

PRE TOEIC - TOEIC 550+

CÔ THẢO MIÊN

READING

LESSON 2

NOUNS | EMAILS / LETTERS

LESSON 2 (BÀI HỌC 2)

SECTION A

(PART 5 & PART 6)

NOUNS (DANH TỪ)

III. Vị trí danh từ

IV. Dấu hiệu nhận biết danh từ

SECTION B

(PART 7)

EMAILS / LETTERS (THƯ TAY / THƯ ĐIỆN TỬ)

III. Những từ vựng phổ biến

MINI TEST 2

SECTION A PART 5 + PART 6 - NOUNS (DANH TỪ) (TIẾP)

III. VỊ TRÍ CỦA DANH TỪ

1. Vị trí của danh từ trong CỤM DANH TỪ

MÔ HÌNH TỔNG QUÁT CẤU TẠO CỤM DANH TỪ

Từ hạn định + cụm mô tả đứng trước + danh từ chính + cụm mô tả đứng sau

(1) Mạo từ (a/an/the)

(2) Tính từ giới hạn

(3) Sở hữu cách

(1) Tính từ mô tả

(2) Danh từ ((*) Bảng N+N)

(1) Cụm giới từ

(2) Mệnh đề quan hệ

CHECKUP 1

1. Recognizing the _____ of mental health, many organizations are now prioritizing wellness programs to support their employees.

(A) important

(B) importance

(C) importantly

(D) importances

3. The steady _____ of technology has revolutionized the way we communicate and access information.

(A) progressive

(B) progressed

(C) progression

(D) progressively

2. Ms. Campbell's _____ in responding to client queries has significantly improved our customer satisfaction ratings.

(A) promptness

(B) prompt

(C) promptly

(D) prompted

4. The nonprofit organization has provided essential resources and support to thousands of underprivileged families since its _____ last year.

(A) creative

(B) created

(C) create

(D) creation

(*) Bảng N+N

NOUN + NOUN(s)		NOUN-s + NOUN	
advertising company công ty quảng cáo	apartment complex khu chung cư	awards ceremony lễ trao giải	customs regulations quy định hải quan
application form mẫu đơn đăng ký	application fee phí đăng ký	customs official cán bộ hải quan	economics professor giáo sư kinh tế
assembly line dây chuyền lắp ráp	attendance record hồ sơ tham dự	earnings growth tăng trưởng thu nhập	public relations office / department phòng / bộ phận quan hệ công chúng
baggage allowance hành lý miễn cước	construction site công trường	benefits package gói phúc lợi	savings account tài khoản tiết kiệm
company policy chính sách công ty	employee participation sự tham gia của nhân viên	overseas trip chuyến đi nước ngoài	sports complex khu liên hợp thể thao
consumer loan vay tiêu dùng	expiration date ngày hết hạn	sales manager quản lý kinh doanh	sales target mục tiêu bán hàng
dress-code regulation quy định về trang phục	hotel reservation đặt phòng khách sạn	communications satellite vệ tinh thông tin liên lạc	
evaluation form mẫu đánh giá	job performance hiệu suất công việc		
gender discrimination phân biệt đối xử giới tính	office furniture nội thất văn phòng		
information desk quầy thông tin	product availability sản phẩm có sẵn		
membership fee phí thành viên	production schedule tiến độ sản xuất		
performance appraisal đánh giá hiệu suất	service desk quầy phục vụ		
product recognition công nhận sản phẩm	staff productivity năng suất của nhân viên		
profit margin tỷ suất lợi nhuận	stationery store cửa hàng văn phòng phẩm		
safety precautions biện pháp phòng ngừa an toàn	customer satisfaction sự hài lòng của khách hàng		

CHECKUP 2

1. Every year, the company conducts a comprehensive performance _____ to assess employee achievements and set future goals.

- (A) appraise (B) appraisals
(C) appraisal (D) appraises

2. When developing new products, the company always considers customer _____ as a top priority to ensure long-term success.

- (A) satisfaction (B) satisfactory
(C) satisfied (D) satisfy

3. The construction site implemented strict _____ measures to protect workers from potential hazards and accidents.

- (A) safe (B) safety
(C) safely (D) save

4. The company strictly adheres to _____ regulations to ensure smooth international trade operations.

- (A) costume (B) customary
(C) customs (D) custom

2. Vị trí của danh từ trong CÂU / MỆNH ĐỀ

Danh từ + **Động từ** + (Danh từ) + (Danh từ) ...
Chủ ngữ Tân ngữ / Bổ ngữ

Phần còn lại của câu ... + **Giới từ** + Danh từ
Cụm giới từ

CHECKUP 3

1. The store will reimburse its customers for defective products when _____ are received.

- (A) complain (B) complaining
(C) complains (D) complaints

2. It is expected that the workers will receive _____ for the additional hours they've put in during this busy period.

- (A) compensate (B) compensation
(C) compensated (D) compensatory

3. The prestigious gala is expected to have several celebrities in _____, making it an event to remember.

- (A) attend (B) attending
(C) attended (D) attendance

4. _____ faced delays on the highway due to heavy traffic caused by ongoing road construction projects.

- (A) Commuting (B) Commutes
(C) Commuters (D) Commute

IV. DẤU HIỆU NHẬN BIẾT DANH TỪ

Trong nhiều trường hợp, danh từ có thể được nhận biết dễ dàng qua các **hậu tố** phổ biến, gồm có:

1. Hậu tố của danh từ chỉ NGƯỜI

• -er	father, mother, teacher...
• -or	doctor, editor, creator...
• -ee	employee, interviewee...
• -ant	applicant, accountant, assistant...
• -ist	artist, economist, activist...
• -ician	magician, musician, physician...

2. Hậu tố của danh từ chỉ KHÁI NIỆM / PHẨM CHẤT / TRẠNG THÁI / ...

• -ion	attention, decision, instruction...
• -ness	sadness, loneliness, kindness...
• -nce	importance, dependence...
• -ment	development, improvement...
• -cy	bankruptcy, accuracy, efficiency...
• -gy	biology, technology, strategy...
• -phy	geography, photography...
• -ism	communism, socialism, capitalism...
• -(i)ty	quality, ability, honesty, cruelty...
• -(t)ry	machinery, scenery, bravery...
• -ship	friendship, relationship, scholarship...
• -hood	neighborhood, likelihood...
• -age	baggage, damage, marriage...
• -th	death, growth, length...

CHECKUP 4

1. Eleanor Finch, a prominent _____, has led a campaign to raise awareness about the importance of preserving local ecosystems and reducing carbon emissions.

- (A) environmental (B) environmentalist
(C) environments (D) environmentally

2. The professor received numerous _____ from students regarding the upcoming research project.

- (A) corresponds (B) correspondent
(C) correspondence (D) corresponded

3. _____ of the local restaurant volunteered their time to help clean up the nearby park as part of a community service initiative.

- (A) Employees (B) Employment
(C) Employee (D) Employed

4. To access the _____, visitors must present valid identification at the security checkpoint.

- (A) residential (B) resident
(C) residents (D) residence

SECTION B PART 7 - EMAILS/LETTERS (THƯ TAY/THƯ ĐIỆN TỬ) (TIẾP)

III. NHỮNG TỪ VỰNG PHỔ BIẾN

TOPIC 1: BANKING / FINANCE				
EXERCISE 1	interest rate	n phrase	/ˈɪnrəst reɪt/	lãi suất
	savings account	n phrase	/ˈseɪvɪŋz əkaʊnt/	tài khoản tiết kiệm
	annual percentage yield (APY)	n phrase	/ˈænjʊəl pə'sentɪdʒ jiːld/	lợi nhuận phần trăm hàng năm
	loan	n	/ləʊn/	khoản tiền vay
	mortgage	n	/ˈmɔːɡɪdʒ/	khoản tiền thế chấp
	loan specialist	n phrase	/ləʊn 'speʃəlist/	chuyên viên tư vấn vay vốn
EXERCISE 2	verify	v	/ˈverɪfaɪ/	xác thực
	verification	n	/ˌverɪfɪ'keɪʃn/	sự xác thực
	withdraw	v	/wɪð'drɔː/	rút tiền
	withdrawal	n	/wɪð'drɔːəl/	sự rút tiền
	authorize	v	/ˈɔːθəraɪz/	ủy quyền / cấp phép
	authorized	adj	/ˈɔːθəraɪzd/	được ủy quyền / cấp phép
	transaction	n	/træn'zækʃn/	giao dịch
	initiate	v	/ɪ'nɪʃiət/	bắt đầu / khởi xướng
	online banking portal	n phrase	/ˌɒn'laɪn 'bæŋkɪŋ 'pɔːtl/	cổng ngân hàng trực tuyến
	security	n	/sɪ'kjʊərəti/	bảo mật
TOPIC 2: BUSINESS / SALES				
EXERCISE 1	reach out	v	/riːtʃ aʊt/	liên hệ
	offer	v	/ˈɒfə(r)/	cung cấp
	partner with	v	/ˈpɑːtnə(r) wɪð/	hợp tác với
	suit your needs	collo.	/suːt jɔː(r) niːdz/	phù hợp với nhu cầu của bạn
EXERCISE 2	ensure	v	/ɪn'ʃʊə(r)/	bảo đảm
	cooperation	n	/kəʊ,pə'reɪʃn/	sự hợp tác
TOPIC 3: ACCOMMODATION				
EXERCISE 3	accommodation	n	/ə,kəmə'deɪʃn/	chỗ ở
	suite	n	/swiːt/	phòng thượng hạng
	furnished	adj	/ˈfɜːnɪʃt/	có sẵn đồ đạc
	king-size bed	n phrase	/ˈkɪŋ saɪz bed/	giường cỡ lớn
	separate living area	n phrase	/ˈseprət 'lɪvɪŋ 'eəriə/	khu sinh hoạt riêng biệt
	spa-inspired bathroom	n phrase	/spɑː ɪn'spaɪəd 'bɑːθruːm/	phòng tắm lấy cảm hứng từ spa
	soaking tub	n phrase	/ˈsəʊkɪŋ tʌb/	bồn ngâm

award-winning restaurant	n phrase	/ə'wɔ:d wɪnɪŋ 'restrɒnt/	nhà hàng đạt giải thưởng
espresso machine	n phrase	/e'spresəʊ mə'ʃi:n/	máy pha cà phê Espresso
plush bathrobes and slippers	n phrase	/plʌʃ 'bɑ:θrəʊbz ænd 'slɪpərz/	áo choàng tắm và dép sang trọng
complimentary breakfast buffet	n phrase	/ˌkɒmplɪ'mentri 'brekfəst 'bʌfeɪ/	bữa sáng tự chọn miễn phí
concierge service	n phrase	/'kɒnsiəʒ 'sɜ:vɪs/	dịch vụ hỗ trợ khách hàng tại sảnh
discount	n	/'dɪskaʊnt/	giảm giá
promo code	n phrase	/'prəʊməʊ kəʊd/	mã khuyến mại
luxurious	adj	/lʌg'ʒʊəriəs/	sang trọng
cozy	adj	/'kəʊzi/	ấm cúng
amenity	n	/ə'mi:nəti/	tiện nghi
reservation	n	/ˌrezə'veɪʃn/	sự đặt phòng

CHECKUP 1

Question 01 to 04 refer to the following email.

To: Sarah Jones <sarajones@gmail.com>
From: Suncoast Bank Marketing Team <marketing@suncoastbank.com>
Date: March 8
Subject: Get More Out of Your Money with Suncoast Bank

Dear Sarah,

We're reaching out because we know you value getting the most out of your money. Here at Suncoast Bank, we offer a variety of options to help you achieve your financial goals:

- **Grow Your Savings:** Our competitive interest rates can help you maximize your savings. With a Suncoast Savings account, you can currently earn 0.80% APY (Annual Percentage Yield).
- **Finance Your Dreams:** Whether you're planning a home renovation or considering buying a house, we offer a range of loan and mortgage options to suit your needs. Our experienced loan specialists can help you find the right financing solution with competitive interest rates.

Head over to our website to learn more about our savings accounts, loans, and mortgages, or contact a loan specialist via email today to discuss your options!

We're here to partner with you on your financial journey.

Sincerely,
 The Suncoast Bank Marketing Team

01. What is the main purpose of the email?
 (A) To inform about new bank charges
 (B) To advertise some financial products and services
 (C) To remind about an upcoming account closure
 (D) To sign a partnership
02. The word "competitive" in paragraph 2, line 1 is closest in meaning to:
 (A) high
 (B) fixed
 (C) attractive
 (D) limited
03. According to the email, what is NOT MENTIONED as a service offered by Suncoast Bank?
 (A) Savings account
 (B) Home renovation
 (C) Loan and mortgage options
 (D) Financial expert's consultation
04. According to the email, how can customers get additional information about Suncoast Bank's loan options?
 (A) Visit a local branch
 (B) View the website
 (C) Call the customer service line
 (D) Contact a loan expert through mail

CHECKUP 2

Question 05 to 06 refer to the following email.

To: Sarah Jones <sarajones@gmail.com>
From: Suncoast Bank Security Team <security@suncoastbank.com>
Date: June 5
Subject: Action Needed: Verify Savings Withdrawal

Dear Ms. Sarah Jones,

To ensure the continued security of your account and comply with financial regulations, we require verification for a recent withdrawal from your Suncoast Savings account.

A withdrawal of \$250 was initiated at 2p.m June 5, 2024 to an external account ending in 1234. If you authorized this transaction, you don't need to take any further action. However, if you did not initiate this withdrawal, please verify your account immediately by logging into your secure online banking portal at Suncoast Savings Website. The verification process typically takes just a few minutes. We also recommend changing your online banking password if you suspect unauthorized activity.

Thank you for your cooperation.

Sincerely,
 The Suncoast Savings Security Team

05. Why did The Suncoast Savings Security Team send an email to Sarah?
(A) To confirm a recent withdrawal from her account.
(B) To inform her about a new savings product.
(C) To reset her online banking password.
(D) To welcome her as a new customer.
06. What is indicated about Ms Sarah?
(A) She recently logged into her online banking portal.
(B) She must change her online banking password.
(C) She has a Suncoast Savings account.
(D) She has verified her account in just some minutes.

CHECKUP 3

Question 07 to 09 refer to the following letter.

The Serene Palms Resort

**10 Palm Drive, Paradise Bay, DA 19445
(555) 555-5555**

**June 10, 2024
Ms. Fanning
24 Maple Street**

Dear Ms Fanning,

Dreaming of a beachfront escape where turquoise waters meet the endless horizon? Look no further than The Serene Palms Resort! We're delighted to offer a special discount on our stunning Oceanfront Serenity Suites, perfect for those seeking an unforgettable oceanfront experience. ---[1]---

Unwind in 500 square feet of elegantly appointed space in your fully furnished Oceanfront Serenity Suite. Featuring a plush king-size bed, a separate living area with a cozy fireplace, and a spa-inspired bathroom complete with a soaking tub and a double-head rainfall shower, your suite is designed for ultimate relaxation. We've taken care of everything - the suite comes fully furnished with comfortable furniture, high-quality linens, and all the essential amenities you need for a relaxing stay. ---[2]---

Exclusive Benefits for Suite Guests:

As a guest of our Oceanfront Serenity Suite, you'll also enjoy a complimentary full breakfast buffet served daily in our award-winning Seashell Restaurant. We offer priority check-in and check-out for a smooth and hassle-free experience. ---[3]---

Unlock Your Oceanfront Oasis Today!

Don't miss out on this incredible offer! Book your stay in our luxurious Oceanfront Serenity Suite and save 20% off the regular rate. This offer is valid for stays between July 1st and August 31st, 2024. Simply use the promo code OCEAN20 at the time of booking. ---[4]---

We look forward to welcoming you to The Serene Palms Resort and creating a truly unforgettable experience in your luxurious Oceanfront Serenity Suite.

Sincerely,
The Serene Palms Resort Team

07. What is the main purpose of the letter?
 (A) To welcome a new guest
 (B) To confirm a reservation
 (C) To promote a discount on a suite
 (D) To provide information about hotel amenities
08. According to the letter, what amenity is included for guests staying in the Oceanfront Serenity Suite?
 (A) Airport transportation
 (B) In-room spa treatment
 (C) Breakfast with free of charge
 (D) Welcome basket with local treats
09. In which of the positions marked [1],[2],[3], and [4] does the following sentence best belong?
 "Additionally, our dedicated concierge team is available to assist you with anything you need, from booking reservations at our world-class spa to planning exciting activities like kayaking adventures or sunset cruises."
 (A) [1]
 (B) [2]
 (C) [3]
 (D) [4]

MINI TEST 2

1. Weekly _____ of the company's financial records ensure that all transactions are accurately reported and any discrepancies are promptly addressed.
 (A) investigations (B) investigated
 (C) investigative (D) investigates
2. Sarah's unwavering _____ to her craft is evident in the meticulous attention to detail she applies to each project.
 (A) dedicated (B) dedicate
 (C) dedicates (D) dedication
3. Apart from the production division, the marketing team also collaborated closely with the _____ department to strategize upcoming promotional campaigns.
 (A) to sale (B) sales
 (C) sold (D) has sold
4. Because of the increasing demand for medical services, the hospital has expanded its facilities to meet the healthcare _____ of the growing population.
 (A) needs (B) needing
 (C) has needed (D) to need
5. Implementing interactive activities is crucial to improve _____ during online meetings and seminars.
 (A) engage (B) engagement
 (C) engaged (D) engages
6. Her performance in the competition went beyond _____, earning her praise from both judges and spectators alike.
 (A) expect (B) expectation
 (C) expected (D) expecting
7. The students were impressed by the expertise and dedication of their _____, who went above and beyond to ensure their success throughout the course.
 (A) instructor (B) instruction
 (C) instructive (D) instructively
8. The sudden power outage in the middle of the workday makes it impossible to complete the _____ before the deadline.
 (A) designer (B) designers
 (C) design (D) designing

9. The bakery is closed today in _____ for their grand opening tomorrow.

- (A) prepare (B) preparation
(C) preparative (D) prepared

10. After a thorough _____ of the damage, the insurance company determined the roof would need a complete replacement.

- (A) assess (B) assessor
(C) assessors (D) assessment

Question 11 to 12 refer to the following email.

To: Benjamin Walker <benwalker@tec.com>
From: The Crafted Page <thecraftedpage@gmail.com>
Date: September 14
Subject: Product Order

Thank you for choosing The Crafted Page for all your stationery needs. We take pride in offering top-quality products designed to enhance your creativity and productivity. As to celebrate the back-to-school season, during the month of September, customers making purchases over \$150 do not have to pay any shipping fees.

Here's a quick recap of your order:

- Order Number: 10384
- Order Date: September 14, 2024
- Shipping address: Benjamin Walker, 1600 Sunset Boulevard, Unit 3B
- Products: 100 packs of multicolor ballpoint pens with \$2 each, paid with credit card (XXXX XXXX XXXX9586)

We stand behind the quality of our products. That's why we offer a hassle-free 30-day money-back guarantee on all purchases. If you're not completely satisfied with your order, simply bring it back to our store.

Sincerely,
The Crafted Page

11. What is indicated about Mr. Walker's order?
- (A) It is out of stock.
(B) It will be delivered free of charge.
(C) It has been insured against loss.
(D) It had been placed for a long time before it was delivered.

12. What should Mr. Walker do if he wants a full refund?
- (A) Call a representative
(B) Reply an email
(C) Return the order in person
(D) Log a complaint

Question 13 to 15 refer to the following letter.

Free Yoga in the Park This Summer

**The Maple Park Recreation Team
153 Main Street
Ghost Town, CA 12345**

**June 10, 2024
Ms. Jessica Johnson
456 Elm Street**

Dear Ms. Johnson,

Get ready to unwind and reconnect with yourself with our free yoga sessions in the park this summer! Whether you're a seasoned yogi or a curious beginner, these classes are designed to be accessible and enjoyable for all.

Join us every Tuesday and Thursday morning at 9:00 AM at Maple Park. Certified instructor Sarah Jones will guide you through gentle postures and breathing exercises, helping you improve your flexibility, strength, and mental-health.

Feel free to bring your own yoga mat, water bottle, and a towel. We'll be practicing on the grass, so wear comfortable clothing that allows for movement.

We encourage you to embrace the fresh air, scenic surroundings, and the chance to connect with your community during these free yoga sessions.

Hope to see you there, Ms. Johnson!

Sincerely,
The Maple Park Recreation Team

13. What is the purpose of this letter?
(A) To schedule a personal training session.
(B) To advertise a yoga studio and its services.
(C) To recommend the purchase of yoga equipment.
(D) To inform about a free activity offered in the park.
14. According to the letter, how often are the free yoga sessions offered?
(A) Once a week.
(B) Twice a week
(C) Every day at the participant's convenience.
(D) Every weekend morning at 9:00 AM.
15. What is NOT MENTIONED as a benefit of attending the yoga sessions?
(A) Flexibility improvement
(B) Weight loss
(C) Strength increase
(D) Stress reduction