Bố cục lá thư

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| --- | --- | --- |
| Dear Sir or Madam, / Dear Sirs, | | Khi không biết tên người nhận |
| Dear Mr. and Mrs. Johnson, / Dear Ms. Wang, | | Khi biết tên người nhận |
| Dear James, | | Khi viết thư cho người thân hoặc bạn bè |
| I am writing this letter to | Thank you for… | Thư cảm ơn |
| Apologise for… | Thư xin lỗi |
| Express my dissatisfaction with… | Thư khiếu nại |
| Request some detailed information about… | Thư yêu cầu cho biết thông tin |
| Suggest that… | Thư đề nghị |
| Apply for the position of… which you advertised in yesterday’s Saigon Daily | Thư xin việc |
| …  …  …  I look forward to receiving your reply  I look forward to your prompt reply  I look forward to receiving your prompt reply  I look forward to hearing from you soon/ urgently/ as soon as possible. | | Bài tỏ kỳ vọng của người viết |
| Yours faithfully, (trang trọng)  Harvey Smith | | Khi không biết tên người nhận |
| Best wishes,  Best regards, | | Thân mật |
| Yours sincerely, (trang trọng)  Harvey Smith | | Khi biết tên người nhận |
| Best wishes,  Harvey | | Khi viết thư có người thân hoặc bạn bè. |

Một số mẫu câu cần học thuộc.

1. Thư cảm ơn

I really appreciate that…

I am writing this letter to thank you again for your kindness and help

I am writing this letter to thank you for + danh từ/ danh động từ

… inviting me to your birthday party.

… the invitation to your birthday party.

1. Thư xin lỗi

Please accept my sincere apology for the inconvenience caused.

If you have any questions, please do not hesitate to contact me.

I am writing this letter to apololgise for + danh từ/ danh động từ

…damaging your apartment.

… the damage of your apartment.

1. Thư khiếu nại, phàn nàn

I am writing to complain about…

I am sorry to inform you that…

I am writing this letter to complain about + danh từ/ danh động từ

I am writing this letter to express concern about + danh từ/ danh động từ

I am writing this letter to express my dissatisfaction with + danh từ/ danh động từ

… the service at your hotel.

… the noise from your factory.

… the food your restaurant served.

1. Thư yêu cầu cho biết thông tin

I am wondering if…

I would be more than happy if you can give me some detailed information on…

I am writing this letter to inquire about (để hỏi thông tin) + danh từ/ danh động từ

… renting your apartment.

… airfares to London

I am writing this letter to Request/ ask you to + động từ (để thỉnh cầu)

… fix the drainage system in your apartment.

… stop playing the piano at night.

1. Thư đề nghị

It would be better for you to…

I strongly recommend that…

I am writing this letter to report that + mệnh đề ( để trình báo sự việc nào đó)

My car has bên stolen.

I am writing this letter to adivse you about + danh từ/ danh động từ

Advise you to + động từ

… your trip to London next month.

… pay your rent on time.

1. Thư xin nghỉ phép

I would be very grateful if you would consider this request.

I am fully convinced that…(Vincent) is the right substitute for this position.

Các dạng đề thường gặp và thư mẫu

1. **Đề yêu cầu viết thư phàn nàn/ khiếu nại.**

**Topic 1**

You and your family are living in rented accommodation in an English-speaking country. You are not satisfied with the condition of some of the furniture. Write a letter to the landlord.

In your letter, you should introduce yourself, explain what is wrong with the furniture and say what action you would like the landlord to take.

**Answer**

Dear Mr. Smith,

I am your tenant from Flat 3 on River Street. We met each other when I signed the rental agreement in your office.

I have lived here for 6 months now and I am writing to complain about some of the furniture. As you may remember, the dining table is in very poor condition and has uneven legs. It also does not match the dining chairs, as these are too low to be comfortable for a table of that height. When I first pointed this out to you, you agreed to provide a brand new dining set. However, you have not done so and I would really to resolve this matter a soon as possible.

If it is more convenient for you, perhaps you could simply replace the table by finding one of a suitable height for the chairs. This would solve the problems without too much cost, so I hope you agree to this proposed solution.

I am looking forward to hearing from you.

Yours sincerely,

Marc Jacobs.

**Vocabulary**

Landlord, landlady (bà chủ cho thuê nhà)

Let out/ rent out a flat ( cho thuê nhà)

Tenant (người thuê nhà)

Rent a house/ an apartment (thuê nhà)

Flat, apartment/ room/ property (căn hộ)

Sign the rental agreement/ sign the contract/ lease (ký hợp đồng thuê nhà)

Be in poor condition/ not functional/ cannot function properly (có vấn đề)

Resolve this matter/ solve the problems/ deal with…/ tackle… (giải quyết vấn đề)

1. **Đề yêu cầu viết thư xin lỗi.**

**Topic 2**

Your neighbours have recently written to you to complain about the noise from your house/ flat. Write a letter to your neighbours.

In your letter, you should explain the reasons for the noise, apologise to them and describe what action you will take.

**Answer**

Dear James,

I was shocked to get your letter saying that the noise from my flat has been spoiling your evenings and causing you some distress. I am really, really sorry about that. I had no idea that you would hear so much, so I hope you will accept my apologies.

As you may have guessed, I am trying to refit my kitchen in the evenings when I get home from work. Unfortunately, it all taking longer than expected and I have been having problems with getting things to fit properly. This has meant a lot of banging and hammering.

As the kitchen is still not finished, I have decided to call in a professional builder who will finish in the next day or two. He’ll work only during daytime hours, so you won’t be disturbed in the evenings again, I promise.

Sorry to have causes these problems.

Best regards.

Bill

**Vocabulary**

be sorry abouthat/ apologise to sb/ make (or offer) accept an apology (xin lỗi, chấp nhận lời xin lỗi)/ a letter of apology (thư xin lỗi).

spoil your evenings/ caused sb some distress/ disturb sb/ bother sb/ cause sb trouble (quấy rầy).

refit/ repair (sửa chữa)/ get things to fit properly/ maintenance of sth (bảo trì vật nào đó)

1. **Đề yêu cầu viết thư hỏi thông tin.**

**Topic 3**

Write to an English-speaking college regarding a course you intend to take. You need to ask questions about the course and course fee. You will be staying at the college hostel, so you need to confirm the fee quoted to you is correct.

**Answer**

Dear Sir or Madam,

I am expecting to start at Brooklyn College next fall. I understand that the course information booklet is not yet ready for distribution. However, I wonder if you could answer some questions that I have at this time.

I have heard that every student majoring in English is required to finish 4 papers during the first year of study. I wonder what I should prepare for the papers dedicated to these subjects and will I be able to learn some other subject at the same time?

In addition, could you inform me of the course fees? I do have a scholarship but I do not know whether it will cover all my tuition and accommodation fees. What is more, I am enrolled to stay at Brooklyn College Hostel. The cost per week has been quoted at 200USD. Could you possibly confirm this information?

Thank you for taking the time to answer these questions. I really appreciate you help.

Yours faithfully,

**Vocabulary**

I wonder if…/ I would like to make an inquiry about… (tôi muốn hỏi)

Could you inform me of …? / could you possibly confirm this information? / could you tell me …? / could you keep me informed of / about…? (vui lòng xác nhận/ thông báo cho tôi…)

Fee/ cost (chi phí)/ course fees (chi phí khóa học)/ tuition fee (học phí)/ accommodation fee (chi phí ở ký túc xá)/ expenses chi phí)

1. **Đề yêu cầu viết thư cảm ơn.**

**Topic 4**

You are a student who has returned to your home country. Write a thank-you letter to your homestay family stating what you particularly enjoyed about your stay.

**Answer**

Dear Mr. and Mrs. Kruger,

I would like to express my gratitude for your hospitality during my stay with you and your family. I am deeply impressed with the beauty of Sydney and the enthusiasm of Sydney people which make me feel so lucky to have visited so many places of interest and make quite a few friends while I was there.

I really miss you and your children. Libby and Tom. To spend the whole day with them made me feel at home and helped me a lot with my spoken English.

Also, I cannot forget your cuisine and the warm conversations with you. After I got back to Vietnam, I could not help sharing **(không thể nào tránh được việc làm gì đó)** the stories about my life in Sydney with parents and friends.

I would love to visit you in a year or two and hope to see you all then.

Wish you all the best!

Yours forever,

Nam Tran

**Vocabulary**

Express one’s gratitude for.... / be grateful to. (cảm ơn, cảm kích)

Hospitality/ enthusiasm/ hospitable (adj) enthusiastic (adj)/ generosity (n)/ generous (hào phóng) (adj) (hiếu khách, nhiệt tình)

Could not / cannot help doing…/ cannot help but do sth (không thể nào tránh được)

1. **Đề yêu cầu viết thư thỉnh cầu/ đề nghị.**

**Topic 5 (thỉnh cầu/ đề nghị)**

There are plans to make your local airport bigger and increase the number of flights. You live near the airport. Write a letter to your local council. In your letter,

Say where you live

Describe the problem

Say why you do not want the development to take place.

**Answer**

Dear Sir or Madam,

I have just read in the local newspaper, The Evening Times, that there are plans to expand the local airport here in Rochester and to increase the number of flights to and from it. I live on Riverside Road, which is very close to the airport and would like to take this opportunity to express my dismay at these plans.

There are two main problems with the proposed expansion. First, there will be a lot more noise from arriving and departing aircraft. Second, there will be a massive surge in the amount of traffic using the nearby roads. Much of this traffic will consist of heavy goods vehicles that are not suited the roads here.

The newspaper article said that one of the aims of developing the airport is to provide employment in the locality, but this is clearly not required as we already have full employment here.

I sincerely hope that you will take into consideration the enormous problems that this development will causes for local residents and not allow it to take place.

Yours faithfully,

David Smith.

1. **Đề yêu cầu viết thư mời.**

**Topic 6 (viết thư mời)**

You have an English-speaking friend who lives another country. His son has a short vacation before going to college. Write a letter to your friend. In your letter.

Invite your friend’s son to come to your city

Introduce some interesting places to visit

Say something about the weather in the city you live.

**Answer**.

Dear Abdul,

Thank you for your letter. I bet you are really proud of your son for getting a place at college in the United States. You mentioned that he was planning to do a little travelling before going there to start his studies. Perhaps I could take this opportunity to invite him here for a short visit.

As you know, Hue has several places of interest. The Tombs of Emperors and the Imperial Citadel are typical examples of ancient architecture. Since your soon intends to study architecture, they are sure to interest him. About 70km from the city, there is Lang Co Beach, one of the world’s most beautiful bays.

Aside from these places, I’m sure he will like the markets in Hue, where the bargaining is as hard as in your own country.

The weather is rather hot at this time of year, but it sometimes rains, which cools us down a little.

Best wishes,

Dinh

**Vocabulary**

I bet…/ I’m sure…/ my bet is… (tôi cho rằng)

Get a place at college/ start his studies/ be enrolled in the university (học đại học)

Plan to/ intend to/ have an intention to/ prepare for/ mean to do (dự định)

Architecture/ structure/ building (kiến trúc)