**Unit 1: Letter of complaint/ suggestion**

Essay 1: May 2007

**You should spend about 20 minutes on this task.**

**You are living in a rented apartment, but you have found some problems with the furniture. Write a letter to your landlord. In your letter, you should:**

* **Say who you are**
* **Explain the problems**
* **Say what you want your landlord to do**

**Write at least 150 words.**

**You do not need to write any addresses.**

**Begin your letter as follow:**

**Dear ……,**

**Model Essay**

Dear Mr. Smith,

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

I have lived there 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 of 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 and I would really like to resolve this matter as 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.

Looking forward to hearing from you.

Yours sincerely,

Jenifer

**Key vocabulary**

Tenant (n) Người thuê nhà

The decorating was done by a previous tenant.

Rental (n) việc cho thuê

He worked in the world’s largest car rental company.

Uneven (adj) gồ ghề; không bằng nhau

The floor felt uneven under his feet.

Resolve (v) giải quyết

Attempts are being made to resolve the problem of security in schools.

Propose (v) đề xất đưa ra

It was proposed that the president be elected for a period of two years.

Essay 2: April 2007

**You should spend about 20 minutes on this task.**

**Your neighbour keeps his pet in the garden, which has caused some troubles to your life. Write a letter to your neighbour. In your letter, you should:**

* **Say who you are and why you write this letter.**
* **Explain the problems.**
* **Give your suggestion on how to solve the problems.**

**Write at least 150 words.**

**Model Essay**

Dear Sam,

This is your neighbour David and I drop this line to talk about your dog Lisa, who has caused some troubles to me and my family.

Considerate as you are, you have already asked your niece Lily to take care of the dog when you are away. However, I do not think that Lily is doing a good job. Lisa is left alone most of the time with no adequate food and water, resulting in her excessive barking, which annoys me and almost everyone around the neighbourhood, Worse still, Lily only comes every other day, which means the little cutie often has to be confined to the house for a whole day. This, again, causes her to bark even more.

I was wondering if you could ask Lily to come and look after Lisa on a daily basic next time. Or, if she’s too busy with her study, my little Johnson can take over the duty.

You can call me when you come back so we can discuss this problem further.

Best wishes,

David

**Key vocabulary**

Drop a line viết vài dòng, để lại lời nhắn

Drop me a line if you miss me.

Considerate (adj) ý tứ, chú đáo

It was not very considerate of you to drink all the milk.

Niece (n) cháu gái

Your niece is very lovely.

Adequate (adj) đủ

Have we got adequate food for twenty guests?

Excessive (adj) quá mức

Excessive exercise can sometimes cause health problems.

Confine (vt) giam cầm

The hostage had been confined for so long that they could not cope with the outside world.

Take over thâu tóm; tiếp quản; đảm nhận

The company he works for has recently bene take over.

Practical sentence patterns

Cách diễn đạt lời đề nghịa một cách lịch sự: I was wondering if…

Chú ý câu sau trong bài văn mẫu:

I was wondering if you could ask Lily to come and look after Lisa on a daily basic next time.

I was wondering if… là cấu trúc được đùng để diễn tả lời đề nghịa hoặc nguyện vọng nào đó một cahcs lịch sự. Ví dụ:

I was wondering if you could do me a favour.

I was wondering if there was any possibility that you could donate us anything for our auction.

Lưu ý rằng đây là cách diễn đạt lịch sự, vì vậy bạn nên chia động từ trong mệnh đề theo sao if ở thì quá khứ.

September 2007

You should spend about 20 minutes on this task.

You feel that the streets around your neighbourhood are to dirty and have too much rubbish. Write a letter to the local council. In your letter, you should:

* Say who you are
* Explain the problem and its effects on your life.
* Give suggestions on how to solve the problem.

Model essay

Dear Sir/ Madam,

My name is Johnson Smith and I am a local resident in this neighbourhood. Recently, I found that the street near my house are so dirty, so I write this letter to you and hope that you could solve the problem as soon as possible.

Recently, several homeless people have come to this community and they throw rubbish wherever they go. Therefore, the streets are in a mess, which makes the inhabitants around very uncomfortable. In fact, the waste in the streets stinks all day round and it makes air quality increasingly worse. Additionally, dustmen are supposed to clean the streets but they never shop up. What is worse, someone even slipped and got injured due to the rubbish in the street.

Thus, I suggest that your council take effective measures to solve the problem. Could you please enact strict regulations on the management of homeless people? Or could you send dustmen regularly to sweep the streets in the neighbourhood? Or maybe you have better ways to make the streets clean.

I look forward to your prompt reply.

Yours faithfully,

Johnson Smith

Practical sentence patterns

Cách diễn đạt yêu cầu một cách lịch sự Could you…

Chú ý hai câu trong bài văn mẫu:

Could you please enact strict regulations on the management of homeless people? Or could you send dustmen regularly to sweep the streets in the neighbourhood?

Trong thư kiến nghịa, người ta thường dừng could you… để đưa ra một kiến nghị hay yêu cầu. Could you… diễn tả lời yêu cầu nhẹ nhàng và lịch sự hơn can you…

Ví dụ: Could you please check your Lost and Found Department and see if my bag is there?

June 2009

You should spend about 20 minutes on this task.

You heard that a sports centre would be closed. Write a letter to the manager.

In your letter, you should:

* Tell how you heard about the news
* Say what your opinion is about this
* Explain how it impacts on your life

Model essay

Dear Sir,

I was shocked beyond description when I learned from ICS news that Pepsi Arena would be closed next month. Therefore, I am writing to express my thoughts.

Personally, I strongly oppose this plan which is absolutely inconceivable and disappointing. I have also talked with other neighbours who share the same opinion as me.

Having been located in our community for almost ten years. Pepsi Arena is the most significant symbol and glory of our region, and also acts as the place for doing physical training as well as other recreational events for the local residents. Besides, it is the home field of our football team and always holds games on weekends which has brought numerous splendid moments to the locals. As a result, the unthinkable consequences of closing it are huge. The residents would no longer have place for exercise; young people would no longer have place for entertainment; our community would no longer have any games.

I hope that you will reconsider your plain seriously and make a win-win decision. Your prompt and favourable attention to my opinion would be highly appreciated.

Your faithfully,

Angeline White

**Unit 2: Letter of friendship**

March 2007

One of your friends is going to visit your city for a short period. Write a letter to your friend. In your letter, you should:

* Tell him what time of the year is most suitable for sightseeing around the city.
* Describe some places that are worth visiting
* Say how to find an inexpensive hotel.

Model Essay

Dear Jackie,

I am more than excited to know that you are going to spend your holiday visiting Hoi An Ancient Town – one of the most peaceful towns in Vietnam. I am writing to tell you the most suitable season for touring Hoi An as well as give you a list of main tourist attractions in the town and some useful information about accommodation.

First of all, it would be great idea to visit Hoi An in spring if you plan to enjoy the best season of the year. Indeed, there are a number of multicultural festivals lasting from early sprint until the end of the second month of lunar calendar, so you will have many options to choose from to arrange an ideal timetable for your sightseeing.

As to some must-see attractions, various kinds of ancient houses in Hoi An are undoubtedly the first choice for those who are keen on age-old architectural styles like you. In 1999, Hoi An was designated the UNESCO World Heritage Site, so I hope you will enjoy your time in this very unique living museum of oriental houses and lifestyle. Also, your next destination should be the Museum of Trade Ceramics, which is a lively description of the history of Hoi An. Finally, it is a big mistake of you to come to Hoi An without visiting the picturesque Japanese Bridge. In spite of its name, the bridge, which was built by Japanese traders in the seventeenth century, carries delicate traits of ancient Vietnamese architecture.

Anyway, before you leave for Hoi An, I suggest you reserve your hotel room in advance via the Internet to save up to 50% of the expense as well as guarantee you a place in festival seasons.

As soon as you have finalised your travel plan, please give me a call and allow me to pick you up at Da Nang Airport.

Cheers,

Tim Nguyen

January 2006

You should spend about 20 minutes on this task.

Your friend from an English-speaking country will come to your city for a holiday. Write a letter to your fr4iend. In your letter. You should:

Invite him to stay with you.

Introduce some places to visit

Give him some advice

Model Essay

Dear Tom,

I am so glad to know that you will be coming to Da Nang for a visit. Four years after graduation, we will finally have the change to meet again! How have you been all these years? Still single, I guess?

You mentioned that you would like met to help you find a hotel. Actually, you can stay with us because we have a spare room and you know my wife and my son are both looking forward to meeting you!

As to the places worth visiting, I think Hoi An Ancient Town is a must for all visitors to Da Nang. In Hoi An, you will have a change of seeing one of the most prosperous trading ports of Vietnam in the fifteen and sixteenth centuries. For the next days of your journey, I guess you visit the Marble Mountains with arrays of wonderful caves and pagodas. In addition, the 400-year-old Non Nuoc Arts Village, where you can buy marble handicrafts as souvenirs, certainly deserves your time of visiting.

Finally, a kind reminder – as the weather in Da Nang is getting colder, you had better bring more clothes with you. Don’t forget your camera either.

Let me know your flight number so that I can pick you up at the airport.

Best wishes,

Tim Nguyen

Practical sentence patterns

Cách diễn đạt lời đề nghị: I suggest (that)…

Chú ý câu sau trong bài văn mẫu:

For next days of your journey, I suggest you visit the Marble Mountains with arrays of wonderful caves and pagodas.

Khi dung suggest để diễn đạt lời đề nghị, người ta thường sử dụng hình thức giả định should do sth trong mệnh đề phụ theo sau suggest (should có thể được lược bỏ)

Ví dụ: The doctor suggested that I (should) come again the next day.

July 2005

You should spend about 20 minutes on this task.

Your friend wants to come to your city and stay with you for one week for a holiday. However, it is impossible for you to accompany him. Write a letter to your friend. In your letter, you should:

Apologize to your friend

Explain why you cannot stay with him

Suggest an alternative plan for the holiday.

Model essay

Dear peter,

I am so happy to learn that you are coming to Sydney for the coming holiday. Fourth years after graduation, we will finally have the chance to meet! However, I regret to tell you that I will not able to stay with you while you are here.

The reason is that recently I have been promoted to the position of regional manager. Good news, isn’t it? But it also means that I will be relocated to our regional headquarters in Hong Kong. I am scheduled to leave for Hong Kong on Feb. 10, the second day of your visit, so I’m afraid the only day can meet is the 9th when you arrive.

I don’t want this to ruin your holiday, so I have made an alternative plan. I have made a reservation for you in Youth Hostel near where I live. The price is reasonable and the service is good. Also, a friend of mine will be with you if you need any help. He is a local Australian and used to work as a tourist guide. I am sure you will have a wonderful time travelling with him.

See you son!

Best wishes,

Tim Nguyen

Practical sentence patterns

I regret to tell you that…

Khi viết thư xin lỗi, bạn có thể dùng động từ regret để biểu thị ý cảm thấy hối tiếc/ lấy làm tiếc về…

Ví dụ:

I regret to tell you that I cannot accept your invitation as I am going on a business trio.

Bạn cũng có thể thay tell bằng inform, ví dụ:

I regret to inform you that due to limited funds, we have to put off the project until early next year.

January 2009

You should spend about 20 minutes on this task.

You are going to have a business trip and arrange your friend to look after your children. Write a letter to the friend. In your letter, you should:

Tell him/ her which kind of food your children like and dislike

Tell him/ her which kind of activities your children can attend

Tell him/ her the time you will pick up your children

Model Essay

Dear Lily,

I am writing to ask for your help to take care of my kid – Tony, when I am on a business trip from next Monday to next Friday.

As you know, Tony has a fever for all sweet food, especially ice cream. But he is allowed to have it only once every two weeks because he has already got two bad teeth. Therefore, the whole next week he would have no chance to access sweets. Pleas show your mercy by being touch since he is very good at begging. Besides, he hates fruits but he is really into fruit juice. I would appreciate it very much if you can make one cup of juice every day for him. By the way, I would buy those he likes and take them to your place later this weekend. Except for the above two things, Tony is a cute company and an easy-to-please boy that will bring you little trouble.

Plus, he enjoys playing basketball very much, and I have noticed the basket in your backyard. That would be his playground where he can hang around after school. He sometimes would bring some other kids and play ground basketball game. So, make some rules when I am away. One-hour physical practice is adequate for a 7-year-old boy, or he would make trouble in having a sound sleep at night by being too excited.

I will pick him up on Friday next week. I’ll give you a call right after my landing off.

Thanks a lot for your help.

Love,

Tim Nguyen