

TRƯỜNG ĐẠI HỌC CÔNG NGHIỆP  
THÀNH PHỐ HỒ CHÍ MINH

KHOA CNTT

ĐỀ THI CUỐI KỲ

Môn thi : Kỹ năng sử dụng bàn phím và TBVP

Thời gian làm bài: 30 phút  
(Không kể thời gian phát đề)

Họ và tên thí sinh: .....; Mã sinh viên: .....

Yêu cầu: Thực hiện bài test bằng phần mềm: TypingMaster

Phuong Phap Luyen Tap Ki Nang Viet Tieng Anh  
Chuyen Nghiep -  
Can phai ren luyen thuong xuyen -  
That ra khong phai chi rieng tieng Anh ma ngay ca voi  
tieng Viet cung the. Ki nang viet khong phai de dang  
ma co duoc neu khong luyen tap thuong xuyen de ban  
co the thuan thuc cach dung tung, cau cu, cach hanh  
van - Quan trong hon, tieng Anh con co ca mot ta  
nhung kien thuc ngu phap, tu vung - ban can phai

Type the above text here

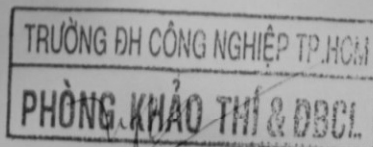
Time  
30:00

Next  
Cancel

Kết quả Net speed (WPM): .....SV ký tên xác nhận: .....

----- Hết -----

Lưu ý: SV đánh máy không nhìn bàn phím, cán bộ coi thi không giải thích gì thêm, nguồn dữ liệu thi sẽ được cấp cho SV qua giảng viên gác thi. SV lưu lại kết quả thi theo hướng dẫn của GV gác thi.



## TYPING TEST - PASSED

User: [REDACTED]

Test name: [REDACTED]

Date: [REDACTED]

## TEST RESULTS

Duration: 30:00 min. of total 30:00 min.

Gross speed: 52 wpm Gross strokes: 7886

Accuracy: 96% Error hits: 285 (57 errors \* 5)

Net speed: 50 wpm Net strokes: 7601

## TEST TEXT

Phuong Phap Luyen Tap Ki Nang Viet Tieng Anh Chuyen Nghiep

Can phai ren luyen thuong xuyen

That ra khong phai chi rieng tieng Anh ma ngay ca voi tieng Viet cung the. Ki nang viet khong phai de dang ma co duoc neu khong luyen tap

- 1> thuong xuyen de ban co ther [the] thuan thuc cach dung tung, cau cu,
- 1> cach hanh van [a] [e] [i] Quan trong hon, tieng Anh con co ca mot ta
- 3> nhung kien t [thuc] huc ngu phap, tu vung, [a] [e] [i] ban can phai ghi nho. Vi vay, hay tap thoi quen luyen tap ki nang viet thuong xuyen de
- 1> nao bo hoc cah [cach] van dung va ghi nho nhung kien thuc chu chot
- 1> cung nhu cac tu vung thuong xuyen xua [xuat] hien trong cong viec cua ban.

Doc nhieu de hoc hoi

Truoc khi viet dung quen duy tri thoi quen doc. Hay danh nhieu thoi gian de doc nhung tai lieu co lien quan den cong viec cua ban. Viec

- 2> nay khong chi giup ban co ther [the] tích luy von tu vung chuyen [chuyen]
- 1> ngành ma con co ther [the] hoc duoc nhung phong cach viet phu hop lam
- 1> bi kip cho minh sau nay co ther [the] ap dung. Vi du ban hoc ke toan thi hay thuong xuyen doc cac bao cao tai chinh bang tieng Anh xem
- 1> hoc [ho] da viet nhu the nao, ho trinh bay van de ra sao bang nhung cau truc cau hay tu vung nao. Neu ban la mot dan content marketing thi se nen danh nhieu thoi gian doc cac bai quang cao bang tieng Anh de
- 1> trau doi von tu vung can thiet, bo tui sau nayt [nay] ap dung cho cac
- 2> bai viet cua minh. Neu cong ty ban dang hoc [hoat] dong tron [trong] linh vuc noi that thi dung bo qua cac bai viet tu tap chi nuoc ngoai de xem cach ho hanh van nhu the nao cuon hut.

Nam duoc muc tieu va the loai bai viet

- Neu chi la mot email trao doi qua lai don thuan giua dong nghiep trong
- 2> con [cong] ty thi cung se co nhung cach trinh [trinh] bay hoac nguyen
  - 2> tac khav [khac] voi mot email lan dau tin [tien] gui di cho doi tac
  - 1> de gui mot loi moi [moi] hop tac. Mot van ban duoc ban hanh noi bo
  - 1> se khac voi cac an pham truyen thong duoc gui ra be [ben] ngoai hoac
  - dang tai tren cac kenh truyen thong. Thong thuong, doi voi nhung chu
  - 1> de giong nhau, chung se co chung nhung tinh nang, bo cu, [cuc,] muc
  - 1> do trang trong va nhung tu ngu giong nhau va [moi] mot the loai bai
  - viet cung se co nhung nguyen tac nhat dinh. Vi vay, truoc khi bat tay
  - viet bat ki the loai nao bang tieng Anh, cac ban nen co su tham khao
  - 1> qua cac quy chuan [chuan] cua bai viet de tranh pham phai cac nguyen
  - tac co ban.

Trau doi va nam chac kien thuc ngu phap

Mot trong nhung cach cai thien ki nang viet tieng Anh chuyen nghiep cho dan van phong chinh la hay luu y cac chu diem ngu phap quan trong. Mot bai viet dung ngu phap, mach lac ro rang giup chung ta truyen tai thong diep muon gui gam toi nguoi doc mot cach chinh xac. Nguoi doc cung se co thien cam va danh gia cao kien thuc cua ban.

Viet cau don gian thay vi phuc tap

- Nhieu ban cho rang su dung cau truc ngu phap phuc tap, cau dai se
- 1> the hien ki nang viet tha [that] pro. Nhung that ra mot cau dai phuc
  - 1> tap ma day loi sai se khien nguoi doc kho chiu [chiu] hon la nhung cau
  - ngan gon, don gian, suc tich nhung co nghia ro rang, chinh xac de
  - hieu.
  - 2> Quan trong la cach ban bo tri bo cu [cuc] co hop ly khong, oi [noi] dung
  - co thu hut hay khong chu khong phai cau truc cau ban dung dai bao
  - nhieu, phuc tap bao nhieu.

Tham gia vao nhung khoa hoc de cai thien ki nang viet tieng Anh chuyen nghiep

- 1> Voi ki nang viet, [viet,] tot nhat la ban nen tim mot nguoi chuyen mon
- cao de huong dan ho tro nhan xet va giup ban sua nhung loi sai vi
- vay viec dang ki tham gia mot khoa hoc bai ban se can thiet de giup
- 1> ban nhanh chong nang cao ki nang viet tieng Anh chuyen nghiep. Neu
- qua ban ron khong the den cac trung tam, ban cung co the sap xep tham
- gia vao cackhoa hoc tieng Anh online.
- 1> Dac biet, cac khoa hoc [hoctieng] Anh online 1 kem 1 tai Skype English
- duoc hoc vien danh gia cao ve muc do hieu qua khi co the tan dung thoi
- 2> gian toi do [da] truong [tuong] tac cung giao vien. Hinh thuc lop hoc

- 2> 1 thay 1 tro se giúp giao vien co ther [the] theo sat, kem xap [cap] va giúp ban cai thien tot nhat nhung diem yeu. Phuong phap hoc va lo
- 1> trinh cung se dua tren nang luc ca nha [nhan] cua ban de xay dung
- 1> rieng biet. Khong chi co ther [the] ren luyen ki nang viet tieng Anh chuyen nghiep ma hoc vien con luyen tap ki nang giao tiep phan xa linh hoat tu nhien.

- Phuong phap hoc tieng Anh online 1 kem 1 tai Skype English da giúp hang
- 1> nghin nguoi di lam va cac em cai thien toan dien cac ki nang nghe \_ [noi] doc viet mot cach chuan xac va bai ban. Rieng cac lop tieng Anh nguoi
- 1> di lam da giúp hoc vien nhanh cong [chong] cai thien tieng Anh va ung dung hieu qua vao moi truong lam viec.

#### Methods of Practicing Professional English Writing Skills

##### Need to practice regularly

- Actually, not only English but also Vietnamese. Writing skills are not easy to acquire if you do not practice regularly so that you can
- 1> master the use of phrases, sentencesm [sentences,] style of writing... More importantly, English also has a ton of grammatical knowledge, vocabulary,... you need to memorize. Therefore, get into the habit of practicing writing skills regularly so that your brain learns how to
- 1> apply and remember key knowledge and vocabulary tht [that] frequently appears in your work.

##### Read a lot to learn

- 1> Before **writing**[,] don't forget to maintain the habit of reading. Spend a lot of time reading documents related to your work. This not only helps you accumulate specialized vocabulary but also learn appropriate writing styles as tips that you can apply later. For example, if you study accounting, regularly read financial reports in English to see how they write, how they present problems using sentence structures or vocabulary. If you are a content marketer, you should spend a lot of time reading advertisements in English to hone the necessary vocabulary so you can use it later in your articles. If your company is operating in
- 1> the furnitures [furniture] industry, don't ignore articles from foreign magazines to see how attractive they write.

##### Understand the purpose and genre of the article

If it is just a simple email exchange between colleagues in the company, there will be different ways of presentation or principles than an email sent to a partner for the first time to send an invitation to cooperate. A document issued internally will be different from media publications sent externally or posted on media channels. Usually, for

similar topics, they will share the same features, layout, level of formality and **vocabulary**[,] and each article genre will also have certain principles. Therefore, before starting to write any genre in English, you should consult the writing standards to avoid violating the basic principles.

Cultivate and firmly grasp grammar knowledge

- 2> One of they [the] way [ways] to improve professional English writing skills for office workers is to pay attention to important grammar topics. A grammatically correct, clear and coherent article helps us accurately convey the message we want to send to the reader. Readers will also sympathize and appreciate your knowledge.

Write simple sentences instead of complex ones

- 1> Many people think that using complex grammatical **structures** [**structures**] and long sentences will demonstrate professional writing skills. But  
1> **actually**[,] a long, complex sentence full of errors will annoy readers  
1> more than short, simple, conciise [concise] sentences with clear, precise meanings that are easy to understand.
- 1> The important thing is whether they [the] layout is reasonable and whether the content is attractive or not, not how long or complex the  
2> sentences [sentence] strcuture [structure] you use is.

Participate in courses to improve your professional English writing skills

With writing skills, it is best for you to find a highly specialized person to guide, support comments and help you correct mistakes, so registering for a systematic course will be necessary to help you quickly. Improve professional English writing skills. If you are too  
1> busy to go to the **centers**[,] you can also arrange to participate in online English courses.

In particular, 1-on-1 online English courses at Skype English are

- 1> highly appreciated by students for their affectiveness [effectiveness] when  
1> they can make the most of their time intereacting [interacting] with  
1> teachers. The **1-on01** class format will help teachers closely follow, tutor and help you best improve your