

Section 2: Mở rộng từ vựng qua bảng từ

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Exercise 1. Dựa vào gợi ý về nghĩa và số chữ cái, viết từ hoàn chỉnh vào chỗ trống.

1. (noun) đơn yêu cầu, thư yêu cầu (8 LETTERS)

Answer: _____

2. (verb) viết lại (6 LETTERS)

Answer: _____

3. (verb) thay thế (7 LETTERS)

Answer: _____

4. (adjective) thông minh; sắc nhọn; đột ngột (5 LETTERS)

Answer: _____

5. (verb) cất; giữ; lưu trữ (5 LETTERS)

Answer: _____

Exercise 2. Chọn từ thích hợp với nghĩa đã cho.

Có một từ không được dùng đến.

tạo điều kiện, làm cho thuận lợi

sự phổ biến

trước

sự phức tạp

gập (giấy)

cách bố trí, cách trình bày

nhắc tới, nhắc đến

đăng ký

đột ngột

layout

popularity

sharp

mention

register

facilitate

petition

beforehand

fold

Exercise 3. Điền từ thích hợp vào chỗ trống để hoàn thành bảng word family dưới đây.

NOUN	VERB	ADJECTIVE	ADVERB
popularity	(1) _____	popular	
replacement	replace	(2) _____	
revolutionize	revolution	(3) _____	
skill		skilled	(4) _____

- store	store		
- (5) _____			
complication	(6) _____	complicated	

Chỗ trống _____

Chỗ trống _____

Chỗ trống _____

Chỗ trống _____

Chỗ trống _____

Chỗ trống _____

Exercise 4. Ghi âm cách bạn đọc các từ dưới đây.**facilitate**

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popularity

Vui lòng ghi âm tại Prep.vn

replace

Vui lòng ghi âm tại Prep.vn

beforehand

Vui lòng ghi âm tại Prep.vn

complication

Vui lòng ghi âm tại Prep.vn

revolutionize

Vui lòng ghi âm tại Prep.vn

register

Vui lòng ghi âm tại Prep.vn

skillfully

Vui lòng ghi âm tại Prep.vn

proofreader

Vui lòng ghi âm tại Prep.vn

storage

Vui lòng ghi âm tại Prep.vn

Exercise 5. Nghe và điền từ còn thiếu vào chỗ trống để hoàn thành đoạn văn dưới đây.

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MAN: I have the documents for tomorrow's meeting all ready. I _____ them last night and copied them this morning. Now all I need is your help in assembling them.

WOMAN: You should have asked me _____. I'm too busy to do it now.

MAN: I _____ to you that I would need your help today. These have to be finished before the end of the afternoon.

WOMAN: I'm sorry, but I don't remember your mentioning it. Why don't you ask my assistant to help you with the _____ and stapling?

Exercise 6. Chọn từ thích hợp để hoàn thành các câu dưới đây.

Có một từ không cần dùng đến.

The computer program _____ the scheduling _____ skills of appointments.

This brand of computers is extremely _____ beforehand among college students.

We have been looking for three months and _____ popular we've found no one who can _____ our former administrator.

The new employee proved how _____ she was _____ store when she mastered the new program in a few days.

The software developer has excellent _____ facilitated technical _____ and would be an asset to our software programming team.

You can _____ more data on a zip drive. _____ replace

To speed up the mailing, we should prepare _____ layout the labels _____.

The _____ for the new brochure was _____ sharp submitted by the designer.

Exercise 7. Điền dạng đúng của từ trong ngoặc để hoàn thành các câu dưới đây.

1. The _____ of the product was extremely short-lived, and it soon disappeared from the

store shelves. (POPULAR)

2. A _____ for this damaged computer will not be cheap. That hard disk is not easily replaceable. (REPLACE)

3. Using diamonds has _____ the pressure sensor industry during the last decade. (REVOLUTION)

4. Our carpenters are _____ in everything from cabinetry to furniture making. (SKILLFULLY)

5. _____ always arise when we try to cover too many topics in one letter. (COMPLICATED)

6. The _____ spent the night outside of the courthouse. (PETITION)

Exercise 8. Chọn đáp án đúng để hoàn thành các câu dưới đây.

The director tried to _____ the transition to the new policy by meeting with all staff who would be affected.

- ☐ A. facilitate
- ☐ B. popularize
- ☐ C. revolutionize

The welders _____ the factory to install air conditioning.

- ☐ A. revised
- ☐ B. mentioned
- ☐ C. petitioned

The _____ did not find the errors.

- ☐ A. petitioners
- ☐ B. proofreader
- ☐ C. register

There was a _____ decline in calls to the help desk after we upgraded each employee's computer.

- ☐ A. sharp
- ☐ B. replaceable
- ☐ C. popular

As I _____ in my note to you, you should try to be less wordy and more concise in your writing.

- ☐ A. mentioned
- ☐ B. replaced
- ☐ C. proofed

Don't try to ____ things by making two-sided copies; single-sided will do.

- ☐ A. assemble
- ☐ B. complicate
- ☐ C. process

He negotiates so ____ that both parties end up feeling that they've gotten what they wanted.

- ☐ A. skill
- ☐ B. skilled
- ☐ C. skillfully

You may have to do three or four full ____ to this document before it is acceptable.

- ☐ A. layouts
- ☐ B. revisions
- ☐ C. petitions

Exercise 9. Nghe bài nói dưới đây và chọn đáp án đúng cho mỗi câu hỏi.

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Question 7. Where would you hear this talk?

- ☐ A. A post office.
- ☐ B. A grocery store.
- ☐ C. A restaurant.
- ☐ D. An assembly line.

Question 8. What is the purpose of this talk?

- ☐ A. To sell merchandise.
- ☐ B. To inform customers of a new service.
- ☐ C. To warn workers.

☐ D. To recognize a new employee.

Question 9. What time does the Courier Center close?

- ☐ A. 2:00 P.M.
- ☐ B. 4:00 P.M.
- ☐ C. 6:00 PM.
- ☐ D. 8:00 P.M.

Exercise 10. Chọn từ vựng thích hợp điền vào chỗ trống để hoàn thành các câu TOEIC part 5 sau.

The ____ of the new computer network was apparent among the employees after only a few months.

- ☐ A. register
- ☐ B. revision
- ☐ C. popularity
- ☐ D. storage

We will ____ all of our outdated software with the newest versions.

- ☐ A. mention
- ☐ B. revise
- ☐ C. petition
- ☐ D. replace

While Fabio's ____ with computers surpasses the technicians, he is unable to communicate his personal needs to the office manager.

- ☐ A. skill
- ☐ B. store
- ☐ C. layout
- ☐ D. replacement

I don't want to ____ matters, but have you considered using color to make your brochure stand out?

- ☐ A. complicate
- ☐ B. complication
- ☐ C. complicated
- ☐ D. complicating

It's worth _____ in the memo that we've finished the draft of the proposal.

- ☐ A. facilitating
- ☐ B. mentioning
- ☐ C. registering
- ☐ D. proofing

The signatures on the _____ weren't all legible because rain had caused the ink to run.

- ☐ A. petition
- ☐ B. storage
- ☐ C. proofreader
- ☐ D. petitioner

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The mail room is rarely asked to send letters by _____ mail.

- ☐ A. popular
- ☐ B. registered
- ☐ C. revolutionary
- ☐ D. complicated

After each _____, you need to reread what you've written and note your suggestions for changes.

- ☐ A. replacement
- ☐ B. complication
- ☐ C. revision
- ☐ D. register

Exercise 11. Chọn đáp án đúng cho mỗi câu hỏi để hoàn thành đoạn văn TOEIC part 6 sau.

Computer technology has brought about a (1) _____ in the workplace. Now employees all

around the country do all or part of their jobs from home. This phenomenon is called telecommuting and has been made possible by the widespread use of the Internet. Telecommuting has become (2) _____ among employees, although the reactions of employers are mixed. Some like telecommuting and some don't. But most agree that it facilitates work for employees who live at a distance from the worksite. Telecommuting enables companies to keep (3) _____ employees who move out of the area or who have family obligations that require them to stay close to home. (4) _____ the regular nine-to-five office job? Probably not entirely, but we are sure to see more and more of it in the future.

Chọn trống (1)

- ☐ A. petition
- ☐ B. revolution
- ☐ C. mention
- ☐ D. complication

Chọn trống (2)

- ☐ A. sharp
- ☐ B. technical
- ☐ C. popular
- ☐ D. replaceable

Chọn trống (3)

- ☐ A. skilled
- ☐ B. complicated
- ☐ C. registered
- ☐ D. mentionable

Chọn trống (4)

- ☐ A. It replaces
- ☐ B. It will replace
- ☐ C. Will it replace
- ☐ D. Will it be replaced by

Exercise 12. Đọc đoạn quảng cáo dưới đây và chọn đáp án đúng cho mỗi câu hỏi.

Do you run a small business? If so, you likely don't have a large enough staff to deal with developing, reproducing, and mailing all your documents and correspondence. Why not let Office Systems, Inc., take care of this work for you? We provide the following services:

Editing

Don't send out your documents until you are sure they are absolutely perfect. We provide revision and proofreading services on all documents, large or small.

Design and Production

Our professional graphic designers work with you to develop the best format and layout for your documents. We also provide copying and assembling services, including folding, stapling, and packaging.

Delivery

We can connect you with several different delivery services, including the postal system and private courier companies. Is your correspondence urgent? Our express delivery service gets it to the recipient within 24 hours or less, guaranteed.

Visit any one of our branches to open up an account with us today. You can download an application from our website and fill it out beforehand to make the process go more smoothly. Don't let the details of correspondence and document development complicate your life. Let Office Systems, Inc., handle it all for you.

Visit www.officesys.com to find the branch nearest you.

Who is the audience for this advertisement?

- ☐ A. Editors.
- ☐ B. Couriers.
- ☐ C. Corporate directors.
- ☐ D. Small business owners.

Which of the following is a service offered by Office Systems, Inc.?

- ☐ A. Accounting.
- ☐ B. Website development.
- ☐ C. Assembling documents.
- ☐ D. Reading letters.

How can a customer open an account with Office Systems, Inc.?

- ☐ A. By visiting a company branch.
- ☐ B. By sending an e-mail.
- ☐ C. By completing an online questionnaire.
- ☐ D. By writing a letter.

The word “revision” is closest in meaning to

- ☐ A. copying
- ☐ B. rewriting
- ☐ C. delivery
- ☐ D. development

The word “beforehand” is closest in meaning to

- ☐ A. by hand
- ☐ B. thoroughly
- ☐ C. in advance
- ☐ D. in person

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