

PRE TOEIC - TOEIC 550+

CÔ THẢO MIÊN

READING

LESSON 1

NOUNS | EMAILS / LETTERS

LESSON 1 (BÀI HỌC 1)

SECTION A

(PART 5 & PART 6)

NOUNS (DANH TỪ)

- I. Định nghĩa danh từ
- II. Phân loại danh từ

SECTION B

(PART 7)

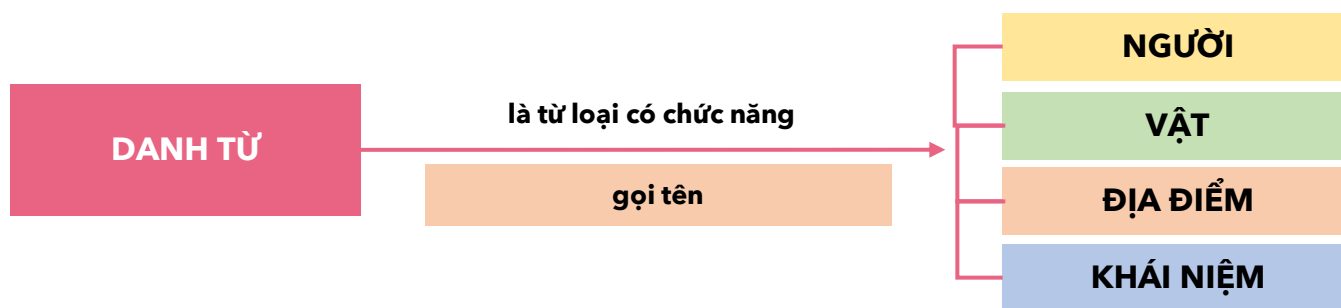
EMAILS / LETTERS (THƯ TAY / THƯ ĐIỆN TỬ)

- I. Chiến thuật
- II. Những diễn đạt phổ biến

MINI TEST 1

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

I. ĐỊNH NGHĨA DANH TỪ



II. PHÂN LOẠI DANH TỪ

	DANH TỪ ĐẾM ĐƯỢC (Countable nouns)	DANH TỪ KHÔNG ĐẾM ĐƯỢC (Uncountable nouns)																																												
Định nghĩa	Là danh từ chỉ những vật thể, con người riêng rẽ có thể đếm được	Là danh từ chỉ những chất liệu, chất lỏng, những khái niệm trừu tượng và những vật mà ta xem như 1 khối không thể tách rời																																												
Hình thức	<div><div><div>Danh từ đếm được ÍT ĐẦU - NHIỀU ĐUÔI</div><div><div>Danh từ đếm được số ít → ÍT ĐẦU: đứng đầu danh từ đếm được số ít luôn phải có từ hạn định, đặc biệt là a/an/one.</div><div>Danh từ đếm được số nhiều → NHIỀU ĐUÔI: đuôi danh từ đếm được số nhiều phải luôn ở hình thức số nhiều</div></div><div><div>Thêm s/es</div><div>Bất quy tắc</div></div></div><div><div>QUICK CHECK: Sửa lỗi sai ở các câu sau</div><div>1. Ms. Hoa will give flower to each student. → _____</div><div>2. Ms. Hoa loves receiving flower. → _____</div><div>3. The film is not suitable for young child. → _____</div></div></div>	<div><div>Danh từ không đếm được</div><div>→ KHÔNG đi cùng: - số đếm (1, 2, 3, ...) - a/an - đuôi s/es</div></div> <div><div>QUICK CHECK: Sửa lỗi sai ở các câu sau</div><div>1. Ms. Hoa has a lot of moneys. → _____</div><div>2. I will buy a new furniture. → _____</div></div>																																												
Phụ lục	<div><div>PHỤ LỤC 1: Những DANH TỪ KHÔNG ĐẾM ĐƯỢC thường xuất hiện trong bài thi Toeic</div><table><tr><td>access</td><td>equipment</td><td>baggage</td><td>pollution</td><td>traffic</td></tr><tr><td>advice</td><td>furniture</td><td>luggage</td><td>recreation</td><td>scenery</td></tr><tr><td>advertising</td><td>machinery</td><td>clothing</td><td>employment</td><td>research</td></tr><tr><td>news</td><td>stationery</td><td>money</td><td></td><td></td></tr><tr><td>information</td><td>merchandise</td><td></td><td></td><td></td></tr><tr><td>knowledge</td><td></td><td></td><td></td><td></td></tr></table></div> <div><div>PHỤ LỤC 2: Những cặp DANH TỪ ĐẾM ĐƯỢC - DANH TỪ KHÔNG ĐẾM ĐƯỢC thường xuất hiện trong bài thi Toeic</div><table><tr><th>DANH TỪ ĐẾM ĐƯỢC</th><th>DANH TỪ KHÔNG ĐẾM ĐƯỢC</th></tr><tr><td>an account</td><td>accounting</td></tr><tr><td>an advertisement</td><td>advertising</td></tr><tr><td>clothes</td><td>clothing</td></tr><tr><td>a fund</td><td>funding</td></tr><tr><td>furnishings</td><td>furniture</td></tr><tr><td>goods</td><td>merchandise</td></tr></table></div>		access	equipment	baggage	pollution	traffic	advice	furniture	luggage	recreation	scenery	advertising	machinery	clothing	employment	research	news	stationery	money			information	merchandise				knowledge					DANH TỪ ĐẾM ĐƯỢC	DANH TỪ KHÔNG ĐẾM ĐƯỢC	an account	accounting	an advertisement	advertising	clothes	clothing	a fund	funding	furnishings	furniture	goods	merchandise
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CHECKUP 1

1. Included is a _____ of the latest feedback from our customers.
(A) summarize (B) summarizes
(C) summary (D) summaries
2. _____ in the discussion can get complimentary meals on the 3rd floor.
(A) Participated (B) Participating
(C) Participant (D) Participants
3. The HR Department is looking for _____ with hands-on experience.
(A) specialist (B) specialize
(C) specializing (D) specialists
4. _____ for this position must go through a rigorous evaluation process consisting of 5 rounds.
(A) Applying (B) Apply
(C) Applicant (D) Applicants
5. TOEIC Horizon, Inc. should receive _____ from a third party before making any decisions regarding the upcoming merger.
(A) consultation (B) consultant
(C) consult (D) consultative
6. Active _____ in company events shows a strong commitment to the organization and fosters team spirit and collaboration among employees.
(A) participant (B) participate
(C) participation (D) participatory
7. This cutting-edge smartphone offers exceptional _____, with lightning-fast speeds, making it the ultimate choice for tech enthusiasts.
(A) performing (B) performer
(C) performed (D) performance
8. After careful consideration, she made an early _____ to accept the job offer and relocate to the new city.
(A) decide (B) decision
(C) decisions (D) decided
9. She is seeking _____ with troubleshooting the technical issues on her computer.
(A) assist (B) assistance
(C) assistant (D) assisted
10. The resort offers a wide range of activities and amenities, catering for _____ needs of guests of all ages.
(A) entertained (B) entertainment
(C) entertainer (D) entertainers

CHECKUP 2

1. For some Vietnamese airlines, the total weight of carry-on _____ must not exceed 18kg.
(A) baggages (B) bagging
(C) bagged (D) baggage
2. The recent _____ conducted by the team shed light on the effectiveness of certain teaching methods in improving student productivity.
(A) researching (B) research
(C) researches (D) researched
3. The new software update includes additional security measures to protect sensitive _____ stored on the device.
(A) information (B) informed
(C) informs (D) informations
4. The factory invested in new _____ to increase production capacity.
(A) machineries (B) machinery
(C) some machinery (D) a machine
5. She carefully selected her _____ for the job interview, aiming for a professional yet stylish look.
(A) cloth (B) clothe
(C) clothing (D) clothings

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

I. CHIẾN THUẬT

1. EMAILS

Bố cục thường gặp	Nhóm thông tin	Câu hỏi tương ứng
<p>From: Rachel Adams <radams@creativewriting.com> To: Mary Reynolds <mreynolds@gmail.com> Date: July 5 Subject: Confirmation of Enrollment: Creative Writing Workshop Attachment: Creative Writing Workshop Participant Information Form</p> <p>Dear Ms. Reynolds:</p> <p>I am pleased to inform you that your enrollment for the Creative Writing Workshop has been accepted. We are thrilled to have you join us for this exciting journey into the world of storytelling and creativity.</p> <p>As part of the enrollment process, we kindly request you to fill out the attached "Creative Writing Workshop Participant Information Form", which contains essential details that will help us tailor the workshop to your preferences and needs. Please ensure to return it to us by replying to this email by July 10. I look forward to seeing you for our first class on July 20.</p> <p>Should you have any questions or require further assistance, please feel free to contact us at 999-8080.</p> <p>Thank you, Rachel Adams</p>	<p>1. Người gửi, người nhận và ngày viết email (Phần đầu email)</p> <p>2. Chủ đề và mục đích (Subject + 2 câu đầu đoạn đầu)</p> <p>3. Thông tin chi tiết (Đoạn giữa + Đoạn cuối)</p>	<p>• Who is the sender/ writer? - Name: _____ - Job (most likely): _____</p> <p>• Who is the recipient/ Cc/ Bcc? - Name: _____ - Job (most likely): _____ - Date: _____ (= today) (* Lưu ý: ngày viết email là 1 thông tin quan trọng giúp kết hợp để suy luận ra các câu hỏi khác.</p> <p>• What is the subject/ main purpose of the email? • Why is the email written/ sent? - Purpose: _____</p> <p>• What is enclosed with/ attached to this letter/email? - Attachment: _____</p> <p>• What is... advised/ asked to do? - Ask to do: _____</p> <p>• When/ Where/ How/ What...?</p>
	<p>3.1 Nội dung đính kèm</p> <p>3.2 Yêu cầu cần thực hiện</p> <p>3.3 Thông tin chi tiết khác</p>	

CHECKUP 1

From: Rachel Adams <radams@creativewriting.com>
To: Mary Reynolds <mreynolds@gmail.com>
Date: July 5
Subject: Confirmation of Enrollment: Creative Writing Workshop
Attachment: Creative Writing Workshop Participant Information Form

Dear Ms. Reynolds:

I am pleased to inform you that your enrollment for the Creative Writing Workshop has been accepted. We are thrilled to have you join us for this exciting journey into the world of storytelling and creativity.

As part of the enrollment process, we kindly request you to fill out the attached "Creative Writing Workshop Participant Information Form", which contains essential details that will help us tailor the workshop to your preferences and needs. Please ensure to return it to us by replying to this email by July 10. I look forward to seeing you for our first class on July 20.

Should you have any questions or require further assistance, please feel free to contact us at 999-8080.

Thank you,
Rachel Adams

- | | |
|---|---|
| 01. What is the purpose of Ms. Adams' email?
(A) To highlight her teaching experience
(B) To detail the initial class task
(C) To invite a colleague to enroll
(D) To acknowledge acceptance of a student's application | 02. What is Ms. Reynolds asked to do?
(A) Complete an attached form
(B) Send contact information
(C) Prepare the workshop materials
(D) Send a sample writing paper |
|---|---|

2. LETTERS

Dạng văn bản Letters có bố cục **tương tự như Emails**, ngoại trừ vị trí của Người gửi, Người nhận và không có Subject.

Ms. Jane Doe Office Manager Doe Enterprises 456 Maple Street Arlington, TX 76010	EcoSolutions Inc.	Tên công ty người gửi
Dear Ms. Doe,		Người nhận (Tên, Địa chỉ)
We are thrilled to present our latest product, the EcoClean All-Purpose Cleaner, designed to transform your cleaning routine with its powerful, eco-friendly formula.		
At EcoSolutions Inc., we pride ourselves on creating products that are both effective and environmentally responsible. EcoClean is a testament to our commitment to sustainability. It is made from biodegradable ingredients and packaged in recyclable materials, ensuring that while you keep your surroundings spotless, you also contribute to a healthier planet.		
Enclosed with this letter, you will find a sample of EcoClean All-Purpose Cleaner for you to try. We are confident that once you experience its superior cleaning power and fresh, natural scent, you will appreciate the difference it makes. We look forward to hearing your feedback and hope that EcoClean becomes a staple in your cleaning supplies.		
Sincerely, John Smith Marketing Director EcoSolutions Inc.		Người gửi (Tên, Chức vụ)

CHECKUP 2**EcoSolutions Inc.****Ms. Jane Doe**

Office Manager
Doe Enterprises
456 Maple Street
Arlington, TX 76010

Dear Ms. Doe,

We are thrilled to present our latest product, the EcoClean All-Purpose Cleaner, designed to transform your cleaning routine with its powerful, eco-friendly formula.

At EcoSolutions Inc., we pride ourselves on creating products that are both effective and environmentally responsible. EcoClean is a testament to our commitment to sustainability. It is made from biodegradable ingredients and packaged in recyclable materials, ensuring that while you keep your surroundings spotless, you also contribute to a healthier planet.

Enclosed with this letter, you will find a sample of EcoClean All-Purpose Cleaner for you to try. We are confident that once you experience its superior cleaning power and fresh, natural scent, you will appreciate the difference it makes.

We look forward to hearing your feedback and hope that EcoClean becomes a staple in your cleaning supplies.

Sincerely,

John Smith

Marketing Director
EcoSolutions Inc.

- | | |
|--|---|
| 01. What is the purpose of the letter?
(A) To offer a discount
(B) To introduce a new product
(C) To respond to an order
(D) To request feedback on a recent purchase | 03. What is enclosed with the letter?
(A) A product brochure
(B) A discount coupon
(C) A sample
(D) A business card |
| 02. What is one of the key features of EcoClean mentioned in the letter?
(A) It is available in multiple scents
(B) It is made from biodegradable ingredients
(C) It is cheaper than other cleaners
(D) It comes with a money-back guarantee | |

II. NHỮNG CÁCH DIỄN ĐẠT PHỔ BIẾN TRONG EMAILS/LETTERS

1. Purpose of the e-mail/letter (Mục đích viết email/thư)

• I am writing + to-infinitive	I am writing to inquire about the syllabus for the Oakwood Writers' Guild's upcoming series of classes.
• This email/ letter is + to-infinitive	This letter is to confirm your enrollment in the Oakwood Writers' Guild's upcoming series of classes.
• Name of the company/ I/ We would like + to-infinitive	Oakwood Writers' Guild would like to inform you about an exciting new update that will impact our upcoming series of classes.

2. Attachment (Đính kèm)

• We have enclosed / attached ~	We have enclosed a copy of the class schedule for the Oakwood Writers' Guild's upcoming series of classes.
• Enclosed / Attached you will find ~	Enclosed you will find information regarding the curriculum for the Oakwood Writers' Guild's upcoming series of classes.
• Please complete / finalize / see / review / peruse / ... the enclosed / attached ~	Please complete the attached form and reply to this email no later than July 15. Please take a moment to peruse the attached brochure .

3. Request (Yêu cầu)

• Please	Please send me the latest financial report for review.
• I would be grateful if you could ~	I would be grateful if you could provide me with the updated sales figures by the end of the week
• We suggest/ recommend/ would like you ~	We recommend that you review the latest project proposal before our meeting tomorrow.
• You are requested/ required/ advised to ~	You are advised to familiarize yourself with the company's code of conduct before starting your new role.

CHECKUP 3

Questions 01-03 refer to the following letter.

Smart Home, Inc.
123 Innovation Drive
Techville, CA 94089
support@smarthome.com
(555) 987-6543
May 30, 2024

Mr. John Smith
789 Maple Lane
Springfield, TX 75002

Dear Mr. Smith,

Thank you for bringing your recent experience with our security camera model 507 to our attention. We sincerely apologize for the inconvenience caused by the issue you encountered with your Smart Home Security Camera.

We understand that the device has been malfunctioning, specifically with the night vision feature not operating as expected. At Smart Home, we take pride in the quality of our products and are committed to providing exceptional customer service. We regret that this situation has not met your expectations or our standards.

To resolve this matter promptly, we are sending you a substitute Smart Home Security Camera that should arrive within the next few days. We hope this replacement meets your expectations and restores your confidence in our brand.

Sincerely,
Jamie Kay
Customer Service Manager
Smart Home, Inc.

- | | |
|---|--|
| <p>01. Why did Mr. Kay send this letter?</p> <ul style="list-style-type: none">(A) To introduce a new product(B) To address an issue with a purchase(C) To confirm a product delivery(D) To request customer feedback <p>02. What issue did the customer experience with the Smart Home Security Camera?</p> <ul style="list-style-type: none">(A) The camera's resolution was too low(B) The night vision functionality was not working correctly(C) The setup process was too complex(D) The motion detection was too sensitive | <p>03. What did Mr. Kay offer to do?</p> <ul style="list-style-type: none">(A) Provide a discount on future purchases(B) Send a technician to repair the device(C) Issue a full refund(D) Send a replacement item |
|---|--|

CHECKUP 4

Questions 04-07 refer to the following letter.

From: Samantha Lewis <samanthalewis@gourmetdelightscatering.com>
To: John Anderson <johnanderson@gmail.com>
Subject: Retirement Party on April 2nd
Date: March 20th

Dear Mrs. Anderson,

I'm writing to confirm the catering order for Mr. Robert Green's retirement party on April 2nd. ---[1]--- Your menu includes stuffed mushrooms as appetizers, main courses of grilled chicken with herb sauce and vegetarian lasagna, and sides of mixed green salad and garlic mashed potatoes. ---[2]---

We have arranged for two servers and one bartender to staff the event, and our team will handle both the setup and cleanup. The total cost for the catering, including food, beverages, and staffing, is \$3,000, which has been charged to the credit card on file. ---[3]---

Please review the details and let us know if any adjustments are needed. ---[4]--- We recommend confirming any last-minute dietary restrictions or special requests at least three days before the event to ensure everything runs smoothly.

Thank you for choosing Gourmet Delights Catering. We look forward to making Mr. Green's retirement party a memorable and joyous occasion.

Best regards,
Samantha Lewis
Event Coordinator
Gourmet Delights Catering

04. What is the purpose of the email?
(A) To advertise a new dish
(B) To reschedule a retirement party
(C) To finalize the details of an order
(D) To offer a discount on shipping
05. What is NOT MENTIONED as a service of Gourmet Delights Catering?
(A) Providing staff for the event
(B) Handling setup and cleanup
(C) Offering a variety of menu options
(D) Arranging transportation for guests
06. The word "last-minute" in paragraph 3, line 2 is closest in meaning to:
(A) final
(B) immediate
(C) urgent
(D) sudden
07. In which of the positions marked [1],[2],[3], and [4] does the following sentence best belong?
"For dessert, we will provide a chocolate fondue with fresh fruit and assorted mini pastries, along with unlimited beverages including coffee, tea, and lemonade."
(A) [1]
(B) [2]
(C) [3]
(D) [4]

MINI TEST 1

1. The manager provided insightful _____ on improving workplace communication and productivity.
(A) advise (B) advices
(C) advice (D) advised
2. The new health insurance plan offers a range of _____, including dental coverage and gym memberships.
(A) benefit (B) benefits
(C) beneficial (D) beneficiary
3. The CEO wanted to achieve an _____ in profits by implementing cost-saving measures.
(A) increase (B) increases
(C) increased (D) increasingly
4. The conference hired a professional _____ to ensure smooth communication between the delegates from different countries.
(A) interpret (B) interpretation
(C) interpreter (D) interpreting
5. _____ of the Sustainable Development Forum are expected to contribute their expertise to address pressing environmental and social challenges.
(A) Attendant (B) Attending
(C) Attention (D) Attendees
6. The company sent sales _____ to the trade show to showcase their latest products and connect with potential clients.
(A) representatives (B) represent
(C) representation (D) represented
7. _____ for the role of Chief Financial Officer at the multinational corporation was intense.
(A) Competitors (B) Compete
(C) Competition (D) Competitions
8. The event organizers meticulously tracked _____ records to evaluate the effectiveness of their marketing campaigns.
(A) attendance (B) attendant
(C) attendee (D) attending
9. The unemployment _____ decreased by 0.5% compared to last quarter, indicating a positive trend in the job market.
(A) rates (B) rated
(C) rating (D) rate
10. The company implemented a new marketing _____ aimed at targeting niche demographics, resulting in a significant increase in sales and brand visibility.
(A) strategies (B) strategy
(C) strategic (D) strategically

Questions 11-12 refer to the following email.

To: Operations Team <operations@bmg.com>
From: Tome Holland <t.holland@bmg.com>
Date: June 10th
Subject: New Equipment

Dear Operations Team,

Please be advised that new equipment is scheduled to arrive on tomorrow morning. To ensure a smooth transition, all team members must watch the attached guidelines video and complete a check test by June 15th. Your prompt attention to this training is greatly appreciated for the successful integration of the new equipment. Thank you for your cooperation.

Best regards,
Tome Holland
Director of Operations

11. When will the new equipment most likely arrive?
(A) June 10th
(B) June 11th
(C) June 15th
(D) Tomorrow morning
12. What are team members asked to do?
(A) Install new equipment
(B) Complete a project report
(C) View an instructional video
(D) Make a check test

Questions 13-15 refer to the following letter.

May 30, 2024
Mr. Ian Green
456 Maple Lane
Springfield, TX 75002

Dear Mr Ian,

As we gear up for another busy season, I wanted to take a moment to express my sincere appreciation for the exceptional cleanup services your company provided at our annual charity gala and community festival last year.

As we look ahead to this year's gala and festival, I am eager to enlist your services again this year. However, unlike last year, we anticipate larger attendance numbers at both events, requiring more extensive cleanup services, including debris removal and sanitation. Additionally, we would appreciate assistance with post-event recycling and waste management to align with our sustainability initiatives.

Please let us know if we can schedule a meeting to discuss our requirements further. We are eager to finalize the details and begin planning for another successful collaboration.

Warm regards,
Mei Hua,
Event Coordinator

13. What is the purpose of the letter?
(A) To request a meeting to discuss upcoming events
(B) To express gratitude for past services provided
(C) To inquire about availability for future events
(D) To negotiate pricing for cleanup services
14. What additional service is MENTIONED in this year's events?
(A) Debris production
(B) Sustainable catering services
(C) Waste management after the event
(D) Fundraisings
15. The word "anticipate" in paragraph 2, line 2 is closest in meaning to:
(A) Predict
(B) Hope
(C) Dread
(D) Prevent