

KHUNG

Informal:

Hi [tên người nhận],

How's it going? How has your family been? Many thanks for your last letter. It's great to hear from you again. I'm sorry I haven't written for such a long time, but I've been really busy studying English to pass the B1 test. I hope you and your family are well.

Anyway, I am writing to [Nội dung chính]

Regarding..., If I were you, I would...

As for....,

With regard to,

Anyway, I have to get back to work/ study. Give my love to [your family]. We must try to meet up soon. I look forward to hearing from you soon.

Sincerely/ love
Heily

Formal

Dear Sir/Madam,

Thank you very much for your last letter. My name is Mary. I hope you are doing well anything. Today, the reason I'm writing the letter for you to express my dissatisfaction/ apologize for/ request for some information about/ provide you with some information about

If you require any further information, please do not hesitate to contact me via email: mary@gmail.com
Thank you in advance for your consideration. I am looking forward to hearing from you soon.
You faithfully/ Sincerely (know name)

THƯ THÂN MẬT

This is part of a letter you received from an English speaking friend. I'm planning to visit you this summer with my parents. Can you suggest some activities in your area? What kinds of clothes should I pack? Write an email responding to Ann. You should write at least 120 words. You do not need to include your name or addresses. Your response will be evaluated in terms of Task Fulfilment, Organization, Vocabulary and Grammar.

Dear Ann,

Thanks for your email. I hope your family is well. I'm glad to know that you and your parents are traveling to Hanoi this Summer.

You asked me about things you can do in Hanoi. Well, I think you can spend a few days exploring Hanoi. For example, you can visit Hoan Kiem Lake, the Old Quarter, and some great museums here. Besides, I'll take you to try some delicious food here like Pho, Bun Cha and so on.

Next, I'll tell you about the clothes you should bring. In the summer, the weather is quite hot. The temperature is about more than 30°C so why don't you bring some light clothes such as T-shirts, jeans, and shorts. Don't forget to bring a swimming suit so we can go to the beach, too. I have to get back to work now.

Hope to see you soon in Hanoi. Let me know if you need anything else.

All the best,

I go to school from 8 AM to 4 PM from Monday to Friday, so I am busy. I have free time at weekends only. I like playing the piano or watching an interesting movies in my free time. I also like going out with my friends on Sunday evenings, but sometimes my parents don't let me go.

What do you like doing in your free time? Do you like staying at home or you like going out?

Hope to hear from you soon.

Describe what time you go to school

Your hobbies

Do you like staying at home or you like going out?

Dear Peter, Hi Peter....

Thanks for your letter. It's my pleasure/I am glad to receive your letter.

I'm writing this letter to tell you about my daily routine and hobbies.

As for the time I go to school, it is normally at 7:00 AM and I come back home at 5:00 pm

In terms of my hobbies, I like...../I'm really into / I'm keen on

With regard to the last question, when I have spare time/free time, I prefer staying at home to help my mom for the meal, which can enhance our relationship.

I look forward to.....

Gửi thư cho Jane xin cho bạn mình ở nhờ khi đi du học. Hãy nói tính cách của người bạn đó? Sở thích ntn? ...

Dear Jane,

As An wrote in her email, studying abroad is her big dream since she was a little girl and it will become true within two months. The only thing worrying her right now is the accommodation so we hope that you can welcome her to your family.

If you are considering her kindness, don't do that because she is my best friend and I know her more clearly than anyone else. She is the most friendly, reliable and helpful girl I have ever met. Nevertheless, sometimes she maybe talkative and annoy others but to me that's ok. If you have any problem, please talk straightfully to each other to tackle it.

An enjoys listening to music especially at night so if she turns the music too loud, remind her and she will stop it. Additionally, shopping is one of her favourite recreations and it's the same to you, right?

The very last thing you should know about her is that she will be happy if she can live in a room with lots of window and sunlight which overlooks outside. As I remember, your room also has two windows with a balcony full of flowers, isn't it? I'm sure that she will love the same one.

I think all above is enough for you to understand personalities. If not, don't worry, I'll tell you later.

Attached to this email is your photo at summer vacation in Ha Long bay together.

I hope to receive your responce soon.

Have a nice week!

Sắp xếp thời gian học Piano

Dear Cherry,

It has been so long since I have heard from you. I hope you are doing well and I hope your family is doing fine. I am pretty good in spite of working hard. In fact, every one can arrange their square time for their hobbies so I think you should not worry about it. I will give you some advice right now.

Firstly, I think you should have a specific schedule between learning the piano and studying in class. For example, you should sort from Monday to Friday to studying in class and doing homework. In addition, at weekends you will learn the Piano.

Secondly, you should follow the to-do list so that you can complete your tasks the most effectively. Finally, the most important thing is always staying healthy by spending enough time for leisure pursuits (theo đuổi đam mê) after stressful classes.

I hope this information will help you. Please feel free to contact me for more information.

Love,

One of your friends recently had a birthday celebration but you missed it and you forgot to tell your friend that you couldn't attend. Write a letter to your friend. In your letter:

- **Apologize for missing the birthday celebration**
- **Explain why you missed and you did not tell your friend**
- **Say what you would like to do to show that you are sorry**

Dear,

I hope you are well and that you had a fantastic time on your birthday.

I am so sorry that I wasn't there with you and for not letting you know beforehand that I wouldn't come. I feel terrible that I haven't found the time to contact you until now.

The truth is that I have been under a lot of stress at work recently. I was in danger of losing my job if I did not meet a sales target so I haven't been able to think about anything else over the last few weeks. This is why I couldn't be at your party, and why I did not call to tell you I wouldn't be there.

I really hope that you will forgive me for being so thoughtless and I hope you'll let me make it up to you. By way of an apology, I have bought tickets for us both go to the football next Saturday.

I hope you will come.

Speak to you soon.

Peter

Your English friend who you met while you studied in the UK is coming to Hanoi for an International conference. You want to invite him to Ho Chi Minh for a short visit.

Write a letter to him to invite him to Ho Chi Minh city.

Dear,

I am very glad to know that you are going to take part in an international conference in Hanoi. I sincerely invite you to come to HCM city to see us after the conference.

I have talked about you to my parents and they also want to see you. We have moved into a big flat with 4 bedrooms. You can stay with us when you are in HCM city. I and my parents are willing to be your guides. I will take you to visit famous places of interest in HCM city such as the Reunification Palace, the Notre Dame Cathedral, Ben Thanh Market.

Before you come, please give us a call. My telephone number is I will welcome you at the airport. Please do come, we look forward to your arrival.

All the best,

Peter

You should spend about 20 minutes on this task.

English pen friend, Paul. He asked you about your TV in your country. Read part of his email below.

One of my hobbies is watching TV. There are many fantastic programs for me to watch. Sometimes I can spend my whole day watching TV. Could you tell me about TV in your country? Are the programs interesting to you? What is your best favourite TV program? What is that program about? How much TV do you watch every day? Do people in your country watch too much TV these days?

I'm looking forward to hearing from you soon.

Write an email responding to Paul. You should write at least 150 words. You do not need to include your name or addresses.

Dear Paul,

I'm very glad to hear news from you. My hobby is very similar to you. I also spend all my day on watching TV. In my country, there are many programs on TV for all kinds of people at a variety of ages: for children, for teenagers, for the young and for the old. I really like these programs. And recently, I am very interested in one program for the younger called "Who is the billionaire?" This program's format is that one player needs to answer all fifteen questions to be a winner and receive the prize up to 100 million Vietnam Dong. "Who is the billionaire?" is very useful because it provides me with a lot of knowledge in many aspects of life. I watch TV about one hour every day when I have dinner with my family and before I go to bed. In my country, people watch TV when they see that one program they like is on TV. I hope we will talk with each other more in next letter.

I'm looking forward to hearing from you soon.

Yours faithfully.

Write a letter to an English-speaking friend to tell her/him about a course that you are attending.

- **What course**
- **Why you attend it**
- **What you like about the course**
- **What you don't like about the course**

Dear Linda,

I was so delighted when receiving your letter and know that you are doing well. Unfortunately I was too busy with my job at that time so I had to delay responding until this week.

Firstly, I want to tell you that I just took an online English course at a center in Ha Noi. As you know, I often have to communicate with foreigners and I feel that my listening, speaking, reading and writing skills are not very good. I want to improve my English for my work, therefore, I signed up for the class last week.

Secondly, when I took this course I feel satisfied with the English center here.

I think that What I like most about this center is that it is convenient for me to learn because of the online teaching and learning in the evenings, I can arrange my time to study without having to quit my job. The next reason is that the center has highly qualified teachers who teach with enthusiasm.

Finally, about what I am not happy with and unsatisfied with this course, there are a couple of things. Sometimes learning online with poor network connection makes my class stop. Moreover, the tuition fee is quite high for me to study here. But anyway I will try to study and try to improve my English skills.

I have to get back to work now. Don't hesitate to contact me in person or via email if you need further information.

Best Regards,
Mary

I am travelling to your country during Tet holiday. Could you give me some information about it? What do people often do? What do children receive? Can you tell me some dishes (món ăn) for Tet?

Dear Mary,

Thank you for your email. I hope you and your family are fine. I am very happy to know that you are planning to travel to Vietnam during Tet holiday.

Firstly, you asked me some information about Tet holiday in Vietnam. You know, it is a chance for family reunion. I mean on this special occasion, everyone tries their best to come back home to celebrate the event with their families no matter how far or busy they are. Before Tet, people make lots of preparations such as shopping for new clothes, furniture, having their houses painted or decorating their homes with kumquat trees and peach flowers.

Secondly, on New Year's Eve, we often make offerings to our ancestors and people often go to watch the fireworks. After that, many of them go to pagodas to play for their good luck, health and business for the upcoming year.

Finally, on the first days of Lunar New Year, people usually visit their grandparents, close relatives and friends and give them the best wishes. Besides, children and the elderly people often receive lucky money. Regarding several dishes, for example, Chung cakes or Spring rolls.

That's all for now. Please write back to me and tell me about your plans.

Hope to see you soon.

All the best,

Peter

Write a letter to tell your friend about your new house

Dear,

I was very happy to receive your letter and I know that you are in good health. I am sorry I haven't written to you for so long because I have been really busy with my work.

Firstly, in your letter you mentioned that I tell you about my house and my feelings when living in my new house. Well I live in a big house with modern facilities, so I feel happy and relaxed after a hard working day.

Secondly, I describe my new house to you. It was built about 2 years ago and painted bright blue. There are 6 rooms in my house including 3 bedrooms, a living room, a kitchen and a bedroom. My favourite room is a kitchen because this is a place where I can meet all my family member to chat and talk, and about all things in life during the meal. It is also a good time for all members of my family to share the feelings and improve the better understanding among us.

Finally, coming now to the last question about describing my bedroom. It's about 20 square meter and painted yellow wall. There is a desk, a chair and a bed. On the wall there is a picture and a TV. Sometimes my children watch cartoon.

Please come to my house and see it. I am looking forward to meeting you in my new house soon.

Best wishes,

Mary

Baha

THU' TRANG TRỌNG

Write a letter to the manager of a restaurant giving feedback about your birthday party which was held in that restaurant.

Dear Sir,

I received your letter last week, requesting my feedback regarding the service you offered on 30th March when I visited your restaurant along with my family to celebrate my birthday. Unfortunately, I was too busy with my job at that time so I couldn't answer until now.

Firstly, for your first question, I feel satisfied that the atmosphere inside the restaurant was very soothing and relaxing, with a beautiful interior and wonderful lighting system. I was also quite impressed with the system of trees planted on the recycled brick wall inside the restaurant, creating a cool feeling.

Secondly, the food is very good to my taste. The decoration of the food is very impressive, there is a wide variety of dishes. In my opinion, your restaurant's food is as delicious as the food that my mother cooks for me at home.

Finally, Coming the last question, I have a suggestion to make. You may think of introducing some discount cards or offer some discounts to the people of the nearby area. I believe this will make our dinner become more friendly with pockets and will attract more customers.

I hope that what I have noted down is useful for you. Don't hesitate to contact me in person or via email if you need further information.

Yours faithfully,

You recently bought a piece of equipment for your kitchen but it did not work. You phoned the shop but no action was taken. Write a letter to the shop manager. In your letter:

- **Describe the problem with the equipment**
- **Explain what happened when you phoned the shop**
- **Say what you would like the manager to do**

Dear Sir/Madam,

I am writing with regard to an appliance that I recently bought from your shop.

On the 10th of May I bought a new washing machine, and it was installed the following day. However, when I tried to wash some clothes, I noticed that the machine failed to spin during the washing cycle. Consequently, it leaves clothes wet but not clean.

When I phoned your shop to report the problem, I spoke to an assistant who did not know the procedure for repairs or returns. He assured me that he would report this issue to the store manager and that I would be contacted the same day. That was two days ago and I am still waiting for your call.

As the appliance is under warranty, I am entitled to ask for it to be repaired or replaced. I have decided that I would like a replacement washing machine. I would also like you to phone me personally when you receive this letter.

I await your prompt response.

Yours faithfully,

Peter

I am a high school student. I saw your advertisement on the Internet for the course of English for university entrance examination at your center. I am interested in this course. So, could you tell me the timetable for this course? Now, I am at Grade 11 and a bit weak at English. I would like to know about the teacher as well as the program to decide whether this course is suitable for me or not. By the way, please tell me how much I will pay for this course.

Thank you,

Minh

Write a letter responding to Minh.

Dear Mr Minh,

Thank you for your letter. I am glad to know that you are interested in our course which was advertised on the internet. I write this letter to provide you with some information related to the course.

As for the timetable of the course, the course starts from 7:00PM to 9:00 PM every Tuesday and Sunday, which is quite convenient for students like you. With regard to teachers and program of the course, learners will be taught by native teachers from the UK and the course will focus on improving your speaking and writing skills. In terms of the fee/price for this course, I think it is quite cheap for students because you only pay 2,000,000 VND for the course over 6 months.

I hope that this course will be suitable for you

I look forward to hearing from you soon.

Regards,

Dear Sis/Madam,

I'm glad to receive your letter. Thank you very much for helping me to look for a job. I am writing to answer your questions.

Firstly, the reason why I chose to work in your country is that your country is safe and peaceful . It has a good environment for working. In addition, people in your country are friendly and good-hearted. The second reason is that the weather in this area is warm all year round, which is suitable for my health.

Honestly, I have graduated in Business Administration, so I am looking for a job relating to the international business . I have worked for an office for 2 years in Ho Chi Minh city. Moreover, I have an Informatic certificate and a certificate of English, level B2 so I hope you can help me to find a suitable job . Finally, I would expect the salary to be about 10.000.000 VND to be able to make a living and support my parents to pay for their living expenses.

It is an honor (quý trọng) for me to work in your country. If you require any further information, please do not hesitate to contact me.

Yours sincerely,