

the National Stadium, some sports buildings and car parks. Also, we will have to upgrade the National Sports Center

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in good conditions. In addition, it is important to have modern facilities to welcome guests and cater for disabled athletes. In order to promote the images of the Asian Games, we should advertise the Games in various forms in mass media. For instance, we could make symbols of the games and the destination of Vietnam on posters or other similar advertisements on the radio, or on television, or on the Internet to attract tourists' attention. Last but not least, it is required that we should select a sufficient number of volunteers to serve the Games. In particular, we should aim at volunteers

uyễn

KĨ NĂNG VIỆT TIẾNG ANH

TRUNG HỌC PHỔ THÔNG

*** Dành cho học sinh 10, 11, 12 chương trình phân ban mới**

On the occasion of the 10th anniversary of the Ho Chi Minh Communist Youth Union's Foundation Day, our school organized a friendly match with School B last Sunday at our school stadium. The match was amazing. It took place on a beautiful sunny day. The players of both teams played excellently and we all admired the way they maneuvered the ball. About 10 minutes before the end of the first half, as almost all the players of the opposing team were trying to prevent the ball from entering the goal, our forward, Minh managed to break through the defense of the goalkeeper and scored a brilliant goal. All the spectators cheered. While the players were celebrating, the referee announced the result of the match.





Cùng một tác giả:



NGUYỄN BẢO TRANG, M.A.

Luyện
**KĨ NĂNG VIẾT
TIẾNG ANH
TRUNG HỌC PHỔ THÔNG**

#*Biên soạn theo nội dung và chương trình
SGK 10, 11, 12 phân ban mới.*
#*Bồi dưỡng và nâng cao kỹ năng viết.*



NHÀ XUẤT BẢN ĐẠI HỌC QUỐC GIA HÀ NỘI

Lời nói đầu

Viết là một trong bốn kĩ năng quan trọng được nhấn mạnh ở từng đơn vị bài học trong SGK tiếng Anh hiện hành. Tuy nhiên, nó là một kỹ năng khó không những đối với học sinh, mà còn với cả giáo viên, nếu không được chuẩn bị và rèn luyện đúng cách. Thực ra, kĩ năng viết có thể trở nên dễ dàng hơn nếu chúng ta hiểu và biết cách viết, vì một thể loại viết nhất định đòi hỏi ngôn ngữ đặc thù và cách viết của riêng nó.

Cuốn sách này ra đời nhằm giúp các em học sinh PTTH và giáo viên có cách tiếp cận với từng thể loại viết trong chương trình PTTH một cách dễ dàng hơn và khoa học hơn. Đó là phương pháp hướng đến viết là một quá trình hơn là sản phẩm cuối cùng.

Cụ thể, đối với từng dạng viết khác nhau, cuốn sách trả lời hai câu hỏi *Viết cái gì* (*What to write*) và *Viết như thế nào* (*How to write*) bằng cách cung cấp từ vựng và cấu trúc đặc thù cho từng thể loại viết, dàn bài, và bài viết mẫu. Ngoài ra, sách còn có các bài tập ứng dụng để rèn luyện kỹ năng viết liên quan đến thể loại viết đó.

Phản mục lục, đối với mỗi thể loại viết, có liệt kê các đơn vị bài học (*Units*) trong các sách giáo khoa hiện hành 10, 11, 12 để học sinh và giáo viên tiện tra cứu.

Hi vọng, cuốn sách sẽ giúp các em học sinh PTTH tự rèn luyện kĩ năng viết và cung cấp cho giáo viên một nguồn tư liệu giảng dạy thiết thực.

Mặc dù người biên soạn đã hết sức cố gắng, cuốn sách chắc sẽ không tránh khỏi sai sót. Rất mong sự đóng góp của quý vị độc giả.

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Tác giả

WRITING A PARAGRAPH

Unit 7, 10 cb/10 nc; Unit 1, 12 cb/ 12 nc; Unit 10, 12 cb/ 12 nc;
Unit 8, 12 cb/ 12 nc; Unit 13, 11 cb; Unit 12, 11 cb/nc; Unit 14,
12 cb; Unit 2; 12 nc; Unit 3, 12 cb; Unit 9, 12 nc

Một đoạn văn (*a paragraph*) là một loạt câu (*a series of sentences*) phát triển, ủng hộ, chứng minh một ý nào đó. Và ý này thường là câu chủ đề (*topic sentence*) của đoạn văn. Các câu còn lại phát triển, giải thích, minh họa cho câu chủ đề này (*supporting sentences*).

Câu kết luận (*concluding sentence*), câu thường đứng cuối đoạn văn, là câu tóm tắt lại ý chính của đoạn văn đó bằng cách khác.

A. Topic sentence

Câu chủ đề thường là câu thường đứng đầu mỗi đoạn văn, và là câu:

1. Cho biết chủ đề của đoạn văn
2. Tổng quát nhất trong đoạn văn
3. Giới hạn chủ đề đó thành một hoặc nhiều chủ đề nhỏ, cụ thể (*controlling ideas*), mà những chủ đề nhỏ này có thể được thảo luận trong khuôn khổ của một đoạn văn. Nói cách khác, các câu còn lại của đoạn văn sẽ giải thích, định nghĩa, làm rõ, và minh họa những ý cụ thể này.

Nói *tóm* lại, câu chủ đề thường có hai phần chính: chủ đề (*topic*) và các chủ đề nhỏ (*controlling ideas*).

Topic sentence

1. Introduce the *topic* in the paragraph
2. Be the most *general* sentence in the paragraph
3. Contains **controlling ideas* that the following sentences in the paragraph will explain/ define/ clarify/ illustrate.

* A controlling idea is a word or phrase that the reader can ask questions about: *How? Why? In what ways? What does that mean?*

Hãy đọc các ví dụ về các câu chủ đề sau, và phần giải thích và các câu hỏi được in nghiêng để hiểu rõ thêm..

1. It is very difficult to be alone in a foreign country.

Topic: To be alone

Controlling ideas: difficult in a foreign country

Why? In what ways?

2. There are several funny superstitions in my country about death.

Topic: death

Controlling ideas: there are funny superstitions

What are they? Why are they funny?

Vậy câu có đặc điểm sau thường không phải là câu chủ đề của đoạn văn.

G It is too general. (quá tổng quát)

S It contains too much specific information. (có quá nhiều thông tin chi tiết)

N It is not related to the other sentences. (không liên quan gì đến các câu khác)

P It is a summary of only part of the paragraph. (là tóm tắt của chỉ một phần của đoạn văn)

B. Supporting sentences

Lưu ý rằng câu phát triển ý (*supporting sentences*) những câu chứng minh cho câu chủ đề. Vì vậy, chúng cung cấp thông tin chi tiết hơn, và giải thích, hoặc minh họa bằng ví dụ (*examples*) hoặc dữ kiện (*facts*), số liệu (*statistics*) hoặc quotations (trích dẫn) hoặc kinh nghiệm bản thân (*personal experience*).

Supporting sentences

- develops the topic sentence by giving
 - reasons
 - examples
 - facts
 - statistics
 - quotations

Tuy nhiên, mỗi một câu chứng minh cho câu chủ đề phải tập trung phát triển câu chủ đề đó mà thôi. Nói cách khác, đoạn văn phải có tính thông nhất (*unity*).

Ngoài ra, đoạn văn phải dễ đọc và dễ hiểu (coherence). Các câu phát triển câu chủ đề câu này phải được viết một cách có lô gíc, và phải được liên kết với nhau bằng các từ nối thích hợp. Ví dụ:

and, but, so

- John danced, and sang a song. (John nhảy, và hát một bài hát.)
- He can speak French, but he can't write it well.
(Anh ta có thể nói tiếng Pháp, nhưng anh ta không thể viết tốt.)

- He wasn't feeling well, so the teacher sent him home early.

(Cậu ấy không khỏe, vì thế thầy giáo cho cậu ấy về nhà sớm.)

*and, but, so không được dùng để bắt đầu một câu, mà phải dùng các từ nối khác.

and → in addition, furthermore, also

but → however, on the other hand, ..

so → therefore, as a result

(Xem thêm bảng từ nối ở phần sau.)

C. Concluding sentence

Câu kết luận (Concluding) thường tóm tắt các ý chính của đoạn văn, hoặc nói lại câu chủ đề của đoạn văn bằng cách khác, hoặc cho biết quan điểm/ nhận xét của bạn về chủ đề và thường bắt đầu bằng các từ chuyển tiếp như *in summary, in conclusion, to conclude, in brief, in short, ...*

The concluding sentence

1. Signals the end of the paragraph
2. Summarizes the main points of the paragraph/ restates the topic sentence without copying exactly
3. Gives a final comment on the topic

Có thể tóm tắt cấu trúc một đoạn văn như sau:

A PARAGRAPH

- Topic sentence (*Main idea*)
 - Supporting sentence 1
 - reasons, examples, facts, statistics, ...
 - Supporting sentence 2
 - reasons, examples, facts, statistics, ...
 - Supporting sentence 3
 - reasons, examples, facts, statistics, ...
- Concluding sentence (*Restatement of the topic sentence / summary of the main points*)

Vậy trước khi viết một đoạn văn, bạn hãy theo các bước sau:

1. Liệt kê tất cả những ý bạn có thể nghĩ ra được liên quan đến chủ đề đó.

2. Đọc chủ đề cho sẵn, rồi chọn viết một câu chủ đề. Gạch chân câu chủ đề này để nhắc bạn về trọng tâm của đoạn văn.
3. Viết ra các ý giải thích và làm rõ câu chủ đề
4. Với mỗi ý lớn, hãy viết ra các ví dụ, số liệu, ... mà bạn sẽ dùng để minh họa
5. Nghỉ cách để kết thúc đoạn văn, và viết nó ra.

Sau khi bạn vạch ra dàn ý như trên, hãy bắt đầu viết, và bám sát dàn ý đã vạch ra.

Ví dụ, bạn được yêu cầu viết một đoạn văn ngắn về Vàng (Gold). Bạn có thể vạch ra dàn ý như sau trước khi bắt đầu viết.

OUTLINE

Gold, a precious metal, is prized for two important characteristics.

1. its beauty

- suitable for jewelry, coins, and ornamental purposes
- never needs to be polished and remains beautiful forever

2. its usefulness to science and industry

- used in hundreds of industrial applications
- used in astronauts' suits

In conclusion, gold is treasured not only for its beauty but also for its utility.

Và đây là đoạn văn hoàn chỉnh:

Gold, a precious metal, is prized for two important characteristics. First of all, gold has a lustrous beauty that is resistant to corrosion. Therefore, it is suitable for jewelry, coins, and ornamental purposes. Gold never needs to be polished and remains beautiful forever. For example, a Macedonian coin remains as untarnished today as the day it was minted twenty three centuries ago. Another important characteristic of gold is its usefulness to industry and science. For many years, it has been used in hundreds of industrial applications. The most recent use of gold is in astronauts' suits. Astronauts wear gold-plated heat shields for protection outside spaceships. In conclusion, gold is treasured not only for its beauty but also for its utility.

TABLE OF CONNECTORS

1. Sequencing/ Listing	First of all, First (ly), Second (ly), Third (ly), First, Next, Then, Finally
2. Adding to what you have said	Also, Furthermore, In addition, Additionally, Moreover, Besides
3. Contrasting	In contrast to this, On the contrary, Conversely, While/ Whereas,
4. Expressing similarity	Similarly, Likewise, In the same way
5. Giving examples	for example, for instance, in particular, particularly, such as, that is/ that is to say/ namely
6. Showing results	As a result, as a consequence, consequently, hence, thus, therefore, so
7. Conceding	although, even though, even if, after all, all the same, however, nonetheless, nevertheless, still, yet, In spite of this, Despite this/that
8. Restating	In other words, that is to say, to put it simply
9. Inferring	In other words, in that case, (or) else, otherwise
10 Summarizing	In summary, To sum up, To conclude, In conclusion, In short, In brief,

BÀI TẬP ÚNG DỤNG

Exercise 1: Read each of the paragraphs below. Mark the best topic sentence with a T.

1. My car always smells like exhaust fumes. I've had two flat tires this year. Sometimes it won't even start in the morning.
 - a. My car smells, has flat tires, and won't start.
 - b. So it's time to get a new car.
 - c. I have a lot of trouble with my car.

2. A long time ago, the apple was a symbol of forbidden knowledge because of the story of the Garden of Eden in the Bible. Later, it became a traditional gift for teachers. These days, many people think of the computer company with the same name when they hear the word 'apple.'

_____ a. Apples taste good, too.

_____ b. The apple has been a symbol of many things.

_____ c. An apple represents forbidden knowledge because of the Bible, school, school because it was a traditional gift, and a computer company because it has the same name.

3. Thirty years ago, magnetic tape was used only to record music and voices. later, it was also used to record computer programs and data. The biggest use today, however, is for videotape recording.

_____ a. The uses of magnetic tape have greatly increased.

_____ b. Magnetic tape is good.

_____ c. Magnetic tape has been used with computers.

Exercise 2: Underline the topic sentence in each of the paragraphs below and write a concluding sentence.

2

You can be a good conservationist by being a good listener. When you are conversing with someone, pay close attention to the speakers' words while looking at his or her face. Show your interest by smiling and / or nodding. Furthermore, don't interrupt when someone is speaking; it is impolite to do so. If you have a good story, wait until the other is finished. Also, watch your body language; it can affect your communication whether you are the speaker or the listener. For instance, don't sit slumped in a chair or make nervous hand and foot movements. Be relaxed and bend your body slightly forward to show interest in the person and the conversation.

b

Modern communication technology is driving workers in the corporate world crazy. They feel buried under the large number of messages they receive daily. In addition to telephone calls, office workers receive dozens of email and voice mail messages daily. In one company, in fact, managers receive an average of 100 messages a day. Because they don't have enough time to respond to these messages during office hours, it is common for them to do so in the evenings or weekends at home.

Exercise 3: Put the sentences of these two paragraphs in their right order. Write the re-order paragraphs in the space provided. (Unit 3, 12 cb). Remember to look for the topic sentence first, and then the sequence of supporting sentences.

Paragraph 1

- A. An apology indicates that we realize we've made a mistake, and we're sorry for it.
 - B. It's a way of expressing our regret or sorrow for something.
 - C. It is difficult to write rules that tell exactly when you should apologize, but it is not so difficult to learn how.
 - D. When we apologize, we admit our wrongdoing or courtesy, usually offer a reason for it, and express regret.
 - E. If we have done something to hurt someone's feeling, we apologize.

1	2	3	4	5

Paragraph 2

- A. But if the teacher stops and waits for him to say something, he could apologize simply 'I'm sorry I'm late,' ask permission to take a seat and sit down.
 - B. What does he do? The most polite action is usually to take a seat as quietly as possible and apologize later.
 - C. The simplest way to apologize is to say 'I'm sorry.'
 - D. Naturally, more than this is needed, but it is not the time for it because it has already caused some interruption and doesn't need to make it any longer.
 - E. Let's take a common situation. Tom is late for class and enters the classroom.

1	2	3	4	5

Exercise 4: Write a short paragraph about either the advantages or disadvantages of computers (Unit 7, 10 cb/ 10nc). Before you write, complete the notes below.

Topic sentence:

Supporting sentence 1

Supporting sentence 2

Supporting sentence 3

Concluding sentence:

Exercise 5: What rules do you have to observe in your family?
Write a short paragraph about them (Unit 1, 12cb/12 nc). Before you write, complete the notes below.

Useful language

- allow/permit someone to do something
- be allowed/ permitted to do sth
- let someone do something
- must (not) do something
- have to do something
- be supposed to do something
- should (not) do sth

The following ideas may help you. However, you do not need to include all, just choose those that interest you or apply in your case.

- Punctuality (time to leave and return home, or to attend other occasions, ...)
 - Responsibilities (preparing meals, doing household chores, ...)
 - Socializing (going out, making friends, holding parties, ...)
 - Entertaining (watching TV, using the Internet, ...)

Topic sentence:

-Supporting sentence 1

Supporting sentence 2

Supporting sentence 3

Concluding sentence:

Exercise 6: Many wild animals are in danger. Write a paragraph about measures to protect these endangered species (Unit 10, 12 cb / 12nc). Before you write, complete the notes below.

Topic sentence:

Supporting sentence 1

Supporting sentence 2

Supporting sentence 3

Concluding sentence:

Exercise 7: Describe the world you'd like to live in in the future. Write a paragraph of about 150 words (Unit 8, 12 cb/ 12 nc). Before you write, complete the notes below.

Topic sentence:

Supporting sentence 1

Supporting sentence 2

Supporting sentence 3

Concluding sentence:

Exercise 8: Write a paragraph about your hobby (Unit 13, 11cb; Unit 12, 11nc).

a. Underline the topic sentence and the concluding sentence in the paragraph below.

My hobby- collecting stamps- has its own story. I began to collect stamps when I was 11 years old. At that time, my English teachers used to give colorful pictures as a reward to those students who are good at her subject. Being one of those students, I very much loved those pictures and carefully kept them one by one in an album. Seeing how I treasured the pictures, my father advised me to collect stamps as a hobby. Now there are over 150 stamps of insects, animals, flowers and plants of all kinds in my collection. Most of them were canceled on the first day of issue. In addition, there are also foreign stamps that I have received from my pen pals in Australia, France, and the United States. To increase the size of my album of stamps, I occasionally exchange stamps with those who share the same hobbies with me. What a pleasant thing to look at my beautiful stamps!

b. Now write a similar paragraph about your hobby, following this outline.

1. Your hobby
2. When your hobby started
3. How your hobby has been built up
4. Why you took up this hobby
5. Your feelings about the collection/ your hobby

Topic sentence:

Supporting sentence 1

Supporting sentence 2

Supporting sentence 3

Concluding sentence:

Exercise 9: Which international organization would you like to work for and why? Write a short paragraph of about 150-200 words (Unit 14, 12 cb).

Topic sentence:

Supporting sentence 1

Supporting sentence 2

Supporting sentence 3

Concluding sentence:

Exercise 10: Write a short paragraph about some of the traditions and customs of your own country or of another that you know. (Unit 2, 12 nc). You can write about the following things.

punctuality	greetings	family rules
use of titles	gift-giving	

Useful language

- is customary.
- It is important to be punctual.
- It is (not) common to ...
- is a common form of ...
- A small gift will be appreciated.
- A small gift is especially appreciated.
- It is usually acceptable to ...
- It is considered to bring bad luck.
- You must (n't) ...
- You should(n't) ...
- You are (not) supposed to ...

Topic sentence:

Supporting sentence 1

Supporting sentence 2

Supporting sentence 3

Concluding sentence:

Exercise 11: What do you know about life in the desert? Choose one of these topic sentences and write a short paragraph to develop it (Unit 9, 12 nc).

- Deserts plants have amazing surviving skills.
- It is difficult to live in a desert.
- I like / hate deserts for various reasons.

Topic sentence:

Supporting sentence 1

Supporting sentence 2

Supporting sentence 3

Concluding sentence:

Exercise 12: Suppose Vietnam is going to host the coming Asian Games. Write a paragraph of 120 words to describe the preparations for the games (Unit 12, 11 cb).

Exercise 13: Write a paragraph on the formal school system in Vietnam, starting with this topic sentence (Unit 3, 12 cb).

The formal school system in Vietnam is composed of two levels of education: primary and secondary education.

Exercise 14: Write a short paragraph, describing a football match that you witnessed (Unit 13, 12 cb). The following words or phrases may help you.

- player (n.) = cầu thủ
 - captain (n.) = đội trưởng
 - striker (n.) = forward = attacking player = tiền vệ
 - midfielder (n.) = halfback = trung vệ
 - defender (n.) = hậu vệ
 - goalkeeper (n.) = goalie = thủ môn/ thủ thành
 - spectator (n.) = người xem
 - opponent (n.) = đối thủ
 - half (n) / halves = hiệp
 - the first half/ the second half = hiệp thứ nhất/ hiệp thứ hai
 - 45-minute break = halftime = giờ nghỉ giữa hai hiệp (45 phút)
 - do the scoring = ghi bàn
 - score/ make a goal (against) = ghi một bàn thắng (vào đội)
 - head the ball into an open goal = đánh đầu đưa bóng vào khung thành bỏ trống
 - score an own goal = đưa bóng vào gôn nhà
 - win by three goals to one = thắng ba bàn thua một
 - win (v.) (thắng) # lose (thua)
 - X lost 2-0 to Y.* (X thua Y 2-0)
 - X won 5-4 against Y.* (X thắng Y 5-4.).
 - beat (v.) (beat/ beaten) = đánh bại, đánh thắng.
 - X beat Y 3-1 yesterday.* (X đánh bại Y 3-1 ngày hôm qua).
 - draw (v.) (drew/ drawn) (with sb/ against sb) = hoà.
 - X drew 3-3 with Y. = X and Y drew 3-3.*
(X hoà 3-3 với Y/ X và Y hoà 3-3).
 - touch the ball = chạm bóng.
 - kick/ strike the ball = đá quả bóng.
 - keep the ball away from the goal = giữ bóng xa khung thành.

- give a kick straight into the goal = đá thẳng vào khung thành.
 - save a shot struck at close range = cứu một bàn thua trông thấy.
 - jump up and cheer = nhảy lên và reo hò.
 - by a combination of passing and dribbling the ball = bằng sự kết hợp đưa và rê bóng.

You can choose the following topic sentence to begin with:

To celebrate the Ho Chi Minh Communist Youth Union's Foundation Day, our school's Sports Club played a friendly match with School B last Sunday at our school stadium. The math was really amazing/ disappointing.

WRITING AN ESSAY

Unit 2, 12 cb; Unit 15, 10 cb;

Một bài luận là một bài viết dài hơn, và thường gồm nhiều đoạn văn, và mỗi đoạn văn lại thường theo cấu trúc đoạn văn như đã trình bày ở trên. Tuy nhiên, cách viết đoạn mở đầu (*Introductory paragraph*) và đoạn kết thúc (*Concluding paragraph*) hơi đặc thù như sau:

A. Introductory paragraph

Thường gồm ba phần chính

1. Câu lôi cuốn sự chú ý của người đọc
 2. Câu đề cập đến chủ đề của bài luận

3. Câu giới hạn chủ đề của bài luận; câu này nêu những ý hoặc quan điểm sẽ được trình bày, và cho biết phương cách tổ chức của bài luận. Chức năng của câu này đối với bài luận hoàn toàn giống như chức năng của câu chủ đề trong đoạn văn.

The Introductory paragraph

1. The attention getter

- a sentence that gets the reader interested

2. The main idea

- The topic or thesis of the composition

3. The guide/ thesis statement (the last sentence of the introductory paragraph)

- A list of the points that will be discussed, thus showing the organization of the composition

Khi nói về đoạn mở đầu của một bài luận, bạn có thể hình dung nó giống như một chiếc phễu. Phần rộng ở trên là một hoặc hai câu để lôi cuốn sự chú ý của người đọc, bạn thu hẹp dần đến chủ đề của bài luận. Chủ đề vẫn còn rất rộng, bạn phải thu hẹp lại, chọn ý bạn muốn trình bày hay quan điểm bạn muốn thảo luận, và bạn sẽ trình bày những ý này theo cách nào.

Hãy đọc đoạn mở đầu sau:

You've been dreaming about taking a big trip for years, and the time has finally come. You know where you want to go, but the big question is whether you should go on your own or sign up for a group tour. You're thinking of going alone, but wait! This comparison of independent versus group tour might change your mind. It compares cost, safety, and use of time.

Attention getter: You've been dreaming about taking a big trip for years, and the time has finally come.

Topic/thesis: The big question is whether you should go on your own or sign up for a group tour.

The guide/ thesis statement:

This comparison of independent versus group tour might change your mind. It compares cost, safety, and use of time.

B. Body

Các đoạn của tiếp theo sau đoạn mở đầu sẽ phát triển tương ứng các ý bạn đã đề cập trong câu chủ đề của bài luận. Và bạn sẽ tuân theo cách viết đoạn văn như đã đề cập trước đó. Ví dụ, đối với bài luận có đoạn mở đầu trên, phần thân bài sẽ có ba đoạn, lần lượt so sánh giá cả (cost), sự an toàn (safety), và cách sử dụng thời gian (use of time).

Hãy đọc đoạn mở đầu sau:

My mother used to say, 'If you want that job, dress like you already have it.' First impressions are important, so wearing the right clothes to an interview can make a difference in whether or not you will get the job. There are three things you must think about when choosing clothes for an interview: color, style, and comfort.

Vậy các đoạn tiếp theo của bài luận này nói về cái gì? Rõ ràng là có ba đoạn như sau:

Paragraph 1: Color

Paragraph 2: Style

Paragraph 3: Comfort

C. The concluding paragraph

Là đoạn cuối cùng của bài luận. Thường có ba cách để viết đoạn kết luận.

1. Tóm tắt các ý chính đã thảo luận.

2. Dự đoán những gì sẽ xảy ra.

3. Đánh giá, so sánh những điều vừa thảo luận, và cho biết điều gì/ phương án gì tốt nhất.

The concluding paragraph

1. A summary repeats the main points of the composition.

2. A prediction discusses what will happen in the future.

3. An evaluation compares the main points and states what is best.

Which type is used for these concluding paragraphs: a summary, a prediction or an evaluation?

A _____

In conclusion, the kinds of fruit you should use in your menu depend on the age of the person you are cooking for. Children like familiar fruits such as apples and oranges; teenagers like exotic fruits such as limes and pineapples; whereas older adults prefer berry fruits such as strawberries or cherries.

B _____

Therefore, if you are making one meal to be eaten by people of all ages, think about their likes and dislikes. Should you use a fruit that appeals to children, teenagers and adults? The answer is clear to teenagers. Teenagers eat more fruit than the other groups, and they are more likely to complain about having to eat something they don't like.

C _____

As we have seen, different age groups prefer different fruits, but what will happen in the future? Children prefer familiar fruits and teenagers prefer exotic fruits, but due to international trade and new farming techniques, the exotic fruits are becoming more familiar every day. In twenty years, teenagers will be looking for other new exotic fruits to try.

Có thể nhận thấy rằng: A = a summary; B = an evaluation, C = a prediction

BÀI TẬP ỨNG DỤNG

Exercise 1: Read the composition below and complete the outline.

CARE ABOUT WHAT YOU WEAR

My mother used to say, 'If you want that job, dress like you already have it.' First impressions are important, so wearing the right clothes to an interview can make a difference in whether or not you will get the job. There are three things you must think about when choosing clothes for an interview: color, style, and comfort.

The color of your clothes sends a message, so you should fit the clothes to the job. For example, if you are applying for a job at a bank or a law firm, you shouldn't wear bright clothing to the interview. It might make you seem immature or too wild for the job. Instead, you should wear grey, brown, or navy blue. These colors, combined with a classic white shirt or blouse, will make you seem serious.

In addition to color, the style of your suit makes a difference. A miniskirt may be attractive, but it is not appropriate in many offices. A suit that is big and baggy, or short and tight, can send a message such as 'I couldn't find anything else to wear, and I don't care.' On the other hand, clothing that fits you well, without revealing too much, shows that you are neat, organized, and interested in your appearance. You must find the clothes with the right fit.

The last important point about choosing an outfit is whether or not it is comfortable. If you feel comfortable and relaxed, you will look confident and capable of doing good work. However, if your clothing is too heavy or tight, you'll feel uncomfortable and nervous, and you'll look insecure. Therefore, try to wear comfortable clothes.

In conclusion, wearing the right clothes may not always get you your dream job, but my mother's advice is worth thinking about. She said that when going for an interview, your chances of getting the job are a lot better if you dress for success.

Introduction

Attention getter: _____

Topic: _____

Thesis statement: _____

Body:

Paragraph 1

Topic sentence: _____

Paragraph 2

Topic sentence: _____

Paragraph 3

Topic sentence: _____

Conclusion (Choose the right answer.)

- a. a summary b. an evaluation c. a prediction

Exercise 2: Write a passage of about 150-200 words about the conical leaf hat of Vietnam based on the following cues (Unit 2, 12cb).

PHYSICAL FEATURES

Shape: conical (in shape), cone-shaped, like a cone in shape

Size: be 25-30 cm high, be 25-30 cm in height

measure 25-30 in height

45-50 cm in diameter

broad-rimmed / have broad rims

Frame: contain / consist of bamboo rims

be covered with palm leaves

palm leaves: sewed around the ribs and usually coated with attar oil

Interior

usually decorated with images of the country

a colored silk strap spanning two strap holders to hold the hat when it is used.

Materials

made from a special kind of bamboo and young / soft palm leaves

Use

to protect from the sun and rain

worn as a supplement, typically with the 'aodai.'

You can begin your essay with this introduction.

There are many things that symbolizes the Vietnamese culture. Among these are the conical leaf hat, a symbol of traditional Vietnamese girls. The hat is very special because of its appearance and its use.

WRITING AN ARGUMENTATIVE ESSAY

Unit 7, 10 cb; Unit 7 10 nc

Thể loại viết tranh luận thường gặp đối với các vấn đề có hai mặt, ví dụ như các tiện lợi và bất tiện của việc sống ở thành phố/ nông thôn; ưu, nhược điểm của máy tính/ Internet, v.v. Và để bài thường yêu cầu bạn cho biết quan điểm của bạn về một vấn đề nào đó; có thể là bạn ủng hộ hay chống đối; có thể là bạn không hoàn toàn đồng ý, hay không hoàn toàn bất đồng. Bạn chọn quan điểm nào (vì thường là các vấn đề đưa ra đều có hai mặt) đều không quan trọng, mà điều cơ bản là bạn phải biết cách viết cho thuyết phục. Hay nói cách khác là bạn phải biết biện giải cho các ý kiến đưa ra.

Thể loại viết tranh luận cũng theo các cấu trúc cơ bản của một bài luận, từ đoạn mở đầu, các đoạn thân bài, cũng như kết luận, như đã trình bày ở phần trước đó. Tuy nhiên, viết một bài tranh luận thường yêu cầu một kỹ năng viết riêng; đó là ngôn ngữ sử dụng để tranh cãi, chứng minh hay biện giải cho quan điểm của mình đưa ra. Sau đây là một số ngôn ngữ rất hữu dụng khi bạn viết thể loại này.

1. Introducing arguments

- First of all, ...
- On the other hand, ... (Mặt khác, ...)
- It is worth remembering that ... (Nên nhớ rằng ...)
- Another advantage is ...
- In addition to this ...
- Another point is that ...
- What is more, ...
- Besides this, ...
- Some people believe that ...
- To begin with ...

2. Contrasting a previous statement or justifying an opinion (Tương phản hay bào chữa, biện giải cho một quan điểm)

a. Common expressions

- On the other hand ...
- In spite of this, ...
- It is worth pointing out, however... (Tuy nhiên, cũng đáng để chỉ ra rằng ...)
- In contrast, ... (Trái lại, ...)
- There again, ... (Mặt khác, ...)
- Others feel that ... (Người khác có thể nhận thấy rằng ...)
- Nevertheless/ However/ Nonetheless
- That may be true, but ... (Điều đó có thể đúng, nhưng ...)
- Even so, ... (Mặc dầu thế, ..)
- In my opinion, it is true to say ... (Theo tôi, cũng đúng khi nói rằng ...)
- Personally, I believe / don't believe that ... (Theo cá nhân tôi, tôi tin/ không tin rằng ...)
- Having said that, it is important to remember that ...
(Mặc dầu thế, cũng nên nhớ rằng ...)

- At the same time, I feel that ... (Tuy nhiên, tôi cũng nhận thấy rằng ...)
- Although some people feel ... (Mặc dù một số người cảm nhận rằng ...)
- Perhaps the most important point, however, is ... (Tuy nhiên, có lẽ điều quan trọng nhất là ...)
- Another important consideration is that ... (Một điều quan trọng khác cần xem xét là ...)
- One of the main arguments against ... is ... (Một trong những tranh luận chính chống lại ... là ...)
- Several objections to ... may be raised. (Một số chống đối về ... có thể được đưa ra.)
- All things considered/ On balance, it is fair to say that ...
(Sau khi đã cân nhắc kỹ, cũng công bằng khi nói rằng ...)
- It is inevitable that ... (Không thể tránh khỏi rằng ...)
- It's undeniable that ... (Không thể phủ nhận rằng ...)
- While I appreciate the importance of, I still think that ...
(Trong khi tôi đánh giá cao tầm quan trọng của ..., tôi vẫn nghĩ rằng ...)
- I firmly believe that ... (Tôi rất tin tưởng rằng ...)
- Most people would argue that ... (Nhiều người sẽ tranh luận rằng ...)
- On the whole / Overall, ... (Nói chung, ...)
- It is not (completely) true to say that ...
(Thật (hoàn toàn) không đúng khi nói rằng ...)
- Many people would disagree with the assertion/ idea that ...
(Nhiều người sẽ không đồng ý với ý kiến rằng ...)
- It's hard to believe that ...
(Thật khó để tin rằng ...)
- The fact that doesn't mean ...
(Việc ... không có nghĩa là ...)
- (Just) Because ... it doesn't necessarily follow that ...
(Chỉ bởi vì ... , không nhất thiết phải ...)

- It may be true that ... but ...
(Có thể đúng là, nhưng ...)
- However, it is doubtful / I doubt whether ...
(Tuy nhiên, cũng đáng nghi ngờ / tôi không chắc liệu ...)
- There's little/ There's hardly any evidence to infinitive (Hầu như không có bằng chứng cho ...)

b. Use double negatives to give emphasis to an unexpected situation (Sử dụng phủ định kép để nhấn mạnh một tình huống bất ngờ hay không mong đợi.)

It is not	unusual uncommon impossible	for sb/ sth to do sth	It is quite usual that ... It is quite common that ... It is quite possible that ...
	inconceivable	that	There is slight possibility that ...

c. Summarizing

Bạn nên tóm tắt các ý chính bạn vừa thảo luận, để giới thiệu phần tranh luận tiếp theo, nhằm cho người đọc biết bạn đang tranh luận theo hướng nào. Bạn có thể dùng ngôn ngữ như sau:

- Having looked at/ discussed a number of problems/benefits we should now consider... (Sau khi đã thảo luận một số vấn đề/ lợi ích, bây giờ chúng ta nên xem xét...)
- Given the problems/ factors which have been outlined, we can now turn to the question of/ We need to ask ... / We have to examine the case

(Từ các vấn đề/ yếu tố vừa được trình bày, bây giờ chúng ta có thể chuyển sang câu hỏi/ chúng ta cần hỏi / chúng ta cần xem xét trường hợp ...)

3. Concluding

- In conclusion,
- In summary,
- To conclude,
- To sum up / To summarize,
- In short,
- In the last analysis,
- On balance, I would say that ...

BÀI TẬP ÚNG DỤNG

Exercise 1: Complete the following paragraph with appropriate transitions. Add punctuation where necessary.

There are several ways that the community would benefit from the establishment of a daycare centre. First of all it would give non-English speaking parents a chance to go to school to learn English, and they would become more integrated into the life of the community.

Improving community relations, a daycare center would help these parents raise their standard of living because, if they learned English, they could get better jobs. The parents would be able to help their children with their schoolwork and communicate with their teachers. In a daycare center would give non-English-speaking children and English-speaking children a chance to get to know each other. For all parents (not just non-English speakers) would have a place to leave their children while they work.

Exercise 2: Complete the following paragraph by circling the correct transitions.

Several objections to a daycare center may be raised. First of all, some people may say that it is impossible (1. because / although) it would be difficult to organize. (2. However / Therefore), there are several students and staff members who have daycare experience and are willing to set it up. Another objection might be that it would be expensive (3. while / so) the school would have to raise tuition. (4. Consequently / But) this is not necessarily true. (5. Since / Although) there would be some initial expense, it can be kept to a minimum by having participants donate used toys and books and pay a small enrolment fee.

Exercise 3: Read these instructions and underline the key words. In class you have been discussing the likely effects of information technology on language learning. Your teacher has asked you to write a composition giving your opinions for and against the following statement:

The Internet will make it easier for people to learn English.

Read sentences A – H and then:

I. Put them in the right order.

A _____

On the other hand, learning a language requires practice in more than just reading skills.

B

Furthermore, the increasing number of sites in their own language, together with the automatic translation of everything that is written or spoken, will reduce the need to use English.

6

To sum up, we should recognize the ways in which the Internet will help people learn English, but also be careful not to overestimate its future importance in this respect.

D

No matter what their jobs or hobbies, they will find something of interest and this should improve their reading skills.

E

Moreover, people everywhere will be able to access millions of sites in English.

F

People using the Internet may need to key in a few words, but overall they will get very little writing practice.

G

Nowadays more and more people are using this international network and at first sight it might seem ideal for language learning, but this may not be what actually happens.

H

On the one hand, it will be possible to communicate directly with other people all over the world, often in English.

2. Organize them into an introduction, two main paragraphs and a conclusion.

Introduction

Paragraph 1

Paragraph 2

Conclusion

Exercise 4: Popular hobbies and interests change over time and are more a reflection of trends and fashions than an indication of what individuals really want to do in their spare time. To what extent do you agree with this statement? Give reasons for your answers. You should write at least 250 words, using your own ideas, knowledge and experience and support your arguments with examples and relevant evidence.

DESCRIBING A GRAPH/ CHART/ TABLE

Unit 16, 10cb; Unit 11, 10 nc ; unit 5, 11 cb ; Unit 7, 11cb ; Unit 11, 11cb ; Unit 6, 11nc ; Unit 9, 11nc ; Unit 15, 12 cb; Unit 7, 12 cb; Unit 6, 12 nc; Unit 16, 12 nc

Đây là một trong những dạng viết quan trọng trong chương trình phổ thông, từ lớp 10 cho đến lớp 12. Mô tả biểu đồ, biểu bảng cũng là một dạng viết rất khó, đòi hỏi cách tiếp cận rất đặc thù, và ngôn ngữ rất riêng.

WHAT TO WRITE

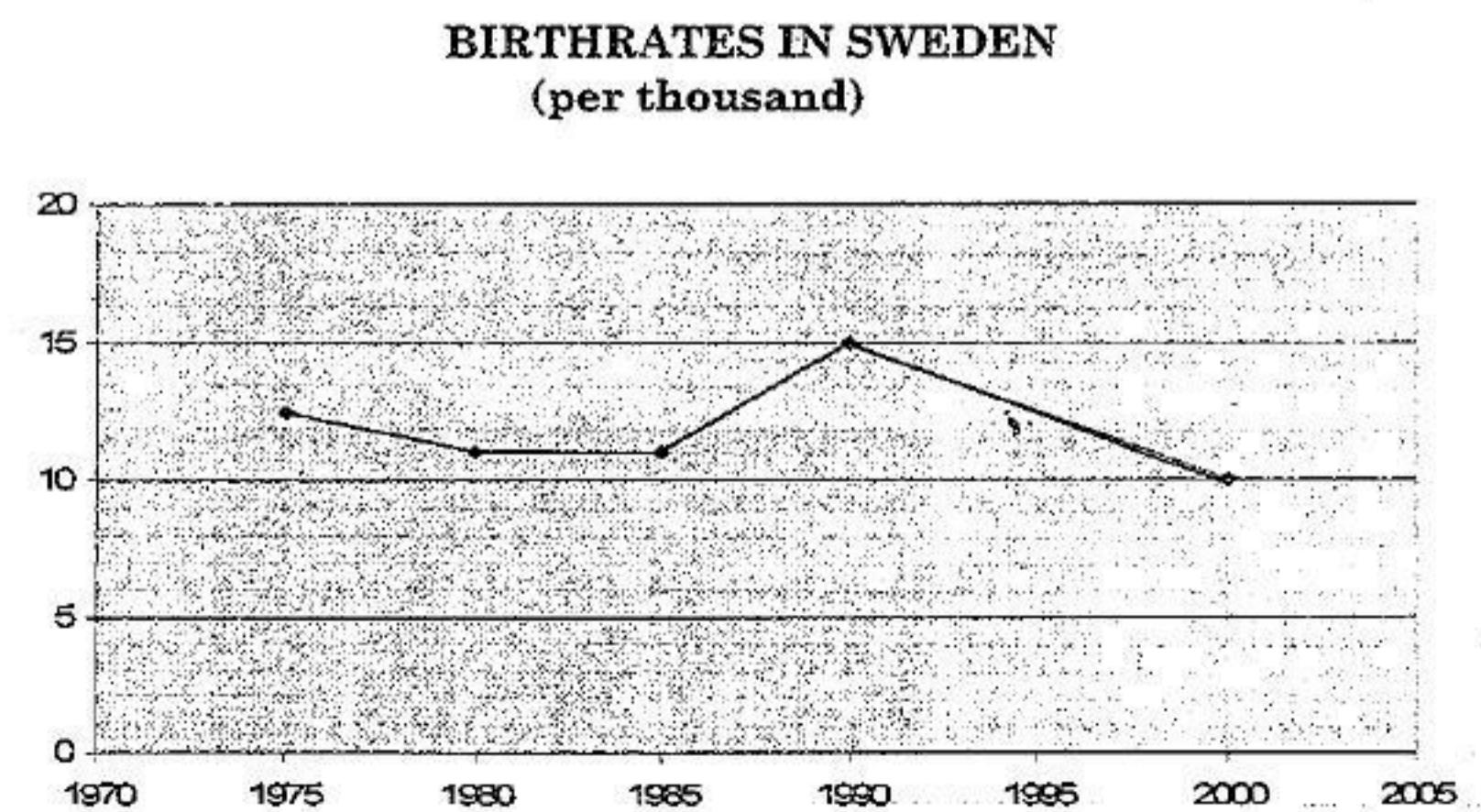
1. Biểu đồ/ biểu bảng

Biểu đồ/ biểu bảng (Graphs (Charts) / Tables) là cách trình bày thông tin hay số liệu bằng hình ảnh thay vì bằng lời, nhằm làm cho người đọc dễ hiểu hơn. Thường biểu đồ/ biểu bảng cung cấp thông tin về kết quả của các khảo sát hay nghiên cứu.

Có nhiều dạng biểu đồ/ biểu bảng:

a. Line graphs (Biểu đồ đường thẳng)

Thường trục tung và trục hoành cung cấp thông tin nhiều nhất.

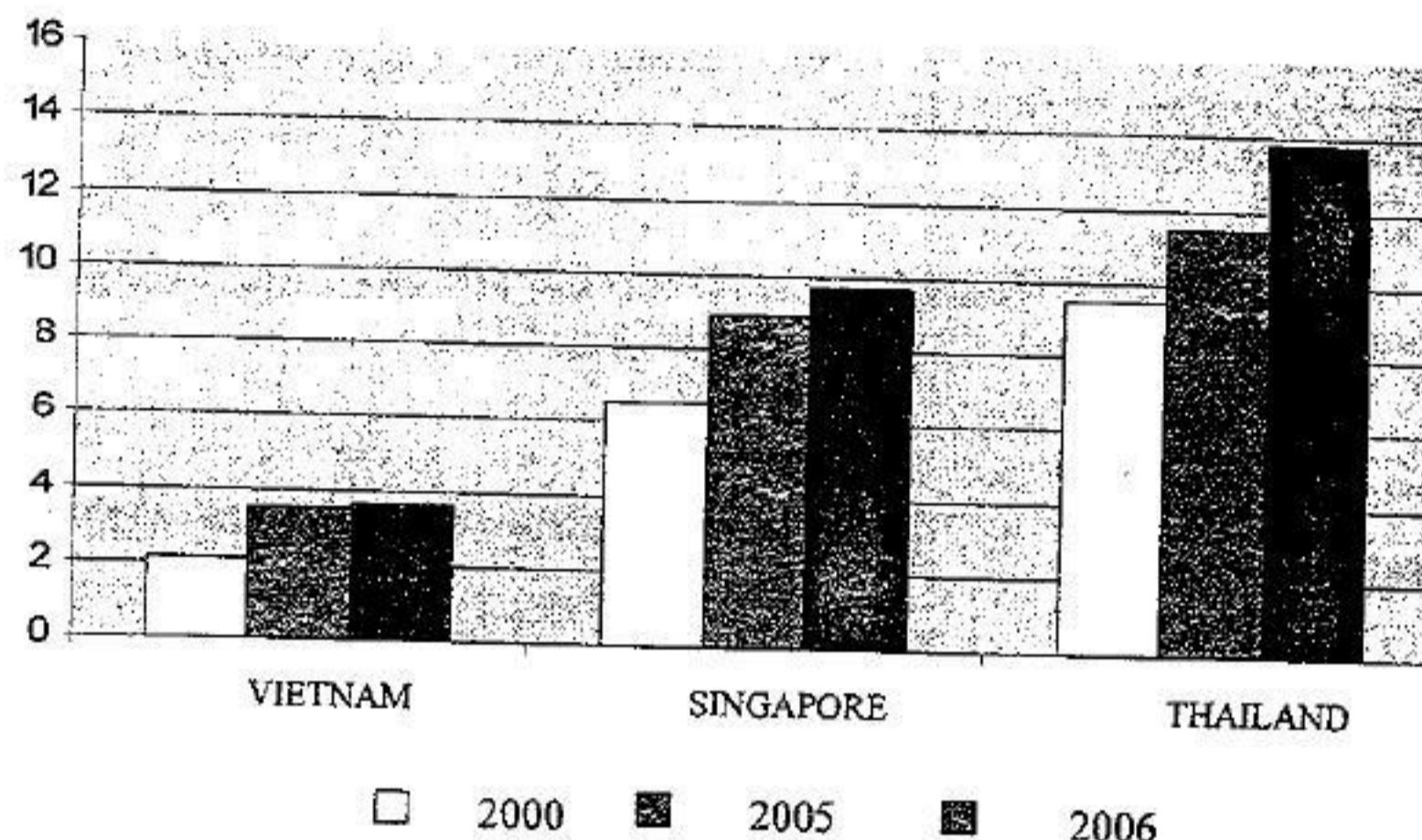


b. Bar Graphs (Biểu đồ hình cột)

Cung cấp thông tin với các đơn vị thành hình cột hoặc thanh ngang.

Tourist Arrivals in Vietnam, Singapore, and Thailand

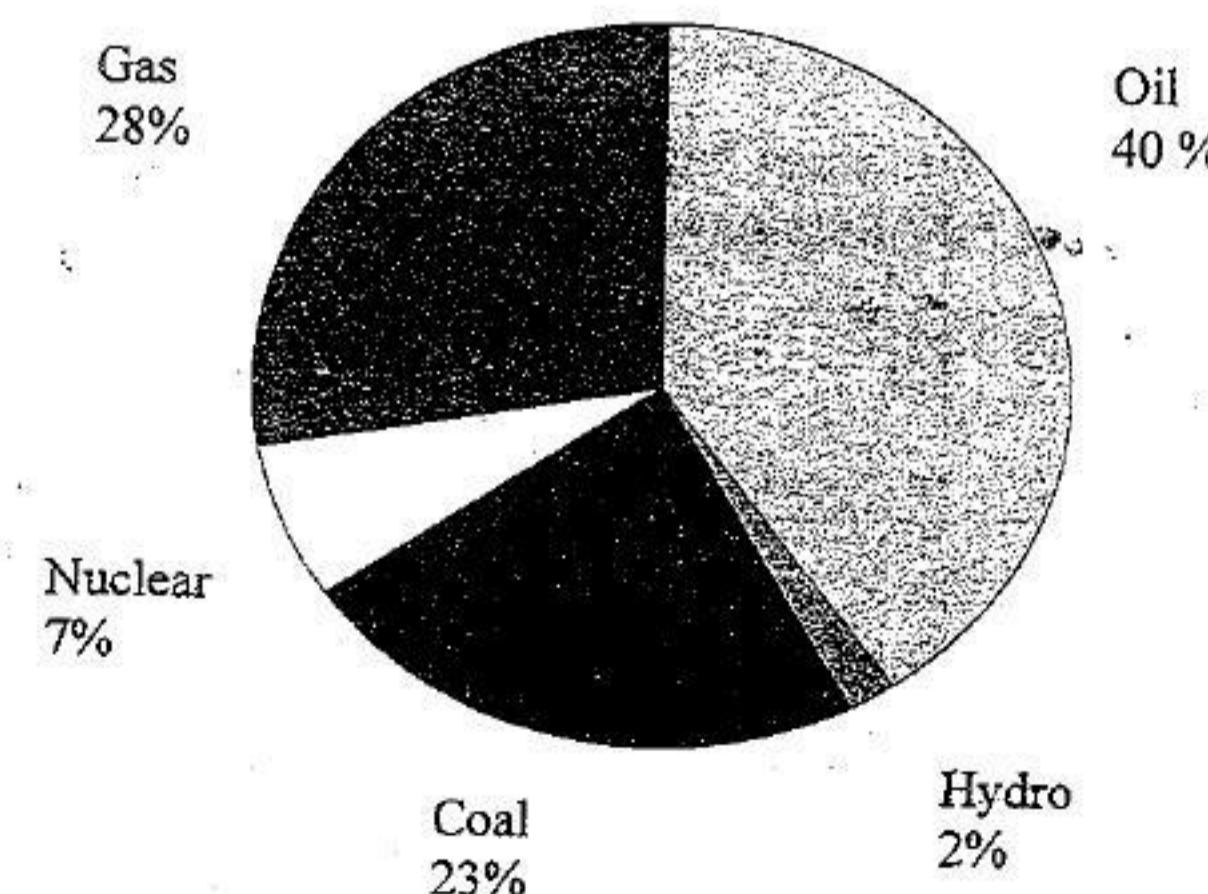
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c. Pie graphs/ charts (Biểu đồ hình bánh)

Thường cho thấy các tỉ lệ (%).

World Energy Sources



d. Tables (Biểu bảng)

Cung cấp thông tin chi tiết hơn, và thường đòi hỏi mô tả chi tiết hơn.

SELECTED LEISURE ACTIVITIES			
Leisure activities	% age group		
	16-19	25-29	60-69
Watching TV/ video	99	99	99
Visiting/ Entertaining friends or relations	98	98	95
Listening to tapes/ CDs	98	93	65
Reading books	63	64	66
DIY (Do It Yourself)	25	50	38
Gardening	15	35	61
Dressmaking/ Needlework/ Knitting	9	14	27

2. Đọc và hiểu biểu đồ/ biểu bảng

Để mô tả, hay so sánh biểu đồ/ biểu bảng, trước hết bạn phải biết cách đọc và hiểu biểu đồ, nghĩa là bạn phải có thể trả lời 5 câu hỏi sau:

1. What is the information or data in the graph or table about?

(Thông tin/ dữ liệu ở biểu đồ/ biểu bảng nói về cái gì?)

2. What are the units of measurement used?

(Các đơn vị khảo sát nào được sử dụng?)

3. What is the area (place) involved?

(Vùng/ Phạm vi khảo sát?)

4. What is the time-scale involved?

(Khoảng thời gian nào?)

5. What is the purpose of the graph or table?

(Mục đích của biểu đồ/ biểu bảng đó là gì?)

Thông thường, bạn rất dễ tìm câu trả lời cho 5 câu hỏi này, bởi vì câu trả lời thường nằm ở ngay chính tiêu đề, và rất dễ nhìn thấy từ biểu đồ/ biểu bảng đó.

3. Nhận ra các xu hướng tăng/ giảm,..

Sau khi đã tìm câu trả lời cho 5 câu hỏi trên, bạn sẽ phải bắt đầu nhận ra khuynh hướng tăng/ giảm, tăng/ giảm; tăng/ giảm nhanh hay chậm, và ở thời điểm nào.

4. Nhóm thông tin, số liệu một cách hợp lý để mô tả một cách ngắn gọn, và rõ ràng.

Sau khi bạn đã đọc và hiểu được biểu đồ, và đã định hướng mô tả, hãy sử dụng hợp lý ngôn ngữ mô tả tăng, giảm, ổn định, ... như sau để viết. Hãy cẩn thận, bởi vì bài mô tả của bạn phải chính xác về cách sử dụng ngôn ngữ cũng như các số liệu mô tả cụ thể.

HOW TO WRITE

A. Mô tả xu hướng tăng, giảm, ...

Hay dùng đa dạng các cấu trúc và từ vựng

1. TĂNG

- There + be + an upward trend. (Có xu hướng tăng.)
- increase (v.) = rise = jump = climb = go up = tăng
- shoot up = soar up = tăng vọt
- grow exponentially = tăng theo hàm mũ
- increase (n.) = rise (in)
- There + be + an exponential growth in .. (Có sự gia tăng theo hàm mũ về ...)
- to peak = to reach a peak = to reach the highest point (đạt cao điểm/ cực điểm)

Toy sales peaked just before Christmas and are now decreasing.

(Việc bán đồ chơi đạt tới cao điểm trước Giáng Sinh, và bây giờ đang giảm.)

2. GIẢM

- There + be + a downward trend. (Có xu hướng giảm.)
- decrease (v.) = drop = fall = decline = go down = giảm
- plunge (v.) = giảm nhanh
- decrease (n.) = drop = fall = decline = reduction (in) = sự giảm

- to bottom out = to reach the bottom = to reach rock bottom = to reach the lowest point = to hit a trough (xuống thấp, đạt cực thấp)
- reach a plateau = level off = plateau (đứng lại, chững lại, bình ổn)
After a period of rapid inflation, prices have now reached a plateau.
(Sau một thời gian lạm phát nhanh, giá cả bây giờ đã bình ổn.)

3. DAO ĐỘNG

- fluctuate (v.) = vary = dao động
- fluctuation (n.) = sự dao động

4. ỔN ĐỊNH

- remain steady /stable = ổn định
- remain/ stay the same / constant/ unchanged = không đổi
- There + be + little/ hardly(barely/ scarcely) any/ no change in ...
(Hầu như không có sự thay đổi nào về ...)

Lưu ý: Chúng ta thường dùng động từ với trạng từ, và danh từ với tính từ như sau:

- From February to March, sales increased dramatically.
= From February to March, there was a dramatic increase in sales.

(Từ tháng Hai đến tháng Ba, lượng hàng hóa bán được tăng đột ngột.)

Trạng từ (Adverbs)

- dramatically = sharply = steeply = rapidly = suddenly (một cách đột ngột, nhanh)
- considerably = substantially = significantly = markedly (một cách đáng kể)
- steadily = gradually = slowly (một cách từ từ, chậm)
- slightly = marginally (nhẹ, ít ỏi)

Tính từ (Adjectives)

- dramatic = sharp = steep = rapid = sudden (đột ngột)
- considerable = substantial = significant = marked (đáng kể)
- steady = gradual = slow (từ từ, chậm)
- slight = marginal (nhẹ, ít ỏi)

Có thể tóm tắt cách sử dụng cấu trúc động từ và danh từ như sau:

a.

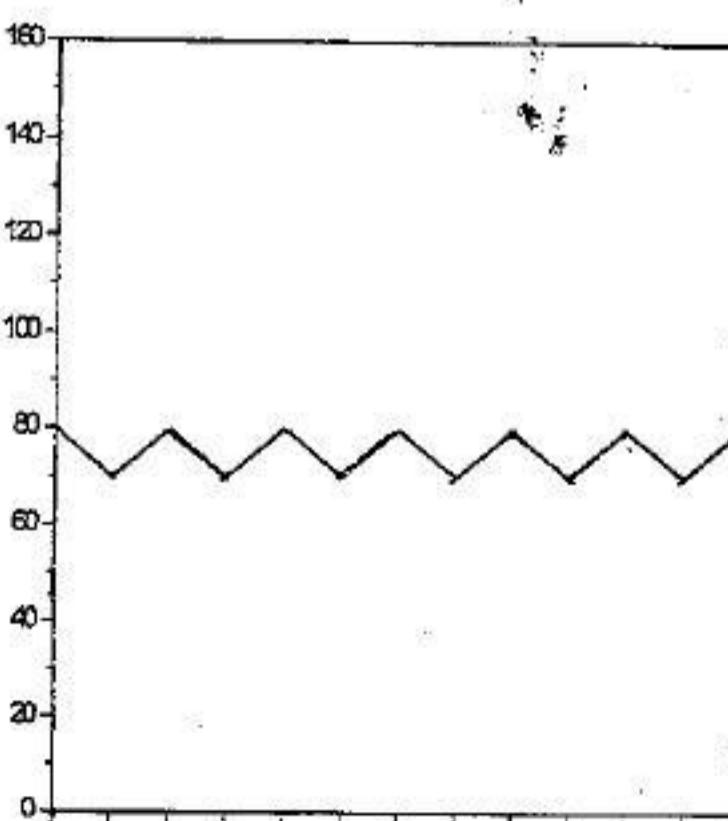
Time period	Subject	Verb	Adverb
From January to February	sales	increased	slightly.
		rose	dramatically.
		fell	moderately.

b.

Time period	'There'	Article	Adjective	Noun	
From January to February	there was	a	slight dramatic moderate	increase rise fall	in sales.

Hãy xem các hình vẽ sau để hiểu thêm nghĩa của một số từ/ cụm từ được trình bày ở trên.

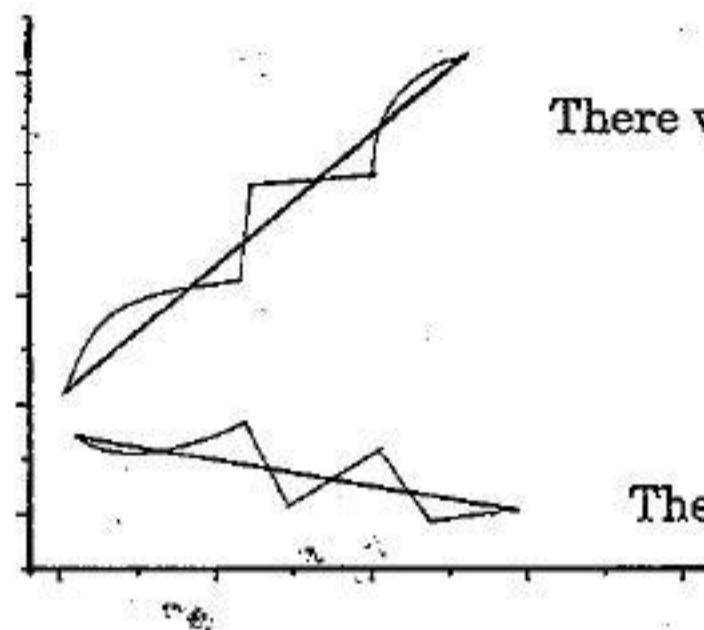
a.



It fluctuated.

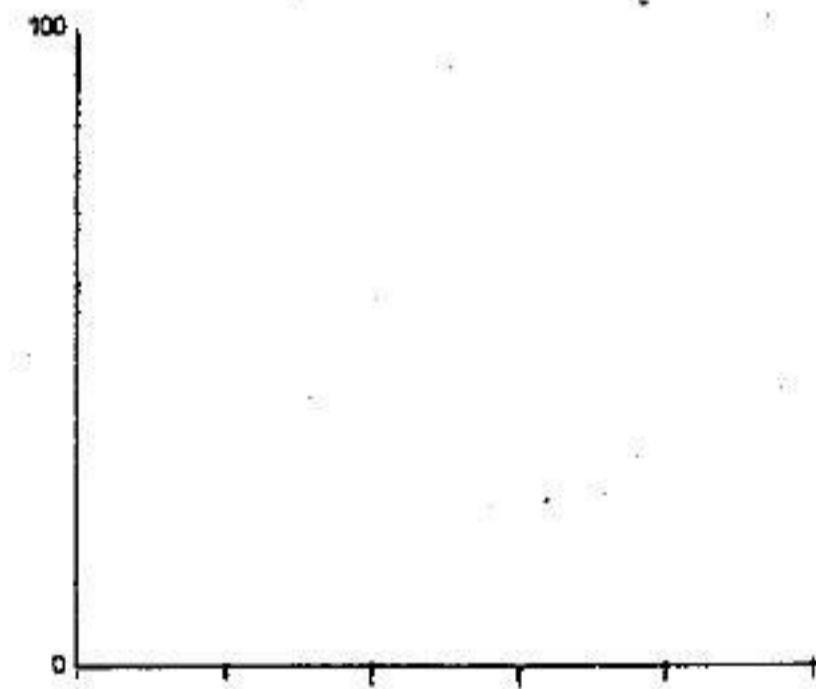
There were fluctuations

b.



There was an upward trend.

c.

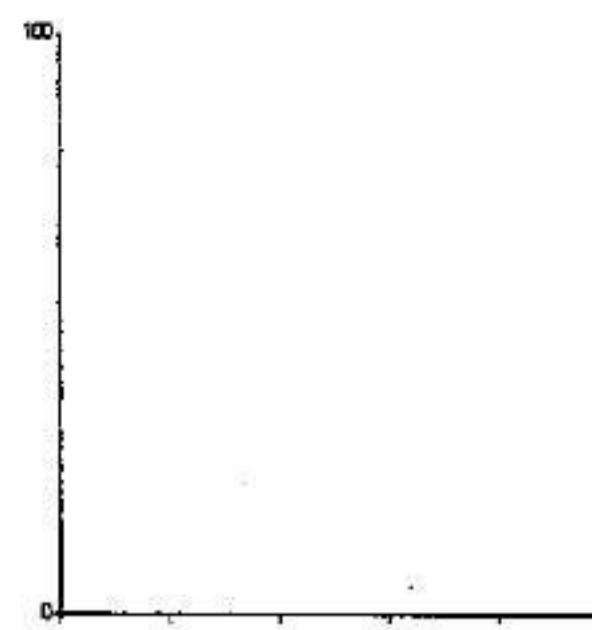


It peaked.

It reached a plateau.

It remained constant.

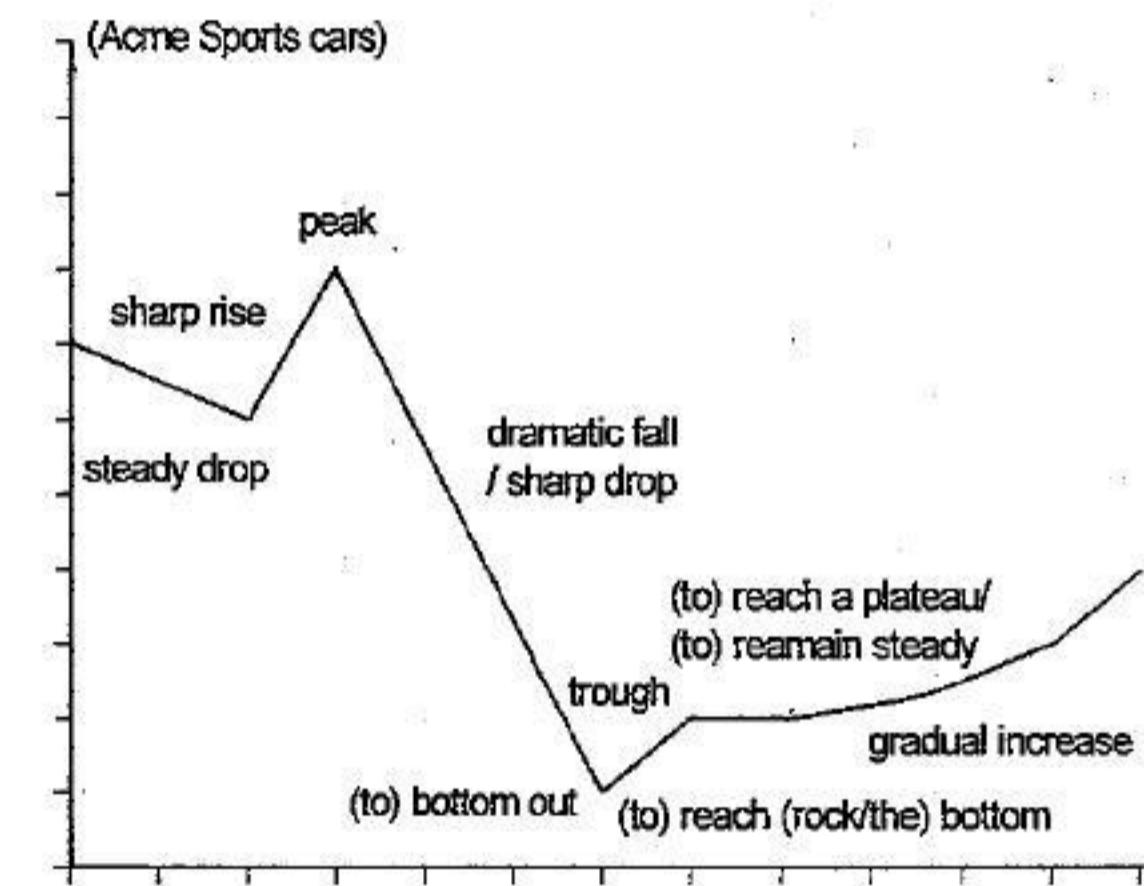
d.



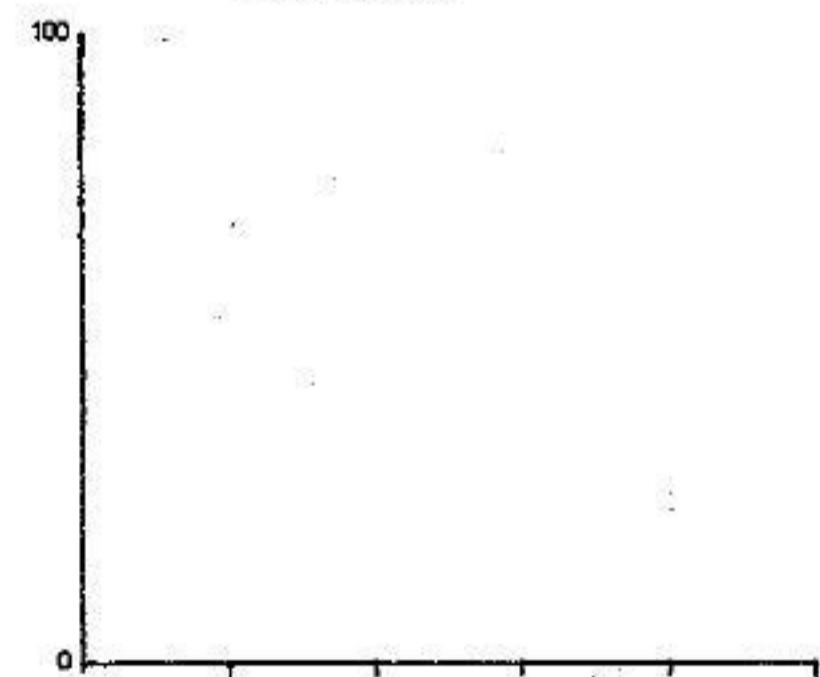
It grew exponentially.

There was an exponential growth.

e.



b.

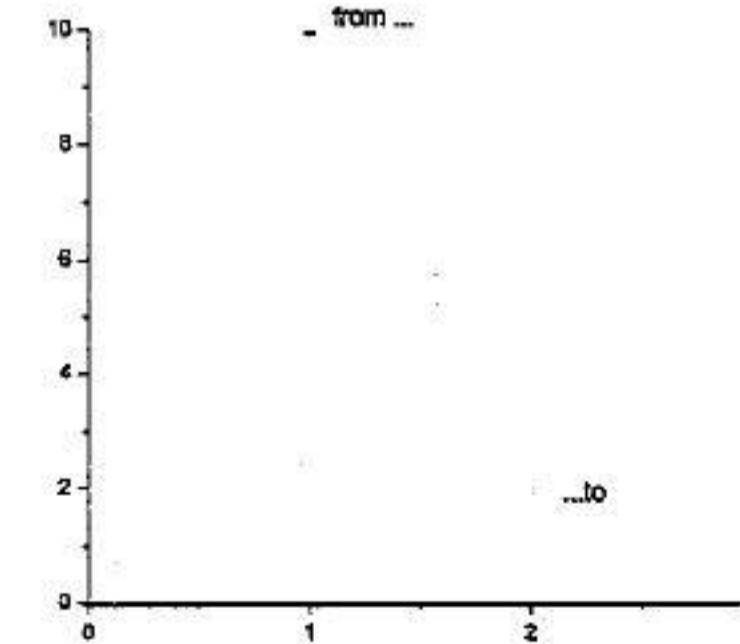


It peaked.

It reached a plateau.

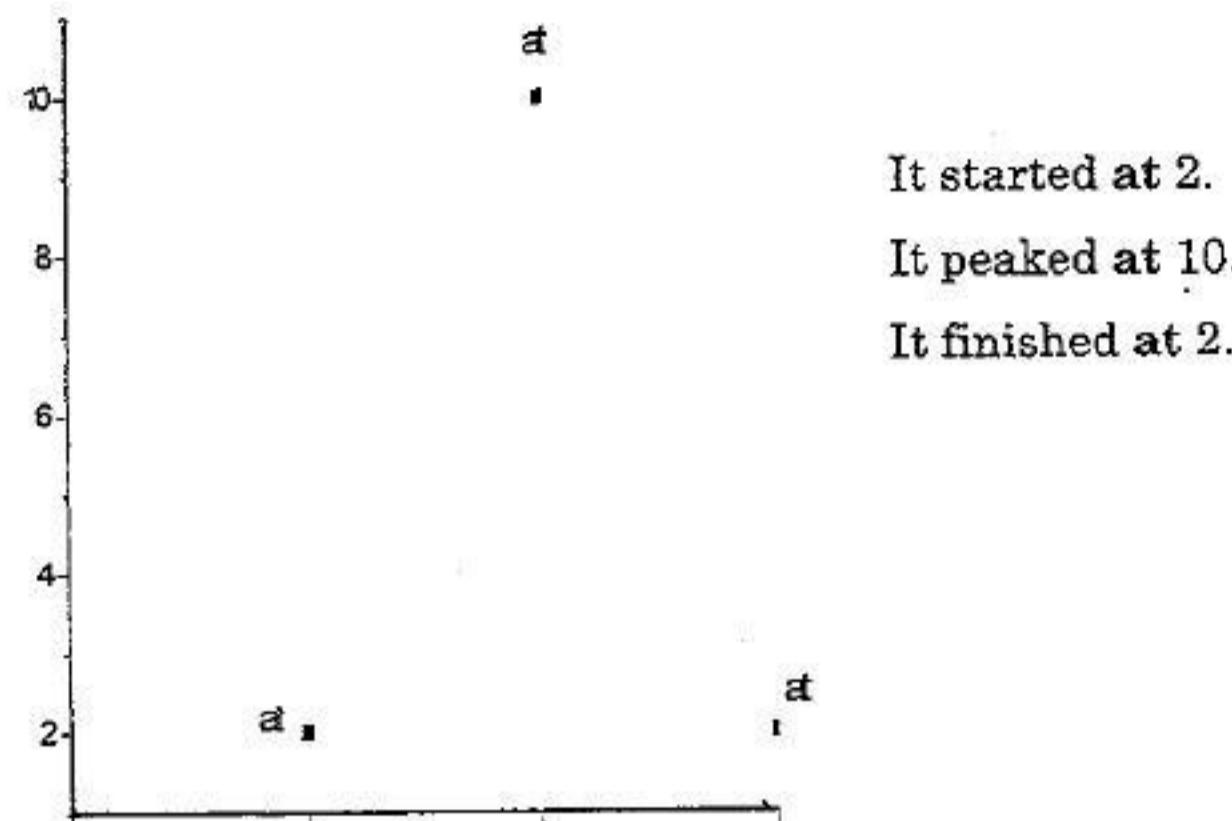
It remained constant.

f.



It decreased from 10 to 2.

g.



- The monthly profit fell by 10 % from 20 % to 10 %.

(Lợi nhuận hàng tháng giảm 10 %, từ 20 % xuống còn 10 %.)

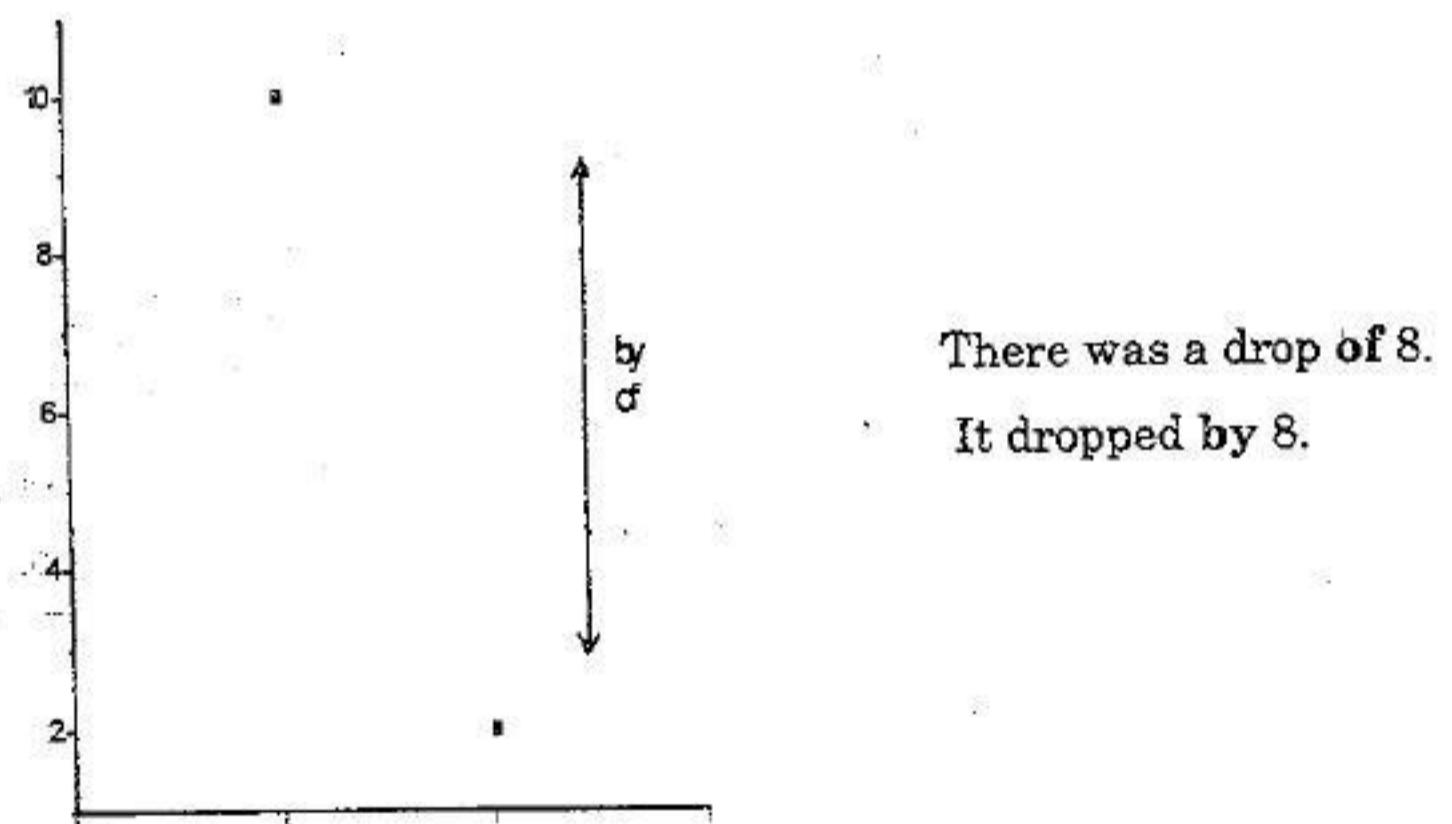
- The profit remained steady at 10 %.

(Lợi nhuận vẫn giữ không đổi, ở mức 10 %)

Hãy xem cách sử dụng giới từ được gạch chân ở đoạn văn sau:

For the first three months car production increased from about five cars per month to just under 60 per month. This was an increase of about 55 cars produced for the period. Over the next six months the number of cars produced fluctuated at around 50 cars per month. For a period of five months, production remained at approximately just over 50 cars per month. There was a slight upward trend for the next seven months to a peak of nearly 80 cars produced per month before production decreased rapidly by about 70 cars per month to around 10 cars per month.

h.



B. Đưa số liệu cụ thể vào

Khi mô tả biểu đồ, chúng ta không chỉ mô tả sự thay đổi chung chung như tăng, hay giảm mà thỉnh thoảng phải đưa vào các số liệu cụ thể vào từ biểu đồ.

Có nhiều cách để đưa số liệu cụ thể vào bài mô tả:

1. Sử dụng giới từ thích hợp:

- The monthly profit increased by 10 % from 10 % to 20 %.

(Lợi nhuận hàng tháng tăng 10 %, từ 10 % đến 20 %.)

2. Dùng dấu phẩy và giới từ thích hợp

- Carbon emissions increased significantly, to 6000 million tons.

(Khí thải các bon tăng đáng kể, lên đến 6000 triệu tấn.)

- Australia came next, with a total of 42, 215 students.

(Australia là nước đứng tiếp theo, với tổng số sinh viên là 215.)

- By far the greatest proportion of electricity was generated by oil, at 59 %. (Lượng điện lớn nhất được sản xuất từ dầu là 59 %.)

3. Dùng dấu ngoặc đơn

- Thailand had the largest percentage of students (10 %).

(Thái Lan có tỉ lệ phần trăm sinh viên lớn nhất-10 %.)

- Thailand had the largest number of students (245).

(Thái Lan có số lượng sinh viên lớn nhất- 245 sinh viên)

4. Dùng dấu phẩy

- The greatest proportion of electricity, 59 %, was generated by oil.

(Lượng điện lớn nhất, 59 %, được sản xuất từ dầu.)

5. Dùng các động từ như: be/have/ make up/ constitute / account for/ stand at/ represent, ...

- Thailand had 10 % of the students.

= Thailand accounted for / made up/ constituted 10 % of the students.

(Thái Lan chiếm 10 % số lượng sinh viên.)

- The other colors, which constitute 3. 12 %, are considerably less popular than blue (12. 72 %). (Những màu sắc khác - chiếm 3.12 % thì ít phổ biến hơn nhiều so với màu xanh- 12. 72 %.

6. Dùng **namely** và **that is/ i.e.**

- Less than half as much, **namely** 26 %, was produced from brown coal.

(Chưa được một nửa, ấy là 26 %, được sản xuất từ than nâu.)

- Bangladesh, Vietnam and Thailand had similar levels of production, **i.e.** between 20 and 30 million tons each.

(Bangladesh, Vietnam và Thailand có mức độ sản xuất tương đương nhau, đó là khoảng từ 20-30 tấn mỗi nước.)

7. Dùng trạng từ **nhấn mạnh**

- just/ well under 50 % = chỉ/ quá dưới 50 %
- just / well over 50 % = chỉ/ quá trên 50 %
- roughly/ nearly/ approximately/ around / about 50 % = khoảng 50 %
- exactly/ precisely 50 % = chính xác 50 %

8. Con số được diễn tả bằng chữ:

- half (n) = một nửa / halve (v.) = giảm một nửa
 - The latest planes have halved the time needed for crossing the Atlantic. (Máy bay đời mới đã giảm được một nửa lượng thời gian cần thiết để bay qua Đại Tây Dương.)
- double (v) = tăng gấp đôi
 - The profit percentage/ the percentage of profit doubled. (Lợi nhuận tăng gấp đôi.)
- treble (v.) = increase three-fold / three times = tăng gấp ba
 - The profit percentage increased three-fold from March to May.
- average (adj.) = trung bình
 - The average temperature in Oxford last month was 18 °C. (Nhiệt độ trung bình tại Oxford tháng vừa rồi là 18 °C.)
- average (v.) = đạt trung bình
 - The rainfall averages 36 inches a year. (Lượng mưa đạt trung bình 36 inch/ năm.)

- total (adj.) = toàn bộ

- The total number of casualties was 120. (Tổng số thương vong là 120.)

- total (v.) = tổng, lên đến

- His debts totals more than \$ 3000. (Tổng nợ của anh ta là hơn \$ 3000.)

C. Để tránh sự lặp lại

1. Dùng từ **respectively**

Từ **respectively** (*theo thứ tự*) được sử dụng để đề cập con số được trình bày theo thứ tự.

- There were more males than females (10 % and 5 % respectively).

(Có nhiều nam hơn nữ, 10 % nam và 5 % nữ.)

2. Dùng **the latter, the former**

The latter (đối tượng đứng trước), the former (đối tượng đứng sau) thường được dùng để chỉ các đối tượng được đề cập trước đó.

- Seven million tons of iron and thirty million tons of steel were produced in 1973. In 1979, production of the former fell by 25 % and production of the latter fell by 20 %. (the former = iron, the latter = steel; vì iron (sắt) xuất hiện trước steel (thép) trong câu trước đó.)

3. Dùng **that, those, ...**

- In 1998, the number of visits made to the Tate Gallery rose to more than double **that** made in 1981. (**that** = the number of visits)

(Vào năm 1998, số lượt khách viếng thăm phòng triển lãm Tate tăng gấp đôi so với (số lượt khách) năm 1981.)

- A higher proportion of people aged 35 and over said that they attended classical music concerts than **those** aged 15 to 34. (**those** = people)

4. Dùng **hiện tại phân từ (Present participle)**

- Between 1860 and 1900 the temperature remained steady. During that time the temperature rose and fell by no more than 0.1 ° Centigrade.

Chúng ta có thể rút gọn câu này bằng cách dùng hiện tại phân từ như sau :

- Between 1860 and 1900 the temperature remained steady, **rising** and **falling** by no more than 0.1 ° Centigrade. (Khoảng giữa năm 1860 và 1900, nhiệt độ giữ ổn định, tăng và giảm không hơn 0.1 °C.)

Hãy xem một ví dụ khác:

- The US had by far the greatest share of this information technology market, **accounting for** 44 % Internet connections. (Mỹ chiếm có trường công nghệ thông tin lớn nhất, chiếm 44 % các cuộc nối mạng Internet.)

Hiện tại phân từ cũng thường được sử dụng với giới từ và có thể đưa vào danh từ và trạng từ:

- The developing countries of Africa, Asia and Latin America experienced the most dramatic growth, **with Africa having** around 5 % per annum.

D. Danh từ chỉ số lượng, định lượng

Có rất nhiều danh từ chỉ số lượng, định lượng trong tiếng Anh. Tuy nhiên, sau đây là một số từ rất thường gặp khi mô tả biểu đồ/ biểu bảng.

- amount = lượng (The amount of + danh từ không đếm được)
 - H.A provided the largest amount of furniture in 2007.
- number = số lượng (The number of + danh từ đếm được)
 - The number of cars on the road increased in the last twenty years.
- percentage = tỷ lệ phần trăm
- proportion (of sth to sth) = tỷ lệ (của cái gì so với cái gì)
 - . The proportion of women to men in the workforce increased in the last few years. (Tỷ lệ nữ giới so với nam giới tham gia lực lượng lao động tăng trong những năm vừa qua.)
- rate = tỷ lệ ; thường được dùng trong các cụm từ sau:
 - birth/ marriage / divorce / death rate = tỷ lệ sinh/ kết hôn/ ly hôn/ tử vong
 - unemployment rate = tỷ lệ thất nghiệp
- level = mức độ ; thường được dùng trong các cụm từ sau:
 - level of production = mức độ sản xuất
 - level of expenditure = mức độ (tỷ lệ) chi tiêu
 - . level of unemployment = mức độ thất nghiệp

Lưu ý: Danh từ *level* thường được dùng với động từ *rise*, còn *rate* thì với động từ *increase*.

E. Cụm từ chỉ thời gian

- In 2000 In August In the 1990s
- From 2000 to 2008/ Between 2000 and 2008 (Từ năm 2000 đến 2008)
- For two years / Over a two-year period (Trong khoảng thời gian 2 năm)
- During August (Suốt tháng Tám)
- Up to August (Cho đến tháng Tám)
- For / Over the last two years (Trong hai năm vừa qua)
- In the first/ last two months of the year (Trong hai tháng đầu/ cuối của năm)
- After that (Sau đó)
- Then (Rồi thì)
- By the late 19th century (Khoảng trước cuối thế kỷ 19)
- Since/ From April/ 2000 onwards (Kể từ tháng Tư/ năm 2000 trở đi)
- Up till now/ so far (cho đến bây giờ)
- In the next years/ decades (Trong những năm/ thập kỷ sắp đến)

F. Ngôn ngữ để so sánh

1. Sự giống nhau (Similarity)

- Also/ Similar/ Likewise/ Equally/ In the same way
- As well as/ Not only ... but also/ Too/ As ... as
- Like X, Y ...; just as X, (so) Y

2. Sự tương phản (Contrast)

- While/ whereas/ although/ in spite of / despite
- However/ nevertheless/ yet/ on the other hand
- In contrast / By on the contrary/ As opposed to/ Unlike

3. Các cấu trúc so sánh khác

X	is	far much a lot substantially considerably significantly somewhat slightly fractionally	more common less popular	than	Y
---	----	--	---------------------------------------	------	---

(By far)	The	most popular second most common	Noun	is X	
----------	-----	------------------------------------	------	------	--

School X has	almost nearly	as many students as as much space as			School Y
	about exactly	the same		number proportion amount	
		of students as of furniture as			
	almost about over	a quarter half three quarters twice three times		as many students as as much space as	

G. Thời (Tenses)

- Thì được sử dụng trong các cụm từ bắt đầu câu mở đầu trong bài mô tả là thì hiện tại đơn (Simple Present). (Xem thêm phần Viết câu mở đầu)
 - The table shows the number of visits made to Oxford between 2000 and 2006.
- Dùng thì quá khứ đơn (Simple Past) mô tả một sự thay đổi liên quan đến một mốc thời gian cụ thể trong quá khứ.
 - The production of consumer goods in 1985 stood at 100 million.
- Dùng thì quá khứ tiếp diễn (Past continuous) cho một trong hai sự việc cùng xảy ra.
 - While poultry production was rising during this period, there was no change in mutton production.
- Dùng thì hiện tại hoàn thành (Present perfect) cho các sự việc xảy ra tính đến thời điểm hiện tại.
 - There has been a steady rise in the percentage of TV sets sold *since 2000/ recently*.
- Dùng thì quá khứ hoàn thành, hoặc tương lai hoàn thành khi cụm từ chỉ thời gian có giới từ *by*.
 - By the end of the century, the rate of urbanization had increased three-fold.

H. Các lỗi thường gặp

Sau *some*, *most*, *many*, *all*, chúng ta không dùng giới từ *of*. Nếu muốn dùng giới từ *of*, chúng ta dùng *of the + noun*. Hãy xem các ví dụ sau:

- Some *of* waste comes from agriculture. = Some *of the* waste comes ...
- Most *of* waste comes from industry. = Most *of the* waste comes ...
- Many *of* students make this mistake. = Many *of the* students make ...
- All *of* countries have increased their use of fossil fuels. = All *of the* countries have ...

Một số tính từ được dùng với danh từ này, mà không dùng với danh từ khác.

- A large percentage (A **big** percentage)
- A slight increase (a **little** increase)
- A significant rise (a **big/ great** rise)

I. Viết câu mở đầu (Writing an introductory sentence)

Có nhiều cách để bạn bắt đầu:

- Thường là bạn trả lời câu hỏi: biểu đồ/ biểu bảng đó trình bày thông tin gì, ở đâu, trong khoảng thời gian nào. Thường thì hướng dẫn làm bài, và tiêu đề cho bạn biết câu trả lời. Tuy nhiên, bạn thường phải viết lại yêu cầu làm bài bằng lời của mình. Tránh lặp lại từ vựng hay cấu trúc cho sẵn ở yêu cầu làm bài hay tiêu đề của biểu đồ.

Ví dụ: Hãy đọc biểu đồ sau:

Có nhiều cách để diễn đạt một ý tưởng.

a. Time periods

- From January to February = Between January and February
- For one month, = For a one-month period, = For a period of one month,
- Over the next month = During the next month

b. Structures

	Type of chart (Loại biểu đồ)	Verb	Description
The	illustration	shows	the number of ...
graph		illustrates	the proportion of ...
pie chart		presents	information on...
bar chart			data on...
table			

Có nhiều cụm từ khác để bắt đầu câu mở đầu của một bài mô tả biểu đồ.

It is clear from the graph / table	+ that + S + V + ...
It can be seen from the graph / table	
The graph/ table shows/ indicates/ illustrates/ reveals / presents	
From the graph/ table it is clear	

As the graph/ the table shows,
As can be seen from the graph / table,
As is shown by the graph/ table
As is illustrated by the graph/ table

+ S + V + ...

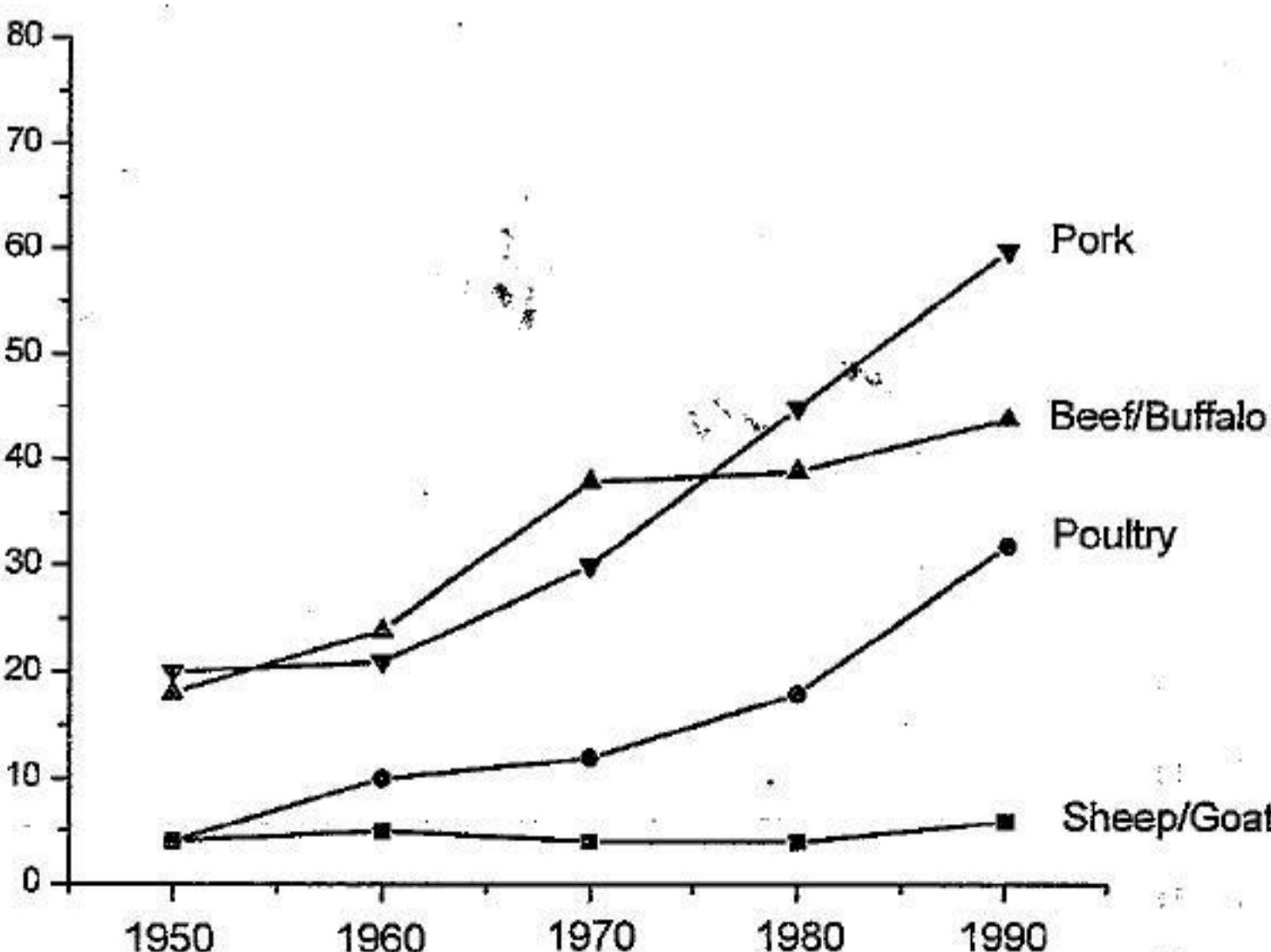
- Cách khác để viết câu mở đầu cho đoạn văn mô tả biểu đồ là để cài đến thông điệp chính mà biểu đồ/ biểu bảng cho thấy. Đây là cách viết sâu sắc, nhưng hơi khó, bởi vì bạn phải nhận ra xu hướng thay đổi hoặc thông điệp chính từ biểu đồ.

Lưu ý: Đừng mô tả chi tiết (cho từng năm, từng đối tượng, ...) trong câu mở đầu. Hãy hiểu rằng câu mở đầu cho một đoạn văn mô tả biểu đồ cũn giống như câu chủ đề của bất kỳ một đoạn văn nào, nghĩa là nó phải nêu lên ý chính của đoạn văn đó, và ý chính đó được phát triển, làm rõ bằng các ví dụ cụ thể ở phần còn lại của đoạn văn.

- The graph shows that there was a sharp increase in the population of X between 1995 and 2001.

Bây giờ bạn hãy đọc biểu đồ sau, và chọn câu mở đầu thích hợp.

Million tons



- a. The graph shows that in 1950 production of poultry and sheep and goat meat was less than 5 millions tons, while production of pork and beef and buffalo meat was around 20 millions tons.
- b. From this graph we can see that most meat production is a lot higher in 1990 than in 1950.
- c. Between 1950 and 1990 meat production in the world rose significantly for all kinds of meat except sheep and goat meat.

Chúng ta thấy rằng phương án *a* và *b* quá chi tiết. Phương án *c*, nói lên ý chính mà biểu đồ muốn truyền đạt. Vậy *c* là đáp án đúng.

Phản còn lại của đoạn văn, bạn mô tả chi tiết hơn, dựa vào các số liệu thích hợp (Dùng ngôn ngữ mô tả ở các phần trên). Điều quan trọng là bạn phải biết nhóm thông tin, dữ liệu để mô tả ngắn gọn mà không bỏ sót thông tin nào quan trọng.

Tóm lại, khi mô tả biểu đồ/ biểu bảng, hãy nhớ rằng:

- a. Hãy bắt đầu bằng một câu mở đầu, để cập đến ý chính của toàn bộ đoạn văn.
- b. Đừng nên mô tả tất cả các dữ liệu cung cấp mà chỉ đưa vào các dữ liệu có ý nghĩa, ví dụ như lớn nhất, thấp nhất, v.v.
- c. Hãy nhóm các dữ liệu một cách hợp lý.
- d. Không nên thảo luận, hay giải thích cho một thay đổi nào đó, nếu không được yêu cầu.
- e. Không cần viết câu kết luận. Nếu muốn, bạn có thể nói lại xu hướng thay đổi chính từ biểu đồ, thông điệp chính mà biểu đồ muốn truyền đạt.

BÀI TẬP ÚNG DỤNG

Exercise 1: Fill in the blanks with the correct preposition.

- .. There was an increase _____ just over 50,000 people.
- .. In the first decade the population remained steady _____ approximately 5 million.
- .. Unemployment fell _____ just over 500,000 people.
- .. Violence in the city peaked _____ about 15,000 deaths per 10,000 people.
- .. After an initial increase, the city's pollution levels remained constant _____ 5 ppm.

- 6. The crime rate increased rapidly _____ well over 500 incidents per night.
- 7. For the next few months computer prices are expected to drop _____ 50 % in spite of a predicted price increase in basic electrical goods _____ 25 %.
- 8. The production of goods is predicted to finish the year _____ 500 units per day.
- 9. Production began _____ 50 units per day and rose _____ about 20 units per day to end the month _____ well over 600 units.
- 10. The population is expected to grow exponentially over the next few years and then peak _____ 20 million people.

Exercise 2: Replace the underlined sections with a suitable word or phrase from the box below, and make any necessary changes. You can use one expression more than once.

this	these	respectively	that
one	the former ... the latter		did so

- 1. We were shown a number of good videos in the Life and Culture course, but the video I liked best was Fawlty Towers.
- 2. In 1974 average weekly earnings were \$ 73.89 for a man and \$ 44 for a woman. In 1978 these figures rose by 10 % in the case of men and 5 % in the case of women.
- 3. Whereas only 34 % of adults said they went to the cinema in 1987-88, more than half said that they went to the cinema in 1997-98.
- 4. Excursions to Stratford-upon-Avon and Oxford have been arranged for this term. The excursion to Stratford-upon-Avon will be on the 16th of April and the excursion to Oxford will be on the 2nd of July.
- 5. Some museums introduced admission charges and introducing admission charges affected the number of visits made.
- 6. The two most popular cultural events after the cinema were plays and art galleries/ exhibitions with attendances of 24 % and 22 % for plays and art galleries/ exhibitions in that order.
- 7. Approximately 25 % of visitors made purchases in the museum shop. Of the 25 % of the visitors who made purchases in the museum shop, most spent less than 5 pounds.
- 8. Titanic was the top box office film of 1998 in the United Kingdom. Titanic was followed the Full Monty and Saving Private Ryan.

Exercise 3: Look at the table below and

a. complete this introductory sentence.

As is (1) _____ by the table, the number of (2) _____ in the (3) _____ rose dramatically between (4) _____ and (5) _____.

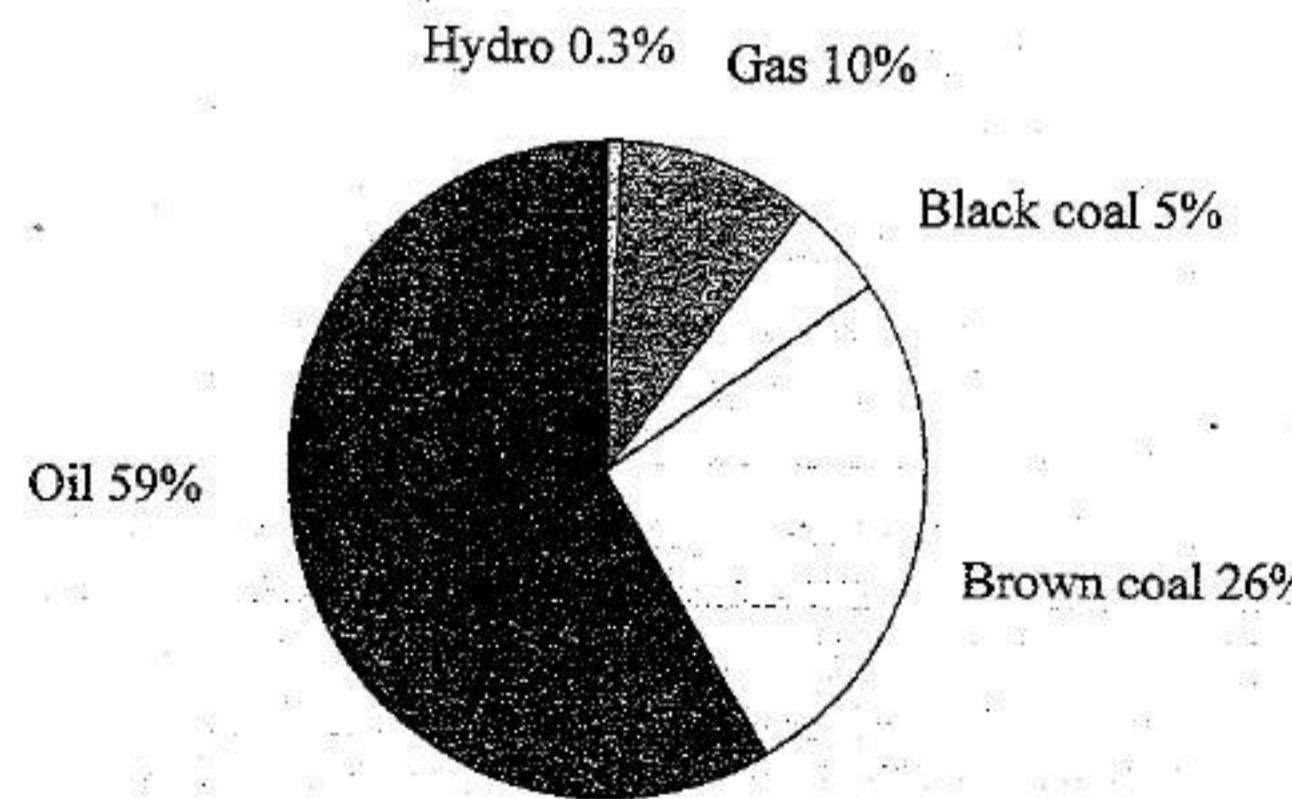
b. write your own introductory sentence.

Internet-connected computers worldwide, 1981-1999

1981	213
1982	235
1983	562
1984	1,024
1985	1,961
1986	5,089
1987	28,174
1988	56,000
1989	159,000
1990	313,000
1991	617,000
1992	1,136,000
1993	2,056,000
1994	3,864,000
1995	6,642,000
1996	12,881,000
1997	19,540,000
1998	36,739,000
1999	56,218,000

Exercise 4: Study the chart and choose the correct alternative to complete the description below.

Electricity generation in Australia by fuel type, 1996/97

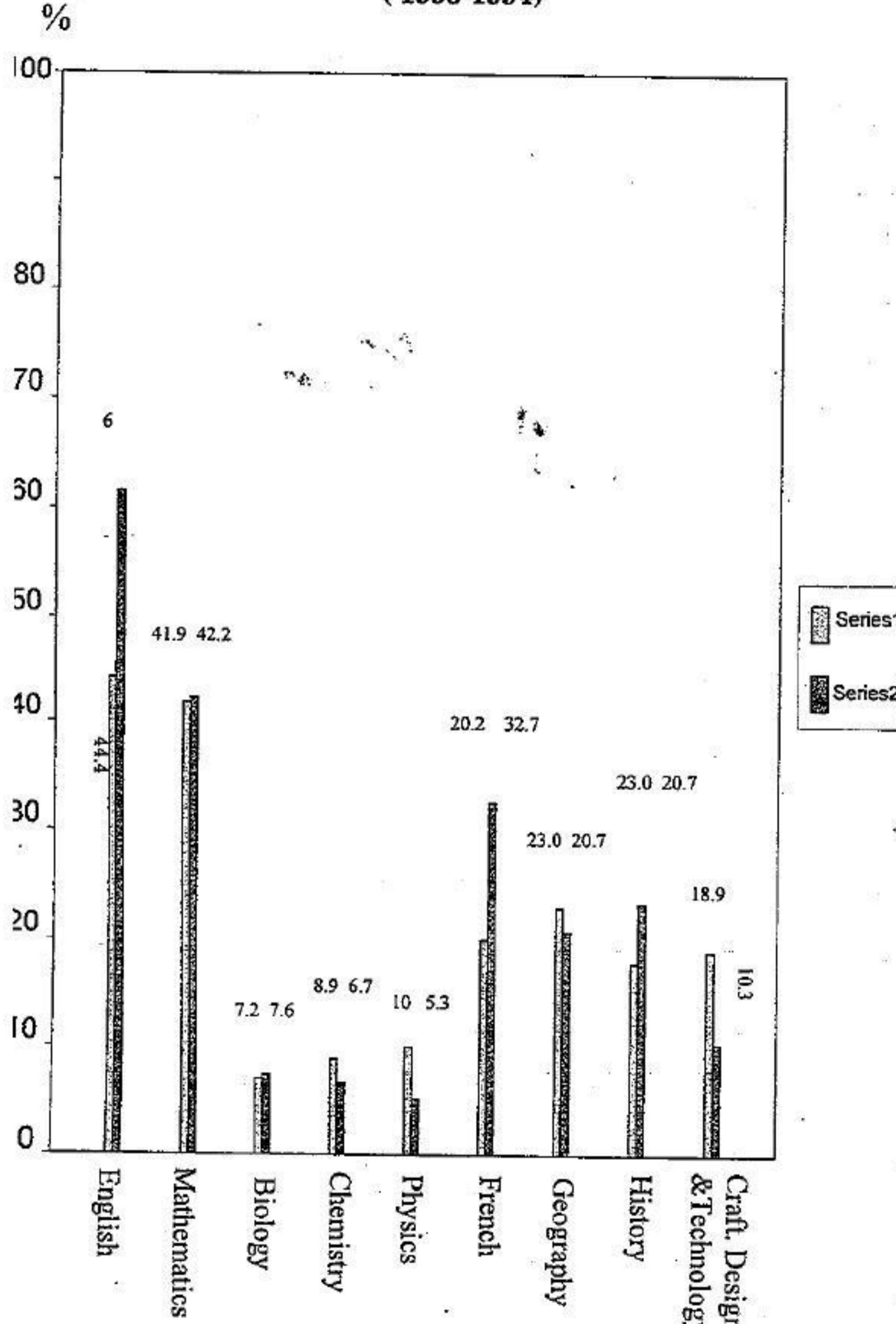


It is clear from the (1) _____ (pie/ bar) chart that in 1996/7 (2) _____ (far/ by far) the greatest proportion of electricity (3) _____ (was/ is) produced by oil, (4) _____ (at/ by) 59 %. Less than half as much, namely (5) _____ (5 %/ 26 %), was produced from brown coal. Black coal and gas together (6) _____ (made up/ accounted) for 15 % of generation, leaving hydropower at only (7) _____ (0.3 %/ 10 %). In other words, virtually (8) _____ (59 %/ 100 %) of electricity generation in Australia at the time came from fossil fuels, and only the (9) _____ (insignificant/ significant) amount of 0.3 % came from a renewable energy source.

Exercise 5: Look at the graph and complete the following description by writing no more than three words or a number in each space.

The graph shows the percentages of boys and girls achieving the highest grades in their school exams in 1993-94, by subject. Overall, pupils of both sexes (1) _____ best in English and Mathematics, and (2) _____ Biology, Chemistry, and Physics. Results for boys and girls were roughly (3) _____ in Mathematics, Biology and Geography. In other subjects, (4) _____, there were some significant (5) _____. Girls achieved by far their (6) _____ in English, with a pass rate of (7) _____, which was (8) _____ than the boys. The difference was even (9) _____ in French, where (10) _____ more girls achieved high grades. (11) _____, boys did better in Physics and in Craft, Design, and Technology. The boy's pass (12) _____ of 10 % in Physics, although low in itself, was (13) _____ (14) _____ of the girls, and the (15) _____ for the Craft, Design, and Technology (18.9 %) was also significantly higher. In general, (16) _____ that girls do better in arts subjects, while boys show more ability in science and technology.

Pupils passing school-leaving exams, by subject and sex
(1993-1994)



Exercise 6: Look at the graph and complete the following description by writing no more than three words or a number in each space.

SELECTED LEISURE ACTIVITIES

Participation rates in the four weeks before the interview by age.

Leisure activities	% age group		
	16-19	25-29	60-69
Watching TV/ video	99	99	9
Visiting/ Entertaining friends or relations	98	98	95
Listening to tapes/ CDs	98	93	65
Reading books	63	64	66
DIY (Do It Yourself)	25	50	38
Gardening	15	35	61
Dressmaking/ Needlework/ knitting	9	14	27

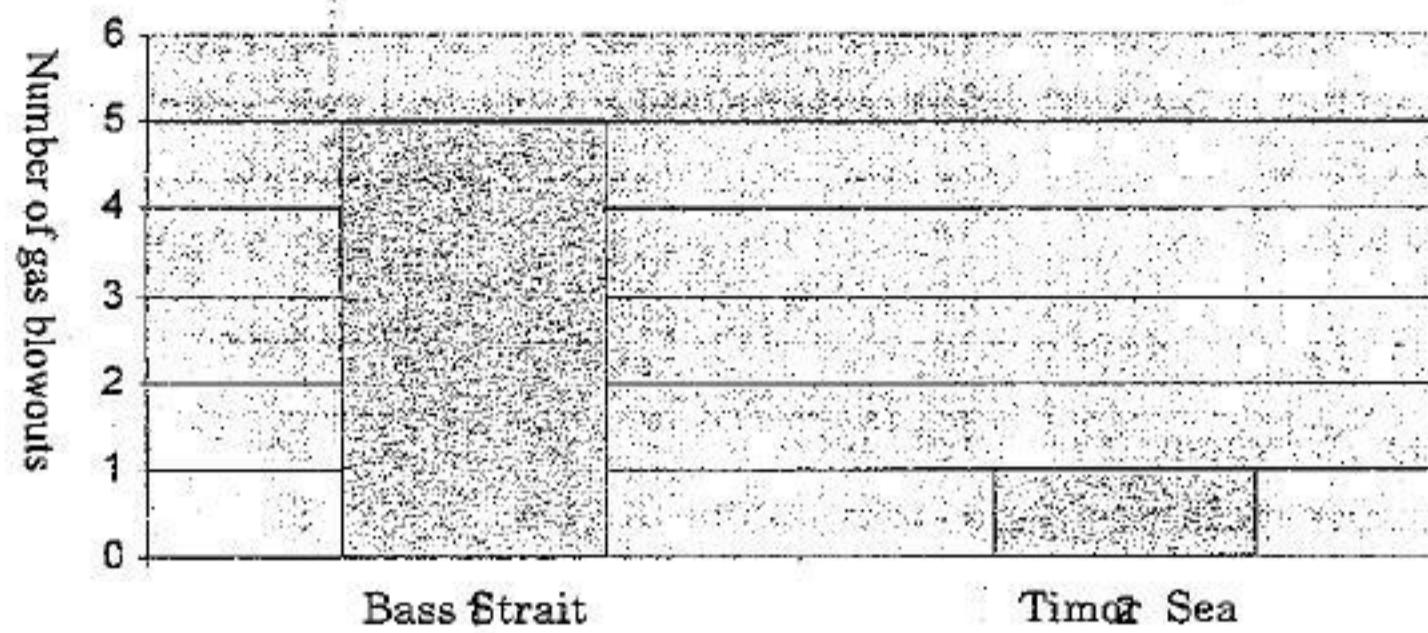
The table (1) _____ the percentages of people taking part in certain leisure activities. (2) _____ the figures, the single (3) _____ leisure activity in the UK is watching television and video, which has a participation rate of (4) _____ across all sections of the population. Visiting friends and relations is almost (5) _____, with 95 % or more of all ages socializing on regular basis.

Listening to music is most popular with the two (6) _____ age groups, while the figure is approximately (7) _____ lower for older people. On the other hand, gardening and needlework are more popular with 60- 69 year-olds. For example, almost (8) _____ older people enjoy gardening (9) _____ 20-29 years old. Finally, it seems that DIY appeals most to people in their twenties.

From the information we can see that the figures for the most popular activities are fairly similar across the age groups. However, there are considerable (10) _____ when we look at the more minority interests.

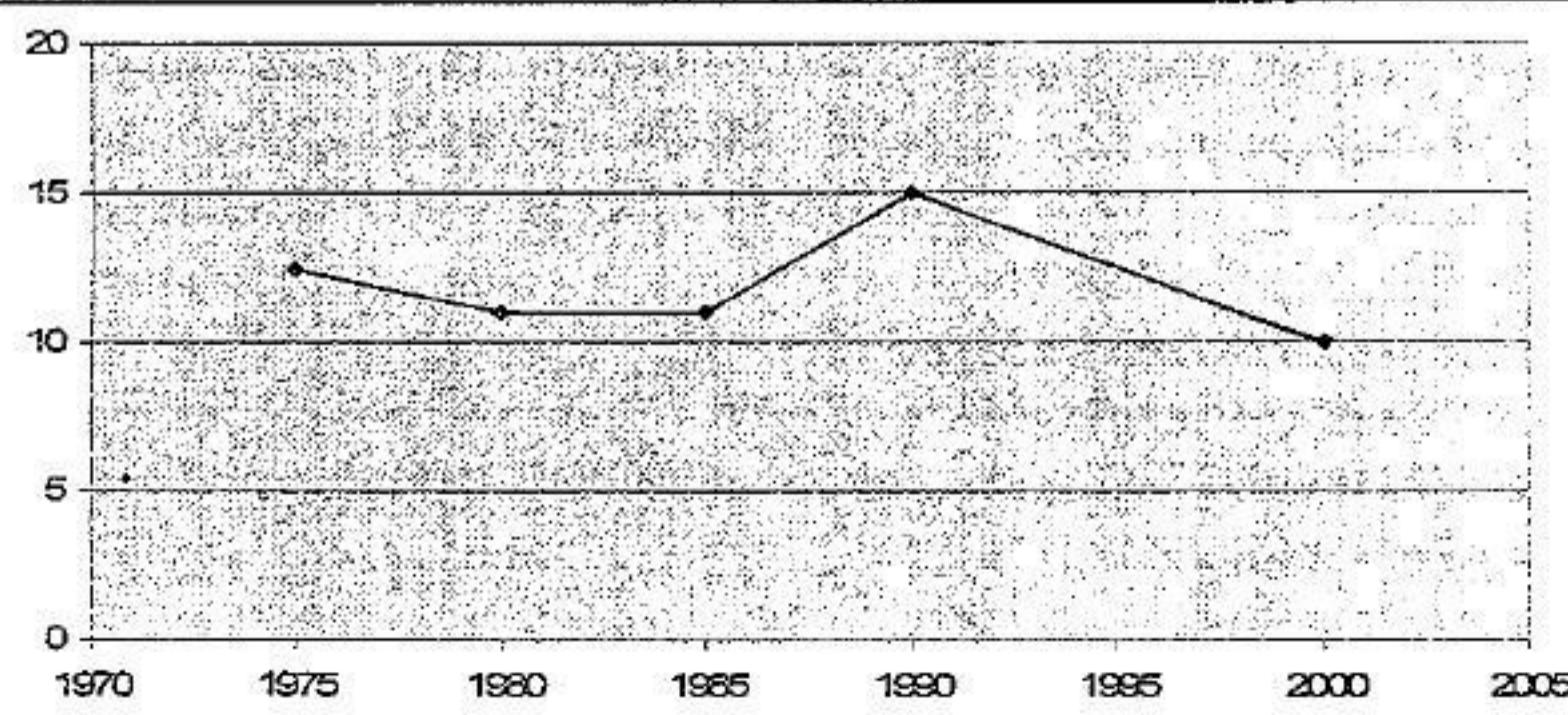
Exercise 7: Write a short paragraph to describe the graph below (Unit 11, 10 nc).

Number of gas blowouts that occurred in Australia in 1965



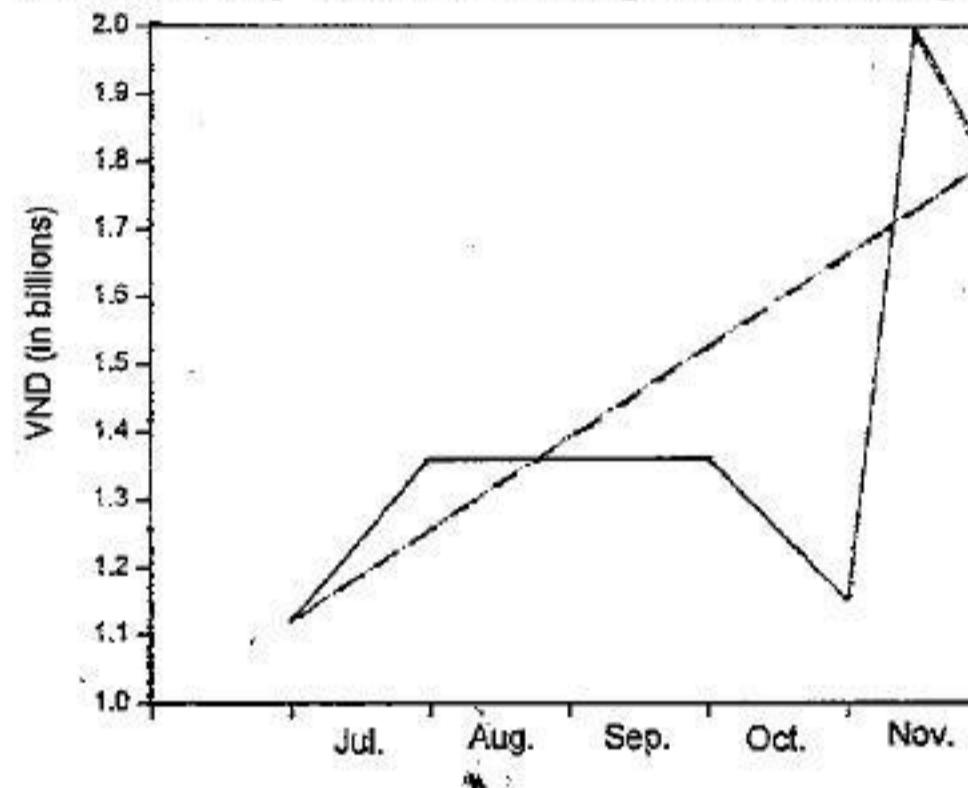
Exercise 8: Write a brief report to interpret the graph below (Unit 6, 11nc).

BIRTHRATES IN SWEDEN
(per thousand)



Exercise 9: Write a description of the graph below (Unit 6, 12 nc).

Incomes of Viet Discovery Travel (July - November)



Exercise 10: Write a description of one of the tables below
(Unit 9, 11nc)

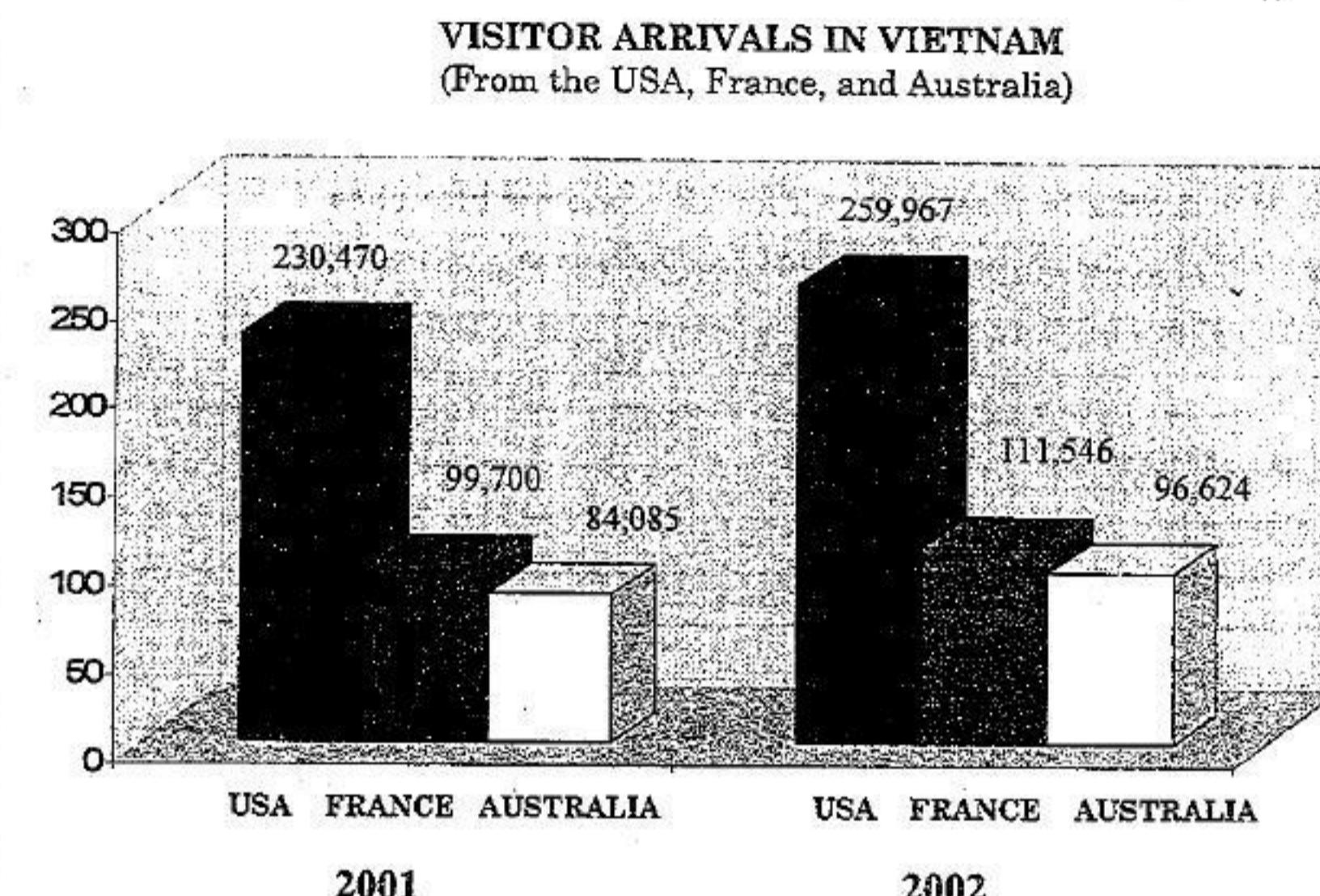
Table 1. Deforestation in Southeast Asia (1990-2005)

Country	Total forest cover		Forest Loss 1990-2005
	1990	2005	
Cambodia	12.9	10. 4	2. 5 (19. 3%)
Indonesia	116. 5	88. 5	28 (24%)
Laos	17. 3	16. 1	1.2 (6.7%)

Table 2. Total Fires and Acres Burned in the USA (1980- 2000)

Year	Fires	Acres
1980	234, 892	5, 260, 825
1990	122, 763	5, 452, 870
2000	122, 820	8, 422, 230

Exercise 11: Write a report on the number of visitor arrivals to Vietnam from USA, France, and Australia based on the graph below (Unit 16, 10cb).



Exercise 12: Write a report of about 150 words on the economic development of Tango based on the information given in the table below (Unit 7, 12 cb). Look for significant data to make comparisons.

For example:

Before 1980: stagnant/ underdeveloped for all economic branches

In 1980: dramatic change for all for all economic branches

Every ten years after that: steady increase of about 1 %

	Before 1980	1980	1990	2000
Agriculture	- 0.5 %	3.5 %	4.5 %	5.4 %
Fishery	- 0.4 %	3.2 %	4.0 %	5.0 %
Forestry	- 0.2 %	2.7 %	3.5 %	4.5 %
Industry	- 0.6 %	2.3 %	3.4 %	4.5 %
Construction	- 0.3 %	4.5 %	5.3 %	6.4 %
Export	0 %	3.0 %	4.1 %	5.3 %

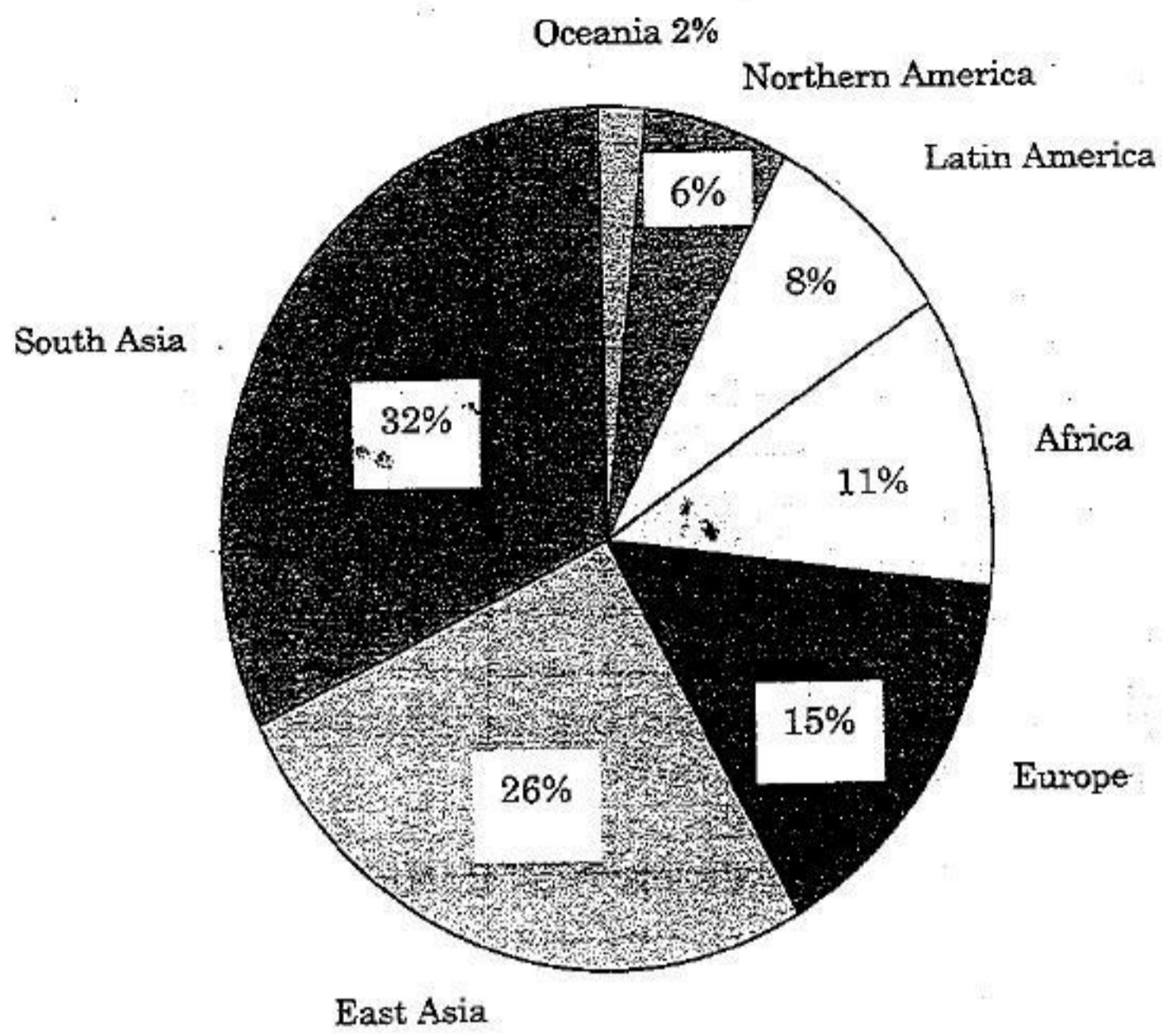
Exercise 13: Write a paragraph of about 100 words, describing the information in the table below (Unit 5, 11 cb).

Literacy rates in Sunshine country from 1998-2007

	1998	2002	2004	2007
Lowlands	50 %	53 %	56 %	95 %
Midlands	70 %	75 %	80 %	85 %
Highlands	50 %	45%	40%	30%

The table presents the literacy rates in Sunshine country from 1998 to 2007.

Exercise 14: Write a paragraph of about 120- 150 words, describing the information in the chart below (Unit 7, 11cb). Before you write, answer these questions.



1. Is the world population distributed evenly/ equally among the regions?

2. Which region has the largest percentage/ proportion of world population?

3. Which region has the second largest percentage/ proportion of world population?

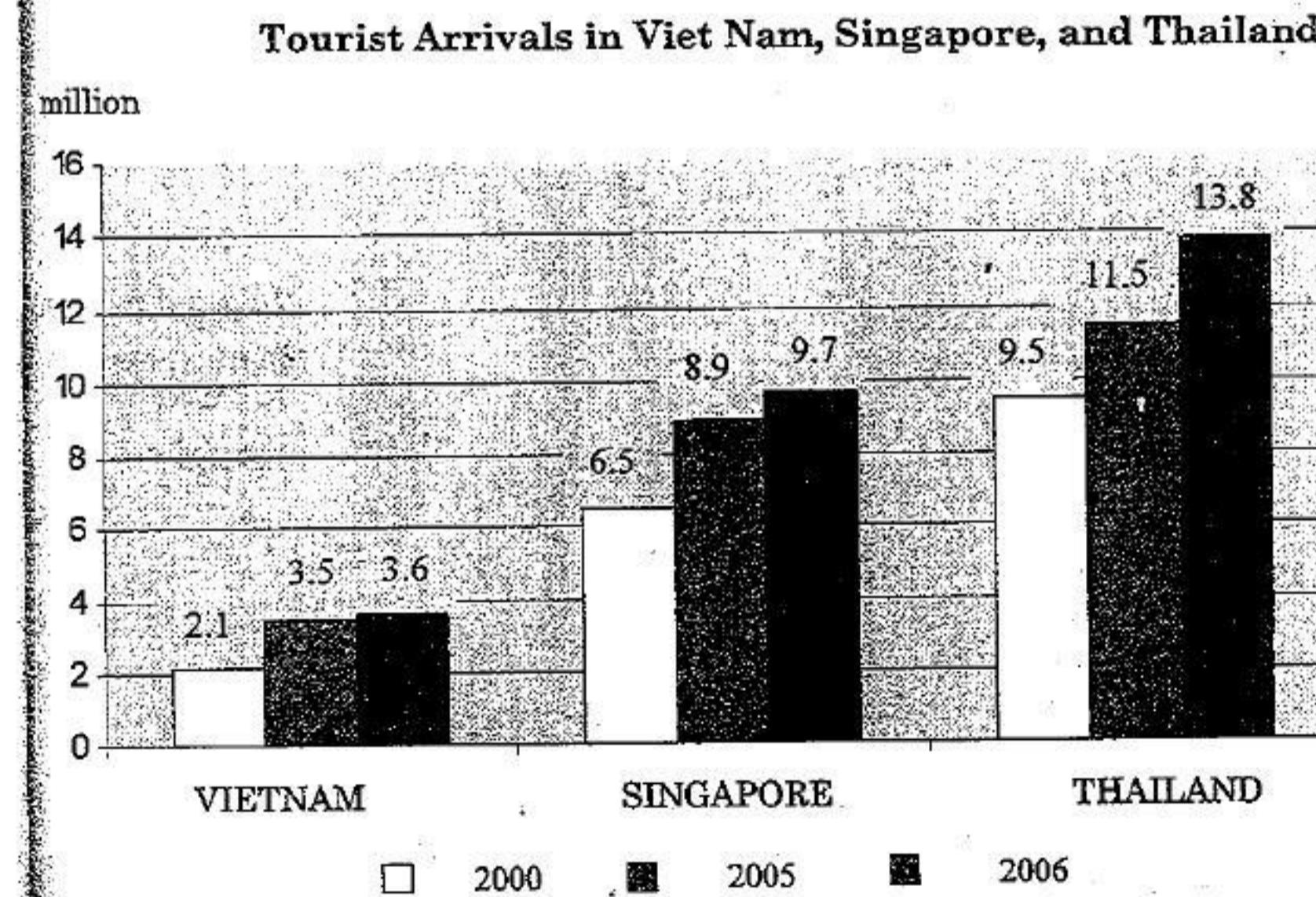
4. Which region has just more than half as much of another?

5. Which region ranks last in the proportion of world population?

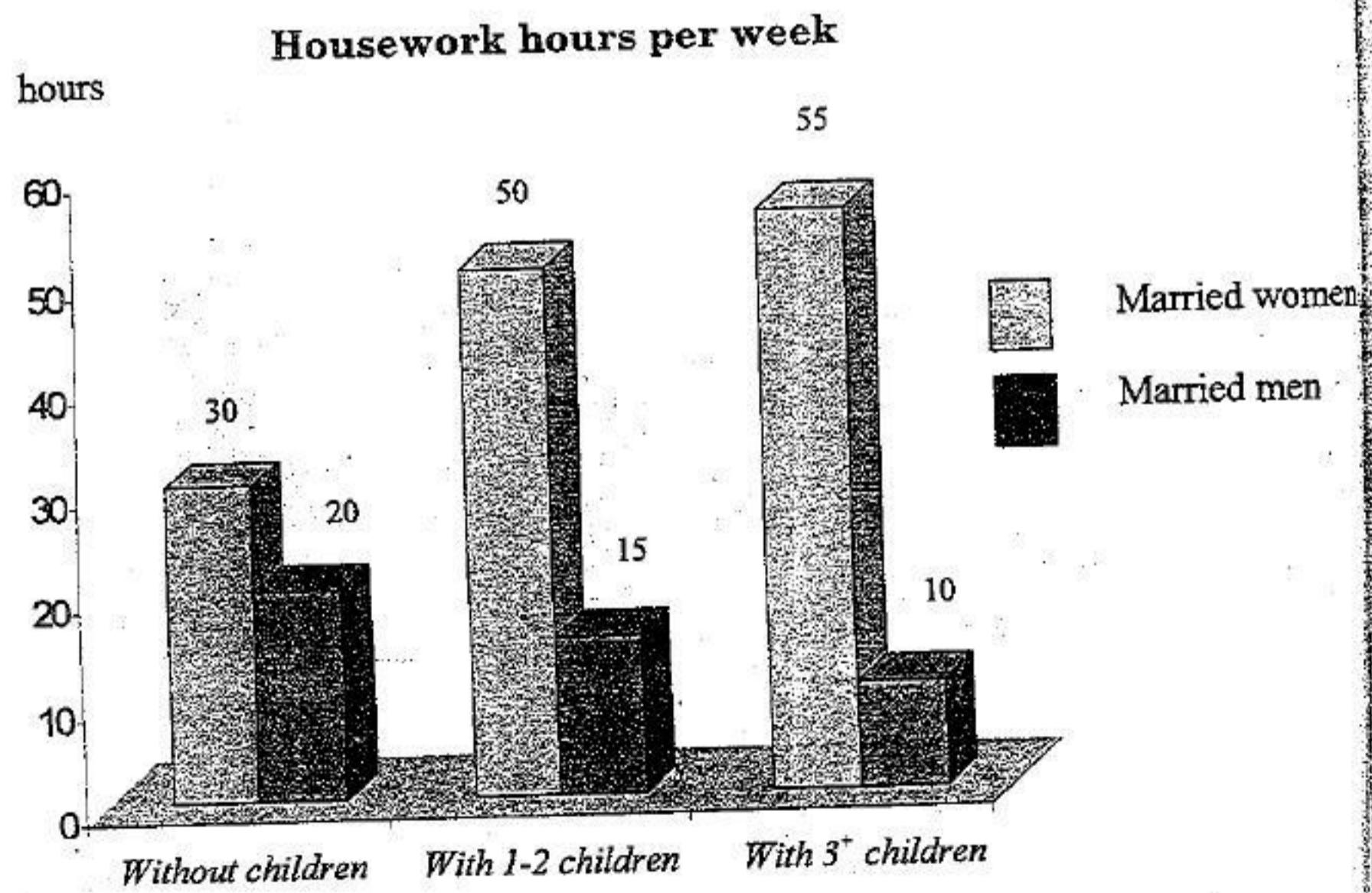
Continue this description.

The pie chart presents the uneven distribution of world population by region.

Exercise 15: Study the chart below and write a description of about 150 words (Unit 16, 12 nc).

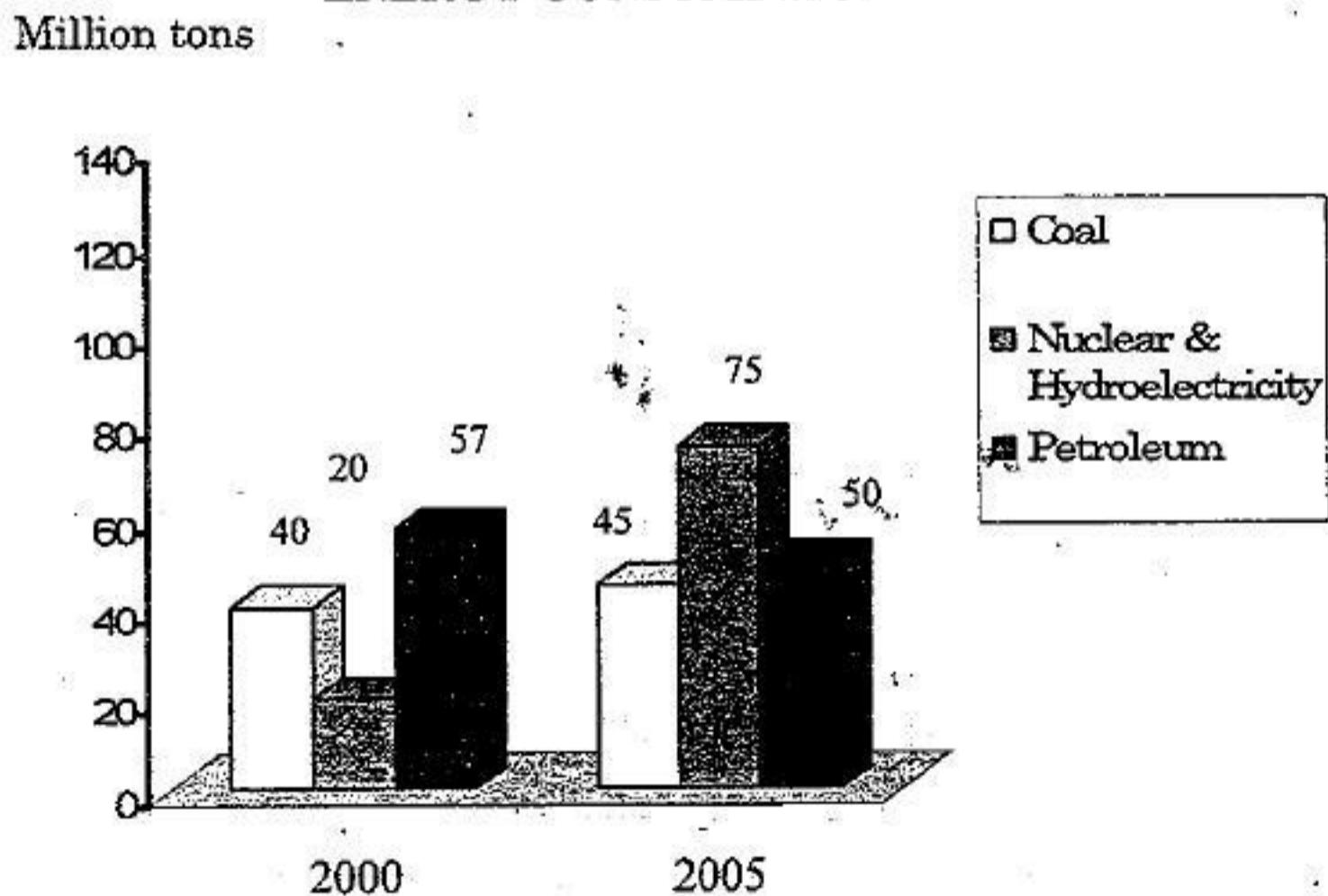


Exercise 16: Write a report describing the information shown in the column chart below (Unit 15, 12 cb).



Exercise 17: Write a report describing the information shown in the column chart below (Unit 11, 11 cb).

ENERGY CONSUMPTION IN HIGHLAND



WRITING A BIOGRAPHY / A PROFILE / A LIFE STORY

Unit 3, 10 cb; Unit 12, 10 cb; Unit 15, 11 cb/11nc

Viết tiểu sử của một người (thường là người nổi tiếng) cũng là dạng viết quan trọng và cần thiết trong chương trình phổ thông. Như chính từ tiểu sử cho biết, dạng viết này yêu cầu bạn sắp xếp ý tưởng theo thứ tự thời gian (chronological order), và phần nào cũng cho bạn biết cần đưa vào những gì trong bài viết của mình.

WHAT TO WRITE

- Date of birth
- Events/ lifelines
 - Education
 - Training
 - Career
 - Main achievements
- Date of death (if the person is no longer alive)

HOW TO WRITE

1. Thì (Tenses)

- Dùng thì quá khứ (quá khứ đơn, quá khứ tiếp diễn hoặc quá khứ hoàn thành để diễn tả các sự kiện liên quan đến các mốc thời gian trong quá khứ.

- Có thể dùng các thì khác như thì hiện tại hoàn thành, thì tương lai, tùy thuộc vào ngữ cảnh, và thông thường là ở các bài viết về người hiện vẫn đang còn sống.

- Để sử dụng thì hợp lý, bạn cần dùng thêm các cụm từ chỉ thời gian như

- *In 1952 ..*
- *In May, 2001*
- *On May 14, 2001*
- *From 1997 to 2001*
- *Between 1997 and 2001*
- *During the war*
- *two years ago*
- *so far/ recently*
- *for five years*
- *after, while, as, then*

Ví dụ:

He went to Cambridge University in 1857.

2. Cấu trúc

- *He was born in 1908.*
- *He was born into a poor family.*
- *During the Second World War he worked for the Royal Navy Intelligence Division as a spy.*
- *At the age of twenty, ..*
- *After he started his career as a ...*

3. Từ nối:

Cũng giống như bất kỳ một bài viết nào, các ý trong bài mô tả phải được nối với nhau bằng các từ nối (Xem bảng từ nối-viết đoạn/ bài luận)

BÀI TẬP ỨNG DỤNG

Exercise 1: Match the beginnings in column A to the endings in column B to make phrases from a profile of a novelist.

A

1. *Born in* _____
2. *As a* _____
3. *At the age of* _____
4. *It was while* she was working in Dundee _____
5. She had unexpected success with her first novel. _____
6. *After sending* _____
7. *As time passed* _____
8. Now in her fifties, she is still _____
9. *Recently* _____
10. *Over the next few years* _____

- a. she became very well known.
- b. she has accepted an invitation to write a television series.
- c. twenty-one, ...
- d. teenager, ...
- e. as active as ever!
- f. she plans to spend more time in Los Angeles.
- g. This was followed by a period when she wrote very little.
- h. her second novel to ten publishers, it was finally accepted.
- i. that she met her future husband.
- j. Chicago in 1949, ...

Exercise 2: Mary Kate and Ashley Olsen are the most successful twins in the world, and they are still teenagers. Read the fact file and choose the correct verb form.

THE WORLD'S MOST SUCCESSFUL TWINS

- The twins (1) **were / have been** born in Oakwood, California on 13th June 1986.
- They (2) **were / have been** TV stars all their lives. They (3) **appeared / have appeared** in their first TV show, the popular American sitcom Full House at the age of just nine months!
- At the age of six, they (4) **started / have started** their own production company, becoming the youngest Hollywood producers in history.
- They (5) **appeared / have appeared** in Full House for eight years. The show (6) **finally ended / has finally ended** in 1995.
- Since 1995, the twins (7) **become / have become** famous world-wide and have fan websites in dozens of languages.
- They (8) **published / have published** their first book about twelve years ago: so far, their books (9) **sold / have sold** more than thirty million copies, and (10) **made / have made** more than \$130 million.

- The twins (11) **also produced / have also produced** their own clothing, jewelry, make-up and perfume ranges.

- So far, the twins (12) **built up / have built up** a fortune of at least \$150 million dollars each, and in 2003 they (13) **were / have been** the world's highest paid TV stars.

Exercise 3: Read the text about jazz musician, Kenny G. Where should the phrases below go in the text?

- a. As well as making records
- b. He was born in 1956 as Kenny Gorelick in Seattle, USA
- c. During the last twenty years, Kenny has played with
- d. Kenny became well-known on the international music scene
- e. When he was just fifteen years old
- f. Saxophonist Kenny G

KENNY G - THE WORLD'S FAVORITE JAZZ MUSICIAN ...

(1) _____ is now the world's most successful jazz musician. (2) _____, and he learned to play the saxophone at an early age. (3) _____, he toured Europe with his high school band.

After studying at Washington University he started his career as a musician. In 1982 he signed for Arista records and made his first solo album Kenny G.

Success came slowly at first, but during the 1990s (4) _____. He released *Breathless*, his most successful album so far in 1993, and in 1994 won the Best Artist award at the 21st American Music Awards held in Los Angeles.

(5) _____, he also found time to play in front of another famous saxophone player – former US President Bill Clinton – at the 'Gala For The President' concert in Washington, and to break the world record for playing a single note (45 minutes and 47 seconds!) at the J & R Music World Store in New York in 1997.

(6) _____ superstars like Aretha Franklin, Michael Bolton and Whitney Houston and he has sold more than 36 million albums worldwide ... and he hasn't sung a note!

Exercise 4: Read the notes about Ian Fleming, the man who invented James Bond, and complete the gaps in his biography.

Ian Fleming

May 28th 1908 born in Scotland

May 1917 father died in First World War - mother sent him to school in England

After school Sandhurst military college - after college - tour of Europe - to improve his languages

After Europe started working as a journalist

1939-1945 Second World War - joined Royal Navy Intelligence - took part in secret missions - visited Jamaica, fell in love with the island

After Second World War bought a house in Jamaica - wrote his first Bond novel, *Goldeneye* - married Anne Rothermere - one son, Caspar

August 12th 1964 died after a long illness

BIOGRAPHY NOTES

Ian Fleming was born on May 28th 1908 in Scotland. His (1) _____ died when he was only nine years old and his mother sent him to a school in (2) _____ called Eton.

When he left school, he joined the (3) _____ college in Sandhurst. But when he finished his studies he decided that he didn't want to join the army. So he went on a tour of (4) _____ to improve his languages. When he returned to England, he started working as a (5) _____.

During the Second World War he worked for the Royal Navy Intelligence Division as a spy. He took part in a number of secret (6) _____ between 1939 and 1945. During one of these missions he visited (7) _____ and fell in love with the island.

After the war finished, he bought a house there and wrote his first James Bond novel, *Goldeneye*. He married Anne Rothermere and they had one (8) _____, Caspar.

Fleming (9) _____ on August 12th 1964 after a long illness.

Exercise 5: Use the notes below to write a biography about James Bond.

BIOGRAPHY NOTES

JAMES BOND

Nov 16th 1924 born in Scotland

1936 parents died in an accident

1937 started school in Eton, England

After school joined a military college near Edinburgh

1941 - 1945 fought in the Second World War

After the war joined the British Intelligence Service, MI6

1950 got his number (007) and his license to kill

Jan 1st 1961 married Teresa - she died in an accident on the same day

James Bond was born _____

WRITING A NARRATIVE

Unit 14, 11 cb; Unit 2, 11 nc; unit 1, 11nc

WHAT TO WRITE

Một câu truyện ngắn (*a short narrative*) nên có mở đầu, thân bài và kết thúc.

Giữ bố cục đơn giản và đừng đưa vào quá nhiều nhân vật.

Nếu bạn được yêu cầu phải đưa vào câu truyện một số từ hay cụm từ nào đó, hãy xem nên để những cụm từ này ở đâu trong câu truyện trước khi bạn bắt đầu viết.

A. Phần mở đầu: Beginning

Tạo bối cảnh, đề cập đến tình huống và các nhân vật trong câu truyện để lôi cuốn sự chú ý của người đọc. Nếu có thể, hãy làm cho phần mở đầu có vẻ huyền bí, bí hiểm để làm cho người đọc muốn đọc tiếp. Nếu bài viết của bạn là một trải nghiệm của bản thân, và bạn chỉ được yêu cầu viết một đoạn văn, thì bạn phải viết theo cấu trúc của đoạn văn như đã được đề cập ở phần trước.

Có nhiều cách để bắt đầu câu truyện. Bạn có thể:

1. Làm cho người đọc muốn biết thêm điều gì sắp xảy ra trong câu truyện.
 - 'The strange thing was, he said, how they screamed every night at midnight.' (Điều kỳ lạ là, anh ta nói, 'họ kêu gào như thế nào vào mỗi đêm khuya.)
2. Làm cho người đọc muốn biết thêm về nhân vật trong câu truyện của bạn.
 - 'I'm out of my mind, it's all right with me,' thought Moses Herzog.'
3. Bắt đầu bằng một bài hội thoại:
 - 'Gracie darling, will you marry me?'
 - 'Yes.'
 - 'What?'
 - 'Yes.'
4. Bắt đầu bằng một sự khai quát hoá. Người đọc sẽ muốn biết bạn phát triển ý đó như thế nào.
 - 'All happy families are alike but an unhappy family is unhappy after its own fashion.'

B. Thân bài(Body)

Mô tả những gì đã xảy ra (Events in the story)

C. Ending

Có nhiều cách để kết thúc câu truyện.

1. Nếu đó là một trải nghiệm nhỏ của chính bản thân bạn, bạn có thể cho biết cảm tưởng/ ý kiến của bạn về trải nghiệm đó. (Your feelings/ personal opinions about what happened)
2. Kết thúc bằng một kết luận
 - and they all lived happily ever after. (... và tất cả họ đều sống rất hạnh phúc kể từ đó.)
3. Kết thúc bằng một câu hỏi
 - 'In heaven's name, where is Beth?'
4. Kết thúc lửng, treo
 - 'But they never did find out who had stolen the teacups ...' (Nhưng họ đã không bao giờ biết được ai đã đánh cắp những chiếc tách trà....)
5. Kết thúc bằng một sự ngạc nhiên
 - '...Lady Anne made no sign of interfering. She had been dead for two hours.' (Bà Anne chẳng tỏ ra có dấu hiệu can thiệp nào cả. Bà ta đã chết hai tiếng đồng hồ rồi.)

HOW TO WRITE

1. Khi kể một câu truyện, bạn hãy nhớ kể các sự kiện theo thứ tự chúng xảy ra. Vì thế, bài viết thường được tổ chức theo thứ tự thời gian (chronological order) như viết tiểu sử.
2. Hãy dùng các cụm từ, liên từ và các thì quá khứ thích hợp để thu hút sự chú ý của người đọc đến chuỗi sự kiện (sự kiện nào trước, sự kiện nào sau) và các sự kiện diễn ra đồng thời trong câu truyện.
 - One day/night ... (Một ngày/ đêm nọ)
 - The following day / the next day ... (Ngày hôm sau...)
 - A few moments later, ... (Một vài phút sau đó ...)
 - After a while, ... (Sau một lúc ...)
 - After that, ... / Later (Sau đó ...)

- A short while later, ... (Chỉ một lúc sau ...)
- Before long... (Không lâu sau, ...)
- Then ... (Rồi thì ...)
- Afterwards (Sau đó)
- Until then/ before that/ until that time ... (Đến lúc đó ...)
- The first thing ... / At first ... (Điều đầu tiên ... / Thoạt đầu ...)
- At the same time, / Meanwhile, /Simultaneously, ... (Cùng lúc đó/ Trong khi đó ...)
- Feeling tired/terrified, they ... (Cảm thấy mệt/ sợ hãi, họ)

Và các trạng từ của câu như:

- Suddenly, ... / Without any warning, ... (Bỗng nhiên ...)
- Unfortunately, ... (Thật không may, ...)
- Worryingly, ... (Thật đáng lo rắng, ...)
- Luckily/ Fortunately,... (May mắn thay, ...)
- Happily,... (Hạnh phúc thay, ...)
- Surprisingly, (Ngạc nhiên thay, ...)
- Amazingly, (Lạ lùng thay, ...)
- The next thing I knew ... (Điều tiếp theo mà tôi biết ...)
- To make matters worse ... (Tệ hại hơn,)
- To my relief ... (Trước sự thở phào nhẹ nhõm của tôi, ...)
- To their surprise/ astonishment/ amazement, (Trước sự ngạc nhiên của họ, ...)
- To their horror ... (Trước sự sợ hãi của họ, ...)
- In the end, / Eventually, ... (Rốt cuộc,)
- Finally, ... (Cuối cùng)

Cấu trúc để mô tả sự kiện nào xảy ra trước, sau, hay đồng thời cùng xảy ra.

- I was walking home when I suddenly ran into a strange man.

(Tôi đang đi bộ về nhà thì bỗng nhiên tôi va phải một người đàn ông lạ.)

- At the same time/ Meanwhile, my mother was doing the washing up. (Cùng lúc đó, mẹ tôi đang rửa đọn bát đĩa.)
- He jumped out of the car and rushed into the bank. (Ông ta nhảy ra khỏi xe và đi vội vào ngân hàng.)
- He looked up and down the street. Then he went into the bank. (Ông ta nhìn quanh đường phố, rồi thì đi vào ngân hàng.)
- After looking up and down the street, he went into the bank. = Before going into the bank, he looked up and down the street.
- I came into the room and noticed something wrong immediately/ at once. = As soon as/ The moment I came into the room I noticed something was wrong. (Vừa khi đi vào phòng, tức thì tôi nhận thấy điều gì đó không ổn.)

* (After / before / while) + V-ing

Khi chủ ngữ của hai mệnh đề giống nhau, chúng ta có thể tinh lược bỏ một mệnh đề như sau:

- She closed the door and she breathed deeply. = Closing the door, she breathed deeply.
- While the people were listening to the voices, they felt very frightened. = While listening to the voices, the people felt very frightened.

Khi chủ ngữ của hai mệnh đề không giống nhau, thì chúng ta không thể dùng dạng rút gọn V-ing như trên.

- After the owner closed the kitchen, other faces appeared. = After closing the kitchen, other faces appeared.
- She closed the door and the phone started to ring. = Closing the door and the phone started to ring.

BÀI TẬP ÚNG DỤNG

Exercise 1: Read the story and complete the text with while, during, or for.

A DISASTROUS SAILING HOLIDAY

Bill and Simon Butler left Miami one summer weekend on their annual sailing holiday in their boat, Siboney. They wanted to sail round the Caribbean Sea (1) _____ two weeks.

(2) _____ their holiday, they saw a large group of whales. Bill and Simon were very excited. Unfortunately, (3) _____ they were watching them, the whales began to hit the side of the boat.

Suddenly, water started flooding in, and they realized that they were in trouble. They quickly jumped into the lifeboat (4) _____ the boat was sinking, and watched it disappear under the sea.

Fortunately, they had enough food and water (5) _____ twenty days. They also had a fishing line and a machine which made salt water into drinking water. These two things helped them to survive (6) _____ their terrible experience.

(7) _____ the next 50 days they caught about ten fish a day and ate them raw. They saw about twenty ships, but although they waved and shouted (8) _____ they were passing, nobody saw them. They were becoming weaker and weaker. Then, just as they were beginning to lose hope, a fishing boat rescued them. Their disastrous holiday was over.

Exercise 2: Underline the best alternative.

One day in a poor country, a man went to a bread shop to buy some bread. There was a long queue and he spoke to a woman (1) *at/on* the front of the square.

'Excuse me, how long (2) *have you been / you have been* here?'

'Oh, (3) *for / since* about four hours,' the woman replied. 'They (4) *said / told* us the shop would open soon.'

The man was in a hurry and decided to ask the woman (5) *help / to help* him. She (6) *looked / was looking* very friendly. 'Would you mind (7) *buying / to buy* a loaf of bread for me?' he asked politely.

'I'm afraid we're only (8) *allowing / allowed* to buy one loaf each,' the woman replied.

This is crazy, (9) *thought / was thought* the man. What a country! He decided to (10) *going / to go* to the presidential palace. He wanted to (11) *say / tell* the President what he (12) *thought him of / thought of him*. He got out his best suit, (13) *put it on / put on it* and walked to the palace.

Outside the palace, he (14) *asked / was asked* by a policeman what he wanted.

'I (15) *have been coming / have come* to speak to the President. Could you tell me where (16) *he is / is he*?'

'Certainly,' (17) *replied / was replied* the policeman. '(18) *Do join / Join* the queue over there. But I must warn you – the people (19) *at / on* the front (20) *have been waited / have been waiting* (21) *for / since* weeks.'

Exercise 3: Read the four paragraphs and

A. put the story in order.

a. Bo recovered in the end from her terrible fall. Mr Sutton was amazed. 'Huey risked her life to save Bo,' he said. 'It was a real act of friendship.'

b. Huey and Bo were two dogs that often played together near the sea cliff of Portishead. One day, while Huey was chasing her, Bo ran through some bushes. Then she slipped 70 feet down the side of the cliff

c. After she had looked carefully at Bo's injuries. Huey started to show her friend the way up the side of the cliff. As she was climbing up the cliff, Bo had to stop to rest. When Huey saw her friend in difficulty, she pushed her up the rest of the way. By the time Bo reached the top, she had lost a lot of blood. She was still alive, however!

d. At first, David Sutton, Bo's owner, didn't know what to do to help his dog. But Huey started to climb down the side of the cliff. Finally she reached the other dog.

B. Look at the underlined words. Which words are used to describe ...

1. starts? One day, _____
2. endings? _____, _____
3. actions in a sequence? _____, _____, _____, _____
4. actions at the same time? _____, _____

Exercise 4: Rewrite the story below, using correct punctuation. You will need ten capital letter and ten full stops.

a man was feeling unwell and he went to see the doctor he went with his wife because he was a little worried afterwards the doctor spoke to the man's wife he said, 'I'm afraid I have some bad news unless you follow my instructions very carefully, your husband will die every morning you must give him a good breakfast and you must cook him a healthy meal at night what is more, you must not ask him to do any housework and you must keep the house very clean it is a lot of work for you, but it really is the only way to keep him alive'

on the way home, the husband asked his wife what the doctor had said to her he said 'you're going to die,' she replied

Exercise 5: Read this example story quickly and think of a good title for it.

It was a terrible winter, and that morning I had to travel to another city. I was going to attend a lecture there, but when I arrived at the railway station I was told that my train had been cancelled. It had been snowing during the night and the lines were blocked.

So, I had to go home and get my car. At half past eight I set off, four hours before the lecture started. I drove slowly because of the snow. I had never had an accident but the road was so bad that I was afraid of what might happen.

An hour or so later, a car was overtaking me when I suddenly saw a van coming towards us. I tried to slow down but I skidded on the snow and the other car hit me, pushing me off the road.

Fortunately, nobody was hurt and the other driver got out, looking embarrassed. 'I'm awfully sorry,' he said, 'I was in a hurry because I'm giving a lecture at twelve thirty.'

Exercise 6: Put events A – F from the story (Exercise 5) in the order they actually happened.

- A. She met the lecturer. _____
- B. She had an accident. _____
- C. Her train was cancelled. _____
- D. She arrived at the station. _____
- E. She left home in her car. _____
- F. It snowed heavily. _____

Exercise 7: Read the following paragraphs. Put the adverbs in the correct place in the story, then finish the last sentence of each paragraph with your own ideas.

very suddenly last Monday morning

- a. Sarah Brown was in her bedroom getting ready to go to work, when she saw a mouse in her handbag. She was scared of mice, so _____

quietly then downstairs

- b. She had a good idea. She left the room and ran to look for her cat, Tiger. He would _____

finally at first upstairs quickly

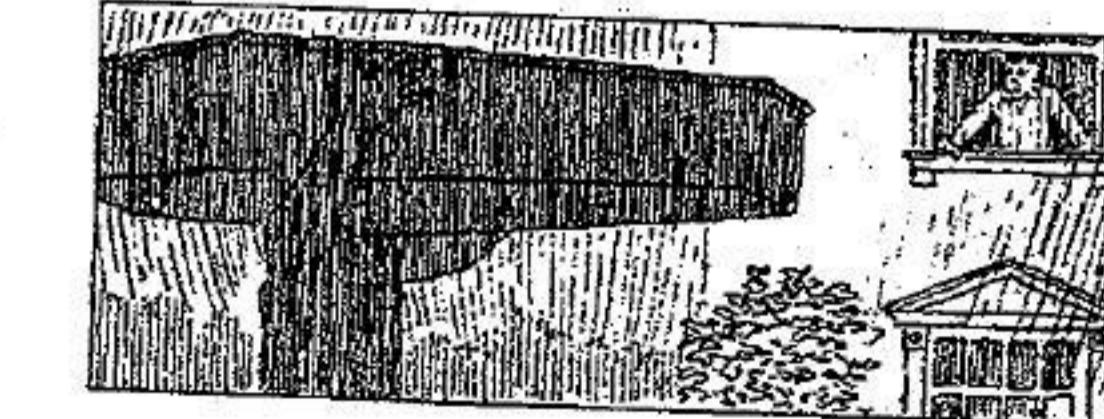
- c. She couldn't find him anywhere, but she found him sleeping under the kitchen table. She picked him up and ran back to _____

unfortunately too then

- d. In the bedroom, Sarah put Tiger down on the floor. She waited outside the door. Tiger was scared of mice, so _____

Exercise 8: Use the pictures and the information. Write the story. Use linking words and strong adjectives where possible.

1.



In the 1880s/ Lord Dufferin/ stay with friends in Ireland
One night/ wake up suddenly/ hear/ someone/ call/ name

In the 1880s Lord Dufferin was staying _____

2.



get out of bed/ go to window

see/ shape/ move/ across lawn

He got _____

3.



go outside/ see/ man/ carry coffin

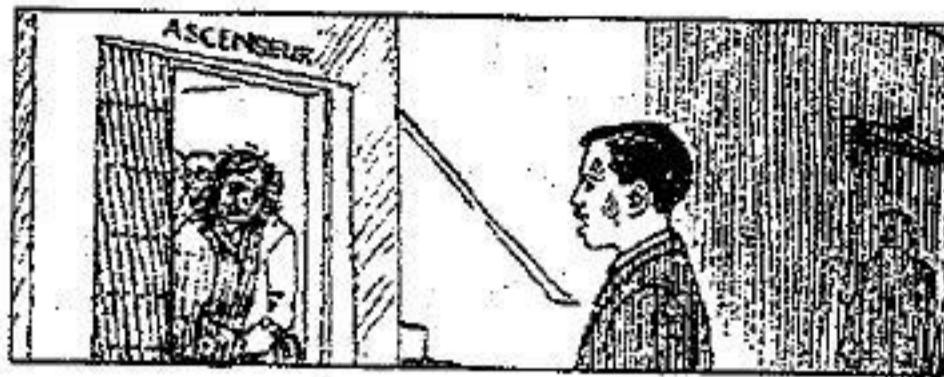
call out/ man turn round

man/ very ugly face

man/ disappear/ Lord Dufferin/ feel/ man/ walk through him

He went outside _____

4.



Several years later/ in hotel in Paris/ wait for lift

lift operator/ very ugly man

Lord Dufferin/ horrified/ refuse / not get into the lift

Several years later he was _____

5.



lift/ go up/ to fifth floor/ cable snap

lift/ crash/ everyone inside/ kill

Then, as the lift _____

DESCRIBING PEOPLE

Unit 1, 11 cb; Unit 1, 11 nc

A. PHYSICAL CHARACTERISTICS (Ngoại hình)

General appearance (Ngoại hình tổng quát)

pretty = beautiful = đẹp

charming = attractive = quyến rũ

good-looking = dễ nhìn; handsome = đẹp trai

Face (khuôn mặt)

Face shape: thin (gầy), long (dài), angular (có góc cạnh)

round (tròn), baby-faced (có khuôn mặt

trẻ con), plump (bù bãm)

Nose: flat (tẹt), pointed (nhọn)

Cheeks: have high cheek bones (có xương gò má cao)

have dimples on one's cheeks (có lúm đồng tiền)

Eyes: small (nhỏ), large (to), narrow (hẹp),

round (tròn), blue (màu xanh), etc;

Complexion (Nước da)

dark (adj.) = ngăm

fair = trắng

pale = tái

smooth = mịn

rough = thô

swarthy = ngăm đen

weather-beaten = dày dạn nắng gió

- She has a fair complexion. = Cô ấy có làn da đẹp.

Hair (Tóc)

blonde = vàng

ginger = vàng hoe

light/dark brown = nâu nhạt/ nâu đậm

red = đỏ

auburn = nâu đỏ

black = đen

bald = hói

white = trắng, bạc trắng

wavy = gợn sóng

curly = quăn, xoắn

frizzy = quăn tít

straight = thẳng

long = dài # short = ngắn

Height (Chiều cao)

tall = cao

short = thấp

small = nhỏ nhắn

be of medium/average height = có chiều cao trung bình

Build (tâm vóc, khổ người)

slim/ slender (women only) = mảnh khảnh (chỉ dùng cho phụ nữ)

thin = gầy; skinny = gầy giơ xương

be of medium/average build = có tâm vóc trung bình/

có vóc dáng tầm thường

well-built = lực lưỡng, cường tráng

stout = mập mạp, to khoẻ

stocky = thấp, khoẻ và chắc

fat = béo, mập

be athletic in build = có vóc dáng lực sĩ

have a lovely/ good/ well-proportioned figure = có thân hình dễ thương/ đẹp/ cân đối

Age (Tuổi tác)

young = trẻ middle-aged = trung niên elderly, old = già

in his/her early/mid-/ late teens/twenties/thirties etc.

= khoảng độ tuổi đầu/ giữa/ cuối mười mấy/ hai mươi/ba mươi

Clothes (áo quần)

untidy = bẩn, xộc xệch, lôi thôi

sloppy = luộm thuộm

neat = sạch sẽ, gọn gàng

smart = bánh bao

well-dressed = ăn mặc chỉnh tề

smartly/neatly-dressed = ăn mặc bánh bao/ gọn gàng (sạch sẽ)

untidily/sloppily-dressed = ăn mặc luộm thuộm

- She usually wears / puts on jeans and a T-shirt.

Shoes (Giày)

high-heeled shoes = giày cao gót

flat shoes = giày thấp/ trệt

sandals = giày xăng đan

boots = giày ống

B. CHARACTER (Tính cách)

Tính từ (Adjectives)

- friendly = thân mật
- caring = tận tình
- punctual = đúng giờ
- cheerful = vui vẻ
- serious = nghiêm nghị, nghiêm túc
- determined = quyết đoán
- tolerant = khoan dung, bao dung
- generous = rộng rãi, hào phóng
- hospitable = hiếu khách
- modest = khiêm tốn
- helpful = hay giúp đỡ người khác
- dynamic = năng động
- patient = kiên nhẫn
- calm = bình tĩnh
- studious = hard-working = diligent = siêng năng, chăm chỉ
- care-free = vô tư
- independent = self-made (before noun) = tự lập
- enthusiastic = nhiệt tình
- cautious = thận trọng
- sensitive = nhạy cảm
- imaginative = giàu trí tưởng tượng
- sympathetic = hay thông cảm

- honest = thật thà
- frank = thẳng thắn
- good-natured = kind = tử tế, thân mật
- good-humored = vui tính
- humorous = hài hước
- intelligent = smart = quick-witted = thông minh, nhanh trí
- conscientious = có lương tâm
- sociable = thân thiện, dễ chan hòa
- out-going = cởi mở
- mature = trưởng thành
- confident = tự tin
- decisive = quyết đoán, dứt khoát
- thoughtful/ considerate = chu đáo
- obstinate / stubborn = ngang bướng
- dishonest = không thật thà, không trung thực
- aggressive = hung hăng, hay gây sự
- strict = nghiêm khắc
- practical = thực tế
- stern = nghiêm khắc, lạnh lùng
- absent-minded = dãng trí
- shy = e thẹn
- indifferent = thờ ơ
- selfish = ích kỷ
- lazy = lười biếng
- reserved = e dè, khép kín
- withdrawn = nội tâm
- conservative = bảo thủ
- immature = chưa trưởng thành
- inconsiderate = không ân cần, khinh suất
- unfriendly = unsociable

Khi mô tả người, chúng ta không nên mô tả các đặc điểm rời rạc mà phải biết kết hợp. Hãy viết câu đủ dài, và dùng từ nối để nối ý.

- She is a tall, slim, woman with a pale complexion, fair hair and brown eyes. (Cô ấy cao, mảnh khảnh, có nước da tái, tóc vàng và mắt nâu.)
- Jimmy has a long face, which makes him look slightly miserable all the time. (Jimmy có khuôn mặt dài, và điều này làm cho cậu ấy luôn luôn trông có vẻ hơi khổ khốn khổ.)
- Lara is an extremely sociable person and she often invites people round to her house. (Laura là một người rất cởi mở và cô ấy thường mời bạn bè đến nhà chơi.)
- The king's son was a weak, lazy man who spent too much money and never became popular. (Con trai của vị vua đó là một người lười biếng, yếu đuối - một người tiêu xài quá nhiều và chưa bao giờ nổi tiếng cả.)

Linking words (Từ nối)

Cùng ý: also /besides / furthermore/ in addition/ and/ as well, as well as

She has a good nature	. In addition,	she is very intelligent.
	. Besides,	
	. Furthermore,	
	. Also;	
	. She is also very intelligent.	
	And is also very intelligent.	
	, and is very intelligent as well.	
	, as well as being very intelligent.	
	<i>Cô ấy có bản chất tốt. Ngoài ra, cô ấy còn rất thông minh.</i>	

Trái ý/ tương phản: but, although, despite, in spite of, however

He is usually/generally good natured	, but	he is sometimes obstinate.	
	. In spite of this,		
	. However,		
	. Nevertheless,		
Although he is usually good natured,			
Even though he is usually good natured,			
In spite of / Despite the fact that he is usually good natured,			

He/ She	is	very generous/ cheerful.	
<i>Anh ta / Cô ta rất hào phóng / vui vẻ.</i>			
He/ She	has a(n)	generous cheerful aggressive	Nature character personality disposition
<i>Anh ta / Cô ta rất có bản tính hào phóng / vui vẻ / hung hăng.</i>			

He / She	seems	a happy man/ woman.
	looks	happy.
<i>Anh ấy / Cô ấy trông có vẻ (là một người đàn ông / phụ nữ) hạnh phúc.</i>		

Cấu trúc sau chỉ dùng cho các tính cách tiêu cực.

He/ She	tends	to be lazy.	
	has a tendency		
Anh ta/ cô ta có xu hướng lười biếng.			
He/ She	can	often sometimes occasionally on occasion	be lazy.
Anh ta/ cô ta có thể thường/ thỉnh thoảng lười biếng.			

OUTLINE

Introduction

- Who this person is , his / her relationship to you, and why you choose him or her
- Your overall impression about this person.

Body

Paragraph 1

Describing his/ her appearance (physical characteristics)

(His/ her face, age, height, build, hair, clothes,..)

Paragraph 2

Describing his/ her character

Paragraph 3

Describing his/ her hobbies/ interests

Conclusion

What you feel about this person

BÀI TẬP ÚNG DỤNG

Exercise 1: Underline the word that does not belong in each group.

1. lazy	shy	sociable	inconsiderate
2. confident	generous	calm	dishonest
3. helpful	patient	reserved	punctual
4. humorous	aggressive	conservative	immature
5. smart	kind	frank	absent-minded
6. pretty	attractive	ugly	good-looking
7. selfish	friendly	sympathetic	loyal
8. blonde	dark-haired	dyed	long
9. enormous	young	old	in her twenties
10. pale	fair-skinned	tanned	clean-shaven
11. elegant	sophisticated	polite	casual
12. oval	round	pointed	angular
13. curly	fair	dark	weather-beaten
14. caring	hospitable	withdrawn	thoughtful
15. stubborn	decisive	deligent	good-natured

Exercise 2: Match the descriptions to the pictures. There is one extra picture.

A. _____

He has a long, angular face and a pointed nose. He has a small moustache and short black hair. His eyes are small and he wears glasses. He has a faint scar on his left cheek. He looks very serious.

B. _____

She has a round face with high cheek bones and a rather flat nose. She has wavy blonde hair and a fair complexion. Her eyes are large and she has a pleasant smile. She is a very attractive person.

C. _____

He has a weather-beaten face with red cheeks and a big nose. He has a thick beard as well as thick hair. His eyes twinkle and he usually has a big smile. He seems a jolly man.

1.



2.



3.



4.



Exercise 3: Read the description a student wrote of someone in her family. Which sentence talks about:

1. who the person is, and the writer's relationship to her? _____
2. her general appearance? _____
3. her eyes? _____
4. her hair? _____
5. her age? _____
6. her build and height? _____

A

She's a very attractive little girl – she always looks happy and she's got a lovely smile.

B

Her eyes are blue, just like her father's.

C

She's about average height for her age ... and she's quite slim.

D

She's got beautiful, blonde hair ... and it's her natural color!

E

Louise is my youngest cousin, and she lives not far from my family.

F

She'll be ten next birthday.

Exercise 4: Which of texts A-F refers only to positive qualities (P)? contrasts different characteristics (C)? mentions only negative characteristics (N)?

- A. Paul has a tendency to be lazy and on occasions can be rather selfish and inconsiderate. _____
- B. Diane is a sociable person. She has a warm, out-going personality and is extremely popular with the other students. _____
- C. Jenny is not very mature for her age. She tends to be rather moody and has been known to be less than friendly to the others. _____
- D. Michael is usually cheerful and easy-going, but he can sometimes be a little serious and withdrawn. _____
- E. Susana's good fun to be with. Even though she's a bit shy she's got that great sense of humor and always comes up with loads of bright ideas. _____
- F. Sean is a confident and well-balanced boy. He is interested in others' opinions and sensitive to the needs and wishes of those around him. _____

Exercise 5: Decide if each of the following expressions refers to appearance (A), personality (P) or clothes (C).

- _____ a. Her smile reminds me of my sister.
- _____ b. Like me, she's a quiet sort of person.
- _____ c. She can come across as a bit aggressive.

- _____ d. She doesn't mind looking untidy.
- _____ e. She likes to dress casually.
- _____ f. She looks a bit like her mother.
- _____ g. She's a bit of a rebel.
- _____ h. She's really into Nike trainers.
- _____ i. What strikes you first are her eyes.

Exercise 6: Read this description of a young girl and match the topics to the paragraphs.

- a. appearance _____
- b. clothes _____
- c. interests _____
- d. personality _____

My little niece, Lou, is eight years old, and is the spitting image of my sister. I have a photo of my sister when she was the same age and you can't tell them apart. She's got straight fair hair with a fringe, and the first thing you notice about her are her bright blue eyes. She's got a lovely smile.

To begin with she seems quite shy, but when she gets to know you, she never stops talking. Her teachers say she's a real chatterbox. She particularly likes telling jokes, and when she is with her friends they never stop laughing. She's also very generous.

She used to like wearing flowery dresses, but she's gone off them now because she thinks they are too 'girlish'. But most of the time, she just puts on jeans and a T-shirt. If you saw her in the street, you would probably think she was two or three years older.

She's really into girl groups like All Saints. She sings at the top of her voice because she keeps forgetting that everyone can hear her. The only problem with this is that she can't sing to save her life.

Exercise 7: The following sentences have been cut out of the description above. Where should they go?

- a. When she finds something funny, it's impossible not to smile with her.
- b. I remember one day she had to go into hospital, and when she left she wanted to give all her toys to the hospital for the other kids.

- c. Every now and then, she'll wear a dress, but it has to be black and 'grown-up'.
- d. When she's not at school, she has always got her Walkman with her.

Exercise 8: Number each sentence in the order of an account of a friend (Unit 1, 11 nc). Then circle expressions of appearance and underline those of personality.

- _____ A. During the party, she was always surrounded by a cheerful and noisy crowd.
- _____ B. I must say that Trang is one of my best friends now.
- _____ C. Unfortunately, my family had to move to a big city.
- _____ D. She looked athletic in blue jeans and a T-shirt, and she danced beautifully at the party.
- _____ E. It was her cheerful face with two dimples on her cheeks that attracted me at first sight.
- _____ F. She was a decisive and smart player at the game.
- _____ G. I met Trang at my cousin's birthday party two years ago.
- _____ H. Furthermore, she was an interesting playmate because she was able to help me improve my playing strategies.
- _____ I. However, we still keep in touch through emails.
- _____ J. After the party, we met each other quite often because we shared a common interest-playing chess.

Exercise 9: Now write a description of one of your friends. Write between 150 and 200 words (Unit 1, 11 nc).

FILLING OUT A FORM

Unit 2, 10 cb; Unit 4 10 nc; Unit 4, 12 nc

Để điền được một mẫu đơn, bạn cần hiểu yêu cầu của từng phần nhỏ ở trong mẫu đơn đó. Thông thường, thông tin cần điền vào là thông tin cá nhân.

- first name/ given name = tên gọi
- last name/ surname/ family name = tên họ

Lưu ý: Có sự khác biệt về thứ tự của tên gọi và tên họ trong tiếng Anh và tiếng Việt.

Trong tiếng Anh: James Smith

First name = James

Last name = Smith

Trong tiếng Việt: Nguyen Lam

First name = Lam

Last name = Nguyen

- Date of birth: ngày sinh

Thứ tự ngày tháng năm sinh tùy thuộc vào từng mẫu đơn. Một số mẫu đơn quy định thứ tự này)

- Place of birth = nơi sinh

- Marital status = tình trạng hôn nhân
Single = never married = độc thân
Married = đã kết hôn
Divorced = đã ly hôn
- Occupation/ job = nghề nghiệp
Current occupation = nghề nghiệp hiện tại
Previous occupation(s) = nghề nghiệp trước đây
- Address = địa chỉ
Permanent address = địa chỉ thường trú
- Town/ city = thị trấn/ thành phố
- Zip/ Post/ Postal code = mã thư tín
- Nationality = quốc tịch
Vietnamese (Vietnam)
American (America)
Japanese (Japan),
- Qualifications = bằng cấp
- Hobbies/ interests = sở thích
- Language (s) = ngôn ngữ
Mother tongue = first language = tiếng mẹ đẻ
Foreign language = ngoại ngữ
- Signature = chữ ký

Understanding instructions

- Please write in capital letters. = Hãy viết bằng chữ in hoa.
- Delete where not applicable. = Hãy bỏ đi những phần không đúng với trường hợp của bạn.
- If other, please specify. = Nếu khác với những mục cho sẵn, hãy viết cụ thể vào

BÀI TẬP ỦNG DỤNG

Exercise 1: Match the expressions to the questions.

- | | |
|----------------------|---|
| 1. First name | a. Are you married or single? |
| 2. Surname | b. What do you do in your free time? |
| 3. Date of birth | c. What's your phone number? |
| 4. Place of birth | d. What's your first name? |
| 5. Permanent address | e. What do you do? |
| 6. Marital status | f. Where were you born? |
| 7. Occupation | g. When were you born? |
| 8. Qualifications | h. What's your family name? |
| 9. Hobbies/Interests | i. What degrees, diplomas, certificates,
etc. do you have? |
| 10. Tel. no. | j. Where do you live? |

Exercise 2: Do these things. Write about you.

1. Write your name in capital letters.

2. Write your signature.

3. Delete where not applicable.
(Mr/Mrs/Miss/Ms)

4. Write your postcode.

Exercise 3: The Inside Out Shopping Network is a great new shopping service, but to send you all the latest information on our special offers, we need to know more about you. Please make sure the information is correct.

Title: _____

First name: _____

Last name: _____

Street address: _____

Town/City: _____

Zip/Postal code: _____

Date of birth: _____

Occupation _____

(if you are a student,
please say which subject(s) you study)

Main leisure interests: _____

How often do you _____
use the Internet?

What do you enjoy _____
doing on holiday?

✓ Submit

Exercise 4: Complete the form.

The Oak Tree School of English

Enrolment form

Please write in capital letters.

Mr/Mrs/Ms*

First name

Nationality

Address in your country

Family name

Date of birth

Language(s)

Occupation

Date of arrival

Date of departure

Reason for learning English: Business/pleasure/exam/others *(If others, please specify.)

How many hours a day do want to study?

How long are you going to stay at the school?

What date do you want to start?

Signature

*Delete where not applicable.

WRITING INSTRUCTIONS

Unit 5, 10 cb; Unit 5, 10nc; Unit 12, 12 nc

1. Sequencing

- first, second, next, then, after that, finally
- start by + V-ing

2. Imperative verbs

My vacuum cleaner is very easy to use. First, don't forget to remove large or sharp objects from the floor to avoid damage to the machine. Next, plug in the unit and turn the power button on. Then, start cleaning the floor and furniture. Finally, make sure to unplug the unit after use. (Unit 5, 10 nc)

3. V-ing: for the second action

You should do the following warm-up exercises before swimming. First, set yourself in vertical position. Next, stand with your feet apart, pushing both arms out straight in front of you. Then, raise your hands above your head, looking straight ahead. After that, put your arms to the side horizontally. Finally, put your arms back to the original position. (Unit 12, 12 cb)

4. With + V-ing: for a simultaneous action

- Take your hands out at double shoulder width, with your palms facing forward. (Giơ hai bàn tay ra rộng gấp đôi vai, lòng bàn tay ngửa về phía trước.)
- Then bend again, with fingertips touching the ground. (Rồi thi gập người lại, để các ngón tay chạm đất.)

5. By+ V-ing

- Start by turning the power button on. (Hãy bắt đầu bằng cách bật nút điện lên.)
- Support your body by placing your left hand and knee on a bench. (Đỡ thân bằng cách chống bàn tay trái và đầu gối lên một cái ghế.)

6. While + V-ing

- Keep your head between stretched arms while making the first kick. (Giữ đầu giữa hai cánh tay duỗi ra, đồng thời thực hiện cú đá đầu tiên.)
- Release your hands and push your feet against the wall while moving your head and shoulders forward. (Thả hai tay ra và chống chân lên tường, đồng thời đưa đầu và vai về phía trước.)

7. Other useful structures

- remember to do sth = make sure to do sth = don't forget to do sth = hãy nhớ làm gì
- Remember to unplug the unit after use. (Nhớ tháo phích sau khi dùng xong.)*
- If you want to turn on the TV, press the power button. = To turn on the TV, press the power button. (Nếu bạn muốn bật TV lên, hãy bấm nút 'power.'

8. Vocabulary

How to operate a machine

Verbs

- plug in = cắm phích ≠ unplug in = tháo phích
- turn on = switch on = bật lên ≠ turn off = switch off = tắt
- turn something clockwise / in a clockwise direction = vặn cái gì theo chiều kim đồng hồ ≠ turn something anti-clockwise (counterclockwise) / in an anti-clockwise (counterclockwise) direction = vặn cái gì ngược chiều kim đồng hồ
- press = push = ấn / đẩy
- place/ put sth into = insert sth = đặt/ để/ đưa vào
- cover something with sth = đậy/ che cái gì bằng cái gì
- remove sth = lấy cái gì đi

Nouns

- the power button = nút 'điện'
- the start button = nút 'khởi động'
- the stop button = nút 'đừng'
- the low speed button, ... = nút tốc độ chậm, ...

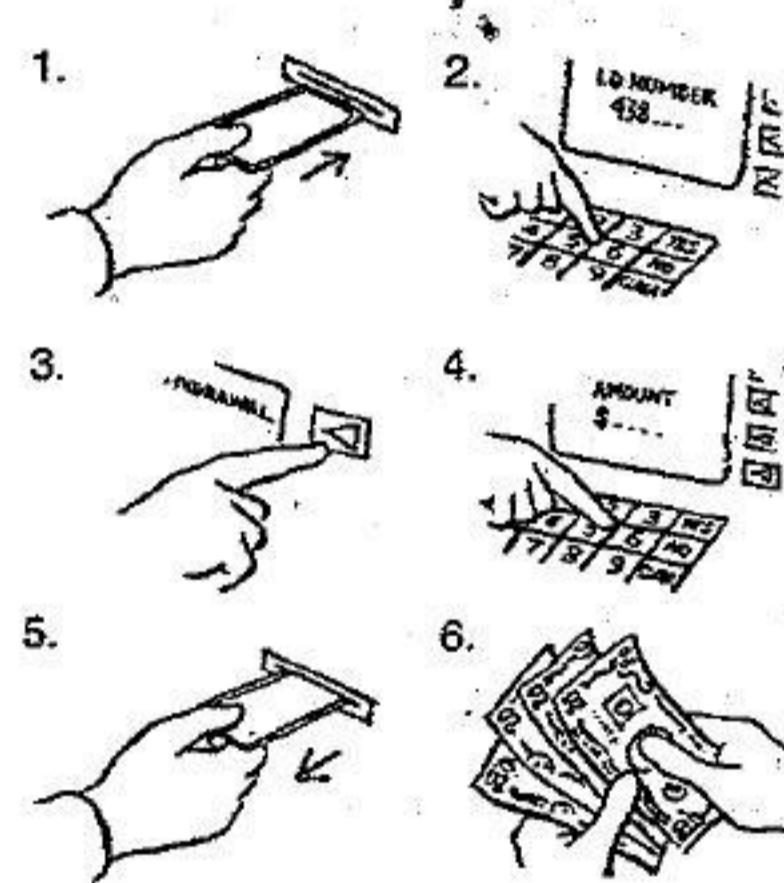
How to do certain exercises

- Body parts
head = đầu; body = thân/ cơ thể; shoulder = vai
leg = cẳng chân; arm = cánh tay
hip = hông; elbow = khuỷu tay
hand = bàn tay; foot (feet) = bàn chân; toe = ngón chân
finger = ngón tay; fingertip = đầu mút ngón tay
- vertical (adj.) = thẳng đứng, dọc ≠ horizontal = ngang
- vertically (adv.) ≠ horizontally
- put your arms out to the sides horizontally/ vertically = put your arms to a horizontal/ vertical position out to your sides = dang hai tay ra hai bên, ở tư thế nằm ngang/ dọc
- look straight ahead = nhìn thẳng về phía trước
- keep your head up/ down .. = giữ đầu ngẩng lên/ cúi xuống
- raise your hands above your head = giơ tay lên trên đầu
- set yourself in vertical position = đặt cơ thể ở vị trí thẳng đứng
- stretch (v.) = duỗi ra
- bend (v.) = gập xuống
- touch (v.) = chạm vào
- hold (v.) = nắm, giữ lại ≠ release = thả / buông ra
- no higher than shoulder height = không cao hơn vai
- backward (adj.) ≠ forward = về phía sau ≠ về phía trước
- backwards (adv.) ≠ forward/ forwards

BÀI TẬP ÚNG DỤNG

Exercise 1: Match the instructions on how to use an ATM (Automated Teller Machine) with pictures (1 through 6).

- ____ a. Take out the money and count it.
- ____ b. Enter the amount you want and push the 'ENTER' button.
- ____ c. Take out your cash card and insert it into the cash machine.
- ____ d. Push the button that says 'WITHDRAWAL.'
- ____ e. Take your card out of the machine and put it away.
- ____ f. Enter your identification number and push the 'ENTER button.'



Exercise 2: Put in the appropriate connectors in the sentences (Exercise 1) to form a complete passage.

First, take out your cash card and insert it into the cash machine.

Exercise 3: Put the sentences (a-l) where they belong (A-D). Then put them in the correct order (1-3).

A. How to use an electronic dictionary

- 1. ____
- 2. ____
- 3. ____

B. How to make instant coffee

- 1. ____
- 2. ____
- 3. ____

C. How to use a telephone card

- 1. ____
- 2. ____
- 3. ____

D. How to order dinner in a restaurant

- 1. ____
- 2. ____
- 3. ____

- a. First, look at the menu.
- b. After that, put the water in a cup.
- c. First, press the power button.
- d. Finally, wait for it to look up the word.
- e. Start by putting in your card.
- f. Next, push the buttons for the number.
- g. Next, type the word you want.
- h. Finally, put in the powder and stir.
- i. Start by boiling some water.
- j. Then, decide what you want to eat.
- k. Finally, wait for the other person to answer.
- l. Finally, when the server comes to your table, say what you want.

Exercise 4: Use the correct form of the verbs in brackets (Unit 12, 12 nc).

Here are the steps for breaststroke start techniques in swimming.

First, (1) _____ (stand) on a block while (2) _____ (bend) double and (3) _____ (keep) your head down.

Second, (4) _____ (keep) your arms bent before you and your head forward before (5) _____ (leave) the block.

Then, (6) _____ (stretch) your arms straight downward with your body nearly on a horizontal line.

Next, (7) _____ (fly) your arms and head into water while (8) _____ (keep) your hips and legs straight.

After that, (9) _____ (keep) your head, body, and legs straight in water.

Finally, (10) _____ (pull) your arms backwards to increase forward speed.

Exercise 5: Read the instructions for this question and then put paragraphs A-F of the sample answer in the correct order.

PREPARING A DINNER PARTY

A _____

The next thing to do is the shopping. Make sure you buy more than enough of everything, and that someone can help you carry it!

B _____

When you know who can come, find out what they like to eat and drink. Note down any who are vegetarians, or who can't eat or drink certain things for religious reasons.

C _____

Giving a dinner party is a wonderful way of entertaining people. You can also make new friends and give others the chance to get to know each other better.

D _____

On the day, start cooking early. Give people appetizers like Greek mezze or Spanish tapas, so they don't get hungry if they have to wait. Serve the delicious meal, sit down with your guests and have a good time – you've earned it!

E _____

Then plan their menu. Include a first course, a choice of main courses and a dessert, plus lots of people's favorite drinks.

F _____

It needs planning, though. First make a guest list, with different kinds of people and a mixture of women and men. Don't invite couples because they aren't so much fun!

Exercise 6: Use the prompts below to write instructions on how to use a food blender (Unit 5, 10nc). Put in appropriate connectors.

1. My blender / easy/ use

2. place / container/ base/ turn / clockwise

3. put/ food/ container/ cover/ cap

4. plug in/ select low speed button/ press higher speed button

5. remove cap/ add sugar or salt/ cover / cap

6. press / low speed button/ mix / ingredients

7. press stop button/ unplug / turn/ container/ counterclockwise/ remove

Exercise 7: Continue the following paragraph on how to operate a TV with a remote control (Unit 5, 10 cb).

If you want to operate a TV with a remote control, you must make sure that the cord is plugged in and the main is turned on. To turn on the TV, press _____

Exercise 8: Look at the pictures and write instructions on how to make photocopies. The words in the box may help you.

lid/ cover (n.) = nắp đậy

face down = úp xuống

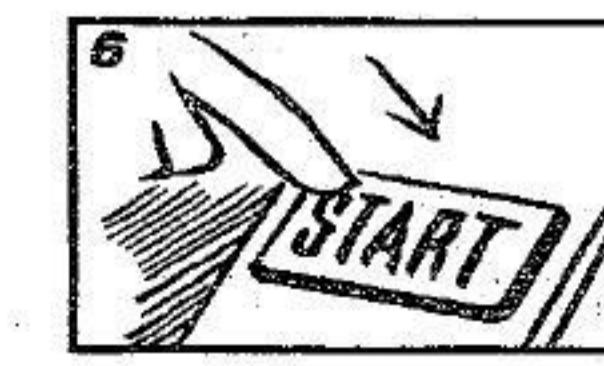
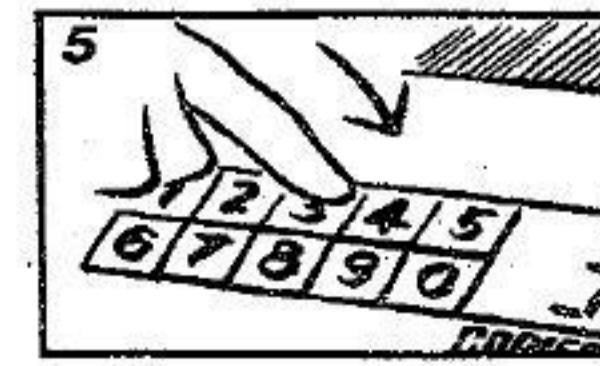
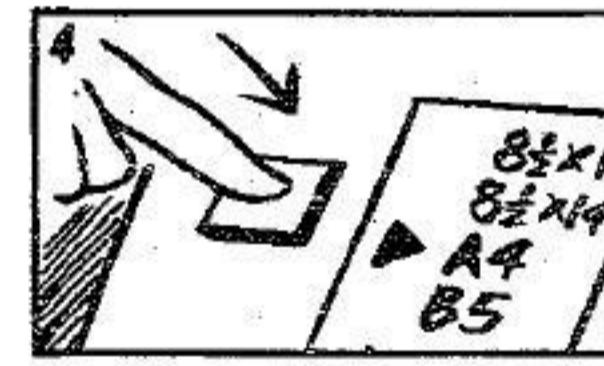
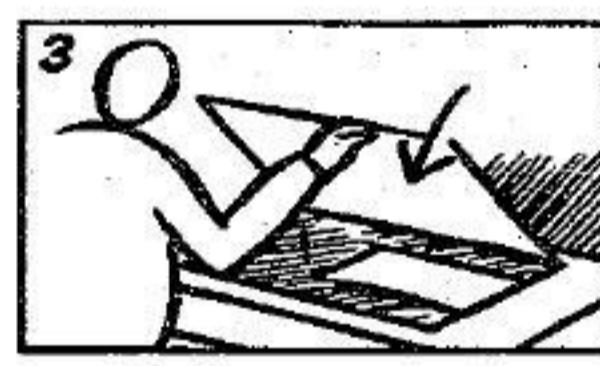
push (v.) = press = ấn

place (v.) = put (v.) = đặt, để

select (v.) = chọn

glass (n.) = kính

START button = nút start



GIVING DIRECTIONS -Unit 8, 10 cb; Unit 8 10 nc

Danh từ:

- junction = chỗ nối, giao lộ
- intersection = ngã tư đường
- traffic lights = đèn giao thông
- roundabout = circus = traffic circle = rotary = bùng binh
- fork = ngã rẽ (nơi con đường chia thành hai nhánh)
 - Go up to the fork and turn left. = Đi đến ngã ba đường, rồi rẽ trái.
- turning = chỗ rẽ (chỗ một con đường tách ra khỏi một con đường khác)
- one-way street = đường một chiều

Động từ

- turn/ bear left (right) = rẽ trái/ phải
- keep left/ right/ straight on = Cứ tiếp tục đi về bên trái/ phải/ đi thẳng
- keep + V-ing: Keep going until you reach a roundabout.
(Cứ đi tiếp cho đến khi bạn đến một bùng binh lớn.)
- take the first/second/ third/ ... turning/ road left/ right = đi vào ngã rẽ đầu tiên/ thứ hai/ thứ ba bên tay trái/ tay phải

- go/ walk up/ down Hanover Road. = đi lên/ xuống đường Hanover.
- continue up Hanover Road = tiếp tục đi lên đường Hanover.
- go / Walk along ... = đi/ đi bộ dọc theo ...
- cross = đi băng qua
- pass = go past = đi ngang qua

Cụm giới từ

- on the left-hand/ right-hand side of the road = về phía bên trái/ phải của con đường
- on your left/ right = về phía tay trái/ phải của bạn
- on the left/ right = về phía bên trái/ phải
- at the end of the street = cuối đường
- (just) in front of = (ngay) trước mặt
- (just) opposite = (ngay) đối diện
- on the corner = về phía góc
- next to = gần/ kế cạnh
- on the (south/east/ west) side of the street = về phía nam/ đông/ tây của con đường

Từ nối

When, then, until, v-ing

Cấu trúc

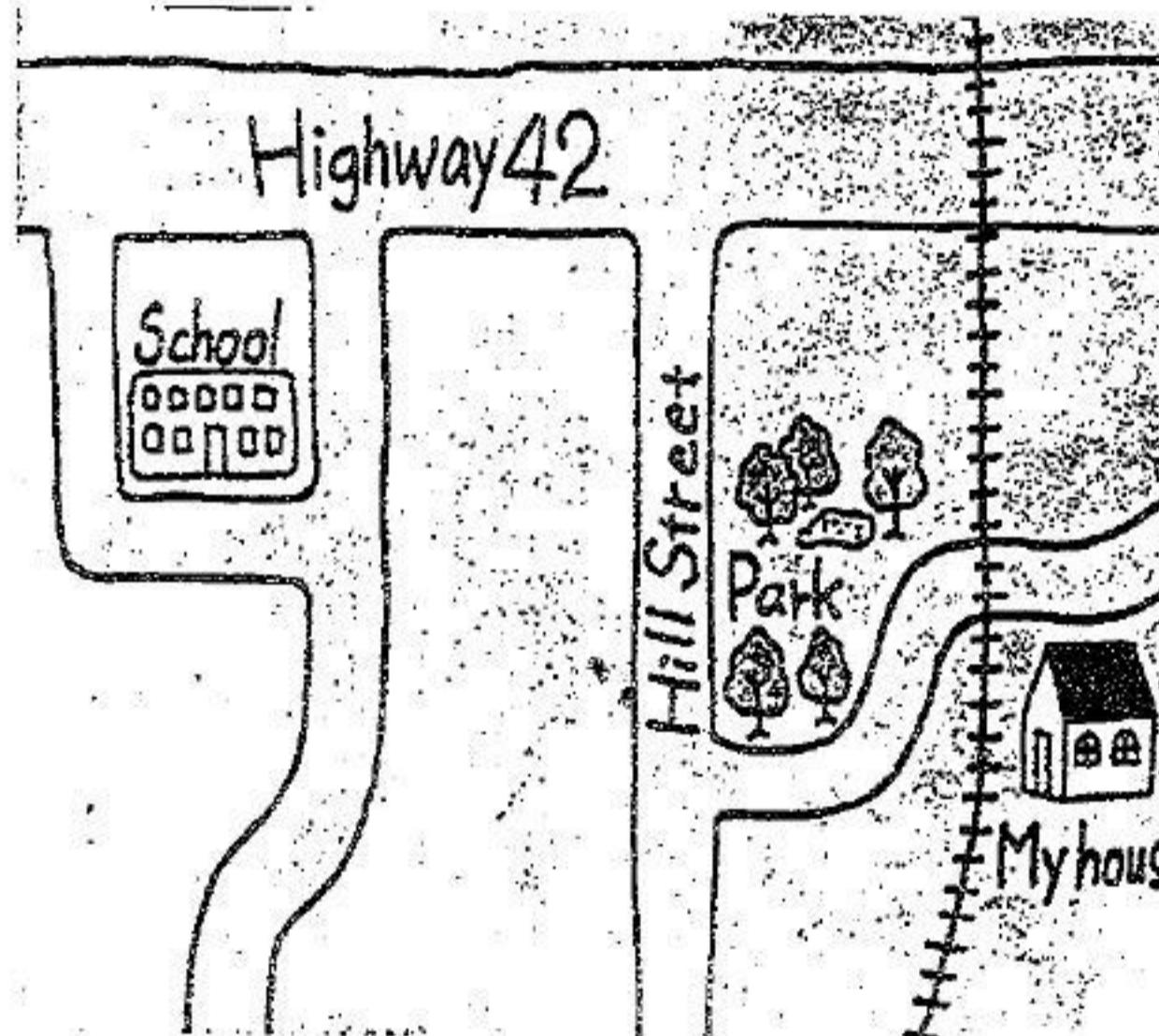
Go down	this street	to	Second street.
Go up	that street	across	the river.
Take	River Road	past	Fourth street.
Turn		Right	at the station.
		Left	at the second street.
It's		on the (northeast) corner. the second building on the left. next to the bank.	
(Just) Go straight	Until you see	a bridge.	
Keep going	-		

BÀI TẬP ÚNG DỤNG

Exercise 1: Read these directions and underline all the imperative verbs.

When you leave the bus station, turn right and walk to the junction of Elm Avenue and Hanover Road. Turn left and walk up Hanover Road, passing the bank of Asia on your left and a small park opposite. Cross Woodlawn Lane and continue up Hanover Road. On your left you will see the new Ford Supermarket and on your right the ABC Cinema. Cross Hanover Road at the zebra-crossing in front of Trust Hotel. Take the first turning left after the hotel and walk some distance up this street. Take the fourth turning left and you will see my house at the end of the street on the right-hand-side just opposite a travel agency.

Exercise 2: Look at the map and read the party invitation. Fill in the spaces, using these words. There is one extra.



left	right	on the right	past
straight	find	again	leave
			to

PARTY

Day: Friday night

Time: 7. 30

Place: Ann's house

We are having a party to celebrate the end of the term. Hope you can come.

It's easy to (1) _____ my house. When you (2) _____ the school, turn (3) _____. Turn left again and go to Highway 42. Turn (4) _____ at the highway. Go (5) _____ to Hill Street. Then turn right (6) _____. Turn left at the park. Go (7) _____ the railroad tracks. My house is (8) _____.

Exercise 3: Follow the directions. Write the building numbers.

- a. Go straight on King Drive to 3rd Street. Turn left and go straight 2 blocks. Cross the street. I'll be right in front of you.

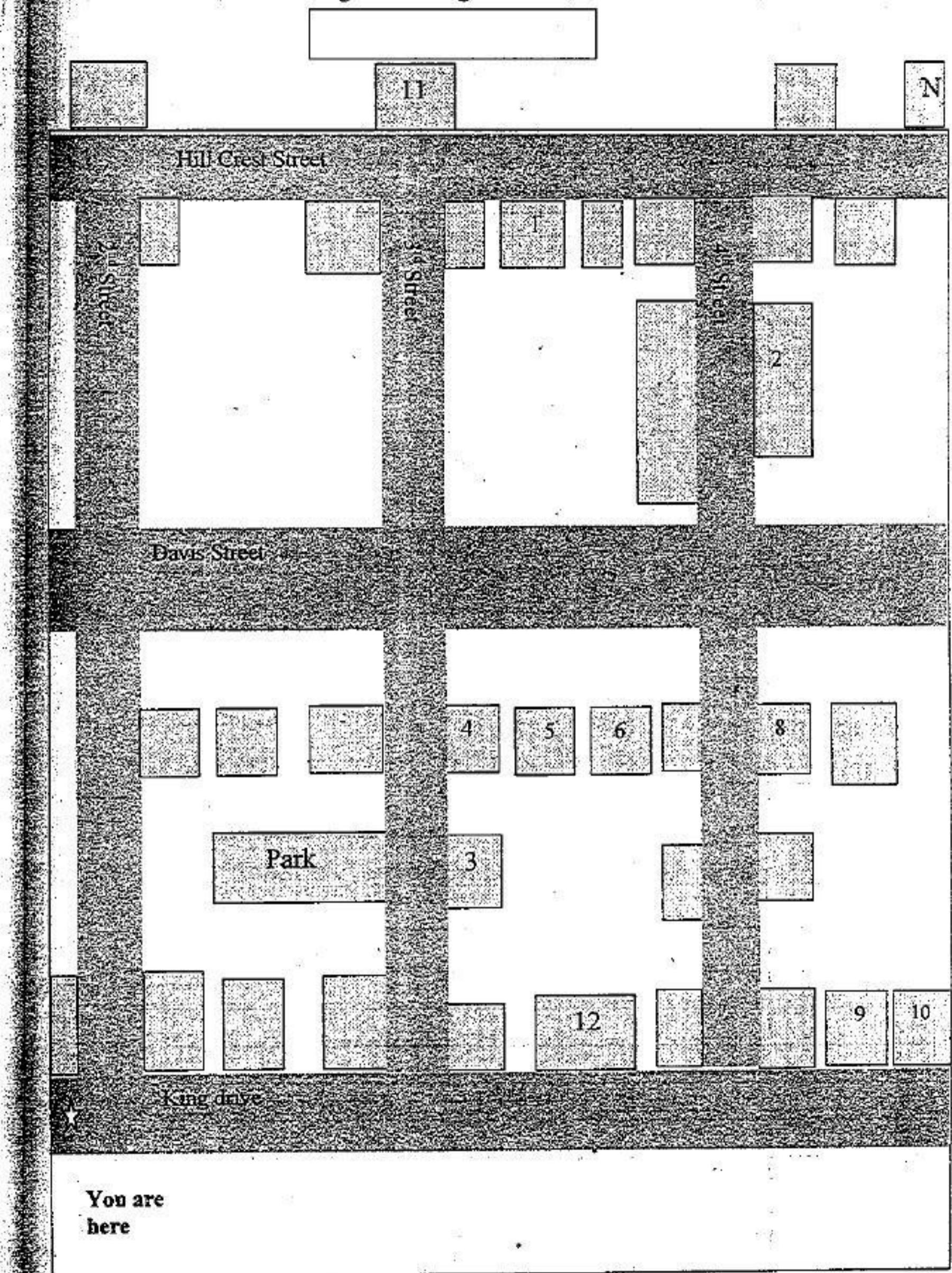
- b. Go up 2nd Street to Davis Street and turn right. Go two blocks and turn left at 4th Street. You'll see it on your right in the middle of the block.

- c. Go straight to Davis Street, then turn right. Then one more block. Cross the street. It's the first building on your left.

- d. Go to 3rd Street and turn left. It's the second building on the right, cross from the park.

- e. Go down King Drive to 4th. Turn left and left again on David. It's the third building from the corner, on the left.

- f. Take 2nd Street to Davis Street. Then turn right. After you cross 3rd, it's the third building on the right.



Exercise 4: Look at the picture. Complete the directions to the train station. Put one word in each blank.

Go (1) _____

(2) _____ on

Main Street for
one (3) _____.

(4) _____ right
at the hotel. Go

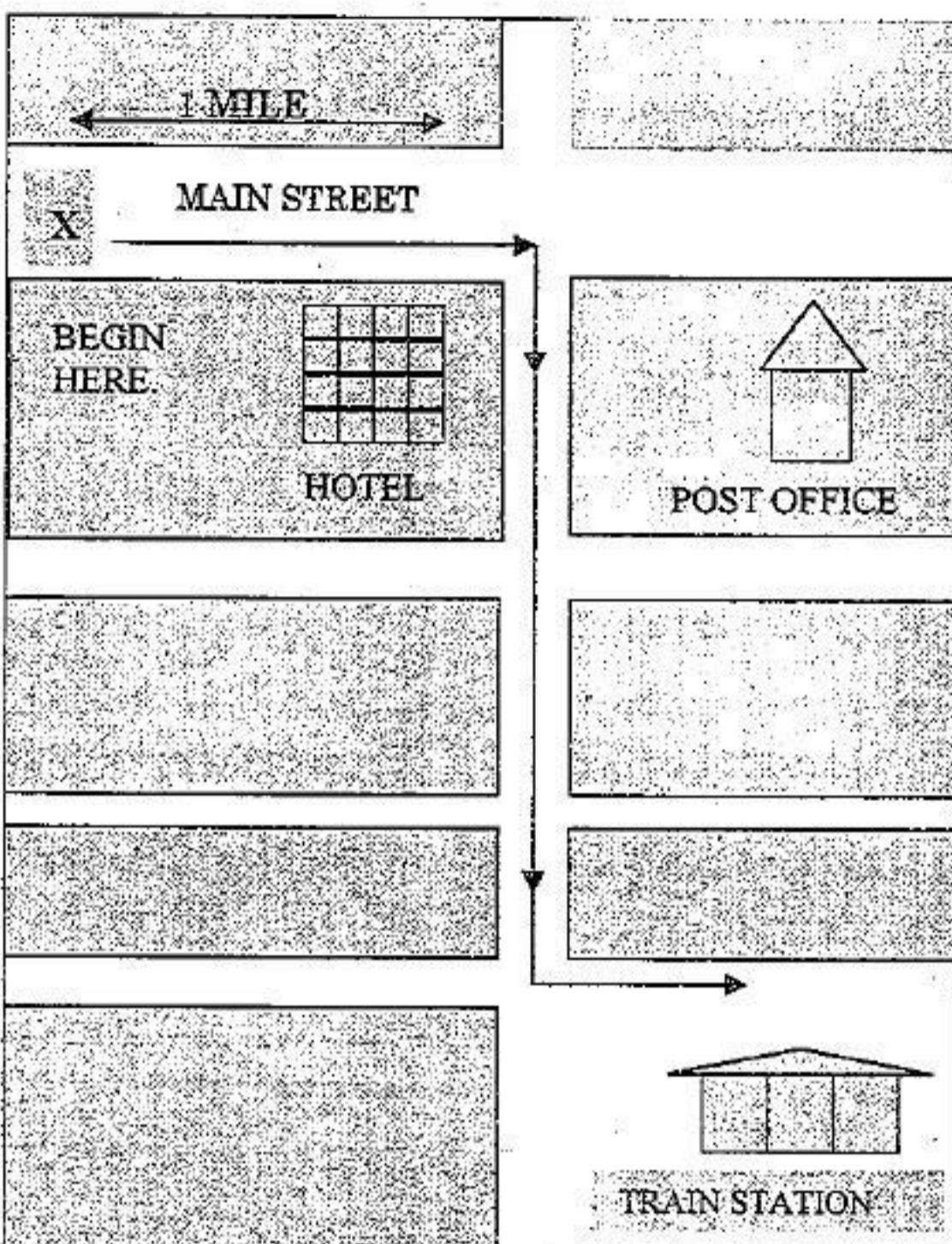
(5) _____ the

(6) _____

(7) _____.

(8) _____ the third

(9) _____. The
train station is on
the (10) _____.



Exercise 5: Write directions from your house to school.

WRITING A LETTER OF INVITATION

Unit 10, 10 cb; Unit 9, 10 nc; Unit 3, 11nc; Unit 3, 11 cb

1. Expressing invitations/ suggestions

Informal

Would you like	to go to the beach tomorrow?
Are you free	
How about	going to the beach tomorrow?
Do you feel like	
Let's	go to the beach tomorrow.
Why don't we	go to the beach tomorrow?
Shall we	

Formal

It would be great/ wonderful if you could come.

(Sẽ rất tuyệt vời nếu ông/ bà có thể đến tham dự.)

Your presence at the event would be highly appreciated.

(Sự có mặt của quý ông/ bà ở sự kiện này sẽ rất được hoan nghênh.)

ABC requests the pleasure of your company at the party on Saturday the fifteen of December.

(ABC rất hân hạnh mời quý ông/ bà tham dự buổi tiệc vào ngày thứ Bảy-15 tháng Mười Hai.)

It is our pleasure to have your company at the event.

(Chúng tôi se rất vinh hạnh khi được chào đón sự hiện diện của quý ông/ bà ở sự kiện này.)

2. Making the outline

a. Introducing the topic (What the event is/ when and where)

- We are going to the beach tomorrow.
- Jorge and I are having a party next Saturday.

- Present continuous tense is used to express plans or intentions.

b. Making the invitation

- Would you like to join us? (see the table above)

c. Asking for confirmation

- Give me a call.
- Let me know as soon as possible.
- Let us know if you can come.
- Please let us know if you're planning to come.
- Just let me know when you can come and we'll pick you up.
- Please reply as soon as possible.

Hãy đọc thư mời sau:

Hi Lori,

I'm going to the Burning Roses concert this Saturday and have an extra ticket. Would you like to come? They're a great band. The concert starts at 8: 00 at Meadowlands Arena. We can go out to eat if you like. Please let me know.

Renee

1. The event? When and Where?

The Burning Roses concert, this Saturday at 8: 00, at Meadowlands Arena.

2. The invitation

Would you like to come?

3. How does the writer ask for confirmation?

Please let me know.

(Xem bài tập ứng dụng sau phần thư chấp nhận/ từ chối lời mời)

WRITING A LETTER OF ACCEPTANCE/ REFUSAL

Unit 11, 10 cb; Unit 10, 10 nc; Unit 3, 11nc

USEFUL LANGUAGE

Accepting

- I'd love to come. See you then.
- That sounds great!
- That's a great/ good idea!
- That sounds like fun.
- Great. Let's plan on it.
- OK. Let's do that.

Refusing/ Declining

- I'd love to, but ...
- That sounds great/ interesting, but ...
- I'm sorry, but I can't, because ...
- I don't feel like doing that
- Actually, I don't really like classical music.
- May be some other time.

OUTLINE (Accepting an invitation)

a. Saying thanks for the invitation

- Thank you/ Thanks for your invitation.
- Thank you/ Thanks for inviting me to ...

b. Indicating your acceptance (See the table above)

- That sounds great!
- I am very happy to accept your kind invitation.

c. Confirming your attendance

- I sure come.
- I can't wait for it.
- Shall we meet at 6. 30 p. m?
- I'll be there at seven.
- I look forward to the occasion with pleasure.

Sau đây là thư mẫu-chấp nhận lời mời (informal)

Dear Rennee,
Thanks for your invitation. I'd love to go. Why don't we meet at the station at 7.30?
Lori

OUTLINE (A letter of refusal)

a. Saying thanks for the invitation

- Thank you/ Thanks for your invitation.
- Thank you/ Thanks for inviting me to ...

b. Indicating your refusal (See the table above)

- I'd love to come, but ...
- You are very sweet to invite me to the party, but ...

c. Saying thanks again and suggesting another time

- Maybe some other time.
- Maybe next weekend or the one after that?
- Could we make it another time?
- I hope we can get together on other occasions.

Sau đây là thư từ chối lời mời (informal).

Dear Rennee,
Thanks for your invitation. I'd really like to go, but I have other plans that night. Maybe some other time.
Lori

BÀI TẬP ỨNG DỤNG

Exercise 1: Georgina is from Ireland. She is studying Italian in Rome. Read three invitations that she received and put the sentences (1-3) in the box in the correct letter.

1. I was wondering if you would like to come and stay with us for the weekend
2. Bring something to eat and drink
3. Marc and I are engaged

A

Hi Georgina,

We're going for a picnic in the park after class today. Would you like to come? _____, and meet us in the reception area at 4 p.m.

See you.

Frank and Lottie

B

From: christina112@optusnet.com

To: georgi-g@yahoo.com

Dear Georgina,

How are you? I know I haven't been in touch for a while, but I've been so busy, and guess what? _____! We are going to get married next year some time, but we're having an engagement party on Saturday 21st June, from 6-11 pm. I do hope you can come: it's at my parents' house in Dublin (you remember how to get there, don't you?).

Really looking forward to seeing you again.

Christina

C

Via Spiga 444/13 B

Roma

4.6.05

Dear Georgina,

I don't know if you will remember me: my name is Lucia Conti, and I was a friend of your mother's at university. My husband and I stayed at your house for a few days several years ago, when we were on holiday.

Anyway, I heard that you were studying here, and _____, maybe next weekend or the one after that? We would love to see you, and I know what it is like to be away from home in a different country. You would also be able to try some authentic home-cooked Italian food - my husband is a great cook!

I'm looking forward to seeing you - just let me know when you can come and we will pick you up.

Best wishes,

Lucia Conti

Exercise 2: The following are replies to the letters of invitation above. Read the letters, and decide whether each is a letter of acceptance (A) or refusal (R).

1. _____

Dear Christina,

First of all, congratulations! I am very happy for you. However, I'm afraid I won't be able to come to your engagement party because I am in Rome, studying Italian, until the end of August. What a shame! Have a wonderful time, and I hope to see you when I get back.

All the best,

Georgina

2. _____

Dear Lucia,

Thank you very much for inviting me to stay, it was so kind of you. I'd love to come, but next weekend I am going on an excursion with the school, so the one after that would be best for me.

I'm looking forward to trying your husband's cooking.

Best wishes,

Georgina

3. _____

Dear Frank and Lottie,

That sounds great. I'll get some cola, and some bread and cheese.

See you at 4.

Georgina

Exercise 3: Use the clues to write complete sentences without looking back at the replies above.

1. That / sound / great!

2. Thank you very much / invite / me / stay, it / so kind / you

3. I / afraid / I / be able / come / your party

4. I / love / come, but I / go / on an excursion

5. I / look / forward / try / your husband's cooking

6. What / shame!

Exercise 4: Here are two invitations. One is formal, the other is informal. Complete the invitations with the words and phrases in the box.

champagne reception	celebrate
Saturday	6
requests	Saturday the eleventh of November
you can come	Sally and Tim
your company	birthday party
Mr and Mrs Cantarelli	our house

To (1) _____

Worldwide Publishings Inc.

(2) _____ the pleasure of (3) _____ at a (4)

to (5) _____ their new language series.

On (6) _____ at (7) _____ p.m.

Dear (8) _____

We're having a (9) _____ for Linda next (10) _____
at (11) _____ from 8 p.m. onwards.

Let us know if (12) _____

Love from

Jayne and Ivan

Exercise 5: Circle the expression of acceptance and underline that of refusal in the following dialogue.

Tony: Say, Anna, what are you doing tonight? Would you like to go out?

Anna: Oh, sorry, I can't. I'm going to work late tonight. I have to finish this report.

Tony: Well, how about tomorrow night? Are you doing anything then?

Anna: No, I'm not. What are you planning to do?

Tony: I'm going to see a musical. Would you like to come?

Anna: Sure, I'd love to! But let me pay for the tickets this time. It's my turn.

Tony: All right. Thanks!

Exercise 6: Complete the invitations in A with the *present continuous* as future. Complete the responses in B with *be going to*.

A

1. What _____ you _____ (do) tomorrow? Would you like to go out?

2. _____ you _____ (do) anything special on Saturday night? Do you want to see a movie?

3. We _____ (have) friends over for a barbecue on Sunday. Would you and your parents like to come?

B

a. Well, my father _____ (visit) my brother at college. But my mother and I _____ (be) home. We'd love to come!

b. Sorry, I can't. I _____ (work) overtime. How about Saturday?

c. Can we go to a late show? I _____ (stay) at the office till 7:00. After that I _____ (go) to the gym.

Exercise 7: Match the invitations in A with the responses in B in Exercise 6.

1. _____

2. _____

3. _____

Exercise 8: Put the following lines in the order of a conversation.

a. _____ That sounds great! Where shall we meet?

b. _____ Well, listen, Rob, would you like to go to a movie on Sunday night?

c. _____ How about meeting at the mall around six o'clock?

d. _____ Oh, then how about Saturday night?

e. _____ Diane, how about going to a movie on Saturday afternoon?

f. _____ Sure, six o'clock is fine.

g. _____ I'm sorry, but Saturday night I'm going to a concert with Sue.

h. _____ A concert? Oh, well, then maybe another time ...

i. _____ I'd love to, but I have to work in the afternoon.

j. _____ That's a great idea.

k. _____ Good. How about seeing 'Jurassic Park Revisited'?

Exercise 9: Look at two replies to the invitations. Some sentences are missing. Find the places (1-6) where the missing sentences (a-f) belong.

- a. I hope that everything goes well.
 - b. I'm writing to thank you for the invitation to Rosemary's wedding.
 - c. Thanks for the email.
 - d. We'll be in touch when I get back.
 - e. I'm really looking forward to it.
 - f. Yours sincerely,

Dear Colonel and Mrs. Peacock,

(1) _____. Unfortunately Roger and I will be in Argentina at the beginning of April, so I'm afraid I won't be able to make it. (2)

Please pass on my best wishes to the happy couple. (3)

(4) _____

Helen.

(5) _____. I'd love to come and Mehmet is going to look after Camilla. (6) _____.

See you on the 21st.

Brenda

Exercise 10: Invite a friend to come to stay at your house for a weekend. Suggest some dates. Say what you'd like to do during the weekend. Suggest how the friend could travel, and offer to meet him/her.

Exercise 11: Imagine that you have received one of the following invitations. Write a reply, accepting or refusing the invitation.

- an invitation to your cousin's wedding
 - an invitation to lunch with some elderly relatives
 - an invitation to go and stay with some friends in a house by the beach

WRITING A THANK-YOU LETTER

Unit 4, 11 cb; Unit 4, 11 nc

Expressing gratitude/ thanks

- Thank you very much for ...
- Many thanks to you for ...
- Thanks a million for ...
- I can't thank you enough for ...
- It was very kind of you to ...
- It was extremely good of you to ...
- I'm very much obliged to you for ...
- I'm really grateful to you for ...
- We would like to express our thanks/ gratitude for ...
- We really appreciate your precious help.
- We're extremely thankful for your special help and care.

Ngoài mẫu của một lá thư thông thường như ngày tháng, chào hỏi,... một lá thư cảm ơn cần có ba điều cơ bản sau:

OUTLINE

- Express thanks or appreciation for the thing you receive or for what has been done
- Say how you like it/ how useful the work is
- Express thanks/ gratitude again.

BÀI TẬP ÜNG DỤNG

Exercise 1: Read the thank-you letter below and underline expressions of thanks.

122 Broadmoor Drive
Lawton, Florida
February 24, 2008

Dear Beth,

I'm glad you were able to come to my birthday party. It was wonderful to see you again. Thank you for the lovely gift. It was an excellent choice. I've always wanted a coffee maker. I'm sure I will use it a lot, especially when I'm studying.

Thanks again for the gift. I'm looking forward to seeing you again.
All the best,
Dorothy

Exercise 2: Read the letter below and fill in each gap with one suitable word from the box (Unit 4, 11cb).

thanks	happy	cooperation
repair	hearing	possible

197 Hill Road, Los Angeles
20th December, 2005

Dear Sir/ Madam,

I am very (1) _____ to have received a donation of \$ 500 from your company some days ago. The money will help us to (2) _____ the old school building and build a new block of flats for the handicapped students. We will certainly issue a receipt as soon as (3) _____.

I would like to express our (4) _____ for the donation from your company and hope to get more assistance and (5) _____ from your company in the future.

I look forward to (6) _____ from you soon.

Yours faithfully,

David James

Secretary of School Building Fund

Exercise 3: Read the letter and put the phrases (a-d) where they belong (1-4).

- a. Once again we're extremely thankful for
- b. I'm writing to thank you for what you have done
- c. forward to seeing you again next year.
- d. the children can study in those spacious classrooms

August 25, 20____

Dear Jim and Chinh

(1) _____ to our school during your stay in this remote area. We really appreciate your precious help.

The classrooms now look clean and tidy. Thanks to this, (2) _____ with convenient facilities.

(3) _____ your special help and care.

We wish you good health and great success and look (4)

Sincerely yours

Nguyen Tam

Exercise 4: Imagine that you have just received a donation of one million dong from one of the local organizations to build your school library. Write a similar letter to express your gratitude to the donor (Unit 4, 11cb).

1. *What is the primary purpose of the study?* (check all that apply)

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Exercise 5: Imagine you are an American student volunteer, who stayed in Mrs. Nam's house during your one-month volunteer campaign in a remote village. Now you have returned to Ho Chi Minh City. Write a letter to thank her for her special help and care to you and your friends during the time you stayed there (Unit 4, 11nc).

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WRITING A LETTER OF COMPLAINT
Unit 4, 10 cb; Unit 3, 10 nc; Unit 8, 11nc

Khi chúng ta không thỏa mãn hay hài lòng về một điều gì đó, thường là một dịch vụ, hành động hay cư xử của người khác xảy ra không như mong đợi, chúng ta thường than phiền, hay khiếu nại. Một trong những cách để khiếu nại hay than phiền là viết thư cho tổ chức, hay cơ quan thực hiện dịch vụ đó, hoặc viết thư cho chính người gây ra sự không thỏa mãn, hoặc trong trường hợp nghiêm trọng, viết thư cho cơ quan có thẩm quyền nhờ giải quyết. Thư này gọi là thư khiếu nại/ than phiền (letter of complaint).

WHAT TO WRITE

Trong thư khiếu nại/ than phiền, bạn nên theo viết đủ ba ý cơ bản sau:

1. Mục đích của lá thư hay bạn than phiền/ khiếu nại về điều gì?
2. Tại sao bạn than phiền / khiếu nại?
3. Yêu cầu/ đề nghị hành động để giải quyết vấn đề bạn nêu ra.

OUTLINE

1. Purpose of letter (subject of the complaint)
2. Complaint with justification (complaint with reasons)
3. Demand for action (request/ suggestion)

HOW TO WRITE

1. Expressing complaints.

I am writing	to you	in connection with	a fridge I bought from your shop in February.
		regarding	
I feel I must	protest	about	the noise you make with that trumpet.
	complain		

Tôi viết thư cho quý ông/bà (để than phiền) về cái tủ lạnh tôi mua từ cửa hàng của quý ông/bà vào tháng Hai.

Tôi cảm thấy tôi phải phản đối/ than phiền về tiếng ồn mà bạn gây ra với chiếc kèn trumpet đó.

2. Linking words for justification

The shoes are completely worn out	although	the fact that	I've worn them three times.
	even though		
	despite		
	in spite of		
Although		the fact that	I've worn these shoes three times, they are completely worn out.
	Even though		
	Despite		
	In spite of		
I've worn these shoes three times	, but		they are completely worn out.
	. Despite this,		
	. Nevertheless,		
	. Nonetheless,		
	. However,		

Đôi giày đã bị mòn hoàn toàn mặc dù tôi chỉ mua chúng có ba lần thôi.

3. Ways of ending letters of complaints

Thư than phiền thường kết thúc bằng yêu cầu/ đề nghị hành động để giải quyết (các) vấn đề được nêu ra trong thư.

I hope	we can sort this out amicably./ this situation will not occur again.
<i>Tôi hy vọng/ tin rằng chúng ta sẽ giải quyết vấn đề này một cách êm đẹp./ tình trạng này sẽ không tái diễn nữa.</i>	
I would be grateful if	you would send me a refund.
<i>Tôi sẽ rất biết ơn nếu quý ông/ bà trả lại tiền cho tôi.</i>	
I would appreciate	a refund.
<i>Tôi sẽ rất cảm kích nếu được trả lại tiền.</i>	

BÀI TẬP ỨNG DỤNG

Exercise 1: Read this letter and choose the best options from the words in italics.

Dear (1) *Sir/ Manager*,

(2) *I am writing to complain about/ This is about* your advertisement for the Multiplex Cinema, which is misleading in a number of ways.

Firstly, you state in (3) *the advertisement/ your advert* that the seats cost 3.00 pounds. (4) *But you know/ However*, when I went to the cinema, the only seats that were available cost 10 pounds each. (5) *I feel/ reckon* that it should have been made clear that only a limited number of seats costs 3 pounds, and that the others are (6) *far/ loads* more expensive.

(7) *Secondly/ And then* you say that there is free car parking. However, when I asked about this at the box office, I was told that the free car park was twenty minutes' walk away. There is a 10-pound charge for using the car park next to the cinema, but your advertisement does not make this clear at all.

(8) *So all in all/ Under the circumstances*, I feel justified in asking for a refund. I would therefore be grateful if you could refund the extra 14 pounds I had to spend on the tickets and the 10-pound charge for parking. (9) *I am enclosing/ Here are* the receipts for these.

(10) *I look forward to hearing/ Hope to hear from you.*

Yours faithfully,

DD Jones

Exercise 2: Put these expressions into the right column.

1. I trust you can sort this out immediately.
2. I feel I must complain about the broken fence between our gardens.
3. I feel I must protest about your car parking in the last few months.
4. I would appreciate a refund as soon as possible.
5. I am writing to complain about the dress which I purchased in June from your store.
6. I would be grateful if you would park your car where permitted.

Beginning	Ending
—	—

Exercise 3: Put in the beginnings and the endings from Exercise 2 for these letters.

a

1 _____

Although I have spoken to you a number of times and you promised to repair the fence between our gardens, it is still broken. Your dogs continue to come into our garden and are causing us a good deal of annoyance.

2 _____

b

1 _____

You continue to park your car in an unauthorized area despite the fact that you have been repeatedly asked not to do so.

2 _____
c _____
1 _____

Even though I have only worn the dress three times, the seams are already beginning to come undone.

2 _____

Exercise 4: Read this letter of complaint and decide where phrases (a-j) belong (1-10).

Dear Sir/Madam,

(1) _____ the meal that I ate in your restaurant last Saturday. (2) _____ both the service and the quality of the food that was served.

I was recommended your restaurant by my brother, who assured me that you specialized in seafood of the highest quality. (3) _____ I learnt that you had no seafood left by the time I arrived. (4)

_____, I would not have come. What is more, the food that I was served (5) _____.

(6) _____, the waiters were both inattentive and rude. (7) _____ from an establishment of your reputation. (8) _____ the reason why I feel the need to write this letter. (9) _____ a letter of apology, (10) _____. I enclose the receipt.

Yours faithfully,

T. Wells

- a. as well as a full refund _____
- b. I am sure that you will understand _____
- c. I am writing this letter to complain about _____
- d. I look forward to receiving _____
- e. I was dissatisfied with _____
- f. if I had known _____
- g. This was not what I expected _____
- h. to make matters worse _____
- i. was not of the standard that one might expect _____
- j. you can imagine my disappointment when _____

Exercise 5: Read the letter of complaint below. Find and correct the six grammatical mistakes that Cristina has made.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Dear Sir or Madam

I write to complain about an incident which occurred at the Riverside Centre last Wednesday afternoon. (1)

At three o'clock I arrived to there with David, my little brother, who is aged nine. It was his birthday and I had promised to take him the swimming pool. (2)

He was very excited, but when I asked for two tickets the woman said that on Wednesdays the young children were not allowed in. I could not believe it, because your advertisement is clearly giving the impression that the Centre is open every day for everyone. (3)

I asked to see the Assistant Manager but the Receptionist indicated that he had far more important things to do than talk to us and said, quite impolitely, that the best thing we could do was go home and forget it. (4)

David was terribly disappointed, so I am thinking the least you can do is to send him a note saying how sorry you are, and also two free tickets. I look forward to hear from you. (5)

Yours faithfully

Cristina Romero

Exercise 6: Look at the paragraphs of the letter and match each of them with purposes A -D.

- A. explaining what went wrong _____
- B. asking for action _____
- C. giving a reason for writing _____
- D. outlining the background _____

Exercise 7: Look at the advertisement and the notes that you made during our holiday and write a letter of complaint to the managing director of Bellevue Hotels.

Bellevue Hotel
at
Wigan-on-Sea

Call us now to make your booking.
010892 660660
Limited places!

Beautiful sea views
**
Family atmosphere
*
TV and shower in every room
*
Excellent restaurant
*
Special offers for July
*
We welcome children

Our room was at the back of the hotel.

The chef was on holiday!

The children were terrified of a large dog that was always at reception

The TV didn't

When we went to p we were told we ha to pay an extra summer suppleme

WRITING AN APPLICATION LETTER

Unit 5-12 nc; Unit 6, 12 cb

Thường đơn xin việc/ học bổng yêu cầu lối viết trang trọng.

1. Hãy bắt đầu bằng

- Dear Mr./ Ms. + surname
 - Dear Sir or Madam,

2. Hãy viết rõ bạn quan tâm đến công việc gì, bạn biết về công việc đó bằng cách nào.

I am writing (to you)	in response to	the advertisement for a <u>tour leader</u> in <i>The Evening Standard</i> yesterday.
	with regard to	
	with reference to	
	in reply to	
	in connection with	
to apply for	the post of <u>tour leader</u> ,	which was advertised in <i>The Evening Standard</i> yesterday.

3. Bạn có thể mô tả ngắn gọn công việc hiện tại bạn đang làm.

- I'm currently working for ... (Hiện tại tôi đang làm việc cho ...)
- I'm currently studying ... (Hiện tại tôi đang học ...)
- As present, I am working as a secretary ...
(Hiện tại tôi là một thư ký ...)

4. Hãy giải thích tại sao bạn đủ khả năng làm công việc được quảng cáo.

Bạn hãy bắt đầu đoạn này bằng các câu sau:

- I feel I would be suitable for this position because
(Tôi cảm thấy tôi sẽ thích hợp với vị trí này bởi vì ...)
- I believe that I meet all of the qualifications that you specify.
(Tôi tin rằng tôi đáp ứng tất cả các bằng cấp mà quý ông/ bà yêu cầu.)
- I believe that I have the appropriate qualifications, experience and personality for this post.
(Tôi tin rằng tôi có bằng cấp, kinh nghiệm, và tính cách thích hợp với công việc này.)

Phần còn lại của đoạn văn, bạn hãy chứng minh vì sao bạn có thể làm tốt công việc đó bằng các bằng cấp, và kinh nghiệm cụ thể liên quan đến yêu cầu công việc.)

- I have had five years of experience as a tour guide.
(Tôi có 5 năm kinh nghiệm làm hướng dẫn viên du lịch.)
- I have experience with ...
(Tôi có kinh nghiệm với ...)

5. Hãy cho biết khi nào bạn có thể bắt đầu phỏng vấn/ đảm nhận công việc đó.

- I will be available to start work from the middle of June.
(Tôi sẽ sẵn sàng bắt đầu công việc từ giữa tháng Sáu.)
- I am available for an interview anytime at your convenience.
(Tôi sẵn sàng phỏng vấn bất cứ khi nào tiện cho quý ông/ bà.)

6. Đoạn cuối cùng của lá thư cũng rất quan trọng. Hãy để lại ấn tượng rằng bạn rất thích công việc đó.

- Please do not hesitate to contact me if you require further information.
(Hãy liên lạc với tôi nếu quý ông/ bà cần biết thêm thông tin.)

FORMAT: FORMAL STYLE

1. Heading

- Your address + the date (Địa chỉ của người gửi + ngày tháng)
In the top left/ right corner (ở góc trái/ phải trên cùng)

2. Inside address (Reader's address) (Địa chỉ người nhận)

- Addressee's name, title (if you know), and address (Tên người nhận, chức danh, và địa chỉ)
- On the far left (below Heading)

3. Greeting

Dear Mr. / Ms + family name, / (Có dấu phẩy hoặc không)

Dear Sir or Madam, / (Có dấu phẩy hoặc không)

4. Body

- 1st paragraph: reason for the letter (Lý do viết thư)
- Next paragraphs focus on relevant questions for each type of letter (Các đoạn tiếp theo nói về các chủ đề liên quan đối với từng loại thư)
- Concluding by thanking the reader in some way (Cám ơn người đọc theo một cách nào đó)

5. Closing (on the left)

- Closing phrase
Sincerely yours, / Yours truly,
- Your signature (chữ ký)
- Your name and title (tên và chức danh)

BÀI TẬP ÚNG DỤNG

Exercise 1: The order of paragraphs in the letter has been mixed up. Put the paragraphs in the correct order, using the following plan to help you.

- A. Reason for writing
- B. Qualifications and experience
- C. Personality and interests
- D. Summary of reasons for applying
- E. When the writer is free

Dear Sir or Madam,

1. My course finishes at the end of June and I will be free to take up a post after this time. I am available for an interview at any time which is convenient to you.

2. I am twenty-three years old and am in the final year of my course in Tourism Management at South Bank University. During the course, I spent three months on a work placement scheme working for Harrison Guides Ltd as a tour guide, accompanying visitors to Oxford, Brighton and Bath. In addition, I have gained experience of hotel reception, bar and restaurant work during the university vacations. Please refer to the enclosed curriculum for further details.

3. I am writing to apply for the post of tour leader, which was advertised in *The Evening Standard* yesterday.

4. I believe that I have the appropriate qualifications, experience and personality for this post, and I think that I would find the work stimulating and rewarding.

5. I enjoy meeting people from other cultures and have traveled extensively in Europe. I speak good French and German, and a little Spanish. I am very interested in English history and enjoy sharing my interest with other people.

I look forward to hearing from you.

Yours faithfully,

Matthew hunt

Matthew hunt

Exercise 2: Complete these sentences or phrases with a word from the box.

as at for from in to

1. I am writing reply your advertisement the newspaper yesterday.
2. present, I am working a receptionist the Carlton Hotel.
3. you will see my CV, I have ...
4. I am very interested working for an organization where I would have the opportunity use my skills.
5. I would be free work your company ...
6. I am available an interview your convenience.

Exercise 3: Match the addresses and date below with the correct position on the letter.

30th April 2008

1

... Horizons Unlimited
PO Box 444
Richmond
SJ5 4TS

2

15 Thayers Farm Road
Abingdon
Northampton
NT12 4PF

3

a.

b.

c.

Exercise 4: Put the letter in the correct order.

- a. ... I am interested in any secretarial positions you have, especially in France or Switzerland.
- b. ... I will be available to start work from the middle of June.
- c. ... I look forward to hearing from you soon.
- d. ... Yours faithfully,
- e. ... I enclose my CV as requested.
- f. ... I am a qualified and experienced PA, and am bilingual in Spanish and English. I also speak French fluently.
- g. ... I am writing in reply to your advertisement for temporary summer positions, which appeared in the Western Mail on 27th April.
- h. ... Dear Sir or Madam,
- i. ... However, I am willing to consider any kind of work.
- j. ... Lousia Barry

Exercise 5: Read this letter of application. There are three sentences that do not belong because they are too personal or irrelevant. Cross them out.

85 Sun Road
Phoenix, AZ 8501
September 13, 2000

Ms. Deborah Moyers
Quick Copy Center
4226 N. 22nd St.
Phoenix, AZ 85016
Dear Ms. Moyers

I am writing in response to the advertisement for a copy machine technician in last Sunday's Phoenix Star. I am very interested in the position and am enclosing my resume for your consideration. It is very kind of you to read this letter.

I believe that I meet all of the qualifications that you specify. You probably never had a candidate as qualified as I am! I have had five years of experience as a copy machine technician in a retail environment. I am trained in digital and color technology, and I have experience with all major brands of equipment.

In addition to my technical skills, I enjoy training staff members and am very good with customers. None of my current customers wants me to leave.

I would appreciate the opportunity to discuss this position with you in person. I look forward to hearing from you at your convenience.

Sincerely yours,

James Ditzler

Exercise 6: Read the advertisement below and write a letter of application (Unit 6, 12 cb).

English -Speaking Tour Guides Wanted

We are a travel company managing holiday tours. We need English-speaking local guides to accompany foreign visitors on trips throughout Vietnam. If you have a high school diploma, have experience as a tour guide, a good manner, speak fluent English and are willing to work hard for long hours, please contact: The manager, Vinatour, 450 Nguyen Du Street, Hanoi. Telephone NO: 04 824 0139

WRITING A LETTER OF REQUEST/ REPLY

Unit 6, 11 cb; Unit 5, 11 nc; Unit 5, 12 cb; Unit 16, 12 nc

Making a request

Informal	Can /Could you Could you please Would you mind Do you think you could	have a look for me? having a look for me? have a look for me?
Formal	Could you possibly Would it be possible for you I am wondering if you could possibly I wonder if you could I'd be very grateful if you could I'd appreciate it if you could	to have a look for me? have a look for me? have a look for me. have a look for me.

Asking for information

Khi bạn hỏi thông tin, với văn phong trang trọng, bạn dùng cấu trúc của câu giàn tiếp.

- Could you please tell me what the price includes. (what does the price include)
 - I would be grateful if you could tell me whether it is near the bus stop. (is it near)
- * Lưu ý: Thư trả lời (a letter of reply) thường trả lời các vấn đề được hỏi. Nếu thư yêu cầu là thư có văn phong trang trọng, thì thư trả lời cho thư đó cũng phải như thế.

BÀI TẬP ÚNG DỤNG

Exercise 1: Rewrite the questions.

1. Is there anything for children to do?

I wonder if you could tell me _____?

2. Will the house be free in June?

I would be grateful if you could tell me _____?

3. What courses are available?

Could you please tell me _____?

4. Where will I stay?

Would you be so kind as to tell me _____?

Exercise 2: Here are two letters. Put the lines in each letter in the correct order.

A

Dear Alice and Jim

- a. Would you mind having a look for me?
- b. The conversation was excellent and the food delicious!
- c. I think I left a pair of brown trousers in the wardrobe of my room.
- d. I had a wonderful time.
- e. Please can you let me know if you find them?
- f. Thank you for having me to stay last weekend.
- g. It was lovely to see you all. See you again soon!
- h. Could you do something for me?
- i. Thanks a lot.

Love

Jack

B

Dear Reception

- a. Could you possibly check if this is so?
- b. The service was superb and the food delicious!
- c. I have lost a pair of brown trousers, which I think I left in the wardrobe of my room.
- d. We had a very pleasant stay.
- e. I look forward to hearing from you.
- f. Many thanks for the weekend break that my wife and I enjoyed at your hotel recently.
- g. We hope to visit your hotel again soon.
- h. I would like to ask you a favor.
- i. I would be most grateful.

Yours sincerely,

Exercise 3: Read the letter. Match the labels with parts of the letter.

1. the introduction

2. your signature

9. inquiries

3. the title and address of the person you are writing to

4. the conclusion

5. your address but NOT your name

6. the opening

7. the ending

8. the date

42 Hope Street
Oxford
OX2 6HF

(a) _____
7 March
2000
(b) _____

The Director
Royal Society for the Protection of Birds
The Lode
Sandy
Bedfordshire
SG19 2DL
(c) _____

Dear Sir or Madam (d) _____

I read about the RSPB in a bird-watching magazine and I would like to know more about the organization. (e) _____

Could you please send me some information about your work? I would also be grateful for some information about joining the RSPB and an enrolment form. (f) _____

I look forward to hearing from you. (g) _____

Yours faithfully (h) _____

David Flercher (i) _____

Exercise 4: Read the letter and separate the different parts.

Rua Luis de Deus 18, 3000 Coimbra, Portugal. 29th March 2000. The Principal, The Oxford English College, 234 Hilton Rd, Eastbourne BN4 3UA.

Dear Sir or Madam, I saw your advertisement for English classes in this month's English Today magazine and I am interested in coming to your school this summer. I have studied English for three years but I have never been to England and I feel that this is now necessary, especially to improve my pronunciation. Please could you send me more information about your courses, and an application form? I would also like to know some information about accommodation. I look forward to hearing from you as soon as possible.

Yours faithfully

Ana Maria Fernandes.

Exercise 5: Read the advertisement and the letter that has been written in reply. Put the sentences from the letter in the correct order.

Deptford School of English

- ✓ Open all year
- ✓ Classes for all levels
- ✓ Prepare for Cambridge PET, FCE and CAE examinations
- ✓ Excellent quality accommodation

Deptford is a lively suburb of London near to the River Thames, Greenwich and the Millennium Dome

ENROL NOW!

For a brochure or further details, please contact
Deptford School of English, 13 Hague Square, London
SE27 4ZY

- a. I look forward to hearing from you. _____
- b. Dear Sir / Madam, I _____
- c. and I would be grateful if you could send me a brochure. _____
- d. I would also like more information about the range of accommodation that you offer. _____
- e. If so, please send me further details. _____
- f. I am interested in following an English language course in the summer of next year _____
- g. Yours faithfully, _____
- h. I would like to know if it is possible to take a Cambridge examination at the end of the summer. _____
- i. I am writing in response to your advertisement in 'Travel Times'. _____

Exercise 6: Where do these phrases belong in the letter? Write the letters (a- h) in the spaces (1-8).

- a. Could you please tell me
- b. Finally, I would appreciate it if you could send me
- c. First of all, I would like to know a little more about
- d. For instance
- e. I am writing with reference to
- f. I look forward to hearing from you soon
- g. I would be grateful if you would send me
- h. in addition, I would appreciate more information about

Dear Sir/Madam,

(1) _____ your advertisement in the newspaper yesterday. I am interested in applying to the Trust and (2) _____ further information.

(3) _____ the Trust. Your advertisement says that it is for young people. (4) _____ how old I must be to apply? I am going to be 18 next month. (5) _____ the kinds of projects that you support. (6) _____ is it possible to receive a grant to help with my university studies?

(7) _____ an application form.

(8) _____

Yours faithfully,

Cosmo Brickett

Exercise 7: You want to get a job in London next summer. Write a reply to the advertisement below. Use the letter above and the notes to help you.

Workstay Program

We'll find you a job in London!

► 100s of jobs (tour guides, home helps, bar work, etc)

► Guaranteed minimum wage

► Cheap accommodation in London suburbs

► Flexible start dates

► Cheap travel and work insurance

Send a cheque for only 20 pounds to register now!

Workstay Program, Until 27, The Arches,
London SE27D 0SH

How much?

How much?

Pay by credit card?

Exercise 8: Read this letter of reply. Imagine that you are interested in a study-abroad program. Write a letter to the program director expressing your interest and requesting information. Make sure to use formal style.

Summer Holiday Programs
P.O. Box 1254 New York, 0011(212) 556.390

December 15, 2000

Mr. Jonathan Hayes
1472 Park Avenue
Summit, NJ 07901

Dear Mr. Hayes

Thank you for your request for information concerning our summer study-abroad programs. I am enclosing our latest brochure and an application form with this letter.

If you choose to apply, please make sure to indicate when you would like to begin the course and whether or not you would like to participate in the homestay program. You will notice that we offer both homestays and dormitory options for all of our programs.

As our courses are quite popular, they often fill up quickly. Please be sure to provide first- and second-choice starting dates for the program you choose. We will do our very best to provide you with the program you want.

Thank you again for your interest in our summer study-abroad programs. If you have any questions, please feel free to contact me directly. I look forward to hearing from you.

Sincerely yours,
Donna Malnick
Donna Malnick
Program Director

Exercise 9: You want to apply for an undergraduate program at a university in England. Write a letter of request to ask for further information about admissions requirements and alike (Unit 5, 12cb).

WRITING A LETTER OF CONFIRMATION

Unit 6, 10cb; Unit 6, 10 nc

confirm (v.) = tell someone, usually by writing or telephoning , that something will definitely happen at the time or in the way that has been arranged (khẳng định)

confirmation (n.) = that something will definitely happen at the time or in the way that has been arranged (sự khẳng định, sự xác nhận)

a confirmation letter = thư khẳng định

Thông thường, khi bạn nhận được thư mời, hoặc thư nhờ làm gì đó, bạn thường được yêu cầu viết thư trả lời để cho biết là bạn chấp nhận lời mời hay đồng ý làm việc gì đó hay không. Nếu bạn chấp nhận lời mời hoặc đồng ý làm điều đó, bạn thường viết thư trả lời để khẳng định là bạn sẽ đến hoặc sẽ đồng ý làm điều đó. Và thư kiểu này là thư khẳng định (a letter of confirmation).

Ngoài mẫu của một lá thư thông thường, thư khẳng định thường đề cập đến các nội dung sau:

CONTENT

1. Responding to the letter (invitation)
2. Confirming your attendance / what you will do
(time, place, how)
3. Say you're looking forward to it

USEFUL LANGUAGE

1. Responding to the letter (invitation)
 - I am very happy/ glad to hear that you are going to have a party ...
 - It is very kind / sweet of you to invite me to the party.
2. Confirming your attendance / what you will do
(time, place, how)
 - I sure come/ Certainly, I will come. (See further language for accepting an invitation)
 - Certainly, I will help you to do it; but maybe in the afternoon because I'll have to do the shopping in the morning.

- ### 3. Say you're looking forward to it

- I am looking forward to it. / I look forward to it
 - I can't wait for it any longer.
 - I'll be waiting for you at 2 pm tomorrow.
 - See you then. / See you soon.

BÀI TẬP ÚNG DUNG

Exercise 1: Read this letter of confirmation and fill in the gaps with the words from the box (Unit 6, 10cb).

have waiting Certainly I'm glad

Dear Nga,

I'm (1) _____ to hear that you are going to (2) _____ your first picnic with your classmates.

(3) _____, I will help you to prepare everything you need for the trip. Fortunately, (4) _____ having a day off tomorrow. So, I'm free in the afternoon.

I'll be(5) for you at 2.30 pm tomorrow

Love.

Hoa

Exercise 2: Rewrite the following sentences to make a confirmation letter (Unit 6, 10 nc).

- a. Nam
 - b. Dear Vinh
 - c. I am sure we will have a great time.
 - d. With best wishes
 - e. I will certainly come.
 - f. Thank you very much for inviting me to your birthday party
 - g. I am looking forward to meeting you soon.

Exercise 3: Read this letter and write a letter of confirmation (Unit 6, 10cb).

Dear Minh,

I'm going to hold a birthday party at 8:00 p.m. this Saturday. As I will be busy doing some other things, could you do some shopping for me? Please buy me two bunches of bananas, three kilos of oranges, and ten mangoes. It would be nice if you could bring them to my house an hour before the party.

Please let me know as soon as possible.

Best regards,
Lan

WRITING A LETTER OF RECOMMENDATION- Unit 16- 12 cb

Thư giới thiệu (a letter of recommendation) thường là thư nói về ưu điểm của một nơi hay một người nào đó, thường là để giới thiệu nơi đó với khách du lịch, hay giới thiệu người đó với người khác, hay một tổ chức nào đó để họ có thể xin được việc làm hay xin học bổng, v.v.

Vậy, bạn luôn nhớ thường chỉ viết những ưu điểm, những lợi thế của nơi hay người mà mình muốn giới thiệu.

Recommending a place (Further See Writing report and Describing a place)

OUTLINE

1. Location and name and type of place (Introduction)
2. Most important features
3. Food and drink
4. Local People
5. Travel and accommodation
6. Entertainment
7. Conclusion

Giving recommendations

- I think you should come and see this city. (Tôi nghĩ bạn nên đến tham quan thành phố này.)
- It is very well worth visiting. (Nó rất đáng được tham quan.)
- I would (strongly) recommend a stay of one or two days in Dortmund ... (Tôi đề nghị ở lại một hoặc hai ngày ở Dortmund.)
- I would (strongly) recommend that tourists should spend one or two days ... (Tôi đề nghị khách du lịch nên ở lại một hoặc hai ngày ở Dortmund.)
- This is an ideal place for swimmers. (Đây là một nơi lý tưởng cho những người bơi lội.)
- I am sure you will have a wonderful/ great time here in ... (Tôi chắc rằng bạn sẽ có một thời gian tuyệt vời ở đây, ở ..)

BÀI TẬP ÚNG DỤNG

Exercise 1: Read the letter and fill in the gaps with the words from the box (Unit 16, 12 cb).

hospitable about which attracted time is
recommend ideal pleased and

17th May 2005

Dear Linda,

I am (1) _____ to hear that you have finally decided to spend your summer vacation in Southeast Asia. I would like to (2) _____ a well-known place in Vietnam to you. It's Ha Long Bay.

Ha Long Bay is in the North of Vietnam. It is (3) _____ 170 km from Hanoi. It has (4) _____ thousands of tourists from all over the world. It has many big and small islets and mountains with spectacular caves and grottoes. The weather (5) _____ the sea are very beautiful. The beach is an (6) _____ place for swimmers. There are a lot of hotels and restaurants near the beach, (7) _____ serve excellent seafood. There (8) _____ a famous entertainment center there-Tuan Chau Island.

People here are very friendly and (9) _____. They can speak English and they are helpful, too.

I think you should come and see it. I am sure you will have a wonderful (10) _____ here in Ha Long Bay.

I'm looking forward to hearing from you soon.

Yours sincerely,

Thu Ha

Exercise 2: David, your pen pal, is going to spend his summer vacation in one of the ASEAN countries. You want him to visit Vietnam. Write a letter to him recommending a significant place you are familiar with.

OUTLINE

1. Salutation

2. Body

- where you are and your overall feeling about it
- the weather
- the accommodation
- the food
- the people
- what you are doing right now
- what you have done
- what you're going to do

3. Closing

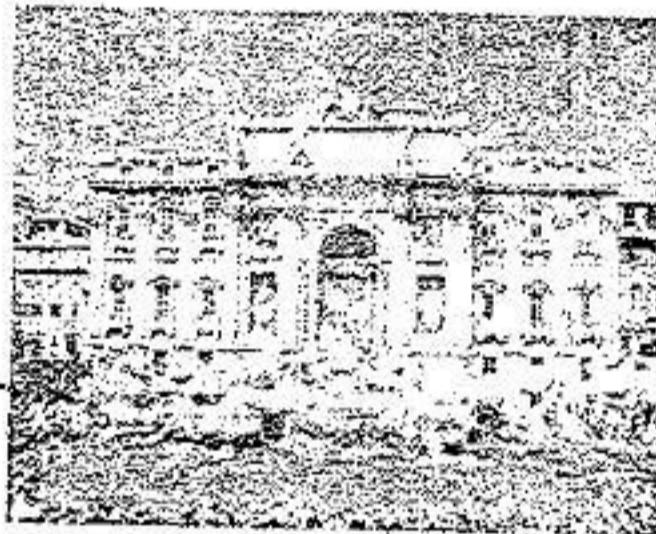
4. Signature

USEFUL LANGUAGE

- Here we are in.../ Here I am in ...
- We can't believe we're here in ...
- We're having a great/ wonderful time here in ...
- We're seen...
- The weather is
bad/ awful/ terrible/
hot/ cold/ rainy/ sunny
- The food is (really good).
- Right now, we're...
- We want to ...
- ...want(s) to go...

- We're going to...
- Bye for now!
- See you when we get back.
- I'll be back soon/ one day.

Read the following postcard.



Dear Sam and Julie,

We arrived here a couple of days ago ...
the hotel is small but comfortable, but
the food is not great. We're going on
a tour of the whole city tomorrow, then
we're planning to try some typical
pasta
dishes for dinner. We hope your family
are all well, we'll see you in September.

Love

Sam and Julie Foster,
School Cottage
Broadwood
Gloucester,
England

BÀI TẬP ÜNG DỤNG

Exercise 1: James and Thelma are spending a few days in London. They have written a postcard to their neighbors in the United States. Read the postcard and write the words from the box into the correct space.

Hi nearest have great
English seen Bye tea in

(1) _____ everybody!!

Here were are (2) _____ London!

The weather isn't too bad and we're having
a (3) _____ time. We've (4) _____
the changing of the Guard at Buckingham
Palace, and right now
we're having a cup of (5) _____.

The kids want to go the (6) _____
McDonald's, but Thelma and I want to
(7) _____ lunch in a real old
(8) _____ pub near Westminster Abbey.
(9) _____ for now!

Bob, Thelma and the kids

Exercise 2: Read the postcard from New York and decide where
the words in the box should go.

The there're is We're We're
We'll be The is We

Dear Peter and Sarah,
having a great time here in the Big
Apple. Weather brilliant- hot and
sunny. Spent most of today
shopping-fantastic department
stores here! Hoping to do some
sightseeing tomorrow. Nightlife also
incredible ... nobody seems to go to
bed.
Back in a couple of weeks.
Love
Sue and Joe
xxxx

Mr and Mrs Hall,
3 Park Grove,
Leicester,
England

Exercise 3: Read the postcard and fill in each space with one
suitable word.

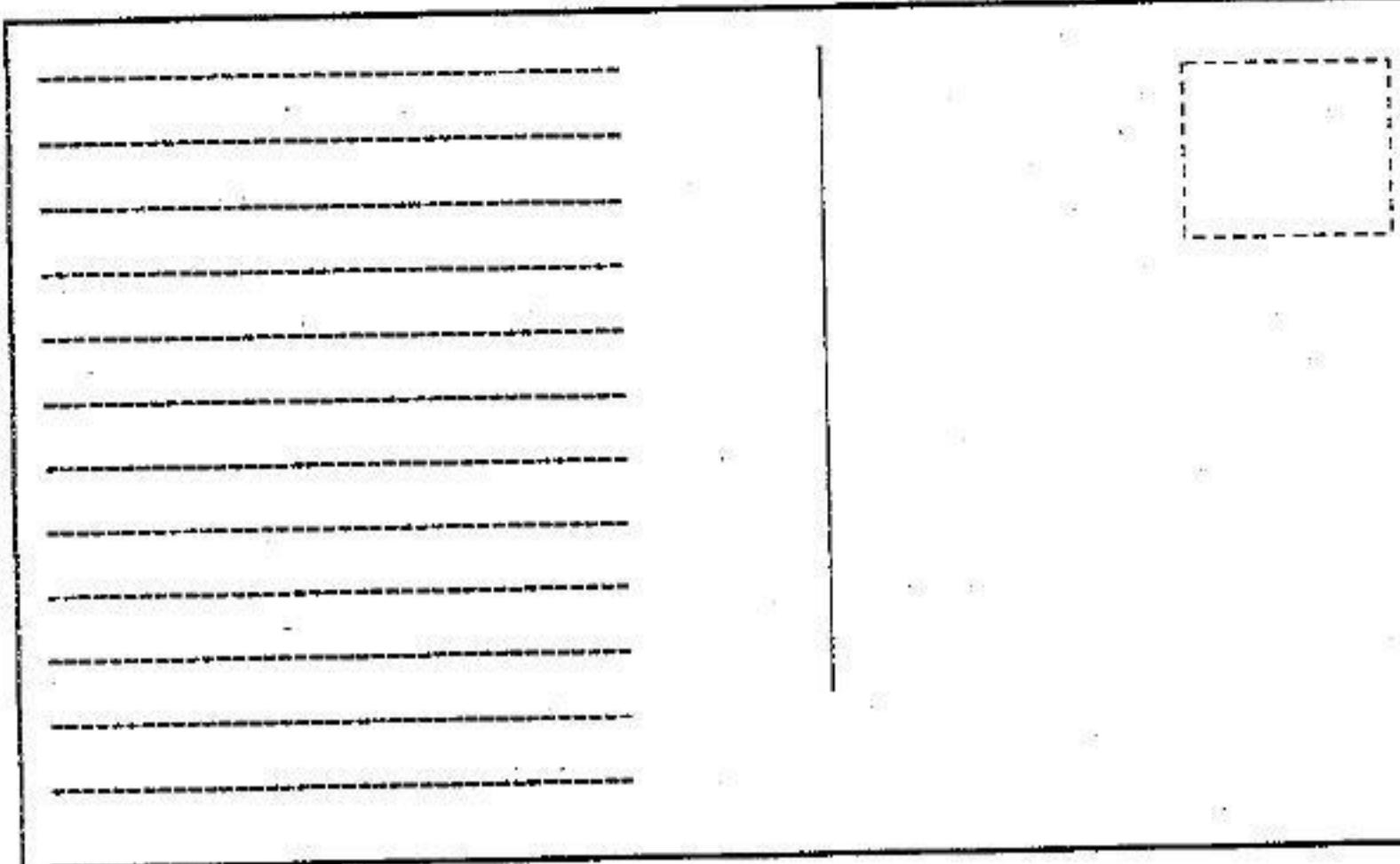
Dear Bill,

I got here last Friday and I'm (1) _____ a great time. The
weather(2) _____ no good, but there are (3) _____ of
things to do. There are a few cafes near the hotel (4) _____ I
play cards and chat with other tourists. I've met a lovely girl from
Madrid (5) _____ is taking me to a great new club tomorrow.
The nightlife is interesting- so different (6) _____ a home. I'm
always really tired in the morning after so much (7) _____ out.
I'll need a holiday after this.

Best wishes,

Sam

Exercise 4: Imagine that you're on holiday. Write a postcard to an English-speaking friend.



DESCRIBING A FILM / BOOK

Unit 13, 10 cb; Unit 13, 10 nc; Unit 11, 12cb; Unit 11, 12nc

WHAT TO WRITE

Khi mô tả một bộ phim, một cuốn sách (describing a film/ a book) v.v., bạn nên đưa vào các phần sau:

- Tiêu đề và tác giả (Title and author)
- Loại sách/ phim (Type of book/film)
- Nhân vật (Characters)
- Các sự kiện trong phim/ sách (Events in the story)
- Ý kiến cá nhân bạn về bộ phim/ cuốn sách (Your opinion of the film or book)
- Nên kết thúc bài mô tả bằng một lời đề nghị của cá nhân bạn, chẳng hạn như cuốn sách/ bộ phim này rất đáng đọc (Personal recommendation)

HOW TO WRITE

Một bài mô tả tốt không chỉ là một loạt các sự kiện từ bộ phim, mà còn cho thấy mối liên hệ giữa các sự kiện quan trọng, và sự liên hệ này thường được diễn đạt bằng các từ nối như *when*, *while*, *so*, *but*, *and*, *because*, v.v..

- While Rose and Jack are together, an iceberg hits the ship.
(Trong khi Rose và Jack đang ở bên nhau thì một tảng băng va vào con thuyền.)
- Rose is very grateful, so she invites Jack to dinner.
(Rose rất biết ơn, vì vậy cô ấy mời Jack ăn tối.)
- Cal accuses Jack of stealing the necklace and he is arrested.
(Cal kết tội Jack ăn trộm sợi dây chuyền và anh ta bị bắt.)
- Rose gets into a lifeboat, but she can't leave Jack.
(Rose đã lên tàu cứu hộ, nhưng cô ấy không thể từ bỏ Jack.)

A. Viết tiêu đề

Tiêu đề phim/ sách thường được gạch dưới hoặc in nghiêng. Từ quan trọng thường được viết hoa, trong khi đó các từ chức năng như *and*, *in*, *a*, *the*, *to*, ... thường được viết thường trừ phi chúng là từ đầu tiên của tiêu đề.

The Story of Qui Ju

Dona Flor and Her Two Husbands

B. Dùng tính từ để làm cho bài mô tả phim hấp dẫn.

1. Loại sách / phim

- a detective story/ film = truyện/ phim trinh thám
- a romantic novel = tiểu thuyết lãng mạn
- a love story film = phim tình cảm
- an adventure story = truyện phiêu lưu/ mạo hiểm
- a science fiction novel = tiểu thuyết khoa học viễn tưởng
- a historical novel = tiểu thuyết lịch sử
- a humorous story = truyện hài
- a thriller = truyện/ phim giật gân

2. Một số tính từ để mô tả phim

- funny = hài, vui
- hilarious = vui nhộn
- horrifying = frightening = gây sợ hãi
- interesting = thú vị
- gripping = hấp dẫn
- exciting = hào hứng
- fascinating = ngoạn mục
- entertaining = làm thư giãn, giải trí
- brilliant = tuyệt vời
- realistic = thực tế
- sad = buồn
- tragic = bi kịch, bi thảm
- imaginative = giàu trí tưởng tượng
- touching = moving = gây cảm động/ làm xúc động
- action-packed = đầy hành động
- well-written = được viết rất hay
- well-directed = được đạo diễn rất tốt
- well/ beautifully-filmed = được quay (phim) rất đẹp
- wonderfully-acted = có dàn diễn viên đóng thật tuyệt vời

3. Tính từ mô tả nhà văn/ hoặc đạo diễn

- great = vĩ đại, tài ba
- skilled = khéo léo
- observant = tinh mắt, tinh ý
- gifted = talented = tài ba, có tài
- perceptive = mẫn cảm
- entertaining = vui tính

4. Dùng hai hoặc nhiều tính từ để mô tả nhân vật

- a. Thỉnh thoảng, bạn có thể muốn dùng nhiều hơn một tính từ. Bạn có thể tách những tính từ này bằng dấu phẩy.
 - In the movie *Rocky*, the main character is a handsome, determined boxer. (*Trong phim Rocky, nhân vật chính là một người chơi quyền Anh điển trai, quyết đoán.*)
- b. Khi có hai tính từ tương phản, hãy nối chúng bằng từ *but*.
 - In *Star Wars*, Han Solo is a brave *but* egoistical pilot. (*Trong phim Chiến tranh giữa các vì sao, Han Solo là một phi công can đảm nhưng ích kỷ.*)

C. Cấu trúc

1. Mô tả

- It's called ...
- It's by ...
- It was (written/directed/produced/published/designed) by/in ...
- It's by the same (writer/director) as ...
- It's his/her third (album/book).
- It's about / It tells the story of ...
- It stars ... (có ai đóng vai chính)
 - *The film stars Marilyn Monroe.* (*Bộ phim có Marilyn Monroe đóng vai chính.*)
- It's set in ... (Nó lấy bối cảnh tại)
 - *The novel is set in pre-war London.* (*Cuốn tiểu thuyết lấy bối cảnh Luân Đôn thời tiền chiến.*)
- It's based on ... (Nó dựa vào)
- It's adapted from (Nó được chuyển thể từ ...)
 - . *This novel is adapted from the Russian original.* (*Tiểu thuyết này được chuyển thể từ nguyên bản tiếng Nga.*)
- It lasts about (two hours). (Nó kéo dài khoảng (hai tiếng đồng hồ))
- The story is very simple/complicated. (Câu chuyện rất đơn giản/ phức tạp.)

2. Bày tỏ ý kiến cá nhân

- The (acting/story/graphics) is/are brilliant/terrible.
- The best/worst things about it is...
- ... is really boring/annoying/exciting.
- Another thing I really liked/hated was ...
- One weak point was ...
- It's well worth seeing.
- I'd recommend it to anyone who likes ...
- I wouldn't recommend it to anyone!

3. Thị

- a. Dùng thì hiện tại đơn (Simple Present) để mô tả phim, mặc dù là để kể lại các sự kiện xảy ra trong quá khứ.

4. Dùng ngữ đồng vị (appositives)

- *Titanic, a tragic love story film*, is about a couple on a sinking ship.

(*Titanic*, một bộ phim tình cảm đầy bi kịch, kể về một cặp tình nhân trên một con tàu bị đắm.)

- *The Last Leaf*, a moving story by O. Henry, tells about the admirable deed of a man named Old Behrman. (*Chiếc lá cuối cùng*, một câu chuyện đầy cảm động của O. Henry, kể về hành động đáng khâm phục của một người đàn ông tên là Old Behrman.)

BÀI TẬP ÚNG DỤNG

Exercise 1: Punctuate the titles in the parentheses and capitalize words that need capital letters. Then write a title for your paragraph.

1. The Spanish actor Chow Yung Fat was in (*ann and the king*)
2. The Italian movie (*life is beautiful*) won several awards.
3. Sandra Bullock starred in (*while you were sleeping*).

4. One of the most famous horror movies of all time is (*the exorcist*).

5. You should see (*the seven dwarfs*), a classic Disney film.

Exercise 2: Put in one suitable adjective.

1. *Star Wars* is a _____ science fiction film.
2. *Dracula* is a _____ horror movie about a (n) _____ vampire.
3. *Titanic*, is a _____ love story about a couple on a sinking ship.
4. *Schindler's List* is a _____ drama about a German who saved the lives of many Jews.

Exercise 3: Insert a comma where appropriate in the sentence.

1. In *It's a Wonderful Life*, James Stewart plays a hard-working ordinary man.
2. *The 400 Blows* tells the story of a lonely unhappy boy.
3. *Women on the Verge of a Nervous Breakdown* contains many colorful comic characters.
4. *Gandhi* is the story of a wise kind man who leads India to freedom.

Exercise 4: Insert *but* where appropriate in the sentence.

1. *Frankeinstein* is the story of a destructive tragic monster.
2. *The godfather* is about an evil loyal man.
3. The lead characters in *Thelma and Louise* are vulnerable brave.
4. *Grandi* is about a gentle powerful leader.

Exercise 5: Divide the words in the list into three groups.

appear	brave	cartoon	character	comic	conquer
delight	evil	famous	fictional	film	heroine
laugh	movie	novel	pet	popular	
save	series	successful	latest		

Nouns	Adjectives	Verbs

Exercise 6: Complete the sentences with words from Exercise 5. You may need to modify verbs.

1. *Mickey Mouse* _____ in the first Disney _____ in 1928.
2. *Dallas* was a very _____ American television _____.
3. In his _____ film, which will come out in August, he plays the role of an _____ criminal.
4. Both adults and children _____ at Donald who is probably the funniest and the most _____ duck in the world.
5. *Gone with the Wind* was one of the most _____ movies ever made. It is still popular today. The _____ is a woman called Scarlett O'Hara.

Exercise 7: Complete the sentences with a verb from the box in the correct form.

create	strike	adapt	suspend
reveal	set	see	tell
			see

1. The story _____ in Washington, DC, in 2054.
2. It _____ from a book by Philip K Dick.
3. The film _____ the story of a man accused of a future crime.
4. When the truth _____, he goes on the run.
5. The soundtrack and special effects help _____ an atmosphere of suspense.
6. The plot is sometimes unconvincing. You have to _____ your disbelief.
7. What _____ you most is Tom Cruise's impressive performance.
8. I highly recommend it. I'd say it's well worth _____.

Exercise 8: Read this description of the film '*Road to Perdition*' and fill in each gap with one suitable word.

Road to Perdition is the latest film by Sam Mendes, director of the Oscar-winning film *American Beauty*. (1) _____ from a novel by Max Allan Collins and Richard Piers Rayner, *Road to Perdition* is extremely dark and atmospheric. Like a Greek tragedy, it (2) _____ the predestined fates of the main characters on their road to perdition (or hell). The film (3) _____ set in a wintry 1930s Chicago and tells the (4) _____ of a hitman called Mike Sullivan (Tom Hanks) and his mafia boss John Rooney (Paul Newman). Sullivan looks up to Rooney as a 'father figure'. However, when Sullivan's son witnesses a gangland killing, Rooney turns against him, and (5) _____ father and son are forced to go on the run. Visually, the film is quite stunning. There are some impressive special effects, but (6) _____ strikes you most are the dark images of rain and shadow. These create a heavy atmosphere of bleakness and fear. In many scenes brown and black are the dominant colors, which often make the film look like a well-crafted oil painting. The (7) _____ too is first-rate, with both Hanks and Newman giving completely convincing performances. However, although (8) _____ is wonderfully directed and acted, *Road to Perdition* is not a gripping film. The plot is quite slow and the ending is totally predictable. But what the film really lacks (9) _____ human warmth – the characters ultimately fail to move us. To sum up, *Road to Perdition* is a beautifully-filmed gangster movie. It's well (10) _____ seeing, but it doesn't quite deliver the great film we expect.

Exercise 9: Read the passage and answer the following questions

The Birds, by Alfred Hitchcock, is a brilliant film of gripping suspense. Melanie Daniels, played by Tippi Hedren, is buying a parrot when Mitch, an extremely good-looking lawyer played by Rod Taylor, enters the shop and plays a practical joke on the young woman. To revenge herself she decides to send him a pair of love birds. She goes to his address and discovers that he is away for the weekend. So she drives to Bogata Bay where he is staying with his mother and sister. She crosses the bay in a boat and discretely leaves the cage at the house. But as she is climbing out of the boat, a seabird violently attacks her and Mitch comes to her rescue. The following day the birds kill a man and from then on terror reigns in the village where the attacks are increasingly vicious and frequent. Mitch and Melanie barricade themselves in the house and frantically fight off the birds which seem determined to kill. The couple finally manage to escape from the house with the mother and sister who carries the love birds. The ending is ambiguous because when they are driving away, the village is still under attack. The audience leaves the cinema with an uneasy feeling.

1. What's the title of the film? _____
2. Who directed it? _____
3. What type of film is it? _____
4. Who are the main actors? _____
5. Which of these opinions matches the film.
 - A. It was the funniest film I've ever seen. _____
 - B. I've never seen such a happy ending. _____
 - C. It was terribly frightening. _____
 - D. I thought the story was really delightful. _____

Exercise 10: Complete the review of the novel *Frankenstein* with the sentences in the box.

FRANKENSTEIN

Frankenstein was written by Mary Shelley, the wife of the poet P B Shelley, in 1818.

- (1) _____. The story is told through the letters of a man called Walton, an English explorer. We are told of Victor Frankenstein, a student from Geneva, who discovers the secret of life.

(2) _____. People are terrified of it because it is so huge and ugly. The poor monster has no friends and feels lonely and depressed, so it asks Frankenstein to make it a wife.

(3) _____. Then the monster attacks and kills not only Frankenstein's brother, but also his friend, and his bride Elizabeth. Frankenstein is heartbroken and is determined to kill the monster.

(4) _____. Frankenstein is a fascinating story because of the character of the monster, which is both sad and frightening at the same time.

- a. So he collects bones and bodies from graveyards, and makes a person which is more monster than man.
- b. However, he dies while chasing the monster, which then kills itself.
- c. This he refuses to do.
- d. It is a horror story which is thought to be the original science fiction novel.

Exercise 11: Complete the sentences below about a book you have read recently. Notice that there are three paragraphs: the introduction, the story, and your opinion, and that you need to use the Present simple for telling the story.

One of the best books I have read recently was _____

by _____

It is a _____ (type of book) and I read it.

because _____

It is set in _____ (place), in

_____ (time) and it is about _____

(general topic).

The story follows the relationship between ... or the events that take place ... or the adventures of _____

At the beginning of the book.

_____, then, ____

and at the end,

I found the book _____ and I think _____ (*name of author*) is a really _____ writer. I'd certainly recommend it to anyone who likes _____.

Exercise 12: Make some notes under the headings above about a book or film that you have read or seen recently.

1. title and author;
 2. type of book/film
 3. characters
 4. events in the story

5. your opinion of the book or film

Exercise 13: Then write a review of about 120-150 words.

Describing a film/ book

Editing Checklist (For reference)

1. Content
 - a. Is the title interesting?
 - b. Would others want to see the movie because of your summary?
 - c. Did you present the problem and the events leading to the solution?
 - d. Does your summary include the type of movie, when and where the movie takes place, and the main characters
 2. Organization
 - a. Is all the information in the paragraph important?
 - b. Does the topic sentence give a general idea of what kind of movie you're writing about?
 3. Cohesion and Style
 - a. Did you combine sentences to show the relationship between events?
 - b. Did you use appositives correctly?
 - c. Did you use adjectives to describe the characters and the movie?
 - d. Did you use the historical present tense?
 4. Grammar
 - a. Are the present tense verbs correct?
 - b. Are the count and noncount nouns correct?
 - c. Did you combine sentences correctly?
 5. Form
 - a. Did you underline the title of the movie?
 - b. Did you use commas with appositives and adjectives correctly?
 - c. Did you punctuate combined sentences correctly?

WRITING AN ANNOUNCEMENT ABOUT A SPORTS EVENT

Unit 14, 10 nc; Unit 14, 10 cb

Viết một thông báo (*Writing an announcement*), về cơ bản, là viết một bản tin để thông báo một sự kiện nào đó.

Vậy, ngôn ngữ thông báo thường ngắn gọn, rõ ràng, và dễ hiểu. Thông thường, để thu hút sự chú ý của người đọc, các nội dung chính thường được in đậm, gạch dưới, hoặc viết in hoa.

Tips

Writing an announcement about a sports event

- Keep it short, inviting and to the point.
- Making the information in the announcement clear and complete.
- Be straightforward and concise so the reader can get the information quickly and be able to refer to it easily.

Ngoài ra, các chữ viết tắc đôi lúc cũng được sử dụng, mạo từ, giới từ, v.v. cũng được bỏ đi. Ví dụ (ở thông báo sau):

- (*No article*) Friendly Football Match
- vs. = versus (đối với)
- (at) 4 p.m. (on) Sunday, March 29, 200
- (at the) School Stadium

QUOC HOC HO CHI MINH COMMUNIST YOUTH UNION

In celebration of the International Workers' Day

Friendly Football Match

Quoc Hoc Youth Union vs. Local Sports Club

4 p.m. Sunday, March 29, 200

School Stadium

All teachers and students are invited.

Vo Van Nguyen

Head of the Union

Về nội dung, một thông báo về một sự kiện thể thao thường bao gồm các thông tin sau:

- Who the announcer is (Người thông báo là ai)
- What the event is (Đó là sự kiện gì)
- The purpose of the event (Mục đích của sự kiện đó)
- When and where the event will take place (Sự kiện đó sẽ xảy ra ở đâu và khi nào)
- Who can come (Ai có thể tham dự)

BÀI TẬP ÚNG DỤNG

Exercise 1: Read the following announcement and answer the questions (Unit 14, 10 nc).

SPORTS CLUB

In celebration of the Youth League's Foundation Day

Friendly Volleyball Match

Local Language School vs. Sports Club

4 p.m. Saturday, MARCH 07, 200

School Stadium

All students are invited.

Le Van Minh

Manager of the Sports Club

1. Who is the announcer?

2. What is the announcement about?

3. What is the purpose of the event?

4. When and where will the event take place?

5. Who can come?

Exercise 2: Your school Youth Union is going to hold a fashion show to celebrate the International Women's Day. The show will take place at the school's playing ground on Sunday March 6, 200 __, at 7 p.m. Write an announcement about this event.

- exciting = thú vị
 - romantic = lãng mạn
 - charming = quyến rũ
 - historical = có liên quan đến lịch sử
 - industrial = công nghiệp
 - noisy = ồn ào
 - ugly = xấu xí
 - modern = hiện đại
 - old-fashioned = lạc hậu
 - ancient = cổ, cổ xưa
 - peaceful = bình yên, thanh bình
 - polluted = bị ô nhiễm
 - popular with tourists = được khách du lịch ưa chuộng

DESCRIBING A PLACE

Unit 16, 10 nc, unit 15, 10 cb; unit 10, 11cb; Unit 10, 11nc

WHAT and HOW TO WRITE

1. Đó là một ngôi làng, thị trấn hay là thành phố? Nó lớn hay nhỏ?

- It's a small/ big village/ town/ city. (Nó là một ngôi làng/ thị trấn/ thành phố nhỏ/ lớn.)
 - It isin area. Its total area is ... (Nó có diện tích là....)
 - It has a population of (Dân số của nó là ...)

2. Bạn dùng tính từ nào sau đây để mô tả nơi đó?

- cosmopolitan = gồm người từ khắp nơi trên thế giới
 - crowded = đông đúc
 - densely-populated = đông dân
 - sparsely- populated = thưa dân, có ít người sinh sống

- ### 3. Nó nằm ở đâu

- It's located (situated) in the west / southeast / centre of
(Nó nằm về phía Tây/ Đông Nam/ trung tâm của)
 - It's near the border with... (Nó gần biên giới với ...)
 - It's on the river X. (Nó ở trên dòng sông X.)
 - It's famous for ... (Nó nổi tiếng về ...)
 - It's about/ approximately 50 km from ... (Nó cách khoảng 50 km.)

- #### 4. Nó có những g

- an industrial area = một khu công nghiệp
 - beautiful scenery nearby = phong cảnh đẹp gần đó
 - an underground system or trams = hệ thống tàu ngầm hoặc xe điện
 - sandy beaches = bãi biển đầy cát
 - docks or a harbour = dãy bến tàu/ cảng
 - spectacular views = phong cảnh tuyệt đẹp
 - shopping malls or street markets = các trung tâm mua sắm hoặc chợ đường phố
 - a carnival, festival or other events = ngày hội, lễ hội hoặc các sự kiện khác

OUTLINE

- a. What it is
 - b. Location
 - c. Size
 - d. Population
 - e. Area
 - f. Main attractions
 - g. Your feeling (s)/ opinions

BÀI TẬP ÚNG DỤNG

Exercise 1: Read the description of a town. Complete it with *who*, *which*, or *where*.

MY HOMETOWN

I was born in Newcastle, a city in the north-east of England. Newcastle is on the bank of the River Tyne. It is quite big, with a population of about 200,000 people. There is a cathedral and a university. There are five bridges over the River Tyne, (1) _____ link Newcastle to the next town Gateshead, (2) _____ there is one of the biggest shopping centers in the world, the Metro Centre.

A few years ago, the main industries were shipbuilding and coal-mining, but now the chemical and soap industries are more important.

I moved from Newcastle ten years ago but I often return. I miss the people, (3) _____ are so warm and friendly, and I miss the wild, beautiful countryside near the city, (4) _____ there are so many hills and streams.

People (5) _____ are born near the River Tyne have a special name. They are called 'Geordies'. I am very pleased to be a 'Geordie'!

Exercise 2: Write a description of Cat Ba National Park, using the facts and figures below (Unit 10, 11 cb).

CAT BA NATIONAL PARK

Location:	Cat Ba Island 120 km from Hanoi, 20 km east of Hai Phong
Total area:	15, 200 ha
Special features:	tropical forests and coastal waters white sand beach, abundant natural resources, beautiful landscapes, rare animals and plants <ul style="list-style-type: none"> • species of fish: 300 • species of animals: 40 • species of birds: 150 • species of plants: 620

Historic features: 6,000-year-old stone tools
Human bones

Start with this introduction

Cat Ba National Park is located in Cat Ba Island, 120 km from Hanoi, and about 20 km east of Hai Phong. As a beautiful national park with a total area of 5, 200 ha, it has become a popular tourist destination because it has not only special features of a national park, but also historic values.

Exercise 4: Now write a similar paragraph about the Kingdom of Sweden based on the information from the table below (Unit 10, 11 nc).

	Kingdom of Sweden				
Area	449,964 sq.km				
Population	9,016,596				
Capital	Stockholm				
Population of capital	761,721				
Exports	Transportation equipment, electronic sound equipment, power generating equipment				
Imports	Petroleum, petroleum products, transportation equipment				
Percentage of electricity from	traditional thermal sources	hydro-electronic sources	nuclear sources	solar and wind	
	6.08 %	41 %	48.59 %	3.61 %	

Exercise 3: Read the following table and sample paragraph. Underline the topic sentence and the concluding sentence (Unit 10, 11 nc).

There are interesting facts about the Kingdom of Thailand that are very well worth knowing. First of all, it is 513, 115 square kilometers in area. It has a population of more than 64, 631, 595 million, with Bangkok, its capital, having about 6 million people. Second, Thailand exports and imports many things. In particular, it exports a lot of textiles, garments, electronic goods, prawns, rice, and precious gems. In return, it imports petroleum, petroleum products, iron, and steel. Thirdly, it produces electricity from different sources. Most of its electricity comes from traditional thermal power stations (91. 51 %), while water power stations and wind and solar sources make up 6. 31 % and 2.18 % of the total generation respectively. Nuclear power plants are still undeveloped, thus accounting for 0%. To conclude, Thailand reveals interesting facts about its area, population, exports and imports, and electricity production.

Exercise 5: Describe a place (a city/ town/ village...) of your own choice.

WRITING A REPORT

Unit 11, 11 nc; Unit 16, 11 cb; Unit 16, 11nc

What is a report? (Bài tường thuật là gì?)

Thực ra nó là một bài mô tả, một báo cáo, hoặc bài tường trình về những gì nghe thấy, đã làm, nhìn thấy, tìm thấy hay nghiên cứu. Và cũng vì thế các bài tường thuật thường cung cấp thông tin (facts) hơn là ý kiến cá nhân (opinions).

Vậy, trước khi bắt đầu bạn hãy thử làm bài tập sau:

Có thể tóm tắt các đặc điểm điển hình như sau:

1. Hãy cho biết mục đích của bài tường thuật ở phần mở đầu
2. Dùng tiêu đề cho từng phần nhỏ
3. Mô tả sự việc, sự thật xảy ra hoặc cung cấp thông tin thay vì ý kiến cá nhân
4. Chủ yếu dùng thể bị động
5. Cho biết các đề nghị của bạn dựa vào sự thật

A REPORT

1. a. state your aims in the introduction ✓
b. state your recommendations in the introduction
2. a. use headings for each section ✓
b. have one general heading
3. a. give mostly opinions rather than facts
b. give mostly facts rather than opinions ✓
4. a. use mostly active tenses
b. use mostly passive tenses ✓
5. a. give recommendations based on your personal experience
b. give recommendations based on the facts ✓

USEFUL LANGUAGE

Expressing aims/ purposes

- The purpose/ aim of this report is to
(Mục đích của bài tường thuật này là ...)
- This report aims / seeks to (Bài tường thuật này nhằm để ...)
- In order to prepare this report, I visited / interviewed / studied/ carried out / conducted ...
(Để làm bài tường thuật này, tôi đã viếng thăm/ phỏng vấn/ nghiên cứu/ thực hiện ...)

Reporting impressions and findings

- It seems / appears that ... (Dường như là ...)
- / It strikes me that....
(Điều làm tôi ấn tượng là ...)
- It strikes me as a little bit odd that ...
(Điều tôi cảm nhận đầu tiên có vẻ hơi lạ là ..)
- It is interesting/ surprising/ strange that ...
(Thật thú vị/ ngạc nhiên/ kỳ lạ là ...)
- In general/ Generally/ On the whole, ... (Nói chung, ...)

Quoting

- According to X, ...
- Y said/ felt/ mentioned that ...

Contrasting

- Although ... / Even though ...
- While... / Whereas...
- In spite of the fact that ..., ...but..., ...however...
- ..., on the other hand,... ..., in contrast,... ..., yet...

Summing up

- In conclusion/ In short/ To conclude/ In summary/ To sum up

Giving recommendations

- It is very well worth seeing. (Nó rất đáng được tham quan.)
- This is the one I suggest they rent. (Đây là căn hộ tôi đề nghị họ nên thuê.)
- I would (strongly) recommend a stay of one or two days in Dortmund ... (Tôi đề nghị ở lại một hoặc hai ngày ở Dortmund.)
- I would (strongly) recommend that tourists should spend one or two days ... (Tôi đề nghị khách du lịch nên ở lại một hoặc hai ngày ở Dortmund.)

OUTLINE

1. Introduction
 - State the purpose of the report, and how the writer collects the information
2. Main parts (using subheadings)
 - Describe the main sections of the report
3. (Conclusion)
 - You may choose not to supply a conclusion.
4. Recommendations
 - Give recommendations based on the factual information.

BÀI TẬP ÜNG DỤNG

Exercise 1: Read the report below and fill in the spaces with words from the box.

should	extremely	practice	need	purpose
who	recommendations		improved	would
thought		high		However

WORLDNET REPORT

INTRODUCTION

The (1) _____ of this report is to evaluate Internet services provided by *WorldNet*, a chain of 24-hour Internet cafes in London. There has been a steady decrease in the number of customers over the past six months. This report will attempt to analyze and explain this trend based on findings from a series of customer questionnaires. It will evaluate the current services in relation to client needs, and will conclude with (2) _____ for improvements.

MAIN AREAS FOR IMPROVEMENT

WorldNet caters for a wide range of customers with different backgrounds and ages. However nearly all customers (65%) commented that the cost of the Internet service at 2EUR per hour was too (3) _____ and suggested half-hourly rates. The speed of the Internet connection was also criticized. At peak times the service was said to be (4) _____ slow and unstable.

OTHER AREAS FOR IMPROVEMENT

In terms of the hardware, the computer terminals were generally (5) _____ to be out of date and badly maintained. The screens were felt to be too small and the seating uncomfortable. On a more positive note, the cafe was considered to be good value. The prices compared favorably with other cafe, and customers were satisfied with the quality of the food provided. (6) _____, although the cafe was popular, there were some complaints about the lack of variety.

RECOMMENDATIONS

In order to become more competitive, *WorldNet* (7) _____ introduce new half-hourly rates immediately. Special student rates should also be considered as this would attract 16-25-year-old customers, (8) _____ represent the majority of Internet users. In addition I (9) _____ strongly recommend a faster and more reliable Internet service provider. The computer terminals and chairs also (10) _____ upgrading and maintaining more regularly. Finally, the cafe could be (11) _____ by introducing a wider variety of food and drinks. If these recommendations are put into (12) _____, the number of *WorldNet* customers should start to increase substantially.

Exercise 2: You work for a consumers' organization that inspects properties for people looking for a holiday home to rent. Write a report for your boss comparing two places you have seen, commenting on their particularly good or bad points. Write your answer in 120-180 words.

Read through the sample and choose the most suitable heading from the list A – E for each part (1 – 5) of the report. There is one extra heading which you do not need to use.

- | | |
|---------------|-------------------|
| A. APPEARANCE | B. DESIGN |
| C. NEIGHBOURS | D. RECOMMENDATION |
| E. LOCATION | F. INTRODUCTION |

1

As requested, I visited two properties: a flat by the sea and a small house by the lake. The rent charged for both is approximately the same.

2

The flat is within easy walking distance of the beach while the house is some way from the lake, with a busy road to cross. Both are quite close to local shops, with a supermarket not far from the flat.

3

The lakeside property is a three-bedroom bungalow with a small garden, whereas the apartment has just two bedrooms and a terrace. It does, however, have a much larger kitchen and bathroom than the house.

4

The bungalow is extremely attractive from the outside, but inside it is rather bare and plain, with the standard kind of furniture one tends to find in holiday homes. The flat, in contrast, is tastefully decorated, with some well-chosen furniture.

Even though it is the smaller of the two, the apartment appears to be better value for money. Unless the clients have a large family, therefore, this is the one I suggest they rent.

Exercise 3: You are doing a school project about variations in living conditions in your country.

a. Put each of the ideas below under these headings:

clean air few jobs locally noise heavy traffic
flats lots of night-life open countryside
pollution local bus and train services only
choice of schools community of relatives and friends
big supermarkets crime

PEOPLE

TRANSPORT and LEISURE

ENVIRONMENT

HOME

EDUCATION/WORK

b. Write a report for your teacher comparing life in the town and in the countryside.

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Exercise 4: A travel company has asked you to write a short report on the city or town you live in or near. They want to know if it is famous for anything that might attract tourists, what kind of tourist accommodation is available, which other major cities it is near, the quality of food in local restaurants and anything else that tourists might find interesting.

Read the sample answer. Choose from list A-E the best heading for each paragraph (1-5).

- A. Conclusion
 - B. Most important features
 - C. Travel and accommodation
 - D. Food and drink
 - E. Location and type of city

1

Dortmund is one of the most important cities in the north-western part of Germany. It is close to Essen, Dusseldorf, Cologne and other major cities in the Ruhr and the Rhineland area. It used to be a centre of the coal mining and steel industries.

2

Dortmund is famous for its beer. There are five breweries. It also has a theater, a small opera house, a very large sports stadium and a well-known football team. The surrounding countryside is very attractive. In addition, a national garden exhibition takes place each year.

3

Dortmund has a wide range of hotels and other accommodation for tourists. Rail connections are particularly good. It also has a small airport with flights to most major German cities.

4

Although Dortmund is not famous for its cuisine, there are many restaurants there that offer excellent value for money. Local pubs also serve excellent beer and light meals.

5

I would recommend a stay of one or two days in Dortmund to tourists who are interested in visiting a typical, middle-sized German city.

Exercise 5: Write a report about a famous city that you know. Note down some information for each of the categories below.

1. Location and type of city

2. Most important features

3. Travel and accommodation

4. Food and drink

5. Conclusion

Exercise 6: Mr. Klimt is a Swiss executive who is moving to your country with his family and will be working for your company for a year. You have been asked to look at possible housing for him the Personnel Officer in your company.

Read this sample report.

To: Mr. Harman
Personnel Department
From: H. Hunter
Re: Housing for Mr. Klimt and family

FINDINGS

Here is the information on the three places I visited last week:

1. Apartment 41, Victoria Tower (1800 pounds per month)

This is a two-bedroom flat, and although it is luxurious, it would be rather small for a family of four.

2. Meadow Farmhouse (2050 pounds per month). This is a five-bedroom farmhouse in the country with good rail links into the city centre. However, it is expensive and there are no suitable schools nearby.

3. Holly House, Ashton Street (1550 pounds per month). This is a three-bedroom house with a small garden. Although the house is in need of redecoration, the garden is pleasant and the rent is reasonable. The house is on a bus route and close to the Ashton International School.

RECOMMENDATIONS

I recommend that we rent Holly House and arrange for it to be redecorated before the Klimt family arrive. I look forward to discussing the matter with you at our next meeting.

Exercise 7: An American College is going to hold a five-day conference in your city. You have been asked by the Principal to suggest three possible hotels where the conference could be held.

Write a report on what you have found out and recommend a suitable hotel. Divide your report into three parts.

1. Opening

2. Findings

Price and standard of the hotel (4/5 star)

Location (in the city center/ out of town/ near the airport ...)

Facilities (conference rooms/ number of bedrooms available/ restaurants)

3. Recommendations

Say which of the hotels you thought was the most suitable, and include an appropriate ending

To: _____

From: _____

Re: _____

USEFUL LANGUAGE

Origin

- be invented/ created by ... = được phát minh/ tạo ra bởi ...
- be originally designed for ... = được thiết kế ban đầu dành cho ...
- originate from = xuất phát từ/ có nguồn gốc từ ...

Equipment

- It costs almost nothing. = Nó hầu như chẳng tốn kém gì.
- You don't have to spend a fortune on equipment. = Bạn không phải tốn kém chi nhiều để mua dụng cụ.
- All you need is = Tất cả những gì bạn cần là ...

Rules

- team(n) = đội
- opponent (n) = đối thủ
- the opposing team = đội chơi
- set (n) = hiệp
- hit the ball = đánh quả bóng
- It is played in two sets ... = Nó được chơi theo hai hiệp.
- It can be played by ... = Nó có thể được chơi bởi ...
- do the scoring = ghi bàn
- score a goal/ a point = ghi một bàn thắng/ ghi một điểm
- win the game = thắng trò chơi
- the winning point for a set is ... = Điểm thắng cho một hiệp là ...

WRITING AN ARTICLE - Unit 13, 12 nc

Writing about a sport (Unit 13, 12 nc)

OUTLINE

Title

Introduction

Body

Paragraph 1: History/ Origin

Paragraph 2: Equipment

Paragraph 3: Rules

Conclusion

CONTENT

1. What's the festival called?
2. What time of year does it take place?
3. What does it celebrate?
4. How long does it last?
5. Do people wear special costumes?
6. Do people eat special food?
7. Are there any parades?
8. What other activities take place?

BÀI TẬP ỨNG DỤNG

Exercise 1: Read the following sample and match the headings to the paragraphs.

1. Its adaptability _____
2. The origin of volleyball _____
3. Introduction _____
4. Its simple rules _____
5. Conclusion _____
6. Its equipment _____

A

There are various kinds of sport that we can choose to play. Volleyball has been very popular with so many people. Do you know its origin and the reasons for its popularity and how to play it?

B

The game of volleyball was created in 1895 by William Morgan, who worked as a physical fitness instructor for YMCA. The game was originally designed for a group of middle-aged businessmen who found basketball so demanding. However, it turned out to be very popular with all age groups. Therefore, it soon became a major national sport.

C

The wonderful thing about volleyball is that it is so adaptable. It can be played by anyone from 7 to 70, by men and women, indoors and outdoors. It's one of the few games which can be played on the beach for enjoyment and at a professional level.

D

The other great thing about the game is that you don't have to spend a fortune on equipment. All you need is a ball and a net. The court doesn't matter much, as long as it is fairly flat.

E

The rules are simple. There are two teams and the aim of the game is to make the ball land on your opponents' side. Members of the same team can hit the ball to each other up to three times, but no one can hit it twice in a row. The first team to get 15 points wins the game.

F

Above all, playing volleyball is funny, so the next time you see your friends having a game, go and join in – you'll love it!

Exercise 2: Write an article for your school magazine about a sport or a game that you are interested in (Unit 13, 12 nc).

The following words or phrases might help you.

Soccer

- striker = forward = tiền vệ
 - midfielder = halfback = trung vệ
 - defender = hậu vệ
 - goalkeeper = thủ môn
 - half (n) / halves = hiệp
- the first half/ the second half = hiệp thứ nhất/ hiệp thứ hai
- 45-minute break = halftime = giờ nghỉ giữa hai hiệp (45 phút)
 - do the scoring = ghi bàn
 - touch the ball = chạm bóng
 - kick/ strike the ball = đá quả bóng

1. What's the festival called?

2. What time of year does it take place?

3. What does it celebrate?

4. How long does it last?

5. Do people wear special costumes?

6. Do people eat special food?

7. Are there any parades?

8. What other activities take place?

Exercise 4: Write a description of one of the popular celebrations in Vietnam or in the world that you know (Unit 8, 11 cb; unit 13, 11 nc).

Exercise 3: Read the description and answer the questions.

A HINDU FESTIVAL - DIWALI

The festival of Diwali is one of the most important religious festivals in India. It lasts for five days around the end of October. It is the festival of Laxmi, the Goddess who, in the Hindu religion, brings peace and prosperity.

Preparations for the festival begin several weeks before the festival itself. People clean and decorate their homes, prepare special food and buy new clothes and jewelry to welcome the Goddess into their homes. All over India, people light up their homes with oil lamps and colorful lights.

The celebrations take place on the darkest night of the lunar month, Amavasya. In the evening, fireworks fill the sky to make Diwali a true 'Festival of Light.'

ANSWER KEY

WRITING A PARAGRAPH

Exercise 1

1. c

2. b

3. a

Exercise 2

a

Topic sentence: You can be a good conservationist by being a good listener.

Concluding sentence: To conclude, a successful conservationist must know how to listen.

b

Topic sentence: Modern communication technology is driving workers in the corporate world crazy.

Concluding sentence: In conclusion, people are getting mad due to loads of daily messages of different kinds.

Exercise 3

Paragraph 1

1. C 2. E 3. D 4. A 5. B

Paragraph 2

1. C 2. E 3. B 4. A 5. D

Exercise 4

Computers have brought about beneficial changes to human life. However, they also have some disadvantages. First of all, face to face communication have been lost because people spend too much time at their computers. For example, children spend hours playing games, chatting and emailing on the net, and adults doing their own things on computers. As a result, family members rarely talk to each other as they used to in the past. In addition, computers make people have health problems. As people spend too much time sitting at computers, they tend to be inactive. This inactivity has caused obesity and many other diseases. Finally, immediate access to information on the Net can be spiritually harmful and counter-educational. For example, within just a few seconds, children watch or read bad websites that are too violent or

not intended for their age. Consequently, more and more children tend to misbehave because they are misguided by poor-quality information. To sum up, we should be aware of these downsides so as to use computers to our great benefits.

Exercise 5

Our family has strict rules that we have to observe closely. First of all, we are not allowed to be late for any family gathering. Be it a family member's birthday party or an anniversary, we have to be on time whatever we are doing. I remember once being twenty minutes late for my brother's birthday party. After the party was over, not only was I scolded by my father but also had to stand facing the wall for two consecutive hours. Second, we must not talk on the phone or have guests after 10 p.m as this is the set time that we are supposed to go to bed. Therefore, if there are unexpected calls at this time, we choose either not to answer the phone or to tell the caller to phone back earlier the next day. Third, even though we have every right to choose and make friends with any person we like, we can not go out late at night. If any of our family members breaks this rule, he or she will have to say goodbye to the person he or she has gone out with. This is a strict rule, but we have to obey because our father never changes his mind once he has made it up. In conclusion, our family rules are strict but useful. They have trained us to become well-behaved and disciplined.

Exercise 6

Nowadays many wild animals are declining at an alarming rate. Therefore, unless immediate actions are taken to save these endangered species, the situation will get worse. Firstly, the government should seek proper ways to help poor people living near endangered animals' habitat so that they won't resort to animals for food and income. Specifically, creating jobs for them is very crucial. Secondly, banning the trading of animal products should be considered a must. As people keep buying these products, more and more animals will be killed to meet this demand. Next, reconstructing animals' natural habitats is also a sound solution. Take wildlife habitat reserves, for example. These are good places where threatened animals are safe from human intervention. Last, but not least, raising human beings' awareness of conservation needs is of great importance. People should be educated not to release chemicals, not to eat rare animals and not to pollute the environment; otherwise as many animals and their natural habitats disappear, the biodiversity that human beings depend on will be lost. As result, we will be the next species to decline.

Exercise 7

The world I'd like to live in would be a world of equality, understanding, and prosperity. First of all, I wish to live in a world where equality is granted to everybody. In other words, everyone would have equal access to education, work, medical care and personal and professional development. Understanding is another element that I wish my ideal world would have. I mean it would be a place where people understand each other because understanding is the base on which other things are built up. Understanding would result in sympathy, cooperation, and development. Finally, I dream of a prosperous world where people would enjoy economic success, high living standards, and good social welfare. There would no longer be poor people struggling to live every day. Instead, there would be more and more people with good income, and the needed will receive proper care from the government and society. In brief, equality, understanding and prosperity are three elements that make up my ideal world in the future.

Exercise 8

a

My hobby- collecting stamps- has its own story. I began to collect stamps when I was 11 years old. At that time, my English teachers used to give colorful pictures as a reward to those students who are good at her subject. Being one of those students, I very much loved those pictures and carefully kept them one by one in an album. Seeing how I treasured the pictures, my father advised me to collect stamps as a hobby. Now I have over 150 stamps of insects, animals, flowers and plants of all kinds in my collection. Because I am so passionate about stamps, my family members, my friends and relatives often give me stamps of any kind that they happen to have, sometimes as a reward for the good thing I have done and sometimes just for the sake of satisfying my need. To increase the size of my album of stamps, I occasionally exchange stamps with those who share the same hobbies with me. What a pleasant thing to look at my beautiful stamps!

b

My hobby- collecting coins- has its own story. I began to collect coins when I was 9 years old. At that time, my friend boys in the neighborhood and I used to gather and play with old coins we happened to fetch. Gradually, playing with coins became an indispensable part of our childhood life. I began to love those coins and carefully kept all that I had in a nylon bag. Seeing how I treasured the coins, my father advised me to collect coins as a hobby. Now I have over 100 coins of all kinds.

Because I am so passionate about coins, my family members, my friends and relatives often give me coins of any kind that they happen to have, sometimes as a reward for the good thing I have done and sometimes just for the sake of satisfying my need. To increase the size of my coin collection, I occasionally exchange what I have for coins that others are not interested in. Furthermore, I usually add to my collection by keeping the coin change whenever I buy or sell something. In brief, the coins I have are not only pleasant to look at but tell interesting stories about history as well.

Exercise 9

I'd like to work for WTO (World Trade Organization) for three main reasons. Firstly, its commitments to liberalizing international trade and dealing with trade rules and agreements really impress me. What WTO has done has resulted in a free and open environment for all nations to compete commercially. In this way, it also works towards creating equality in a global society. Secondly, WTO offers a good environment for me to improve my English. As it is an international organization, English is obviously the communication medium. Therefore, through work and contact with people of different nationalities, I will be able to enhance my speaking, listening, reading and writing skills. Thirdly, I wish to work for WTO for trade and law are my areas of interest. I enjoy negotiating rules and seeing how people implement them. Thus, it is an environment where I can use my knowledge intensively and grow professionally. In short, WTO would be ideal for me because of not only its commitment but also its being a good environment for me to work and use my English.

Exercise 10

France has national customs that any foreigner should know. First of all, handshake is an important part of normal social relations in France and not just something you do the first time you meet someone. It is done on greeting and parting, between strangers, close relatives, and even children. Second, kissing is also a common form of greeting between close friends and relatives. It is done two or three times, alternating cheeks. Do not be surprised to see man embracing. Finally, an invitation to visit someone's home, even after long acquaintance, is rare. But for that occasion, a bottle of Scotch wine, a cake, or even better, a small gift of flowers (not red roses or chrysanthemums which are a reminder of death) or chocolates for the hostess will be appreciated. Gifts that appeal to the intellect or aesthetics are especially appreciated. Therefore, it is well worth remembering these rules if you want to be in France-working, studying or traveling.

Exercise 11

It is very difficult to live in a desert. First of all, it is very difficult to travel about. As a desert consists of mainly sand, it is hard to walk, or even use any other means of transport. Although it is popular to use camels to carry things and people in deserts, it is extremely slow and time-consuming. Next, as water, on which almost all human activities rely, is very scarce in a desert. Even if you can sometimes find oases of water far and few between, these supplies can barely satisfy your daily needs for water. Consequently, you will inevitably be faced with a lot of difficulties concerning water for drinking, washing, etc. Finally, you will be isolated from the rest of the world if you live in a desert. It is almost impossible to get access to world news, education, and entertainment. To conclude, although a desert might be an interesting place to explore, it is almost impossible to live in.

Exercise 12

I think our country will have to make greater efforts, in many aspects, to welcome the coming Asian games. Firstly, we will have to build one more National Stadium, some sports buildings and car parks. Also, we will have to upgrade the National Sports Centers and local stadium because they are currently not in good conditions. In addition, it is important that hotels and guest houses be equipped with modern facilities as standard to welcome guests and cater for disabled athletes. Next, in order to promote the images of the Asian Games, we should advertise the Games on various forms of mass media. For instance, we could make symbols of the games and the destination of Vietnam on posters, or other similar advertisements on the radio, or on television or on the Internet to attract tourists' attention. Last but not least, it is required that we should select a sufficient number of volunteers to serve the Games. In particular, we should aim at volunteer students, teachers, or youngsters with good communication skills, of course in English, and work out detailed action plans for them to follow. In summary, building and upgrading facilities, advertising the Games, and selecting volunteers are three essential things that we should focus on in our preparation efforts to host the next Asian Games.

Exercise 13

The formal school system in Vietnam is composed of two levels of education: primary and secondary education. Primary school begins when a child turns 6, and lasts for 4 years; that is, he or she finishes her or his primary education at the age of 10. Then secondary education opens up. The child starts their lower secondary with Grade 6 when he or she is eleven years old, and stays on until the age of 14 (Grade 9). At the end of Grade 9, the child says goodbye to lower secondary school and moves on with upper secondary school as long as he or she passes a Grade 10 entrance exam. Success in this exam will guarantee him or her a place at an upper secondary school, which is supposed to last three years. In other words, upon finishing Grade 12, the child completes his formal education.

Exercise 14

To celebrate the Ho Chi Minh Communist Youth Union's Foundation Day, our school's Sports Club played a friendly match with School B last Sunday at our school stadium. The match was really amazing. It took place on a beautiful sunny day. The players of both teams played enthusiastically and we all admired the way they maneuvered the ball. About 5 minutes before the end of the first half, as almost all the players of the opposing team moved out to prevent the ball from entering the goal, our forward, Minh managed to kick the ball past the goalkeeper and scored a brilliant goal. All the spectators, especially our fans jumped up and cheered. While the players of our team were filled with happiness and aspiration to do the scoring again, those of the other team were full of determination and will power to make a revenge. This made the match more fascinating to watch, because every move was made at full speed. Ten minutes after the second half began, one player of School B, by a combination of passing and dribbling the ball, he kicked the ball hard into our goal. A draw 1-1 was then recorded. After this tie, both teams played even harder, and faster. As a result, at the end of the second half, even though our team managed to save many shots struck at close range, we lost 2-1 to School B when an attacking player of the opposing team passed the ball past many opponents and headed the ball into our goal. In conclusion, although we lost, we did our best, with great sportsmanship and offered the audience an amazing match to enjoy.

Exercise 1

Introduction

Attention getter: My mother used to say, 'If you want that job, dress like you already have it.'

Topic: First impressions are important, so wearing the right clothes to an interview can make a difference in whether or not you will get the job.

Thesis statement: There are three things you must think about when choosing clothes for an interview: color, style, and comfort.

Body

Paragraph 1

Topic sentence: The color of your clothes sends a message, so you should fit the clothes to the job.

Paragraph 2

Topic sentence: In addition to color, the style of your suit makes a difference.

Paragraph 3

Topic sentence: The last important point about choosing an outfit is whether or not it is comfortable.

Conclusion

- a. a summary

Exercise 2

There are many things that symbolizes the Vietnamese culture. Among these are the conical leaf hat, a symbol of traditional Vietnamese girls. The hat is very special because of its physical features and its use.

First of all, the hat has its own physical features. It is cone-shaped. It is from 25 to 30 cm in height and measures about 45-50 cm in diameter. Its frame consists of bamboo rims and is covered with two layers of soft palm leaves. In between are usually decorations of beautiful images of the country. The leaves and the rims are tightly sewed together, with the whole object finally coated with attar oil to make it attractive and last longer. There is always a strap spanning two strap holders at the two short ends of the diameter to help keep the hat when it is in use.

Another thing that makes the conical leaf hat special is its use. It is used like any other kind of hat to protect the wearer from the sun and rain. Besides, it can also be used as a supplement, typically with the *aodai*, a traditional costume for Vietnamese women.

In conclusion, the conical leaf hat's physical features and use have made it so special that it cannot be found in anywhere else, but Vietnam.

Exercise 1

There are several ways that the community would benefit from the establishment of a daycare centre. First of all it would give non-English speaking parents a chance to go to school to learn English, and they would become more integrated into the life of the community. While improving community relations, a daycare center would help these parents raise their standard of living because, if they learned English, they could get better jobs. In addition, the parents would be able to help their children with their schoolwork and communicate with their teachers. Also, a daycare center would give non-English-speaking children and English-speaking children a chance to get to know each other. In short, all parents (not just non-English speakers) would have a place to leave their children while they work.

Exercise 2

- | | | | |
|-------------|------------|-------|--------|
| 1. because | 2. However | 3. so | 4. But |
| 5. Although | | | |

Exercise 3

1

- | | | | |
|------|------|------|------|
| 1. G | 2. H | 3. D | 4. E |
| 5. A | 6. F | 7. B | 8. C |

2

Introduction: G

Paragraph 1: H, D, E

Paragraph 2: A, F, B

Conclusion: C

Exercise 4

By comparison with even the recent past, the choice of leisure activities on offer today is vast, so it is reasonable to find that some of these activities reflect the trends and fads of the day.

People have far more money and time than before to pursue their interests but the ever-increasing number of activities does not automatically guarantee continuity. In fact, new hobbies come and go. For example, sports such as roller-blading lose their fascination after a few months. Similarly, although snow boarding has taken over from traditional skiing it is doubtful whether its popularity will last. Other things like electronic games go out of date almost as soon as you have bought them because the manufacturers promote the fact that only the latest version is worth having, and so ensure continued sales.

On the other hand, not everyone is a victim of fashion in this way and people of all ages and backgrounds may take up hobbies for social reasons. Traditional hobbies range from participation in active sports like tennis to old favorites such as chess and stamp collecting, and these continue to be popular. By joining a club, people can make friends and feel part of a group with whom they can share a common interest and spend their leisure time. Where a sport is concerned, most people know what they like and participate out of love of the game, rather than because it is currently fashionable.

I feel therefore, that while fashion may have an influence, particularly among the young, the majority of people enjoy their hobbies for their own sake.

DESCRIBING A GRAPH/A CHART/A TABLE

Exercise 1

- | | | | |
|--------------|--------|-----------|-------|
| 1. of | 2. at | 3. by | 4. at |
| 5. at | 6. to | 7. by -of | 8. at |
| 9. at-to- at | 10. at | | |

Exercise 2

- | | |
|-----------------|------------------------------|
| 1. one | 2. (and 5 %) respectively |
| 3. did so | 4. The former ... the latter |
| 5. this | 6. respectively |
| 7. these/ those | 8. This/ That |

Exercise 3

- | | | |
|---|---------------------------------|---------|
| a. 1. shown/ illustrated | 2. Internet-connected computers | |
| 3. world | 4. 1981 | 5. 1999 |
| b. As the table shows/ As can be seen from the table, there has been a dramatic/ sharp/marked/ substantial increase in the number of Internet-connected computers in the world from 1981 to 1999. | | |

Exercise 4

- | | | |
|----------|-----------|------------------|
| 1. pie | 2. by far | 3. was |
| 4. at | 5. 26 % | 6. accounted |
| 7. 0.3 % | 8. 100 % | 9. insignificant |

Exercise 5

- | | |
|---|-----------------------------------|
| 1. did | 2. worst |
| 3. equivalent/ equal/ the same | 4. however |
| 5. differences | 6. best results |
| 7. 61.5 % | 8. almost 50 %/ far/ much higher |
| 9. greater/ more marked | 10. (well) over 50 % |
| 11. Conversely/ On the other hand / By contrast | |
| 12. rate | 13. almost double |
| 14. that | 15. figure/ percentage/ pass rate |
| 16. it seems/ appears | |

Exercise 6

- | | | |
|----------------------|-----------------|-----------------------------|
| 1. shows | 2. According to | 3. most popular |
| 4. 99 % | 5. as popular | 6. younger |
| 7. 30 %/ one-third | | 8. twice as many |
| 9. as/ compared with | | 10. differences/ variations |

Exercise 7

The graph shows the number of gas blowouts that occurred in two Australian regions in 1995. In total, there were 6 gas blowouts, of which five took place in Bass Strait, and one in Timor Sea. In other words, there were five times as many gas blowouts in Bass Strait as in Timor Sea.

Exercise 8

The graph shows the birthrates in Sweden from 1975 to 2000. From 1975 to 1980, there was a slight decrease of almost 1,500 births, from 12,500 to about 11,000. It remained at this rate until 1985. However, during the next five years, the number of newborns increased significantly to 15,000 in 1990. Then, over a ten-year period Sweden saw a sharp drop to 10,000 births in 2000. In general, there were fluctuations in the number of Swedish births over a period of 25 years.

Exercise 9

The graph presents statistics on the incomes of Viet Discovery from July to November. As can be seen from the graph, there was an upward trend in sales from July to November. In July, there was a steady rise in sales from 1.1 to about 1.35 billion. In the next two months, sales remained constant. Then there was a sudden drop of 0.2 billion in October followed by a dramatic increase to a peak of 2 billion in November.

Exercise 10

Table 1.

The table presents the rates of forest loss in three Southeast Asian nations- Cambodia, Indonesia, and Laos between 1990 and 2005. Indonesia, with the greatest forest cover, had the highest rate of deforestation (24%). Specifically, in 1990, it had 116.5 hectares of forest cover, but this figure fell to 88.5 in 2005. Even though Cambodia had the fewest hectares of forest cover (12.9 hectares in 1990), its rate of forest loss ranked second (19.3 %), that is, 2.5 hectares of forest cover had disappeared until 2005. Meanwhile, Laos, with the second largest area of forests (17.3 hectares) had the smallest percentage of lost forest cover, 6.7 %, an equivalent of 1.2 hectares of forest cover being destroyed.

Table 2.

The table shows the total number of fires and acres burned in the USA from 1980 to 2000. In 1980, there were 234,982 fires, and 5,260,825 acres of forests were destroyed. More than half as many fires occurred in 1990, namely 122,763, whereas the number of acres of forests burned increased considerably to 5,452,870. In the next ten years, the number of fires was almost the same (122,820), while far more acres of forests were eliminated, totaling 8,422,2230 in 2000. In general, during a 20-year period, fewer fires did not mean fewer acres being burned.

Exercise 11

The graph shows the number of visitors arriving in Vietnam from the USA, France, and Australia between 2001 and 2002. The USA had the largest number of visitors to Vietnam both in 2001 and in 2002 (230,470 and 259,967 arrivals, respectively). France ranked second with 99,700 visitors in 2001, and 111,546 in 2002, an increase of 11,846 arrivals. Also, the number of Australian visitors to Vietnam rose by 12,539 people from 84,085 in 2001 to 96,624 in 2002. Despite this, of the three selected countries, Australia had the smallest number of visitor arrivals to Vietnam.

Exercise 12

The table shows the great achievements gained by Tango in selected economic branches after two decades of economic reform. Before 1980, the economy of Tango was almost stagnant, with export accounting for 0% and other economic branches were underdeveloped, ranging from - 0.6 % to - 0.2 %. However, thanks to measures taken to implement economic reform, the growth rate for all the economic branches increased considerably. The most rapid development was seen in the area of construction, which was just dead, before 1980, at - 0.3 %. The figure soared up to 4.5 % in 1980 and 5.3 % in 1990 respectively, and reached 6.4% in 2000. Agriculture and fishery witnessed substantial growth. There was a steady increase of about 1% every ten years from 1980 to 2000. In addition, exports rose dramatically, from 3.0 % in 1980, to 4.1 % in 1990, and reached 5.3 % in 2000. Other three branches such as fishery, forestry, and industry also underwent dramatic development.

The figures in 1980 were 3.2 %, 2.7% and 2.3 % respectively. Interestingly, they rose gradually by 1% every ten years after that.

The table shows the great achievements gained by Tango in selected economic branches after two decades of economic reform. Before 1980, the economy of Tango was almost stagnant, with export accounting for 0 % and other economic branches were underdeveloped, ranging from - 0.6 % to - 0.2 %. However, thanks to measures taken to implement economic reform, the growth rate for all the economic branches increased considerably. In 1980, all the economic branches grew substantially. Construction, agriculture and export reached 4.5 %, 3.5 % and 3.0 % respectively. There was also a dramatic increase in fishery (3.2 %), forestry (2.7%) and industry (2.3%). Every ten years after that, there was a steady rise of about 1 % for all categories.

Exercise 13

The table presents the literacy rates in Sunshine country from 1998 to 2007. As can be seen from the table, in 1998, Midlands had the highest percentage of literate people (70 %), while Lowlands and Highlands had the same literacy rate of 50 %. In 2002, the literacy rate in Lowlands and Midlands rose by 3 % and 5 % respectively, whereas there was a drop of 5 % in the literacy rate in Highlands. This figure continued to decline by 5 % in 2004 and 10 % in 2007. On the contrary, the percentage of literate people in Lowlands and Midlands were on the increase. The literacy rate in Lowlands rose to 56 % in 2004, and reached 95 % in 2007. Also, there was a steady rise in the literacy rate of Midlands of 5 % for each next selected year, that is, to 80 % in 2004 and 85 % in 2007.

The table presents the literacy rates in Sunshine country from 1998 to 2007. As is shown by the table, between 1998 and 2007, there was a significant increase in the percentage of literate people in both Lowlands and Midlands, while the literacy rate in Highlands fell steadily. The literacy rate of Lowlands stood at 50 % in 1998, and rose to 53 % in 2002. This figure rose by 3 % in 2004, and reached 95 % in 2007. As for Midlands, in 1998, 70 % of the people were literate. However, there was exactly an increase of 5 % in the literacy rate for the three selected time points afterwards. In contrast with the other two regions, Highland experienced a steady drop in the percentage of literate people. The figure for 1998 was 50 %, which dropped gradually by 5 % in 2002 and another 5 % in 2004, reaching the bottom of 30 % in 2007.

Exercise 14

The pie chart shows the uneven/ unequal distribution of world population by region. It is clear from the chart that the world population is unevenly distributed among regions. Asia has the largest proportion (58 %), of which South Asia accounts for 32% and East Asia 26 %. Europe makes up 15 % of the world population, which almost doubles the population of Latin America (8%). Africa ranks third, at 11 %. More than half as much, namely 6 % comes from Northern America, leaving Oceania at only 2 %.

Exercise 15

The graph shows the number of tourists arriving in Vietnam, Singapore and Thailand between 2000 and 2006. Thailand had the largest number of visitors in three selected years- 2000, 2005 and 2006 . The figure was 9.5, 11.5, and 13.8 million respectively, which indicates an increase of about 2 million each year. Singapore ranked second with 6.5 million arrivals in 2000, which went up to 8.9 million in 2005, and 9.7 million in 2006. In Vietnam, although there was a significant rise of 1.4 million tourists between 2000 and 2005 (from 2.1 million to 3.5 million), only 0.9 more million tourists arrived in 2006.

Exercise 16

The graph presents the number of housework hours that married women and men spend doing per week by arrivals of children in Fantasia. When they haven't got any children, women spend 30 hours doing the housework every week, while married men 20 hours. As they have one or two children, the number soars up to 50 for the former, whereas the corresponding figure for the latter decreases by 5 hours, to 15 hours. Interestingly, when the third child appears, men reportedly do even fewer housework hours (10 hours). Meanwhile, women undertake the majority of the household chores (55 hours). In short, with the arrival of more children in the family, married women do far more housework than men, who paradoxically share even fewer responsibilities.

Exercise 17

The chart presents the average consumption of energy by type in Highland in 2000 and 2005. In 2000, by far the largest consumption was seen in petroleum (57 million tons); coal ranked second, at 40 million tons while nuclear and hydroelectricity came last, at 20 million tons. In 2005, although the consumption of petroleum dropped to 50 millions, that of nuclear and hydroelectricity soared up to 75 million tons, which ranked first on the list. Meanwhile, the total amount of coal consumed stood at 45 million tons, a slight increase of 5 million tons. In general, while petroleum was the most widely used in 2000, people in Highland opted for nuclear and hydroelectricity in 2005.²

WRITING A BIOGRAPHY/ PROFILE/ LIFE STORY

Exercise 1

- | | | | | |
|------|------|------|------|-------|
| 1. j | 2. d | 3. c | 4. i | 5. g |
| 6. h | 7. a | 8. e | 9. b | 10. f |

Exercise 2

- | | | |
|----------------|------------------------|-------------------|
| 1. were | 2. have been | 3. appeared |
| 4. starte | 5. appeared | 6. finally ended |
| 7. have become | 8. published | 9. have sold |
| 10. have made | 11. have also produced | 12. have built up |
| 13. were | | |

Exercise 3

- | | | | |
|------|------|------|------|
| 1. f | 2. b | 3. e | 4. d |
| 5. a | 6. c | | |

Exercise 4

- | | | |
|------------|---------------|---------------------|
| 1. father | 2. England | 3. military college |
| 4. Europe | 5. journalist | 6. missions |
| 7. Jamaica | 8. son | 9. died |

Exercise 5

James Bond was born on November 16, 1924 in Scotland. His parents died in a car accident when he was only twelve years old.

In 1937, he started school in Eton, England. When he left school, he joined a military college near Edinburgh.

Between 1941 and 1945, he fought in the Second World War, after which he joined the British Intelligence Service, MI6 and worked as a spy. In 1950 he got his number-007 and his license to kill.

On January 1st 1961, he married Terrasa. Unfortunately, she died in an accident on the same day.

Exercise 1

- | | | | |
|--------|-----------|---------------|----------|
| 1. for | 2. During | 3. while | 4. while |
| 5. for | 6. during | 7. For/During | 8. while |

Exercise 2

- | | | |
|---------------|-----------------------|--------------------|
| 1. at | 2. have you been | 3. for |
| 4. told | 5. to help | 6. looked |
| 7. buying | 8. allowed | 9. thought |
| 10. to go | 11. tell | 12. thought of him |
| 13. put it on | 14. was asked | 15. have come |
| 16. he is | 17. replied | 18. Join |
| 19. at | 20. have been waiting | 21. for |

Exercise 3

- | | | | | |
|----|-----------------------------------|------|------------------------|------|
| A. | a. 4 | b. 1 | c. 3 | d. 2 |
| B. | a. at first | | b. in the end, finally | |
| | c. after, then, by the time, when | | d. while, as | |

Exercise 4

A man was feeling unwell and he went to see the doctor. He went with his wife because he was a little worried. Afterwards the doctor spoke to the man's wife. He said, 'I'm afraid I have some bad news. Unless you follow my instructions very carefully, your husband will die. Every morning you must give him a good breakfast and you must cook him a healthy meal at night. What is more, you must not ask him to do any housework and you must keep the house very clean. It is a lot of work for you, but it really is the only way to keep him alive.'

On the way home, the husband asked his wife what the doctor had said to her. He said 'you're going to die,' she replied.

Exercise 5

An interesting accident

Exercise 6

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

Exercise 7

- Last Monday morning* Sarah Brown was in her bedroom getting ready to go to work, when *suddenly* she saw a mouse in her handbag. She was *very* scared of mice, so she screamed.
- Then* she had a good idea. She *quietly* left the room/ left the room *quietly* and ran *downstairs* to look for her cat, Tiger. He would catch the mouse.
- At first*, she couldn't find him anywhere, but *finally* she found him sleeping under the kitchen table. She picked him up quickly and ran back to her bedroom.
- In the bedroom, Sarah put Tiger down on the floor. *Then* she waited outside the door. *Unfortunately*, Tiger was scared of mice, *too*, so he ran out of the room and jumped into Sarah's arms.

Exercise 8

In the 1880s Lord Dufferin was staying with friends in Ireland. One night he woke up suddenly because he heard someone calling his name. He got out of bed and went to the window where he could see a dark shape moving across the lawn. He went outside and saw a man carrying a coffin. He called out and as the man turned round Lord Dufferin could see that he had a very ugly face. Suddenly, he disappeared, and Lord Dufferin felt the man walk through him. Several years later he was staying in a hotel in Paris. Lord Dufferin was waiting for the lift. When the lift arrived, Lord Dufferin saw that the lift operator was the ugly man he had seen all those years ago. Lord Dufferin was absolutely horrified and refused to get into the lift. Then as the lift was going up to the fifth floor, the cable snapped and the lift crashed down the shaft, and everyone inside was killed.

DESCRIBING PEOPLE

Exercise 1

- | | | |
|------------------|------------------|--------------|
| 1. sociable | 2. dishonest | 3. reserved |
| 4. humorous | 5. absent-minded | 6. ugly |
| 7. selfish | 8. long | 9. enormous |
| 10. clean-shaven | 11. casual | 12. pointed |
| 13. curly | 14. withdrawn | 15. stubborn |

Exercise 2

- A. 2 B. 4 C. 1

Exercise 3

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

Exercise 4

- | | | | |
|------|------|------|------|
| A. N | B. P | C. N | D. C |
| E. C | F. P | | |

Exercise 5

- | | | | |
|------|------|------|------|
| a. A | b. P | c. P | d. C |
| e. C | f. A | g. P | h. C |
| i. A | | | |

Exercise 6

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

Exercise 7

My little niece, Lou, is eight years old, and is the spitting image of my sister. I have a photo of my sister when she was the same age and you can't tell them apart. She's got straight fair hair with a fringe, and the first thing you notice about her are her bright blue eyes. She's got a lovely smile.

To begin with she seems quite shy, but when she gets to know you, she never stops talking. Her teachers say she's a real chatterbox. She particularly likes telling jokes, and when she is with her friends they never stop laughing. When she finds something funny, it's impossible not to smile with her. She's also very generous. I remember one day she had to go into hospital, and when she left she wanted to give all her toys to the hospital for the other kids.

She used to like wearing flowery dresses, but she's gone off them now because she thinks they are too 'girly'. Every now and then, she'll wear a dress, but it has to be black and 'grown-up'. But most of the time, she just puts on jeans and a T-shirt. If you saw her in the street, you would probably think she was two or three years older.

She's really into girl groups like All Saints. When she's not at school, she has always got her Walkman with her. She sings at the top of her voice because she keeps forgetting that everyone can hear her. The only problem with this is that she can't sing to save her life.

Exercise 8

1. G 2. E 3. D 4. A 5. J 6. F 7. H
8. C 9. I 10. B

Exercise 9

Students' answers

FILLING OUT A FORM

Exercise 1

1. d 2. h 3. g 4. f 5. j 6. a 7. e 8. i 9. b 10. c

Exercise 2

Students' answers

Exercise 3

Students' answers

WRITING INSTRUCTIONS

Exercise 1

1. c 2. f 3. d 4. b 5. e 6. a

Exercise 2

First, take out your cash card and insert it into the cash machine. Second, enter your identification number and push the 'ENTER' button. Next, push the button that says 'WITHDRAWAL.' Then, enter the amount you want and push the 'ENTER' button. After that, take your card out of the machine and put it away. Finally, take out the money and count it.

Exercise 3

A. How to use an electronic dictionary

First, press the power button.
Next, type the word you want.
Finally, wait for it to look up the word.

B. How to use a telephone card

Start by putting in your card.
Next, push the buttons for the number.
Finally, wait for the other person to answer.

C. How to make instant coffee

Start by boiling some water.
After that, put the water in a cup.
Finally, put in the powder and stir.

D. How to order dinner in a restaurant

First, look at the menu.
Then, decide what you want to eat.
Finally, when the server comes to your table, say what you want.

Exercise 4

- | | | |
|----------|------------|------------|
| 1. stand | 2. bending | 3. keeping |
| 4. keep | 5. leaving | 6. stretch |
| 7. fly | 8. keeping | 9. keep |
| 10. pull | | |

Exercise 5

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

Exercise 6

My blender is easy to use.

First, place the container on the base and turn it clockwise.

Next, put the food into the container and cover it with its cap.

Make sure to plug the unit in and select the slow speed button.

Then press the higher speed button.

If you want to add sugar or salt into the food, remove the cap.

After that, don't forget to cover the container with the cap again.

Now press the slow speed button to mix the ingredients.

Finally, press the stop button, unplug the machine, and turn the container counterclockwise to remove it from the base.

Exercise 7

If you want to operate a TV with a remote control, you must make sure that the cord is plugged in and the main is turned on. To turn on the TV, press the POWER button. If you want to watch VTV1, VTV2, VTV3, and VTV4, press the button number 1, 2, 3, and 4 respectively. To adjust the volume, press the VOLUME button up and down. If you don't want to hear the sound, press the MUTE button. If you don't want to watch TV any more, turn it off by pressing the POWER button again.

Exercise 8

It is not so difficult to make photocopies from a photocopy machine. First, make sure you plug in the unit and press the POWER button. Then, open the lid and place the paper face down on the glass, adjusting it to your desired style. After that, put down the cover. Next, select the kind of paper and the number of copies you want to make. Finally, press the START button, and wait for the copies to come out.

GIVING DIRECTIONS

Exercise 1

When you leave the bus station, turn right and walk to the junction of Elm Avenue and Hanover Road. Turn left and walk up Hanover Road, passing the bank of Asia on your left and a small park opposite. Cross Woodlawn Lane and continue up Hanover Road. On your left you will see the new Ford Supermarket and on your right the ABC Cinema. Cross Hanover Road at the zebra-crossing in front of Trust Hotel. Take the first turning left after the hotel and walk some distance up this street. Take the fourth turning left and you will see my house at the end of the street on the right-hand-side just opposite a travel agency.

Exercise 2

- | | | |
|----------|-----------------|----------|
| 1. find | 2. leave | 3. left |
| 4. right | 5. straight | 6. again |
| 7. past | 8. on the right | |

Exercise 3

- | | | | | | |
|------|------|------|------|------|------|
| a. 1 | b. 2 | c. 7 | d. 3 | e. 5 | f. 6 |
|------|------|------|------|------|------|

Exercise 4

- | | | |
|-------------|----------|------------|
| 1. straight | 2. ahead | 3. mile |
| 4. Turn | 5. past | 6. post |
| 7. office | 8. Take | 9. turning |
| 10. right | | |

Exercise 5

Students' answers

WRITING A LETTER OF INVITATION/ ACCEPTANCE/ REFUSAL

Exercise 1

- | | | |
|------|------|------|
| A. 2 | B. 3 | C. 1 |
|------|------|------|

Exercise 2

- | | | |
|------|------|------|
| 1. R | 2. R | 3. A |
|------|------|------|

Exercise 3

1. That sounds great!
2. Thank you very much for inviting me to stay, it was so kind of you.
3. I'm afraid I won't be able to come to your party.
4. I'd love to come, but I'm going on an excursion
5. I look forward to trying your husband's cooking.
6. What a shame!

Exercise 4

- | | |
|----------------------------|--------------------------------------|
| 1. Mr. and Mrs. Cantarelli | 2. requests |
| 3. your company | 4. champagne reception |
| 5. celebrate | 6. Saturday the eleventh of November |
| 7. 6 | 8. Sally and Tim |
| 9. birthday party | 10. Saturday |
| 11. our house | 12. you can come |

Exercise 5

Acceptance

Sure, I'd love to!

Refusal

Oh, sorry, I can't. I'm going to work late tonight.

Exercise 6

1. are you doing
 2. Are you doing
 3. are having
- a. is going to visit - are going to be
 - b. am going to work
 - c. am going to stay- am going

Exercise 7

1. b

2. c

3. a

Exercise 8

a. 9

h. 5

b. 6

i. 2

c. 10

j. 7

d. 3

k. 8

e. 1

l. 11

f. 11

g. 4

Exercise 9

1. b

2. d

3. a

4. f

5. c

6. e

Exercise 10

Dear Mai,

Are you doing anything special this weekend? Please come to stay at my house, and we'll spend the weekend together, as there are many things to do here, in this beautiful countryside. We'll go swimming, fly kites and play other games with the local children.

I think you'd better take a bus, because it's convenient and fast. Tell me the time you arrive so that I can come and meet you.

Please let me know as soon as possible.

Best wishes,

Linh

Exercise 11

a.

Dear Hoang,

Thank you very much for your invitation to the wedding. I'd love to come, but unfortunately I'm having an exam on that day. Maybe we'll get together some other time.

My best wishes to the couple.

Love,

Thanh

b.

Dear Hoang,

Thank you very much for your invitation. That sounds great. I sure come. What should I bring?

Looking forward to seeing you there.

Cheers,

Thanh

WRITING A THANK-YOU LETTER**Exercise 1**

Thank you for the lovely gift.

Thanks again for the gift.

Exercise 2

1. happy

2. repair

3. possible

4. thanks

5. cooperation

6. hearing

Exercise 3

1. b

2. d

3. a

4. c

Exercise 4

Dear Sir or Madam,

I am writing to thank you for your valuable contribution. We really appreciate your precious help.

Thanks to your donation, we have been able to upgrade our school library. The children can now get access to better facilities and have more books and materials to read.

Once again we are very much obliged to you for your special help and care.

We wish you good health and great success.

Sincerely yours,

Hoang Nam

Head of the school

Exercise 5

Dear Mrs. Nam,

I am writing to express my sincere thanks for your precious help during my stay at your house in the last thirty days.

We are now back to school in preparation for the new school year, but we'll never forget your kindness and hospitality. Thanks to your care, we were able to finish the campaign with great success.

Once again we are really grateful to you for what you have done for us.

We look forward to seeing you next year.

Yours sincerely,

Nguyen Tuan Minh

Exercise 6

Dear Mr. and Mrs. Cuong

I am writing to thank you very much for your precious help.

It was so kind of you to lend us the house. It was really convenient for us to go about. We did a lot of sightseeing, and swimming. We really had wonderful holidays!

Thanks again for your kindness. If you happen to be here, come and stay with us.

We're looking forward to seeing you again soon.

Sincerely yours

Nguyen Thuy Linh and Tran Ngoc Khanh

WRITING A LETTER OF COMPLAINT

Exercise 1

- | | |
|--------------------------|--|
| 1. Sir | 2. <i>I am writing to complain about</i> |
| 3. the advertisement | 4. However |
| 5. feel | 6. far |
| 7. <i>Secondly</i> | 8. <i>Under the circumstances</i> |
| 9. <i>I am enclosing</i> | 10. <i>I look forward to hearing</i> |

Exercise 2

Beginning : 2, 3, 5

Ending : 1, 4, 6

Exercise 3

a.

1. I feel I must complain about the broken fence between our gardens.
2. I trust you can sort this out immediately.

b.

1. I feel I must protest about your car parking in the last few months.
2. I would be grateful if you would park your car where permitted.

c.

1. I am writing to complain about the dress which I purchased in June from your store.
2. I would appreciate a refund as soon as possible.

Exercise 4

- | | | | | | | |
|-------|------|------|------|------|------|------|
| a. 10 | b. 8 | c. 1 | d. 9 | e. 2 | f. 4 | g. 7 |
| h. 6 | i. 5 | j. 3 | | | | |

Exercise 5

Dear Sir or Madam

I write (am writing) to complain about an incident which occurred at the Riverside Centre last Wednesday afternoon. (1)

At three o'clock I arrived to there (there) with David, my little brother, who is aged nine. It was his birthday and I had promised to take him the swimming pool (to the). (2)

He was very excited, but when I asked for two tickets the woman said that on Wednesdays the (the) young children were not allowed in. I could not believe it, because your advertisement is clearly giving the impression that the Centre is open every day for everyone. (3)

I asked to see the Assistant Manager but the Receptionist indicated that he had far more important things to do than talk (talking) to us and said, quite impolitely, that the best thing we could do was go home and forget it. (4)

David was terribly disappointed, so I am thinking the least you can do is to send him a note saying how sorry you are, and also two free tickets. I look forward to hear (hearing) from you. (5)

Yours faithfully

Cristina Romero

Exercise 6

Paragraph 1: C

Paragraph 2: D

Paragraph 3 + Paragraph 4: A

Paragraph 5: B

Exercise 7

Dear Sir or Madam

I am writing to you to complain about the services that we received at your hotel last month.

We were dissatisfied with many things because they were not what you advertise. First of all, even though the advertisement reads that all the rooms have beautiful sea views, our room was at the back of the hotel. We could see nothing except the huge wall of the adjacent building.

In addition, the TV in the room didn't work. You can imagine our disappointment as this was once again not what you put on the advertisement.

To make the matters worse, whenever we went down at the reception, the dog that was always there terrified our children. We could not believe it, because your advertisement is clearly giving the impression that children are especially welcome. Besides, with regard to payment, we got terribly disappointed when we were told that we had to pay extra summer supplement. This was beyond our expectation as you state in your advertisement that there are special offers for July.

Finally, you say that your hotel has an excellent restaurant. However, when we came there for lunch, the chef was on holiday, which was not of the standard that one might expect.

We were very upset about all that happened to us during our stay at your hotel. Therefore, we would be grateful if you could give us a refund as soon as possible. Here I enclose the receipts.

I look forward to hearing from you soon.

Yours truly

David Brown

Exercise 1

A. 3 B. 2 C. 5 D. 4 E. 1

Exercise 2

1. in - to - in	2. At - as - at	3. As - from
4. in - to	5. to - for	6. for - at

Exercise 3

1. b	2. c	3. a
------	------	------

Exercise 4

1. h	2. g	3. f	4. e	5. a	6. i	7. b
8. c	9. d	10. j				

Exercise 5

It is very kind of you to read this letter.

You probably never had a candidate as qualified as I am!

None of my current customers wants me to leave.

Exercise 6

Dear Sir or Madam,

I am writing to apply for the post of tour guide, which was advertised in the *Thanh Nien* last Friday.

I am twenty three years old, and I have just graduated from College of Foreign Languages. I speak fluent English and French. In addition, during my time at college, I gained experience of working as a tour guide. Specifically, I worked as a volunteer accompanying foreign visitors to our college, and I also worked part-time for LA Travel Agency as a tour leader. Therefore, I am ready to work long hours to your company's benefits.

In addition, I enjoy meeting people from other cultures and have traveled extensively in Vietnam. I am also very interested in history and culture. I believe I have the appropriate qualifications, experience, and personality for this post, and I think that I would find the work stimulating and rewarding.

I am available for an interview at any time which is convenient to you.

I look forward to hearing from you.

Yours faithfully,

Exercise 1

- I wonder if you could tell me if there is anything for children to do.
- I would be grateful if you could tell me whether the house be free in June.
- Could you please tell me what courses are available?
- Would you be so kind as to tell me where I will stay?

Exercise 2

A

a. 6	b. 2	c. 5	d. 3	e. 7	f. 1	g. 9
h. 4	i. 8					

B

a. 6	b. 2	c. 5	d. 3	e. 9	f. 1	g. 8
h. 4	i. 7					

Exercise 3

a. 5	b. 8	c. 3	d. 6	e. 1	f. 9	g. 4
h. 7	i. 2					

Exercise 4

Rua Luis de Deus 18
3000 Coimbra,
Portugal
29th March 2000

The Principal

The Oxford English College

234 Hilton Rd, Eastbourne BN4 3UA

Dear Sir or Madam,

I saw your advertisement for English classes in this month's English Today magazine and I am interested in coming to your school this summer. I have studied English for three years but I have never been to England and I feel that this is now necessary, especially to improve my pronunciation.

Could you send please me more information about your courses, and an application form? I would also like to know some information about accommodation.

I look forward to hearing from you as soon as possible.

Yours faithfully,

Ana Maria Fernandes

Exercise 5

- | | | | | | | |
|------|------|------|------|------|------|------|
| a. 8 | b. 1 | c. 4 | d. 7 | e. 6 | f. 3 | g. 9 |
| h. 5 | i. 2 | | | | | |

Exercise 6

- | | | | | | | |
|------|------|------|------|------|------|------|
| 1. e | 2. g | 3. c | 4. a | 5. h | 6. d | 7. b |
| 8. f | | | | | | |

Exercise 7

Dear Sir or Madam,

I'm writing in response to your advertisement in 'Travel Times' last Sunday. I am very interested in the Workstay Program, particularly in working as a tour guide.

I would like to know how much the minimum wage is. Also, as you said in the advertisement that the accommodation in London suburbs is cheap, could you please tell me what the lowest costs are?

Finally, I would be grateful if you could tell me whether I can pay by credit card upon registration?

I look forward to hearing from you.

Yours sincerely,

David Brown

Exercise 8

1472 Park Avenue
Summit, NJ 07901

December 30, 2000

Donna Malnick
Program Director
Summer Holiday Programs
P.O. Box 1254 New York
0011(212)556.3900

Dear Sir or Madam,

I am writing with reference to your *Summer Holiday Programs*, which was advertised in New York Times last Friday. I am very interested in your courses and homestay programs.

I would be grateful if you could send me your latest brochure and an application form.

I would also like to know if you offer both homestays and dormitory options for all of our programs.

I look forward to hearing from you soon.

Sincerely yours,

Jonathan Hayes

Exercise 9

Dear Sir or Madam,

I am writing with reference to the undergraduate courses at your university.

I am very much interested in taking courses on E-commerce and economics.

Could you please send me more information about the admissions requirements, tuition fees, and details of the courses?

I would also like to know what kinds of accommodation and means of transport are available there.

I look forward to hearing from you soon.

Yours faithfully,

Tran Thuy Binh

Exercise 10

Dear Mrs. Linh,

My name is Nguyen Hoang Lam. I was a student in your class 12/1, and I left school two years ago. I have now decided to apply for APA Scholarship, which is currently open to all candidates in all regions in the world.

I would be very grateful if you could write a recommendation letter for me.

I enclose the format of the recommendation letter that the scholarship program requires. Please address the specified questions in the format, and write about my time in your class at Quoc Hoc High School, including my academic performance and my participation in other activities.

Thank you very much.

Yours sincerely,

Nguyen Hoang Lam

WRITING A CONFIRMATION LETTER

Exercise 1

- | | | |
|---------|------------|--------------|
| 1. glad | 2. have | 3. Certainly |
| 4. I'm | 5. waiting | |

Exercise 2

- | | | |
|------|------|------|
| 1. b | 2. f | 3. e |
| 4. c | 5. g | 6. d |
| | | 7. a |

Exercise 3

Dear Lan,

I'm glad that to hear that you're going to have a birthday party this Saturday.

Certainly, I'll help you do the shopping. I'll buy two bunches of bananas, three kilos of oranges, and ten mangoes for you. Unfortunately, I'll be busy at around 7 p.m., so I'll bring all the stuff to your house before that. Would this be O.K?

See you then.

Minh

WRITING A RECOMMENDATION LETTER

Exercise 1

- | | | | | |
|------------|--------------|----------|---------------|----------|
| 1. pleased | 2. recommend | 3. about | 4. attracted | 5. and |
| 6. ideal | 7. which | 8. is | 9. hospitable | 10. time |

Exercise 2

Dear David,

I am pleased to hear that you have finally decided to spend your summer vacation in Southeast Asia. I would like to recommend a well-known place in Vietnam to you. It's Hue City.

Hue, a beautiful city, is in Central Vietnam. It has attracted thousands of tourists from all over the world. It has many places of interests, including the Citadel, Royal Tombs, pagodas, and so on. It is also famous for its resort areas where tourists will find great satisfaction with their services and natural surroundings. In addition, coming to Hue, tourists will certainly enjoy not only its own atmosphere of an old capital city, but also its diverse local specialties. Besides, Hue people are friendly and hospitable. Many of them can communicate in English and they are very helpful, too.

I think Hue city is very well worth visiting. I am sure you will have a great time here in this charming city.

I look forward to hearing from you soon.

Yours sincerely,

Hai Nhi

WRITING POSTCARDS

Exercise 1

- | | | |
|---------|------------|------------|
| 1. Hi | 2. in | 3. great |
| 4. seen | 5. tea | 6. nearest |
| 7. have | 8. English | 9. Bye |

Exercise 2

Dear Peter and Sarah,
We're having a great time here in the Big Apple. The weather is brilliant- hot and sunny. We spent most of today shopping- there're fantastic department stores here! We're hoping to do some sightseeing tomorrow. The nightlife is also incredible ... nobody seems to go to bed. We'll be back in a couple of weeks.

Love
Sue and Joe

Exercise 3

- | | | |
|-----------|--------|-----------------|
| 1. having | 2. is | 3. lots/ plenty |
| 4. where | 5. who | 6. from |
| 7. going | | |

Exercise 4

Student's answers

Exercise 1

1. The Spanish actor Chow Yung Fat was in *Ann and the King*.
2. The Italian movie, *Life Is Beautiful*, won several awards.
3. Sandra Bullock starred in *While You Were Sleeping*.
4. One of the most famous horror movies of all time is *the Exorcist*.
5. You should see *the Seven Dwarfs*, a classic Disney film.

Exercise 2

1. realistic
2. fictional- evil/ ugly
3. tragic
4. biographical

Exercise 3

1. In *It's a Wonderful Life*, James Stewart plays a hard-working, ordinary man.
2. *The 400 Blows* tells the story of a lonely, unhappy boy.
3. *Women on the Verge of a Nervous Breakdown* contains many colorful, comic characters.
4. *Gandhi* is the story of a wise, kind man who leads India to freedom.

Exercise 4

1. *Frankenstein* is the story of a destructive but tragic monster.
2. *The Godfather* is about an evil but loyal man.
3. The lead characters in *Thelma and Louise* are vulnerable but brave.
4. *Grandi* is about a gentle but powerful leader.

Exercise 5

Nouns	Adjectives	Verbs
cartoon	brave	appear
delight	comic	conquer
character	evil	delight
film	famous	film
comic	fictional	laugh
heroine	latest	save
movie	popular	
novel	successful	
pet		
series		

Exercise 6

1. appeared - cartoon
2. successful - series
3. latest - evil
4. laugh/ delight - famous
5. successful - heroine

Exercise 7

1. is set
2. is adapted
3. tells
4. reveals
5. create
6. suspend
7. strikes
8. seeing

Exercise 8

1. Adapted
2. follows
3. is
4. story
5. both
6. what
7. acting
8. it
9. is
10. worth

Exercise 9

1. The Birds
2. Alfred Hitchcock
3. thrilling
4. Tippi Hedren and Rod Taylor
5. C

Exercise 10

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

Exercise 11

Students' answers

Exercise 12

Students' answers

Exercise 13

Students' answers

Exercise 1

1. Le Van Minh, Manager of the Sports Club
2. It's about a friendly volleyball match between Local Language School and Sports Club
3. To celebrate the Youth League's Foundation Day
4. The match will take place at 4 p.m, on Saturday, March 07, 200_
5. All students can come.

Exercise 2

NGUYEN HUE SCHOOL YOUTH UNION

In celebration of the International Women's Day

Fashion Show

By students of Nguyen Hue School and Hai Ba Trung School

7 p.m. Sunday, March 6, 200_

Nguyen Hue school playing ground

All teachers and students are invited.

Hoang Quan

Head of Nguyen Hue School Youth Union

Exercise 1

- | | | |
|----------|----------|--------|
| 1. which | 2. where | 3. who |
| 4. where | 5. who | |

Exercise 2

Cat Ba National Park is located in Cat Ba Island, 120 km from Hanoi, and about 20 km east of Hai Phong. As a beautiful national park with a total area of 5, 200 ha, it has become a popular tourist destination because it has not only special features of a national park, but also historic values.

First of all, Cat Ba national park is very typical in its own name. It has many rain forests and coastal waters with a white sand beach and abundant natural resources. In addition, it has beautiful landscapes and rare animals and plants. Particularly, it contains approximately 300 species of fish, 40 species of animals, 150 species of birds, and 620 species of plants.

Second, Cat Ba National Park is special because of its historic features. For instance, coming to this national park, tourists have a chance to witness stone tools which are up to 6, 000 years old. Moreover, human bones there never bores curious tourists who want to know more about the history of this wonderful national park.

In conclusion, if you have not been to Cat Ba National Park yet, come and visit it now. It is very well worth seeing thanks to its very distinctive features both as a national park and as a historical place.

There are interesting facts about the Kingdom of Thailand that are very well worth knowing. First of all, it is 513, 115 square kilometers in area. It has a population of more than 64, 631, 595 million, with Bangkok, its capital, having about 6 million people. Second, Thailand exports and imports many things. In particular, it exports a lot of textiles, garments, electronic goods, prawns, rice, and precious gems. In return, it imports petroleum, petroleum products, iron, and steel. Thirdly, it produces electricity from different sources. Most of its electricity comes from traditional thermal power stations (91. 51 %), while water power stations and wind and solar sources make up 6. 31 % and 2.18 % of the total generation respectively. Nuclear power plants are still undeveloped, thus accounting for 0%. To conclude, Thailand reveals interesting facts about its area, population, exports and imports, and electricity production.

Exercise 4

There are interesting facts about the Kingdom of Sweden that are very well worth knowing. First of all, it is 449, 964 square kilometers in area. It has a population of more than 9, 016, 596 million, with Stockholm, its capital, having about 761, 721 people. Second, Sweden exports and imports many things. In particular, it exports transportation equipment, electronic sound equipment, and power generating equipment. In return, it imports petroleum, petroleum products, and transportation equipment. Thirdly, the Kingdom of Sweden produces electricity from different sources. Most of its electricity comes from traditional nuclear sources (48. 59 %) and hydro electronic sources (41 %), while traditional thermal sources and solar and wind sources account for 6. 08 % and 3. 61 % of the total generation respectively. To conclude, Thailand reveals interesting facts about its area, population, exports and imports, and electricity production.

Exercise 5

Students' answer (see the sample description of a city-Dortmund-
Writing a report)

Exercise 1

- | | | |
|--------------|--------------------|--------------|
| 1. purpose | 2. recommendations | 3. high |
| 4. extremely | 5. thought | 6. However |
| 7. should | 8. who | 9. would |
| 10. need | 11. improved | 12. practice |

Exercise 2

1. F 2. E 3. A 4. B 5. D

Exercise 3

a.

People: community of relatives and friends

Transport and leisure: local bus and train services only, (heavy traffic), lots of nightlife, big supermarkets

Environment: open countryside, clean air, noise, (heavy traffic), pollution, crime

Home: flats

Education/work: choice of schools, few jobs locally

b. Students' answers

Exercise 4

1. E 2. B 3. C 4. D 5. A

Exercise 5

Students' answers

Exercise 6

Students' answers

Exercise 7

Students' answers

WRITING AN ARTICLE

Exercise 1

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

Exercise 2

Soccer or football is a very popular game these days and its popularity continues to grow. Millions of people enjoy playing and watching it every day. However, not many people know well about its history and the rules of playing it.

The history of football or soccer can be traced back to similar games in China, Greek and Rome. The modern game was then codified in England following the formation of the Football Association, whose 1863 Laws of the Game created the foundations for the way the sport is played today. Football is governed internationally by International Federation of Football Association, commonly known by the acronym FIFA.

Soccer is a team sport played between two teams of eleven players, who have highly specialized roles such as defenders, midfielders, forwards and goalkeeper. It is a football variant played on a rectangular grass or artificial turf field, with a goal at each of the short ends. The object of the game is to score by maneuvering the ball into the opposing goal. In general play, the goalkeepers are the only players allowed to use their hands or arms to propel the ball; the rest of the team usually use their feet to kick the ball into position, occasionally using their torso or head to intercept a ball in midair. The team that scores the most goals by the end of the match wins. If the score is tied at the end of the game, either a draw is declared or the game goes into extra time and/or a penalty shootout, depending on the format of the competition.

In short, soccer is widely considered the most popular sport in the world, so its history and its rules need to be made known to those who love this fascinating game.

Exercise 3

1. Diwali
2. Around the end of October
3. It celebrates the Goddess, Laxmi, who, in the Hindu religion, brings peace and prosperity.
4. It lasts for five days.
5. Yes, they wear new clothes and jewelry to welcome the Goddess into their homes.
6. Yes, they do.
7. No, there aren't.
8. Indian people clean and decorate their homes, lighting them up with oil lamps and colorful lights. Besides, there are fireworks displays on the darkest night of the lunar month.

Exercise 4

Students' answers

The end

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ABBREVIATIONS

- 10 cb = Sách giáo khoa lớp 10, Ban cơ bản
- 10 nc = Sách giáo khoa lớp 10, Ban nâng cao
- 11 cb = Sách giáo khoa lớp 11, Ban cơ bản
- 11nc = Sách giáo khoa lớp 11, Ban nâng cao
- 12 cb = Sách giáo khoa lớp 12, Ban cơ bản
- 12 nc = Sách giáo khoa lớp 12, Ban nâng cao
- n. = noun
- adj. = adjective
- v. = verb
- adv. = adverb