

Thông tin về kỳ thi

TOEIC SPEAKING & WRITING

Thông tin chung về kỳ thi TOEIC Speaking & Writing

Hiện tại kỳ thi **TOEIC Speaking & Writing** gồm hai loại: **TOEIC Speaking & Writing** kiểm tra kỹ năng nói và kỹ năng viết và **TOEIC Speaking** chỉ kiểm tra kỹ năng nói. Thí sinh có thể chọn một trong hai loại này để đăng ký dự thi.

01 Hệ thống kỳ thi

Kỳ thi **TOEIC Speaking & Writing** được tiến hành theo thể thức IBT (Internet-based Test); thí sinh sẽ làm bài thi trên máy tính tại các trung tâm khảo thí được chỉ định. Trong phần Speaking Test, câu trả lời của thí sinh sẽ được ghi âm lại; ở Writing Test, thí sinh sẽ làm bài trực tiếp trên máy và phần trả lời sẽ được gửi đến ETS ở Hoa Kỳ qua đường truyền Internet. Phần trả lời của thí sinh sẽ được các chuyên gia của ETS trực tiếp chấm điểm.

02 Điểm số

Cấp độ	Điểm số	
Level	Speaking	Writing
Level 1	0-30	0-30
Level 2	40-50	40
Level 3	60-70	50-60
Level 4	80-100	70-80
Level 5	110-120	90-100
Level 6	130-150	110-130
Level 7	160-180	140-160
Level 8	190-200	170-190
Level 9		200

a. Phương thức tính điểm (Scoring)

Điểm số của bài thi **TOEIC Speaking & Writing** được tính riêng; số điểm tối đa cho mỗi kỹ năng là 200 điểm. Cấp độ 8 là cấp độ cao nhất của Speaking và cấp độ 9 là cấp độ cao nhất của Writing.

b. Thông báo điểm

Khoảng 3-4 tuần sau ngày thi, thí sinh có thể xem kết quả qua trang Web do ETS chỉ định và thí sinh sẽ nhận được phiếu điểm trong vòng 7-10 ngày kể từ ngày công bố điểm.

c. Thời hạn hiệu lực của kết quả thi

Thời hạn hiệu lực là 2 năm. Để dự thi, thí sinh không cần phải có điều kiện đặc biệt như học lực, tư cách,...

Thông tin về TOEIC Writing Test

01 Đặc trưng

Mục đích của **TOEIC Writing Test** được thiết kế để đánh giá khả năng viết trong môi trường kinh doanh quốc tế của thí sinh. Thí sinh không những phải diễn đạt được ý kiến của mình, mà còn phải viết các email liên quan đến công việc hoặc bài luận dài khoảng 300 từ với chủ đề trọng tâm xoay quanh công việc và nơi làm việc. Ngoài ra, bài thi được thực hiện trên máy tính, nên thí sinh cần phải có kỹ năng đánh máy tiếng Anh thành thạo.

02 Thời gian thi và cấu trúc của bài thi

Số câu hỏi	Loại câu hỏi	Thời gian trả lời	Điểm cho mỗi câu hỏi
1-5	Viết câu dựa vào bức ảnh Write a sentence based on a picture	8 phút	0-3 điểm
6,7	Trả lời câu hỏi viết Respond to a written request	20 phút (mỗi câu 10 phút)	0-4 điểm
8	Viết bài luận diễn đạt ý kiến Write an opinion essay	30 phút	0-5 điểm

NGỮ PHÁP CƠ BẢN

SIMPLE SENTENCE

I. SENTENCE STRUCTURE

The meaning of an English sentence depends on the word order.

- 1 We put the subject before the verb and the object after the verb:

The cook | burnt | the dinner.
 S V O

- 2 Adverbials (*How?*, *Where?*, *When?*) usually come after the verb or after the object:
He read the note quickly. (How?) I waited at the corner (Where?) till 11.30. (When?)

- 3 The basic word order of a sentence that is not a question or a command is usually:

subject	verb	object	adverbials
<i>How? Where? When?</i>			
<i>I</i>	<i>bought</i>	<i>a hat</i>	<i>yesterday.</i>
<i>The children</i>	<i>have gone</i>		<i>home.</i>
<i>We</i>	<i>ate</i>	<i>our meal</i>	<i>in silence.</i>

- 4 We also put the time reference at the beginning: ***Yesterday I bought a hat.***

1. a Rewrite the sentences that don't make sense.

- b Mark all the sentences in the exercise S V O to show Subject, Verb, Object.

- 1 Has set John Bailey a new high-jump record. *(S) John Bailey (V) has set (O) a new high-jump record.*
- 2 The passport examined the passport officer.
- 3 These biscuits don't like the dogs.
- 4 The shop assistant is wrapping the parcel.
- 5 Have seen the visitors the new buildings.
- 6 My father didn't wash the dishes.
- 7 The pipe is going to fix the plumber.
- 8 Will the goalkeeper catch the ball?
- 9 Has the meal enjoyed the guest?
- 10 Can't play John the game.

- 2.a Arrange these words in the right order. Use a capital letter to begin each sentence.

- b Mark each rewritten sentence S V O M P T to show:

Subject, Verb, Object, Manner (*How?*), Place (*Where?*), Time (*When?*).

- 1 till 11 o'clock this morning | slept | the children *(S) The children (V) slept (T) till 11 o'clock this morning.*
- 2 the papers | into the bin | he threw.
- 3 I don't speak | well | English.
- 4 hides | Mrs Jones | her money | under the bed.
- 5 carefully | this suitcase | you didn't pack.
- 6 on this shelf | I left | this morning | some money.
- 7 from the bank | a loan | you'll have to get.
- 8 the phone | in the middle of the night | woke me up.
- 9 in the park | you shouldn't walk | at night.
- 10 your food | you should sat | slow'y.
- 11 my term | begins | in October.
- 12 your article | I | quickly | last night | in bed | read.

II. SENTENCE FORMS:

- 1 A sentence can take any one of four forms:
- a **statement:** *The shops close/don't close at 7 tonight.*
 - a **question:** *Do the shops close at 7 tonight?*
 - a **command:** *Shut the door./Don't shut the door.*
 - an **exclamation:** *What a slow train this is!*
- 2 When we write a sentence, we must begin with a capital letter and end with a full stop (.), a question mark (?), or an exclamation mark (!).
If there are quotation marks ('...') or ("...") around spoken words in a sentence, we put other punctuation marks 'inside' them:
*'I'm tired,' she said. (Not *'I'm tired', she said.*)*

1.a Arrange these groups of words in the right order. Add (.), (?) or (!).

b Describe each sentence as a statement, question, command or exclamation: S, Q, C or E.

- 1 the coffee | don't spill.....*Don't spill the coffee.*.....(C)
- 2 today's papers | have you seen
- 3 to meet you | how nice.....()
- 4 my umbrella | where did you put.....()
- 5 arrived | the train | fifteen minutes late
- 6 on time | the plane | won't arrive
- 7 this electricity bill | I can't pay
- 8 for me | please | open the door
- 9 the nearest hotel | where's | he asked
- 10 the bill | can't pay | I | he cried

2.a Read this story and arrange the words in each sentence in the right order.

b Add capital letters and (,), (.), (!) or (?) in the right places.

A QUIET SORT OF PLACE!

- 1 my car | I parked | in the centre of the village *I parked my car in the centre of the village.*
- 2 near a bus stop | an old man | I saw
- 3 'beautiful village | what a' | I exclaimed
- 4 'live here | how many people'
- 5 'seventeen people | there are' | the old man said
- 6 'here | have you lived | how long'
- 7 'all my life | I have lived here'
- 8 'isn't it | it's a quiet sort of place'
- 9 'here | a quiet life | we live
- 10 a cinema | we don't have | or a theatre
- 11 our school | five years ago | was closed

12 only one shop | we have

13 calls | a bus | once a day

14 here | in 55 B.C. | came | the Romans

15 since then | has happened | nothing'

3.a Read this story and arrange the words in each sentence in the right order.

b. Add capital letters and (,), (.), (!) or (?) in the right places [> 1.1B].

SO PLEASE DON'T COMPLAIN!

1 the local school | attends | my son Tim *My son Tim attends the local school.*

2 to his school | my wife and I went | yesterday

3 we | to his teachers | spoke

4 Tim's school report | we collected

5 very good | wasn't | Tim's report

6 in every subject | were | his marks | low

7 was waiting anxiously for us | outside | Tim

8 'my report | how was' | eagerly | he asked

9 'very good | it wasn't' | I said

10 'you | harder | must try

11 seems | that boy Ogilvy | very clever

12 good marks | he got | in all subjects'

13 'clever parents | Ogilvy | has' | Tim said

Complete the sentences using the given words:

1. girl/ gotten off/ school bus _____

2. trees/ behind/ bus _____

3. people/ standing/ front/ building _____

4. man/ meeting/ friend/ restaurant _____

5. fish/ lying/ 5 lines _____

6. man/ operating/ machinery _____

7. man/ working/ front/ house _____

8. he/ cinema/ every week _____

9. people/ built / house _____

10. manager/ leading/ meeting _____

THE COMPOUND - COMPLEX SENTENCE

I. THE COMPOUND SENTENCE:

- 1 When we join two or more simple sentences [> 1.2A], we make a **compound sentence**:
Tom phoned. He left a message. → *Tom phoned **and** left a message.*
- 2 The name we give to 'joining words' is **conjunctions**.
 These are the conjunctions we use to make compound sentences:
and, and then, but, for, nor, or, so, yet;
either ... or; neither ... nor ...; not only ... but ... (also/as well/too).
- 3 We can use conjunctions to show, for example:
 - **addition (and)**: *He washed the car **and** polished it.*
 - **continuation (and then)**: *He washed the car **and then** polished it.*
 - **contrast (but, yet)**: *She sold her house, **but/yet** (she) can't help regretting it.*
 - **choice (or)**: *You can park your car on the drive **or** on the road.*
 - **result (so)**: *He couldn't find his pen, **so** he wrote in pencil.*
 - **reason (for)**: *We rarely stay in hotels, **for** we can't afford it.*
- 4 We do not usually put a comma in front of *and*, but we often use one in front of other conjunctions: *He washed the car **and** polished it.* (no comma before *and*)
 Compare: *He washed the car, **but** didn't polish it.* (comma before *but*)
- 5 We keep to the basic word order in a compound sentence [> 1.1A, 1.2C]:

subject	verb	object	conjunction	subject	verb	complement
<i>Jimmy</i>	<i>fell off</i>	<i>his bike,</i>	<i>but</i>	<i>(he)</i>	<i>was</i>	<i>unhurt,</i>
- 6 When the subject is the same in all parts of the sentence, we do not usually repeat it:
same subject: *Tom phoned. He left a message.* → *Tom phoned **and** (he) **left** a message.*
different subjects: *Tom phoned. Frank answered.* → *Tom phoned **and** **Frank** answered.*
- 7 We usually repeat the subject after *so*: *He couldn't find his pen, **so he** wrote in pencil.*
- 8 We always have to repeat the subject after *for*. *For* is more usual in the written language and we cannot use it to begin a sentence [compare > 1.9A]:
*We rarely stay at hotels, **for we** can't afford it.*

1. Compound sentences with the same subject

Join these simple sentences to make compound sentences. Use the words in brackets.

- 1 I took the shoes back to the shop. I complained about them. (*and*)
~~I took the shoes back to the shop.~~ *I took the shoes back to the shop **and** complained about them.*
- 2 Your mother phoned this morning. She didn't leave a message. (*but*)
~~Your mother phoned this morning.~~
- 3 I can leave now. I can stay for another hour. (*I can either ... or*)
~~I can leave now.~~
- 4 Jim built his own house. He designed it himself. (*Jim not only ... but ... as well*)
~~Jim built his own house.~~
- 5 I don't know what happened to him. I don't care. (*I neither ... nor*)
~~I don't know what happened to him.~~
- 6 My new assistant can type very well. He hasn't much experience with computers. (*but*)
~~My new assistant can type very well.~~

2. Compound sentences with different subjects and with 'so/for'

Join these simple sentences to make compound sentences. Use the words in brackets.

- 1 The taxi stopped at the station. Two men got out of it. (and)

The taxi stopped at the station and two men got out of it.

- 2 You can give me some advice. Your colleague can. (Either you ... or)

- 3 We got ready to get on the train. It didn't stop. (but)

- 4 No one was in when we called. We left a message. (so)

- 5 We didn't want to get home late after the film. We went straight back. (so)

- 6 The old lady was nervous. She wasn't used to strangers calling late at night. (for)

- 7 I've always wanted to live in the country. My parents prefer to live in town. (but)

- 8 The letter has been lost. The postman has delivered it to the wrong address. (or)

- 9 For a moment the top of the mountain was visible. A cloud covered it. (and then)

- 10 Jane was a successful career woman. Her mother wanted her to be a housewife. (yet)

II. THE COMPLEX SENTENCE

1. Introduction to complex sentences:

- We can join two or more simple sentences to make **complex sentences**:

The alarm was raised. The fire was discovered.

The alarm was raised as soon as the fire was discovered.

The alarm was raised when the fire was discovered.

The alarm was raised after the fire was discovered.

- We can use many different kinds of 'joining words' (or **conjunctions**) to make complex sentences: *after, as soon as, when, since, that, if, so that, whether, etc.* [> 1.5-10]

- In a complex sentence there is one 'main' idea and one or more 'subordinate' ideas.

We can take the main idea (or **clause**) out of the sentence so that it stands on its own:

The alarm was raised is a **main clause**: it can stand on its own. ... *as soon as the fire was discovered* cannot stand on its own. It is **subordinate** to the main clause.

Underline the main clauses in these sentences.

- 1 You can tell me all about the film after I've seen it myself.
- 2 When you've finished cleaning the car, you can help me with the dishes.
- 3 You didn't tell me that you were going to invite so **many guests**.
- 4 I walk to work every morning so that I can get some exercise.
- 5 Since no one answered my call, I left a message on the answer-phone.

2. Noun clause derives from statement:

- A **noun clause** does the work of a noun. It answers the questions *Who?* or *What?*:
He told me about his success. (*told me about what?*): *his success* is a 'noun phrase'.
He told me that he had succeeded. (... *what?*): *that he had succeeded* is a noun clause.
- We introduce noun clause statements with *that* after:
+ some adjectives: *It's obvious that he's going to be late.*
+ some nouns: *It's a pity that he's going to be late.*
+ some verbs: *I know that he's going to be late.*
- We often use noun clauses after 'reporting verbs' like *say*, *tell (me)*, *think*, *know*. We can often omit *that*.
Instead of: *I know that he's going to be late*, we can say: *I know he's going to be late*.

Complete these sentences with noun clauses.

- 1 He feels angry. It's not surprising *(that) he feels angry*.....
- 2 She has resigned from her job. It's a shame
- 3 You don't trust me. It's annoying
- 4 You are feeling better. I'm glad
- 5 She's upset. I'm sorry
- 6 He didn't get the contract. He told me
- 7 It's a fair price. He believes
- 8 You're leaving. He has guessed
- 9 She's been a fool. She agrees

Underline the noun clause in this story:

YOU DON'T KNOW YOUR OWN STRENGTH!

I suppose you know you can turn into superwoman or superman in an emergency. Mrs Pam Weldon reported that her baby nearly slipped under the wheels of a car. Mrs Weldon weighs only 50 kilos, but she said she lifted the car to save her baby. Dr Murray Watson, a zoologist, wrote that he jumped nearly three metres into the air to grab the lowest branch of a tree when hyenas chased him in Kenya. Perhaps you wonder if you can perform such feats. The chances are that you can. Doctors say that we can find great reserves of strength when we are afraid. It's well-known that adrenalin can turn us into superwomen or supermen!

3. Relative clause

- Relative pronoun: who, whom, which. We can replace who, whom and which by that.
The man who is wearing a T-shirt is having dinner.
He is the man who(m) we are looking for.
The cars which are parked in the garage are new.
- Reduction of relative clause:
The man wearing a T-shirt is having dinner.
The cars parked in the garage are new.

1, Join these sentences using who or which:

- 1 He's the accountant. He does my accounts. He's the accountant who does my accounts.
- 2 She's the nurse. She looked after me.
- 3 They're the postcards. They arrived yesterday.
- 4 They're the secretaries. They work in our office.
- 5 That's the magazine. It arrived this morning.
- 6 They're the workmen. They repaired our roof.
- 7 He's the accountant. You recommended him to me.
- 8 She's the nurse. I saw her at the hospital.
- 9 They're the postcards. I sent them from Spain.
- 10 They're the secretaries. Mr Pym employed them.
- 11 That's the magazine. I got it for you yesterday.
- 12 They're the workmen. I paid them for the job.
- 13 That's the dog! I saw it at the dog show last week.
- 14 They're the birds. I fed them this morning.

2, Join these sentences using reduction form of relative clause:

- 1) The man is sitting on the chair. He is wearing a T-shirt.

- 2) The woman is reading a newspaper. She is standing next to the window.

- 3) The children are playing in the park. They are wearing colorful shirts.

- 4) The man is meeting his friend outside a building. He is wearing business suit.

- 5) The vase is placed on the table. It is beautiful.

- 6) A businessman is wearing formal suit. He is answering the phone.

- 7) The boys are sitting on the grass. They are playing chess.

- 8) The commuters are standing in a line. They are boarding the train.

- 9) The couple is sitting at the table. They are ordering some food.

- 10) The girl is wearing dress. She is waiting for her boyfriend in front of the building.

4. Adverbial clause of time:

- When the time clause refers to the future, we normally use the simple present after: *after, as soon as, before, by the time, directly, immediately, the moment, till, until and when*:

The Owens will move to a new flat when their baby is born. (Not *will be born*)
Join these pairs of sentences with the conjunctions in brackets, making necessary changes.

1 I won't know if I have got into university. I will get my exam results. (until)

I won't know if I have got into university until I get my exam results.

2 I'll give him your message. He will phone. (as soon as)

3 We should visit the Duty Free Shop. Our flight will be called. (before)

4 I'll be dead. They will find a cure for the common cold. (by the time)

5 You'll get a surprise. You will open the door. (the moment)

5. Adverbial clause of reason and contrast

- Adverbial clauses of reason** answer the question *Why?* We often give reasons by using 'joining words' (or **conjunctions**) like *because, as, seeing (that), and since*.

- We often begin sentences with *as* and *since*.

As (Since) it's a public holiday, you won't find many shops open.

- We often use *because* in the second half of a sentence:

Jim's trying to find a place of his own because he wants to feel independent.

We can always use *because* in place of *as, since* and *for*. We cannot always use *as, since* and *for* in place of *because*.

Join these sentences with the conjunctions to say *why*. More than one order is possible.

1 Service in this hotel ought to improve. There's been a change of management. (because)

Service in this hotel ought to improve because there's been a change of management.

2 The Air Traffic Controllers are on strike. We have cancelled our holiday. (as)

3 Could you sell your old computer to me? You have no further use for it. (seeing (that))

4 She's never in when I phone. I'll have to write to her. (since)

5 I've had to have the document translated. I can't read Russian. (since)

6 People are standing in lines. They want to get on the train. (as)

7 He opened the door. It was dark. (because)

We can introduce **contrast** with conjunctions like *although, though, even though, even if, while* and *whereas*:

Though I've had more than 20 lessons, I'm still not ready to take my driving test.

- 1 I'm going to buy a computer. I haven't got much money. (even though)
I'm going to buy a computer even though I haven't got much money.
- 2 I intend to go for a walk this morning. It's raining. (even if)
.....
- 3 I'll help you. I'm busy. (though)
.....
- 4 Your design is excellent. It isn't suitable for our purposes. (while)
.....
- 5 I try hard to play the piano. I don't seem to improve. (although)
.....
- 6 Chinese is so difficult. It's surprising how many people learn it. (although)
.....
- 7 The play was wonderful. The film was a commercial failure. (whereas)
.....

6. Adverbial clause of purpose

- We can express purpose by using *so that/in order that*:
I spend a year in German so that/in order that I can learn German.
- We can use *to/in order to/so as to* instead of *so that/in order that*.
I spend a year in German to/in order to/so as to learn German.

Rewrite these sentences using *in order that* or *so that* making any necessary changes.

- 1 I took twenty driving lessons to pass my driving test first time.
I took twenty driving lessons in order that I might pass my driving test first time.
- 2 I arrived at the cinema early so as not to miss the beginning of the film.
.....
- 3 We stood up in order to get a better view of what was happening.
.....
- 4 Mr Jones bought a second car for his wife to learn to drive.
.....
- 5 I spoke slowly and clearly because I wanted the audience to understand me.
.....

7. Noun clause with V-ing and V3/ed:

Since we arrived here, we have made many new friends.

⇒ Since arriving here, we have made many new friends.

Since the book was published, the book has been appreciated by many readers.

⇒ Since published, the book has been appreciated by many readers.

Rewrite these sentences

They broke this window when they tried to get into the house.

.....

The painting was lost for many years. It turned up at an auction.

.....

- 1 Although the meat was cooked for several hours, it was still tough.

.....

- 2 Though he refused to eat, he admitted he was very hungry.

.....

- 3 I damaged the car while I was trying to park it.

.....

- 4 While I agree you may be right, I still object to your argument.

.....

- 5 After we looked at the map, we tried to find the right street.

.....

- 6 Don't get into any arguments before you check your facts.

.....

- 7 If the picture is seen from this angle, it looks rather good.

.....

- 8 The vegetables which are sold in this shop are grown without chemicals.

.....

- 9 When the poem is read aloud it is very effective.

WORD CLASS

1. Noun

Danh từ là từ dùng để chỉ người, sự việc hoặc nơi chốn. Vd: mother, cat, box, school...

❖ Danh từ đếm được và danh từ không đếm được

➤ Danh từ đếm được

▪ Hình thức số nhiều của danh từ

- Thêm -s vào sau danh từ số ít.

Ex: book => books

- Thêm -es vào sau những danh từ tận cùng bằng O, S, CH, X, SH

Ex: box => boxes

- Danh từ tận cùng bằng "phụ âm + y", đổi y thành I và thêm -es.

Ex: city => cities

- Danh từ tận cùng bằng -f, -fe, đổi f hoặc fe thành v và thêm -es.

Ex: leaf => leaves

- Danh từ có số nhiều cùng hình thức với số ít.

Deer Fish Sheep Salmon

- Ngoại lệ:

Man => men

Mouse => mice

Woman => women

Child => children

Foot => feet

Person => people

Tooth => teeth

Ox => oxen

Bài tập 1: Chuyển những từ sau sang dạng số nhiều:

- | | | | |
|--------------|-------|-----------------|-------|
| 1) A table | _____ | 11) A leaf | _____ |
| 2) An egg | _____ | 12) A wife | _____ |
| 3) A car | _____ | 13) A country | _____ |
| 4) An orange | _____ | 14) A key | _____ |
| 5) A house | _____ | 15) A policeman | _____ |
| 6) A class | _____ | 16) A bamboo | _____ |
| 7) A watch | _____ | 17) An ox | _____ |
| 8) A dish | _____ | 18) A child | _____ |
| 9) A quiz | _____ | 19) A tooth | _____ |
| 10) A tomato | _____ | 20) A goose | _____ |

Bài tập 2: Viết dạng số nhiều của các danh từ sau:

- 1) These (person) _____ are protesting against the president.
- 2) The (woman) _____ over there want to meet the manager.
- 3) My (child) _____ hate eating pasta.
- 4) I am ill. My (foot) _____ hurt.
- 5) Muslims kill (sheep) _____ in a religious celebration.
- 6) I brush my (tooth) _____ three times a day.
- 7) The (student) _____ are doing the exercise right now.
- 8) The (fish) _____ I bought are in the fridge.
- 9) They are sending some (man) _____ to fix the roof.
- 10) Most (housewife) _____ work more than ten hours a day at home.
- 11) Where did you put the (knife) _____?
- 12) (Goose) _____ like water.
- 13) (Piano) _____ are expensive
- 14) Some (policeman) _____ came to arrest him.
- 15) Where are my (book) _____?

➤ **Danh từ không đếm được**

Danh từ riêng: gồm tên người, ngày tháng, địa danh. Những danh từ này được viết hoa và không dùng mạo từ ở trước.

America	England	Seoul	New York
Mark	Janet	Smith	Brown
June	May	Wednesday	Saturday

Danh từ trừu tượng: Danh từ chỉ những điều không chạm vào được và không dùng mạo từ đứng trước.

Experience	news	traffic	idea
Thought	progress	success	courage

Danh từ chỉ vật chất: Danh từ chỉ chất liệu

Plastic	sugar	coffee	bread	rice
Paper	salt	water	tea	rain
Attire	meat	fire	wine	

Với một số danh từ, ta cần từ chỉ định lượng để sử dụng chúng ở số nhiều:

A glass of wine	two glasses of wine
A kilo of meat	two kilos of meat
A cup of tea	two cups of tea
A loaf of bread	two loaves of bread

Một số danh từ thường gặp ở phần I

Offices

file: hồ sơ	laptop: máy tính	mouse: con chuột	notepad: sổ tay
phone: điện thoại	monitor: màn hình	keyboard: bàn phím	mug: cái cốc
chair: ghế	hard drive: ổ cứng	desk: bàn làm việc	stapler: cái bấm
drawer: ngăn tủ	printer: máy in	window: cửa sổ	photocopier: máy Photo
briefcase: cặp hồ sơ	calculator: máy tính	pen: bút mực	paperclip: kẹp giấy

Banks

credit card: thẻ tín dụng	safe: ket sat	bill: hóa đơn	waiting room: phòng chờ
debit card: thẻ ghi nợ	risk: rủi ro	transaction: giao dịch	customer: khách hàng
ATM: máy rút tiền	cash: tiền mặt	receipt: hóa đơn	table: bàn

Stores

grocery: tạp hóa	truck/ lorry: xe tải	stand: quầy bán hàng	tray: khay
rack/ shelf: kệ để đồ	van: xe tải nhỏ	vegetables: rau	aisle: lối đi
cart/ trolley: xe đẩy	box: hộp, thùng	fruit: trái cây	coupon: phiếu khuyến mãi

Restaurants

tableware: bộ đồ ăn	silverware: bộ dao nĩa	tablecloth: khăn bàn	napkin: khăn ăn
fork: nĩa	knife: dao	chopsticks: đũa	spoon: muỗm
glass: ly	plate: đĩa	bowl: tô	pot: bình nhỏ
candle: nến	vase: bình hoa	service: dịch vụ	menu: thực đơn
seafood: hải sản	vegetarian food: đồ chay	soft drink: nước ngọt	wine: rượu

Parks

playground: sân chơi	scooter 	direction: biến chỉ đường	ticket: vé
soccer field: sân bóng	skate 	pavement: vỉa hè	kid: trẻ em

tennis court: sân tennis	skateboard: ván trượt	crosswalk: lối cho người đi bộ	adult: người lớn
swimming pool: hồ bơi	horse: ngựa	lamppost: cột đèn	elder: người già
parking lot: bãi đậu xe	tree/ plant: cây	fence: hàng rào	pedestrian: người đi bộ

Airports

counter: quầy	lounge: sảnh chờ	check-in desk bàn đăng ký	security checkpoint điểm kiểm tra an ninh
warehouse: nhà kho	luggage: hành lý	suitcase: cái vali	line: đường bay
custom: hải quan	carousel: băng chuyền	taxi/ cab	shuttle bus: xe trung chuyển

Beach

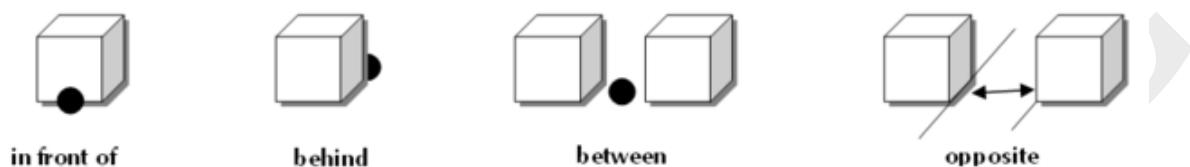
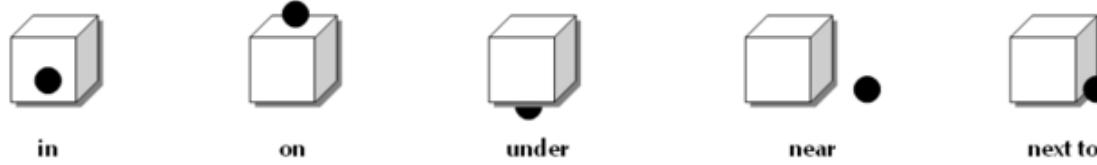
sailboat: thuyền buồm	kayak: thuyền kayak	bridge: cầu	wave: sóng
rowboat: thuyền chèo	ship: tàu	parasol: cây dù	life jacket: áo phao
canoe: ca nô	cruise: du thuyền	ocean: đại dương	sand: cát

Occupation

business person doanh nhân	lawyer: luật sư	police officer: cảnh sát	consultant: cố vấn
engineer: kỹ sư	doctor: bác sĩ	nurse: y tá	security guard: bảo vệ
clerk: thư kí	client: khách hàng	customer: khách hàng	cashier/ teller: thu ngân
grocer: người bán tạp hóa	merchant: thương nhân	receptionist: lễ tân	waitperson: bồi bàn
tour guide hướng dẫn viên	driver: lái xe	pilot: phi công	flight attendant tiếp viên
porter: bốc vác	firefighter: lính cứu hỏa	artist: nghệ sĩ	postal carrier người chuyển bưu kiện

2. Preposition

For places



For time

- **Giờ:** at 7 a.m
- **Ngày:** on Monday
- **Năm, tháng, mùa, buổi:** in 1990, in March, in the summer, in the morning

PHẦN 1: VIẾT CÂU

Screen 1: Màn hình hiển thị hướng dẫn cách trả lời câu hỏi viết loại I

TOEIC Writing

Question 1-5: Write a sentence based on a picture

Directions: In this part of the test, you will write ONE sentence that is based on a picture. With each picture, you will be given TWO words or phrases that you must use in your sentence. You can change the forms of the words and you can use the words in any order. Your sentences will be scored on

- the appropriate use of grammar and
- the relevance of the sentence to the picture.

In this part, you can move to the next question by clicking on **Next**. If you want to return to a previous question, click on **Back**. You will have 8 minutes to complete this part of the test.

Example:

Sample response

The man is taking notes.



man/ note

Click on **Continue** to go on

Screen 2: Màn hình trả lời câu hỏi xuất hiện khi nhấp chuột vào continue (ở screen 1)

TOEIC Writing	Question 1 of 8
<p>Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.</p>  <hr/> <p style="text-align: center;">Nơi viết câu trả lời</p>	

TỔNG QUAN

- **Tiêu chí đánh giá:**

- Đúng ngữ pháp
- Sử dụng 2 từ cho sẵn để thành lập câu hoàn chỉnh.
- Nội dung câu văn có liên quan đến bức ảnh.

- **Khuynh hướng đặt câu hỏi:**

- | | |
|---|---|
| <ul style="list-style-type: none"> - Danh từ + danh từ - Danh từ + động từ - Danh từ + giới từ | <ul style="list-style-type: none"> - Động từ + giới từ - Danh từ + liên từ - Động từ + liên từ |
|---|---|

- **Một số chủ đề ảnh thường gặp**

- | | |
|---|---|
| <ul style="list-style-type: none"> - Gặp gỡ đồng nghiệp - Nấu ăn - Ăn ở nhà hoặc nhà hàng - Sử dụng phương tiện công cộng | <ul style="list-style-type: none"> - Du lịch - Tận hưởng thời gian rảnh - Ngân hàng - Mua sắm |
|---|---|

i. Danh từ + danh từ

1. merchandise/ supermarket

- There is a lot of merchandise in the supermarket.
- A lot of merchandise is displayed on the shelves in the supermarket.
- Some shoppers are looking around the merchandise in the supermarket.



2. item/ supermarket

item/ rack



3. potato/ bag

potato/ price tag



4. garbage/ street

building/ rubbish



5. shovel/ ground

shirt/ shovel



6. woman/ bread



8. fruit/ rack



7. people/ beach



9. hard hat/ arm



10. agent/ computer



11. pepper/ knife



12. breakfast/ croissant



14. ATM/ money



13. salesman/ hand



15. person/ book

ii. Danh từ + động từ



1. sample/ wine

People are **sampling** some **wine**.

A couple is **sampling wines** for a party they are planning.



2. float/ river

float/ bridge



3. work/ office

look/ office



4. review/ colleague

review/ document



5. speak/ refinery

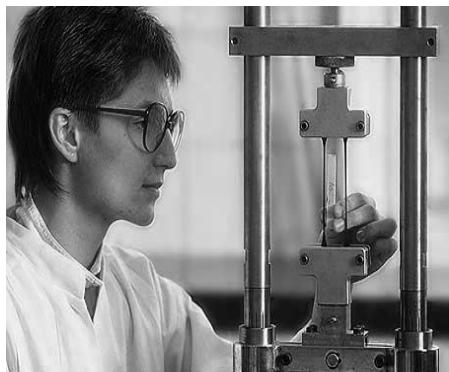
glasses/ answer



6. operate/ warehouse



7. study/ lamp



8. scientist/ measure



9. walk/ alley



10. soil/ grow



11. dump/ garbage



12. car/ park



13. motorbike/ park



14. beverage/ pour



15. walk/ crosswalk

iii. Danh từ + giới từ



1. parasol/ on

A parasol is on the beach.

parasol/ next to

A parasol is next to the chair.

There is a chair next to the parasol



2. light/ on

picture/ on

chair/ next to



3. cart/ near

car/ in front of



4. rack/ on

aisle/ along



5. child/ with

swing/ on



6. suit/ by



8. children/ at



7. handle/ on



9. lighthouse/ near



10. work/ at



11. near/ house



12. bicycle/ on



13. tickets/ from



14. snow/ from



15. man/ at

iv. Động từ + giới từ



1. cut/ off

A man using a saw is **cutting off** a tree branch.

A tree branch is being **cut off**.

The man **cutting** a tree doesn't have to wipe sawdust **off** the trunk because his chain saw blows the dust away.



2. consist/ of



3. stand/ up



4. pick/ up



5. listen/ to



6. load/ into



7. get/ on



8. work/ at



9. sit/ on



10. hang/ in



11. turn/ off



12. get/ off



14. lean/ over



13. check/ in



15. look/ for

v. Danh từ + liên từ



1. woman / and

A man and a woman are concentrating on their work.
woman / but

A woman is folding her arms but a man is not.

woman / while

A woman is tilting toward a man while she is trying to read a document.

woman / because

A woman is leaning sideways because she wants to read a document that a man has.



2. man/ and

Người đàn ông mặc com-lê và cà-vạt đang ném rác vào thùng.

Người đàn ông với tóc ngắn đang đứng bên thùng rác và anh ấy đang bỏ rác vào thùng.

man/ while

Người đàn ông đang bỏ rác vào thùng trong khi anh ta xách 1 cái vali.



3. Woman/ and

Người đàn ông và người phụ nữ đang ngồi trong quán cà phê.

Man/ while

Người đàn ông đang tặng quà cho người phụ nữ trong khi anh ta đang cười.

Woman/ because

Người phụ nữ cười bởi vì cô ấy vui khi nhận quà.



4. golf/ but

Một người đàn ông già nhưng đầy năng lượng đang chơi gôn.

golf/ while

Một người đàn ông đang đánh gôn trong khi 3 người kia đang xem ông ấy.



5. seat/ while

Một số người đang đứng trong khi những người khác đang ngồi.
seat/ because



6. phone/ while



7. room/ before



8. slot machine/ even though



9. date/ but



10. woman/ and



11. frame/ but



12. colleague/ while



13. newspaper/ while



14. luggage/ because



15. baggage/ until

vi. Động từ + liên từ



1. gather/ now that

A number of people are gathered on the street now that they are waiting for a parade.

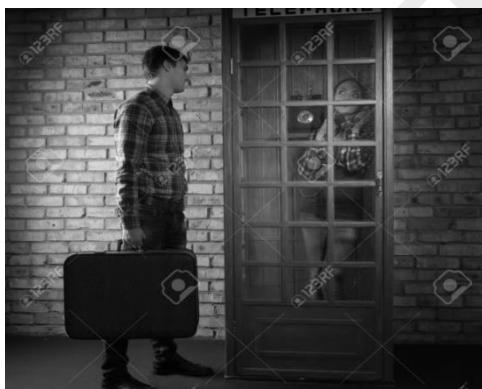
A lot of people are gathered on the street now that the band is marching through the street.



2. wait/ as

Người ta xếp hàng chờ lên xe lửa bởi vì họ là những người đi làm.

Người ta xếp hàng chờ lên xe lửa như họ vẫn thường làm.



3. wait/ so that

Người đàn ông chờ đến lượt anh ta ở trước trạm điện thoại công cộng để anh ta thực hiện 1 cuộc gọi.

Người đàn ông quá sốt ruột đến nỗi không thể chờ đến lượt mình.



4. wait/ since

Những đứa trẻ xếp hàng chờ bởi vì chúng muốn lên xe buýt

Những đứa trẻ xếp thành hàng bởi vì chúng đang chờ để lên xe buýt.



5. ride/ while

Ba người cưỡi ngựa mặc 1 cách ấm áp trong khi họ đang cưỡi ngựa trong mùa đông.

Người đàn ông bên trái đang dùng tay phải để giữ nón của anh ấy trong khi hai người kia đang cưỡi ngựa với tay hạ xuống.



6. gather/ so that



7. sit/ as



8. talk/ because



9. listen/ or



10. check/ because



11. now that/ shake



12. if/ skate



13. talk/ so that



14. order/ after



15. look/ while

PHẦN 2: VIẾT EMAIL

TỔNG QUÁT

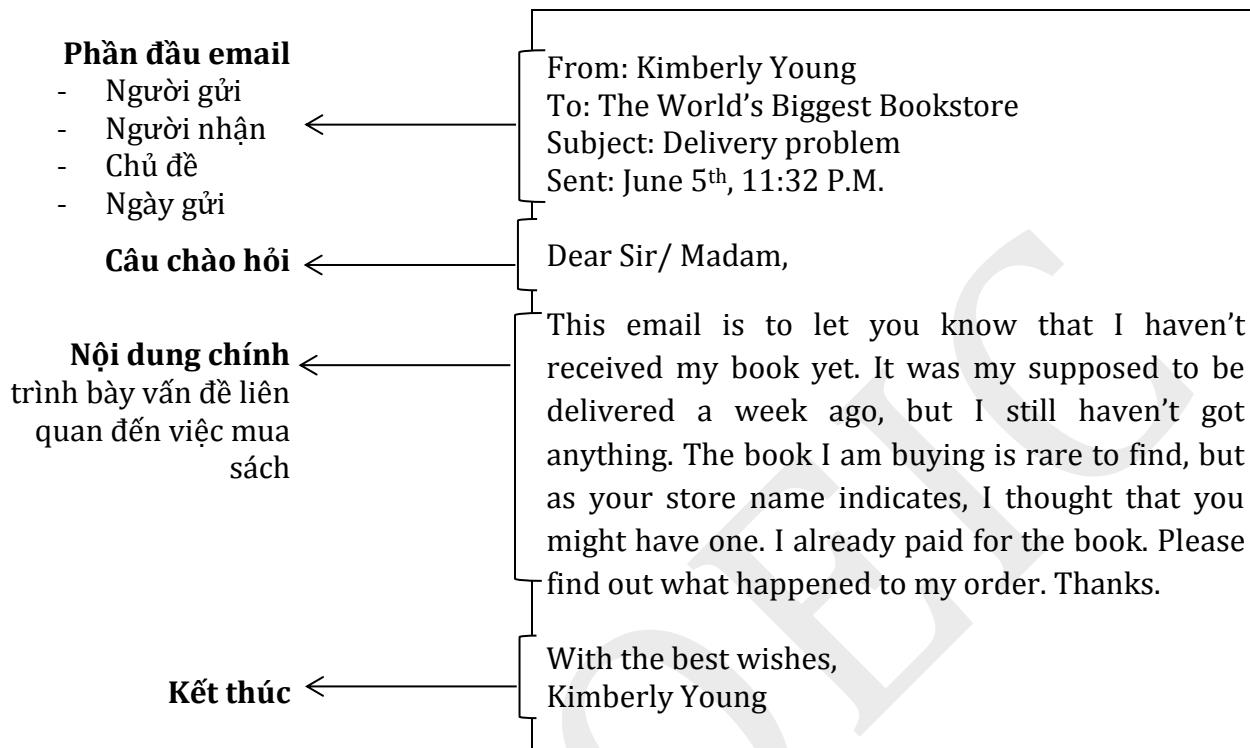
Screen 1: Màn hình hiển thị hướng dẫn cách trả lời câu hỏi viết loại II

TOEIC Writing	
<p style="text-align: center;">Question 6-7: Response to a written request</p> <p>Directions: In this part of the test, you will show how well you can write a response to an email. Your response will be scored on</p> <ul style="list-style-type: none"> ▪ the quality and variety of your sentences, ▪ vocabulary, and ▪ organization <p>You will have 10 minutes to read and answer each email.</p> <p style="text-align: center;">Click on Continue to go on.</p>	

Screen 2: Màn hình trả lời câu hỏi xuất hiện sau khi nhấn continue ở screen 1

TOEIC Writing	Question 6 of 8
<p>Directions: Read the email below.</p> <p>From: Kimberly Young To: The World's Biggest Bookstore Subject: Delivery problem Sent: June 5th, 11:32 P.M.</p> <p>Dear Sir/ Madam,</p> <p>This email is to let you know that I haven't received my book yet. It was my supposed to be delivered a week ago, but I still haven't got anything. The book I am buying is rare to find, but as your store name indicates, I thought that you might have one. I already paid for the book. Please find out what happened to my order. Thanks.</p> <p>With the best wishes, Kimberly Young</p> <p>Directions: Respond to the email as if you were an employee at the World's Biggest Bookstore. In your email, make an apology and ask TWO requests about the delivery problem.</p> <hr style="border-top: 1px dashed #ccc; margin-top: 10px;"/> <p style="text-align: center;">Nơi viết câu trả lời</p>	

❖ Cấu trúc email:



❖ Phân tích đề bài:

Directions: Respond to the email as if **you were an employee** at the World's Biggest Bookstore. In your email, make **an apology** and ask **TWO requests** about the delivery problem.

Nội dung chính của email trả lời:

- Đóng vai là nhân viên của công ty
- Xin lỗi về nội dung khiếu nại
- Đề xuất 2 yêu cầu liên quan đến sự cố

❖ Câu trả lời mẫu:

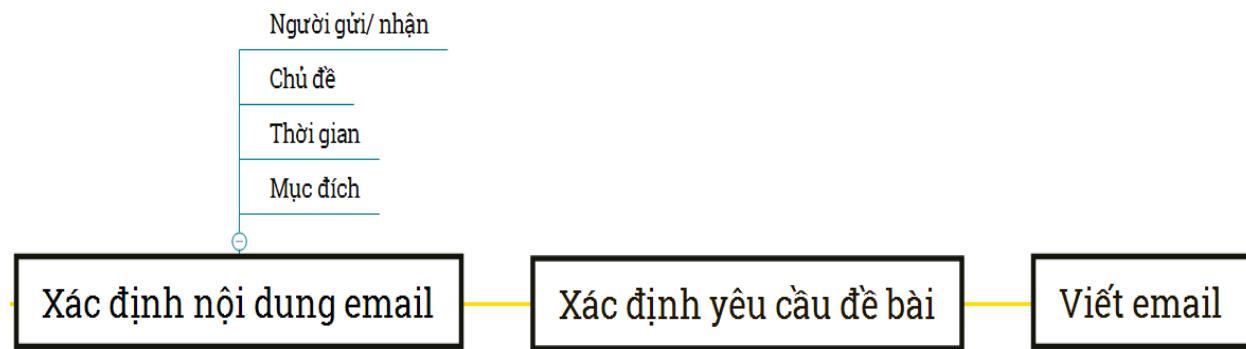
Chào hỏi	Dear Ms. Kimberly Young,
Câu mở đầu	Thank you for your email dated June 5 th .
Nêu lí do và xin lỗi	I was very concerned to learn about your problem that you have with your book order. At the time you placed an order for the book, our computer showed that there was one book left. However, that turned out to be wrong. I would like to apologize for the problem with your book.

Yêu cầu 1	Currently, we don't have any more copies of the book at the store. Would you give us a call or visit us if you would like to receive a refund?
Yêu cầu 2	Otherwise, if you give me some time, I will contact the publisher and find out if they still have any copies. If that's the case, could you wait a few more days? Please let me know your decision.
Câu kết thúc	Once again, I hope you will accept my apologies for any inconvenience we may have caused.
Chào kết thúc	Sincerely, Customer Support

❖ **Tiêu chí đánh giá**

- Sử dụng các thể loại câu đa dạng để truyền đạt thông tin, nội dung yêu cầu một cách rõ ràng, hiệu quả nhất.
- Bài viết logic, sử dụng từ nối phù hợp, có tính nhất quán giữa các câu và mạch văn. Nội dung và cách diễn đạt phù hợp với tình huống được yêu cầu.
- Có thể mắc một số lỗi NHỎ về ngữ pháp nhưng không ảnh hưởng đến ý nghĩa của câu cũng như nội dung chính của bài viết

CÁC BƯỚC TIẾN HÀNH PHẢN HỒI EMAIL



I. Xác định nội dung email

Để xác định nội dung email, ta làm như sau:

- Bước 1: Đọc phần đầu thư để xác định người gửi, người nhận, chủ đề cũng như thời gian nhận được email.
- Bước 2: Đọc thân email để xác định mục đích của email.

Bài tập: Hãy đọc những email sau và xác định những nội dung cơ bản của chúng.

Email 1:

From: Elisa Hays, Front Desk Supervisor
To: Front Desk Agents, Hotel Mediterraneo
Subject: Reservation system
Sent: December 1, 2012

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

- Sender: _____ - Recipient_____
- Subject: _____ - Date_____
- What is the purpose of this email?
 - a. To describe a problem with the current reservation system
 - b. To gather information about problems with the reservation system

Email 2:

From: Daniel Olivares, Olivares Shipping, Inc.
To: Administrative Staff
Subject: Vacation
Sent: February 19, 2012

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.

- Sender: _____ - Recipient_____
- Subject: _____ - Date_____
- What is the purpose of this email?
 - a. To inform employees about changes to the vacation policy
 - b. To explain an employee's extended absence

Email 3:

From: Walter Terborg
 To: Rita Chen
 Subject: Application for employment
 Sent: October 10, 2012

Dear Ms. Chen,

Thank you for your interest in the accountant position at Garrison and Association. 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

- Sender: _____ - Recipient_____
- Subject: _____ - Date_____
- What is the purpose of this email?
 - a. To alert the recipient about a problem with her application
 - b. To inform the recipient that the application has been received

II. Xác định yêu cầu đề bài

Đọc kĩ phần hướng dẫn để xác định những nội dung cần viết trong email, bao gồm:

- Vai trò người viết email
 - Nội dung yêu cầu trong thư trả lời. Lưu ý, những nội dung yêu cầu sẽ được viết hoa.
- Sau khi xác định yêu cầu của đề bài, tiến hành lên ý tưởng và chuẩn bị viết bài.

Bài tập: Xác định yêu cầu và những ý tưởng bài viết của những đề bài bên dưới:

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

- Who is the sender? _____
- What are the required tasks? _____
- What information would include in your response based on the direction?
 - a. Information about reservations was lost.
 - b. A guest's room was not cleaned.
 - c. The system shut down suddenly.
 - d. A new reservation could not be booked.
 - e. A guest wanted a discount on the room.
 - f. The front desk supervisor was not available

Directions: Respond to the email as if you are on the administrative staff at Olivares Shipping, Inc. In your email 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.

- Who is the sender? _____
- What are the required tasks? _____

- What information would include in your response based on the direction?
 - a. Tuesday from 1 p.m. to 3 p.m.
 - b. Submit a vacation request form.
 - c. Collect time sheets from employees.
 - d. File any incoming documents.
 - e. April 3 to April 7
 - f. Confirm Ms. Weston's flight

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

- Who is the sender? _____
- What are the required tasks? _____

- What information would include in your response based on the direction?
 - a. A list of references
 - b. An updated résumé
 - c. A letter from Mr. Garrison
 - d. How much does the position pay?
 - e. Where is the office located?
 - f. How many employees work at the office?

III. Viết email

1. Viết phần mở đầu và kết thúc

	Lịch sự	Thân mật
Mở đầu	Đã biết tên: Dear Ms. Hays, Chưa biết tên: Dear Sir/ madam,	Hi Terborg, Good morning/ afternoon/ evening, Mr. Terborg,
I am writing in response to your email dated December 1 regarding... Thank you for your email dated July 10 . I just wanted to quickly respond to the email you sent on February 19 regarding...		

	I just received your email of July 10 regarding... Thank you for...
Kết thúc	Hope to hear from you soon. If you have any further questions, feel free to contact me at any time. I'm looking forward to hearing from you.
	Sincerely, Best regards,

2. Viết thân email

Câu mở đầu:

- **Hỏi thông tin:**

I have two questions I would like to ask you. (Tôi có 2 câu hỏi muốn hỏi bạn)

I would like to ask you some questions about... (Tôi muốn hỏi bạn vài câu hỏi về...)

If it is not a problem, I wanted to ask... (Nếu không có vấn đề gì, tôi muốn hỏi...)

- **Yêu cầu:**

I would like to request your assistance on a couple of matters. (Tôi muốn nhờ sự giúp đỡ của bạn với một vài vấn đề)

If it is not too much trouble, I'd like to make a couple of requests. (Nếu không có quá nhiều rắc rối, tôi muốn có một số yêu cầu.)

- **Cung cấp thông tin:**

I will give you some information about... (Tôi sẽ cung cấp cho bạn một số thông tin về...)

I am writing to tell you about two issues relating to... (Tôi viết để báo cho bạn về 2 vấn đề liên quan đến...)

I want to let you know that... (Tôi muốn cho bạn biết rằng...)

- **Than phiền:**

Unfortunately, I have had an issue with... (Thật không may, tôi có một vấn đề với...)

I have encountered two problems. (Tôi gặp phải 2 vấn đề)

- **Giải thích:**

The main reason for this is... (Nguyên nhân chủ yếu của nó là...)

The reason is... (Lí do là...)

- **Xin lỗi:**

I would like to apologize for the problem with... (Tôi muốn xin lỗi về vấn đề với...)

I was very concerned to learn about your problem. Please accept my sincere apology. (Tôi rất lo lắng khi biết được vấn đề của bạn. Vui lòng chấp nhận lời xin lỗi chân thành của tôi)

- **Đề nghị, gợi ý**

I would suggest that it would be better for you to... (Tôi đề nghị rằng sẽ tốt hơn cho bạn để...)

I have a couple of suggestions for matters you might like to... (Tôi có vài đề nghị cho những vấn đề bạn có thể muốn...)

Cum từ liên kết thứ tự thường dùng:

Firstly, đầu tiên	One problem is that... vấn đề thứ nhất	Currently, hiện tại	To begin with, bắt đầu với,
Secondly, thứ hai	The second problem is that... vấn đề thứ 2	Otherwise, trái lại	Furthermore, ngoài ra
Finally, cuối cùng			Lastly, cuối cùng

Ghi số (1) (2) (3) tương ứng với email trả cho 3 email ở trên:

A. Trả lời cho email_____

Dear Mr. Terborg,

Thank you for the update on the status of my application. Since receiving your email on October 10, I have sent the missing materials by mail to your office. These materials include a list of references as well as an updated résumé.

If it is not a problem, I wanted to ask how much the accountant position pays. Thank you again for your previous email, and please let me know about the salary when you can.

Best,

Rita Chen

B. Trả lời cho email_____

Dear Ms. Hays,

I am writing in response to your email dated December 1 regarding problems with the reservation system. One problem that I had was that the system lost reservation information. A second problem was that the system shut down suddenly while I was using it. Finally, the system did not allow me to make a new reservation. Please let me know if you need any further information.

Sincerely,

Jaime Sanchez, Front Desk Agent

C. Trả lời cho email_____

Dear Olivares,

I just wanted to quickly respond to the email you sent on February 19 regarding Ms. Weston's absence. While Ms. Weston is out, I can collect the employee time sheets and file incoming documents. Please let me know if there is any other way I can help.

I also want to let you know that I plan to be on vacation from April 3 to April 7. Please tell me if you need more information about my vacation plans.

Sincerely,

Eric Redding, Administrative Assistant

THỰC HÀNH VIẾT EMAIL

Đọc email và hoàn thành những yêu cầu bên dưới:

Email 1:

From: Marco Facinni, Marketing Director
 To: Cherie Black, Marketing Representative
 Subject: Promotion opportunity
 Sent: March 23, 5:21 P.M.

Hello Mr. Black,

I would like to offer you a promotion to the role of marketing supervisor. You are one of our best performing employees, and I'm sure you can handle this responsibility. This position offers an excellent benefits package. Please contact me soon to let me know your decision.

Regards,
 Marco Facinni

Directions: Respond to the email as if you're the marketing representative. In your email, describe TWO questions you have about the promotion.

Trong 1 phút hãy xác định những nội dung sau:

Sender: _____

Recipient: _____

Date: _____

Main purpose: _____

Who you are: _____

Your tasks: _____

Trong 2 phút hãy lên ý tưởng cho bài viết của mình theo yêu cầu của đề bài:

Question 1: _____

Question 2: _____

Trong 5 phút hãy hoàn thành email theo mẫu bên dưới:

Lời chào: _____

Câu mở đầu: _____

Câu hỏi 1: _____

Câu hỏi 2: _____

Câu kết thúc: _____

Chào kết thúc: _____

Trong 2 phút hãy đọc lại bài, tìm lỗi sai và sửa chúng.

Email 2:

From: Jenny Bierre, Marketing Manager, Hypercom

To: Mail list

Subject: Great off-Peak Plan!!

Sent: August 14, 12:22 P.M.

Dear Hypercom Customer,

Hypercom is offering an amazing new cell phone plan. The Off-Peak Plan is just \$15 a month. Users can receive unlimited calling time outside normal business hours. This deal can't be beaten! Please contact us right away if you have any questions about this great offer.

Sincerely,

Jenny Bierre, Marketing Manager, Hypercom

Directions: Respond to the email as if you're a customer. In your email, make THREE questions.

Trong 1 phút hãy xác định những nội dung sau:

Sender: _____

Recipient: _____

Date: _____

Main purpose: _____

Who you are: _____

Your tasks: _____

Trong 2 phút hãy lên ý tưởng cho bài viết của mình theo yêu cầu của đề bài:

Question 1: _____

Question 2: _____

Question 3: _____

Trong 5 phút hãy hoàn thành email theo mẫu bên dưới:

Lời chào: _____,

Câu mở đầu: _____

Câu hỏi 1: _____

Câu hỏi 2: _____

Câu hỏi 3: _____

Câu kết thúc: _____

Chào kết thúc: _____

Trong 2 phút hãy đọc lại bài, tìm lỗi sai và sửa chúng.

Email 3:

From: Gayle Owens, Partner, Temping Agency
 To: Aidan Smith, Operator, Grayling Exports
 Subject: Any vacancies?
 Sent: March 23, 5:21 P.M.

Dear Mr. Aidan Smith,

Hello! I was speaking with your associate, Paul Baker, who told me that you might need some temping staff over summer. We have some excellent people available at the moment with expertise in a wide range of fields. Please let me know if we can help you with anything.

Faithfully,
 Gayle Owens

Directions: Respond to the email as if you're Aidan Smith. In your email, make TWO requests for temping staff.

Trong 1 phút hãy xác định những nội dung sau:

Sender: _____

Recipient: _____

Date: _____

Main purpose: _____

Who you are: _____

Your tasks: _____

Trong 2 phút hãy lên ý tưởng cho bài viết của mình theo yêu cầu của đề bài:

Request 1: _____

Request 2: _____

Trong 5 phút hãy hoàn thành email theo mẫu bên dưới:

Lời chào: _____

Câu mở đầu: _____

Yêu cầu 1: _____

Yêu cầu 2: _____

Câu kết thúc: _____

Chào kết thúc: _____

Trong 2 phút hãy đọc lại bài, tìm lỗi sai và sửa chúng

Email 4:

From: Ava Taylor, Secretary to the President
 To: All employees
 Subject: Staff meeting
 Sent: August 7, 9:03 P.M.

Good morning,

Remember that our monthly staff meeting will be held tomorrow in conference room 2. The meeting starts at 3 o'clock and is expected to last an hour. I hope to see you all there tomorrow.

Thank you,
 Ava Taylor

Directions: Respond to the email as if you're a member of the staff. In your email, make THREE requests related to the meeting.

Trong 1 phút hãy xác định những nội dung sau:

Sender: _____

Recipient: _____

Date: _____

Main purpose: _____

Who you are _____

Your tasks _____

Trong 2 phút hãy lên ý tưởng cho bài viết của mình theo yêu cầu của đề bài:

Request 1: _____

Request 2: _____

Request 3: _____

Trong 5 phút hãy hoàn thành email theo mẫu bên dưới:

Lời chào: _____

Câu mở đầu: _____

Yêu cầu 1: _____

Yêu cầu 2: _____

Yêu cầu 3: _____

Câu kết thúc: _____

Chào kết thúc: _____

Trong 2 phút hãy đọc lại bài, tìm lỗi sai và sửa chúng

Email 5:

From: C. Davis, Customer Affairs Manager, Plus Airlines

To: V. Miller

Subject: Your complaint

Sent: September 4, 2:52 P.M.

Dear Ms. Miller,

I understand you had a problem on the Plus Airlines flight from Moscow to L.A. last Wednesday. Please email me back with more information about the problem you encountered so that we can handle this issue effectively.

Your sincerely,

C. Davis

Directions: Respond to the email as if you're V. Miller. In your email, provide TWO pieces of information about the flight.

Trong 1 phút hãy xác định những nội dung sau:

Sender: _____

Recipient: _____

Date: _____

Main purpose: _____

Who you are: _____

Your tasks: _____

Trong 2 phút hãy lên ý tưởng cho bài viết của mình theo yêu cầu của đề bài:

Information 1: _____

Information 2: _____

Trong 5 phút hãy hoàn thành email theo mẫu bên dưới:

Lời chào: _____

Câu mở đầu: _____

Thông tin 1: _____

Thông tin 2: _____

Câu kết thúc: _____

Chào kết thúc: _____

Trong 2 phút hãy đọc lại bài, tìm lỗi sai và sửa chúng

Email 6:

From: Chloe West
To: Inquiries, City Concert Hall
Subject: Seattle Symphony Orchestra
Sent: October 10, 2:12 P.M.

Hello,

I heard that the Seattle Symphony Orchestra is likely to perform at the City Concert Hall sometime soon. Could you please email me back with more information about this concert?

Thanks,
Chloe West

Directions: Respond to the email as if you work for the City Concert Hall. In your email, provide THREE pieces of information about the upcoming concert.

Trong 1 phút hãy xác định những nội dung sau:

Sender: _____

Recipient: _____

Date: _____

Main purpose: _____

Who you are _____

Your tasks _____

Trong 2 phút hãy lên ý tưởng cho bài viết của mình theo yêu cầu của đề bài:

Information 1: _____

Information 2: _____

Information 3: _____

Trong 5 phút hãy hoàn thành email theo mẫu bên dưới:

Lời chào: _____

Câu mở đầu: _____

Thông tin 1: _____

Thông tin 2: _____

Thông tin 3: _____

Câu kết thúc: _____

Chào kết thúc: _____

Trong 2 phút hãy đọc lại bài, tìm lỗi sai và sửa chúng

Email 7:

From: M. Jackson, Customer Relations Manager, Hartford Importer

To: G. Watkins, Purchasing Director, Liam Retailing

Subject: Your shipment

Sent: November 5, 4:26 P.M.

Dear Mr. Watkins,

I heard from your customer service team that there are some problems with the shipment of electronic goods we sent you last week. I'm sorry for any inconvenience this has caused. Please let me know more details about the nature of the problems.

Warm regard,

M. Jackson

Directions: Respond to the email as if you're G. Watkins. In your email, explain TWO problems you have experienced with the shipment.

Trong 1 phút hãy xác định những nội dung sau:

Sender: _____

Recipient: _____

Date: _____

Main purpose: _____

Who you are: _____

Your tasks: _____

Trong 2 phút hãy lên ý tưởng cho bài viết của mình theo yêu cầu của đề bài:

Problem 1: _____

Problem 2: _____

Trong 5 phút hãy hoàn thành email theo mẫu bên dưới:

Lời chào: _____

Câu mở đầu: _____

Vấn đề 1: _____

Vấn đề 2: _____

Câu kết thúc: _____

Chào kết thúc: _____

Trong 2 phút hãy đọc lại bài, tìm lỗi sai và sửa chúng

Email 8:

From: M. White, Manager, Digby's Fashion Outlet
 To: L. Partridge
 Subject: Something wrong?
 Sent: December 13, 4:21 P.M.

Dear Ms. L. Partridge,

I received your phone message this morning about there being some problems with the dress you bought from our store last month. Please tell me about these issues in more detail whenever it is convenient.

Faithfully,
 M. White

Directions: Respond to the email as if you're Partridge. In your email, outline THREE problems with the dress.

Trong 1 phút hãy xác định những nội dung sau:

Sender: _____

Recipient: _____

Date: _____

Main purpose: _____

Who you are: _____

Your tasks: _____

Trong 2 phút hãy lên ý tưởng cho bài viết của mình theo yêu cầu của đề bài:

Problem 1: _____

Problem 2: _____

Problem 3: _____

Trong 5 phút hãy hoàn thành email theo mẫu bên dưới:

Lời chào: _____

Câu mở đầu: _____

Vấn đề 1: _____

Vấn đề 2: _____

Vấn đề 3: _____

Câu kết thúc: _____

Chào kết thúc: _____

Trong 2 phút hãy đọc lại bài, tìm lỗi sai và sửa chúng

Email 9:

From: D. Walker, Director, Peters Shipping
 To: Z. Lee, Purchasing Manager, Norville Supplies
 Subject: Our Service
 Sent: January 17, 4:12 P.M.

Dear Mr. Lee,

I understand you tried to contact me this morning to discuss improvements you believe we could make to our services. If you'd still like to give me some feedback on how we could perform better, please respond to this email.

Yours,
 D. Walker

Directions: Respond to the email as if you're Z. Lee. In your email, make TWO suggestions about how the company could improve its services.

Trong 1 phút hãy xác định những nội dung sau:

Sender: _____

Recipient: _____

Date: _____

Main purpose: _____

Who you are _____

Your tasks _____

Trong 2 phút hãy lên ý tưởng cho bài viết của mình theo yêu cầu của đề bài:

Suggestion 1: _____

Suggestion 2: _____

Trong 5 phút hãy hoàn thành email theo mẫu bên dưới:

Lời chào: _____

Câu mở đầu: _____

Đề nghị 1: _____

Đề nghị 2: _____

Câu kết thúc: _____

Chào kết thúc: _____

Trong 2 phút hãy đọc lại bài, tìm lỗi sai và sửa chúng

Email 10:

From: Jenny Cooper, Manager, Hotel Marina

To: Marcus Farley

Subject: Your stay

Sent: March 6, 4:21 P.M.

Dear Mr. Farley,

I hope you enjoyed your recent stay at Hotel Marina. It was a pleasure having you! If you have any advice you would like to give us about our facilities and services, please let me know.

Thank you,
Jenny Cooper

Directions: Respond to the email as if you're Marcus Farley. In your email, make THREE suggestions about how the hotel could be improved.

Trong 1 phút hãy xác định những nội dung sau:

Sender: _____

Recipient: _____

Date: _____

Main purpose: _____

Who you are: _____

Your tasks: _____

Trong 2 phút hãy lên ý tưởng cho bài viết của mình theo yêu cầu của đề bài:

Suggestion 1: _____

Suggestion 2: _____

Suggestion 3: _____

Trong 5 phút hãy hoàn thành email theo mẫu bên dưới:

Lời chào: _____

Câu mở đầu: _____

Đề nghị 1: _____

Đề nghị 2: _____

Đề nghị 3: _____

Câu kết thúc: _____

Chào kết thúc: _____

Trong 2 phút hãy đọc lại bài, tìm lỗi sai và sửa chúng

PRACTICE

Phản hồi những email bên dưới:

Email 1

From: Wendy Tyler
To: Pedro Valdez
Subject: Your New Laptop
Sent: Today, 4:15 p.m.

Dear Mr. Valdez,

My name is Wendy Tyler and I am in charge of our after-sales service. I hope you're happy with your new Linklater SX5 Notebook. If you have any questions about the computer, please let me know right away.

Directions: Respond to the email as if you're Pedro Valdez. In your email, describe TWO questions you have about the computer

Email 2

From: B. Robinson, After-Sales Service Representative, Q-Telco
To: N. Lebowski
Subject: Feedback
Sent: December 3

Dear client,

As one of our first customers to buy the Q-Telco GS3, we hope you can provide us with some feedback on the new cellphone. If you have any problems or concerns about the performance of the phone, please let us know.

Sincerely,
B. Robinson

Directions: Respond to the email as if you're a client. In your email, provide TWO problems with the new cellphone.

Email 3

From: R. Johnson, Sales Director, Compton Resort
To: Mail list
Subject: Compton Resort's Summer Special
Sent: July 16, 9:15 a.m.

Dear Executive,

Are you ready for a summer getaway? Then we've got just the thing for you – log on to HYPERLINK "<http://www.comptonresort.com/>" to discover our amazingly affordable deals. For more information, visit the website or email us now!

Sincerely,
R. Johnson

Directions: Respond to the email as if you're a customer. In your email, make TWO requests for the resort.

Email 4

From: Javier Ramon, Director, Dine-A-Do Catering
To: Rose Wright, Secretary of the English Department, Fortswall College
Subject: Catering for your function
Sent: October 11

Dear Ms. Wright,

Thank you for contact me for help with your department's annual party on Friday, October 30. We would be delighted to cater the event. Please pass on some more information about the event so that we can begin planning the menu.

Thanks,
Javier Ramon

Directions: Respond to the email as if you're Rose Wright. In your email, provide TWO pieces of information about your event.

Email 5

From: Jasper F.
To: Heidi K., Client Affairs Manager, Western Rent-a-Car
Subject: Credit card statement
Sent: December 7

Dear Ms. Heidi K.,

I have just received my credit card statement for the month of November. I noted that your company charged me \$350 for renting the Astro XR. I thought we agreed on a charge of \$150. Was there a problem of some sort?

Directions: Respond to the email as if you're Heidi K. In your email, outline TWO problems with the extra charge.

Email 6

From: Jacob W., Customer Services Manager, Plymouth City Foodlink
To: Foodlink Supermarket Loyalty Card holders
Subject: Getting feedback
Sent: January 12

Dear Foodlink Loyalty Card holders,

Thank you for shopping at Foodlink. As part of our commitment to your satisfaction, I'm writing to all our card holders to check that you are happy with our service. If there is anything that you would like to see changed, please contact me.

Yours sincerely,
Jacob W.

Directions: Respond to the email as if you're a card holder. In your email, make TWO suggestions about how company could improve its service.

Email 7

From: J. Jones, Rosco Furniture
To: K. Williams
Subject: After-Sales Service
Sent: August 26, 2:15 p.m.

Dear Ms. Williams,

According to our records, you recently bought a Caitlin Two-Seater Fabric Sofa from our store. I hope you are pleased with your purchase. If you would like to request any after-sales assistance, please contact me.

Thank you,
J. Jones

Directions: Respond to the email as if you're K. Williams. In your email, make TWO requests for the After-Sales Service.

Email 8

From: Daylan Thomas, Managing Director, Gladstone Stock Brokers
To: Olivia Garcia, Realtor, OfficeSpace Inc.
Subject: Relocating offices
Sent: September 19

Dear Olivia,

The current lease in our large office space downtown is about to expire. We are planning to relocate our headquarters in a cheaper area. Please pass on any information about available commercial properties. Thanks in advance.

Sincerely,
Daylan Thomas

Directions: Respond to the email as if you're Olivia Garcia. In your email, provide TWO pieces of information.

Email 9

From: Kevin Baker
To: Arthur Lane, Membership Manager, Carlton Fitness Center
Subject: Warning

Sent: December 19

Dear Arthur,

Today I received a letter of warning from the Carlton Fitness Center management about following gym regulations. I don't understand what the problem is. Can you please let me know what is going on?

Kevin Baker

Directions: Respond to the email as if you're Arthur Lane. In your email, explain TWO problems with the regulations.

Email 10

From: Mark Rose, Conference Manager, Spencerville Hotel
To: Hari Meliola, Sales Manager, Fortech
Subject: Confirmation
Sent: June 12, 11 a.m.

I am writing to confirm your registration for the Sales Managers' Conference at The Spencerville Hotel on Friday, June 12. I look forward to seeing you at the event. Should you have any questions relating to travel, accommodation or the conference agenda, please contact me at any time.

Sincerely,
Mark Rose

Directions: Respond to the email as if you're Hari Meliola. In your email, make TWO questions.

Email 11

From: Derek Walker, Sales Representative, Printing Express
To: Gina Pollock, Administrative assistant, YK Accounting Executives
Subject: Your call
Sent: December 12, 11:09 a.m.

Dear Ms. Pollock,

I understand you tried to call me on Friday afternoon last week. Sorry, I've only just received the message. If you have any printing work you need done, please email me right away with your request.

Sincerely,
Derek Walker

Directions: Respond to the email as if you're Gina Pollock. In your email, make TWO requests for printing work.

Email 12

From: Noel White, Accounting Executive, Howard Electrics
To: Mandison Evans
Subject: Late Bill Payment
Sent: September 11

Dear Ms. Evans,

Our records show that you still have not paid your electricity bill for August. If you do not give us a satisfactory explanation we will charge a late payment fee for your account. Please contact us to let us know how you plan to solve this problem.

Faithfully,
Noel White

Directions: Respond to the email as if you're Mandison Evans. In your email, provide TWO reasons for the late bill payment.

Email 13

From: Glenn Watts, Safety Manager
To: All Staff
Subject: Health and safety seminar
Sent: December 17, 8:00 p.m.

Good morning,

I will be leading a health and safety seminar in the conference room next week. I hope that you will all attend in order to gain vital information on new safety procedures. If you have any questions about the training session, please go ahead and ask me.

Cheers,
Glenn Watts

Directions: Respond to the email as if you're a staff member. In your email, make TWO questions about the seminar.

Email 14

From: Habibul A., Sales Assistant, the Online Hardware Shop
To: Denise S.
Subject: Responding to your complaint
Sent: December 27

Dear Ms. Denise S.,

I heard from our receptionist here at The Online Hardware Shop that you are not satisfied with the X3 Shelving Unit you bought recently. I'm very sorry to hear this. If you don't mind, please let me know the specific problems you have with the product by email.

All the best,
Habibul A.

Directions: Respond to the email as if you're Denise S. In your email, explain TWO problems with your purchase.

Email 15

From: Jenny Patel, Marketing Director
To: Marketing team
Subject: Tomorrow Promotion
Sent: December 11, 11:00 p.m.

Everyone,

Tomorrow is a big day for us – we're running the big sales promotion in Corby Mall. I hope you're all prepared. Remember, we should all aim to be there by 8 a.m. to start setting up.

Feel free to ask me if you have any last-minute problems or requests.

Cheers,
Jenny Patel

Directions: Respond to the email as if you're a marketing member. In your email, make TWO last-minute requests.

Email 16

From: Pierre Flause, Flause Family Appliances
To: Sandra Beddington
Subject: New PO-GX Turbo
Sent: August 12, 2:00 p.m.

Dear Ms. Beddington,

Thank you for shopping at Flause Family Appliances. We're sure you're going to love your new PO-GX Turbo washing machine! If you have any questions related to the product, please feel free to get in touch with me.

Sincerely,
Pierre Flause

Directions: Respond to the email as if you're Sandra Beddington. In your email, make TWO questions related to the washing machine.

Email 17

From: Ken M., Departmental Secretary
To: All Administration Staff
Subject: Meeting
Sent: January 15

Hi everyone,

Please don't forget that we have the departmental meeting tomorrow at 3:00 p.m. If you have any suggestions for issues you'd like us to discuss, please let me know right away.

Thanks,
Ken

Directions: Respond to the email as if you're a staff member. In your email, make TWO suggestions for the meeting.

Email 18

From: C. Dodson, Senior Executive, AdvertiZe
To: K. Silva, General Manager, Codel Sportswear
Subject: The new campaign
Sent: March 12

Dear Mr. Silva,

My name is Claire Dodson and I am handling your advertising account on behalf of AdvertiZe. We're now planning a new promotional campaign for your company. If you have any specific requirements for the campaign, please contact me as soon as possible.

Sincerely,
C. Dodson

Directions: Respond to the email as if you're K. Silva. In your email, make TWO suggestions for the new promotional campaign.

Email 19

From: Keira Wellesley
To: Customer support, Mainland Mowers
Subject: A problem
Sent: April 13

Hello,

I bought a Big Cut lawnmower from Mainland Mowers about six months ago. Unfortunately, something seems to be jammed in the lawnmower's blade, and I'm not sure how to get it out safely. Can you please give me some advice?

Thanks,

Keira

Directions: Respond to the email as if you're a member of customer service staff. In your email, make TWO suggestions to deal with her problem.

Email 20

From: Caleb Martin, Customer Representative
To: Emma Moore, Customer Relations Manager
Subject: Customer Service Workshop
Sent: October 10

Dear Ms. Moore,

I understand there is going to be a voluntary workshop for customer service employees on Friday. I'm considering attending the session, but I'd like to get more information about it first. Could you please tell me more about the workshop?

Thanks,
Caleb

Directions: Respond to the email as if you're Caleb. In your email, provide TWO pieces of information about the workshop.

PRACTICE TEST

Test 1

From: Steven Appleby
To: Martha Simon

Subject: Small Business Magazine

Date: June 11

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 me sometime next week?

Thank you,

Steven Appleby

Directions: Respond to the email as if you're Martha Simon. In your email, say ONE time you are available and ask TWO questions.

Test 2

From: Samantha Hawkins

To: Hampton Human Resources

Subject: Positions at Hampton

Date: August 22

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 email as if you're a human resources officer at Hampton. In your email, ask ONE question and give TWO pieces of information.

Test 3

From: Mark Hayes
To: Easton Office Supply Company
Subject: Order
Date: November 22

To whom it may concern,

I put in 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 email as if you're an employee of the Easton Office Supply Company. In your email, explain TWO problems and make ONE request.

Test 4

From: Jane Strong, Human Resources Department, J&J Consultant Group
To: Employee candidates
Subject: Opening in sales
Date: June 22

Dear potential candidates,

We have an opening for a qualified sales manager who can lead the worldwide sales team and execute strategies for increasing business opportunities while expanding the customer base. The sales manager of the worldwide sales team will have primary responsibility for the U.S. and overseas operations, focusing mainly on Asia. Thank you.

Yours truly,
Jane Strong, Human Resources manager

Directions: Respond to the email as if you're a job candidate. In your email, describe TWO of your job qualifications and ask ONE question.

Test 5

From: Marilyn Aniston
To: Getaway Travel
Subject: Travel Package
Date: May 22

Dear Sir/ Madam,

I am planning on taking a trip out of the country this summer vacation. My budget for the trip is low. So, I would like to have an economical trip, but I also want to have lots of fun at the same time. Would you recommend some of your tour packages to me?

Sincerely,
Marilyn Aniston

Directions: Respond to the email as if you're a travel agent at Getaway Travel. In your email, give TWO pieces of information about tour packages and ONE suggestion.

Test 6

From: Mary Wilson
To: All Staff
Subject: Tokyo Guests' Visit
Date: August 28

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 places.

Thanks for your help,
Mary Wilson

Directions: Respond to the email as if you're a staff member. In your email, make TWO suggestions and offer to help with ONE task.

Test 7

From: Jodie McMaster
To: Bathroom Master
Subject: Incorrect Faucet
Date: November 22

Bathroom Master:

I am writing to let you know about the incorrect faucet that I received in the mail. I originally ordered a shiny and durable metallic faucet for my bathroom. However, what I now have is a cheap-looking white plastic faucet. I would like to believe that there was a mistake in shipping. Will you take immediate action to fix this error? Thank you.

Best wishes,
Jodie McMaster

Directions: Respond to the email as if you're a sales manager at Bathroom Master. In your email, make AN apology about your mistake and give A suggestion.

Test 8

From: Samuel George
To: Janet Jones
Subject: Changing banks
Date: February 22

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 email as if you're Janet Jones. In your email, explain ONE problem and make TWO suggestions.

Test 9

From: Jonathan Louise
To: Barron hotel
Subject: Reservation
Date: June 22

Dear Sir or Madam,

My name is Jonathan Louise and I'm writing to make a reservation at your hotel. My whole family will visit London for about one week in July, so I hope to make a reservation for that time. An early reply would be greatly appreciated. Thank you.

Regards,
Jonathan Louise

Directions: Respond to the email as if you're a receptionist at the Barron Hotel. In your email, give TWO pieces of information and make ONE request for information.

Test 10

From: John Jenkins

To: Shirley Park
Subject: Budget report
Date: July 22

Shirley,

I am working on the annual budget 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 email as if you're Shirley Park. In your email, ask ONE question and give TWO pieces of information.

PHẦN 3: VIẾT BÀI LUẬN

Screen 1: Màn hình hiển thị hướng dẫn cách trả lời câu hỏi viết loại III

TOEIC Writing	
<p>Question 8: Write an opinion essay</p> <p>Directions: In this part of the test, you will write an essay in response to a question that asks you to state, explain, and support your opinion on an issue. Typically, an effective essay will contain a minimum of 300 words. Your response will be scored on</p> <ul style="list-style-type: none"> ▪ whether your opinion is supported with reasons ▪ grammar, ▪ vocabulary, and ▪ organization <p>You will have 30 minutes to plan, write and revise your essay.</p> <p style="text-align: center;">Click on Continue to go on.</p>	

Screen 2: Màn hình trả lời câu hỏi xuất hiện sau khi nhấn continue ở screen 1

TOEIC Writing	Question 8 of 8	
<p>Directions: Read the question. Then plan, write and revise your essay in 30 minutes or less. A good response will have at least 300 words.</p> <p>Many people enjoy spending time playing and watching sports. Why do you think sport are important to people? Give specific reasons and examples to support your opinion.</p> <hr/> <p style="text-align: center;">Nơi viết câu trả lời</p>		

Sample response:

Sports are popular all around the world. People enjoy sports because sports bring several advantages to people's lives. Sports encourage people to get exercise, they provide opportunities for interacting with others, and they give a sense of belonging to a group.

An interest in sports encourages people to get exercise. People who play sport get a lot of exercise. People who are serious about their sports spend a lot of effort getting in good physical shape so that they can play their sport well. Other people play sport just for fun, but they still get good exercise when they play. Of course, some people just watch sports on TV, and that isn't very good exercise. But sometimes fans become motivated to imitate their favorite athletes, and they try playing the sport themselves.

An interest in sports provides opportunities for interacting with others. When you play on a team, you have to work with your teammates to play the game as well as you can. Or you may just interact with a single opponent when you play a sport such as tennis. Even if you just watch spots, you have opportunities to interact with other fans of your favorite teams.

An interest in sports gives a sense of belonging to a group. If you play on a team, then the team is your group. You are also a part of the larger group of people who enjoy playing that sport. If you enjoy watching sports, you can feel that you are part of the group of fans who support your team. You can also feel pride in being a resident of the city that your favorite team represents.

Sports bring a lot of positive things to people's lives. Sports encourage people to exercise, to spend time with others, and to belong to groups. These are the reason why spots are important to people everywhere.

CÁC BƯỚC TIẾN HÀNH



Bước 1: xác định vấn đề

Đọc kỹ đề bài để nắm được nội dung yêu cầu cũng như dạng bài viết để có hướng viết bài.

❖ Các dạng bài thường gặp:

- **Advantages and Disadvantages:** đề bài yêu cầu viết về thuận lợi hoặc khó khăn (hoặc cả hai) của vấn đề được nêu ra.
Ex: What are the **advantages or disadvantages** of living near work? Give **reasons** and **examples** to support your opinion.
- **Preference:** trình bày quan điểm về một số lựa chọn được đưa ra ở đề bài.
Ex: Some people **prefer** to work for a large company, while others **prefer** to work in a small office. Which size company do you **prefer** to work in? Use specific **examples** to support your choice.
- **General opinion:** trình bày quan điểm về một vấn đề nào đó
Ex: At some jobs, employees are allowed to listen to music while they work. What is **your opinion** of this? Give **reasons** and **examples** to support your opinion.
- **Agreement/ disagreement:** xác định quan điểm đồng ý hay không đồng ý một ý kiến.
Ex: Do you **agree or disagree** with the following statement? Learning an additional language is a good way to improve one's job prospects in any fields. Use specific **reasons** and **examples** to support your answer.
- **Importance:** giải thích lí do tại sao một sự việc nào đó quan trọng với một số người.
Ex: References from previous employers are important to some employers when making hiring decisions. **Why do you think** that references are important to employers? Use specific **reasons** and **examples** to explain your answer.

Bước 2: Lập dàn ý

- Đầu tiên, động não tìm ý tưởng cho bài viết. Trả lời nhanh các câu hỏi bên dưới:
Quan điểm của tôi là gì?
Câu luận đề của tôi là gì?
Tại sao tôi chọn quan điểm này?
- Lập dàn ý:

Thesis statement: Câu luận đề nêu ý chung cho toàn bài

Main point 1

Main point 2

Main point 3

} Viết ý chính của từng đoạn cho phần thân bài. Nên sử dụng những ví dụ và dẫn chứng để chứng minh cho luận điểm của mình

Concluding statement: Khẳng định lại quan điểm

Bước 3: Viết bài

Những cụm từ thường dùng:

- *Mở bài:* In my opinion, (Theo ý kiến của tôi,...)
- *Thân bài:* First of all => Second, => Third (Đầu tiên => Thứ hai => Thứ ba)
- *Kết bài:* In conclusion, (Tóm lại,...)
- *Nêu ví dụ:* For example, / for instance, / In my experience, (Ví dụ,...)
- *Tương phản:* On the other hand/ In contrast, (Trái lại,...)
- *Thêm thông tin:* Additionally, / also (ngoài ra,...)

Bước 4: Đọc lại và chỉnh sửa

Dành thời gian đọc lại bài và kiểm tra:

- Các câu đã hoàn chỉnh và có nghĩa chưa?
- Các câu đã đúng ngữ pháp chưa?
- Các từ đã đúng chính tả và được viết hoa đúng chỗ và đặt dấu câu đúng chưa?

Bài tập 1:

What are the advantages or disadvantages of living near work? Give reasons and examples to support your opinion.

Trong 1 phút, đọc kĩ đề bài và xác định vấn đề cần viết:

- Type: _____
- Topic: _____
- Your opinion: _____

Trong 4 phút, động não nội dung sẽ viết và lập dàn ý:

- Thesis statement: _____
- Main idea 1: _____
- Details/ examples: _____
- Main idea 2: _____
- Details/ examples: _____
- Main idea 3: _____

- Details/ examples: _____

Trong 20 phút, viết bài văn hoàn chỉnh:

Trong 5 phút, đọc lại bài và chỉnh sửa lỗi.

Bài tập 2:

Some people prefer to work for a large company, while others prefer to work in a small office. Which size company do you prefer to work in? Use specific examples to support your choice.

Trong 1 phút, đọc kĩ đề bài và xác định vấn đề cần viết:

- Type: _____
- Topic: _____
- Your opinion: _____

Trong 4 phút, động não nội dung sẽ viết và lập dàn ý:

- Thesis statement: _____
- Main idea 1: _____
- Details/ examples: _____
- Main idea 2: _____
- Details/ examples: _____
- Main idea 3: _____
- Details/ examples: _____

Trong 20 phút, viết bài văn hoàn chỉnh:

Trong 5 phút, đọc lại bài và chỉnh sửa lỗi.

Bài tập 3:

At some jobs, employees are allowed to listen to music while they work. What is your opinion of this? Give reasons and examples to support your opinion.

Trong 1 phút, đọc kĩ đề bài và xác định vấn đề cần viết:

- Type: _____
- Topic: _____
- Your opinion: _____

Trong 4 phút, động não nội dung sẽ viết và lập dàn ý:

- Thesis statement: _____
- Main idea 1: _____
- Details/ examples: _____
- Main idea 2: _____
- Details/ examples: _____
- Main idea 3: _____
- Details/ examples: _____

Trong 20 phút, viết bài văn hoàn chỉnh:

Trong 5 phút, đọc lại bài và chỉnh sửa lỗi.

Bài tập 4:

"Most people would prefer to work for themselves rather than someone else." Do you agree or disagree with this statement? Use specific reasons and details to explain your opinion.

Trong 1 phút, đọc kĩ đề bài và xác định vấn đề cần viết:

- Type: _____
- Topic: _____
- Your opinion: _____

Trong 4 phút, động não nội dung sẽ viết và lập dàn ý:

- Thesis statement: _____
- Main idea 1: _____
- Details/ examples: _____
- Main idea 2: _____
- Details/ examples: _____
- Main idea 3: _____
- Details/ examples: _____

Trong 20 phút, viết bài văn hoàn chỉnh:

Trong 5 phút, đọc lại bài và chỉnh sửa lỗi.

Bài tập 5:

To lead a business to success, there are many things to consider. What do you think are the main factors in running a successful business? Give specific reasons and examples.

Trong 1 phút, đọc kĩ đề bài và xác định vấn đề cần viết:

- Type: _____
- Topic: _____
- Your opinion: _____

Trong 4 phút, động não nội dung sẽ viết và lập dàn ý:

- Thesis statement: _____
- Main idea 1: _____
- Details/ examples: _____
- Main idea 2: _____
- Details/ examples: _____
- Main idea 3: _____
- Details/ examples: _____

Trong 20 phút, viết bài văn hoàn chỉnh:

Trong 5 phút, đọc lại bài và chỉnh sửa lỗi.

PRACTICE

Practice 1

Some people choose to work at one job for a long time. Others prefer to change jobs frequently. Which way do you think is better? Use specific reasons and examples to explain your choice.

Outline your writing here:

Practice 2

What do you think a candidate should do to prepare for a job interview? Use specific examples and details to support your answer.

Outline your writing here:

Practice 3

Should students only study without doing internship? Some say yes to this question while others disagree with them and insist that even students should have some sort of work experience. What are the advantages of these two ideas? Compare them and choose your side.

Outline your writing here:

Practice 4

Do you agree or disagree with the following statement? "Companies should give each employee the same benefits package." Use specific reasons and examples to support your opinion.

Outline your writing here:

Practice 5

It used to be the norm to do the same type of work for an extended time. But things have changed. We see many people these days change their careers more often than ever before. In your opinion, what are the important things that career changers need to have a successful new career?

Outline your writing here:

Practice 6

What do you think are the most important characteristics for a job you have had or you want to have? Use specific details and examples to support your opinion.

Outline your writing here:

Practice 7

Do you agree or disagree with the following statement? It is more important to work at a job you enjoy than to make a lot of money. Support your answer with specific reasons and examples.

Practice 8

Managing a team can be a very difficult job. In your opinion, what qualities make a good boss? Use specific reasons and examples to support your answer.

Practice 9

Some people like taking long vacation each year. Others enjoy taking several shorter vacations. Which do you prefer? Use specific reasons and examples to support your opinion.

Practice 10

Do you think it is a good idea for teenagers to have jobs while they are still students? Support your opinion by using specific reasons and details.

Practice 11

Modern technology has made it possible for many people to work at home most of the time rather than going to an office every day. What are the advantages and disadvantages of working at home? Support your answer with specific reasons and examples.

Practice 12

Different types of industries require different types of personal qualities in workers. What do you think are the necessary qualities for people working in a bank? Give specific reasons and examples to support your opinion.

Practice 13

Traveling in a group is a preferable for some people. Others who do not share this idea want to have a trip alone. How would you like to travel: alone or in a group? Present enough reasons and examples for your choice.

Practice 14

It is often said that running your own business is better than being an employee. Do you agree? Why or why not? Use specific reasons and examples to explain your answer.

Practice 15

It is a better idea to change companies often or to remain at one company for a long period of time? What are the advantages of these two views? Give reasons and examples to support your opinion.

Actual test 1

TOEIC Writing

Question 1-5: Write a sentence based on a picture

Directions: In this part of the test, you will write ONE sentence that is based on a picture. With each picture, you will be given TWO words or phrases that you must use in your sentence. You can change the forms of the words and you can use the words in any order. Your sentences will be scored on

- the appropriate use of grammar and
- the relevance of the sentence to the picture.

In this part, you can move to the next question by clicking on **Next**. If you want to return to a previous question, click on **Back**. You will have 8 minutes to complete this part of the test.

Example



Sample response

The man is taking notes.

man / note

Click on **Continue** to go on

TOEIC Writing

Question 1 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



mechanic/ teach



TOEIC Writing

Question 2 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



fix/ bicycle



TOEIC Writing

Question 3 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



newspaper/ while



TOEIC Writing

Question 4 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



camera/ picture



TOEIC Writing

Question 5 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



thread/ so

➤

TOEIC Writing

Question 6-7: Response to a written request

Directions: In this part of the test, you will show how well you can write a response to an email. Your response will be scored on

- the quality and variety of your sentences,
- vocabulary, and
- organization

You will have 10 minutes to read and answer each email.

Click on **Continue** to go on.

TOEIC Writing

Question 6 of 8

Directions: Read the email below.

From: GF Products Customer Service
To: New Customer
Subject: Thank you
Sent: November 23, 11:27 AM

Thank you for recent purchase of a GF3000 Home Printer. We hope that you enjoy our product. If you have any problems with the printer, please contact us via the Internet at help@gfproduct.net. Thank you!

Directions: Respond to the email as if you're a customer of GF Products. In your email, describe ONE problem that you have had with the printer and make ONE request for information.



TOEIC Writing

Question 7 of 8

Directions: Read the email below.

From: FHN Certificate School Recruitment
To: Bristol City Jobs List Serve
Subject: Certification classes
Sent: August 4, 8:56 AM

Are you looking for a better job? Do you lack the skills you need for a better job? If so, FHN Certification School is for you! We offer training and certification courses in popular, high-earning fields like accounting, computer repair, Internet Web page design, and more! Contact us now to learn more!

Directions: Respond to the email. In your email, describe your current skills and make TWO requests for information.



TOEIC Writing

Question 8: Write an opinion essay

Directions: In this part of the test, you will write an essay in response to a question that asks you to state, explain, and support your opinion on an issue. Typically, an effective essay will contain a minimum of 300 words. Your response will be scored on

- whether your opinion is supported with reasons
- grammar,
- vocabulary, and
- organization

You will have **30 minutes** to plan, write and revise your essay.

Click on **Continue** to go on.

TOEIC Writing

Question 8 of 8

Directions: Read the question. Then plan, write and revise your essay in 30 minutes or less. A good response will have at least 300 words.

At some workplace, employees use computers and other company equipment for their personal needs. Should employers allow employees to use company machines and equipment in this way? Why or why not? Give reasons and example to support your opinion.



Actual test 2

TOEIC Writing

Question 1-5: Write a sentence based on a picture

Directions: In this part of the test, you will write ONE sentence that is based on a picture. With each picture, you will be given TWO words or phrases that you must use in your sentence. You can change the forms of the words and you can use the words in any order. Your sentences will be scored on

- the appropriate use of grammar and
- the relevance of the sentence to the picture.

In this part, you can move to the next question by clicking on **Next**. If you want to return to a previous question, click on **Back**. You will have 8 minutes to complete this part of the test.

Example



Sample response

The man is taking notes.

man / note

Click on **Continue** to go on

TOEIC Writing

Question 1 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



people/ listen



TOEIC Writing

Question 2 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



boat/ water



TOEIC Writing

Question 3 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



on/ telephone



TOEIC Writing

Question 4 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



as soon as/ serve



TOEIC Writing

Question 5 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



outside/ though



TOEIC Writing

Question 6-7: Response to a written request

Directions: In this part of the test, you will show how well you can write a response to an email. Your response will be scored on

- the quality and variety of your sentences,
- vocabulary, and
- organization

You will have 10 minutes to read and answer each email.

Click on **Continue** to go on.

TOEIC Writing

Question 6 of 8

Directions: Read the email below.

From: Donna Richardson, Director of Human Resources
To: All department staff
Subject: Schedule
Sent: October 10, 9:53 AM

We are in the process of creating the work schedule for next month. To do so, we need to know when you cannot work. Please explain your absences.

Thank you,
Donna

Directions: Respond to the email as if you work for a company where Donna Richardson is the director of the human resources department. In your email to Donna Richardson, tell her about TWO times when you cannot work and give at least ONE explanation why.



TOEIC Writing

Question 7 of 8

Directions: Read the email below.

From: J Wolfe
To: M. Lee
Subject: Congratulations
Sent: April 20

Welcome to the staff! I'm sure we will be working together closely. If you have any questions about the job, just ask me. Also, please let me know if you need anything and I'll get it for you.

Directions: Respond to the email as if you're M. Lee. In your email,

- Ask TWO questions about your new job and
 - Make ONE request.
-



TOEIC Writing

Question 8: Write an opinion essay

Directions: In this part of the test, you will write an essay in response to a question that asks you to state, explain, and support your opinion on an issue. Typically, an effective essay will contain a minimum of 300 words. Your response will be scored on

- whether your opinion is supported with reasons
- grammar,
- vocabulary, and
- organization

You will have **30 minutes** to plan, write and revise your essay.

Click on **Continue** to go on.

TOEIC Writing

Question 8 of 8

Directions: Read the question. Then plan, write and revise your essay in 30 minutes or less. A good response will have at least 300 words.

Many companies have always required employees to dress professionally (for instance, in a business suit). Some of these companies now allow their employees to come to work once a week in more casual clothing. Is this a good idea? Why or why not? Give reasons or examples to support your opinion.



Actual test 3

TOEIC Writing

Question 1-5: Write a sentence based on a picture

Directions: In this part of the test, you will write ONE sentence that is based on a picture. With each picture, you will be given TWO words or phrases that you must use in your sentence. You can change the forms of the words and you can use the words in any order. Your sentences will be scored on

- the appropriate use of grammar and
- the relevance of the sentence to the picture.

In this part, you can move to the next question by clicking on **Next**. If you want to return to a previous question, click on **Back**. You will have 8 minutes to complete this part of the test.

Example



Sample response

The man is taking notes.

man / note

Click on **Continue** to go on

TOEIC Writing

Question 1 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



exercise/ dog



TOEIC Writing

Question 2 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



teacher/ explain



TOEIC Writing

Question 3 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



girl/ eat



TOEIC Writing

Question 4 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



if/ fit



TOEIC Writing

Question 5 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



Barefoot/ although



TOEIC Writing

Question 6-7: Response to a written request

Directions: In this part of the test, you will show how well you can write a response to an email. Your response will be scored on

- the quality and variety of your sentences,
- vocabulary, and
- organization

You will have 10 minutes to read and answer each email.

Click on **Continue** to go on.

TOEIC Writing

Question 6 of 8

Directions: Read the email below.

From: Joe Sheffield, Manager
To: Market research staff
Subject: Activities for Australian colleagues
Sent: May 15, 1:21 PM

Colleagues from our offices in Perth, Australia will be with us next month for the sales conference. We'd like to show them around our city and provide entertainment for them in the evenings. Would each of you email me suggestions for what we might plan for them? Thank you!

Directions: Respond to the email as if you work for a company where Joe Sheffield is a manager. In your email, make THREE suggestions for activities for the visiting colleagues.



TOEIC Writing

Question 7 of 8

Directions: Read the email below.

From: Audio Books on the Go
To: List-serve
Subject: Read while you're on the road!
Sent: July 8, 6:30 PM

Catch up on the latest best-selling books while you're on your way to work! Audio Books on the Go have thousands of titles for every taste. Email us to find out more about our special offers.

Directions: Respond to the email. In your email, ask TWO questions and make ONE request.



TOEIC Writing

Question 8: Write an opinion essay

Directions: In this part of the test, you will write an essay in response to a question that asks you to state, explain, and support your opinion on an issue. Typically, an effective essay will contain a minimum of 300 words. Your response will be scored on

- whether your opinion is supported with reasons
- grammar,
- vocabulary, and
- organization

You will have **30 minutes** to plan, write and revise your essay.

Click on **Continue** to go on.

TOEIC Writing

Question 8 of 8

Directions: Read the question. Then plan, write and revise your essay in 30 minutes or less. A good response will have at least 300 words.

Do you agree or disagree with the following statement?

Learning a new physical skill is easier than learning mental skill.

Use specific reasons and examples to support your answer.



Actual test 4

TOEIC Writing

Question 1-5: Write a sentence based on a picture

Directions: In this part of the test, you will write ONE sentence that is based on a picture. With each picture, you will be given TWO words or phrases that you must use in your sentence. You can change the forms of the words and you can use the words in any order. Your sentences will be scored on

- the appropriate use of grammar and
- the relevance of the sentence to the picture.

In this part, you can move to the next question by clicking on **Next**. If you want to return to a previous question, click on **Back**. You will have 8 minutes to complete this part of the test.

Example



man / note

Sample response

The man is taking notes.

Click on **Continue** to go on

TOEIC Writing

Question 1 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



map/ how



TOEIC Writing

Question 2 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



stand/ across



TOEIC Writing

Question 3 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



show/ woman



TOEIC Writing

Question 4 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



even though/ rain



TOEIC Writing

Question 5 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



if/ box

➤

TOEIC Writing

Question 6-7: Response to a written request

Directions: In this part of the test, you will show how well you can write a response to an email. Your response will be scored on

- the quality and variety of your sentences,
- vocabulary, and
- organization

You will have 10 minutes to read and answer each email.

Click on **Continue** to go on.

TOEIC Writing

Question 6 of 8

Directions: Read the email below.

From: J. Chavez
To: Job fair event organizer
Subject: Directions to the conference center
Sent: January 5

I am register to attend the job fair at the conference center this weekend. Could you please let me know the best way to get to the center from the Mira Beau Hotel where I am staying? I do not have a car.

Thank you,
J. Chavez

Directions: Respond to the email as if you're the job fair event organizer. In your email, ask J. Chavez ONE question about his participation and make TWO suggestions for transportation to the event.



TOEIC Writing

Question 7 of 8

Directions: Read the email below.

From: Paradise Travel
To: Marilyn McMillan
Subject: About your complaint
Sent: October 29

Dear Ms. McMillan,

My manager tells me you experienced some problems with our service during your recent trip to Malaysia. We would like to know about your complaint in more detail. Please tell us what happened to you and how we can make you satisfied with our company.

Paradise Travel!

Directions: Respond to the email as if you're Marilyn McMillan. In your email, describe TWO problems which occurred during your trip and suggest ONE way the travel company can make you more satisfied.



TOEIC Writing

Question 8: Write an opinion essay

Directions: In this part of the test, you will write an essay in response to a question that asks you to state, explain, and support your opinion on an issue. Typically, an effective essay will contain a minimum of 300 words. Your response will be scored on

- whether your opinion is supported with reasons
- grammar,
- vocabulary, and
- organization

You will have **30 minutes** to plan, write and revise your essay.

Click on **Continue** to go on.

TOEIC Writing

Question 8 of 8

Directions: Read the question. Then plan, write and revise your essay in 30 minutes or less. A good response will have at least 300 words.

In a company, sometimes employees refuse to be promoted. In which situation should employees be able to refuse a promotion? Give reasons and examples to support your ideas.



Actual test 5

TOEIC Writing

Question 1-5: Write a sentence based on a picture

Directions: In this part of the test, you will write ONE sentence that is based on a picture. With each picture, you will be given TWO words or phrases that you must use in your sentence. You can change the forms of the words and you can use the words in any order. Your sentences will be scored on

- the appropriate use of grammar and
- the relevance of the sentence to the picture.

In this part, you can move to the next question by clicking on **Next**. If you want to return to a previous question, click on **Back**. You will have 8 minutes to complete this part of the test.

Example



Sample response

The man is taking notes.

man / note

Click on **Continue** to go on

TOEIC Writing

Question 1 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



in front of/ building



TOEIC Writing

Question 2 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



hat/ table



TOEIC Writing

Question 3 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



woman/ hold



TOEIC Writing

Question 4 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



write/ while



TOEIC Writing

Question 5 of 8

Directions: Write ONE sentence based on the picture using TWO words or phrases under it. You may change the forms of the words and you may use them in any order.



Finish/ because



TOEIC Writing

Question 6-7: Response to a written request

Directions: In this part of the test, you will show how well you can write a response to an email. Your response will be scored on

- the quality and variety of your sentences,
- vocabulary, and
- organization

You will have 10 minutes to read and answer each email.

Click on **Continue** to go on.

TOEIC Writing

Question 6 of 8

Directions: Read the email below.

From: A. Chae, General Company
To: Fine Prints
Subject: Printing accident
Sent: May 2

Dear Fine Prints,

Your company recently prepared letterheads for us. However, I've just noticed that you printed our old address by mistake. I have to send out hundreds of letters to our customers for a new promotion. Please email me about this as soon as possible.

Thank you,
A. Chae

Directions: Respond to the email as if you're an employee at Fine Prints. In your email, make TWO pieces of information you think will be useful



TOEIC Writing

Question 7 of 8

Directions: Read the email below.

From: Bill Britten, Teachers' Association Chairman
To: TA Members
Subject: Summer Concert Participant Recruitment
Sent: May 28

We're going to hold our annual concert festival from July 7 to 11. If you have any students interested in playing in our orchestra, please give us their names and the instruments they play so they can join in this wonderful event. Please reply by email no later than June 6.

Thanks in advance for your assistance.

Directions: Respond to the email as if you're a member of the Teachers' Association. In your email, ask TWO questions and give ONE piece of information about the event.



TOEIC Writing

Question 8: Write an opinion essay

Directions: In this part of the test, you will write an essay in response to a question that asks you to state, explain, and support your opinion on an issue. Typically, an effective essay will contain a minimum of 300 words. Your response will be scored on

- whether your opinion is supported with reasons
- grammar,
- vocabulary, and
- organization

You will have **30 minutes** to plan, write and revise your essay.

Click on **Continue** to go on.

TOEIC Writing

Question 8 of 8

Directions: Read the question. Then plan, write and revise your essay in 30 minutes or less. A good response will have at least 300 words.

Some workers must work at night. What are the advantages and disadvantages of night-shift work? Give reasons and examples to support your opinion.



GỢI Ý ĐÁP ÁN

Bài tập danh từ + danh từ

- 2) **item/ supermarket:** Many items are being sold in the supermarket.
item/ rack: Many items are displayed on the rack.
- 3) **potato/ bag:** Potatoes are wrapped in separate bag for sale.
potato/ price tag: People stuck the price tag on the potatoes.
- 4) **garbage/ street:** There is a garbage dump on the street.
building/ rubbish: A lot of rubbish is thrown in front of the building.
- 5) **shovel/ ground:** A man holding a shovel is digging on the ground.
shirt/ shovel: The man wearing a T-shirt is digging on the ground with a shovel.
- 6) **woman/ bread:** A woman is selling many kinds of bread displayed on the racks.
- 7) **people/ beach:** There are many people on the beach.
- 8) **fruit/ rack:** Fruits are displayed on the rack.
- 9) **hard hat/ arm:** The man is carrying the hard hat under his arm.
- 10) **agent/ computer:** The agent is looking reservation the computer.
- 11) **pepper/ knife:** A woman is cutting some paper with a knife.
- 12) **breakfast/ croissant:** There is croissant and Jam for breakfast.
- 13) **salesman/ hand:** The salesman is handing the keys to the woman.
- 14) **ATM/ money:** Some is getting money from on ATM.
- 15) **person/ book:** Two people are reading a book.

Bài tập danh từ + động từ

- 1) **float/ river:** A boat is floating down on a river.
float/ bridge: A boat is floating down a river away from the bridge.
- 2) **work/ office:** There are a number of people working in an office.
look/ office: Two men are looking at the computer in an office.
- 3) **review/ colleague:** The two colleagues are reviewing the documents.
review/ document: The colleagues are reviewing the documents.
- 4) **speak/ refinery:** The man is speaking on the phone with a refinery behind him.
glasses/ answer: The man wearing glasses is answering the phone.
- 5) **operate/ warehouse:** The worker is operating some of the warehouse machinery.
- 6) **study/ lamp:** A gird studies with the lamp on at night.
- 7) **scientist/ measure:** A scientist is measuring something for her experiment.
- 8) **walk/ alley:** Two people are walking through an alley.
- 9) **soil/ grow:** Some is growing a plant with soil.
- 10) **dump/ garbage:** A girl is dumping the garbage.
- 11) **car/ park:** Cars are parked in a row at the parking lot.
- 12) **motorbike/ park:** A motorbike is parked on the street.
- 13) **beverage/ pour:** A woman is pouring the beverage into a cup.
- 14) **walk/ crosswalk:** People are walking on the crosswalk.

Bài tập danh từ + giới từ

- 1) **light/ on:** A light is standing on the floor.
picture/ above: There is a picture above the armchair.
chair/ next to: A chair is next to the light on the floor.
- 2) **cart/ near:** A cart is near the car.
car/ in front of: A car is in front of a supermarket.
- 3) **rack/ on:** A lot of items are displayed on the racks.
aisle/ along: The racks are displayed along the aisle.
- 4) **child/ with:** A child with a hat is playing in the park.
swing/ on: A child with a hat is sitting on a swing.
- 5) **suit/ by:** A man wearing suit is standing by the window.
- 6) **handle/ on:** A vase with handle is placed on the table.
- 7) **children/ at:** The bus drops the children off at school.
- 8) **lighthouse/ near:** There is a big house near the lighthouse.
- 9) **work/ at:** A woman is working with a computer at a café.
- 10) **near/ house:** The children are playing football near their houses.
- 11) **bicycle/ on:** A man is guiding his bicycle on the pavement.
- 12) **tickets/ from:** The men are taking tickets from the machine.
- 13) **snow/ from:** A man is clearing snow away from his car.
- 14) **man/ at:** The men are looking at the lake while they are fishing.

Bài tập động từ + giới từ

- 2) **consist/ of:** The meal on the dining table consists of rice, meat, soup and vegetables.
- 3) **stand/ up:** Students in a classroom are standing up to greet their teacher.
- 4) **pick/ up:** A woman is picking up her children at school.
- 5) **listen/ to:** A man wearing a headset is listening to music.
- 6) **load/ into:** Young lady and a man are loading their groceries into a car.
- 7) **get/ on:** Many people are waiting for getting on the subway.
- 8) **work/ at:** A man is working on his computer at a coffee house.
- 9) **sit/ on:** The old man sitting on a bench is reading a book.
- 10) **hang/ in:** The clothes are hanging in a closet/ wardrobe.
- 11) **turn/ off:** A man sitting on a sofa is turning off the TV.
- 12) **get/ off:** Many people are getting off the plane at an airport.
- 13) **check/ in:** A businesswoman is checking in at the reception of a hotel.
- 14) **lean/ over:** A woman is leaning over some flowers.
- 15) **look/ for:** Man in a white shirt is looking for a book in a library.

Bài tập danh từ + liên từ

- 1) **man/ and**
A man wearing a suit and tie is throwing trash in the dustbin.
A man with short hair is standing next to a dustbin and he is throwing trash.
man/ while: A man throwing trash in the dustbin while carrying a brief case.
- 2) **woman/ and:** A man and woman are sitting in a café.

- man/ while:** A man is giving gift for a woman while he is smiling.
- woman/ because:** The woman is smiling because she is happy when receiving gift.
- 3) **golf/ but:** An old but energetic man is playing golf.
- golf/ while:** A man is playing golf while three other people are watching him.
- 4) **seat/ while:** Some people are standing while other people are sitting.
- seat/ because:** Some people are standing because there aren't enough seats for everyone.
- 5) **phone/ while:** A man is talking on the phone while sitting on the stairs.
- 6) **room/ before:** The meeting room is arranged before the meeting starts.
- 7) **slot machine/ even though:** An old man is playing at the slot machine even though he can't afford to.
- 8) **date/ but:** A woman has made a date but her friend hasn't come.
- 9) **woman/ and:** The young woman is holding her glasses and looking at the man's writing.
- 10) **frame/ but:** The frame of the building is almost done but construction has been call off.
- 11) **colleague/ while:** The woman is chatting on her cellphone while sitting beside a colleague in a taxi.
- 12) **newspaper/ while:** The man is reading a newspaper while sitting on an armchair.
- 13) **luggage/ because:** Passengers are waiting for their luggage because the flight just arrived.
- 14) **baggage/ until:** She until not check in her baggage until she has finished using her phone.

Bài tập động từ + liên từ

1) **wait/ as**

- People are waiting in a line to board the train as they are commuters.
- People are waiting for the train as they usually do.

2) **wait/ so that**

- A man is waiting his turn in front of the payphone booth so that he can make a call.
- A man is so impatient that he can't wait his turn.

3) **wait/ since**

- The children are waiting in a line since they want to get on the bus.
- The children are forming a line since they are waiting to get on the bus.

4) **ride/ while**

- Three cowboys are dressed warmly while they are riding horses in winter.
- The man on the left is holding his hat with his right hand while the two others men is riding horses with both of their hands down.

5) **gather/ so that:** A group of people are gathered so that they can take a photo.

6) **sit/ as:** The children are sitting in front of the screen as they are watching something.

7) **talk/ because:** The man in suit looks at the woman because she is talking to him.

8) **listen/ or:** The woman is listens to the man carefully or she cannot know what he is talking.

- 9) **check/ because:** He is checking his watch because the train is late.
- 10) **now that/ shake:** They're shaking hands now that an agreement has been reached.
- 11) **if/ skate:** If the ice melts, they won't be able to skate there.
- 12) **talk/ so that:** He got out of his car so that he can talk outside.
- 13) **order/ after:** They will order food after they look at the menu.
- 14) **look/ while:** Everyone is looking at the man while he explains something.

VIẾT EMAIL

Email 1

- Sender: Elisa Hays, Front Desk Supervisor
- Subject: Front Desk Agents, Hotel Mediterraneo
- Recipient: Reservation system
- Date: December 1, 2012
- What is the purpose of this email? To gather information about problem with the reservation system

Email 2

- Sender: Daniel Olivares, Olivares Shipping, Inc.
- Subject: Administrative Staff
- Recipient: Vacation
- Date: February 19, 2012
- What is the purpose of this email? To explain an employee's extended absence

Email 3

- Sender: Walter Terborg
- Subject: Rita Chen
- Recipient: Application for employment
- Date: October 10, 2012
- What is the purpose of this email? To alert the recipient about a problem with her application.

Bài tập: Xác định yêu cầu và những ý tưởng bài viết

Email 1

- Who is the sender? A front desk agent
- What are the required tasks? Describe THREE problems
- What information would include in your response based on the direction?
- Information about reservation was lost.
- The system shut down suddenly
- A new reservation could not be booked.

Email 2

- Who is the sender? The administrative staff
- What are the required tasks? Give TWO administrative tasks
- What information would include in your response based on the direction?
- Collect time sheets from employees.

- File any incoming documents.
- April 3 to April 7.

Email 3

- Who is the sender? Rita Chen
- What are the required tasks? Describe TWO application materials you submitted and ask ONE question about the position
- What information would include in your response based on the direction?
- A list of references
- An updated résumé
- How much does the position pay?

Bài tập đọc email và hoàn thành những yêu cầu bên dưới

Email 1

Sender: Marco Facinni, Marketing Director

Recipient: Cherie Black, Marketing Representative

Date: March 23, 5:21 P.M.

Main purpose: Ask for information

Who you are: The marketing representative

Your tasks: Describe TWO question you have about the promotion

Question 1: Which branch the vacancy is in.

Question 2: What hours I would have to work

Lời chào: Dear Mr. Facinni,

Câu mở đầu: I'm very interested in the marketing supervisor's role. However, before accepting the offer, I need to first ask a couple of questions about the position.

Câu hỏi 1: which branch the vacancy is in

Câu hỏi 2: what hours I would have to work

Câu kết thúc: Please get back to me as soon as you can.

Chào kết thúc: Sincerely, Cherie Back.

Email 2

Sender: Jenny Bierre, Marketing Manager, Hypercom

Recipient: Mail list

Date: August 14, 12:22 P.M.

Main purpose: Ask for information

Who you are: A customer

Your tasks: Make THREE questions

Question 1: What hours I can use the unlimited service

Question 2: How much is it for making call during peak hours?

Question 3: Will your company charge any extra fees if I upgrade to the off-peak plan?

Lời chào: Dear HyperCom customer service,

Câu mở đầu: The new Off-Peak Plan looks very appealing. However, I have three questions about the new service.

Câu hỏi 1: Firstly, I wonder if business hours mean from 9:00 A.M. to 6 P.M. I want to know the exact hours when I can use the unlimited service.

Câu hỏi 2: Secondly, your advertisement only mentions charges for calls made outside business hours. How much are customers on this plan charged for making calls during peak hours?

Câu hỏi 3: Finally, cell phone companies normally charge an upgrade or registration fee. Will HyperCom charge me any extra fees if I upgrade to the Off-Peak Plan?

Câu kết thúc: I look forward to hearing from you. Thanks.

Chào kết thúc: Yours faithfully, John

Email 3

Sender: Gayle Owens, Partner, Temping Agency

Recipient: Aidan Smith, Operator, Grayling Exports

Date: March 23, 5:21 P.M.

Main purpose: request

Who you are: Aidan Smith

Your tasks: Make TWO requests for temping staff

Request 1: 3 experienced administrative staff: date entry team.

Request 2: 2 no experience: customer service.

Lời chào: Hello Ms. Owens,

Câu mở đầu: Good to hear from you! As Paul told you, we need to hire some temps over the summer period.

Yêu cầu 1: First, we have three vacancies in the data entry team.

Yêu cầu 2: In addition, we also need two temps in the customer service center. No experience is required for these two positions.

Câu kết thúc: We're hoping for experienced administrative staff for these roles.

Chào kết thúc: Thanks, Aidan Smith.

Email 4

Sender: Ava Taylor, Secretary to the President

Recipient: All employees

Date: August 7, 9:03 P.M.

Main purpose: Request

Who you are: A member of the staff

Your tasks: Make THREE requests related to the meeting.

Request 1: Copy of the minutes from the meeting

Request 2: Handouts.

Request 3: Convey my apologies to the staff at the meeting

Lời chào: Hello Ms. Taylor,

Câu mở đầu: Unfortunately, I cannot attend the staff meeting tomorrow, but I still want to keep up with company affairs.

Yêu cầu 1: So, primarily, I am writing to request a copy of the minutes from the meeting.

Yêu cầu 2: Also, if there are any handouts for the meeting, please send them to me.

Yêu cầu 3: Finally, I'd like you to convey my apologies to the rest of the staff at the meeting.

Câu kết thúc: Thank you for your assistance.

Chào kết thúc: Warm regards, Caden Brown.

Email 5

Sender: C. Davis, Customer Affairs Manager, Plus Airlines

Recipient: V. Miller

Date: September 4, 2:52 P.M.

Main purpose: provide information

Who you are: V. Miller

Your tasks: Provide TWO pieces of information about the flight

Information 1: The flight delays 2 hours.

Information 2: Flight attendants serve slowly, I can't call them

Lời chào: Dear Mr. C. Davis:

Câu mở đầu: I'm writing to tell you about two separate incidents that occurred on flight PO328.

Thông tin 1: Firstly, the flight itself was delayed by 2 hours. This caused me great inconvenience.

Thông tin 2: The second incident occurred mid-flight, when I had to repeatedly push the call button in order to get the attention of a flight attendant.

Câu kết thúc: I expect much better service from your company next time.

Chào kết thúc: Yours, V.Miller

Email 6

Sender: Chloe West

Recipient: Inquiries, City Concert Hall

Date: October 10, 2:12 P.M.

Main purpose: Provide information

Who you are: an employee of City Concert Hall

Your tasks: Provide THREE pieces of information about the upcoming concert.

Information 1: The concert will be held at 7:30 p.m. on Fri 23rd.

Information 2: A ticket costs \$25.

Information 3: Arias are prepared.

Lời chào: Dear Ms. West:

Câu mở đầu: Thanks for your inquiry. It's my pleasure to pass on information about the Seattle Symphony Orchestra's upcoming concert.

Thông tin 1: To begin with, the concert will be held at 7:30 P.M. on Friday the 23rd.

Thông tin 2: Furthermore, tickets are available from all major ticketing outlets for just \$25 per person.

Thông tin 3: Finally, I'd like you to convey my apologies to the rest of the staff at the meeting.

Câu kết thúc: Thank you for your assistance.

Chào kết thúc: Kind regards, Logan Irving.

Email 7

Sender: M. Jackson, Customer Relations Manager, Hartford Importer

Recipient: G. Watkins, Purchasing Director, Liam Retailing

Date: November 5, 4:26 P.M.

Main purpose: Explain problem

Who you are: G. Watkins

Your tasks: Explain TWO problems.

Problem 1: Damage stereo.

Problem 2: Missing i-Nav GPS system.

Lời chào: Dear Ms. Jackson,

Câu mở đầu: Thanks for your email. After inspecting the entire shipment, I've come across a couple of problems.

Vấn đề 1: Most importantly, several of the Givex A-31 stereo systems appear to have been damaged in transit. I'll send these items back to you to be exchanged.

Vấn đề 2: Also, I noticed that the i-Nav GPS systems we ordered were missing from the shipment.

Câu kết thúc: The i-Nav is a popular item in our stores, so please send these to us as soon as possible.

Chào kết thúc: Cheers, G. Watkins.

Email 8

Sender: M. White, Manager, Digby's Fashion Outlet

Recipient: L. Partridge

Date: December 13, 4:21 P.M.

Main purpose: Explain problem

Who you are: Partridge

Your tasks: Outline THREE problems.

Problem 1: Bad stitching.

Problem 2: The dress shrunk.

Problem 3: The dress is bleached.

Lời chào: Hi, Mr. M. White,

Câu mở đầu: Thanks for getting back to me so quickly. Unfortunately, I do have a couple of complaints about the dress.

Vấn đề 1: First, the stitching on the back is coming undone. The quality of your clothing is normally high, so this is a bit disappointing.

Vấn đề 2: More importantly, though, the directions on the label indicate that the dress is machine-washable. However, after I put it in the machine last week, the material has shrunk and it no longer fits me.

Vấn đề 3: And it seems to be bleached a bit as well. The color is not bright blue anymore.

Câu kết thúc: Please email me soon to let me know what you plan to do about this.

Chào kết thúc: Yours, L. Partridge.

Email 9

Sender: D. Waller, Director, Peters Shipping

Recipient: Z. Lee, Purchasing Manager, Norville Supplies

Date: January 17, 4:12 P.M.

Main purpose: give suggestion

Who you are: Z. Lee

Your tasks: Make TWO suggestions.

Suggestion 1: Develop online ordering service.

Suggestion 2: Put a tracking device on shipments.

Lời chào: Hello,

Câu mở đầu: I have two suggestions that should help you improve your services.

Đề nghị 1: Firstly, you should develop an online ordering service. My company makes many large orders and it can be annoying to fill out so much paperwork. An online order form would be simpler.

Đề nghị 2: Secondly, I suggest you put a tracking device on your shipments. That way, customers don't need to worry about delays or lost deliveries.

Câu kết thúc: I hope you find this advice useful.

Chào kết thúc: Kind regards, Z. Lee.

Email 10

Sender: Jenny Cooper, Manager, Hotel Marina

Recipient: Marcus Farley

Date: March 6, 4:21 P.M.

Main purpose: give suggestion

Who you are: Marcus Farley

Your tasks: Make THREE suggestions.

Suggestion 1: Complimentary breakfast could be better.

Suggestion 2: Upgrade the business center.

Suggestion 3: The checkout time is so early.

Lời chào: Dear Ms. Cooper:

Câu mở đầu: I enjoyed staying at your hotel, but I have a couple of suggestions about possible improvements you could make.

Đề nghị 1: For a start, the complimentary breakfast could be better. Sometimes the ingredients weren't fresh, which was a little disappointing.

Đề nghị 2: Also, I'd like you to upgrade the business center. The computers and printers set up in this area were quite outdated and slow.

Đề nghị 3: Finally, I want to mention your checkout time. I had to check out by 10 A.M. and found it a bit earlier compared to other hotels.

Câu kết thúc: Other than those things, I thought the hotel was excellent.

Chào kết thúc: Thanks, Marcus Farley.

LUYỆN TẬP

Email 1

- Can I exchange the case for a slightly larger one?
- Can you recommend a reasonably priced printer?

Email 2

- The main issue I have with the phone is that it is too small. I have trouble pushing the buttons.
- In addition, I've noticed that the battery runs out very quickly.

Email 3

- I want to book a suite for the weekend of August 11-12.
- Could you send me some information about your resort's business facilities?

Email 4

- We expect around 100 people to attend the function. Please make sure you cater for large helpings so that the food doesn't run out.
- Bear in mind that several vegetarians will attend the event.

Email 5

- You didn't fill the tank up before returning the vehicle, which you agreed to do as part of the signed rental agreement.
- There was damage done to the car. The rear left light had been smashed.

Email 6

- You should keep the supermarket open 24 hours a day.
- I think there should be bigger rewards for Loyalty Card holders.

Email 7

- I would appreciate your advice on how to clean the sofa.
- Could you please send me a copy of your product catalog?

Email 8

- It is hard to find large spaces on short-notice. Therefore, it could take up to two weeks to find an appropriate space for you.
- Leases on downtown properties are becoming increasingly expensive. You should save money by relocating to a suburban office complex.

Email 9

- You frequently park in the spaces reserved for staff in the morning. Please make sure that you park in the member's area from now on.
- Remember that the time limit for machine usage is 30 minutes. Our fitness center employees have noticed that you spend too long on some machines.

Email 10

- Will there be free beverages and snacks?
- We can get a discount in case we stay at your hotel?

Email 11

- We need several copies of a report for an upcoming board meeting.
- We'd like about a hundred pamphlets for our customers.

Email 12

- I normally pay my power bill using Internet banking. However, my bank's online system is malfunctioning, so the payment didn't go through.
- I have just mailed you a check for the full amount.

Email 13

- I'm going away next Thursday, so I might not be able to make it. What day is the seminar going to be held on?

- If I can't make it, how can I get a copy of the materials?

Email 14

- The shelves are larger than advertised. This means that they do not fit in my garage, which is very inconvenient.
- I had trouble assembling the shelving unit as the instructions were very hard to understand.

Email 15

- Could you please review my work?
- I might have trouble getting to Corby Mall tomorrow. Would you be able to give me a ride?

Email 16

- I'm having trouble setting up the machine. Can your store help me with the installation? I don't mind paying extra.
- I didn't notice a manual when I opened the box. Is there a product manual you could give me?

Email 17

- I want to discuss the parking list.
- We need to talk about ways we can redecorate in here to make it pleasant.

Email 18

- We'd like the advertisements to target young people, especially males. Young males are our biggest market, so we need to appeal to them.
- We'd like you to make use of new advertising channels. In particular, please try and use a lot of Internet advertisements.

Email 19

- Flip the red safety switch on the side of the mower.
- Turn the mower on its side and carefully lift the blade cover off.
- I suggest you take the lawn-mower to your nearest Mainland Mowers service center instead.

Email 20

- The workshop will be led by Jerry Park, an expert from Chicago.
- The workshop will include a number of exercises.

PHẦN 3: VIẾT BÀI LUẬN**Bài tập 1**

One thing that many people don't consider when they're choosing where to live is distance from the office. There are several advantages to living near the office, including saving time and money, and being very convenient?

To start with, living near the Office can help save time because employees spend less time driving back and forth from work every day. For example, I spend more than an

hour driving to and from work every day. All of that time in traffic can be really stressful. Cutting down on travel time by moving closer to work would not only mean less stress but also more time with my family.

Second, I think that living near the office can be cheaper in some ways. My office is located downtown. The apartments there are a little more expensive than the ones farther away. However, I have to spend just as much money on gas so that I can drive to work downtown. In fact, it would be cheaper for me to live close to my office and just walk to work. That way, I could save the money I am now paying for gas and car maintenance.

Third, living near work is more convenient than living far away. This is because if you live close by, you can always run home and back to work in a short time. It's nice to go home for lunch. It is also much less expensive eating at home than eating out for lunch every day.

In conclusion, I know that there are probably some disadvantages to living close to work, but the way I see it, there are far more advantages. Not only does it save time and money, but it is also very convenient.

Bài tập 2

Today, people have many choices about where they work. People can work for large companies with equally large offices or at smaller offices. Personally, I prefer to work in a small office rather than at a larger company because working in a small office means more interaction with managers, better relationships with co-workers, and faster promotions.

First of all, I think that by working in a small office, I can spend more time with managers. This is a good thing because managers have a lot to teach, and interacting with them often means that I can get better training and improve my skills. Conversely, I don't think that people at bigger companies have that kind of opportunity.

Next, working at a small office usually leads to strong, close relationships with co-workers. I had a friend who worked for a company with over 100 employees. She told me that she never had any friends there because there were simply too many people. Also, she said that they were really far away from each other because the building was so big. I like having friends where I work, so this would be a bad thing for me. Clearly, working at a small office is much better.

Lastly, I've found that it's possible to earn promotions faster at smaller companies than at huge companies. The reason for this is that there isn't as much competition. I had worked at my job at a small office for only six months before I got my first promotion. On the other hand, I know people who have worked at big companies for more than three years and have never gotten a promotion.

To summarize, my preference is work in a small office rather than at a big one. By working at a small office, I think employees have more time with managers, have better relationships with their co-workers, and get promoted faster. For me, these three things are really important, and that's why I'll always choose a small office over a big one.

Bài tập 3

Some offices allow employees to listen to music, while others do not. In my opinion, employers should not allow workers to listen to music at the office because it is distracting, it hurts teamwork, and it can lead to disagreements.

To start with, I think that listening to music at work is distracting for employees. This is bad because distracted employees can lead to bad customer service. Many times I've gone to a store, and the clerks are too busy listening to music on personal music players to even help me. Experiences like this have made me stop shopping at certain stores. So I think that if companies want to avoid losing customers, they should not allow behaviors like listening to music that lead to bad customer service.

Second of all, listening to music hurts teamwork. I've worked at places where employees are allowed to listen to music while they work. People listened to music all day long and never even spoke to each other. We never worked together or tried to solve problems together, which, again, could hurt the quality of the work.

Finally, I think listening to music at work can lead to disagreements. The fact is, not everybody has the same musical taste. In cases where music is played over a loudspeaker, this could lead to arguments. That is what happened to my friend. At her job, they play country music over the loudspeaker all day. My friend hates country music, and she is really annoyed about having to listen to it all day. It makes her less productive and, thus, her work suffers.

To summarize, I think that it is a bad idea to allow employees to listen to music at work. I think this because allowing music in the workplace distracts employees, hurts teamwork, and leads to disagreements. In the end, it is important to remember that work is for work, and people should listen to music at home.

Bài tập 4

While some people would rather be self-employed or run a company, most people actually prefer working for someone else. As an employee, people can enjoy a certain amount of job security. They can also avoid the stress of running a business, as well as enjoy the convenience of being off duty a lot of the time.

To begin with, many people prefer the security of working for someone else. Of course, employees can lose their job or get fired, but overall I think working at a company offers more stable employment than working for oneself. Small operations, however, go out of business surprisingly often, and self-employed people can end up with large debts when

their businesses fail. Self-employed people are often taking a big risk with their financial future. Working for someone else is a lot less risky than investing all your resources in your own company.

On this note, it is also a lot more stressful to run a business than it is to work as an employee. Small business owners and self-employed people are constantly organizing their finances, stressing about clients or worrying about market changes. Stress can be harmful to a person's health and well-being. Most people prefer working for someone else so that they do not need to worry about these complicated business matters.

Lastly, many people prefer the convenience of working for someone else. Self-employed people have to work long hours, and they often have to work on weekends or at night. Employees, on the other hand, can simply work their normal weekly hours. They do not need to worry about working outside their normal hours. They can get away from work and relax.

To conclude, many people actually prefer to work as an employee rather than as a business owner. This is because employees can enjoy more security, greater convenience, and above all, less work-related stress.

Bài tập 5

Running a business is what a lot of people hope to do, but a lot of businesses fail every day. Among the many things that people have to consider when running a successful business, I would like to mention the two most important factors: marketing and a customer-oriented approach.

Let's define the scope of marketing. What does "market a product" mean? It means you have to promote your products to boost sales, which involves knowing how to package your products, how to advertise them, how to define the terms and conditions when selling them, and some other minor details that come up along the way.

When I was working as a manager at an upscale clothing store, I realized that having well-made fancy clothing was only part of the many steps needed to raise revenue. What mattered more than the product itself was the whole process of marketing. Clothes had to be sold customers in a shiny bag with a luxurious look. We had to advertise our clothes through flyers, daily newspapers, and even TV. When customers finally decided to buy our products, we had to offer mutually beneficial conditions, for instance, a fair warranty and returns policy.

The second factor to running a successful business is to adopt a customer-oriented approach. When you are selling goods or services, think about what it would be like to buy your products from a customer's point of view. Develop a strategy to turn anybody visiting your store into a loyal customer.

If I were a customer, what would I want from merchant? Is it just a product or is it something more that comes with the product without any further cost? These are some of the questions you must ask yourself when you focus on customers' needs. This mindset also applies to people in manufacturing. What kind of style will appeal to customers? What is the thing that your customers are looking for in a product? These questions must be kept in mind by everyone in the company.

Running a successful business is not an easy task as the competition in the marketplace becomes intense. However, by implementing the right marketing strategies and having a customer-oriented approach, your business should prosper.

Practice

Practice 1

It is true that working at the same job for a long time has many benefits, such as pay raise and perhaps a good retirement plan. But personally, I prefer changing jobs from time to time. To me, staying at the same job is somewhat boring.

First, I don't like doing the same kind of work for a long period of time. Even if I stay with one company for several years, I usually try to take on a large variety of duties and responsibilities. As the expression says, "Variety is the spice of life". I really believe this. Without trying new things, I lose interest. When I change my job, for example, from being a musician to being a teacher, I feel that I am learning new things. This makes me content in my life. I feel refreshed and new. I think that if I can keep learning new things, I will always be satisfied.

Another reason I prefer changing jobs from time to time is that I like getting new challenges. If I stay the same job for a very long time, I feel that it becomes too familiar and easy. After that, I decide to try something new. This is because I want to learn another skill or explore new areas that I know nothing about. Challenges make you work harder, and when you work harder you get more gratification.

A final reason I believe it is good to change jobs is that this helps me build my résumé. It is true that you shouldn't change jobs every year. That is too soon. But if you stay in each job for at least three to five years, it shows that you can be committed to a company. A broad range of experience will help you get better positions in the future.

All of the reasons I have explained here are good reasons for changing jobs frequently. If you move to a new job from time to time, you will avoid becoming bored, your enthusiasm for your work will help you be a good employee, and the challenges of working somewhere new will motivate you to try harder. Ultimately you will be happier and more successful at work.

Practice 2

A candidate going into a job interview needs to be fully prepared. These preparations

should include compiling a list of possible questions, practicing the interview in advance, and researching the company thoroughly. If a candidate does these three things properly, then they will have done everything possible to ensure success at the interview.

First of all, candidates should prepare a list of possible questions that the interviewers are likely to ask. Usually, interviewers will ask candidates general questions about their qualifications and experience. Interviewers may also ask technical questions related to that particular field. For instance, someone applying for a computer programmer's position should prepare to answer questions about operating systems and software products. By preparing these question these questions in advance, the candidate will know what to expect in the interview.

Another thing that candidates should do to prepare for a job interview is practice their interview skills. They can ask their friends or relatives to act as the interviewer, and have them ask the prepared questions. This allows the candidate to practice delivering answers to these questions. By preparing in this way, they can feel much more comfortable during the actual interview.

Finally, candidates should do some research on the company at which they are applying for a job. In these modern times, this research could involve simply doing an Internet search on the company. Candidates who have knowledge about the company's operations and background are likely to impress the interviewer. Doing even a small amount of research helps a person to come across as professional and organized.

In conclusion, candidates should prepare possible questions, conduct practice interviews, and do some research on the company before going to a job interview. Candidates who are fully prepared in this way are bale to answer the interviewer's questions more effectively, and so are more likely to get the job.

Practice 3

Should students prepare for their careers by working as an intern or just study hard while they are in school? Some people would like to expand their experience and impress future employers by working part-time while they study. Others may argue that their time should be used for studying when they are in school. I think most students should gain some degree of work experience that correlates with their future careers. The only way to do this is through internships.

If students simply spend one hundred percent of their time studying, they have a better chance of landing a job than those who allot some of their time to working. Employers measure the ability of students by their academic achievements. This is because our society needs experts and companies want to hire people who already have sufficient knowledge in their fields.

If students devote all of their time to studying and at least become experts, in theory, in their subjects, they will be able to find success in the workplace and eventually get ahead of others who didn't spend enough time studying in school.

However, employers are very selective about hiring people these days. They don't want to employ people who have no work experience at all. People without work experience can't get a job, and since they can't get a job, they can't get experience. Experience is what employers are looking for in a résumé.

I can pack up this point with an example from my past experience. When I was at university, I temporarily worked as an intern. At that time, I learned the importance of managing time, building good relationships with co-workers and having good communication skills to deal with people. After I completed my internship, I applied to one of the largest and well-known multinational companies. Eventually I was employed on favorable terms because the company put a premium on my previous work experience as an intern.

We have certain things to do at each stage of life. Students should study and workers should work. However, we can't just do only one thing at a time anymore. Companies don't want complete novices and prefer to employ people with some work experience. They expect the same thing even from students fresh out of college. Gaining practical knowledge by working as an intern is a part of the learning process and I believe it's one of the key factors that employers are looking for.

Practice 4

Personally, I believe that companies should not give all employees exactly the same benefits package. In order to encourage loyalty to the company, improve employee performance and attract new recruits, employers need to be able to use a variety of benefits packages for their different employees. Basically, employers must be able to offer employee benefits at their own discretion.

Firstly, companies should offer different employees different fringe benefits so that they can foster employees one or two weeks' additional paid annual leave. These companies successfully use vacation benefits to reward employees who are loyal to the company. By offering these extra benefits, companies can encourage workers to serve longer terms.

Secondly, companies can use benefits to reward employee performance. Why should a hard-working employee and a lazy employee get exactly the same benefits? Instead, the company should have the discretion to offer benefits only to those workers who deserve them. This encourages all employees to work harder and improves the company's performance overall.

Finally, companies can use different benefits to attract new employees. Sometimes employers offer attractive benefits to job candidates in order to get them to join the

company. For instance, if a company urgently needs to hire customer service staff, it can offer an enticing range of benefits that employees in other departments do not receive, such as more vacation leave, higher overtime pay and so on. Being able to offer a variety of benefits is vital in the competition for talent.

In sum, companies should certainly be entitled to offer different benefits packages to different employees. Employers need to be allowed this discretion so that they can reward employee loyalty and performance. Moreover, employers must be able to adjust the fringe benefits that they offer on a case-by-case basis in order to recruit top talent.

Practice 5

When a person wants to change their career path, they need to be prepared to build a successful new career going forward. In order to help build a new career, there are many key elements, like sufficient funds to start a new business, a good reputation among colleagues, and the like. However, among these things, I think education is the most important factor for anyone to succeed in their new field.

Education opens up a whole lot of opportunities to prospective career changers. If anyone wants to pursue a different route from the ones that he or she has followed so far, they have to acquire new knowledge to perform their future work.

I can remember when I worked as a computer programmer. A colleague of mine often complained that she had no aptitude for computing. Later, she decided to start a new career in the field of art, so she took courses related to fine art at a college. She had to work two times as hard to study painting and sculpturing. In the end she graduated from college with honors. Due to building all the pre-requisites, now she is currently the senior curator at a well-known gallery.

Sometimes education is not just to improve one's personal intellectual level. It also provides the grounds for creating invaluable relationships.

When you attend a school or any other institute providing educational services, you have chances to meet people who can possibly become your supporters or business partners. Think of educational institutes as places for like-minded people to get together to share their ideas and beliefs. In this sense, these places become sources of new information and close friendships.

Starting a new career can be a daunting task, but it can be achieved with satisfaction by carefully setting up a plan to build the necessary skills. Being armed with new knowledge can definitely propel anyone into a better position in a new career. In the process of learning, people have opportunities to meet not just good friends but also their staunchest allies. For these reasons, I believe education is the key to building a new career.

Practice 6

Most people in the world must get a job at some time in their life. I have had many different jobs in the past. For me, there are three things that I think are important when I decide to get a job: the nature of the work, job security and good benefits.

One of the most important points to consider is the nature of the work. Some jobs require physical labor, while others demand technical or computer skills. Sometimes you have to work in an office, and other times you work outside in the open air. While certain positions require strong interpersonal skills, efficient organization skills are more important in other cases. Personally, I prefer jobs where I can interact a lot with other people. I like discussing ideas and reaching conclusions with colleagues. This is an important characteristic for me because I get bored just sitting at a desk or working alone on a project.

Job security is another essential point I look for in a job. I want to work someplace where I can stay for many years. I do not want to worry about the company going bankrupt or being sold to overseas interests. These days the job market is very competitive, so it can take a long time to find a new job. I do not want to lose my job unexpectedly. This would be too stressful. Therefore, job security is very important.

I also think that a job must offer good benefits, such as health insurance, vacation time, and a pension plan. The government does not give enough help to people who are sick or retired. I know some people who lost a lot of money when they got sick because their employer did not pay for their medical expenses. Also, with modern medicine, people are living longer and longer. Therefore, having a good retirement plan is very important.

In short, a job which includes lots of interaction with people, high job security, and good benefits is the best kind of job for me.

Practice 7

Some people think that it is more important to work at a job you enjoy than to make lot of money. I have to say that I agree with this statement. If you work at a job you enjoy, you will probably do your job better than if you work at a job only to earn money. You will also feel happier. Money has its uses, but everyone knows that it doesn't buy happiness.

Most people do their work better when they have a job they enjoy. If they are interested in their work, they are willing to put more effort into it. They will take the time to learn more about their profession and improve their skills. They don't mind spending extra time on the job when that is required. Overall, they have a good attitude toward their job, and that can improve the way they do it.

When people enjoy their jobs, they feel happier. They are happy to go to work. They are also happy outside of work hours because they don't feel the stresses of an unpleasant

job. Since most people spend a large percentage of their lives at their jobs, it is important to have a job that brings happiness.

Earning a lot of money is a goal for many people, but money does not lead to a happy life. If you focus on making money, you may miss the opportunity to bring other things into your life, such as self-fulfillment, love and friendships, and just relaxing and enjoying yourself. If, on the other hand, you focus your work on doing something you enjoy, you will be happy whether or not you earn a lot of money.

The best way to have a good life is to do work that you enjoy. That may or may not be work that earns you a lot of money. It will, however, be something that makes your life better.

Practice 8

People have different opinions about what makes a good boss. In my opinion, a boss needs to be approachable, knowledgeable and a good communicator. If managers possess these qualities, I think employees find it much more rewarding to work for them.

Firstly, a good boss should be approachable. When an employee has a problem that they need to discuss, they should not be too intimidated to talk to their manager. For example, I find it really helpful in my job that I can talk to my boss about personal issues I have with my colleagues or with clients. My manager can help me sort out these problems and get on with my work. On the other hand, some employers are difficult to talk to and that can cause further problems for employees.

Secondly, it is important that a boss be knowledgeable. Employees need a boss who can monitor their work and give them advice on their specific projects. In order to do this, a manager needs to be very knowledgeable about the subject. In my previous job, for instance, my manager was an experienced marketing executive who could pass on excellent advice about particular projects and promotions.

Finally, a boss needs to be a good communicator. Employees need to know in advance about the work schedule and about changes in policy. More importantly, employees need to get honest advice and feedback from managers about their performance. I know that I find it really helpful when my boss lets me know about areas I need to work on and improve. When managers communicate clearly with employees, the entire team runs more smoothly.

In conclusion, I believe a good boss should be easy to talk to, knowledgeable, and good at communicating with employees. That way, employees will be able to enjoy working under their leadership.

Practice 9

In the modern world, we have to work so hard. In many cases, we have to work 5 or 6

days a week. Therefore, vacations are a very important time to rest and renew ourselves. It is true that taking several short vacations each year has some merits, but I prefer taking one long vacation instead. I will explain my reasons here.

When I want to get a real break from my job, I need several days to relieve my stress and feel refreshed. If I have just one or two extra days to rest, I cannot fully relax. I keep thinking about my job and how I have to return in a few days. On the other hand, when I take a vacation for a week or more, I have enough time to forget about the stress at work. I can sleep a lot and get new energy.

Another important advantage of taking a long vacation is that I am able to go on a trip. One or two days is not enough time to go away from my city. I really like traveling because it helps me get new inspiration in my life. Being stuck in the same environment is not a good way to get refreshed. I need to see new things and feel far away from my job. After this kind of trip, I can return to work with a positive attitude. I am ready to work hard again.

Finally, taking short vacations is not necessary because we already get many short national holidays. On these occasions, we can just stay at home and rest. We can spend quality time with our families. This kind of break is already given to us by law, so we do not have to use our precious vacation time from work.

In conclusion, taking one long vacation each year is better than taking many short vacations because I need a longer period of time to get refreshed and renew my motivation to work hard.

Practice 10

I think it is a good idea for teenagers to get a job when they are still at school. Having a job not only gives teens a sense of independence, it also develops their work ethic and teaches them the value of money. Overall the benefits of getting a job far outweigh the drawbacks.

Firstly, teenagers should get a part-time job when they are at school in order to become more independent from their parents. Usually, teens need to ask their parents for money to do things with their friends or buy products. However, with a job, teenagers can use their own money. This saves money for parents, but more importantly, it also helps teenagers to feel more independent and confident.

Moreover, teenagers should be encouraged to get a job because it helps them to develop a work ethic. Most part-time jobs available to students involve hard manual labor such as cleaning. In doing these kinds of jobs, teenagers can learn about the importance of working hard and earning money. This is an important attitude that teenagers will need to have as adults. The sooner they develop it, the better.

Lastly, teens should work at part-time jobs because these roles help them to understand the true value of money. Many parents find that children expect to be given too much. However, when they have to work for their money, teens can appreciate how difficult it is to manage a budget. Hopefully, this will make them less demanding.

To sum up, getting a part-time job is an important introduction for teenagers to the responsibilities of being an adult, and teens should certainly try to find work even when they are still at school. A part-time job can help teenagers feel independent, develop a work ethic, and learn about the true value of money.

Practice 11

Because of modern technology, many people do most of their work at home instead of at an office. There are both advantages and disadvantages to this situation. Working at home is very convenient for the employee. However, it makes supervision of work and collaborating with co-workers more difficult.

The main advantage of working at home is convenience for the employee. A person who works at home does not have to spend time traveling between home and the office. This means the employee has more time to pay attention to home and family as well as having more energy to devote to work.

On the other hand, there are several disadvantages for the employer. An important one is supervision. It is much more difficult for a supervisor to manage the work of several employees if each one is working in a different place. It is hard for the supervisor to provide support and to make sure that each employee is actually working during work hours.

It is also difficult for co-workers to collaborate on projects if each one is working at home. When co-workers are working in different places, the formal meetings are difficult to schedule and informal meetings become impossible. This can have a major effect on the quality of the work. It also makes it difficult for the employer to form work teams and organize projects.

There is a current trend toward working at home. These days more and more people are doing it. There are certainly advantages to following this trend, but there are also disadvantages. Each employer has to take several things into consideration before deciding if allowing employees to work at home is the best plan for the company.

Practice 12

As everyone knows, possessing the right skills is an absolute requirement to work well in any types of industries. What's also required is a set of personal qualities that people use in the workplace. In the banking industry, I think accuracy and trustworthiness are the two important personal qualities that bankers need to have.

Accuracy is what bankers need without a doubt, when we think about their work dealing with money. What is accuracy, then? It's about being correct in small details and not making mistakes. Let's assume a situation that someone finishes his or her work very quickly, but mistakes are found in the work. Then, the work is not fully finished. It has to be done again, spending additional time. Even if the work is done without any errors for the second time, the quality of the person who has done the work can be still in question. If the workplace in this case were a bank and the errors were related to customers' money, the customers would lose faith in the bank and want to take their business to somewhere else.

Now let's move on to trustworthiness. It's probably one of the most important characteristics for employees in the banking field. This is because a bank is not just a place that sells financial products. It's a place where people buy financial trustworthiness. In my case, I usually buy certain types of investment products, like mutual funds or stocks, from financial advisors in a bank. Whenever I decide to purchase financial products, I heavily rely on what the advisors say. If I don't trust these advisors, how can I sleep soundly at night after leaving my life savings in the bank?

To sum up, possessing the ability to handle their work and building a certain level of trust are the traits that workers, especially in the banking field, have to demonstrate to be good at their jobs. Thus, I strongly believe these two valuable qualities should be considered more important than any others.

Practice 13

These days, there are many chances to travel and people are traveling either in groups or alone. Some of them like to travel with a companion, but I prefer to travel alone so that I can be independent of others and more courageous.

Traveling alone makes me independent and self-reliant. This is because if I don't have a companion to travel with, I am responsible for everything. So, I try hard to make a perfect itinerary not to have any troubles when I go on a trip.

On the contrary, if I travel with other people, especially ones that I can trust, I tend not to be involved in planning the trip. For instance, when I traveled to Jeju Island with my friends, I didn't want to participate in making a plan for the trip. I just followed my friends without worrying about where to stay, what to eat, what to see, and so forth.

But, when I traveled to Gyeongju alone, I had to prepare the trip schedule all by myself. That was not easy to do, but eventually I had a pretty memorable experience and I felt proud of myself being so independent.

To conclude, traveling alone has the advantages of allowing one to become an independent person. I put more value on these benefits and prefer to travel alone.

Practice 14

Some people say working for yourself, in other words, running your own business, is quite rewarding, while others say working for somebody else leads to a better result in the end. Both sides have their own reasoning behind their arguments. In my view, having one's own business offers more benefits compared to being an employee.

To begin with, running your own business is an exciting idea when we think about how much money is made by some well-run business owners. We often hear about some businessmen or businesswomen making an enviable amount of money.

One of my friends is such a case. My university friend, Jerry, had worked for a trading company for over five years after graduation, but he always thought about setting up his own business. Finally, last year, he started his own business. He now makes a lot more money than before. He says running a company is not easy, but anyone who has a sense of responsibility and a bit of courage can do it. Even though the work demands a lot of efforts and has a lot of risks, he can now earn more money than ever before.

Another benefit of operating your own business is that you can control your time. When we work as employees, we can't often manage our time as we want. On the other hand, people running their own businesses can efficiently use their time to their advantage.

Think about the time when you wanted to have a vacation but you couldn't because either you had already spent all of your vacation time or you were swamped with work that you had no control over. As a business owner, even though you are very busy because you are solely responsible for your business theoretically you still have no one who dictates when you can have your vacation. So, you have the freedom to schedule your time as you please.

Even though it may be a little risky, as the skeptics say, to start your own company, we think about the potential to be able to make an unlimited amount of money and have the freedom to use our time as we want. I think, running your own business gives you wonderful benefits that you can't easily find as an employee.

Practice 15

In the past, people used to stay at one company for a long time and that was the norm. Things have been changed since then. Today, a number of people think they have to change their jobs to adapt to a rapidly changing work environment. However, in my view, staying a long time at one company is better than changing companies too frequently.

I think people want to move to other companies because they can gain a diversity of work experience. For example, people with only limited skills or work experience can no longer meet the demands of employers who want employees to be versatile enough to handle various tasks.

Another reason why people want to often move to other companies is related to financial matters. When people change companies, it's not just companies they change. They move to a new company in the hope of increasing their salaries and winning promotions.

Compared to moving to other companies frequently, staying at one firm helps one to become an expert in a certain field and build a level of loyalty. Actually, by staying at one company longer, you get more chances of getting these benefits. That's mainly because people become experts in their fields and the company that they work for recognizes their value and wants to make them happy by financially rewarding them.

Working for the same company for a long period of time offers another important benefit: building the relationship with people. To illustrate, a company is not just a place to provide services in return for a salary. It's a place to build a human network. People can build up strong relationships with their colleagues. It usually takes time to gain trust and form strong bonds between coworkers. That's why people need to stay in one place for a long time.

To sum up, the chances of obtaining more experience and opportunities for better benefits can be a positive aspect of a job change. However, becoming an expert and creating a trustworthy network among coworkers at one company over a long period of time can give more benefits. Therefore, I much prefer staying at one firm to changing companies often.

REFERENCE

Attention: Mr. Stanley Cooper, Vice President

Dear Mr. Cooper,

General & Green will be conducting our annual training class for middle management staff between November 8 and 15, 2016, and would like to invite the members of your staff to attend. This year, we have invited some of the top managers of our industry to come and share their little secrets.

Also, this is a reminder that all attendees will need to travel to Lexington, Kentucky, a day before the start of the training. Once you provide us with confirmation of your attendance, we will forward the training agenda and accommodation information based on the number of managers you will be sending.

I look forward to your positive response to this very important training offer.

Best regard,

Ned Urschel

Date September 3, 2006

Position: National Operations Manager (Food Services Industry)

Qualifications: Undergraduate degree in business. Minimum 5 years of related work experience. Comfortable with supervision of staff and strong multi-tasking skills. Good with people and a strong leader. Excellent budget management abilities. Must be willing to travel (25%-50%) and work occasionally on weekend.

How to apply: Please send us by email only your résumé, subject "HR Manager – National Operations Manager." to hr@wqgl.org by September 30. No phone calls please. We will contact only those candidates selected for interviews on October 3.

Thank you for your interest!

General Foods Company

1 Main Street

Toronto, ON

Hello

I am writing in response to your job opening ad for "National Operations Manager."

Please find attached my detailed résumé, outlining my relevant employment history and skill sets, for your consideration.

I have spent the last 8 years developing my talents and experience within the food service industry and currently am the Regional Operation Manager for the Bread Company. My work history, strengths and interests are perfectly suited to the position advertised, as I'm ready to take challenge of managing on a national level.

I would be very pleased to have the opportunity to discuss my qualifications in person. Please review my information and call me at (416) 332 1902 to set up a meeting

Thank you in advance for your consideration.

I hope that it will be okay for me to follow up with a phone call to ensure that you have received this submission.

Best regard,

Jack White

From: Julie Newman, Sale Manager
To: Mr. Jason Weatherspoon (Management of Towne Plaza)
Re: Error on the bill

Dear Sir,

As we discussed over the phone this morning, I am sending you a copy of the receipt along with this fax.

To remind you once again, I noticed an error on the bill after I returned from my business trip to Los Angeles. I was charged for a movie I did not watch on November 19. I know that I should have checked with your front desk during checkout, but I was in a hurry to catch my plane and did not get a chance to look at the bill carefully.

I hope that this is a mistake that can be corrected right away. Please response ASAP, as I have to submit my expense receipts to my Accounting Department. If you have any questions, please call me at my office.

Thank you, and I hope to hear from you soon.

Julie Newman

Accounts Departments
South-East Power Supplies
First Avenue
Dublin, 2008

Dear Madam or Sir,

I was surprised and disappointed by a letter from your agency threatening me with the disconnection of my power supply. I am an elderly pensioner suffering from a variety of ailments, and I expect to be treated with more consideration, especially as I have faithfully paid all my electricity bills for the last 45 years.

The reason for my anger is that I have not only paid the bill but also informed you that I had paid it. It appears that I made a special trip your office on the morning of March 5 for nothing. One of your employees even told me that the mistake would be rectified and apologized!

Here, once again, are the details of my receipt: the receipt number is AQ3567X56-1. It is dated February 2, 2006. It is for the amount of \$47.50 and covers the supply of service between January 1 and 31.

I trust that you will correctly rectify your records this time.

Yours sincerely,

Dear Lawrence,
Your subscription to Travelways Magazine is up for renewal in just a few issues. Please fill out the attached renewal form, and mail back the pre-paid card in order to prevent any disruption in your service.

Again, we would be delighted to offer you the 40% savings off the newsstand prices, and if you submit your renewal within the next 30 days, we will add on another 6 weeks of issues for free.

We know that you are an avid reader and we really appreciate your continued support of our publication. Our annual package of travel coupons, along with a weekend stay at Grand Hotel, which is offered to customers who have subscribed with us for 6 or more years, will arrive shortly after you sign up for another year.

As always, please contact us with any questions or suggestions at (516) 228-6777 to speak with me directly, or write to me at jk@travelways.com

Thank you!

Sincerely,

Jane K. Lee

Dear Ms. Lee,

I am writing to confirm that I will not renew my subscription to Travelways Magazine when my subscription period is up at the end of this month.

Thank you for your generous offer of the 40% savings along with 6 weeks of free issues. I have thoroughly enjoyed receiving the magazines over the last 7 years and would definitely be continuing my subscription if I were remaining in this country.

I am transferring within my company to another country's office and will no longer be working in the travel industry sector in my new position. As much as I have enjoyed the information in your magazine, I will need to focus on future responsibilities and will not have much time outside of them.

Your magazine is outstanding, and I will strongly recommend it to my colleagues and friends.

Yours truly,

Lia Lawrence

To: Simon Knight <simonknight@nob.com>

From: Customer Service <customerservice@Comett.com>

Date: April 14

Re: Customer comment 559 on April 13

We sincerely apologize for the problem you have reported on your boiler. Although we try our utmost efforts to ensure that each appliance is thoroughly tested and in tip-top shape, some units with minor defects go unnoticed and make it to the local stores.

Your appliance is covered with a standard two-year warranty; so our service team will address the problem at no extra cost to you. The service team's appointment schedule is open from May 21st. Please contact them for making an appointment at 777 6564 9980. Before you call our service team, we recommend you also check with our gas service provider too.

Yours sincerely,

Customer Service

To: Emma Appleby

From Ken Perez

Date: July 3

Subject: Re: Fall Catalog Review

Emma,

My e-mail system was down yesterday, and I did not have access to my messages until this morning. That's why I was not able to address your concern earlier. Now I can open your e-mail, but for some reason, I cannot open the attachment. I can't figure out what is wrong.

Could you send the attachment again? I have a marketing meeting this afternoon at three, but will have some time to go over the pictures before that. I'll try to send you my comments by the close of business today.

Ken

Dear Mr. Sueng,

I appreciate that you were so quick and thorough in sending the itinerary for my visit. I will be flying in on Canadian Air flight JR183, which is scheduled to land at 9 p.m. on March 5. I will be leaving on Canadian Air flight JR563 on March 8 at 12:00 midnight. I was hoping that you would provide a summary of the research direction of both institutions so I will be prepared to evaluate their systems. I am also hoping you will provide some maps for sightseeing too as I am staying for another day and this is my first trip to Beijing. I am looking forward to my visit.

Dr. David Links

Dear Mr. Hurley,

Thank you for your photos. We really enjoyed the selection of shots you sent us but we will only use two of them. We would like to use 2113-Finals for the cover of our next issue, and 32115-Finals for the article. If you could, please send the negatives after you receive your remuneration.

In case you were not aware, our standard freelance photo fee is \$300 per photo, with a \$200 bonus for the cover shot. That means that we will pay you \$800 minus the applicable taxes to your account this week. If you would, please come in this week so that we can work out the details.

Thanks again,

Daryl Bean

Dear Dr. Lim,

I was very glad to see the announcement on your upcoming seminars in the newspaper. I used to read your columns with much interest years ago when you wrote for *The business Kores Weekly Magazine*. I also found your book *Evaluating Statistics* very helpful for my business. I greatly admire your work. I am excited to hear that you will be here in Dallas on May 5.

Since I work in the field of advertising, I would like to learn more about the use of statistics in advertising, and I was hoping you will talk about it in the seminar. Could you tell me if you're planning to cover this topic in your seminar?

Best regards,

Anthony Grant

Dear Ms. Severn,

I am thrilled to hear that Daniel Metzgert will be making an appearance at your store this month. Metzgert has been a favorite of mine for years, and I have enjoyed many concerts of his at other venues over the years. The show at the Savoy will be my first chance to see him play acoustically. Thank you for bringing him back to Colorado! Please reserve two adult tickets and one children's ticket in my name. Enclosed is check for \$56. Please hold my tickets at Will Call. I will be at the Savoy early on the 19th to pick them up.

Thank you,

Janet Peters

Hi Ms. Coops,

Thank you for giving me so much notice. I really appreciate it. I can't make it Monday morning because I have already scheduled a doctor's appointment at 10 a.m. and then we have a sales meeting when I get back. Is it possible to meet on Tuesday or Wednesday?

I have attached the contract, but I have a feeling that you will have some questions about it. If you need to reach me, you can call me on my cell at 555-1234. I hope everything goes well with Camdon and that you have a great weekend. I will see you next week.

Thanks,

Jason Bates

Dear Mr. Johnson,

Your application for an emergency medical staff position has been received, but you have left out a few things. I received your employment history and application form, but you left out your expected income and your potential starting date.

Can you please fill in this information as soon as possible and send it to me? To this e-mail I have attached an itinerary for the career fair and a map to the location. This will help you find the building. If you have any more questions, please do not hesitate to ask. I look forward to meeting you.

Maya Sanchez

Hello parents,

I hope that all parents have received the hard copy memo distributed earlier this week regarding the Funfair Committee volunteer call. We just wanted to remind all parents of the Junior Kindergarten class about the many areas to volunteer in - the silent auction, snack preparation, setting up of displays, and chaperoning the party afterward. The Funfair is scheduled for the first Saturday of April (April 8) and will run from 2:00 – 5:00 with the party scheduled for 5:00 – 6:30.

Donation of prepared snacks will be accepted. Please sign up your offering on the list posted on the classroom door. Additional crafts and other donations may be left at the front office.

If you have any questions, please feel free to write me, or stop by my office to discuss the matter.

We hope that we can work together to make this year's Funfair roaring successful.

Thank you

Hello parents,

Thank you very much for all your efforts and individual contributions to another success Funfair event for our school.

We have surpassed past years' result by making over \$400 from our silent auction. We are happy to announce that we will be donating all the funds to our local orphanage to help needy children purchase the items necessary for their daily lives.

The party was also enjoyed by all those who attended. A special warm thanks to the chaperones who dedicated their time to ensuring that the event went smoothly. Also, many thanks to those parents who stayed another hour to help clean up.

The official report of all the auction results will be posted on the school bulletin board outside the main office for your viewing.

Have a wonderful spring, we will talk again soon!

SESSION 11

I. The Rule of Parallelism

1.1. Các liên từ AND, BUT, OR nối các yếu tố giống nhau trong câu (danh từ, tính từ, cụm từ, mệnh đề, cụm giới từ, cụm V-ing, cụm V-ed, cụm To-V)

- He enjoys reading plays and poetry. (danh từ)
- She sang and danced beautifully. (động từ)
- He looked in the drawers and under the beds. (cụm giới từ)
- He is a man who has worked hard and whom we are all respect. (mệnh đề quan hệ)
- His hobbies were hunting, fishing, and hiking. (cụm V-ing/ gerund)

(Faulty: His hobbies were hunting, fishing, and to hike.)

- The Tokyo Bank has branches in Hong Kong and in Viet Nam.

(Faulty: The Tokyo Bank has branches in Hong Kong and Viet Nam.)

- To have a definite timetable and to follow it are essential in school. (cụm to-V)
- (Faulty: To have a definite timetable and following it are essential in school.)
- My uncle is young, tall, and black-haired. (tính từ)
- (Faulty: My uncle is young, tall and having black hair.)

1.2. Quy tắc song hành và các liên từ cặp đôi

Either...or: hoặc...hoặc

- You may either wash or dry-clean this coat.

Neither...nor: không...cũng không

- She neither did her homework nor helped at home.

Lưu ý: Neither did she do her homework nor did she help at home.

Both...and: cả...lẫn

- Both the moon and the planet Mars don't have an atmosphere.

Not only...but also: không những...mà còn

He not only sings songs, but (also) composes music.

Lưu ý: Not only does he sing songs, but he also composes music.

II. PUNCTUATION – DẤU CÂU

2.1. Comma – dấu phẩy

- Mệnh đề quan hệ: người hoặc vật đã được xác định. (Tên riêng, this/ that + noun)
- It is years since I read “Gone with the Wind”, which is my favourite novel.
- Mệnh đề phụ (mệnh đề trạng từ) đứng trước mệnh đề chính.
- If I had wings, I could fly.
- Since she was sick, she could not go to school.
- Đồng vị cách
- Nguyen Du, The Vietnamese poet, wrote Kim Van Kieu.
- Liệt kê
- She likes to dance, sing, talk, and drink at the party.
- Từ liên kết
- However, we can disagree if we wish.
- We can, however, disagree if we wish.

2.2. Full stop – dấu chấm: kết thúc một câu viết hoặc câu mệnh lệnh, hướng dẫn.

2.3. Question mark – dấu hỏi:

- Does anyone understand this lesson?

2.4. Exclamation mark – dấu chấm cảm: trong câu cảm than

- What a beautiful girl!

III. TRANSITION WORDS

3.1. Liệt kê

First of all	In the first place	To begin with	Finally
Following this/ that	Afterwards	The first (reason) is	
First(ly)	Secon(ly)	Third(ly)	
Next	Then	After this/ that	

3.2. Củng cố

Also	Besides	Furthermore	
In addition	Moreover	What is more	

3.3. Tương đương

In the same way	Likewise	Similarly	
Accordingly	Equally important	Not only ... but (also)	

3.4. Tóm tắt, kết luận

In conclusion	In summary	In short	
To conclude	To sum up	Finally	

3.5. Liên hệ, ví dụ

For example	For instance	In particular	
Particularly	Such as	That is to say	
Namely	A case in point	To illustrate	

3.6. Kết quả

As a result	Consequently	Hence	So
Therefore	Thereby	Thus	For this reason
As a consequence	On this/ that account	It follows that	

3.7. Tương đương với 'hoặc'

- Suy luận: In other words/ In that case/ Otherwise/ Then
- Thay đổi: Alternatively/ on the other hand/ then again
- Nhấn mạnh: in other words/ to put it simply/ that is to say

3.8. Tương đương với 'nhưng'

Đối lập:

Conversely	In comparison	In contrast to this	
Instead	Nevertheless	On the contrary	
On the other hand	Whereas	While/ whilst	

Thừa nhận

After all	All the same (tuy nhiên)	Still	
Although ...	However	Nonetheless (tuy nhiên)	
Yet	Even if (mặc dù)	Nevertheless (tuy nhiên)	

WRITE A PARAGRAPH

Watching too much television reduces people's capacity to think for themselves. Firstly, watching television makes people lazy as viewers are given second-hand opinions, which can be used as a substitute for individual thought. Secondly, most television programmes are primarily entertainment as they are designed to attract viewers away from rival channels. Therefore, they are aimed to appeal to the lowest common denominator and have little educational value. Unlike books or even radio, television leaves little scope for imagination and so tends to dictate simplified role models of what life should be like.

Basic structure of a paragraph

Topic sentence (Câu chủ đề): giới thiệu ý chính của đoạn văn

- Topic
- Controlling idea

Supporting sentences (câu hỗ trợ): giải thích, hỗ trợ cho câu chủ đề bằng các chi tiết và ví dụ.

Concluding sentence (câu kết luận): nhấn mạnh lại ý chính và liên kết với đoạn văn tiếp theo.

Example

Topic sentence: Watching too much television reduces people's capacity to think for themselves.

- Topic: watching too much television
- Controlling idea: reduces people's capacity to think for themselves

Supporting sentences:

- Firstly, watching television makes people lazy as viewers are given second-hand opinions, which can be used as a substitute for individual thought.
- Secondly, most television programmes are primarily entertainment as they are designed to attract viewers away from rival channels.
- Therefore, they are aimed to appeal to the lowest common denominator and have little educational value.

Concluding sentence: Unlike books or even radio, television leaves little scope for imagination and so tends to dictate simplified role models of what life should be like.

Lưu ý: Câu chủ đề không được quá rộng hay quá cụ thể.

- ✗ Many people keep pets.
- ✗ Many old people keep pets to get rid of boredom.
- ✓ Many people keep pets because of several reasons.

Drafting the outline:

- ❖ Topic sentence
 - Support 1
 - Support 2

Practice 1: Write a topic sentence for each of the following paragraphs.

1. City life

There are many reasons, but the major ones include job and promotion opportunities, higher salaries, and better sports and entertainment facilities. In addition, cities also provide conveniences for transport such as public transport. However, it cannot be ignored that cities are plagued with many problems such as overcrowding, increasing crime rates, and impersonal human relations. Likewise, many urban dwellers find living in cities too expensive and dangerous.

2. My first visit to the cinema

I was taken there by my parents to see a film about animals when I was just 4 years old. At first, there were bright lights and music and I felt quite happy. When the lights went out, I felt afraid. Then, the film started and I saw a dinosaur on the screen running towards me. I shouted out in fear and covered my eyes with my hands. When my mother saw me, she explained to me that it was just one of the special effects and encouraged me to look at the screen again. I watched the film to the end, but I still felt afraid because the pictures were so real. I was glad when the film ended.

3. Travel with companions

Travelling is getting so popular that sometimes booking a train ticket or a hotel room is not easy. For a group of travellers, if there are not enough tickets available, or not enough rooms to live in, the situation can be very awkward and embarrassing. For an independent traveller, however, such a case seldom happens; and even if it does, he can easily adapt himself to the changing situation.

4. Corporal punishment

Those who feel that American education has declined want a return to the older and strict discipline in the classroom. They favour swift punishment for wrongdoings – spanking, switching, or a slap. They believe teachers must parent as well as teach. However, educators feel that hitting is neither discipline nor teaching. They believe that corporal punishment shows a loss of control and condemn corporal punishment. They point out that every year, 2000 students are injured by teachers.

5. Studying alone

We certainly can discuss a certain problem until we have found a solution, but that can be an inefficient way of making use of time since we can leave the problem aside until we can ask the teachers afterwards for a detailed explanation. Furthermore, studying alone could let us choose whatever books and subjects we like without the influence of our friends.

Practice 2: Write a conclusion for the following paragraphs.

1. The busy schedules that most adults face from day to day have created a rising health problem in the modern world. Stress affects almost everyone, from the highly pressured executive to the busy homemaker or student. It can cause a variety of physical disorders, ranging from headaches to stomach ulcers and even alcoholism. Stress, like a common cold, is a problem that cannot be cured; however, it can be controlled. A person can learn to control stress by setting realistic goals, enjoying a hobby and/ or physical exercise, and by maintaining a good, warm relationship with family and friends.

2. Television is the most popular form of entertainment in many households. People of all ages use this medium to entertain themselves for an average of four hours a day. Thus, television has had a tremendous influence on its viewer, especially children. Scientists now say that children can be adversely affected by constantly watching television. This due to the fact that they participate less in physical activities, spend less time reading and studying, and see a world of violence that can affect their own feelings of security.

Practice 3: Develop paragraphs by supporting the topic sentences.

1. Overpopulation can lead to many serious problems.
2. Computers can bring us a lot of disadvantages as well as benefits.
3. A sense of humor is the most important character in a person.

SESSION 12

THE RULE OF PROXIMITY

1. Qui tắc tương cận: yếu tố miêu tả (bổ nghĩa) cho từ hay cụm nào thì phải được đặt gần từ hay cụm đó.
 - The morning paper
 - The coming years/ the years to come
 - A used car/ cars made in Japan
 - A man of talent
 - The man in blue shirt
 - A large family to support
 - He didn't come because he was busy.
2. Danh từ được bổ nghĩa bởi một cụm từ hay một mệnh đề → cụm từ trước, mệnh đề sau
 - We talked to the man at the store whom we met yesterday.
3. Yếu tố mô tả có thể đặt gần bất cứ vị trí nào trong câu hoặc mệnh đề mà không vi phạm qui tắc tương cận.

Bổ nghĩa cho động từ:

- Slowly the bus came down the hill.
- The bus slowly came down the hill.
- The bus came slowly down the hill.
- The bus came down the hill slowly.
- **Bổ nghĩa cho câu:**
- Consequently, he left the conference.
- He, consequently, left the conference.
- He left the conference consequently.

Các vị trí mà yếu tố mô tả (bổ nghĩa) thường đặt sai

1. Tom saw some high mountains sitting in the train.
Sitting in the train, Tom saw some high mountains.
2. We rented a house near the lake that had two bedrooms.
We rented a house that was near the lake and that had two bedrooms.
3. John and Mary talked while I studied in whispers.
John and Mary talked in whisper while I studied.
4. I saw the results of the volcanic eruption on television.
I saw on television the results of the volcanic eruption.

5. To see well, glasses should be cleaned carefully.

Glasses should be cleaned to see well.

6. Peter gave the statue to a friend that was made of plaster.

Peter gave a friend the statue that was made of plaster.

7. Beer must not be sold to students containing more than 4% alcohol.

Beer containing more than 4% alcohol must not be sold to students.

TECHNIQUES IN WRITING PARAGRAPH

Enumeration – Liệt kê

- There has been an ever-increasing awareness of the importance of keeping healthy, and there are mainly three ways the Vietnamese people maintain fitness. **First**, they keep a balanced diet composed of sufficient protein, vitamins and carbohydrates. **Second**, they take regular exercises in the form of sports, aerobic exercises and jogging for the young, Taiji boxing for the senior, and varieties of play and activities for children. **Third**, keeping psychological well-being is another way for them to live a healthy life. They choose to release their psychological pressure by ways of talking to their friends, relaxing themselves in some exotic travels and regular meetings with their family members.

Exemplification – Ví dụ

- Television has bad effects on people. **For example**, television commercials distort the truth about products. Crime films on television encourage violence. And television documentaries stop people from thinking independently.

Comparison and contrast

- There are many different forms of entertainment for the Vietnamese people nowadays. Some people who enjoy active activities can go to theme bars, for example, toy bars, pottery bars and even book bars, where they can read while enjoying a glass of wine. Those who prefer passive activities can go to movies or theatres. Others who are bored with the urban life can go to the rural areas and sit back in a tea house or an orchard, breathing the fresh air and enjoying the country view to their heart's content.

Cause and effect

- For the last hundred years, the climate has been growing much warmer. This has had a number of different effects. Since the beginning of the 20th century, glaciers have been melting very rapidly. Secondly, rising temperatures have been **causing** the snowline to retreat on mountains all over the world. **As a result of this**, vegetation has also been changing. The distribution of wildlife has also been affected, many European animals moving north-wards into Scandinavia. Finally, the sea has been rising at a rapidly increasing rate, largely due to the melting of glaciers.

Time and Space Order

- **From** my office window, I inspected the public garden below daily. Directly **in front** of me, I saw the graceful swaying branches of some big pal trees with some birds singing happily in them. They not only provide us with precious shade in the hot sun but also a lovely green background for the purple and blue periwinkles that bloomed in the bed just **to the right** of it. **To my left** stood four evergreen shrubs.
- To wash your dog properly, you should follow several steps with the utmost care. **First**, you should make sure that your dog knows nothing, in advance, of your plan to wash him. **After** quietly preparing his tub of lukewarm water, you should plunge him into it tenderly but firmly. **Then**, keeping his head well above water, you should soap his whole body, proceeding from his neck to his tail. **After** your pet is completely covered with soap, be sure to rinse him thoroughly. For your dog, being washed is an experience that cannot end soon enough. Therefore, as soon as possible, you should enjoy the final step of his bath – the vigorous sport of drying him.

WRITE AN INTRO PARAGRAPH

Basic structure

- A hook: thu hút sự chú ý của người đọc.
 - Ask a question: Đặt một câu hỏi.
 - Cite a quotation: Trích dẫn câu nói.
 - Generalization: Khái quát hóa vấn đề.
- Explanation: Giải thích vấn đề để dẫn vào luận điểm (thesis statement).
- Thesis statement: thường nằm ở cuối phần mở bài. Câu luận điểm bao gồm các luận điểm (thường là 3), những luận điểm này được trình bày thành từng đoạn (3 đoạn) trong phần thân bài.

Examples

1. There is no doubt that more and more people **learn English** nowadays. There are different reasons why they want to have the acquisition of English language, **including preparing for a job, broadening knowledge, and entertaining.**
2. Nowadays, together with the development of society, **families** in our country have changed a lot. Family members are not as close as they used to be. **We can survey causes in some aspects such as changing the lifestyle, increasing freedom, and working to earn money.**
3. Every country, no matter how rich, has groups of people who live under **the poverty** line. They live in miserable conditions without adequate goods such as food or shelter, or without such services as health or education. **This essay will examine some of the main causes of poverty and suggest some possible solutions.**
4. Almost everyone looks forward to **the weekend**. We often make our plans for the two free days well in advance. Too often, however, the best of our outdoor plans for the weekend are ruined here when the weather clouds up and it rains from Friday evening until Sunday afternoon. Fortunately, however, the weekend can be saved with a little bit of creativity. **Three pleasant ways to spend time during a rainy weekend are to write letters to old friends, read a mystery novel, and play cards.**
5. No one can deny the fact that **the mobile phone** has a lot of good effects on our life. It makes us communicate more conveniently and keeps us in touch with others everywhere. However, every coin has two sides. **After owing a mobile phone, I find I have less privacy, lose my good habits, and spend more money.**

PRACTICE

Write intro paragraphs for the following topics.

1. All students in high school and college should be required to take at least two years of a foreign language.
2. Romantic love is a poor basis for marriage.
3. Is homework harmful or helpful?

Reference:

120 topics for learners of intermediate and advanced level – Nguyen Hong Anh

15 days' practice for ielts writing – Wang Hong Xia

www.thoughtco.com

SESSION 13 - ESSAY WRITING

I. The essay organization

1. Introduction

- A hook: thu hút sự chú ý của người đọc.
 - Ask a question: Đặt một câu hỏi.
 - Cite a quotation: Trích dẫn câu nói.
 - Generalization: Khái quát hóa vấn đề.
- Explanation: Giải thích vấn đề để dẫn vào luận đề (thesis statement).
- Thesis statement: thường nằm ở cuối phần mở bài. Câu luận đề bao gồm các luận điểm (thường là 3), những luận điểm này được trình bày thành từng đoạn (3 đoạn) trong phần thân bài.

2. Body:

- Paragraph 1:
 - Topic sentence (câu chủ đề): Nêu lên luận điểm thứ nhất trong phần thesis statement.
 - Supporting sentence 1: Đưa dẫn chứng hay giải thích
 - Supporting sentence 2: Ví dụ
 - Supporting sentence 3:
 - (*Mini-conclusion: Câu kết để kết thúc ý của đoạn văn.*)
- Paragraph 2: (tương tự paragraph 1)
 - Topic sentence (câu chủ đề): Nêu lên luận điểm thứ nhất trong phần thesis statement.
 - Supporting sentence 1: Đưa dẫn chứng hay giải thích
 - Supporting sentence 2: Ví dụ
 - Supporting sentence 3:
 - (*Mini-conclusion: Câu kết để kết thúc ý của đoạn văn.*)
- Paragraph 3: (tương tự paragraph 1)
 - Topic sentence (câu chủ đề): Nêu lên luận điểm thứ nhất trong phần thesis statement.
 - Supporting sentence 1: Đưa dẫn chứng hay giải thích
 - Supporting sentence 2: Ví dụ
 - Supporting sentence 3:
 - (*Mini-conclusion: Câu kết để kết thúc ý của đoạn văn*)

3. Conclusion:

- Từ chuyển (in summary, to conclude, etc.)
- Khẳng định lại câu luận đề (thesis statement) được chứng minh trong phần thân bài, nhưng dùng từ ngữ khác.
- Nêu lên ý kiến về chủ đề dựa trên các thông tin đã chứng minh.

II. Sample

Going to university

At one point or another in high school lives, many students wonder whether they should go to university. Some say no to the question because they might think that higher education is not necessary for them. Others say yes and spend the next four years in classrooms. In my opinion, people choose to go to university because of three main reasons such as pursuing their academic interest, preparing for their future career, and enjoying social life.

First of all, many people attend university to study a particular subject or field in which they are interested deeply. University curriculums allow students to focus on the fields they are interested in and explore them in depth. Moreover, universities offer a variety of specialized courses instructed by knowledgeable professors. Such a wide selection of courses and professors with expertise enable students to pursue their academic goals in the fields of their choice.

Another common reason for people to go to university is that college education often leads to a better career in the future. As a matter of fact, in many countries, people with university degrees tend to find better-paid jobs than those without them. Companies usually offer higher salaries and more attractive positions to university graduates. In addition, some universities provide their students with opportunities to acquire practical skills that can be useful in the real world. For example, they offer courses in computing, foreign languages as well as apprentice programs in which students can get working experience in a company.

Finally, for some students, enjoying social life can be the sufficient reason for staying in school for another four years. Universities often attract students from different parts of the country and even from the world, so they have chances to meet diverse groups of people and learn about their life-styles. Moreover, universities usually have numerous clubs and student organizations, such as sports teams, hobby groups, and social activity groups. Joining these groups, lifelong friendships are often formed. Thus, universities can be places to meet people of different backgrounds and foster relationships.

In conclusion, going to university is a significant decision in life, and people may have different reasons for making that decision. They might decide to attend university to pursue their academic goals, to achieve a better career, or to develop friendships. Whatever the reason is, it is important for students to make the best of the opportunities the school provides them. If they do, the time they spend as university students will surely be one of the most meaningful periods of their life.

SESSION 15

ADVANTAGES AND DISADVANTAGES

Sample 1

Some students take a year off between school and university, to work or to travel. Do the advantages of this outweigh the disadvantages?

Introduction:

It is true these days that many high school leavers chose to start their work or take a trip before going to higher education. Though taking a gap year may cause some potential problems, I believe that the benefits are more remarkable.

Body 1:

On the one hand, young students are very likely to encounter several difficulties when delaying their university study. (1) One of these problems is the retardation in academic progress caused by spending one year off school. This is because it is almost impossible for young people to enjoy their experience in doing a job or travelling to a new place but still schedule a certain amount of time for revision. **As a result**, gap-year takers may forget the knowledge at school, suffering more pressure of catch up with their peers. (2) **Besides**, the life out of university campus may prove to be mentally and physically overwhelming for inexperienced school graduates. They, **for instance**, may be at risk of being exploited in an exhausting job or confront potential danger on their trips to a new country. If not well prepared for such possible obstacles, young high school graduates can suffer from unintended consequences.

Body 2:

On the other hand, I would argue that these disadvantages are outweighed by the positive effects. (1) A gap year is an ideal opportunity for students to learn knowledge not conveyed at **tertiary (thứ 3) education**. Working with other people who are experts in a particular domain, newcomers acquire not only prowess of the job (kỹ năng công việc) but also applying for a position in a company, employers tend to favorably consider applicants who possess extensive experience in life and the occupation. (2) **Furthermore**, in terms of recreation, having a year to relax can be advantageous as students can have a chance to relieve stress in study. With a comfortable and willing attitude, undergraduates can acquire knowledge more effectively in comparison with those who go to university straight away.

In conclusion, despite some negative aspects, it seems to me that the benefits of a gap year are more significant for the reasons mentioned.

ESSAY STRUCTURE

I. Introduction

- A hook
- Explanation
- Thesis statement

II. Body (2 paragraphs)

Paragraph 1: (advantages)

- Topic sentence
- Supporting sentence 1.
 - Supporting details (explanation/ example)
 - Supporting details (explanation/ example)
- Supporting sentence 2.
 - Supporting details (explanation/ example)
 - Supporting details (explanation/ example)

Paragraph 2: (disadvantages)

- (as above)

III. Conclusion

- Summarise the key points
- State your opinion

SESSION 17

I. Academic Phrases

1. It is true that + clause: quả thật là...

It is true that progress is often harmful, especially to people who are unable to benefit from it.

Admittedly,

In fact,

It is an undeniable fact that + clause

Actually,

It is evident that + clause

Indeed,

There is no doubt that + clause

2. It is a common belief that + clause: nhiều người cho rằng

It is a common belief that protecting environment is more important than funding the arts.

Some people think that + clause

3. There is a more persuasive argument that + clause

There is a more persuasive argument that the quality of education would improve if teachers received higher pay.

4. I firmly believe that + clause: Tôi đồng ý rằng...

I firmly believe that a strong sense of determination is a key factor to a successful life.

I support the idea that + clause

5. I agree that + clause

It was agreed that + clause: nhiều người ủng hộ rằng

6. In my opinion, ...: theo ý kiến của tôi

In my opinion, people pay too much attention to the lives of celebrities.

In my view,

I am of the opinion that +

To my way of thinking,

Personally, I think

clause

To my mind,

As far as I am concerned,

My view on this issue is that +

From my point of view,

clause

7. I object to + N/ V-ing: Tôi phản đối việc

I object to the terms of the contract.

I object that + clause

I am against + N

8. S + has its own advantages and disadvantages: Có các thuận lợi và bất lợi riêng của nó.

Online learning has its own advantages and disadvantages.

It seems advantageous that + clause: mang tính thuận lợi rằng ...

The main advantage/ disadvantage is that: Điểm thuận lợi/ bất lợi rằng ...

9. Preferable for (someone) to (do sth): Tốt hơn, được ưu ái hơn với ai để làm gì

It is preferable for students to work in groups.

10. S + is more imparative than ever before: ... trở nên quan trọng hơn bao giờ hết.

Taking time for family is more imparative than ever before.

11. This demonstrate that + clause: Điều này chứng tỏ rằng

This demonstrates that age-related memory loss is not evitable.

This indicates that + clause

This shows that + clause

This proves that + clause

12. On the whole, ...: nhìn chung

We have our bad times, but on the whole we're fairly happy.

Overall,
 Generally,
 In general,

On the whole,
 By and large,

All things considered,...: xét về
 mọi mặt, ...

13. What it comes down to is N/ that + clause: mẫu chốt của vấn đề là ...

What it comes down to is your incredible insecurity.

14. In all likelihood,...: rất có khả năng

In all likelihood, everything will go to plan.

15. When it comes to + N: khi nói đến việc

When it comes to learning a musical instrument, the earlier a child starts, the better.

16. It is doubtful whether + N: không dám chắc rằng

It is doubtful whether I should accept this job.

II. Common academic words

2.1. Jobs

1. Work force: lực lượng lao động
2. The labor market: thị trường lao động
3. Manual work/ labour: lao động chân tay
 = physical work
4. Build a career: xây dựng sự nghiệp
5. Career fulfillment: hài lòng với công việc
 = job satisfaction
6. High-paying/ well-paid jobs: công việc lương cao
7. To be well-paid: được trả lương cao
 = to earn a good salary
8. Earn/ make a living: kiếm sống
9. Do something for a living: làm gì đó để kiếm sống
10. A demanding job: công việc yêu cầu cao
11. An employee-friendly environment:
12. Working condition/ environment
13. Work experience
14. First-hand experience: kinh nghiệm tự đạt
 được
15. To meet a deadline: kịp thời hạn
 = to finish a job on time
16. Work out of one's home: làm việc tại nhà
17. Work two jobs: làm hai công việc cùng lúc

18. Work full-time/ part-time
19. Do a full-time/part-time job
20. A nine-to-five job: công việc toàn thời gian
 = a full-time job
21. Work around the clock: làm việc liên tục
22. Create a business: khởi nghiệp
23. Find employment: tìm việc
24. Reap the benefits: gặt hái lợi ích
25. Be self-employed = run your own business:
 làm chủ
26. Business owner: chủ doanh nghiệp
27. An entrepreneur: doanh nhân
28. Entry-level position: vị trí cơ bản, thực tập
29. Temporary worker: nhân viên thời vụ
30. Managerial position: vị trí quản lý
31. Workload: khối lượng công việc → a heavy workload
 = volume of work
32. Land a new job: có công việc mới
33. Unemployment rate: tỉ lệ thất nghiệp
34. Get the sack: bị sa thải
 = be dismissed
35. Benefits package: chế độ đãi ngộ

- 36. To be stuck behind the desk: tắt bêt với công việc
- 37. Get a promotion: thăng tiến
= be promoted
= move up the ladder
- 38. Change jobs: đổi việc
= Switch jobs = swap jobs
- 39. Put effort into sth: dồn sức vào việc gì
- 40. Make an effort = try = strive = make an attempt = endeavor: nỗ lực, cố gắng

- 41. Job/ career/ employment prospects: triển vọng công việc
- 42. Job description: mô tả công việc
- 43. Build up one's resume: xây dựng hồ sơ xin việc
- 44. Take early retirement: nghỉ hưu sớm
- 45. A retirement pension: lương hưu
- 46. Take up a position/ duties: đảm nhận công việc, nhiệm vụ

2.2. Society, education

- 1. Well-rounded education: giáo dục toàn diện
- 2. Learn valuable skills: học các kỹ năng quý báu
- 3. Extracurricular activities: hoạt động ngoại khóa
- 4. Hands-on activity: hoạt động thực hành
- 5. Group assignment: bài tập nhóm
- 6. Build a strong character: trau dồi phẩm chất
- 7. Personality development: phát triển nhân cách
- 8. Peer pressure: áp lực bạn bè đồng trang lứa
- 9. Kindergarten: trường mầm non
- 10. Primary school
- 11. Secondary school
- 12. College = university
- 13. Higher education = university education
- 14. Attend a lecture: tham dự bài giảng
- 15. Deliver a lecture: giảng bài
- 16. Keep up with the workload: theo kịp lượng công việc
- 17. Fall behind: không theo kịp
- 18. A gap year
- 19. Academic performance: kết quả học tập
- 20. Distance learning

- 21. Burn the midnight oil: học khuya
- 22. Learning process: quá trình học tập
- 23. Heavy competition: cạnh tranh khốc liệt
- 24. Well-cultivated: được nuôi dạy tốt
- 25. A lifelong friend: bạn tri kỷ
- 26. Meet demand: đáp ứng yêu cầu
- 27. Social skills
- 28. Lead a better life

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