

TOEIC SW WORKBOOK

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Class :

CONTENTS

DAY 1: SPEAKING PART 2 + WRITING PART 1	3
DAY 2: SPEAKING PART 2 + WRITING PART 2	14
DAY 3: SPEAKING PART 2 + WRITING PART 2	22
DAY 4: SPEAKING PART 3 + WRITING PART 2	27
DAY 5: SPEAKING PART 3 + WRITING PART 3	34
DAY 6: SPEAKING PART 3 + WRITING PART 3	41
DAY 7: SPEAKING PART 3 + WRITING PART 3	49
DAY 8: SPEAKING PART 4 + WRITING PART 3	56
DAY 9: SPEAKING PART 4 + WRITING PART 3	64
DAY 10: SPEAKING PART 4 + WRITING PART 3	70
DAY 11: SPEAKING PART 5 + WRITING PART 3	75
DAY 12: SPEAKING PART 5 + WRITING PART 3	81
DAY 13: SPEAKING PART 5 + WRITING PART 3	89
DAY 14: SPEAKING PART 5 + WRITING PART 3	96
DAY 15: SPEAKING PART 5 + WRITING PART 3	103
DAY 16: SPEAKING PART 5 + WRITING PART 3	110
DAY 17: SPEAKING PART 5 + WRITING PART 3	117
DAY 18: CÁC TOPIC KHÓ	124
DAY 19: CÁC TOPIC KHÓ	130
DAY 20: CÁC TOPIC KHÓ	136

DAY 1: SPEAKING PART 2 + WRITING PART 1

Bài thi **Speaking** bao gồm 11 câu hỏi, diễn ra trong khoảng 20 phút. Chi tiết các câu hỏi và tiêu chí chấm như sau:

Question	Task	Evaluation Criteria
1–2	Read a text aloud	<ul style="list-style-type: none"> • pronunciation • intonation and stress
3–4	Describe a picture	<ul style="list-style-type: none"> all of the above, plus • grammar • vocabulary • cohesion
5–7	Respond to questions	<ul style="list-style-type: none"> all of the above, plus • relevance of content • completeness of content
8–10	Respond to questions using information provided	<ul style="list-style-type: none"> all of the above
11	Express an opinion	<ul style="list-style-type: none"> all of the above

Bài thi **Writing** bao gồm 8 câu hỏi, diễn ra trong khoảng 1 giờ. Chi tiết các câu hỏi và tiêu chí chấm như sau:

Question	Task	Evaluation Criteria
1–5	Write a sentence based on a picture	<ul style="list-style-type: none"> • grammar • relevance of the sentences to the pictures
6–7	Respond to a written request	<ul style="list-style-type: none"> • quality and variety of your sentences • vocabulary • organization
8	Write an opinion essay	<ul style="list-style-type: none"> • whether your opinion is supported with reasons and/or examples • grammar • vocabulary • organization

Part I: Speaking

1) Read a text aloud

(i) Directions: 45s to prepare, 45s to speak

(ii) Guided Structure:

- Pronunciation:
- Intonation:
- Stress:

(iii) Practice:

Paragraph 01

The city's annual summer festival will take place next Saturday and Sunday. There will be activities that are fun for the whole family. You can try a variety of food, hear different kinds of music, and enjoy games for all ages. Tickets cost fifteen dollars at the gate. However, if you buy your ticket in advance, you will get a ten percent discount. Tickets are available at many local stores, as well as at City Hall. Don't miss this fun event!

Paragraph 02

Thank you for coming to this award ceremony. I would like to start by thanking all of you for your commitment, professionalism and positive attitudes. I congratulate all of you for your achievements. It should not come as news to you that every last one of you is a winner.

Paragraph 03

Do you have trouble getting a good night's sleep? It could be because your bedding is not comfortable enough. Come to Right Night to find the most highly rated pillows, sheets and blankets. After spending a night relaxing with our products, you will sleep like a baby! Visit our website to view our locations.

2) Instructions: Describe a picture

(i) Directions: 45s to prepare, 30s to speak

(ii) Guided Structure: 5-6 câu

+ General information (*): This is a picture taken at <a place>/. There is/ are <số lượng người> man/ woman/ men/ women/ people in the picture.

+ Appearance:

- The man/ woman has black/ curly hair, a beard, ...
- The man/ woman is wearing business suits, formal clothes, glasses, hats, protective hats, <color> trousers/ pants, shirt, T-shirt, sweater, dress, ...

+ Position:

- The man/ woman is standing/ sitting next to/ in front of/ behind/ on the left/ on the right/ in the middle (center) of STH, at the corner,...

+ Action (*) : The man/ woman is V-ing (*tùy thuộc tranh*)

+ Foreground/ Background: In the foreground/background/ Behind __, there is/ are (cảnh vật)

+ Conclusion: Overall, I guess/ it looks like/ it is likely that _____ (nhận định chung về bức tranh)

(iii) Example:



3) Practice



Part II: Writing

1) Write a sentence based on the picture with provided words

- Grammatically correct
- Information relevant
- Including provided words



Word Pairs	Possible Subjects	Possible Verbs	Possible Objects
1. woman/suit			
2. whiteboard/behind			
3. hold/documents			

Word Pairs	Function Word Meaning	Possible First Clause	Possible Second Clause
pen/and			
whereas/stand			
point/as			

Photo 1



[1]flower/table

[2]vase/on

Photo 2



[1]man/kick

[2]play/stadium

Photo 3



[1]woman/by

[2]carry/tray

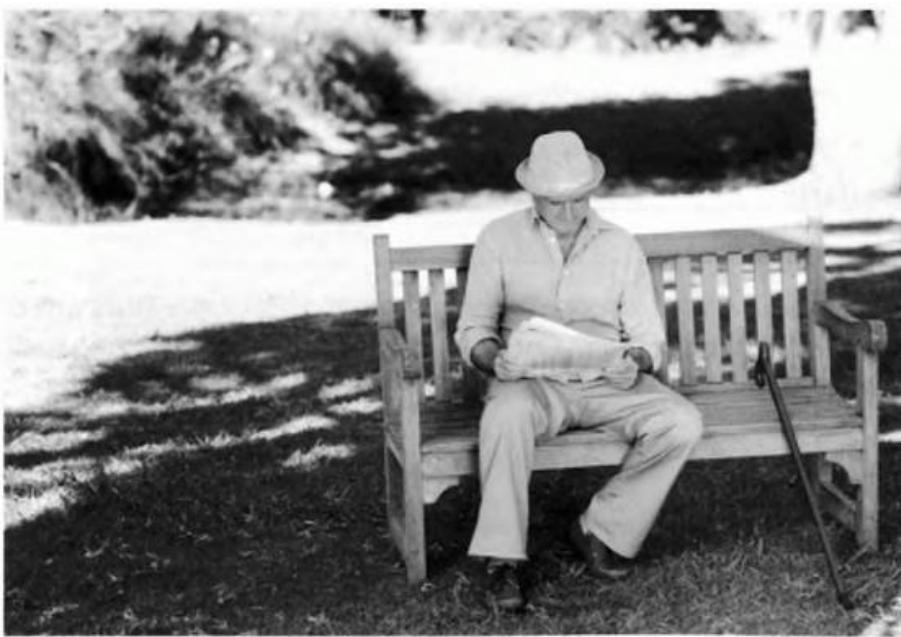
Photo 4



[1]box/very _____

[2]carry/back _____

Photo 5



[1] sit/ on _____

[2]sit/while _____

Photo 6



[1]even though/rain

[2] woman/ cold

2) Practice

Part III: Homework

1) Speaking

(i) Read a text aloud & Record

Paragraph 01:

Welcome to Houston bound Western Airlines Flight 232. Please take your seats, fasten your seat belts, and turn your attention to the safety instructions currently showing on your display screens. Please be sure to pay attention to this video as it is important when an emergency situation occurs. For further assistance please press the help button located on your armrest. Thank you!

Paragraph 02:

Welcome to the Anderson City Zoo and Aquarium. Today we have a special guest, Kiri the panda! Today's tour will focus on the lives of pandas, their natural environments, and the importance of their survival. If you have any questions during the tour please feel free to jump in and ask a question. Let's get started with the tour!

(ii) Describe pictures & Record





2) Writing

1.



wind/hard

2.



hang/in

3.



woman/eat

4.



if/fit

5.



while/phone

DAY 2: SPEAKING PART 2 + WRITING PART 2

Part I: Speaking

1) Read a text aloud

Could we have your attention, please? We'd like to take this time to thank you for attending this athletic banquet. This has been a fantastic year for our team and our athletes. We now hold a new record for most wins in our state's division. Your support has allowed us to purchase new uniforms and a new scoreboard for our field. To show our appreciation for the coaches, the staff, and our fans, we'd like to invite you to view the new scoreboard, enjoy some refreshments, and meet the team. Let's give a round of applause for the three candidates for player of the year.

2) Describe a picture



Part II: Writing

1) Write an email

(i) Directions: 10 minutes for each

(ii) Guided Structure:

Greeting

- Greet the person the e-mail is directed to.

Opening Statement

- First sentence of your response.
- Explain the purpose of your e-mail.
- Introduce yourself if necessary.

Supporting Information 1

- Address the first task as specified by the directions.

Supporting Information 2

- Address the second task as specified by the directions.

Supporting Information 3

- Address the third task as specified by the directions.

Concluding Statement and Request for Action

- Conclude the e-mail.
- Explain any further action that may be needed.

Closing

- Sign the e-mail as the role indicates.

(iii) Important phrases

Phrases

Greeting: Dear <Tên>, Dear Sir or Madam, ...

Introduction:

- + I am writing in response to your previous email regarding/ about
<vấn đề ở mail trước>
- + I am writing to _____
- + I am writing because (of) _____
- + I am writing to let you know that _____
- + I have received your email about _____
- + Thanks for your interest in _____

Polite Requests

- *I would appreciate it if you could ...*
- *If you don't mind, could you ...?*
- *Would it be possible for you to ...?*
- *If it isn't too much trouble, would you ...?*

Giving Information	<ul style="list-style-type: none"> • <i>I would like to let you know that ...</i> • <i>One important thing about X is ...</i> • <i>Please be advised that ...</i> • <i>One thing to remember ...</i>
Mentioning Problems	<ul style="list-style-type: none"> • <i>One problem that I have encountered is ...</i> • <i>Unfortunately, I have had an issue with ...</i>
Providing Explanations	<ul style="list-style-type: none"> • <i>The main reason for this is ...</i> • <i>Due to X ...</i> • <i>Because of this, ...</i> • <i>The reason (why) X is ...</i>
Providing Instructions or Suggestions	<ul style="list-style-type: none"> • <i>I believe we should ...</i> • <i>It may be wise to ...</i> • <i>It would be a good idea to ...</i> • <i>I suggest that ...</i>
Concluding Statements	<ul style="list-style-type: none"> • <i>Thank you very much for your prompt attention to this matter.</i> • <i>Please let me know if you have any questions or need any further information.</i> • <i>Thank you.</i>
Closings	<ul style="list-style-type: none"> • <i>Sincerely,</i> • <i>Yours truly,</i>

2) Practice

Directions: Read the e-mail.

From: Dale City Welcome Committee
To: New Dale City Resident
Subject: Welcome to your new home!
Sent: July 23, 4:32 P.M.

Welcome! We would like to be the first to welcome you to Dale City. We know that there are many things to do when you move, from finding your way around town to setting up your utilities. Please contact us if you need any help at all.

Directions: Respond to the e-mail. Respond as if you have recently moved to a new city.
In your e-mail to the committee, make at least TWO requests for information.

From: Walter Terborg
To: Rita Chen
Subject: Application for employment
Sent: October 10, 20—

Dear Ms. Chen:

Thank you for your interest in the accountant position at Garrison and Associates. I am writing because your online application is currently incomplete. To see which materials are missing, please log in to your online account. Please feel free to contact me if you have any questions about the position or the application process.

Thank you,
Walter Terborg, Human Resources

Directions: Respond to the e-mail as if you are Rita Chen. In your e-mail, describe TWO application materials you submitted and ask ONE question about the position.

Part III: Homework**1) Speaking****(i) Read a text aloud**

Attention all patrons waiting for the 56 train headed to New York. Due to some maintenance issues, the train will be departing later than scheduled. The delay is estimated to be 35 minutes. While waiting please feel free to use one of our lounges, restaurants or cafes. We give our sincere apologies for any inconvenience.

This is your 5 p.m. local traffic update. I'm your host, Travis Barkley. Rush hour traffic is already congesting Interstate 5. It seems a truck has flipped over near the Portland Avenue exit blocking all traffic. We suggest you take an alternate route if you are headed to Claremont Town, Harrisville and Richmond County. We will be right back after the commercials

(ii) Describe pictures



2) Writing

From: Elisa Hays, Front Desk Supervisor
To: Front desk agents, Hotel Mediterraneo
Subject: Reservation system
Sent: December 1, 20—

It has come to my attention that several of you have experienced problems with the reservation system recently. In order to address these problems, we need to compile a complete list of the issues that each of you have encountered. Please send me this list at your earliest convenience.

Sincerely,
Elisa Hays
Front Desk Supervisor

Directions: Respond to the e-mail as if you are a front desk agent at Hotel Mediterraneo. In your e-mail, describe THREE problems with the reservation system.

DAY 3: SPEAKING PART 2 + WRITING PART 2

Part I: Speaking

1) Read a text aloud

Welcome to sunny Yorktown and thank you for joining us today at our first national New Markets training conference. Please make sure to check in at the booth so that we can record your attendance. The trainers will be on hand to conduct tours of the facilities. You will be given a training handbook and a new employee packet. At the end of today's training session, we'll be handing out surveys. Does anyone have any questions?

2) Describe a picture



Part II: Writing

1) Practice

From: Daniel Olivares, Olivares Shipping Inc.

To: Administrative Staff

Subject: Vacation

Sent: February 19, 20—

Sheila Weston, the head administrative coordinator, will be out of the office from March 10–15. We will need to redistribute her various tasks among the rest of the administrative staff while she's out. Also, please be advised that you must give at least two weeks' notice of any plans to take vacation.

Sincerely,

Daniel Olivares

Owner, Olivares Shipping, Inc.

Directions: Respond to the e-mail as if you are on the administrative staff at Olivares Shipping Inc. In your e-mail, give TWO administrative tasks that you can perform while Ms. Weston is gone and ONE range of dates during which you plan to be on vacation.

From: Steven Appleby
To: Martha Simon
Subject: Small Business Magazine
Sent: June 11, 20—

Dear Ms. Simon:

I work for *Small Business Magazine*. I am writing an article about small-business owners in your city, and I would like to interview you for the article. Would you be available to meet with me sometime next week?

Thank you.

Steven Appleby

Directions: Respond to the e-mail as if you are Martha Simon. Say ONE time you are available and ask TWO questions.

Part III: Homework

1) Speaking

(i) Read a text aloud

Welcome back to the Channel 4 News, it is now time for the weather report. A big storm is headed our way, so be sure to prepare for it. If you have any plans to go outside, you should definitely prepare an umbrella, rain coat and rain boots to keep dry. The temperature will drop below freezing at night, so be extra careful driving on icy roads in the morning.

The Red Apple Market is the most famous outdoor market in the St. Louis downtown area, thanks to more than 60 vendors selling a wide variety of fruits, vegetables and baked goods. In other words, there's something for every foodie. You'll find vendors at the market every Tuesday from 7 a.m. to 3 p.m., and again on Thursday from 7 a.m. to 4 p.m. So stop by this week!

(ii) Describe pictures





2) Writing

Question 7

From: Samantha Hawkins
To: Hampton Human Resources
Subject: Positions at Hampton
Sent: August 10, 20—

Dear Sir or Madam:

I am interested in applying for a position at Hampton Inc. I recently graduated from the university and am interested in any openings you may have in your Marketing Department. If you have any positions open, please let me know what they are and how I can apply.

Thank you.
Samantha Hawkins

Directions: Respond to the e-mail as if you are a human resources officer at Hampton, Inc. In your e-mail, ask ONE question and give TWO pieces of information.

DAY 4: SPEAKING PART 3 + WRITING PART 2

Part I: Speaking**1) Read a text aloud**

Is your mobile phone out of date? Does the battery life seem to be getting shorter and shorter? Visit Master Mobile to trade your old phone in for a new one! We have a wide variety of cases, chargers and other accessories that come free with the purchase of one of our mobile phones. Take advantage of this sale today!

2) Respond to questions (Q.5-7)

(i) Directions: 3s to prepare, 15s to speak (q5 & q6)/ 30s to speak (q7)

(ii) Guided Structure:

Q.5, 6: Restate the question + give 01 supporting idea

Q.7: Restate the question + give 02 supporting ideas

Cách Giving supporting ideas:

- Supporting by telling: describing
- Supporting by showing: giving evidence, facts, statistics, etc
- **Supporting by linking cause and effect**
- Supporting by using comparison and/or contrast

Cách Giving examples:

- Situation
- Trouble
- Action
- Result

(iii) Common topics

Common topics include: Shopping, Music, Transportation, Sports, Technology, Food & Drink, Relaxing Activities, ..

3) Practice**(i) Topic: Shopping**

Q5: How often do you shop for new clothing and who do you usually go with?

Q6: What aspect of clothes shopping do you find most pleasant?

Q7: Do you prefer shopping for clothing at a store or online and why?

Q7-2: What do you think is the most important factor when buying shoes?

*Friendly service *Big selection *Cost

Q7-3: Would you rather shop for clothes with friends or family or on your own? Why?

(ii) Topic: Music

Q5: Do you spend a lot of time listening to music? Why?

Q6: Who is your favorite musician or music band?

Q7: Do you think music has a big influence on people's lives?

(iii) Topic: Advertisements

How often do you see advertisements? Where do you usually see them?

When was the last time you got a text message for an advertisement? What was the advertisement about?

Do you think that sending text messages is an effective way to advertise a product or service?

Which of the following do you think could be most effectively advertised on the Internet?

*Shoes * Books *Music

Part II: Writing**1) Practice****Question 6**

From: Mark Hayes
To: Easton Office Supply Company
Subject: Order
Sent: November 30, 20—

I put in a large order for office supplies from your company several weeks ago. I received the order yesterday; however, it was not complete. It did not contain the two boxes of manila envelopes that I ordered. Can you please resolve this problem for me?

Thank you.
Mark Hayes

Directions: Respond to the e-mail as if you are an employee of the Easton Office Supply Company. In your e-mail, explain TWO problems and make ONE request.

Part III: Homework**1) Speaking****(i) Read a text aloud**

Good evening, ladies and gentlemen. It is my honor to accept this award. I have worked my entire life in the field of Biology and it was always my childhood dream to be a scientist.

Through years of study, hard work, and dedication, my career has been very fulfilling and satisfying. Thank you again for this honor.

Thank you for calling Star Bank located on Seneca Street. We are happy to celebrate fifty years of service this month. To open a checking or savings account, press 1. To check a balance, make a payment or transfer funds, press 2. To find out about personal loans, press 3. If you wish to speak with a Star Bank representative please stay on the line.

(ii) Describe pictures



(iii) Respond to questions below:

Topic: Shopping

When did you last purchase shoes? What kind of shoes did you buy?

Do you plan on buying shoes within the next 6 months? Why?

Do you think it is better to purchase shoes that are cheap or stylish?

Topic: Music

What kinds of concerts or live music performances do you attend?

How often do you listen to live music?

Describe where you go to listen to live music and why you like it there.

Topic: Advertisement

How much time do you spend on using the Internet each day? What do you usually do while using the Internet?

Have you considered downloading a software to block online advertisements?

2) Writing

Question 7

From: Mary Wilson
To: All staff
Subject: Tokyo visit
Sent: April 15, 20—

Greetings to all,

As you know, next week we will receive guests from our Tokyo office. I need some ideas for interesting activities and places of interest they should visit. Also, I would like to know if any of you are available to take our visitors out for a meal or to visit some special place.

Thanks for your help.

Mary Wilson

Directions: Respond to the e-mail as if you are a staff member. In your e-mail, make TWO suggestions and offer to help with ONE task.

DAY 5: SPEAKING PART 3 + WRITING PART 3

Part I: Speaking**1) Read a text aloud**

Good afternoon, everyone, and welcome to the county fair! It's wonderful to have you here today as we celebrate the 120th anniversary of our city. We commemorate this day with great pride. Please make sure you visit the exhibits and game booths. Later today there will be competitive events, such as our famous pie-baking contest. I strongly suggest that you get over to the pie table early, or there might not be anything left. It is also my pleasure to introduce you to our mayor, Mr. James Moon. Mr. Moon will lead us in singing our national anthem. Then we'll begin the festivities.

2) Respond to questions (Q.5-7)

(i) Directions: 3s to prepare, 15s to speak (q5 & q6)/ 30s to speak (q7)

(ii) Guided Structure:

Q.5, 6: Restate the question + give 01 supporting idea

Q.7: Restate the question + give 02 supporting ideas

Cách Giving supporting ideas:

- Supporting by telling: describing
- Supporting by showing: giving evidence, facts, statistics, etc
- **Supporting by linking cause and effect**
- Supporting by using comparison and/or contrast

Cách Giving examples:

- Situation
- Trouble
- Action
- Result

(iii) Common topics

Common topics include: Shopping, Music, Transportation, Sports, Technology, Food & Drink, Relaxing Activities, ..

3) Practice**(i) Topic: Sports/ Exercise**

Q5: What sports do you enjoy playing?

Q6: How often do you usually play sports?

Q7: Do you think it is important for children to play sports? Why or why not?

Q7-2: Among the following three factors, which do you consider to be the most important when buying sports equipment?

*Quality *Recommendations from friends *Attitude of clerks

(ii) Topic: Transportation

Q5: How often do you go somewhere by car? Who do you usually ride in a car with?

Q6: If you get to purchase a car, how long are you willing to keep it?

Q7: What are some advantages of using public transportation over driving your own car?

Part II: Writing

1) Directions: 30 minutes for an essay of 300 words

2) Guided structure:

Cấu trúc 1 bài Essay gồm:

Part of the essay	Function
-------------------	----------

Introduction	Introduce the main topic of the essay. State your opinion. (2 sentences)
Body paragraph 1	Introduce the first main point with supporting ideas (*) (4-5 sentences)
Body paragraph 2	Introduce the second main point with supporting ideas (*) (4-5 sentences)
Body paragraph 3 (optional)	Introduce the third main point with supporting ideas (*) (4-5 sentences)
Conclusion	Restate the opinion with a summary of main points and give recommendations. (2 sentences)

(*) Ways of giving supporting ideas:

- Supporting by telling: describing
- Supporting by showing: giving evidence, facts, statistics, etc
- Supporting by linking cause and effect
- Supporting by using comparison and/or contrast

(*) Useful phrases

Cách đưa quan điểm	<p>* Dạng bài Agree/ Disagree/ What do you think --? What is your opinion?</p> <p>I think/ believe that</p> <p>I agree that</p> <p>I don't think that</p> <p>* Dạng bài 02 quan điểm: Some <quan điểm A>, others <quan điểm B></p> <p>I think the most important --- is/</p> <p>A ---, but I think that B --- the most</p> <p>While both – are ---, I think ---</p> <p>* Dạng bài hỏi Advantages/ Disadvantages</p> <p>A has several advantages and disadvantages/</p> <p>There are several advantages and disadvantages of A</p>
Các cụm từ viết Body	<p>I think/ believe --- because ...</p> <p>The main reason why I --- is that ...</p> <p>Another reason why I ... is that</p>

	<p>The main/ biggest advantage/ disadvantage of _____ is that</p> <p>Another advantage/ disadvantage ... is that</p> <p>This helps me do sth/ This allows me to _____</p>
Các cụm từ khi đưa Ví dụ	<p>For example/ instance,</p> <p>To be more specific,</p> <p>To illustrate,</p> <p>When I was, ...</p> <p>This happened to me when ---</p> <p>This is especially true if/ when/ in case ----</p> <p>It means that -----</p>
Các cụm khi đưa kết quả	<p>As a result/ consequence.</p> <p>Therefore, Thus, Hence</p> <p>Consequently, Accordingly</p> <p>This leads to ---/ results in ----</p>
Các cụm khi viết kết luận	<p>In conclusion</p> <p>Overall,</p> <p>For those abovementioned reasons,</p> <p>For all the reasons explained above, ..</p>

3) Practice

Topic: What are some advantages of using public transportation over driving your own car?

4) Practice

Part III: Homework

1) Speaking

(i) Read a text aloud

Thanks for choosing Heavenly Airlines Flight 121 heading to San Francisco. At this time we would like to ask you to take your seats, buckle your seat belts, and carefully watch the safety video playing on your individual screens. We kindly ask you to watch this video to the end and contact a flight attendant if you have any questions or concerns. Thanks and enjoy the flight!

Good morning, listeners! It's time for the local traffic and this is Evelyn Johnson. Broadway Street in downtown San Diego will be closed to traffic until late March. Construction has been taking place for a while, but now all traffic is prohibited on this road. If you have to pass through the Broadway Street, I recommend taking a detour onto 48th Avenue, Lion Street, or South 53rd Street.

(ii) Describe a picture





(iii) Respond to questions below:

Topic: Sports/ Exercise

When is the best time to swim?

Is there a public swimming pool nearby? Do people have to pay to use it?

What is the most important thing when choosing a swimming pool?

*Location *Hours of operation *Popularity

Topic: Transportation

How long have you owned your current bicycle? Where did you buy it?

Is it convenient to commute to work or school by riding a bike in your neighborhood?

What is the most important thing you would consider when choosing a place to buy a bicycle?

*Variety of products *Friendliness of the clerks *Reasonable Prices

2) Writing

From: Vishal Shah
To: Finance Office
Subject: Travel reimbursement
Sent: December 10, 2:11 P.M.

Hello,

I know that I can be reimbursed for certain business trip costs but not others. I kept records of everything I spent while on business for our company in Tokyo. Could you give me the details on the company policy for getting refunds for the money I spent?

Thank you,

Vishal

Directions : Respond to the e-mail as if you work in the finance office. In your e-mail, give THREE details.

DAY 6: SPEAKING PART 3 + WRITING PART 3

Part I: Speaking**1) Read a text aloud**

Are you ready for an adventure? Extreme Sports Center offers the latest in adventurous outdoor sports—skydiving, hang gliding, scuba diving, or rock climbing. We can expedite the process of getting you a scuba diving permit and train you to dive in just a few intensive sessions. Our specialized training sessions with expert instructors will give you all the basics. We also organize packages for extreme sport vacations. So wherever you want to go, we'll take you there! Go Extreme!

2) Instructions**(i) Directions: 3s to prepare, 15s to speak (q5 & q6)/ 30s to speak (q7)****(ii) Guided Structure:**

Q.5, 6: Restate the question + give 01 supporting idea

Q.7: Restate the question + give 02 supporting ideas

Cách Giving supporting ideas:

- Supporting by telling: describing
- Supporting by showing: giving evidence, facts, statistics, etc
- **Supporting by linking cause and effect**
- Supporting by using comparison and/or contrast

Cách Giving examples:

- Situation
- Trouble
- Action
- Result

(iii) Common topics

Common topics include: Shopping, Music, Transportation, Sports, Technology, Food & Drink, Relaxing Activities, ..

3) Practice**(i) Topic: Park**

Q5: Do you have a park in your community?

Q6: How often do you visit a park in your community?

Q7: Do you think it is important to have a park in your community? How could your park be improved?

Q7-2: Which of the following factors is the most important to you when visiting a park?

- * Exercise equipment
- * Children's playground
- * Walking trails

(ii) Topic: Free time

Q5: Where do you like to go during your break time? How often do you go there?

Q6: Do you think that you have enough time to take a rest in a day nowadays?

Q7: Do you prefer to read a book or take a walk in your free time?

In order to enjoy a hobby, would you enjoy consider joining an online community?

(iii) Topic: Food/Eating/ Cooking

Which of the following factors do you think is the most important when eating at a shopping center? *Quick service *Food quality *Convenient location

Would you rather cook at home or have food delivered or eat out at a restaurant?

Would you rather learn a recipe from family members or from videos on the Internet?

Part II: Writing

Topic: At some jobs, employees are allowed to listen to music while they work. What is your opinion of this?

Give reasons or examples to support your opinion.

1) Instructions

2) Practice

Part III: Homework

1) Speaking

(i)

The Valley Avenue Flea Market is famous for its hundreds of local vendors. Located in downtown of New Orleans, the market attracts thousands of visitors every day. Shoppers can find great deals on hundreds of different items such as clothes, shoes, electronics and more. If there's something you need, you can find it at the flea market. They are open every day of the week from 6 a.m. to 5 p.m.

Good evening. It is my privilege to accept this award on behalf of Tom who couldn't be here with us tonight. If Tom was here today I'm sure he would have been very pleased to know that he was so highly thought of. Tom would have loved to thank his family, friends and colleagues today. I'm sure he's watching us from a better place. Thank you

(ii)



(iii) Respond to questions below:

Topic: Park/ Community

How often do you go to a park? Are there parks in your neighborhood?

When do you usually go to a park? What do you do there?

Which of the following is the most important thing you'd consider when visiting an amusement park?

*Distance *Rides *Parades

Topic: Free time

How much leisure time do you have every day, and what do you do during that time?

What new leisure activities would you like to try if you had enough time?

Do you prefer spending your leisure time with other people, or do you like doing things by yourself?

How could your free time activities be improved?

Topic: Food/Eating/ Cooking

When did you last eat in a school or work cafeteria? What did you have?

Out of breakfast or lunch, which do you prefer to eat at a cafeteria?

In your opinion, which of the following factors is the most important for a cafeteria?

*Food taste *Spacious seating *Fast service

2) Writing

Question 6

Writing Test



Question 6 of 8

From: Samuel George
To: Janet Jones
Subject: Changing banks
Sent: February 23, 20—

Dear Ms. Jones,

We understand that you have moved your accounts to another bank. We are very sorry to lose your business. To help us provide better service in the future, would you mind telling us why you made the decision to change banks? Thank you very much.

Sincerely,
Samuel George
National City Bank Customer Service

Directions: Respond to the e-mail as if you are Janet Jones. In your e-mail, explain ONE problem and make TWO suggestions.

DAY 7: SPEAKING PART 3 + WRITING PART 3

Part I: Speaking**1) Read a text aloud**

Ladies and gentlemen, thank you for joining the opening ceremony of Arlington Community Center. For years, Arlington has needed a space for residents of all ages to gather, share and interact with one another. That is why today is such a meaningful day in the history of Arlington County. We owe it to all our residents to make the best community center for everyone.

2) Instructions

(i) Directions: 3s to prepare, 15s to speak (q5 & q6)/ 30s to speak (q7)

(ii) Guided Structure:

Q.5, 6: Restate the question + give 01 supporting idea

Q.7: Restate the question + give 02 supporting ideas

Cách Giving supporting ideas:

- Supporting by telling: describing
- Supporting by showing: giving evidence, facts, statistics, etc
- **Supporting by linking cause and effect**
- Supporting by using comparison and/or contrast

Cách Giving examples:

- Situation
- Trouble
- Action
- Result

(iii) Common topics

Common topics include: Shopping, Music, Transportation, Sports, Technology, Food & Drink, Relaxing Activities, ..

3) Practice**(i) Topic: Vacation/ Travel**

Which source do you prefer to use to get information when planning for your vacation?

*Websites *Travel agencies *Magazines

Do you prefer to stay at a hotel or use a different kind of accommodation option when you are on vacation? Why?

Which of the following is the most important thing to consider when planning a picnic?

*The menu *The time of the day *The Guest list

Which of the following is the most important thing you would consider when choosing a hotel to stay?

*Easy access to public transportation *Hotel restaurants *Hotel fitness centers

What are some disadvantages of going on a picnic instead of eating at a restaurant?

When you go on vacation, do you plan your time thoroughly or do you go without many plans?

(ii) Topic: Technology

What would you like to change about your computer?

What kind of information do you search on the Internet most often?

- *Work related information
 - *Shopping information
 - *News updates
-
-
-
-

What do you like or dislike about using your cell phone and why?

What is the most important thing you consider when choosing a monthly plan for your smartphone?

- * Unlimited data
 - * Unlimited text messaging
 - * Unlimited calls
-
-
-
-

(iii) Topic: Book/Film/TV program

Which book category do you like the most?

- *Travel *History *Science
-
-
-
-

Which of the following is the most important thing when choosing a movie to watch on streaming services?

*Storylines *Ratings *Casts

Would you prefer to read a summary or watch a short video clip before choosing a program to watch on TV streaming services?

Out of recommendations from friends or advertisement, which has more influence on you when choosing a program to watch on TV streaming services?

Part II: Writing

Topic: Do you agree or disagree with this statement: "Advances in technology have made people happier than they were before."?

Include specific reasons and examples to support your opinion.

1) Instructions

2) Practice

Part III: Homework

1) Speaking

(i)

Are you having trouble cleaning your house on a daily basis? Call Diva's House Cleaning Services for professional house cleaning service. We clean the floors, windows, and surfaces throughout your house. We also provide systemized methods to organize your space. Visit www.divacleaning.com to schedule a visit from us.

Ladies and gentlemen, thank you for joining the retirement ceremony of Jeremy Leigh. We are here to celebrate and show appreciation for his hard work at Scarlett Middle School for nearly 50 years. During his time here, he has taught classes, assisted teachers, and counseled students. Let's welcome him with a big round of applause.

(ii)





(iii) Respond to questions below:

Topic: Party

When was the last time you participated in a party? What was the party for?

How do you usually celebrate the birthdays of your colleagues or friends?

Which of the following is the most important thing to consider when holding a party?

*Location *Time *Food

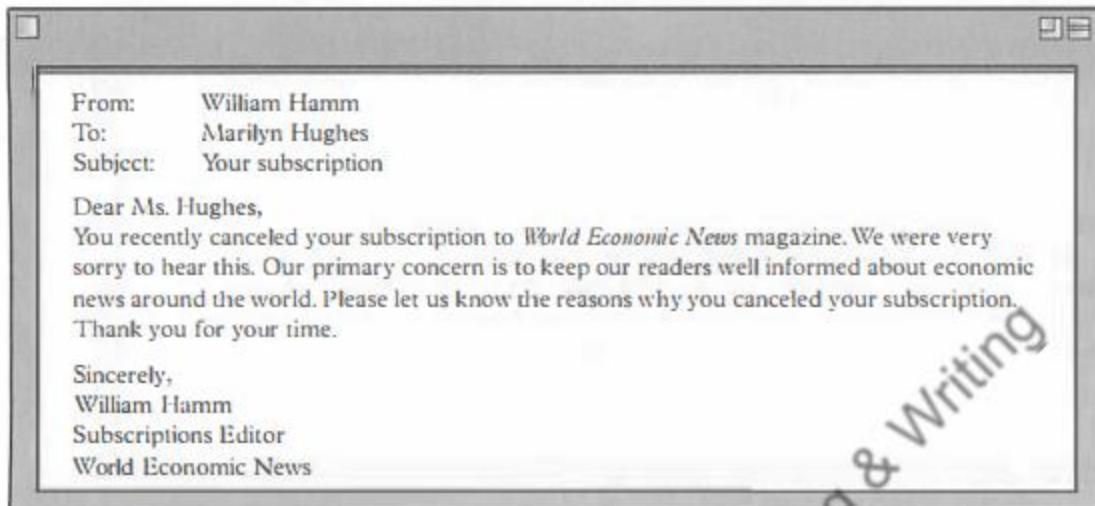
How many wedding ceremonies did you go to last year? Was it less or more often compared to the past?

Would you consider giving a gift certificate as a wedding gift to anyone?

Which of the following do you think is most suitable as a wedding gift?

- *Kitchen utensils
 - *Home appliances
 - Home interior accessories
-
-

2) Writing



Directions: Respond to the e-mail as if you are Marilyn Hughes, a magazine subscriber. In your e-mail, describe TWO problems and make ONE suggestion.

DAY 8: SPEAKING PART 4 + WRITING PART 3

Part I: Speaking

1) Read a text aloud

Good day, everyone, and welcome to the Faraway Spa and Resort. We'd like to call your attention to a few important items. Make sure you register at the front desk and pick up your room keys and introductory packets. Next, you will receive a complimentary certificate for dinner at our gourmet restaurant. Dinner will be served at 6 p.m. and 8 p.m. In your room, you will find a robe, towels, and a gift basket of products, such as bath soaps and lotions. Please feel free to contact us if you have forgotten to bring any personal items with you. We hope you find your stay at Faraway Spa and Resort relaxing and enjoyable.

2) Part 04 – Respond to guided questions

(i) Directions: 45s to read the passage, 3s to prepare, 15s to speak (q8 & q9)/ 30s to speak (q10)

(ii) Guidelines:

- Provided information: a passage about schedule, agenda, seminar, workshop, conference, ...
- Listen to the question carefully and take notes;
- Answer exactly based on the provided information.

(iii) Common questions

*** Khi trả lời câu hỏi When & Where:**

- The event will be held/ will take place --
- At <giờ>, on <ngày>, in < Room>, at <Building, Hotel>

*** Khi trả lời câu hỏi về Chi phí & Deadline đăng ký**

- The registration fee is <số tiền> per person
- The registration deadline is on <ngày>.

*** Khi trả lời câu hỏi nghi vấn thông tin nào đó,**

- **nếu sai:** I'm sorry but that information is not correct/ I'm afraid you got the wrong information. <Đưa ra thông tin đúng>

- **nếu đã bị hủy:** I'm sorry but that <event> has been cancelled.

*** Khi trả lời câu hỏi về các sessions/ events given by < 1 người >**

- There will be <> sessions given/led by < người đó >. From <giờ> to <giờ>, <người đó> will give a speech on/ about < chủ đề của session> . Then, from <giờ> to <giờ>, <người đó> will give a speech on/ about < chủ đề của session>. Please keep that in mind.

*** Khi trả lời các câu hỏi về các sessions/ events của cùng 1 topic.**

- There will be <> sessions on < topic> . From <giờ> to <giờ>, <diễn giả 01> will give a speech on/ about < chủ đề của session 01 > . Then, from <giờ> to <giờ>, <diễn giả 02> will give a speech on/ about < chủ đề của session 02>. Please keep that in mind.

*** Dùng 1 số cụm để câu giờ trong lúc tìm thông tin như:** According to the schedule, let me see/ check, ...

3) Practice

Drilling Site Tour

Daily at 11:00 a.m. No tours on weekends.

Safety equipment required for all participants!

10:45 a.m.	Meet at tunnel entrance
11:00–12:00	Walking tour (with guide) of finished part of the tunnel
12:00–1:00	Lunch in underground break room
1:00–1:30	Talk about drill site safety
1:30–2:30	Open viewing of drill area (guide available)
3:00	Return to base camp

**National Association of Business Professionals (NABP)****Annual Awards Banquet****December 12, 7:00 p.m. to 11:30 p.m.****Radford Hotel, Los Angeles**

- | | |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00 | Beverages and appetizers served in the Green Room |
| 8:00 | Dinner served in the East Dining Room |
| 9:00 | Awards Ceremony <ul style="list-style-type: none">- Welcome speech: Peter Harris, Association Membership Secretary- Presentation of award to Rose Smith- Slide show of highlights from last year's ceremony |
| 10:00 | Music and dancing with the Moonlight Swing Band |
| 11:00 | Closing speech: Arthur Cummings, Association President |

**Barkbury International, Inc.**

Itinerary for the visit of Mr. Ronald Green of the London office to New York headquarters,
April 15–16, 2012

April 15

- 5:00 p.m. Arrive at airport; transfer to Hotel Dominion by company car
7:00 p.m. Dinner with CEO Alex Chavez, Hotel Dominion Dining Room

April 16

- 10:00 a.m. Breakfast meeting with Marketing Director Jane Fisher, Conference Room 15
12:00 p.m. Lunch and meeting with Board of Directors, Pearl Restaurant
4:00 p.m. Reception for all office staff, Hotel Dominion Reception Room
7:00 p.m. Private tour of the City Museum of Art
9:00 p.m. Return to hotel

Part II: Writing

Topic: What are the advantages of disadvantages of living near work?

1) Instructions

2) Practice

Part III: Homework

1) Speaking

(i)

Welcome to the McKinsey Corporation Job Fair. During the fair, you will have the chance to meet our corporation's leaders, employees and staff members from different departments. You will also have the opportunity to view and sample some of our new products. We will be accepting resumes for job openings later on, so be there to explore McKinsey Corporation!

Hello passengers, welcome aboard South Pacific Air Flight 108 bound for Hawaii. We will be taking off in a few minutes as soon as the runway is cleared for takeoff. Please remain seated, keep your window shades open during takeoff, and pay attention to the safety demonstration on your screen. Thank you for your cooperation and we will do our best to ensure you have a pleasant flight. Thank you.

(ii)



(iii) Respond to questions below:

When did you last travel to another area? Where did you go?

How many times do you visit another area in a year? Why do you go?

What are some places that people could visit outside the city you live in now?

(iv)

Hospitality Seminar	
Date: Friday, August 8 th	
Venue: Carbone Hotel	
Fee: \$45 (Early Registration before July) / \$65 (At the desk)	
9 ~ 10 a.m.	Keynote Speech The Benefits of Good Hospitality - Sam Lee
10 ~ 11 a.m.	The Importance of Feeling Important - Greg Thompson
11 a.m. ~ 12 p.m.	Workshop - Using Customer Feedback - Joshua Powers
12 ~ 2 p.m.	Lunch
2 ~ 3 p.m.	Workshop - VIP Treatment for All - Greg Thompson
3 ~ 4 p.m.	Establishing a Customer Base - Vanessa McGregor

Snow White Beauty Academy

Annual Meeting

Date: February 9

Venue: Jackson Hall, Jefferson Building

9 ~ 10 a.m.	Opening Speech	Claire Dupree
10 ~ 11 a.m.	• Lecture #1: Benefits of Moisturizers	Kevin Blaire
11 a.m. ~ 12 p.m.	• Video presentation: Beauty Tips	Stacy Mills
12 ~ 1 p.m.	Socializing lunch (Full Moon cafeteria)	
1 ~ 2 p.m.	• Lecture #2: Daily Cleansing Results	Claire Dupree
2 ~ 3 p.m.	• Workshop: Proper Makeup Application	Josh Gavin

2) Writing

Writing Test

HELP ? BACK ⏪ NEXT ⏩

Question 7 of 8

From: John Jenkins
To: Shirley Park
Subject: Budget report
Sent: February 23, 20—

Shirley,

I am working on the annual budget report as you requested. You asked me to have it finished by next Friday; however, it's taking longer than I thought. Could I have one more week to complete the report? That way I would have time to do a thorough job.

Thank you.
John

Directions: Respond to the e-mail as if you are Shirley Park. In your e-mail, ask ONE question and give TWO pieces of information.

DAY 9: SPEAKING PART 4 + WRITING PART 3

Part I: Speaking

1) Read a text aloud

Could I have everyone's attention, please? Due to mechanical problems, this bus will now be taken out of service. We apologize for any inconvenience this might cause you. Please exit the bus safely by using the front or back doors and stepping away from the side of the road. We have contacted the main bus depot, and a shuttle bus is presently en route to our location. The shuttle's approximate arrival time is fifteen minutes. Again, we apologize for the delay and appreciate your patience. All connecting buses will be held at the station until our bus arrives. Are there any questions?

2) Part 04 – Practice

UI Managers Meeting		
Date: Friday, December 18 th Location: Meeting Room 501		
Time	Topic	Speaker
8 - 9 a.m.	Introduce a New Plan	Tiffany Parker
9 - 10 a.m.	Sky Bridge Meeting #1 - Erection Planning of the Sky Bridge	Eden Randall
10 - 11 a.m.	How to Make the Budget For Next Year	Garry Hyde
11 a.m. - 1 p.m.	Lunch Break	
1 - 3 p.m.	Sky Bridge Meeting #2 - The Safety System of Sky Bridge	Lucy Weber
3- 5 p.m.	Summary of the Today's Meeting	David Wilson

Rufus Morris	
• Phone: 216-279-1860 • E-mail: rufus15@mail.com	
EDUCATION	
• Emerson University Master's Degree – Music Production	2015
• Brown College Bachelor's Degree – Flute Performance	2013
PROFESSIONAL EXPERIENCE	
• Philadelphia Philharmonic Orchestra Flute Player	(2016 ~ Present)
• Emerson University (Music Education Department) Teaching Assistant	(2013 ~ 2016)
CERTIFICATE & SKILLS	
• Play musical instruments (Piano, Violin, Flute)	
• Bilingual (German, French)	

Good Morning Fitness Center's Interview Schedule

- Thursday, July 20th
 - Room 105, Office Building

Time	Applicant	Position	Current Company	Experience
10 - 10:40 a.m.	Roxy Miller	Spinning leader	Red Bull Fitness	2 years
11 - 11:40 a.m.	David Wyler	Trainer	Super Gym	1 year
12 - 1 p.m.	Break time			
1 - 1:40 p.m.	Eric Lee	Trainer	N/A	N/A
2 - 2:40 p.m.	Diana White	Operation assistant	Super Gym	2 years
3 - 3:40 p.m.	Julia Mandy	Yaga leader	Fit Yaga Class	3 years

Part II: Writing

Topic: References from previous employers are important for some employers when making hiring decisions. Why do you think that references are important to employers?

1) Instructions

2) Practice

Part III: Homework

1) Speaking

Attention all passengers waiting for the express train bound for Toronto. Due to the heavy snow in Toronto area, the train has been delayed. The estimated time of arrival is now 6:45 p.m. We apologize for the delay. If you wish to use transportation, please go to the waiting area, check the bus information, or talk with our representatives. Thank you for your understanding.

You have reached Galaxy Bank on Temple Road. This month we are celebrating our 20th year of serving the community. To check the balance of your checking, savings or deposit account, press 1. To create an account with us, press 2. To make a payment on a loan, press 3. To speak with a Galaxy Bank service agent, please stay on the line. Thank you!





(i) Respond to questions below:

Topic:

Do you work better during the day or at night?

What was your first ever job? How long did you do it for?

Do you think it is a good idea to be friends with your coworkers or keep things professional?

Art and Photography Conference

Date : Saturday, August 9 – Sunday, August 10
 Venue : Yonkers Community Center, Yonkers, NY

Time	Topic	Presenter
Day 1 : Saturday, August 9		
10 a.m. - 12 p.m.	Photography Lecture	Tanya Banks
1 - 3 p.m.	Photo Editing Workshop	Lawrence Williams
3 - 4 p.m.	Lighting Techniques	Brian Watson
Day 2 : Sunday, August 10		
1 - 3 p.m.	Camera Lens Discussion	Lawrence Williams
3 - 5 p.m.	Applying Artwork to Photos*	Melissa Jones
5 - 6 p.m.	Altering Shutter Speed	Ralph Garcia

*All materials provided

Vibe Music Special Concert

November 25th (Thursday)
 Conference Room, Merry Square Garden

Time	Title	Performer	Genre
4 p.m. ~ 4:30 p.m.	Opening show	XTP Crew	Dance
4:30 p.m. ~ 6 p.m.	Our Love Story Goes On	Jackson David	R&B / Hip-hop
6 p.m. ~ 7 p.m.	Outline in Color	Kevin Michael	New Age
7 p.m. ~ 8 p.m.	Light up the Sky	Kevin Michael	Soul / Band Music
8 p.m. ~ 9 p.m.	Rock This Night	Kings & All performers	Rock

2) Writing

From: John Dembo, TMR Industries
To: Susan Hoffman, TMR Industries
Subject: Employee awards dinner
Sent: April 5, 6:00 P.M.

Hi Susan,

I'm coordinating the employee awards dinner this year. I know you've done this in the past. Can you tell about your experience planning previous dinners? Also, I'd appreciate any suggestions that you may have.

John Dembo

Directions : Respond to the e-mail. In your e-mail, give TWO pieces of information and make ONE suggestion.

DAY 10: SPEAKING PART 4 + WRITING PART 3

Part I: Speaking

1) Read a text aloud

You are watching Daily Traffic Update reporting live on Chanel 12. The traffic congestion on Highway 56 is getting worse due to flooding caused by last night's heavy rain. All vehicles are asked to take a detour around Cannon Street, Gordon Avenue, or Morrison Drive as the road will be closed for maintenance.

2) Part 04 – Practice

Richmond Arene		June
3291 Madison Avenue, Richmond, VA		
Date	Events	Tickets
June 1st	Ice Hockey Match	All tickets - \$30
June 7th	Livestock Show & Rodeo	Adults - \$20 Children - \$10
June 13th	Music & Dance Festival	All tickets - \$18
June 22nd	Figure Skating Show	Adults - \$35 Children - \$22
June 128th	Orchestra Performance	All tickets - \$24

Toronto Fashion Conference		
July 10 (Wed)		
Venus Convention Center, Toronto, Canada		
Time	Sessions	Speakers
9:30 – 10:00 AM	Opening Speech	Aden Hurst
10:00 – 11:00 AM	Future of Fashion	Julian Boyer
11:00 – Noon	Workshops - Influencer Marketing Strategies	Eva Ochoa
12:00 – 13:00 PM	Lunch Time - <u>Provided*</u>	
13:00 – 14:00 PM	Fashion Meets Music	Jacki Osborn
14:00 – 15:00 PM	Workshops - Collaboration Marketing Approach	Kemp Morin
15:00 – 16:00 PM	Q&A Session	Logan Franco

*Catered by Italian Garden Restaurant

Bailey Community Center

December Class Schedule

(December 1 – 31)

Time	Class	Instructors
10 – 11:30a.m. (Mon)	Cardio Kickboxing (Beginner)	Robert Wallace
1 – 3 p.m. (Tues)	Slow Flow Yoga	Mary Donnelly
9:30 – 11 a.m. (Wed)	Adult Beginner Ballet	Jimmy Morin
1:30 – 3:30 p.m. (Thu)	Expressive Dance and Jazz Funk	Logan Boyer
2 – 4 p.m. (Fri)	Yoga and Meditation : Being Restful	Mary Donnelly

*All Classes: Multi Purpose Room (5F)

Part II: Writing

Topic: Do you agree or disagree with the following statement? A small town is a better place than a big city to raise children. Support your answer with specific reasons and examples.

1) Instructions

2) Practice

Part III: Homework

1) Speaking

Have you ever wanted to learn how to surf? Well, now is the perfect time! Join us at Joe's Surf School to learn how to ride the waves. We have daily classes all day long! We have group discounts, great package deals and more! Whether you've been surfing for years or never surfed at all, we have the perfect class for you here at Joe's Surf School!

Let's take a look at the weather across the country. New York is partly cloudy with temperatures in the low 60's. Things in Miami are starting to heat up as temperatures continue to rise and will reach a high of 88 degrees. Join us at 2 o' clock, 4 o' clock, and 7 o' clock for more weather updates around the country.





(i) Respond to questions below:

Topic:

How frequently do you go shopping for clothes?

Would you consider going to a new high-end clothing store that opened up near your house?

Why?

Do you prefer to buy one brand of clothes or clothes of several different brands?

Shiny Entertainment Co.

Job Interview Schedule - May 21 (Thu)

Interviewer: Naomi Wright

Time	Applicant	Position	Current Company
10 a.m.	Erin Davis	Marketer	Marconi Group
10:30 a.m.	Rubi Cox	Photographer	HD Network
11 a.m.	Anthony Mitchell	Manager	Woodworks
1:30 p.m.	Alexis Gray	Photographer	The Look Agency
2 p.m.	Liam Turner	Web Designer	Woodworks
2:30 p.m.	Abigail Howard	Manager	Piacom & Company

2) Writing

From: S.Ramsey@lindco.com.au
 To: E.Mayer@lindco.com.au
 Subject: Employee training session
 Sent: June 4, 11:21 A.M.

Dear Ms. Mayer,

I received a memo telling me to attend a customer service training session next Saturday. That is outside my normal working hours. As you are my manager, could you please tell me more about this training and why I'm being asked to take it?

Thanks,

Sheila Ramsey

Directions : Respond to the e-mail as if you are Sheila Ramsey's manager. In your e-mail, give TWO pieces of information and ONE reason.

DAY 11: SPEAKING PART 5 + WRITING PART 3

Part I: Speaking

1) Read a text aloud

Welcome back to Starlight Dancers. Tonight's guest is the number one champion from the previous season, Sarah Wang. She will be joining us to share her back stage moments and experience on the show and perform her new dance routine which includes disco, hip hop, and ballet. Without further ado, please welcome her to the stage.

2) Part 05 – Express your opinion

(i) Directions: 60s to prepare, 60s to speak

(ii) Guided Structure:

- Restate the question: Personally, *I agree/disagree with the opinion that/ I think ___ is the most important/ I prefer ___ to ___*
- Introduce supporting information: *I feel this way for several reasons/ I have this opinion for several reasons,...*
- Give supporting idea 1 + explain: *The first reason is that/ Firstly/ To begin with, <1 câu giải thích>*
- Give supporting idea 2 + explain: *Another reason is that/ Secondly/ Moreover, <1 câu giải thích>*
- Restate your opinion: *So basically I would say that/ As you can see, there are a lot of reasons why I ___/ Overall, these are all the reasons why I _____*

Cách Giving supporting ideas:

- Supporting by telling: describing
- Supporting by showing: giving evidence, facts, statistics, etc
- Supporting by linking cause and effect
- Supporting by using comparison and/or contrast

Cách Giving examples:

- Situation
- Trouble
- Action
- Result

(iii) Common questions:

- Common topics in Part 05 include work-related issues, study-related issues, and society-related issues.

3) Practice

(i) Some people think job satisfaction is more important than a high salary. Others think it's more necessary to choose a job that pays a high salary, which point of view do you agree with and why?

Outline:

Answer:

(ii) Some people want to work at home. Some people prefer to work in offices. Which type of job do you prefer and why?

Outline:

Answer:

(iii) Do you think that it is better to let the employees dress freely or have them dress up formally for work? Give specific reasons and details to support your opinion.

Outline:

Answer:

Part II: Writing

- 1) Instructions
- 2) Practice

Part III: Homework

- 1) Speaking

This is the conclusion of the first half of the Rapid City Tour. You will now have two hours of free time. You may look around the area, do some souvenir shopping or get some rest at the hotel. Please meet at the front desk area by 6 o'clock to continue our tour. We will be heading to the city's yearly festival being held at Station Park.

Attention shoppers! Welcome to Kendrick's Office Supply Store! This week only we are having our yearly Mega Sale! You can find amazing deals on all of our products such as desks, filing cabinets, copy machines and much more! All purchases over 250 dollars come with a special gift and free delivery! Thanks for shopping at Kendrick's Office Supply Store!





Topic:

When did you last take a taxi? How far did you go?

What is the easiest way to catch a taxi in your area?

Would you recommend your friend to take a taxi if he or she comes to the area you are living in?

Pasadena Art Center		
Free Summer Class July 13-17		
Date & Time	Class	Instructors
July 13 (10 – 11 a.m.)	Portrait Sketching*	Donald Cook
July 14 (1 – 2:30 p.m.)	Abstract Painting (Beginner)	Tim Sanders
July 14 (3 – 4 p.m.)	Drawing 3D Art	Adam Jonson
July 15 (3 – 5 p.m.)	Colored Pencil Drawing	Jennifer Shiling
July 16 (2 – 4:30 p.m.)	Oil Pastel Portrait (Advanced)	Tim Sanders
July 17 (1 – 3 p.m.)	Sculpting	Matt Evans

*Rescheduled to July 15th from 1 p.m. to 2 p.m.

If you were to receive the same salary, which kind of job would you prefer to have?

*A job that requires you to travel often *A job that requires you to work in an office

Select one and give specific reasons and support your opinion.

2) Writing

From: Jason Vornas, Best Vacation Rentals
 To: Pearl Seine
 Subject: Vacation rental inquiry
 Sent: March 4, 10:01 A.M.

Thank you for expressing interest in our vacation rental houses. If you provide details about what you're looking for, we can suggest rental houses that would fit your needs. We're happy to answer any questions.

Directions : Respond to the e-mail as if you are looking for a vacation rental house. In your e-mail, give TWO pieces of information and ask ONE question.

DAY 12: SPEAKING PART 5 + WRITING PART 3

Part I: Speaking

1) Read a text aloud

Attention passengers. The train for Birmingham is arriving at our station. We will start boarding once the train comes to a complete stop. If you have any missing items after the journey, please visit our website and leave your name, phone number and the description of the missing item. We will do our best to help you find it.

2) Part 05 – Directions

(i) Guided structure:

- Restate the question: Personally, *I agree/disagree with the opinion that/ I think ____ is the most important/ I prefer __ to __*
- Introduce supporting information: *I feel this way for several reasons/ I have this opinion for several reasons,...*
- Give supporting idea 1 + explain: *The first reason is that/ Firstly/ To begin with, <1 câu giải thích>*
- Give supporting idea 2 + explain: *Another reason is that/ Secondly/ Moreover,.... . <1 câu giải thích>*
- Restate your opinion: *So basically I would say that/ As you can see, there are a lot of reasons why I ____/ Overall, these are all the reasons why I _____*

Cách Giving supporting ideas:

- Supporting by telling: describing
- Supporting by showing: giving evidence, facts, statistics, etc
- **Supporting by linking cause and effect**
- Supporting by using comparison and/or contrast

Cách Giving examples:

- Situation
- Trouble
- Action
- Result

3) Practice

(i) Would you rather work for a big corporation or in a small company? Give reasons and examples to support your answer.

Outline:

Answer:

(ii) Do you agree or disagree that the company should let the employees enjoy sports or games during their working hours? Why?

Outline:

Answer:

(iii) What is an advantage of staying with only one company for a long period? Back up your response with plenty of details.

Outline:

Answer:

(iv) Do you agree or disagree with the following statement? "If you work hard, you will be successful." Give reasons and details to support your answer.

Outline:

Answer:

Part II: Writing**1) Instructions****2) Practice****Part III: Homework****1) Speaking**

Welcome to Orderly Living! On today's show, we're going to shift our focus away from the home and into the office. Every company should maintain a clean office. To do so, it is important to use desk drawers, filing cabinets and storage spaces appropriately. Let's get started with some general tips.

Welcome to the Traverse City Gallery. In attendance today for the new exhibit opening is Charles Moss, one of the artists whose work is featured here. The exhibit contains paintings, photographs and sculptures of specific historic scenes. In order to enjoy each piece to the fullest, please read the background pamphlet for each one.





Topic:

How often do you take part in activities within your community?

How do you find out about activities taking place in your community?

Which of the following would you like to learn at your community center?

*Cooking *Writing *Computer Technology

Sweets & Snacks Conference		
Oct 10 (Saturday), Hempstead Hotel		
9:00 – 9:30 a.m.	Welcome Speech	Ethan Kurt
9:30 – 10:30 a.m.	Demonstration: Reinventing Classic Desserts	Amy Watts
10:30 – 11:30 a.m.	Workshop: Unusual Ingredients for Desserts	Bill Martin
Noon	Lunch Break	
1:30 – 3:30 p.m.	Demonstration: Gluten-Free Dessert Ideas	Seth Bowers
3:30 – 5:00 p.m.	Workshop: Making Healthier Dessert Choices	Brian Wilson

*Participation Fee: \$50 (Early), \$75 (On-site)

Do you agree that it is important for companies to evaluate their employees' work performance?

Why or why not?

Outline:

Answer:

2) Writing

From: Piero Caggia
To: artlessons@ikedasartstudio.com
Subject: Art lessons
Sent: August 17, 10:30 A.M.

Hello,

I saw your advertisement about art lessons on the Ikeda's Art Studio Web site. I am interested in lessons for my son. Could you tell me about your qualifications and more about the lessons you provide?

Thanks,

Piero Caggia

Directions : Respond to the e-mail as if you are the art instructor. In your e-mail, give TWO pieces of information and ONE instruction.

DAY 13: SPEAKING PART 5 + WRITING PART 3

Part I: Speaking

1) Read a text aloud

Good evening ladies and gentlemen. It's my pleasure to welcome you to the 20th anniversary of Edmond Express. It has been a long journey for our employees, board members and the shareholders, but we have clearly made a great progress over the last two decades. Tonight, as the CEO, I would like to appreciate everyone's dedication to the company's success.

2) Part 05 – Practice

Among the following three things, which one do you think is the most important when hiring employees?

*Past working experience *Recommendations *Educational background

Select one of these three and back up your response with plenty of details.

Outline:

Answer:

Which of the following traits do you think is most valuable in a coworker?

*Good communication skills *Friendliness *Talent

Select one and explain your answer giving specific details,

Outline:

Answer:

In your opinion, which trait contributes more to being a successful manager?

* Good organizational skills * Ability to motivate other employees

Choose one and give reasons to support your opinion.

Outline:

Answer:

Do you agree or disagree with this statement: "A good supervisor listens to all the employees on his or her team. State your opinion and give specific reasons to support it.

Outline:

Answer:

Part II: Writing**1) Instructions****2) Practice****Part III: Homework****1) Speaking**

A recent study has found yet another beneficial point of getting at least 30 minutes of direct sunlight every day. It helps our body stay healthy, skin stay clear and makes us feel happier. Those things we already knew. However, the study tells us that it also increases our efficiency of processing vitamins.

This is the weekend weather forecast. Saturday morning will start out foggy, and begin to clear up around noon. Sunday we will get some precipitation that will most likely come in the form of rain, sleet and hail. We recommend avoiding going out on that day if possible.





Topic:

When will you go on your next vacation? Where will you go?

Do you prefer to stay at a hotel or use a different kind of accommodation option when you are on vacation? Why?

Which source do you prefer to use to get information when planning for your vacation?

*Websites *Travel agencies *Magazines

Crafters Marketplace

October Art Workshops

Each Session: \$25 (Including Materials)

Date	Time	Class	Instructor
October 5 th (Tues)	10 a.m. ~ Noon	Watercolor Intensive Class	Teresa Huxley
October 11 th (Mon)	9:30 ~ 11:30 a.m.	Art Buffet – Free Art Activity	Amber Greene
October 15 th (Fri)	2 ~ 4 p.m.	Painting with Acrylics	Janet Davenport
October 20 th (Wed)	9 ~ 11 a.m.	Sculpting Class	Michelle Clark
October 28 th (Thurs)	1 ~ 3 p.m.	Fabric Flowers for Beginners	Carol Stephens

Registration Deadline: September 30th (Thurs)

Which of the following abilities do you think is the most important when working in a company?

*Being good at teamwork *Problem solving skills *Fast learning skills

Select one of the three and explain in detail why you chose it.

Outline:

Answer:

2) Writing

From: JRichards@timutelectronics.com
To: GPeters@timutelectronics.com
Subject: Exit interview
Sent: June 12, 7:59 A.M.

Dear Ms. Peters,

Since you'll soon be leaving our company for another job, I'd like to meet with you for a brief discussion. To prepare for that meeting, could you send me an e-mail about your experience working here and how the company can improve?

Thanks,

Jessica Richards
Human Resources Manager

Directions : Respond to the e-mail. In your e-mail, give ONE piece of information and make TWO suggestions.

DAY 14: SPEAKING PART 5 + WRITING PART 3

Part I: Speaking

1) Read a text aloud

Are you still looking for the best pizza place in the neighborhood? Look no further. Antonio's Pizza Parlor is here to save your day! Our traditional brick oven is sure to bring you the best Italian pizza experience ever. Come by during the opening weekend to enjoy a free side dish, a free drink or free extra topping of your choice.

2) Practice

Do you think that it is better for primary school students to learn foreign languages or computer skills?

Give specific reasons and details to support your opinion.

Outline:

Answer:

In your opinion, should students be encouraged to participate in outdoor activities? Why or why not? Back up your response with specific details.

Outline:

Answer:

What are some advantages of going to a big college? Why?

Give specific reasons and details to support your opinion.

Outline:

Answer:

Do you agree or disagree that teachers should be humorous when they teach children?

Why or why not?

Support your answer with specific details and reasons.

Outline:

Part II: Writing**1) Instructions****2) Practice****Part III: Homework****1) Speaking**

For the best deals on audio hardware, come to Allison's Audio! Allison's Audio is offering specials on headphones, speakers and stereos. Our associates can even help you order a custom sound system for your car or living room. Check out our website to see our complete inventory.

You have reached Rocky Point Beauty Salon. If you know your party's extension, press it now. To hear our hours and location, press one. To make or change an appointment, press two. If you would like to ask about coloring, styling, or makeup, press three. Press four to hear these options again.





Topic:

When was the last time you went on a picnic? Who did you go with?

Where is the best place to have a picnic in your neighborhood? Why do you think so?

Which of the following is the most important thing to consider when planning a picnic?

*The menu *The time of the day *The Guest list

Bluebell Department Store		
Weekly Employee Meeting		
Monday, July 7th (9:30 a.m. ~ Noon)		
Time	Agenda	Organizer
9:30 a.m.	Sales Performance Review	Tim Carlson (Sales Team)
10 a.m.	Announcements: - Upcoming Sale Events - New hires and promotions	Lisa Wang (Management Team)
10:30 a.m.	Customer Feedback Overview	Teresa Heinz (Customer Service Team)
11 a.m.	Sales Employee Training - Finding a Location - Setting Schedule	Jeff Barkley (Sales Team)
11:30 a.m.	Inventory Management	Jude McGill (Logistics Team)

What do you think about this statement: "Should children learn to play a musical instrument in school?" Give your opinion and use specific reasons to support it.

Outline:

Answer:

2) Writing

From: Robert Bremen
To: Glenn Cameras Customer Service
Subject: Product return
Sent: February 9, 10:51 A.M.

I recently purchased a battery for my camera from your Web site. The online description said that the battery would be compatible with my camera, but it's the wrong size. What do I need to do to return this battery and get the right one for my camera?

Thanks,

Robert Bremen

Directions : Respond to the e-mail as if you are a customer service representative. In your e-mail, give TWO pieces of information and ask ONE question.

DAY 15: SPEAKING PART 5 + WRITING PART 3

Part I: Speaking

1) Read a text aloud

Thanks for tuning into my podcast during your precious lunch time. My name is Scott Wilson, the host of Lunch and Art, where you get to hear all kinds of behind stories of local artists, their work and art events. Today, we have a special guest on our show. A high school art teacher who has become famous for her graffiti art. Please welcome Cindy Hewitt.

2) Practice

In your opinion, why do a lot of university students work as interns before they graduate?

Support your answer with specific reasons and details.

Outline:

Answer:

Would you prefer to learn a new hobby through a book or from a friend? Why? Give specific reasons and details to support your opinion.

Outline:

Answer:

Among the following activities, what would be the best way to spend their vacation for high school students? *Volunteer work *Sports activities *Spending time with friends

Give specific reasons and details to support your opinion.

Outline:

Answer:

Which of the following is the best place to go on a field trip for high school students?

- * Visiting local colleges
- * Visiting an art museum
- * Visiting a historical site

Give specific reasons and details to support your opinion.

Outline:

Do you agree or disagree that college students must have genuine interest in the subjects that they are learning in order to have higher academic achievement?

Give specific reasons and details to support your opinion.

Outline:

Part II: Writing

- 1) Instructions
- 2) Practice

Part III: Homework

- 1) Speaking

And now, time for the weather. Next week will start off warm, dry and windy. Expect strong winds on Monday. By the end of the week, we should get some rain. That will probably get to us around Thursday evening. We'll be back with more news after this brief message from our sponsors.

Walk and work in style with a pair of shoes from Burnett! Burnett designs comfortable shoes for a variety of workplaces. Visit our website to browse our wide selection of dress shoes, high heels and work boots. Also, be sure to ask for the Burnett brand next time you go to a shoe store.





Topic:

How often do you watch TV? What kind of TV programs do you like the most?

Out of mobile phones, computers, and televisions, which device would you use to watch TV programs on TV streaming services?

What could be the reason to make you sign up for a new TV streaming service?

20th International Environment Conference

Birmingham Convention Center (Main Auditorium) | Friday, June 29th

Time	Sessions	Speakers
08:30 – 09:00	Introduction & Opening	Sally Holmes
09:00 – 10:00	Clean Water and Sanitation	Sandra Ramsey
10:30 – 11:30	Life Below Water	Peter Kemp
11:30 – 13:00	Socializing Lunch	
13:00 – 14:00	Affordable and Clean Energy	John Flint
14:30 – 15:30	Responsible Consumption and Production	Fiona Hopkins
15:30 – 16:00	Closing	Kate Garratt

Registration Deadline: June 5th

Many people argue that students should have to participate in physical activities at school, while others feel this is unnecessary for students. Which point of view do you agree with and why?

Outline:

Answer:

2) Writing

From: M. Lee
To: Explore The City Tour Company
Subject: Sightseeing tours
Sent: June 14, 9:46 A.M.

I will be staying in your city for five days in July. I'd like to see some interesting places during that time. Could you please give me some information about the sightseeing tours that your company offers?

Directions : Respond to the e-mail as if you work for a tour company. In your e-mail, give TWO pieces of information and ask ONE question.

DAY 16: SPEAKING PART 5 + WRITING PART 3

Part I: Speaking

1) Read a text aloud

Ladies and gentlemen, welcome to Beacon Theater. Tonight's show is about to begin shortly. Please return to your seats, turn off all electronic devices and stay quiet. You cannot leave the performance hall in the middle of the show. But please note that you can do so during the intermission. Thank you for our cooperation!

2) Practice

In your opinion, which is the more effective form of conversation? Why?

*Speaking face-to-face *Speaking on the phone

Choose one of the two and back up your response with plenty of details.

Outline:

Answer:

Do you think that the advances in technology can improve our communication in the future? Why or why not? Give specific reasons and details to support your opinion.

Outline:

Answer:

Do you agree or disagree that people have become more dependent on mobile phones these days compared to the past?

Give specific reasons and details to support your opinion.

Outline:

Do you agree or disagree that advertisements encourage people to purchase unnecessary products? Give specific reasons and details to support your opinion.

Outline:

Answer:

What are some good things about reading reviews of products or services written by customers?

Outline:

Answer:

Part II: Writing

- 1) Instructions
- 2) Practice

Part III: Homework

- 1) Speaking

Do you have trouble getting a good night's sleep? It could be because your bedding is not comfortable enough. Come to Right Night to find the most highly rated pillows, sheets and blankets. After spending a night relaxing with our products, you will sleep like a baby! Visit our website to view our locations.

Hello, and welcome to the New Amsterdam Museum of Art! I'm Shawna Devoir, your tour guide here today. I'll be showing you some breathtaking pieces of art including carvings, paintings and sculptures. Please refrain from any flash photography. If you're ready, let's get started!



Topic:

How many books do you read a month, and where do you usually buy them?

How often do you visit bookstores, and what do you usually do there?

How do you think bookstores can improve their services?

Killian Art School Students Film Festival			
November, 9th (Sat), Plymouth Royal Cinema)			
Time	Movies (Genre)	Directors	Locations
08:00-10:00	Wild Strawberries (Animation)	Eric Bergman	Theater D
	The Quest (Adventure)	Pablo Diaz	Theater A
10:00-Noon	Cold War (Action)	Amy Gomez	Theater D
	Painting Life (Family Drama)	Billy Wyler	Theater A
1:00-2:30	Autumn Sonata (Romance)	Robert Lynch	Theater B
	Land of Untold (Mystery)	Pablo Diaz	Theater C

Some say that teenagers should wear uniforms to school. Others say they should be able to choose what to wear to school. What is your opinion and why?

Give specific reasons and details to support your opinion.

Outline:

Do you agree or disagree that owning a car is a waste of money for most of the individuals?

Outline:

2) Writing

TOEIC Writing

HELP
HIDE TIME 00 : 10 : 00

Directions : Read the e-mail.

From: K. Lehmann
To: A. Mitra
Subject: Invitation to give a workshop
Sent: June 12, 9:34 A.M.

Dear Dr. Mitra:

I enjoyed your workshop at the convention last week. I'd like to invite you to give a similar presentation to the employees at Gammite Enterprises. When would you be available? Also, please let me know what you will need for your presentation.

Klaus Lehmann
Manager, Gammite Enterprises

Directions : Respond to the e-mail. In your e-mail, give THREE pieces of information.

DAY 17: SPEAKING PART 5 + WRITING PART 3

Part I: Speaking

1) Read a text aloud

Thank you for joining the retirement ceremony of Ellen Hoffman. Ellen became a business women five decades ago by starting a small advertising agency in New York. Her fifty years of dedication has led this company to grow internationally establishing the Ellen Advertising Network. Please welcome her to the stage with a round of applause.

2) Practice

Do you think that visiting a museum is a waste of money? Why or why not?

Give specific reasons and details to support your opinion.

Outline:

Answer:

In your opinion, what are some advantages of local governments supporting museums or cultural institutions?

Please back up your response with plenty of details.

Outline:

Do you think that going to a concert is a waste of money? Why or why not?

Give specific reasons and details to support your opinion.

Outline:

Answer:

Imagine that there is a plan to build a large shopping mall in your neighborhood. Do you support or oppose this plan? Why? Use specific reasons and examples to support your opinion.

Outline:

Answer:

Do you agree or disagree that parents should discourage their children from having celebrities such as musicians or actors as their role models? Why?

Give specific reasons and details to support your opinion.

Outline:

Some people think that the company should increase the salary of all the employees every year. Others think that the company should increase the salary of the employees who only bring good results. What is your opinion on this matter?

Outline:

Part II: Writing

1) Instructions

2) Practice

Part III: Homework

1) Speaking

Ladies and gentlemen welcome to Royal Theater where you can enjoy classic movies including comedies, dramas and mysteries. Not only are they enjoyable to watch, but they also can be a window to the past. Today we are featuring a classic movie titled "Why not now?" directed by Bill Smith.

Thank you for joining the retirement ceremony of Professor Jordan McGraw. He is one of the most influential scientists alive today whose work, research and ideas have significantly impacted our lives. He has shown humble leadership with exceptional professionalism during his stay here. Please welcome him with a big round of applause.



Topic:

When did you last have a meal at a shopping center? Did you eat with someone else?

Do you ever go to a shopping center just to eat a meal or visit a café?

Which of the following factors do you think is the most important when eating at a shopping center?

*Quick service *Food quality *Convenient location

Business Trip Itinerary - Heather Ford

Day 1: March 23rd (Thursday)

7:05 a.m.	Depart (Los Angeles) / Flight #: KC 9128
10:10 a.m.	Arrive (Seattle)
11:30 a.m.	Client Meeting – Parson Medicinal Science
1 p.m.	Lunch
2 p.m.	Meeting – Seattle Branch Staff Members
3:30 p.m.	Client Meeting – Pearson Publishing House
4:30 p.m.	Factory Tour -> 2 nd day
7 – 10p.m.	Employee Award Ceremony (Garden Square Hotel)

Would you rather have friends who are similar to you, or would you prefer to hang out with who are different? Give specific reasons to support your opinion.

Outline:

Answer:

2) Writing

TOEIC Writing

HELP

TIME : 00 : 10 : 00

Directions : Read the e-mail.

From: Premier Landscaping
To: Landerson Law Offices
Subject: Customer satisfaction
Sent: July 14, 11:02 A.M.

Your office recently stopped using our company for your gardening and landscaping needs. Customer service is very important to us, so we would like to hear from you! Please tell us why you canceled your service and how you think we might better serve our customers in the future.

Directions : Respond to the e-mail. In your e-mail, provide TWO reasons and make ONE suggestion.

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DAY 18: CÁC TOPIC KHÓ

Part I: Speaking

1) Practice

Do you think it is a good idea to give artwork as a gift to someone?

Outline:

Do you prefer to use cash or a credit card when buying things from a vending machine?

Outline:

In your opinion, is Internet news more or less accurate than news that you see on TV? Why do you think so?

Back up your response with specific details.

Outline:

What are some advantages of asking family members for advice? Back up your response with plenty of details.

Outline:

What do you think is an advantage of working as a doctor? Back up your response with specific details.

Outline:

Do you agree or disagree with the following statement? "Young people should not be allowed to drive cars until they are twenty-one years old." Use specific reasons and examples to support your answer.

Outline:

Part II: Writing

- 1) Instructions
- 2) Practice

Part III: Homework

- 1) Speaking

Spring is right around the corner, which means the Hampton Botanical Garden is open again! Bring your friends and family to enjoy all of the beautiful flowers, trees and other plants as they bloom again. Check our website for our special event schedule and discount information.

This is the weekend weather report. A cold front is coming in on Saturday night, and with it we can expect a lot of wind, snow and sleet. We predict the high temperature to be just below freezing, with lows well below zero degrees. Be sure to bundle up and stay warm!





What time of day do you think is the most convenient time to go to a fitness center?

In your opinion, should fitness centers provide a break room for their members? Why?

Which of the following factors has the biggest effect on choosing a fitness center?

*Variety of exercise programs *Reasonable price *Up-to-date facilities

Oakwood Shopping Mall
New Employee Training Workshop

May 15th (Weds) | Main Auditorium

Hours	Sessions	Speakers
8:30 a.m.	Coffee & Socializing	-
9:30 – 10 a.m.	Opening Speech	Ethan Bennett
10:15 – 11 a.m.	Lecture: Understanding Human Behavior	Brian Campbell
11:15 a.m. – Noon	Discussion: How to defend a claim	Stella Miller
Noon – 2 p.m.	Lunch Break (Employee Cafeteria)	-
2 – 3:30 p.m.	Workshop: Situational Leadership	Melody Parker
3:30 – 4 p.m.	Question and Answer Session	Deborah Lopez

Some people feel that children watch too much television these days and that this is having a negative impact. Do you agree or disagree with this opinion? Use specific reasons and examples to support your opinion.

2) Writing

From: Riverdale Public Library
 To: Neighborhood Residents
 Subject: Library now open

Dear Neighbors,

We are pleased to announce that your neighborhood library is now open! After three years of construction work, the library is now ready for use by all neighborhood residents. We offer a wide range of library services and interesting activities for the entire family. Please let us know how we can help you.

Libby Mills
 Librarian

Writing

Directions: Respond to the e-mail as a local resident who wants to use the library. In your e-mail, ask TWO questions and make ONE request.

DAY 19: CÁC TOPIC KHÓ

Part I: Speaking

1) Practice

In your opinion, which of the following is the most effective way to relieve stress?

*Watching TV *Cooking *Hanging out with friends *Exercising *Listening to music

Outline:

One-on-one trainings are better than online training programs for new employees at work.

Give specific reasons and details to support your opinion.

Outline:

Do you agree or disagree that it is important to have loyal employees in order for a company to be successful? Why?

Outline:

Do you agree or disagree that it is necessary to have a good leader in order for a team to succeed?
Give specific reasons and details to support your opinion.

Outline:

In your opinion, what is most important for employees working at a startup company?

*Responsibility *Intimacy among coworkers *Promotion opportunities

Select one of the three and explain in detail why you chose it.

Outline:

Many people think that electric cars will solve the world's pollution problems, what is your opinion on this issue? Give reasons and details to support your answer.

Outline:

Part II: Writing

- 1) Instructions
- 2) Practice

Part III: Homework

- 1) Speaking

Welcome to Mornings with Sandy and I'm your host Sandy Perkins. The scorching heat is affecting our day-to-day life and thousands of heat-related patients have been reported throughout the nation over the weekend. Health care experts say it is important to keep cool, avoid vigorous physical activities and drink plenty of water.

Today's guest is a fitness expert Jessie Friedman whose videos have become extremely popular on the Internet this Summer. She is here today to share with us her fitness secrets, diet plans and exercise routines. Before we invite her to the stage, let's hear a word from our sponsor.



How often do you visit historical sites?

Who do you usually go to historical sites with?

Do you enjoy visiting historic sites?

TREBEK Bio Tech Industry

New Intern Orientation

Mach 25th (Mon), Main Auditorium, Headquarters

Time	Sessions	Organizer
8 - 8:30 a.m.	Welcome Speech	Milton Bower, CEO
8:30 - 9:30 a.m.	Introduction of the Company Management	Fred Jones (HR Department)
9:30 - 10 a.m.	Breaktime	
10 - 11 a.m.	Administrative Work for the New Hires	Virginia Campbell (Administration)
11 -12 p.m.	Office Tours and Introductions	Bob Farrell (Administration)
12 – 1:30 p.m.	Lunch (Employee Cafeteria)	

What are some disadvantages of starting your own business rather than being employed at a company?

Give specific reasons and details to support your opinion.

2) Writing



Directions: Respond to the e-mail as a new member of the sports and fitness club. In your e-mail, ask THREE questions.

DAY 20: CÁC TOPIC KHÓ**Part I: Speaking****1) Instructions****2) Practice**

Which of the following things contributes the most to your happiness?

- Having a satisfying job
- Exercising regularly
- Having a good relationship with friends and family

Give specific reasons and details to support your opinion.

Outline:

Do you think that it is okay for the children to play online games in their free time?

Outline:

Choose a job and explain how you think it will change 20 years from now.

Give specific reasons and details to support your opinion

Outline:

Considering the changes happening in our society, which of the following industries do you think will change the most in the future?

- Agriculture
- Entertainment
- Transportation

Give specific reasons and details to support your opinion.

Outline:

In your opinion, which of the following traits do you need to display to a corporation when applying to it?

- *Communication skills
- *Good time management
- *Passion for the industry

Outline:

In your opinion, which of the following ways is more effective to learn new skills as an employee?

- * Reading a book or a manual * Taking an online lecture * Learning from other colleagues

Give some reasons to support your response.

Outline:

Part II: Writing

- 1) Instructions
 - 2) Practice

Part III: Homework

- ## 1) Speaking

This is the traffic report. Vehicles are moving slowly along Highway 9 due to fog, heavy rain and low visibility. Fortunately, there haven't been any accidents yet. We strongly advise going slow and using caution when driving in these conditions.

Stay stylish and warm this winter with a new coat from Wanda's Fashion Boutique. All this week, you can enjoy special deals on fur, leather and padded coats. You can also browse our inventory online. Our seasonal sale ends on Sunday, so hurry before you miss out!



When was the last time you played an online game? What did you play?

Do you prefer to play online games alone or with others?

Do you tend to read the instructions before playing an online game?

International Conference on Nutrition and Wellbeing

June 5th (Thursday) | Mascot Conference Center, Toronto

9:30 a.m.	Welcoming and Introduction	George Thomas
10 a.m.	Lecture: Food and Chronic Diseases	Mathew Walker
11 a.m.	Demonstration: Food Waste Management	Maya Simmons
12 – 1 p.m.	Socializing Lunch (Catered: Benjamin Catering Services)	
1 p.m.	Lecture: Aspects of Nutrition	Eva Danes
2 p.m.	Demonstration: Preservation and Packaging	Helen Taylor

***Registration Deadline: June 2nd (Monday)**

***Registration Fee: \$50/person (Lunch Included)**

In order to solve important matters, do you think employees should discuss them with coworkers?

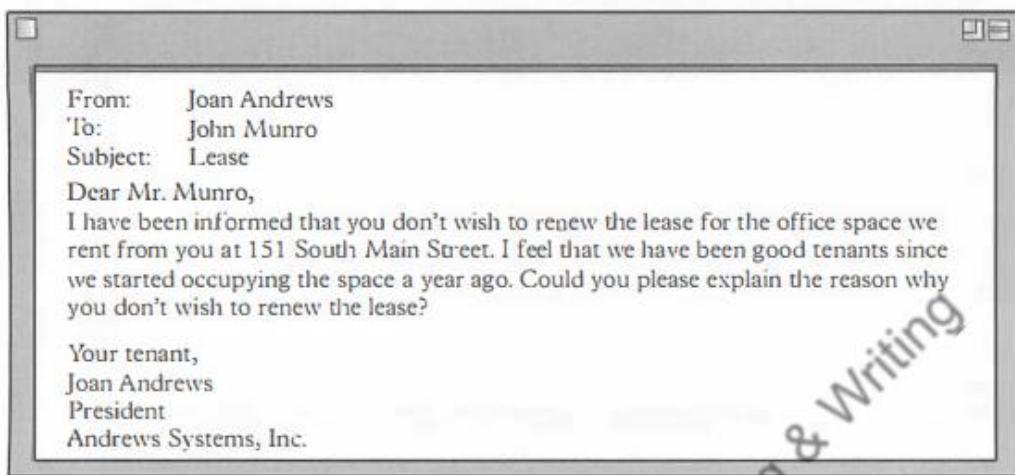
Why or why not? Give specific reasons and details to support your opinion.

2) Writing

Writing

Question 7 of 8

Read the e-mail.



Directions: Respond to the e-mail as if you are John Munro, owner of the office space at 151 South Main Street. In your e-mail, explain TWO problems and make ONE request.

