**CAUSES AND EFFECTS ESSAY**

The world has changed a lot; however, some negative changes have also happened. One of them is that…. **S+V…** . this essay will discuss the main causes and the negative impacts related to this tendency.

There are several causes of **N/Ving**. The first cause is that… in fact,…

Another cause is that…..For example,

However, there are some possible negative effects to this tendency. the first, significant impact is that….. In other words,…..

Another impact is that…… For instance,…..

To sum up, there are some causes and effects of……….**N/Ving……..** Therefore, I strongly believe that human beings had better joins hand to limit this situation

**EFFECTS AND SOLUTIONS ESSAY**

The world has changed a lot; however, some negative changes have happened. One of them is that……….. this essay will discuss the main causes/problems related to…. And suggest some solutions to improve this situation.

There are some causes/problems of…..the first cuase/problem is that…..another cause/problem is that…

However, there are some possible solutions to the main causes/problems. the first feasible solution is that….. another effective solution is that……

To sum up, there are two primary problems/causes of……. if the solutions above are applied, the situation will be better.

**OPINION ESSAY**

In recent years, many people have been advocating that **S+V.** I argee/disargee with this view, and the following essay will discuss several reasons.

The first salient reasons is that

Another convining argument is that

The last reason is that

To sum up, for the reasons I have mentioned above, I hold a firm belief that **S+V.**

**TWO-SIDER ESSAY**

In the era of globalization, many people argue that……… this essay will clarify both points of view and explain why I believe that……

On the one hand, there are understandable reasons

why people believe that….. the first reason is that…….another reason is that…….

On the other hand, I am among those who advocate that………… the first salient is that….another reason is that

To sum up, while some people suppose that… I would concur that….

**LETTER**

* **Phần mở:**

Dear (tên)/Sir or Madam,

(How have you been lately? It has been such a long time since we last chatted with each other. I am doing well and I hope that you and your family are in good health conditions too.) **=> chỉ dùng cho thư thân mật**

I am writing to + express my dissatisfaction with (**complaint)**

+ apologise for

+ apply for a position as a + nghề nghiệp (appli…)

**Dựa vào đề yêu cầu viết thư gì**

+ inform you about

+ express my heartfelt gratitude towards

+ enquire about

+ give you some advice on this issue.

* **Phần thân:**

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I hope that you will have a look into and solve this problem as soon as possible. **(Complaint letter)**

1. *The atmosphere was hot and noise -> you should install ari-conditions*
2. *Your staff was unfirendly -> you should retain your staff*
3. *Your food was bad -> you should check your food/disnes carefully before serving*
4. *I felt uncomfortable and disappointed*
5. *Firstly, I was improssed by your spacious/area/big seat, which made me comfortable*

I hope that you can accept my sincere apology and forgive me. **(Apology letter)**

***I an deeply sorry for this unexpected situation I did not want it to happen, However,…***

I hope that you can give me a chance to devote myself t o your company. **(Application letter)**

1. ***I have many experiences in this field***
2. ***I have an excellent Bachelor’s degree aand many skills such as communication skills, solving-problems skills and teamwork skills, and time management skills***
3. ***I am friendly so I can work with many people***
4. ***I believe that I can help your company***
5. ***I can speak English well. My English certificate is IELTS 7.0***
6. ***I am willing to attend the interview at any of your convenient time, if necessary***

I hope that my recommendations will be useful in alleviating your situation. **(Advice letter)**

I would be grateful if you could consider my questions and answer them at your earliest convenience. **(Enquiry letter)**

***I would be gratefull if you could tell me …(hoi)…***

Thanks again for your kindness. I hope that we will be able to see each other soon. **(Thank-you letter)**

Is there anything you are still questioning? Please let me know. I am willing to answer all your questions if I can. **(Information letter – thân mật)**

If you have any more questions, please do not hesitate to ask. **(Information letter –trang trọng)**

* **Phần kết:**

I am looking forward to hearing from you soon. **=> trang trọng**

It is time to continue cramming for my study/work. Write to me soon, my dear. **(Information, Advice and Thank you letters) => không trang trọng**

Best wishes, **=> không trang trọng**

Yours sincerely, / Yours faithfully, **=> trang trọng**