsaleable; they are torn in several places. I have repacked them and delivered the parcel to your carriers with instructions to return it to you.

Please either substitute perfect pieces for the rejects or credit me with £8, the invoice cost of the latter.

Yours faithfully,  
ROBERT PHILLIPS.

## BUSINESS LETTER 18

### **Customer Complaining about Goods**

THE GROVE, PECKHAM, S.E.15

(*Date in full*)

DEAR SIR,

I return your bill for the March quarter for correction as the articles supplied have, I am sorry to say, proved far from satisfactory. The two rugs have, unfortunately, faded considerably even in the short time they have been in use, and the blue one is also showing signs of wear already. If you care to send a representative, I shall be happy to let him inspect them, and beg to state that I consider your account should be reduced by at least 25 per cent., to compensate for the faults in the quality of the goods.

Yours faithfully,

 [downloadsachmienphi.com](http://downloadsachmienphi.com) JAMES WILKINSON.

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## BUSINESS LETTER 19

### **Letter Asking for Payment of Account**

1000 RYE LANE, LONDON, S.E.15.

(*Date in full*)

DEAR SIR,

Owing to my own present commitments I am obliged to ask you kindly to settle my bill for the March quarter by return of post. Were I in a position to wait longer for settlement I should have been happy to do so, but it is not possible. I beg, therefore, that you will send a cheque without further delay. The amount of the bill rendered is £12 8s. 4d.

Yours faithfully,  
FREDERICK HARRIS.

---

## BUSINESS LETTER 20

### **Letter Demanding Payment**

1000 RYE LANE, LONDON, S.E.15.

(*Date in full*)

DEAR SIR,

Having applied to you repeatedly but ineffectively for a settlement of my bill – the amount being £12 8s. 4d. – I have now regretfully to inform you that unless it is paid before 12 o'clock noon tomorrow I shall place the matter in the hands of my solicitor.

Yours faithfully,  
FREDERICK HARRIS.

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## BUSINESS LETTER 21

### **Letter Promising to Pay**

THE GROVE, PECKHAM, S.E.15.

(*Date in full*)

DEAR SIR,

I am sorry that your bill has remained unpaid so long. This has been entirely owing to my inability to collect my own outstanding debts which amount to a considerable sum. I have now, however, a promise of payment on the 14th instant, and trust to be able to settle your own bill on that date.

Yours faithfully,  
JAMES WILKINSON.

---

## BUSINESS LETTER 22

### To a Tradesman, Repudiating Liability for Debts Incurred by a Wife

CRANSTON SQUARE, W1.

(Date in full)

GENTLEMEN,

I beg to draw your attention to the notice I have today published in *The Times* of today's date, repudiating liability for all debts contracted by my wife (Caroline Elizabeth Sophia Jones) and announcing that she has no authority to pledge my credit. Please understand that from now onwards I can only be responsible for orders signed by myself personally.

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Your faithfully,  
JOHN JONES.

---

## BUSINESS LETTER 23

### Asking for a Business Introduction

19 SELDON AVENUE, LONDON, N.10.

(Date in full)

DEAR MRS. HENDERSON,

I wonder if you would be kind enough to give me an introduction to Mr. Leslie Appleby whom I believe you know. I want to see him upon a matter of business which I think may have

certain advantages for him as well as for myself. I shall be greatly obliged to you if you can bring about a meeting between us.

Yours sincerely,  
ALFRED PATERSON.

---

## BUSINESS LETTER 24

### **Inquiring about Hotel Accommodation**

7 FRENCH STREET, N.W.5.

(*Date in full*)

To the Manager,

The Ship Hotel,

Brightlingsea.

DEAR SIR,

Your hotel has been recommended to me by a friend, Mr. John Bowman. As I hope to visit Brightlingsea in June, will you let me have a note of your terms and also let me know whether you can let me have two double rooms facing the sea between June 12th and June 26th. One room would be for my wife and myself, the other for our boys aged 5 and 6.

Your faithfully,  
THOMAS WILTON.

---

## BUSINESS LETTER 25

### **Reserving Hotel Accommodation**

7 FRENCH STREET, N.W.5.

(*Date in full*)

DEAR SIR,

Thank you for sending me your prospectus and a note of your terms. These are satisfactory, so will you please reserve for us the rooms mentioned in your letter.

Yours faithfully,  
THOMAS WILTON.

---

## BUSINESS LETTER 26

### **Booking Seats in an Aeroplane**

24 JAMES STREET, BERKELEY SQUARE, W.1.

(*Date in full*)

DEAR SIR,

Confirming our telephone conversation of this morning, kindly reserve me two seats in the plane leaving London Airport for Paris at 2 p.m. on Wednesday, June 12th. I shall also be glad if you will let me know the connexions between London and the Airport. I enclose cheque for the price of the seats.

Yours faithfully,  
ANTHONY BROCKLEHURST.

---

## BUSINESS LETTER 27

### **Letter to an Insurance Company**

THE YEWS, BOXMOOR.

(*Date in full*)

DEAR SIRS,

I have recently bought my wife a diamond ring and wish to insure it against loss, theft damage, etc. The cost of the ring and

the sum for which I wish to insure it is £500. Will you kindly send your representative to arrange terms, and in the meantime, I should be obliged if you can hold me covered as from the date of this letter.

Yours faithfully,  
JOHN STRATTON.

---

## BUSINESS LETTER 28

### To a Publisher Submitting a Novel

THE LIMES, HARTFIELD, CANTERBURY.

(Date in full)

DEAR SIRS,



I am sending you under separate cover by registered post the typescript of a novel, "Love in Bloom" which I have just completed.

You will recall that you published my biography of Beethoven fifteen years ago—a work which was a success both critically and commercially—it achieved a sale of 30,000 copies.

I hope your opinion of this, my latest book, will be sufficiently favourable to encourage you to make an offer for its publication, but I enclose stamps for its return if your verdict proves adverse.

Yours faithfully,  
THOMAS WILTON.

---

## BUSINESS LETTER 29

### Claiming from an Insurance Company

THE YEWS, KING'S ROAD, BOXMOOR

(Date in full)

DEAR SIRS,

In accordance with the terms of my motor car insurance policy (quote number) I beg to notify you that I wish to make a claim.

Briefly, the circumstances are these: Last Saturday morning at 10.15 a.m. I was driving along Caradon Way, Burley, following another car at a distance of about 20 yards, the approximate speed of both vehicles being about 30 m.p.h. It had been raining hard shortly before. Suddenly and quite unexpectedly the car in front pulled up to avoid collision with a cyclist who had come out from a private drive. I braked but unfortunately skidded and collided with the car in front. Happily nobody sustained personal injury, but my front bumper and near front wing were bent and the rear lamp and off-side rear coachwork of the other car also received damage. The number of the other car is UXB 572 and I enclose the card given me by its owner with his name and address. I enclose also my garage man's estimate for the repair of my own car. Will you kindly accept this as formal notice of a claim?

Yours faithfully,  
JOHN STRATTON.

---

## BUSINESS LETTER 30

### **Giving an Order for Goods**

4 LOGAN STREET, LIVERPOOL.

(Date in full)

(Name and Address of Addressee)

DEAR SIRS,

Please purchase for my account 200 bales fair Oomrawuttee cotton, at the market price, on receipt of this order, and ship by a vessel classed A1 at Lloyds, affecting insurance on the usual basis. For the amount of the invoice I authorize you to draw upon me at six months' sight, and either attach the documents of the shipment to the draft or draw against credits. Kindly advise in due course of the purchase.

Yours faithfully,  
WILLIAM COATS.

---

## BUSINESS LETTER 31

### Executing the Order

5 BUSH ROW, LONDON, E.C.4.

(*Date in full*)

(*Name and Address of Addressee*).

DEAR SIR, [Download Sách Hay | Đọc Sách Online](#)

We acknowledge with thanks receipt of your order of March 19, instructing us to purchase for your account 200 bales fair Oomrawuttee cotton, and we have pleasure in advising that we have executed the commission at — per candy, which is equivalent to — per lb., free on board. The quality of the staple selected is very good, and we have taken every precaution to secure you against disappointment when the shipment reaches your port. We have engaged freight in the *Dhuleep Singh*, now loading, and we anticipate advising you by next mail of her departure, and forwarding to you the accounts of the shipment.

The tendency of prices in our market is upward, and should advices from your port continue favourable we are confident a considerable advance will take place.

Yours faithfully,  
BARLOW BROTHERS.

(It is usual to advise a purchase by wire, in which case a copy of the telegram should be enclosed with the letter of advice.)

---

## BUSINESS LETTER 32

### **Requesting Information Regarding a Market**

15 HAM STREET, LONDON, E.C.2.

*(Name and Address of Addressee)*

DEAR SIRS,

We should be grateful if you would advise us regarding the state of the market of Port-au-Prince. We are making this inquiry because of the demand for our products in other markets of the West Indies, and are willing to offer your friends our agency if there is a reasonable prospect of shipping advantageously. Our transactions would not be confined to our own goods, as we would operate in any commodity likely to realize a fair profit.

Yours faithfully,  
JONES, FOSTER & Co.

---

## BUSINESS LETTER 33

### **Transmitting Accounts of a Shipment**

5 BUSH ROW, LONDON, E.C.4.

*(Date in full)*

*(Name and Address of Addressee)*

DEAR SIR,

Further to our letter of March 30, we beg to advise having shipped for your account 200 bales cotton, per *Dhuleep Singh*, for Liverpool, the invoice of which, amounting to £4,300, we enclose. Against the shipment we have drawn for a like sum at six months' sight, in favour of the National Bank of India, attaching the shipping documents to the draft, which please protect on presentation.

Yours faithfully,  
BARLOW BROTHERS.

---

## BUSINESS LETTER 34

### **Consigning Goods for Sale**

15 HAM STREET, LONDON, E.C.2

(*Date in full*)

(*Name and Address of Addressee*)

DEAR SIRS,

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Messrs. Robert Walker & Company have shown us a copy of their recent advices from Port-au-Prince in which you state that market prospects there are very encouraging. We therefore propose consigning to your care for sale, on our account, a shipment of Chintz, of about 1,500 pieces, and 10 cases of fancy goods, as a trial operation. We hope you will be able to give us a good account of this transaction.

Yours faithfully,  
PRINCE, FOSTER & Co.

## BUSINESS LETTER 35

### **Shipping Agents Handling Bills of Lading**

42 TOLLENS STREET, LIVERPOOL.

(*Date in full*)

(*Name and Address of Addressee*)

DEAR SIRS,

In accordance with your instructions we have shipped on your account 25 packages, per *Rustam*, from Liverpool to Port-au-Prince, the bills of lading for which are enclosed. We also enclose a statement of shipping charges amounting to £23 7s. 6d.

Yours faithfully,  
PERKINS BROTHERS.



## BUSINESS LETTER 36

### **Effecting Insurance**

999 THREADNEEDLE STREET, LONDON, E.C.2.

(*Date in full*)

(*Name and Address of Addressee*).

SIR,

In accordance with your wishes, I have effected insurance against all risks for £1,500 at-on your account, on 25 packages, per *Rustam* from Liverpool to Port-au-Prince. The policy will be forwarded to you in due course.

Yours faithfully,  
JOHN WALLDEN.

## BUSINESS LETTER 37

### **Instructing Agent to Pass Goods through the Customs House**

28 PRINCE'S STREET, CLIFTON.

(*Date in full*)

(*Name and Address of Addressee*)

DEAR SIR,

The *Viceroy*, which arrived at your port yesterday from Calcutta, brought four cases to my address. Please pass these through the Customs House and forward them to me by rail at your earliest convenience.

The enclosed invoice shows the nature and value of the contents.



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Yours faithfully,

ROBERT HENNIG.

## BUSINESS LETTER 38

### **Advice of Goods being Shipped**

42 RICHMOND ROAD, BRISTOL.

(*Date in full*)

(*Name and Address of Addressee*).

DEAR SIRS,

We acknowledge with thanks receipt of your order of April 27, and in accordance with your instructions have shipped on board the *Rob Roy*, for your account and risk, 10 packages as per invoice enclosed.

We hope that the goods will arrive in a sound condition and will give you satisfaction.

Yours faithfully,  
CLYDE, HOWE & Co.

---

## BUSINESS LETTER 39

### **Reply to a Letter Advising the Arrival of a Shipment**

DAVID HOUSE, EXCHANGE, GLASGOW.

(*Date in full*)

(*Name and Address of Addressee*).



DEAR SIRS,

I have your letter of February 15, and am happy to hear that the goods per the *Robert Bruce* arrived safely.

I have duly honoured your bill for £200, due on the 10th.

On receipt of the silk per the *Queen of Burmah* I will write again, and will obtain the best price possible.

Yours faithfully,  
DAVID STIRLING.

---

## BUSINESS LETTER 40

### **Introducing the Captain of a Ship**

1,000 FENCHURCH STREET LONDON, E.C.3

(*Date in full*)

(*Name and Address of Addressee*)

DEAR SIR,

This is to introduce to you Captain Jennings of the Dharwar, who is about to depart with his ship to Bombay. If you will give Captain Jennings any assistance in your power and help him to obtain a speedy discharge and good return freight, I shall be greatly obliged.

Thanking you in anticipation of your services

Yours faithfully,  
HENRY BLUNT.

---

## BUSINESS LETTER 41

### A letter of Recommendation



*December 15th, 2003*

Dear Mr. \_\_\_:

[downloadsachmienphi.com](http://downloadsachmienphi.com)

It's a pleasure for me to write this letter to recommend Mr. Nguyen Van Huan for a teaching post in your department.

I have known him for a long time. He got a B.A. in English and French. He used to be a teaching assistant for the Faculty of Letters, Da Lat University before 1975 and a visiting teacher for some in-service English courses in Da Lat Foreign Language Centre from 1993 to 1997. And now he is teaching English at Dong Nai Informatics and Foreign Language Centre and proves to be an experienced and conscientious teacher.

With regard to his character I should say he is hard-working, very careful, and reliable.

His desire to teach English in a better environment has brought him to Bien Hoa City and obliged him to live far away from home. Therefore, it will be a good opportunity for him to

challenge himself if he is among your teaching staff. In my opinion, it would be better for him, during the first stage, to teach the reading subject in night courses for graduate students (*Lớp văn bằng II*). And later on, he will be assigned to teach other classes if he achieves successes and gains students' faith in these night courses.

I think he is worthy of your consideration.

Cordially yours,  
Vice Director  
LE DINH LOC

---

## BUSINESS LETTER 42

### **Applying for an Assistant to the General Manager**

1. On looking over today's Daily News, my attention was attracted by your advertisement for an assistant to the general manager. Now as I am desirous of obtaining such a position, I should like to apply for the same.
2. Being well-acquainted with office work, I could make myself generally useful, should there be any opportunity of your requiring my services.
3. I have been very happy with my present work at Foreign Trade Company, but I am anxious to assume broader responsibilities in a growing company.
4. The commencing salary of 1,000 dollars for month will be acceptable if your company houses me.
5. As I am very eager to speak with you about your current opening, I will call you on Monday, June 12, to discuss setting up

an interview.

6. I enclose my CV and recent photograph.

7. I hope that you will be kind enough to consider my application favorably (chiếu cố đơn xin việc của tôi).

## BUSINESS LETTER 43

### **Curriculum vitae or Résumé**

#### **PERSONAL**

Name: Augusta Neves.

Address: 3 The Parade, Stanmore, 2048.

Telephone number: (02) 560 1126.

Date of birth: 17th March, 1966.

#### **EDUCATION:**

1972-82: Primary and Secondary School, Santiago, Chile.

1983: School Certificate, Ashfield High School.

Subjects: English, Maths, Commerce, Spanish,  
Geography.

#### **WORK EXPERIENCE:**

1987– Sales assistant, Morris Bros., City Store, Book Dept.

Duties: Customer service, ordering, book displays.

1985-86: Sales assistant, Burrows Pharmacy, Stanmore.

Duties: Customer service, advice on cosmetics.

1984-85: Waitress, Francesca's Restaurant, Campsie.

#### **OTHER INFORMATION**

Typing: 50 wpm.

Languages: fluent in Spanish and Italian.

Hobbies: swimming, basketball, reading.

## REFERENCES:

- P. Botham (manager).  
Morris Bros., City Store, Book Dept, Elizabeth St, Sudney 2000  
271 4435.
  - Dr T. Angelis, Burrows Pharmacy,  
39 Crystal St, Stanmore 2048 560 4459.
- 

## BUSINESS LETTER 44

### **TERMS OF AGREEMENT**

BETWEEN Dr DANIEL CARROLL AND DONG NAI  
INFORMATICS AND FOREIGN LANGUAGES CENTER

The center and Dr Daniel Carroll hereby enter into an agreement to cooperate in teaching English at the center. The terms of this agreement are as follows:

- I. The center requests Dr Daniel Caroll to teach English at the center:
  1. Type of classes: communicative classes.
  2. Learners: of all kinds.
  3. Teaching days: Monday (18h00-19h30)
  4. Number of teaching periods: 2-4 periods per week (8 periods per class). The concrete schedule will be given to Dr Daniel Carroll ahead of the teaching time.
  5. Teaching place: at Ngo Quyen High School.
  6. Teaching date: from Monday evening, March 2<sup>nd</sup>, 2009 on.

7. Teaching material: Speaking Topics – Levels A,B,C.

II. Teaching fee:

- The center will pay Dr Daniel Carroll VND 150,000 for one period of teaching (45 minutes). It will base on the number of periods actually taught to pay at the end of every two weeks. The teacher is expected to sign his name in the academic record notebook after each teaching session, which will be the basis for payment.
- The teaching fee may be discussed again depending on the financial condition of the center and the teaching effectiveness of the instructor.

III. The center will provide Dr Daniel Carroll with the schedule and other academic information. Dr Daniel Carroll is responsible for his teaching at the center.

IV. This agreement is validated from March 2<sup>nd</sup>, 2009. This agreement for these classes can be extended when there is a need from the center.

V. This agreement is made into two copies. Each party keeps one copy.

VI. Any amendment or change to the above mentioned articles should be made only by mutual agreement from both sides.

VII. The undersigned have read and fully understood the above terms of the agreement. By signing below the representative of the center and Dr Daniel Carroll agree to comply with all these terms.

From the center  
Le Van Su  
Vice Director

For the partner  
Dr Daniel Carroll  
Professor

## BUSINESS LETTER 45

# **TERMS OF AGREEMENT BETWEEN DONG NAI INFORMATICS & FOREIGN LANGUAGES CENTRE and ATOFINA COMPANY – 2004**

The Centre and Atofina company hereby enter into an agreement to cooperate in teaching English to the learners from the company.

The terms of this agreement are as follows:

I. The Centre will provide the training course for the learners of Atofina Company:



1. **Course title:** Business Communications – 10 months
2. **Course objective:** To prepare the learners for effective oral communication in business English.
3. **Course schedule:** Tuesday & Thursday evenings, 3 periods for each evening from 18h00 – 20h15, 45 minutes for one period. The course will start from Tuesday evening 10/2/2004 at the head office (318 QLI, BH, DN).
4. **Course book:** Business Objectives New Edition by Vicki Hollett ( OUP)
5. **Course instructor:** Mr. Bernard Lance Noll, a qualified American teacher of English.
6. **Course coordinators:** Mr. Bui Hung Thien, program coordinator and Mr. Nguyen Viet Hung, Human Resource Manager.

II. Atofina company will pay the Centre for the training course:

1. **Course fee:** The teaching fee will be calculated on the 45-minute period. The rate is: 220.000dong / a period.

$$220.000 \times 24 \text{ periods} = 5.280.000\text{dong} / \text{a month.}$$

Note: The Company must **inform the Centre 2 days in advance** if the Company wants to have a day off; otherwise, the fee will still be covered.

2. **Mode of payment:** Payment should be made to the Centre in KHO BAC NHA NUOC TINH DONG NAI.

Account No: 944.08.00.00007

Account holder: Trung Tam Tin Hoc va Ngoai Ngu Dong Nai.



At each times of payment, receipt of the Centre will be sent to the company (no financial receipt).

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III. This agreement is **validated from 10 February, 2004** until it comes to an end. The agreement for this course can be extended when there is a need from Atofina Company.

This agreement is made into 2 copies – Each party keeps one copy.

Any amendments or changes to the above-mentioned articles should be made only by mutual agreement from both sides.

The undersigned have read and fully understood the above terms of the agreement. By signing below the representatives of the Centre and Atofina Company agree to comply with all these terms.

On behalf of the Centre  
Vice – Director  
Le Van Su

On behalf of the Company  
Human Resource Manager  
Nguyen Viet Hung

**Date: 10 February, 2004**

Address: 318 QL1– Trung Dung  
Bien Hoa – Dong Nai  
Tel: 061.829198

Address: Bien Hoa Industrial Zone II  
Bien Hoa – Dong Nai  
Tel: 061.836339



## Part Five

### SAMPLE CARDS OF VARIOUS KINDS



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## TYPE 1: GET-TOGETHER INVITATION CARDS

### **THIỆP MỜI HỘI HỌP**

#### **1. MỜI HỌP MẶT HÀNG THÁNG**

The International Friendship Foundation (Hội hữu nghị quốc tế) endeavors to foster cross-cultural exchange (đẩy mạnh giao lưu văn hóa) through a monthly dinner. All nationalities welcome. (Tất cả mọi quốc tịch đều được hoan nghênh).

#### **2. MỜI THAM GIA HỘI THẢO**

Scott Publishing asks that all subscribers to “Computer-World” who wish to attend a free seminar entitled “The Future of the Internet”, SRVP by no later than August 2, 2003. (Xin vui lòng hồi đáp trước ngày 2-8-2003). [downloadsachmienphi.com](http://downloadsachmienphi.com)

#### **3. MỜI ĐẾN DỰ DIỄN DÀN**

As a new member of the bar (đoàn luật sư) you are entitled to join “The Legal Society” an informal forum for members of the legal profession (nghề luật).

#### **4. MỜI DỰ BUỔI PHÁT HÀNH SÁCH**

We hope to see you at our forthcoming book launch for the latest book by Alexander Rider, entitled “Midnight Moon”.

#### **5. MỜI DỰ BUỔI BIỂU DIỄN OPERA**

Join us at the Waseda Operatic Society (câu lạc bộ Opera Waseda) for a performance of the opera “Figaro” this Sunday at 7p.m.

## 6. MỜI DỰ HỌP TỔNG KẾT HÀNG NĂM

The annual general meeting of Bell Limited will take place at 7 p.m. on July 24, 2003 at Lincoln Hall, New York. All shareholders are welcome to attend. (Tất cả các cổ đông đều được hoan nghênh tham dự).

## 7. MỜI DỰ HỌP NHÂN NGÀY NHÀ GIÁO VÀ GIỮA HỌC KỲ

LAC HONG UNIVERSITY  
FOREIGN LANGUAGE FACULTY

### INVITATION LETTER

On the occasion of Teachers' Day Ceremony and Mid-Semester of the school year 1999-2000

We request the honor of your presence

Mr. NGUYEN BAO LOC

at the meeting at 10:00 A.M. on Sunday, November 21st, 1999 at 39/1 Group 10, Hamlet 5, Linh Chieu ward, Thu Duc district, HCMC.

Your presence will be an honor for us.

Sincerely yours,

DO THANH LONG, Ph.D

Dean

RSVP to Long 8966687 or Ms. Hoa 061843254

## 8. MỜI HỌP HỘI ĐỒNG NGHIÊN CỨU KHOA HỌC

LACHONG UNIVERSITY  
FOREIGN LANGUAGE FACULTY

## **INVITATION LETTER**

To the first meeting of the Research and Science Committee  
of the Foreign Language Faculty – the school year 2000-2001

We request the honor of your presence

Mr. NGUYEN BAO LOC

At the meeting at 9:00 A.M. on Sunday, December 3rd, 2000  
at Lac Hong University, Bien Hoa City.

Your presence will be deeply appreciated.

Sincerely yours,

DO THANH LONG, Ph. D

Dean

RSVP to Dr Long 08-8966687 or Ms. Hoa 061843254



## **9. MỜI DỰ LỄ KÝ KẾT HỢP TÁC**

University of Cambridge – ESOL Examination (Cambridge ESOL)  
and the English Department of University of Education  
cordially invite

Mr./Ms. \_\_\_\_\_

To the Signing Ceremony between Cambridge ESOL and the  
English Department of University of Education and the  
Introduction to the Teaching Knowledge Test (TKT)

Time: 8:30 am, 21 June 2007.

Venue: Main Hall, 2nd floor, Building C, University of  
Education, 280 An Dương Vương Street, District 5, HCM City

- Please confirm your attendance to Ms Thanh Hoa via telephone 0909541434 by June 18th.
- Please bring along this invitation with you.

Hội đồng khảo thí tiếng Anh – Đại học Cambridge (Cambridge-ESOL)  
và Khoa Anh văn – Trường Đại học Sư Phạm Tp. HCM  
trân trọng kính mời

Ông/Bà \_\_\_\_\_

Đến dự lễ ký kết chương trình hợp tác giữa Cambridge ESOL và Khoa Anh văn – Đại học Sư phạm Tp. HCM. Và tham dự buổi giới thiệu về chương trình thi TKT (Teaching Knowledge Test)

Thời gian: 8:30 sáng, ngày 21-6-2007

Địa điểm: Phòng họp C, lầu 2, dãy nhà C, Đại học Sư phạm, 280 An Dương Vương, Quận 5, Tp. HCM.

Ths \_\_\_\_\_

Trưởng khoa Anh văn

Trường ĐHSP. Tp. HCM

- Vui lòng xác nhận tham dự với cô Thanh Hoa trước ngày 18/6/2007 theo số điện thoại 0909541434

- Vui lòng mang theo giấy mời.



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## **10. CHƯƠNG TRÌNH LỄ KÝ KẾT**

UNIVERSITY OF CAMBRIDGE

UNIVERSITY OF EDUCATION

Department of English

### **LỄ KÝ KẾT SIGNING CEREMONY**

8:30 sáng thứ năm, 21/6/2007  
Phòng họp lầu 2, dãy nhà C

1. Giới thiệu chương trình: Mr. \_\_\_\_\_

Introduction

2. Diễn văn khai mạc: Mr. \_\_\_\_\_

Opening speech

### 3. Phát biểu của đại diện BGH trường ĐHSP Tp. HCM: Ass. Prof.

Address from the Vice-President of HCM University of Education

### 4. Phát biểu của Giám đốc Phát triển Cambridge ESOL (khu vực Châu Á) Dr. Duncan Raynet

Address from Development Manager, Asia (Cambridge ESOL)

### 5. Ký kết: Dr. Duncan Raynet, Ms...

Signing

### 6. Giới thiệu TKT: Dr. Duncan Rayner

Introduction to TKT

GIAI LAO

TEA-BREAK



### 7. Triển khai chương trình hợp tác cụ thể và đối tác các tỉnh.

[downloadsachmienphi.com](https://downloadsachmienphi.com)

Discussion of cooperation programmes with partner institutions

[Download Sách Hay | Đọc Sách Online](#)

## 11. MỜI DỰ TẬP HUẤN CHỨNG CHỈ TKT

4 April 2005

Dear Participant

On behalf of the British Council, I would like to welcome you to the VNU TKT Teacher Training Course.

This course runs from 4 April to 13 May 2005. Your course is 36 hours and you will need to come two days a week for three hours each day. Attendance is really important and in order to be registered for the TKT exam, we expect all participants to attend a minimum of 80% of the course.

We hope that after this course you will be better able to manage your classroom and teaching for more active learning and

be more aware of the principles and methodology behind communicative language teaching.

This is an exciting time for VNU with the planned changes to the exam system. We hope that you also feel this enthusiasm for the future of English language teaching and assessment and that this course will prepare you for the changes in language learning and teaching.

Good luck with the course and we hope you find it informative, professionally rewarding and of course enjoyable!

Best wishes,

Laura Grassick

ELT Development Manager



## 12. MỜI DỰ BẾ GIẢNG NĂM HỌC & PHÁT BẰNG

FOREIGN LANGUAGE DEPARTMENT

Would respectfully invite

Mr. \_\_\_\_\_

[Download Sách Hay | Đọc Sách Online](http://downloadsachmienphi.com)

To

The ceremony of closing academic year of 2006-2007 and diploma awarding.

Time: 13:30, Saturday, Nov 24th, 2007

Location: Hall E 501

Your presence would be our honour.

ON BEHALF OF ORGANIZERS

Dean

\*\*

## AGENDA

13:30 – 14:00: Welcoming guests

14:00 – 16:00: Closing Ceremony and Diploma Awarding

1. National flag greeting/ salutation
2. Report by Department leader
3. Speech by the Institution leader/ president
4. Appraisal decision to outstanding students
5. Graduation decision to graduates
6. Closing

### 13. MỜI DỰ HỘI THẢO DẠY & CẢI TIẾN KỸ NĂNG NGHE

#### INVITATION

Lac Hong TOEIC centre requests the pleasure of the company  
of Mr. \_\_\_\_\_

at the workshop on LISTENING SKILLS IMPROVING &  
TEACHING held on April 4th 2010.

Presenter: Associate professor Ilene Crawford

Time: 8:00 a.m.

Venue: Campus 1. Room: B203

Your attendance is highly appreciated.

On behalf of Lac Hong TOEIC centre

Director

DO THANH LONG, PhD.

\*\*

#### SCHEDULE

07:45 a.m. – 8:00 a.m. : Reception

8:00 a.m. – 10:00 a.m. : Presentation

10:00 a.m. – 10:30 a.m. : Tea Break  
10:30 a.m. – 11:30 a.m. : Discussion, Q&A  
11:30 a.m. : Closing

## 14. MỜI DỰ LỄ TRUYỀN CHỨC LINH MỤC

Ordination of  
TINH DANG  
To the order of priests  
Cathedral Basilica of Saint Joseph

May 24, 2008  
Most Reverend Patrick J. McGrath  
Bishop of San José

All are invited to gather with Bishop McGrath for a reception  
that follows immediately in Loyola Hall

[Download Sách Hay | Đọc Sách Online](#)

Lễ Truyền Chức Linh Mục của  
Thầy ĐĂNG TĨNH  
Nhà thờ chính Tòa thánh Giuse  
Ngày 24 tháng 5 năm 2008

Đức Giám Mục Patrick J. McGrath  
Giám Mục San José

Ngay sau Thánh lễ kính mời tất cả mọi người cùng dự buổi tiệc trà với  
Đức Giám mục McGrath

## 15. MỜI DỰ KIM KHÁNH KHẨN DÒNG

With joy and in thanksgiving for the gift of religious vocation, we, the Community of the Religious of the Virgin Mary together with Mother General and Council cordially invite you to join us in the Celebration of the Holy Eucharist on the occasion of the GOLDEN JUBILEE (Lễ Kim Khánh, lễ kỷ niệm 50 năm) RELIGIOUS PROFESSION

of



**S. Maria Julia M. Advincula,  
RVM**

**S. Maria Arsenia B. Patangan,  
RVM**

Most Rev. Wilfredo D. Manlapaz, D.D.  
Bishop of the Diocese of Tagum  
Presider

[downloadsachmienphi.com](http://downloadsachmienphi.com)

Friday, 2 February 2007

Most Rev. Raul Q. Martirez, D.D.  
Bishop – Emeritus  
Diocese of San Jose de Antique  
Homilist

Three o'clock in the afternoon  
Our Lady of the Assumption Chapel  
214 N. Domingo St. Cubao,  
Quezon City

## 16. THIỆP MỜI MỪNG KIM KHÁNH & NGÂN KHÁNH KHẨN DÒNG

“We are ruled by the love of Christ”

(2 Cr5, 14a)

THE GREAT GIFT OF GOLDEN AND SILVER JUBILEES  
OF RELIGIOUS VOCATION

01 May 2010

## BROTHERS HOSPITALLERS OF ST JOHN OF GOD

Religious province of the Holy Spirit Mary in Vietnam

With joy and in thanksgiving, we the BROTHERS HOSPITALLERS OF ST JOHN OF GOD, feel greatly pleased to announce.

The Golden Jubilee Religious Profession (1960–2010) of

Br. Michael Xuan Ngoc Tran

Savio

Pius

The Silver Jubilee Religious Profession (1985–2010)

Br. Peter...

John Baptist

Tadeo

Joseph

Dominic



Yellow vestment are requested for concelebrants.

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You priests are also expected to wear badges.

### **INVICATION CARD**

We cordially invite: \_\_\_\_\_

To join us in the Celebration of the Holy Eucharist and pray for the Brothers, on their Golden and Silver Jubilees of Religious Profession, to be faithful to their vocation in the Religious of Brothers Hospitallers.

The Mass will be celebrated at 10 am, on Saturday, 01 May 2010 at the Church of Lady Mary, the Guide of the Good Way, at 70/5 Quarter 9, Tan Bien, Bien Hoa, Dong Nai.

With Most Rev. Dominic TRINH CHU NGUYEN, Bishop of Xuan Loc Diocese, Presider.

You are invited to gather with our Religious Province for a reception that follows immediately.

Respectfully yours  
On behalf of our province  
Br. Peter PHU VAN PHAM  
Provincial

\*\*

"Tình yêu Chúa Kitô thúc bách chúng tôi" (2 Cr5, 14a)

HỒNG ÂN KIM KHÁNH VÀ NGÂN KHÁNH KHẨN DÒNG

01-05-2010

DÒNG TRỢ THỂ THÁNH GIOAN THIÊN CHÚA

Tỉnh Dòng Đức Maria Thánh Linh Việt Nam

Trong niềm vui tạ ơn DÒNG TRỢ THỂ THÁNH GIOAN THIÊN CHÚA hân hoan kính báo

Quý Tu huynh Mừng Kim Khánh Khẩn dòng (1960–2010)

TH. Michael Trần Ngọc Xuân | [Download](#) | [Đọc Sách Online](#)

TH. Savio Trần Ngọc Tuyên

Quý Tu huynh Mừng Ngân Khánh Khẩn Dòng (1985–2010)

TH. Phêrô Nguyễn Minh Thắng

TH. Đa Minh Đặng Văn Hòa .....

• Xin quý cha mang lễ phục màu vàng.

• Xin quý cha đeo phù hiệu.

## THIỆP MỜI

Trân trọng kính mời: \_\_\_\_\_

Đến hiệp dâng Thánh lễ Tạ ơn, cầu nguyện cho quý Tu huynh mừng Kim Khánh và Ngân Khánh khẩn dòng luôn được trung thành với ơn gọi Trợ Thể.

Thánh lễ sẽ được cử hành vào lúc 10 giờ thứ bảy, ngày 01-05-2010, tại  
Thánh Đường Đức Mẹ Chí Bảo Đǎng Lành, số 70/5 K.P. 9, Tân Biên, Biên Hòa,  
Đồng Nai.

Do Đức cha Đa Minh Nguyễn Chu Trinh, Giám Mục giáo phận Xuân Lộc  
chủ sự.

Sau Thánh lễ, xin kính mời Quý vị chia sẻ niềm vui với Tỉnh Dòng.

Kính mời

TM. Tỉnh Dòng

TH. Phêrô PHẠM VĂN PHÚ, OH

Giám tỉnh

## 17. MỜI DỰ PHỎNG VẤN TUYỂN GIÁO VIÊN

DONG NAI CENTRE FOR COMPUTER SCIENCE  
AND FOREIGN LANGUAGES

318 National Route 1, Trung Dung, Bien Hoa, Dong Nai

Tel: 061 – 829198 + 815383

Download Sách Hay | Đọc Sách Online  
**INVITATION**

Bien Hoa, April 19th, 2003

Dear Ms. THUY THI NGUYEN

We have received your application for a teaching post in our centre. The vice-director in charge of foreign languages requests the honour of meeting you for a job interview as stated below.

The interview date: Tuesday, May 6th, 2003 at 8 A.M.

The meeting place: The vice-director's office, foundation 1,  
beside Ngo Quyen secondary school.

The work schedule: 8h00 – 8h45: Written Aptitude Test

8h45 – 9h00: Interview

If you have any questions, please contact us through the office phone in the morning of odd days.

We look forward to seeing you soon

Sincerely yours  
Programme coordinator  
THAI QUOC MAI

---

## TYPE 2: WEDDING INVITATION CARDS

### THIỆP MỜI ĐÁM CƯỚI

#### 1. MỜI DỰ LỄ VU QUY

Ông bà:



Mr. & Mrs.

Nguyễn Thế Hiển & Nguyễn Ngọc Nga

William Finis & Sandra Lorrain Coomer

120/2/QL1, KP4, P. Tân Tiến, Biên Hòa,

814 South 11th St, Fort Smith,

Đồng Nai, Việt Nam

[Download Sách Hay | Đọc Sách Online](http://downloadsachmienphi.com)

Arkansas, USA

We cordially invite: \_\_\_\_\_

To join our family in the celebration of the marriage of

Miss

To

Mr.

Nguyễn Tường Lam

Douglas Allen Coomer

On Sunday the 20th of June, 2001 at 11 o'clock

At Cát Đằng café, 1/4 Quarter 2, Tan Mai ward, Bien Hoa city, Dong Nai province, Vietnam.

It would be a great pleasure if you could join us in this celebration.

\*\*

Trân trọng kính mời: \_\_\_\_\_

Tới dự lễ buổi tiệc chung vui cùng gia đình mừng lỄ Vu Quy của chúng tôi

Vào lúc 11 giờ, Chủ nhật ngày 20 tháng 6 năm 2001

Tại Cà phê Cát Đằng, số 1/4 KP 2, phường Tân Mai, thành phố Biên Hòa, tỉnh Đồng Nai, Việt Nam.

Rất hân hạnh được đón tiếp.

## 2. THÔNG BÁO ĐÍNH HÔN (ANNOUNCING AN ENGAGEMENT)

Mr. and Mrs. Nguyễn Thái Hòa

have the honour to announce the engagement of their daughter.

Nguyễn Thái Hi to Dr. Nguyễn Đức

[downloadsachmienphi.com](http://downloadsachmienphi.com)

## 3. BÁO HỶ VÀ MỜI DỰ TIỆC CƯỚI (WEDDING ANNOUNCEMENT – RECEPTION)

Mr. and Mrs. Nguyễn Thái Hòa

Request the honour of your presence  
at the marriage of their daughter

Nguyễn Thái Hi

to Dr. Nguyễn Đức

On Thursday, the tenth of October at ten o'clock

138 Hang Bai Street, Ha Noi

and afterwards at breakfast (sau đó là tiệc cưới)

Please reply

## 4. NHẬN LỜI (ACCEPTANCE)

Mr. and Mrs. Nguyễn Chiêu

accept with pleasure Mr. and Mrs. Nguyễn Thái Hòa's kind invitation to be present at the marriage of their daughter

Nguyễn Thị to Dr. Nguyễn Đức

On Thursday, the tenth of October at ten o'clock  
and afterwards at the wedding reception

138 Hang Bai Street, Ha Noi

## 5. TỪ CHỐI (REFUSAL)

Mr. and Mrs. Nguyen Chieu

regret exceedingly that owing to the illness of their son they are unable to accept Mr. and Mrs. Nguyễn Thái Hòa's

kind invitation to be present  
at the marriage of their daughter

Nguyễn Thị to Dr. Nguyễn Đức

on Thursday the tenth of October  
and afterwards at the wedding reception.

## 6. MỜI DỰ KỶ NIỆM LỄ CƯỚI BẠC/VÀNG (WEDDING ANNIVERSARIES)

Mr. and Mrs. Edward Paul Sullivan

request the pleasure of your company  
on the fiftieth anniversary of their marriage

on Thursday, the seventh of October  
from four until seven o'clock

140 Fifth Avenue  
New York  
1938 – 1988

## TYPE 3: PARTY INVITATION CARDS

### THIỆP MỜI DỰ TIỆC

#### 1. THIỆP MỜI DỰ TIỆC TRANG TRỌNG

Ms. Machiko Ishibashi

Requests the pleasure of your company  
at lunch on Sunday, the nineteenth of June  
at twelve o'clock at Hilton Hotel

S.R.V.P. by June 10

03 – 3479 – 1061

Black Tie

(Trang phục trang trọng;  
dress code: chỉ định trang phục)



#### 2. THIỆP MỜI DỰ TIỆC THÂN MẬT

[downloadsachmienphi.com](http://downloadsachmienphi.com)  
You've been invited (xin mời anh)

Download Sách Hay | Đọc Sách Online

Date: Feb. 14, Saturday

Time: 3 p.m.

Place: My apartment

R.S.V.P. by Jun 30

Favorite jeans  
(Mặc thường phục)

**Notes:** Anything: Trang phục nào cũng được  
Anything but a bathing suit  
Dress warmly: Mặc ấm  
Favorite night wear: Trang phục dạ hội ưa thích

### 3. ĐẠI SỨ MỜI DỰ TIỆC CHIÊU ĐÃI

The Ambassador Extraordinary and Plenipotentiary  
(Đại sứ đặc mệnh toàn quyền)

of the Republic of India

request the pleasure of the company of

Mr. \_\_\_\_\_

at a dinner

On Monday 21 April 1988

at 20:00

at Majestic Palace.

### 4. MỜI DÙNG CƠM

Dr. and Mrs. Thomas Benton  
requests the pleasure of your company/  
Mr. and Mrs. Roger B. Clark's company

at dinner

On Thursday, September the twentieth

at eight o'clock

250 Park Avenue

### 5. MỜI DỰ TIỆC

I'm inviting you to a party at my house (address on other side) on Saturday, April 23, at 9:00 p.m.

I'm moving to Australia in May, and want to say goodbye to my friends before I leave. Come as you are. (Mong bạn đến dự)

B.Y.O.B.

(Bring your own beer: Mang theo bia phẩn bạn)

S.R.V.P.

(Répondez s'il vous plait: Xin vui lòng hồi âm)

## 6. MỜI DỰ TIỆC CHIÊU ĐÃI

In honor of its Fiftieth Anniversary, Intercontinental Corporation requests the pleasure of your company for a reception at dinner/ at a buffet to be held on Saturday, the eighteenth of July at five o'clock at Grand Central Hotel

R.S.V.P.

Informal

By June 30

(Trang phục bình thường)

(Nếu không đến dự được  
thì ghi: Regrets Only)

(Black Tie: Trang phục trang trọng

Semi-formal: Trang phục khá trang trọng)

## 7. THIỆP MỜI DỰ TIỆC CÔNG BỐ SÁT NHẬP CÔNG TY

You are cordially invited to attend a dinner party on Oct. 30, 2003 to officially announce the merger of Bergman Enterprises and Worth Holdings Co., Ltd.

## 8. MỜI DỰ TIỆC MỪNG CHỦ TỊCH CÔNG TY MỚI NHẬM CHỨC

We request the pleasure of your company at a party to be held in honor of our new company president, at the Orient Hotel on July 3, 2003. Hope you can join us. RSVP by June 20, 2003

## 9. MỜI DỰ TIỆC KHAI TRƯƠNG VĂN PHÒNG CHI NHÁNH

It would indeed be an honor if you (Quả thật là niềm vinh hạnh nếu ông...) could join us for a champagne breakfast (tiệc rượu sâm banh) to be held at the Tokyo Hilton Hotel on the morning of Sept 19, 2003 to celebrate the opening of our Tokyo branch office.

## 10. MỜI DỰ HỘP VÀ DỰ TIỆC KẾT THÚC NĂM TÀI CHÍNH

We would be delighted if you could find the time to join us for a small party we are having at our office in Kasumigaseki to celebrate the end of the financial year.

## 11. THIỆP MỜI DỰ TIỆC GIÁNG SINH & THI HÁT KARAOKE

In celebration of the Christmas Holidays, we will be holding a Christmas Eve celebration for students and parents on December 24th at 5:30 p.m.

You are welcome to join us for festive food, and a Karaoke competition for the students.

We look forward to seeing you.

## 12. THIỆP MỜI LỄ KỶ NIỆM 3 NĂM THÀNH LẬP VATC

### INVITATION

to

Three-year Anniversary Celebration

Vietnamese American Training College – DongNai Extension

30-5-2007

Vietnamese American Training College - DongNai Extension

would like to invite you

to attend the school's three-year anniversary celebration

Date: Wednesday May 30th 2007 – Time 09:00 am – 11:00 am

Venue: 26 National Road No.1, TanTien ward,  
Bien Hoa city, Dong Nai province

Director

\*John An Nguyen

### THIỆP MỜI

Lễ kỷ niệm 03 năm thành lập

Trường đào tạo Việt Mỹ (VATC) – Phân hiệu Đồng Nai

30-5-2007

Trường đào tạo Việt Mỹ – Phân hiệu Đồng Nai xin trân trọng kính mời:

Đến tham dự “Lễ kỷ niệm 3 năm thành lập”

Vào lúc: 9 giờ 00, Thứ Tư ngày 30 tháng 5 năm 2007

tại: 26 Quốc lộ 1, P. Tân Tiến, Tp. Biên Hòa, tỉnh Đồng Nai.

Hân hạnh và trân trọng đón tiếp.

Giám đốc

John Nguyễn Ân

### 13. THIỆP MỜI DỰ TIỆC NHÂN NGÀY NHÀ GIÁO VN 20-11

VIETNAMESE AMERICAN VOCATIONAL TRAINING COLLEGE

CAMBRIDGE INTERNATIONAL ASSOCIATION PARTNER

No. VN 106

A Comprehensive Training System with 27 Branches Nationwide

HAPPY VIETNAMESE TEACHER'S DAY

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Download Sach MienPhi Online

**INVITATION**

On the occasion of the Vietnamese Teacher's Day, we'd like to invite you to enjoy the celebrating party.

- Place: Restaurant 248  
248 National Road 15  
Thong Nhat ward, Bien Hoa city  
Dong Nai province
- Time: 12 at noon  
Sunday, November 19th, 2007

Honourably welcome,

Director

John An Nguyen

## 14. THIỆP MỜI DỰ TIỆC BUFFET & GẶP GỠ BAN GIÁM ĐỐC VATC MỚI

VIETNAMESE AMERICAN VOCATIONAL TRAINING COLLEGE  
CAMBRIDGE INTERNATIONAL ASSOCIATE PARTNER (No. VN 106)  
A Comprehensive Training System with 28 Branches Nationwide

You are cordially invited to our buffet dinner and karaoke at the first official gathering with our Board of Directors.

Time: 5 pm.

Date: Sunday, August 2nd, 2009

Venue: At the terrace of VATC Dong Nai, 203 Pham Van Thuan, TanTien ward, Bien Hoa city.

Your presence would be our great honor.

Regards,

Board of Directors [downloadsachmienphi.com](http://downloadsachmienphi.com)

## 15. THIỆP LỚP TRƯỞNG MỜI THẦY CÔ DỰ TIỆC MÙNG NĂM MỚI

### INVITATION

On the occasion of the Tet Holiday, we'd like to invite you to enjoy the celebrating party.

- Place: Lang Toi Restaurant  
No 40A, Highway 1, TanTien ward, Bien Hoa city
  - Time: 11:00 am., on Thursday, 24th Jan, 2008
- Honourably welcome!

Monitor  
Pham Van Phu

## 16. THIỆP LỚP TRƯỞNG MỜI THẦY CÔ DỰ LỄ BẾ GIẢNG KHÓA HỌC TIẾNG ANH

### INVITATION

The General English class for DongNai officials has the honor to request the presence of \_\_\_\_\_ at its closing celebration held

At Dong Nai Restaurant, No. 113, CMT8 street, Quyet Thang ward, Bien Hoa city

At 11:00 am, on Wednesday, 2nd April, 2008

Honourably welcome!

Monitor  
Pham Van Phu

## 17. MỜI DỰ TIỆC CHIA TAY



### INVITATION

[downloadsachmienphi.com](http://downloadsachmienphi.com)

We request the honour of your presence

[Download Sách Hay | Đọc Sách Online](#)

Ms. Doriann Tran

at the meeting and farewell party at 10:00 A.M., on Saturday, May 31st 2003 at the head office of the centre.

Your presence will be deeply appreciated.

Sincerely yours,

Vice director

LE VAN SU

### ***Programme***

1. Introduction: The centre
2. Present-giving
3. Replying to the address of the Centre
4. Farewell party at Canh Buom Restaurant.

## TYPE 4: DANCE INVITATION CARDS

### THIỆP MỜI ĐỰ VŨ HỘI

#### 1. MỜI ĐỰ BUỔI LIÊN HOAN TRƯỜNG ĐẠI HỌC CÓ KHIÊU VŨ

The Graduating Class of 1967 (Những sinh viên tốt nghiệp khóa 1967) Foreign Languages Teachers Institute (ĐHSP ngoại ngữ) requests the pleasure of the company of Mrs. Lien at a dinner dance at OIJ Club (Organization of International Journalists: Câu lạc bộ báo chí)

Wednesday, the fourth October

At half past seven o'clock

#### 2. MỜI ĐỰ KHIÊU VŨ

Dr. and Mrs. Thomas Benton  
request the pleasure of your company  
at a small dance  
Thursday, the eighth of November  
At ten o'clock  
The Savoy plaza

Please reply to  
250 Park Avenue

#### 3. HỒI ÂM LỜI MỜI KHIÊU VŨ

Mr. and Mrs. Anthony True Love (tên riêng)  
regret that owing to illness  
they are unable to accept

Dr. and Mrs. Thomas Benton's  
kind invitation to a small dance  
on Thursday, the eighth of November.

## TYPE 5: BIRTHDAY GREETING CARDS

### THIỆP CHÚC SINH NHẬT

1. May many happy returns come on your birthday.  
Cầu chúc nhiều điều may mắn nhân ngày sinh của anh.
2. May you have a happy birthday and may all your dreams come true.
3. May everything you wish come true.
4. Have a happy birthday and a wonderful year.
5. I wish I could be with you for your birthday. Maybe next year.
6. Good luck at university in the fall.  
Are you going to be on the basketball team again?
7. Enjoy every minute of your special day.  
Happy birthday.
8. Happy Birthday  
To a special friend.
9. It's wonderful to have you as my friend.  
Happy birthday.
10. To my special friend on her birthday.  
Have a wonderful day.
11. 18 years old! Congratulations!  
Have a great birthday!
12. A Happy Birthday!

13. All the best on your birthday!
14. Wishing you a day of happiness on your birthday!
15. Congratulations on your birthday!
16. Best wishes on your birthday!
17. Wishing you many happy returns on your birthday!
18. For he's a jolly good fellow, and so say all of us!  
All the best on your birthday!
19. Hip, hip, hurray! It's your birthday!  
Hoan hô! Hôm nay là sinh nhật của anh!
20. Twenty-one today! But, who's counting?  
Hôm nay 21 tuổi! Nhưng ai đang đếm đây?
21. Three cheers on your birthday!  
Hoan hô, hoan hô, hoan hô, chúc mừng sinh nhật của anh!
22. We're not getting any younger! Happy birthday!  
Chúng ta không còn trẻ nữa! Chúc mừng sinh nhật!
23. Tonight the drinks are on me!  
Happy birthday!  
Tôi nay đến lượt tôi đãi rượu!  
Chúc mừng sinh nhật!
24. Celebrations all round! It's your birthday!  
Hãy tổ chức ăn mừng đi! Hôm nay là ngày sinh nhật của anh!

25. You're always in my heart, but even more so on your birthday.  
Many happy returns. (Chúc sinh nhật vui vẻ)
26. May this birthday bring you happiness and joy!
27. Let's celebrate! It's your birthday!  
Chúng ta hãy ăn mừng đi! Hôm nay là sinh nhật của anh!
28. Happy Birthday, sweetheart!
29. All my love on your birthday!
30. May your day be one filled only with fun and laughter!

31. It's your birthday again and you don't look a day over twenty!

Lại đến sinh nhật em và trông em không có vẻ ngoài 20 tuổi!

32. Remember, they say life begins at forty!

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## TYPE 6: CHRISTMAS AND NEW YEAR GREETING CARDS

# THIỆP CHÚC MỪNG GIÁNG SINH VÀ NĂM MỚI

### 1. CÁC CÂU THÔNG DỤNG

1. Merry Christmas and a Happy New Year!
2. I wish you the very best for the coming year, and for many, many years ahead.
3. I wasn't able to see you this past year.  
Hopefully I can during the next 12 months.
4. Happy Holidays!
5. Best wishes for the New Year!
6. Season's Greetings (Chúc mừng Giáng sinh)  
[downloadsachmienphi.com](http://downloadsachmienphi.com)  
Download Sách Hay | Đọc Sách Online
7. Happy New Year!
8. I wish you a very Merry Christmas.
9. I hope Santa is kind to you this year and that you get everything you want during the coming year.
10. Another year already!  
Thanks for your help over the past year.  
You have been a good friend.
11. Season's Greetings (Chúc mừng mùa nghỉ)  
and best wishes for New Year.



12. Season's Greetings  
with all good wishes for the New Year.
13. Merry Christmas  
and best wishes for a happy New Year.
14. With best wishes  
for Christmas and the New Year.
15. May the New Year be good for you and your Nation.
16. Thinking of you and wishing you a wonderful Christmas season.
17. Wishing you a happy and prosperous New Year.
18. From the Directors and the Staff of Science and Technique Publishing House.  
Greetings and best wishes for Christmas and the New Year.
19. A Merry Xmas! Yuletide greeting!
20. Christmas greetings!
21. It's the time of the Nativity!
22. Compliments of the Season!
23. A happy Xmas!
24. Noel! Noel! The angels did sing.  
Deck the halls with bells of holly!
25. Wishing you all the best at Christmas!
26. Wishing you many happy returns of the Season!

27. And so it is Christmas!  
Hope yours is a good one!  
Vậy là Giáng sinh đã đến!  
Câu chúc gia đình anh hạnh phúc!
28. Christmas is upon us once again!  
Giáng sinh lại đến với chúng ta!
29. Hope your Xmas stockings hold all you could wish for!  
Mong rằng bít tất Giáng sinh của bạn chứa tất cả điều bạn mong muốn!
30. May there be peace on Earth at Christmas!  
Chúc hòa bình trên trái đất vào lễ Giáng sinh!
31. Thank you very much for your season's greetings!  
Rất cảm ơn bạn gửi thiệp chúc mừng Giáng sinh!
32. Let me wish you in turn the best of the season!  
Đến lượt tôi chúc bạn một mùa Giáng sinh tốt lành!
33. May the spirit of Christmas fill your home and heart this season.
34. May your New Year be the best of all.
35. A merry greeting on this bright and happy Christmas day.  
Nhân ngày lễ Giáng sinh đầy hứa hẹn và hạnh phúc này, xin gửi đến bạn lời chúc mừng vui vẻ.

36. Far apart as we are, you have my warm regards on this most lovely of seasons.

Mặc dù chúng ta cách xa nhau, xin gửi đến bạn lời chúc mừng nồng ấm nhân mùa đáng yêu nhất này.

37. May your Christmas be a joyous one.

Chúc bạn Giáng sinh vui vẻ.

38. May you be showered with good tidings and joy all year through.

Chúc bạn nhận thật nhiều tin vui và niềm vui trong suốt năm.

39. My thoughts are with you on this merry occasion.

Tôi luôn nghĩ đến bạn vào dịp vui vẻ này.

40. Wishing you a Merry Xmas and a Happy New Year!

41. Season's greetings at Christmas and all the best in the New Year!

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42. New Year's greetings!

43. I hope your Christmas is a pleasant one.

44. May you enjoy a wonderful Christmas and a rewarding New Year!

45. Xmas greetings to you and all the family!

46. Wishing you an exciting and successful New Year!

47. You better watch out!

Santa Claus is coming to town!

Bạn hãy chú ý!

Ông già Nô-en sắp đến thành phố!

48. Hope you get all the Xmas goodies you wished for!

Mong bạn nhận được tất cả món quà Giáng sinh mà bạn mong ước!

49. A Happy New Year!

(PS: How many of this year's or New Year's resolutions will you have broken by mid-January?)

Chúc mừng năm mới!

(Tái bút: Năm nay bạn sẽ thực hiện bao nhiêu quyết tâm của đầu năm mới trước giữa tháng 1?)

50. Remember it's better to give than to receive.

Merry Xmas!



Hãy nhớ rằng cho tốt hơn nhận.

Giáng sinh vui vẻ! [downloadsachmienphi.com](http://downloadsachmienphi.com)

## 2. CHUC MUNG LE PHUC SINH

1. May Eastertide shower (v) you with joy and happiness.

Chúc mừng lễ Phục sinh mang đến cho bạn thật nhiều niềm vui và hạnh phúc!

(Eastertide: mùa lễ Phục sinh, khoảng thời gian 40–57 ngày bắt đầu từ lễ Phục sinh).

2. Wishing you all the best on Easter.

Nhân dịp lễ Phục sinh, xin chúc bạn mọi sự tốt lành.

3. Wishing you a blessed Easter holiday.

Chúc bạn có một kỳ nghỉ lễ Phục sinh tuyệt đẹp.

4. Eastertime brings back old and precious memories of our time together.

Mùa lỄ Phục sinh gợi lại những ký ức quí giá ngày trước về khoảng thời gian chúng ta bên nhau.

### **3. THIỆP MÙNG GIÁNG SINH**

You are being remembered in the Christmas Mass Novenas at the National Shrine of our Lady of the Snows in Belleville, Illinois, and at the Church of the Nativity.

May you be blessed with joy, peace and happiness as you celebrate the birth of Christ.

### **4. THIỆP CHÚC MÙNG GIÁNG SINH VÀ NĂM MỚI (MERRY CHRISTMAS & HAPPY NEW YEAR)**

From all of the Staff at American Vietnamese English Center, we wish you and your family a Merry Christmas, and a Happy New Year.

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## TYPE 7: WEDDING AND WEDDING ANNIVERSARY GREETING CARDS

### **THIỆP CHÚC MỪNG ĐÁM CƯỚI VÀ KỶ NIỆM CƯỚI**

#### **1. CHÚC MỪNG ĐÁM CƯỚI**

1. Warm congratulations!

Have a wonderful wedding day.

2. I'm so happy for the both of you.

I wish you all the best for a lifetime of happiness together.

PS. I won't be able to attend the wedding. I wanted to so much.  
Thanks for inviting me.



3. Congratulations and best wishes to the both of you on your wedding day.

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4. Have a wonderful & happy wedding day.

5. A wedding wish to you Both,

May your days be filled with joy and the many years ahead filled with contentment.

6. Congratulations on your wedding and very best wishes for a lifetime of love.

7. Congratulations and best wishes.

8. Wishing you a wonderful future.

9. Congratulations on this special day, your wedding anniversary!

10. Wishing you a lifetime of wedded bliss!

11. May you have happiness together always. Congratulations!
12. Wishing you happiness together for many more years to come!
13. Wishing you only happiness now and forever!
14. May there be many, many more years of happiness together for you and your charming wife!

Xin chúc anh và người vợ xinh đẹp của anh sống hạnh phúc bên nhau mãi mãi!

15. You're an inspiration to those that follow!  
Congratulations on your wedding anniversary!

16. Love and respect is what binds you together.  
You're an inspiration to us all!  
Congratulations on your special day!

17. There are many good years behind you and many more ahead.  
Congratulations on your 15th wedding anniversary!

Có nhiều năm vui vẻ để lại dang sau hai bạn và còn nhiều năm nữa phía trước.

Xin chúc mừng hai bạn nhân lỄ kỷ niệm ngày cưới lần thứ 15.

18. It looks like you made the right decision all those years ago!  
Congratulations!

19. Congratulations Tomoko, on the occasion of your marriage to Akira.

20. May this be the start of a wonderful life together.

21. It couldn't have happened to a nicer pair.  
Congratulations!

Hai người thật xứng đôi.

Xin chúc mừng!

22. You were made for each other!

Hai bạn được sinh ra để dành cho nhau!

23. All the best on your wedding day!

Xin chúc mừng những điều tốt đẹp nhất nhân ngày cưới của hai bạn.

24. Love is a many splendored thing.

Congratulations on your wedding day!

Tình yêu là thứ thật tuyệt vời.

Xin chúc mừng ngày cưới của hai bạn!

25. A toast to the bride and groom!

Hãy nâng cốc chúc mừng cô dâu và chú rể!

26. Congratulations Jane on finally getting Jim to the altar.

Xin chúc mừng Jane cuối cùng đã thành hôn cùng Jim.

27. The best luck to both of you on the occasion of your marriage.

Chúc hai bạn thật nhiều may mắn nhân ngày cưới!

## 2. CHÚC MỪNG KỶ NIỆM NGÀY CƯỚI

1. Happy wedding anniversary!

2. Wishing you all the best on your wedding anniversary!

3. Wishing you a lifetime of marital bliss!

4. Many happy returns of the day, on this your wedding anniversary!

5. Congratulations on your wedding anniversary!

## TYPE 8: GREETING CARDS ON COLLEGE ADMISSION/ GRADUATION AND TEACHERS' DAY

### **THIỆP CHÚC MỪNG VÀO ĐẠI HỌC/ TỐT NGHIỆP VÀ NGÀY NHÀ GIÁO**

#### **1. CHÚC MỪNG BẠN VÀO ĐẠI HỌC**

1. We were delighted to hear you've been admitted to Tokyo University.
2. Congratulations on your admission to medical school.
3. Your successful admission to the graduate school is an outstanding achievement. Please accept my heartfelt congratulations!

Thành công của bạn là được nhận vào trường sau đại học. Đó là một thành tích xuất sắc. Xin hãy nhận lời chúc mừng chân thành của tôi!

#### **2. CHÚC MỪNG BẠN TỐT NGHIỆP**

1. Congratulations on your graduation day!
2. Might I offer my sincere congratulations on your graduation from university.
3. So you've graduated, welcome to the real world!
4. Your studying days are over!  
Graduation day is here at last!
5. Best wishes on your passing of your final exams.
6. Your graduation from Law School filled us with pride.

Bạn tốt nghiệp trường Luật làm chúng tôi rất đỗi tự hào.

### 3. CHÚC MỪNG NGÀY NHÀ GIÁO

CONGRATS! 20.11

HAPPY TEACHERS' DAY!

Dear Mr. S...

Whenever it's a special day (and even when it's not), you are someone we appreciate and think about a lot. We appreciate the good things that you take the time to do for us. And as we send you wishes, all a warm heart can extend. We add a line to say we're glad that you are our teacher.

Love

---

#### TYPE 9: PROMOTION GREETING CARDS

#### **THIỆP CHÚC MỪNG THĂNG CHỨC.**

1. Congratulations on your promotion! [downloadsachmienphi.com](http://downloadsachmienphi.com)
2. My compliments on your promotion! [Download Sách Hay | Đọc Sách Online](#)
3. May I wholeheartedly congratulate (chân thành chúc mừng) you on your recent promotion!
4. May I offer my heartfelt congratulations (lời chúc mừng chân thành) on your promotion!
5. Congratulations! I look forward to working under you. (dưới quyền anh)
6. It couldn't have happened to a nicer person!  
Chắc có lẽ không còn ai bằng anh!
7. Your dedication has been rewarded.

Sự tận tụy của anh đã được đền đáp.

8. You're the best man for this job.
9. You're the best man for this position!
10. Might I offer my sincere congratulations on your recent promotion!
11. Wishing you all the best in your new position!
12. Congratulations on a promotion well deserved!

Xin chúc mừng anh được thăng chức rất xứng đáng!

13. You can't keep a good man down!

Congratulations on your promotion!



Người tài phải được hưởng!

Xin chúc mừng anh được thăng chức!

14. The executives have made an excellent choice!

Congratulations on your new position!

Ban điều hành đã có sự lựa chọn xuất sắc!

Xin chúc mừng anh ở vị trí mới!

15. Your dedication and hard work have paid off!

Congratulations on your promotion!

Sự tận tụy và siêng năng của anh đã được tưởng thưởng!

Xin chúc mừng anh được thăng chức!

## TYPE 10: HOUSE-WARMING GREETING CARDS

### THIỆP MỪNG NHÀ MỚI (TÂN GIA)

1. You must be as happy as a lark with your new home.  
Thật trùng hợp ngày hôm đó lại rơi đúng vào sinh nhật của con trai chúng tôi.
2. It so happens that the day falls on our son's birthday.  
Thật trùng hợp ngày hôm đó lại rơi đúng vào sinh nhật của con trai chúng tôi.
3. Your new house must mean a lot to you.
4. Congratulations on the acquisition of your new home.
5. I'm all tied up for the weekend. (tied up: bận)  

6. You'll get a gift from us on that day.
7. You now have a "Home Sweet Home".  
Bây giờ anh có một "ngôi nhà thân yêu" rồi.  
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8. You can count on us being there.  
Anh có thể tin chắc là chúng tôi sẽ có mặt ở đó.
9. I'm sending you a bottle of champagne as a token of our good wishes.
10. Congratulations on your new nest.  
Xin chúc mừng tổ ấm mới của anh chị.
11. I'm sorry, you'll have to do without us this time.  
Tôi xin lỗi, lần này anh chị sẽ phải tổ chức mà không có chúng tôi.
12. You have our best wishes on this grand occasion.

13. Isn't it great to move into your dream house?

Thật là tuyệt khi được chuyển đến ngôi nhà trong mơ của anh phải không?

14. We wouldn't miss it for all the gold in the world.

Có đổi lấy tất cả số vàng trên thế giới này chúng tôi cũng không để lỡ dịp may đâu!

15. This is one of the most important events of one's life.

---

## TYPE 11: CHILD BIRTH GREETING CARDS

### THIỆP CHÚC MỪNG SINH CON



#### 1. CÁC CÂU THÔNG DỤNG

1. Congratulations on the birth of your son/ daughter!

2. It's a boy/ girl! Congratulations!

3. A bundle of joy has come into the world!

Bé đã chào đời!

4. You've been blessed with a child. How wonderful!

Trời đã ban cho cô một đứa con. Thật tuyệt vời!

5. You must be very happy with the birth of little Peter!

6. I'm sure you're proud parents after little Sachiko's birth on Saturday.

7. A little ray of sunshine has come into the world!

Một tia nắng bé nhỏ đã chào đời!

8. At last! A boy! Congratulations!

Xong rồi! Một bé trai! Xin chúc mừng!

9. Your life will never be the same again!

Take it from an experienced father of three.

Congratulations to you both.

Cuộc đời anh sẽ không bao giờ như trước nữa.

Hãy chấp nhận điều đó từ một người cha đầy kinh nghiệm của ba đứa con.

Xin chúc mừng cả hai anh chị.

## 2. THÔNG BÁO SINH CON

It's a boy

MICHAEL JAMES O'CONNELL, JR

Born September 15, 2009

Birth weight: 7 pounds 4 ounces

Mr. and Mrs. Michael O'Conner

- have the pleasure of announcing
- wish to announce
- are happy to announce
- are proud to inform you
  - that they have a new son
  - that they have been blessed with a son
  - the birth of their son

MICHAEL JAMES O'CONNELL, JR

on the fifteenth of September

Two thousand and nine

## TYPE 12: GET-WELL CARDS

# THIỆP THĂM HỎI SỨC KHỎE

### 1. CHÚC MỪNG XUẤT VIỆN

- I heard you had been discharged from hospital. That's great news!

Tôi nghe nói bạn đã xuất viện. Đó là tin tốt lành.

- We miss you!

Glad to hear you're out of hospital!

### 2. CHÚC MỪNG ĐÃ HOÀN TOÀN BÌNH PHỤC

- Glad to hear you're back on your feet!

Rất vui khi nghe nói bạn đã hoàn toàn bình phục!

- I'm happy to know you are better now.

- I hope you have fully recovered from your recent illness.

- Let's hope that you quickly return to peak condition now that you're out of hospital!

- No more ghastly operations.

- In another few days you'll be right as rain

Trong vài ngày nữa bạn sẽ khỏe mạnh!

- We're looking forward to having you back home again.

### 3. CÁC CÂU THÔNG DỤNG

1. Please get well soon.
2. I was sorry to hear about your illness, and hope you recover quickly.
3. My mother was asking about you.  
She sends her regards.  
Take care.
4. Thinking of you and hoping you will get well soon.
5. Sending you our best wishes for a complete recovery.
6. With warmest thoughts.  
Gởi đến bạn sự quan tâm nồng nhiệt nhất.
7. Hope you have a speedy recovery.
8. You have a special place in my heart.  
Get well soon.
9. Sorry to hear about your illness.  
Get well soon.
10. Wishing you a speedy recovery.
11. Hope you're back on your feet in no time!
12. May your recovery be swift.
13. We hope your condition improves rapidly .
14. All the best for a speedy recovery!
15. I am sorry to hear about your unexpected illness.

16. It won't be long before we see you around again.

Sẽ không lâu nữa đâu chúng tôi lại được nhìn thấy anh khỏe mạnh.

17. Take good care of yourself.

18. We look forward to seeing you as soon as you're better!

19. Please look after your health!

20. Put your feet up for a while and get some rest!

Hãy đi lại giây lát và nghỉ ngơi nhé!

21. Take some well-earned rest and you'll be fighting fit again in no time!

Hãy nghỉ ngơi thật tốt rồi anh sẽ khỏe lại ngay!

22. You've been overdoing it!

Rest and relaxation is what you need most right now.

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23. Slow down. Take a deep breath. Relax.

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Hope to see you at your best again soon!

24. Hope you feel better soon!

25. Hope you feel 100% soon.

Mong anh sớm bình phục hoàn toàn.

26. It is saddening to find out that you will have to stay in the hospital for a few weeks.

27. You should be up and about in a few weeks.

Có lẽ vài tuần nữa anh sẽ có thể rời khỏi giường và đi lại.

28. I wish you a speedy and full recovery.

29. It's a relief to hear of your complete recovery from your illness.
30. If there's anything I can do for you, please write me.
31. My love and thoughts are with you!

Em lúc nào cũng yêu thương và nghĩ đến anh!

32. It has distressed me to hear of your injury.
33. This may be a very good opportunity for you to take a rest.
34. I hope your injury is not serious.
35. News about your accident has stunned us all.

36. If there is anything else that I can do for you, please do not hesitate to let me know.



37. Be brave and strong for us.

Vì chúng tôi, hãy can đảm và mạnh mẽ lên!

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38. It has been a shock to hear your involvement in a train accident.

39. We will be sending you news on what's going on in the office.

Chúng tôi cho anh biết những việc diễn ra trong công ty.

40. We are thinking of you night and day.

41. Hope you get well soon!

42. I was shocked to hear of your accident, but I'm relieved to hear it wasn't serious. (Thấy nhẹ nhõm khi nghe...).

Please be careful in future!

43. Thank heavens you're all right! (Nhờ trời anh không sao)  
You had me so worried.  
May God speed your recovery.
44. I hope that every day you get a little stronger, until you're back  
to your old self again. (đến khi anh hồi phục lại hoàn toàn)
45. Get plenty of food and sleep and you'll be on the road to  
recovery in no time. (rồi anh sẽ hồi phục ngay)
46. Take things one step at a time and don't overdo it. We need  
you and love you.  
Hãy làm từ từ và đừng làm quá sức. Chúng tôi cần anh và yêu mến anh!
47. Keep your chin up! You'll be your former self before you know  
it!  
Đừng nản chí! Anh sẽ hồi phục lúc nào không hay đây!
48. Rest and relaxation is the order of the day (việc cần làm trong  
ngày). Get well soon!  
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49. Accidents do happen, but why did it have to happen to you?

---

### TYPE 13: LOVE CARDS

### **THIỆP TÌNH YÊU**

#### **1. NHỮNG CÂU THÔNG DỤNG**

1. Dearest Robin,  
It seems like a long time since you left.  
I am counting the days until you return.  
Yes, I want to spend my life with you

Love,

Alice

2. My darling Adrian.
3. I want you, I need you, I love you.
4. You are the one for me.
5. I know my love for you will grow.

Anh biết tình yêu của anh dành cho em sẽ nảy nở.

6. We are different in many ways, and that is one reason why I love you. But we are similar in many ways, too, and that is another reason why I love you



7. The bed feels empty without you.

Giường ngủ có vẻ trống trải khi không có em!

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8. You're always in my thoughts.

Be my Valentine!

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Em luôn trong tâm tưởng anh.

Hãy là người yêu của anh nhé!

9. Happy Valentine's Day with all my love.

Bằng tất cả tấm lòng, chúc ngày lễ Tình nhân vui vẻ.

10. Roses are red, violets are blue, be my Valentine, won't you?

Hoa hồng màu đỏ, hoa violet màu xanh, hãy là người yêu của anh nhé?

11. I think you're number one!

12. No one else even comes close. You're the greatest.

Không ai khác gần gũi như vậy. Anh là tuyệt nhất.

13. Of all the actors I know, you're my absolute favorite! (anh là người em quý mến nhất)

14. I just wanted to say that I'm a big fan of yours.

Tôi chỉ muốn nói rằng tôi là một người rất hâm mộ anh.

15. You've given me a great deal of pleasure over the years.

Anh đã đem đến cho em rất nhiều niềm vui trong những năm qua.

16. I'm forever daydreaming about you.

Em sẽ mãi mơ về anh.

17. Not only are you beautiful, but you're talented as well.

Không những cô xinh đẹp mà còn tài hoa nữa.

18. Can I have your autograph?

Tôi có thể xin chữ ký của cô không?

## 2. LỜI CHÚC MỪNG NGÀY LỄ TÌNH NHÂN

(Valentine: người yêu thương nhất)

1. To my darling Valentine who has made me so happy!

Gởi đến người yêu dấu của anh, người đã làm cho anh thật hạnh phúc!

2. You'll always be my special Valentine.

Em sẽ luôn là người tình đặc biệt của anh.

3. Happy Valentine's Day to the man of my dreams.

Chúc người đàn ông trong mơ của em ngày lễ tình nhân vui vẻ.

4. You're the one that I want on Valentine's Day!

Em là người mà anh cần trong ngày lễ tình nhân!

5. You bring me everything I need in my life.
6. Valentine's is just the day I have been waiting for to express my true feelings towards you.

Ngày lễ tình nhân chính là ngày anh đã chờ đợi để bày tỏ tình cảm chân thật của anh đối với em.

7. No chocolates! But a kiss on the credit.

Không có sôcôla! Nhưng có một nụ hôn chứng nhận.

---

## TYPE 14: GIFT CARDS

### THIỆP TẶNG QUÀ



1. I've sent you a present for your birthday/ wedding.  
I hope you'll like it.
2. I thought you might like this. I hope it's to your taste! (Tôi hy vọng nó đúng sở thích của anh)  
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3. I hope this meets with your approval.  
Thank you once again.  
Tôi hy vọng món quà này hợp ý bạn.  
Một lần nữa xin cảm ơn.
4. I thought I'd get you a little something to show how much I appreciate all you've done for me.  
Tôi nghĩ rằng đây chỉ là chút quà mọn để bày tỏ lòng biết ơn vô hạn của tôi về tất cả những gì bạn đã làm cho tôi.
5. This is just a little something by way of thanks for all your generosity.

Đây chỉ là món quà mọn để tỏ lòng cảm ơn sự hào hiệp của bạn.

6. This is just a token of my affection.

Món quà này chỉ là để bày tỏ tình cảm của tôi mà thôi.

7. With lots of love.

Gởi tất cả lòng yêu thương.

8. With a million kisses.

Gởi một triệu nụ hôn.

9. For your new life.

Chúc mừng cuộc đời mới của bạn.

## TYPE 15: THANK-YOU CARDS

### THIỆP CÁM ƠN

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1. You've been a wonderful help!

Thank you from the bottom of my heart.

Bạn đã giúp đỡ rất nhiều.

Tôi thành thật cảm ơn bạn.

2. Thank you for all your support over the past few months.

3. This is just a brief note to let you know. I really appreciate your kindness.

Đây chỉ là một bức thư ngắn để báo cho bạn biết. Tôi thực sự cảm kích lòng tốt của bạn.

4. I'm truly grateful for all your thoughtful words and deeds.  
Thank you.
5. A friend in need is a friend indeed.  
If I can do anything in return, don't hesitate to ask.  
Hoạn nạn mới hiểu bạn bè  
Nếu tôi có thể làm bất cứ điều gì để đền đáp lại, xin cứ nói.
6. I couldn't have done it without you!  
Có thể tôi đã không làm được điều đó nếu không có anh!
7. It isn't everyday you meet someone as kind and generous as you.
8. Thank you for being a friend.  
Cám ơn bạn đã làm bạn.
9. Please accept this card as a token of my appreciation for all your help.  
  
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10. Your generosity is beyond measure. Thank you.  
Sự hào phong của bạn thật là vô giá. Cám ơn bạn.
11. I'm truly grateful for all your help.
12. You're a valued friend who's always there for me.  
Bạn là người bạn đáng quý luôn luôn có mặt giúp đỡ tôi.
13. Whenever I need a shoulder to cry on, you're there.  
Bất cứ khi nào tôi cần người an ủi thì bạn đều có mặt.
14. You've taught me the true meaning of friendship.

15. Thanks for the memories.

I'll never forget you as long as I live.

Cám ơn anh về những kỷ niệm này

Em sẽ không bao giờ quên anh khi em còn trên cõi đời này.

16. Thank you for your time

It was a pleasure doing business with you.

Cám ơn ông đã dành thời gian.

Thật hân hạnh được giao dịch với ông.

17. Thank you for your cooperation.

Together we were able to devise a workable solution

Chúng ta đã cùng hợp sức nghĩ ra giải pháp khả thi.

18. Thank you once again.

If I can be of any assistance to you in the future, please don't hesitate to ask.

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19. Thank you for being a most hospitable host. I enjoyed the trip immensely and feel we have laid the groundwork for what will prove to be a mutually rewarding relationship.

Cám ơn ông đã là người chủ nhà mến khách nhất. Tôi rất thích chuyến đi này và cảm thấy chúng ta đã đặt nền móng cho một mối quan hệ qua lại tốt đẹp.

20. This note is just to let you know I am very grateful for the hospitality you showed me on my recent trip to your country.

21. Please accept my sincere thank for showing me such warm hospitality when I visited your office (văn phòng) earlier this month.

22. Having visited your company I am excited by the prospect of doing business with you in the very near future. Thank you for being such a generous host.

Khi đến thăm công ty của ông, tôi thật phấn khởi trước triển vọng giao dịch với ông trong tương lai rất gần. Cảm ơn ông đã là người chủ nhà hào phóng như thế.

23. This note is just by way of thanks for making my trip a successful one. If you should decide to visit us, I would be delighted to act as your guide.

Bức thư ngắn này chỉ là cách cảm ơn ông đã làm cho chuyến đi của tôi thành công...

24. Thank you for your help in making my recent business trip an enjoyable and fruitful one. I would be delighted to reciprocate if you should decide to visit us.

Cảm ơn ông đã giúp làm cho chuyến đi công tác gần đây của tôi thú vị và thành công. Tôi sẵn sàng đáp lại nếu ông quyết định đến thăm chúng tôi.

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25. I wanted to personally thank you for your efforts on my behalf during my recent visit to your company.

Without your assistance it would not have been nearly so successful.

Về phần tôi, tôi muốn đích thân cảm ơn ông về những nỗ lực ông đã dành cho tôi trong lần gần đây tôi đến thăm công ty ông.

Không có sự giúp đỡ của ông, chắc có lẽ chuyến đi này sẽ không thành công như thế.

26. Your assistance on my recent trip was much appreciated.

Without your advice and guidance I couldn't possibly have achieved as much as I was able to in so short a period of time.

27. May I extend my warmest thanks for all your help during my recent visit to your office?

You hospitality was very much appreciated.

(Rất cảm ơn về lòng mến khách của ông).

28. If I can be of any assistance now or in the future I would welcome the opportunity to repay you for the kindness you showed me on my recent trip. Thank you.

Nếu tôi có thể giúp được gì ngay bây giờ hoặc trong tương lai, tôi sẽ hoan nghênh cơ hội được đền đáp ông vì lòng tốt ông đã dành cho tôi trong lần gần đây tôi đến thăm. Cảm ơn ông.

29. Following my recent business trip to your country I now feel we have cemented the foundation of both a valued friendship and a mutually rewarding business partnership. I look forward to entertaining you when you visit us later this year.

Sau chuyến công tác [đến đất nước ông](#) i [gần](#) đây, bây giờ tôi cảm thấy chúng ta đã xây dựng nền tảng cho cả tình bạn vô giá lẫn sự hợp tác giao dịch có lợi cho cả hai bên. Tôi rất mong được thiết đãi ông khi ông đến thăm chúng tôi cuối năm nay.

---

## TYPE 16: APOLOGY CARDS

### THIỆP XIN LỖI

1. I'm sorry. It won't happen again.

Tôi xin lỗi. Điều đó sẽ không xảy ra nữa.

2. Please forgive me.

I don't know what made me do it.

3. Sorry for causing you any inconvenience.  
Xin lỗi, vì đã gây ra điều bất tiện cho anh.
4. Please accept my deepest apologies. I don't know what came over me.  
Xin hãy nhận những lời xin lỗi chân thành nhất của tôi. Tôi không biết cái gì đã khiến tôi làm như vậy.
5. I'd be grateful if you forget whatever happened.  
Tôi sẽ rất biết ơn nếu anh quên đi chuyện đã xảy ra.
6. I'd like to take this opportunity to apologize for my unseemly behavior.  
Tôi muốn nhân cơ hội này xin lỗi về cách cư xử bất lịch sự của tôi.
7. It was my mistake and I'm sorry if I caused you any hardship.  
(gây đau khổ)
8. I deeply regret my actions. Can you ever forgive me.  
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9. I throw myself before you and beg your forgiveness.  
Tôi xin cúi mình trước anh, cầu xin anh tha thứ.
10. If I could do it all over again I'd do things differently, I can assure you. (cam đoan)

## TYPE 17: SYMPATHY CARDS

### THIỆP CẢM THÔNG

#### 1. CHÁY NHÀ

- I have just been told about the fire that razed your house.

Tôi vừa mới biết đám cháy đã thiêu hủy hoàn toàn ngôi nhà của anh.

- I wish we could be of immediate assistance to you.

Ước gì chúng tôi có thể giúp đỡ anh ngay.

- I hope you will overcome your mishap with your resolute spirit.

Tôi hy vọng với tinh thần kiên cường của bạn, bạn sẽ vượt qua được nỗi bất hạnh của mình.



#### 2. ĐỘNG ĐẤT

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- I am writing to check if you have been spared from this tragedy.

Tôi viết thư này là để hỏi thăm anh chị có may mắn thoát được thảm kịch này hay không?

- News has it that many houses were destroyed by the earthquake in the eastern part of Taiwan.

Người ta đưa tin là nhiều ngôi nhà đã bị phá hủy bởi trận động đất ở miền đông Đài Loan.

- You can take consolation that at least no one died.

Anh có thể thấy mình được an ủi là ít ra không ai chết.

### 3. NHỮNG CÂU THÔNG DỤNG KHÁC

1. I have been shocked with disbelief by your loss.

Tôi bàng hoàng không dám tin vào sự tổn thất mà anh phải gánh chịu.

2. Are all your loved ones well?

Tất cả những người thân yêu của bạn đều ổn cả chứ?

3. Don't lose your fighting spirit. Don't lose hope.

Đừng đánh mất tinh thần chiến đấu của anh nhé. Đừng đánh mất hy vọng.

---

#### TYPE 18: CONDOLENCE CARD

#### THIỆP CHIA BUỒN

#### 1. CÁC MẪU THIỆP CHIA BUỒN

1. With deepest sympathy Download Sách Hỗn Hợp Sách Online (Front)

Mr. and Mrs. John Hoang (Back)

223 Prince Street

Honolulu Hawai 96674

(Thiệp đính kèm vòng hoa tang)

Thành kính phân ưu (Mặt trước)

Ông bà John Hoàng (Mặt sau)

Số 223 đường Prince

Honolulu, Hawai 96674

2. With deepest sympathy

I was grieved to hear of your loss.

I will never forget her

In friendship

Yokosa Harue

## 2. CÁC CÂU THÔNG DỤNG KHÁC

1. With sympathy. (Xin chia buồn)

2. Thinking of you at this time of loss.

Luôn nghĩ về bạn vào thời điểm phải chịu sự mất mát này.

3. Sincere sympathy. (Thành thật chia buồn)

4. In sympathy. (Xin chia buồn)

5. Sincere condolences. (Thành thật chia buồn)

6. Memories live on. (Kỷ niệm vẫn sống mãi)



7. In sympathy and friendship. (Trong niềm thương cảm và tình bạn)

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8. Please accept my heartfelt commiserations on the death of your father.

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Xin hãy nhận lời chia buồn chân thành của tôi vì cha anh đã qua đời.

9. I was very sorry to hear about the passing of your sister. Please accept my condolences.

Tôi rất lấy làm tiếc khi nghe nói chị bạn qua đời. Xin hãy nhận lời chia buồn của tôi.

10. I was very surprised to hear that your mother passed away in the early hours (vào sáng sớm) of July 5, 2003. Please accept my condolences.

### 3. NHỮNG LỜI ĐỘNG VIÊN LÚC CHIA BUỒN

1. Don't let it get you down.

Đừng để việc này làm bạn ngã lòng.

2. These things are just sent to try us.

Những việc này chỉ để thử thách chúng ta.

3. Hold your head up high and put your best foot forward.

Hãy nâng cao đầu và thẳng bước tới trước.

4. Time heals all wounds. You'll get over it.

Thời gian chữa lành mọi vết thương. Bạn sẽ vượt qua điều đó.

5. There's no use crying over spilt milk.

Kêu ca chuyện đã rồi nào có ích gì.

### 4. NHÀ HIẾU GỎI THIỆP CẢM TẠ

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1. The family of the late Alfred Johnson acknowledge with gratitude your kind expression of sympathy.

Gia đình của ông Alfred Johnson quá cố xin cảm tạ quý ông/bà đã đến chia buồn cùng gia đình.

2. Mr. and Mrs. Peter Wood gratefully acknowledge your kind expression of sympathy.

Ông bà Peter Wood xin cảm tạ quý ông/bà đã đến chia buồn cùng gia đình.

3. Mr. and Mrs. Thomas Harley with to express their appreciation of \_\_\_\_'s sympathy during their recent bereavement.

Ông bà Thomas Harley xin cảm tạ \_\_\_\_ đã đến chia buồn cùng gia đình.

THE END

# 180 ĐỀ LUẬN TIẾNG ANH LUYỆN THI CHỨNG CHỈ ABC

Tác Giả:

LÊ VĂN SỰ



NHÀ XUẤT BẢN HỒNG ĐỨC

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Chịu Trách Nhiệm Xuất Bản:

HOÀNG CHÍ DŨNG

Hiệu sách Ngọc Mai giữ bản quyền

In 1.000 cuốn, khổ 14,5cm x 20,5cm, tại Cty CP In Tiền Giang,  
giấy phép xuất bản số: 157/QĐXB, cấp ngày 27/12/2010.  
Số ĐKKHXB: 353-2010/CXB/225-03/HĐ.

In xong nộp lưu chiểu Quý II Năm 2011.