## CÔ THẢO MIÊN



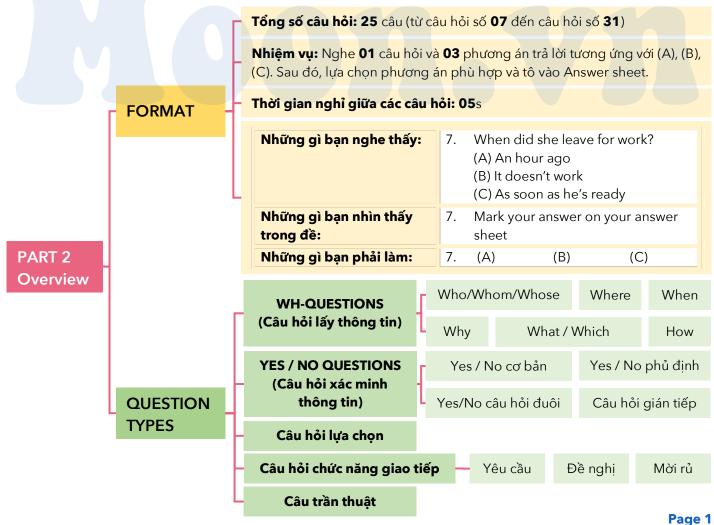
## **LESSON 4 (BÀI HỌC 4)**

#### PART 2 **QUESTIONS & RESPONSES**

- I. Giới thiệu tổng quan
- II. Chiến thuật làm bài
- 1. Nhận biết các từ gây nhiễu phổ biến
- 2. Nhận biết các câu trả lời gián tiếp
- 3. Các câu trả lời phổ biến của từng dạng câu hỏi

#### **MINI TEST 4**

## I. GIỚI THIỆU TỔNG QUAN PART 2 - QUESTIONS & RESPONSES



## II. CHIẾN THUẬT LÀM BÀI PART 2 - QUESTIONS & RESPONSES

CHIẾN THUẬT LÀM BÀI (Test strategies)

1. NHẬN BIẾT CÁC TỪ GÂY NHIỄU PHỔ BIẾN (Common distractors) 2. NHẬN BIẾT CÁC CÂU TRẢ LỜI GIÁN TIẾP (Indirect responses) 3. NẮM ĐƯỢC CÁC CÂU TRẢ LỜI PHỔ BIẾN CỦA TỪNG DẠNG CÂU HỔI (Common answer patterns to each question type)







- 1. Chiến thuật "Nhận biết các từ gây nhiễu phổ biến Common distractors"
- a) Bẫy các từ đồng âm/lặp từ và gần âm

	BẪY ĐỒNG Â	M / LẶP LẠI TỪ	BẪY GẦN ÂM			
	<ol> <li>Your order is ready</li> <li>(A) Thanks, I'll be rig</li> <li>(B) Okay, I'll pick yo</li> <li>(C) I haven't ordered</li> </ol>	th there. <b>u up</b> around three.	Z X	<ol> <li>Would you please check this report?</li> <li>(A) Sure, I'll do that right away.</li> <li>(B) I don't like these sports.</li> <li>(C) I'd like to pay by check.</li> </ol>		
Ví dụ	2. Who is in <b>charge</b> of	the meeting?		2. Can't we buy this <b>software</b> at a better		
	(A) Ms. Hoa. (B) The service <b>char</b> (C) I'll <b>meet</b> you at th	<b>ge</b> is high.	X X	price?  (A) I'm aware of that.  (B) Yes, John won first prize.  (C) I saw a better deal on the Internet.✓		
Tip	Đáp án trả lời có chứa từ đồng âm / gầi			âm → Thường là đáp án sai → Loại		
•	MỘT SỐ TỪ ĐỒNG ÂM THƯỜNG GẶP			MỘT SỐ TỪ GẦN ÂM THƯỜNG GẶP		
	• ad - add	allowed - aloud		able - label - available		
	band - banned     board - bored			account - count - accountant		
	• cents - sense • sight - site			• annual - manual - animal		
	• fair - fare	• find - fined		apartment - department		
Mở rộng	• guessed - guest	• higher - hire		arrange - range - strange		
từ vựng	• knew - new	• mail - male		• aware - chair - share - square		
	• meat - meet	• overseas - oversees		bought - brought - thought		
	• pear - pair	• road - rode		• change - exchange		
	• sale - sail	• some - sum		• desk - ask - mask - task		
	• suite - sweet	• wear - where		• fast - past - last		
	• weigh - way	• weak - week		folder - order - colder		

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form - inform - reform - transform
• invoice - voice
• last - rest - fast - cast
later - greater - calculator
• lead - read - feed - learn
packet - jacket - racket - ticket - market
• prepare - repair
• compare - spare - pair
• promote - remote
• prove - approve - improve - groove
• rain - train - training
• rate - late
• great - grade - parade
• ready - already

## **CHECKUP 1**

Phát hiện bẫy ở các đáp án trả lời. (File 01)

	(A)	I think it's very  → <b>Từ đồng âm:</b>
1. You remember the details, don't you?	(B)	I've written them in my notebook.  → Correct
	(C)	No, he's not a  → <b>Từ gần âm:</b>
	(A)	In the conference center.  → Correct
2. Where will you meet?	(B)	l don't want  → <b>Từ đồng âm:</b>
	(C)	Helen will chair the  → <b>Từ gần âm:</b>
	(A)	Yes, it costs 20 cents more now.  → Correct
3. Have they raised the fare?	(B)	They had already the building.  → <b>Từ đồng âm:</b>
	(C)	That would be a price.  → <b>Từ đồng âm:</b>

		No, he lost  → <b>Từ đồng âm:</b>
4. Did he have a long wait?	(B)	lt to me.  → <b>Từ gần âm:</b>
	(C)	About three hours.  → Correct
	(A)	I sent an email instead.  → Correct
5. Did you call the customer back?	(B)	Yes, it's a  → <b>Từ đồng âm:</b>
	(C)	Yes, I will go for the one.  → Từ gần âm:
		The normally starts at 7.  → <b>Từ lặp:</b>
6. Will he be attending the trade show?	(B)	Yes, it was a good  → <b>Từ lặp:</b>
	(C)	He is looking forward to it.  → Correct
		The new model goes on next month.  → Từ lặp:
7. How did you know about the sales position?	(B)	l don't much about that.  → <b>Từ lặp:</b>
	(C)	I accidentally saw an ad.  → Correct
	(A)	Yes, it's right here.  → Correct
8. You have the official invoice, don't you?	(B)	Sorry, he is not in the right now.  → <b>Từ gần âm:</b>
	(C)	She has a beautiful  → <b>Từ gần âm:</b>
	(A)	We are studying the customers' behaviors.  → Correct
9. What research project are you involved in?	(B)	I didn't the Website.  → <b>Từ gần âm:</b>
	(C)	Our budget is limited.  → <b>Từ lặp:</b>
	(A)	Yes, I can hear your  → <b>Từ gần âm:</b>
10. Please send me a copy of the invoice.	(B)	I sent it by email a few minutes ago.  → Correct
	(C)	I don't drink after 5.  → <b>Từ gần âm:</b>

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## b) Bẫy các từ liên quan

		BẪY TỪ LIÊN QUAN
	1.	Are you <b>flying</b> back this morning?  (A) I don't like going to <b>the airport</b> .  (B) I have another meeting this afternoon.  (C) Yes, I am <b>on holiday</b> this week.
Ví dụ	2.	What are you going to wear to your <b>job interview</b> ?  (A) Mr. Watson in <b>Personnel</b> will oversee it.  (B) I have <b>enclosed a CV</b> with my <b>job application</b> .  (C) My navy-blue suit, I guess.
Tip		Cần cảnh giác cao độ với các đáp án chứa từ liên quan này.

## **CHECKUP 2**

Phát hiện bẫy ở các đáp án trả lời. (File 02)

1. What did you learn at the workshop?		Hevery hard.		
		Yes, I'm going to go		
	(C)	How to use company email.		
2. Do you think we need to hire more staff for the office?	(A)	I have my with me.		
	(B)	Not until later in the year.		
	(C)	I'm seeking new		
	(A)	They have a		
3. What kind of food does this store sell?	(B)	They specialize in wholefoods.		
	(C)	They offered a		
	(A)	This evening at half past eight.		
4. What time should we leave for the airport?	(B)	I prefer a		
	(C)	I go to bed if I'm		
		I put them in the		
5. Where do you order office supplies from?	(B)	At the store on Holland Park Avenue		
		Everything is right now.		

2. Chiến thuật "Nhận biết các câu trả lời gián tiếp - Indirect responses"

#### Ví dụ:

Q. What time is it now?

(A) It's seven o'clock.

(B) I'm sorry. I don't have a watch.

→ DIRECT RESPONSE

→ INDIRECT RESPONSE



#### Câu trả lời gián tiếp bao gồm các nhóm chính như sau:

## Nhóm "không biết" ("I don't know")

- I don't know.
- I'm not sure.
- We don't know yet.
- I'm not certain.
- It's not certain.
- I wish I knew.
- I'm afraid I forgot.

- I haven't been told.
- I wasn't informed yet.
- I have no idea.
- I have no clue.
- I haven't checked.
- Nobody knows.

## Nhóm "biết chỉ luôn" ("Show)

- Let me show you.
- It's written on the cover / doorway ...

## Câu trả lời GIÁN TIẾP

## Nhóm "để kiểm tra đã" ("Check")

#### Nhóm "I'll check":

- Let me check.
- I'll find out.
- I can figure it out.
- I'll check it again.
- Let me ask my supervisor.
- I'll call you later.
- I'll ask and let you know.

#### Nhóm "Check / Please check ~":

- Please check the notice board.
- You should check the website.
- Check the manual.

 Why don't you check with the manager?

## Nhóm "người khác" ("Others will respond")

- You can ask Jenny.
- You'll have to ask the director.
- Why don't you ask Eric?
- The floor manager should know.
- Go and speak to Tommy.
- Go and ask the receptionist.
- Go to the reception desk.
- It's not my decision.

## Nhóm "chưa quyết đinh" ("I haven't decided yet")

- It's not been decided yet.
- It's not finished yet.
- I haven't decided.
- It depends on the circumstances.
- That depends on the budget.
- Let's wait and see.
- They are still reviewing it.
- You'll be notified soon.
- We'll call you later.
- We're not quite sure yet.

## **CHECKUP 3**

Nghe lần 1 và chọn câu trả lời đúng. Sau đó, nghe lần 2 và điền từ vào chỗ trống. (File 03)

		(A)	(B)	(C)	
1. Which folder are the reports in?	(A)				·
	(C)				·
		(A)		(C)	
2 Miles and will are comment as minor has hald this		(7 ()	(5)	(0)	
2. Where will our annual seminar be held this year?	(A)				·
year.	(B)				·
	(C)_				·
		(A)	(B)	(C)	
3. I wonder whether we should expand our	(				
market.					·
	(C)				·
		(A)	(B)	(C)	
4. I would like to schedule an appointment with					
Dr. John.			———		4
	(C)				
		(A)	(B)	(C)	
5. Why is the shipment not sent to the client?					
	(C)_				·

- 3. Các câu trả lời phổ biến của từng dạng câu hỏi
- 3.1. Câu hỏi với "WHO / WHOM / WHOSE"
- a) Câu hỏi

Who?	Câu hỏi về người, làm <b>chủ ngữ</b> thực hiện hành động <b>Example:</b> <u>Who</u> is going to set up the tables?			
Whom?	Câu hỏi về người, làm <b>tân ngữ</b> chịu tác động của hành động <b>Example: Whom</b> is Mr. Kim talking to?			
Whose?	Câu hỏi về <b>sở hữu "của ai" Example:</b> Whose turn is it to head the discussion group?			

#### b) Câu trả lời

## 1. A person's name

Martinez, Jake Tomlin, Josh, Pearson, Mr. Williams, Nakamura, Professor Campman, Montgomery...

#### Example 1

Q: Who has a copy of the sales figure?

A: Mr. Park.

# ANSWER PATTERNS

# 2. A profession / title / position / department

### Profession/ Job title/ Position:

president	executive (officer)	board members	director	supervisor
CEO (= chief executive officer)		CIO (= chief informa	attorney	
secretary	general manager	sales manager	repairman	spokesperson
electrician	temporary worker	full-time worker	assistant	management
technical sup	port staff	CFO (= chief financia	al officer)	representative
personnel ma	anager	marketing manager		vice president
sales represe	entative	technician (= engine	er)	mechanic
advertising c	oordinator	airline representative	e	accountant
architect	part-time worker	boat captain author		receptionist
awards comr	nittee	building safety inspector		actor
cafeteria mar	nager	assembly-line supervisor		car-rental agent
city official	clothing designer	computer technician	computer technician bo	
company president		advertising executive		business owner
appliance repairperson		career counselor automobile mechanic		
bank representative		company employee		
computer programmer		conference organizer		
Danastmant	/ Division.			

#### **Department / Division:**

headquarters	Sales Department	Human Resources Department
Facilities Department	Payroll Department	Customer Service Department
Personnel Department	Overseas Department	Maintenance Department
Planning Department	Marketing Department	Technical Support Department
Public Relations Departme	Accounting Department	
R&D (= Research and Dev		

#### Example 2

Q1: Who should I talk to about organizing the conference?

A1: The Personnel Department.

Q2: Who collected the customers' feedback?

A2: The customer service manager did.

# 3. A company's name

#### (Tên riêng) + company /firm /corporation /Inc /Corp/Ltd /Jsc ...

#### Example 3

Q: Who arranges your company's seminars?

A: Edu-business Inc does it for us.

# 4. A pronoun (Personal pronouns / Indefinite pronouns)

Personal pronouns: I / me, you, it, ...

**Indefinite pronouns:** one of your colleagues, nobody, no one, someone, everyone,...

#### Example 4

Q1: Who is going to pick up the inspector at the airport?

A1: I can do it.

Q2: Who lives next door? A2: **No one** for now.

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## **CHECKUP 4**

Nghe và điền vào chỗ trống. (File 04)

ĐỘNG TỪ	NGHĨA	ĐỘNG TỪ	NGHĨA
(1)	<ul><li>đề địa chỉ</li><li>diễn thuyết</li><li>xưng hô, gọi</li><li>giải quyết</li></ul>	(9)	<ul><li>cầm bằng tay</li><li>điều khiển, xử lý</li><li>đối xử</li></ul>
(2)	• hỏi, yêu cầu	(10)	<ul><li>dẫn, hướng dẫn</li><li>dẫn đường đến</li><li>lãnh đạo, chỉ huy</li></ul>
(3)	<ul> <li>chia, phân công</li> <li>chỉ định, bổ nhiệm</li> <li>ấn định (thời gian, nơi chốn)</li> <li>chuyển nhượng (tài sản, quyền)</li> </ul>	(11)	• tổ chức
(4)	<ul><li>có mặt, tham dự</li><li>chú tâm, lưu tâm</li><li>chăm sóc, trông coi</li></ul>	(12)	<ul> <li>biếu, tặng, cho</li> <li>giới thiệu</li> <li>đưa, trình, nộp</li> <li>tỏ ra</li> </ul>
(5)	ůy quyền, cho phép	(13)	• sửa chữa
(6)	<ul><li>chỉ đạo, điều khiển</li><li>tiến hành, thực hiện</li></ul>	(14)	<ul><li>xem xét lại, kiểm tra lại</li><li>ôn lại (chuẩn bị thi)</li></ul>
(7)	<ul><li>thiết kế</li><li>dự định làm gì</li></ul>	(15)	<ul><li>xem lại. xét lại</li><li>ôn lại (chuẩn bị thi)</li></ul>
(8)	<ul><li>cho, đưa, tặng</li><li>cho phép, cấp phép</li><li>cung cấp</li></ul>	(16)	<ul><li>nắm quyền kiểm soát, điều khiển</li><li>tiếp quản công việc</li></ul>

## (File 05)

01	Q: Who will the reception? A: Fujimoto in
02	Q: Who is going to the proposal? A: will be responsible for it.
03	Q: Who was to the marketing team? A:
04	Q: Who is supposed to the sales pitch at the staff meeting? A:
05	Q: Who should I this letter to? A: To the

)	O: Who is the I A: The	Human Resources Department now?
	Q: Who will bethe many	eeting?
	A: Mr. Adams in the	
,	Q: Who is, Mr. Go	at tomorrow's meeting? mez.
١	Q: Who A: The	regarding deliveries?
	Q: Who	this project?
	2 Q: Who A: That would be James from	<del></del>
	A: Talk to should I reg	garding reimbursements?
	Q: Who was from yes A:	terday's meeting?
	O: is it to A:	
	O: Who will the table:	
	Q: Who you to in co	
	Q: Who do I for inform A: Go to the	
	Q: Who the customer A: Wha	
1	Q: Who is A: She is our	
	Q: Who will take over when you're A:	·

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22	Q: A: It	is that in th 	e meeting room?
23		is next to yours?	on the bulletin board over there.
24	Q: Who A:	the	?
25	Q: Who do you _	?	

## **CHECKUP 05**

Nghe lần 1 và chọn đáp án. Sau đó, nghe lần 2 và điền từ vào chỗ trống. (File 06)

_	•	•	 
01.	(A)	(B)	? (A) (B)
02.	(A)	(B)	? (A) (B)
03.	(A)	(B)	? (A) (B)
04.	(A)	(B)	? (A) (B)
05.	(A)	(B)	? (A) (B)
06.	(A)	(B)	? (A) (B)
07.	(A)	(B)	? (A) (B)
08.	(A)	(B)	? (A) (B)
09.	(A)	(B)	? (A) (B)

10.	(A)	(B)		? (A)
11.	(A)	(B)	(C)	? (A)
12.	(A)	(B)	(C)	? (A)
13.	(A)	(B)	(C)	? (A)
14.	(A)	(B)	(C)	? (A)? (B) (C)
15.	(A)	(B)	(C)	(A)
16.	(A)	(B)	(C)	? (A)
17.	(A)	(B)	(C)	? (A)
18.	(A)	(B)	(C)	? (A)
19.	(A)	(B)	(C)	? (A)
20.	(A)	(B)	(C)	? (A)

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#### **CHECKUP 06**

### Nghe và chọn đáp án. (File 07)

01	(A)	(B)	(C)	02	(A)	(B)	(C)
03	(A)	(B)	(C)	04	(A)	(B)	(C)
05	(A)	(B)	(C)	06	(A)	(B)	(C)
07	(A)	(B)	(C)	08	(A)	(B)	(C)
09	(A)	(B)	(C)	10	(A)	(B)	(C)
11	(A)	(B)	(C)	12	(A)	(B)	(C)
13	(A)	(B)	(C)	14	(A)	(B)	(C)
15	(A)	(B)	(C)				

#### 3.2. Câu hỏi với "WHERE"

in + area / place:	:								
in the lobby	in tł	ne (top)	drawer	in the basement		t in th	in the closet/cabinet		
in the back	in tł	ne hallw	ay	in the	e mai	room	in th	ne st	orage room
in the mailbox	in ro	oom 108	3	in the	e war	ehous	se in th	ne co	onference room
in the field	in tł	ne audit	orium	in the	e cabi	net b	y Marta's	offi	ce
at + building / p	lace:								
at the reception /	fron	t desk	at anoth	er bra	nch		at the c	omp	any headquarters
at the end of the	stree	t	at the d	istrict o	office		at the c	usto	mer service desk
at the Kingsroad	Hote	l	at a gift	shop		at th	ne shop	á	at the new restaurant
on + object / fur	nitur	e / stre	et / plac	e:					
on our website		on the	table	on the		he fr	ont desk		on the front page
on the fourth floo	or	on Ma	in Street		on the bus		on an airplane		
from + origin; to	) + d	estinat	ion:						
from London	to t	he desti	nation	to the designated area		to the third floor			
from the compan	y hea	adquarte	ers	to the	e end	of th	at street		to my office
to the dentist									
across (from) + le	ocati	ion ; ne	xt to / n	ear + l	locat	ion:			
across the street across f		rom the h	otel	l across the river			next to the printer		
next to the door	ext to the door next to the post of		office	nea	r the	park		near the café	
Example 1									
Q: Where can I deposit my bags?									

+ noun)

1. Place / Location (preposition

**ANSWER PATTERNS** 

## download it from our website

A: At the front desk.

- from the applicant
- should give it to the director will be sent to my wife
- give it to me on my birthday
- from a recent survey
- on the Internet
- from our supervisor

## Example 2

Q1: Where can I get the application form?

A1: You can download it from our website.

Q2: Where did you buy that lovely dress?

A2: **Tommy** gave it to me on my birthday.

## 3. Other responses

2. Sources

- meeting one's client
- be at lunch

#### •••

#### Example 3

Q: Where is Mr. Brown?

A: He is **meeting his client**.

## **CHECKUP 7**

Nghe và điền vào chỗ trống.

## (File 08)

DANH TỪ CHỈ ĐỊA ĐIỂM	NGHĨA TIẾNG VIỆT
• (1)	giá, kệ
• (2)	tů
• (3)	ngăn kéo
• (4)	tủ chứa đồ
• (5)	sàn nhà
• (6)	văn phòng phẩm
• (7)	thủ quỹ
• (8)	nhà hát, rạp hát
• (9)	thư viện
• (10)	bưu điện
• (11)	trụ sở chính
• (12)	văn phòng chi nhánh
• (13)	kho hàng, nhà kho
• (14)	kho, phòng cất trữ
• (15)	phòng ăn
• (16)	phòng họp
• (17)	phòng hội nghị
• (18)	phòng thử đồ

## (File 09)

01	A: Where can I binders? B: Try	
02	A: Where is the going to be B:	?
03	A: Where are you on your vacation next your B:	ear?
04	A: Where did you my phone? B: You	
05	A: Where should I?	

06	A: Where can I	to Seoul?		
	B:			
07	A: Where should I	?		
	B: You can			
80	A: Can you tell me			_ around here?
	B: You can find		·	
09	A: Where do you think		?	
	B:	would be better.		
10	A: Where can I			
	B: There's a		·	
11	A: Where did you			
	B:			
12	A: Where	Mike?		
	B:			
13	A: Where is, I think.		this y	ear?
14	A: Where Ms. Sh B: She had			
	b. She had		<del></del> -	
15	A: Where did you B: It was			
16	A: Where should I B:		?	
17	A: Where should I B:	?		
40		2		
18	A: Where can I B: Just take the			
40				2
19	A: Where do you B:			?
20	A: Where can I	2		
20	B: They usually wait			
21	A: Where is the	2		
٠.	B: On			

# CÔ THẢO MIÊN

22	A: Where can I? B:
23	A: Where? B:
24	A: Where did you? B:
25	A: Where should I have?  B: The, please.
26	A: Where is the Ms. Perez wanted?  B: Look Mr. Glennon's
27	A: Where can I this shirt?  B: You can use the
28	A: Where should I? B: Please
29	A: Where is my? B: I found it in the
30	A: Where is the? B: It's

## **CHECKUP 08**

Nghe lần 1 và chọn đáp án. Sau đó, nghe lần 2 và điền từ vào chỗ trống. (File 10)

01.	(A)	(B)	? (A)
02.	(A)	(B)	? (A) (B)
03.	(A)	(B)	? (A) (B)
04.	(A)	(B)	? (A) (B)

05.	(A)	(B)	? (A)
06.	(A)	(B)	? (A)
07.	(A)	(B)	? (A) (B)
08.	(A)	(B)	? (A) (B)
09.	(A)	(B)	? (A) (B)
10.	(A)	(B)	? (A)
11.	(A)	(B)	(A)? (B)
12.	(A)	(B)	? (A)?
13.	(A)	(B)	? (A) (B)
14.	(A)	(B)	? (A) (B)
15.	(A)	(B)	? (A) (B)
16.	(A)	(B) (C)	? (A)

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17.	(A)	(B)	(C)	? (A)
18.	(A)	(B)	(C)	? (A)
19.	(A)	(B)	(C)	? (A)
20.	(A)	(B)	(C)	? (A)

## **CHECKUP 09**

## Nghe và chọn đáp án. (File 11)

01	(A)	(B)	(C)	02	(A)	(B)	(C)	
03	(A)	(B)	(C)	04	(A)	(B)	(C)	
05	(A)	(B)	(C)	06	(A)	(B)	(C)	
07	(A)	(B)	(C)	08	(A)	(B)	(C)	
09	(A)	(B)	(C)	10	(A)	(B)	(C)	
11	(A)	(B)	(C)	12	(A)	(B)	(C)	
13	(A)	(B)	(C)	14	(A)	(B)	(C)	
15	(A)	(B)	(C)					

## **MINI TEST 4**

		(5)	(0)			(5)	(0)
01	(A)	(B)	(C)	02	(A)	(B)	(C)
03	(A)	(B)	(C)	04	(A)	(B)	(C)
05	(A)	(B)	(C)	06	(A)	(B)	(C)
07	(A)	(B)	(C)	08	(A)	(B)	(C)
09	(A)	(B)	(C)	10	(A)	(B)	(C)
11	(A)	(B)	(C)	12	(A)	(B)	(C)
13	(A)	(B)	(C)	14	(A)	(B)	(C)
15	(A)	(B)	(C)	16	(A)	(B)	(C)
17	(A)	(B)	(C)	18	(A)	(B)	(C)