**Wednesday, March 2, 2022**

**Unit 4: Administration**

**Lesson 12: 4A. Spreadsheets and formulae**

**VOCABULARY**

- Formula(n): Công thức

- Formulae(n, pl): Các công thức

- Bracket(n): Ngoặc đơn

- Open bracket: Mở ngoặc đơn

- Close bracket: Dóng ngoặc đơn

- Divide(v) + by: Chia

- Multiply(v) + by: Nhân

- Subtract (small) from (big) (v): trừ

- add … to … (v): Cộng

- sum(n): Tổng, phép tính

- Divided by(prep): chia

- Times(prep): Nhân

- Minus(prep): trừ

- Plus(prep): cộng

- Number + prep + number is + number

- Speadsheet(n): Bảng tính

- Worksheet(n): Trang tính

- Column(n): Cột

- Row(n): Hàng

- Cell(n): Ô

- Value(n): Giá trị

**SPEAKING**

Act.1:

1) People use speadsheet for caculate salary, student score

2) Yes. I use spreadsheet for caculate data, ….

**VOCABULARY**

Act.2:

1-c: 8 divided by 2 is 4

2-b: 8 minus 2 is 6

3-2: 8 times 2 is 16

4-a: 8 plus 2 is 10

**SPEAKING**

Act.3:

- What is 9 divided by 2?

9 divided by 2 is 4.5

- If you divide 9 by 2, what do you get?

If I divide 9 by 2, I get 4.5

1) What is 8 divided by 2?

2) What is 6 plus 2?

3) What is 7 minus 2?

4) What is 10 divided by 4?

5) If you divide 15 by 6, what do you get?

6) If you divide 9 by 4, what do you get?

7) If you Multiply 9 by 2, what do you get?

8) If you divide 5 by 2, what do you get?

My partner’s sums:

1) 4 divided by 2 is 2

2) If I divide 7 by 2, I get 3.5

3) 5 multiply by 2 is 10

4) If I add 4 by 5, I get 9

5) 3 subtract from 7 is 4

6) If I divided 5 by 2, I get 1.5

7) 3.5 plus 3 is 6.5

8) If I subtract 4 by 12, I get 8

**LISTENING**

Act.4:

|  |  |
| --- | --- |
| 1. F  2. E  3. A | 4. B  5. C  6. D |

**SPEAKING**

- Asterisk: Hoa thị (\*)

**LISTENING**

|  |  |
| --- | --- |
| **Action** | **Problem** |
| 1 typed in formula | Get an error message |
| 2 save it in my main folder | Can’t find speadsheet |
| 3 design a spreadsheet | It’t doesn’t work |
| 4 I typed date to cell | Shows Number instead |

**SPEAKING**

Act.8:

|  |  |
| --- | --- |
| 1. b  2. a | 3. d  4. c |