

## VSTEP WRITING TASK 1 – WRITING A LETTER

**4 tiêu chí chấm (25%/tiêu chí)**

- Mức độ hoàn thành bài viết

- Tổ chức bài viết

- Từ vựng

- Ngữ pháp

**Task 1:**

**Formal letter and informal letter**

Formal letter	Informal letter
- Dùng từ và cách diễn đạt trang trọng	- Dùng từ và cách diễn đạt thân mật
- không được viết tắt	- Viết tắt (I'm)
- Chú ý phần mở đầu và kết thư  Yours sincerely (dear + tên chính xác/cụ thể)  Yours faithfully (Dear Sir/Madam)	Dear Tên  Hi Ten  Love/Yours/....
I look forward to +N/Ving	I'm looking forward to N/Ving
I write this letter/email in reply to...	I'm writing this .....

**Để trả lời từng câu hỏi: Nên dẫn dắt**

**As for + N:** **As for** the destination **that is** suitable for you, I think you should visit Hanoi **which** is the capital city of Vietnam.

**With regard to + N/Ving:** With regard to the 2nd question, I think/believe/suppose/suggest you should....

**In terms of + N**

For the last question, ....

A letter from **Peter**, an English friend.

*I go to school from 8 AM to 4 PM from Monday to Friday, so I am busy. I have free time at weekends only. I like playing the piano or watching an interesting movie in my free time. I also like going out with my friends on Sunday evenings, but sometimes my parents don't let me go.*

*What do you like doing in your free time? Do you like staying at home or you like going out?*

*Hope to hear from you soon.*

**Describe what time you go to school**

**Your hobbies**

*Do you like staying at home or you like going out?*

Dear **Peter**, Hi Peter....

**Thanks for your letter. It's my pleasure/I am glad to receive your letter.**

**I'm writing this letter to tell you about my daily routine and hobbies.**

**As for** the time I go school, it is normally at 7:00 AM and I come back home at 5:00 pm

*I go to school from 7 AM to 5 PM every weekday. (viết lại câu cho sẵn)*

*In terms of my hobbies, I like...../I'm really into / I'm keen on/I'm fond of.....*

**With regard to** the last question, when I have spare time/free time, I prefer staying at home to help my mom for the meal, **which can** enhance our relationship.

**I look forward to.....**

### INFORMAL LETTERS (THƯ THÂN MẬT)

**Thư thân mật thường được gửi đến thành viên gia đình, bạn bè, người thân**

## **Cách mở bài thông thường bằng cách hỏi thăm đơn giản, tự nhiên**

- How are you? / How have the family been? / I hope you are well.  
(Bạn thế nào? Gia đình bạn như thế nào? Tôi hi vọng rằng bạn vẫn khỏe)
- Thank you / Many thanks for your (recent/last) letter / postcard.  
(Cảm ơn/ Cảm ơn nhiều vì lá thư/ bưu thiếp lần trước)
- It was good / nice / great to hear from you again  
(Thật tuyệt khi nghe hồi âm từ bạn)
- I was so surprised to hear that.....  
(Tôi rất ngạc nhiên khi nghe rằng)
- I'm sorry I haven't written / haven't been in touch for such a long time  
(Tôi xin lỗi vì đã không viết thư/không giữ liên lạc trong khoảng thời gian dài)
- It's ages since I've heard from you. I hope you're well / you and your family are well  
(Đã rất lâu rồi tôi nghe tin tức từ bạn. Tôi hy vọng rằng bạn / gia đình bạn vẫn khỏe)
- How are things? / How are you? / How's it going?  
(Mọi việc thế nào rồi?)

## **Một số cách mở bài khác**

### Đề cập về một tin gì đó

- Great news about.....Glad to hear that.....Sorry to hear about.....  
(Tin tuyệt vời về....Rất vui khi nghe rằng...Rất tiếc khi nghe rằng)

### Thông báo tin gì hay

- Listen, did I tell you about.....? You'll never believe what.....  
(Nghe này, tôi đã kể cho bạn về...chưa? Bạn sẽ không bao giờ tin rằng....)
- Oh, and another thing.....This is just to let you know that.....  
(À còn điều này nữa...Chỉ muốn cho bạn biết rằng)
- I thought you might be interested to hear about / know that.....  
(Tôi nghĩ bạn sẽ rất thích thú khi nghe/biết về...)
- By the way, have you heard about/ did you know that.....?  
(Nhân tiện bạn đã nghe về/ Bạn đã biết về..?)

### Xin lỗi

- I'm writing to apologies for missing your party but I'm afraid I was with flu  
(Tôi viết thư để xin lỗi về việc quên đi buổi tiệc của bạn nhưng tôi e rằng tôi đã bị ốm)
- I'm really sorry that I forgot to send you a birthday card but I was busy with my new job  
(Tôi thực sự xin lỗi rằng tôi đã quên gửi thiệp sinh nhật đến cho bạn nhưng tôi quá bận với công việc mới của mình)

### Mời

- I'm/ we're having a party on Friday 19<sup>th</sup> and I/ we hope you'll be able to come.
- Would you like to come/ go to see "Room with a View" with me at the weekend?
- I was wondering if you'd like to go to the theatre / come on holiday with us
- Could you let me / us know if you can come / you'd like to join us?
- Thank you very much for invitation. I'd love to come.
- Thank you for asking / inviting me to.....but I'm afraid I won't be able to.....

### Yêu cầu

- I'm writing to ask for your help / you (if you could do me) a favor  
(Tôi viết thư để nhờ sự giúp đỡ của bạn / nếu bạn có thể làm cho tôi một việc?)
- I wonder if / I was wondering if you could help me / do me a favor  
(Tôi đang tự hỏi liệu rằng bạn có thể giúp tôi...)
- I hope you don't mind me asking but could you (possibly) .....?  
(Tôi hy vọng rằng bạn không phiền nếu tôi hỏi nhưng bạn có thể...?)
- I'd be very / really / terribly grateful if you could.....  
(Tôi thật sự rất biết ơn nếu như bạn có thể...)

### Cảm ơn/Chúc mừng/ Chúc may mắn....

- I'm writing to thank you for your hospitality / the wonderful present.  
(Tôi viết thư để cảm ơn lòng mến khách/ món quà tuyệt vời của bạn)
- It was so kind of you to invite me to stay with you

*(Bạn thật tốt bụng khi mời chúng tôi ở với bạn)*

- I really appreciated all your help / advice.  
*(Tôi thực sự cảm kích tất cả sự giúp đỡ/lời khuyên của bạn)*
- Congratulations on passing your exams / your excellent exam results!  
*(Chúc mừng vì đã đậu kỳ thi/kết quả thi tuyệt vời)*
- I wish you good luck / Good luck in / with your exams / your driving test / your interview  
*(Tôi chúc bạn may mắn trong kỳ thi/phỏng vấn)*
- Don't worry, I'm sure you'll do well / pass  
*(Đừng lo, tôi chắc chắn rằng bạn sẽ làm tốt/đậu)*
- You'll be on time, won't you, and don't forget to.....  
*(Bạn sẽ đúng giờ chứ và đừng quên...)*

#### Đề nghị, gợi ý, khuyên ....

- Why don't you.....? / Maybe you could .....? / How about.....?  
*(Tại sao bạn không...?Hoặc là bạn có thể...?...thì sao?)*
- You can't leave New York without (.....doing sth)  
*(Bạn không thể rời New York mà không...)*
- I'm sure you will enjoy (.....doing sth). If you like, we can.....  
*(Tôi chắc rằng bạn sẽ thưởng thức....Nếu bạn thích chúng ta có thể...)*
- Do visit...../ don't forget to.....  
*(Hãy ghé thăm.../Đừng quên... )*

#### **Kết thư**

- Give a reason why you're ending the letter: Anyway, I must go and get on with my work!  
/ I guess it's time I got on with my study  
*(Đưa ra lý do vì sao bạn kết thúc bức thư : Dù sao đi nữa thì tôi phải đi và tiếp tục công việc của mình/ Tôi đoán đã đến lúc tiếp tục học rồi)*
- Send greetings or make reference for future contact : Give my love / regard to...../ Say hello to...../ Anyway, don't forget to let me know the dates of the party./ I'll try and phone you at the weekend to check the times. / We must try and meet up soon. / I can't

wait to hear from you / Look forward to seeing you again / Hope to hear from you soon /  
See you soon / Write soon

(Gửi lời chào hoặc để lại lời nhắn cho sự liên lạc trong tương lai : Gửi lời chào của tôi đến.../Dù sao đi nữa đừng quên cho tôi biết ngày của bữa tiệc nhé/Tôi sẽ cố gọi cho bạn vào cuối tuần để kiểm tra thời gian/ Chúng ta nên cố gặp nhau sớm/ Tôi không thể chịu nổi để nghe thông tin từ bạn/....)

- Closing statement such as *Love, Lots of Love, All the best, Take care, Best wishes*, should be written on a new line. (Kết thúc lời phát biểu như : *Love, Lots of Love, All the best, Take care, Best wishes*,...và nên viết ở dòng mới )

Task 1:

You are the head of an English center. You have received a letter from a student asking about the English course. Read part of his letter below:

Dear Mr. Lam Nguyen,

I am a high school student. I saw your advertisement on the Internet for the course of English for university entrance examination at your center. I am interested in this course. So, could you tell me the timetable for this course? Now, I am at Grade 11 and a bit weak at English. I would like to know about the teacher as well as the program to decide whether this course is suitable for me or not. By the way, please tell me how much I will pay for this course.

Thank you,

Minh

Write a letter responding to Minh.

In your letter, you should ask the following information

-  
-  
-

Dear Mr Minh,

Thank you for your letter. I am glad to know that you are interested in our course which was advertised on the internet.

I write this letter to provide you with some information related to the course.

As for the timetable of the course, the course starts from 7:00PM to 9:00 PM every Tuesday and Sunday, which is quite convenient for students like you. With regard to teachers and program of the course, learners will be taught by native teachers from the UK and the course will focus on improving your speaking and writing skills. In terms of the fee/price for this course, I think it is quite cheap for students because you only pay 2000000 VND for the course over 6 months.

I hope that this course will be suitable for you

I look forward to hearing from you soon.

Regards,

## EXAMPLE

### TASK 1 - BAND 4

*Dear Jane,*

*Thank for your letter. I'm sure with you, then. An can fit in with your family.*

*She is 19 years old and she is a study. I like her because she is not only intelligent but also friendly. She make me comfortable and happy. She is beautiful and lovely. Her family is very rich so she likes shopping, go to the cinema when she has enough free time. She can cook, wake up early but she is usually get up late. At night, she like watch cartoon film or go to the cinema with her friend.*

*The end, I really want she can fit in with your family.*

(Word Count: 110)



## **TASK 1 - BAND 6**

*Dear Jane,*

*As An wrote in her email, studying abroad is her big dream since she was a little girl and it will become true within two months. The only thing worrying her right now is the accommodation so we hope that you can welcome her to your family.*

*If you are considering her kindness, don't do that because she is my best friend and I know her more clearly than anyone else. She is the most friendly, reliable and helpful girl I have ever met. Nevertheless, sometimes she maybe talkative and annoy others but to me that's ok. If you have any problem, please talk straightfully to each other to tackle it.*

*An enjoys listening to music especially at night so if she turns the music too loud, remind her and she will stop it. Additionally, shopping is one of her favourite recreations and it's the same to you, right?*

*The very last thing you should know about her is that she will be happy if she can live in a room with lots of window and sunlight which overlooks outside. As I remember, your room also has two windows with a balcony full of flowers, isn't it? I'm sure that she will love the same one.*

*I think all above is enough for you to understand personalities. If not, don't worry, I'll tell you later.*

*Attached to this email is your photo at summer vacation in Ha Long bay together.*

*I hope to receive your respondence soon.*

*Have a nice week!*

*Mai Phương*

**(Word Count: 253)**

## TASK 1 - BAND 9

*Dear Jane,*

*How have you been? Memories of fun nights out last summer when you visited Hanoi were still on my mind. The three of us – you, me and An – have had so much fun spending our holiday together. Now An will have a chance to visit our home country and you wonder if she will fit in your family, right? You must not have much time to learn about her the last time we met, so now I will tell you more about An's life.*

*An is going to London to take a course in English literature. Her obsession for books could exceed that of any bookworm you might know. She spends a large portion of the day reading and commenting on classic novels. It would be great if you could introduce to some types of English tea and you two could spend hours by the table discussing your favorite authors. The negative side of this hobby is that An does not go out much and it could be quite difficult to communicate with an introvert individual.*

*Despite her shy and, at times, aloof personality, An has a big heart. In Vietnam, she has always been a child of a huge family with two other sisters and one younger brother. Spending quality time with people close to her is what she prioritizes the most, for example, she rides her brother to school everyday and helps her sisters with household chores. She feeds the pets and walks her lovable bull dog around the park every Sunday afternoon. In addition, she has learnt a lot of traditional Vietnamese dishes from her mother, which you and your family should expect to have your belly stuffed.*

*All in all, An is a nice girl with a tad bit of quirkiness in her, who would not cause you any big problem. If any trouble arose, please remember the fun time we had had together.*

*Kind regards,*

*(Word Count: 322)*