

part 1: 2st
2: 5st

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Education	Training courses	Computing Skills	Work experience
Vietnamese	professional	Certificate	Manager

Curriculum Vitae

PERSONAL INFORMATION

Full name Nguyen Minh Thanh
Sex Male
Date of birth 06/02/1969
Nationality (1) Vietnamese
Cell phone 0912345678
E-mail nguyen007@yahoo.com
Address 123 ABC Street, District 12, Ho Chi Minh City

OBJECTIVES

- To become a (2) professional financier.
- To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis

(3) Education

1985-1989

BBA - HCMC University of Economics

1998-2001

BA in English - HCMC University of Social Sciences and

Humanities of HCMC

PROFESSIONAL QUALIFICATIONS:

2001

ISO Internal Audit Certificate

2002

Chief Accountant (4) Manager - Ministry of Finance of Vietnam
Certificate

(5) Computing Skills Training Courses

Team building, Solving problem, Time management, Project management, Leadership.

(6) Work experience

02/2007 to now

Finance Manager, AAA Vietnam Company Ltd., HCMC,
Main business: Mechanical Seals

03/1997 to 01/2007

Finance and Accounting (7) Manager, A&C Company

Main business: Fertilizer and pesticide

07/1989 - 02/1997

General Accountant, Novo Ltd., HCMC

Main business: Electronic products and components

LANGUAGES

(8) Training Courses Computing skills

English / French/ Chinese,

MS Office, Accounting software: SAP, Sun System, Navision



PART II: FORMAL EMAIL WRITING

You have looked at a website of a travel company. You are going to book a tour for 6 people of your family to Nha Trang beach this November.

Write an email (80-100 words) to the company to request information about:

- how long the tour lasts;
- what activities the tour includes;
- the price of the tour.

PART III: REVIEW WRITING

Think of a website you often visit to buy things such as clothes, shoes or accessories.

Write a four-paragraph review (80-100 words) of this website with the following suggestions:

- Paragraph 1: What is the website? What products does it sell?
- Paragraph 2: What are the good points about this site?
- Paragraph 3: Are there any problems with this site?
- Paragraph 4: On the whole, what do you think about this site?

PART I: GAP-FILLING *ĐỀ 2*

Complete the CV below with 8 given words.

ability
Advisor\

complaints\
American\

Experience
Date of birth\

Education\
food\
ability

Curriculum Vitae

Jane Smith

Nationality	(1) <u>American</u>
(2) <u>Date of birth</u>	20 October, 1994
Address	Philadelphia, PA 19104, USA
E-mail	<u>jan smith@us.com</u>
Profile	Highly experienced and self-motivated customer service professional. Have exceptional communication skills and the (3) <u>complaints</u> to build working relationships.
Mobile	098 250 9718
Professional (4) <u>Experience</u>	2016-present: Executive Customer (5) <u>Advisor</u> at ASOS, London Responsible for providing exceptional customer care, meeting and exceeding KPIs. Handling customer requirements, (6) <u>complaints</u> and questions. Managing customer details database. 2013-2016: Catering Assistant at The London Catering Company, London Worked as a part of a team on (7) <u>food</u> preparation, delivery and clean up for <u>cater</u> events. Followed health and safety regulations and keep a clean and tidy workspace.
(8) <u>Education</u>	2010-2013: Bachelor's degree in Fashion and Business management. Kingston University 2008-2013: BTEC Business Kingston College

PART II: FORMAL EMAIL WRITING

You have looked at a website of an English centre. You are interested in an English speaking course that they are going to offer next month.

Write an email (80-100 words) to the centre to request information about:

- when the course starts and ends;
- who the teacher is (foreign or Vietnamese);
- the course fee.

PART III: REVIEW WRITING

Think of a supermarket that you often visit to do shopping.

Write a four-paragraph review (80-100 words) of this supermarket with the following suggestions:

- Paragraph 1: What is the supermarket's name? Where is it?
- Paragraph 2: What are the good points about this supermarket?
- Paragraph 3: Are there any problems with this supermarket?
- Paragraph 4: On the whole, what do you think about this supermarket?

PART I: GAP-FILLING

Complete the CV below with 8 given words. *Đề 3*

Playing
Bachelor

maintenance
Experience

Answered
asking

Ordered
train

Eliot

+1 (970) 333-3833

anthony.eliot@gmail.com



(1) Experience

09/2015 to 05/2019

Store Manager

LUXURY CAR CENTER, New York

- Motivate and (2) train employees to meet service, sales, and repair goals.
- Create and modify employee schedules with service levels in mind.
- Recruit and hire top mechanics, service advisors.
- Maintain detailed logs and reports of services performed, profit, and budget information.

09/2014 to 09/2015

Store Manager

JAPAN CAR CENTER, New York

- (3) Answered customer questions and resolved service issues in a timely manner.
- Diagnosed customer issues by (4) asking probing questions and write up repair orders.
- (5) Ordered supplies and kept inventory at optimal levels.
- Coordinated equipment repairs and (6) maintenance.

Highlights

- Results-oriented
- Business development
- Effective marketing
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

(7) Bachelor of Science:
Automotive Technology - 2014
Technical Institute, NY

Hobbies

(8) Playing chess - great way to unwind, destress, and keep the mind sharp.

PART II: FORMAL EMAIL WRITING

You have looked at a website of a university. You are interested in an online marketing course introduced on the website.

Write an email (80-100 words) to the company to request information about:

- when the course starts and ends ;
- what you study in this course (in details) ;
- the cost of the course .

PART III: REVIEW WRITING

Think of a website you often visit to listen to music.

Write a four-paragraph review (80-100 words) of this website with the following suggestions:

- Paragraph 1: What is the website? What is it for?
- Paragraph 2: What are the good points about this site?
- Paragraph 3: Are there any problems with this site?
- Paragraph 4: On the whole, what do you think about this site?

PART I: GAP-FILLING

Complete the CV below with 8 given words.

ĐỀ 4.

Professor Business \ played \ BA \
French \ attended England \ making \

Curriculum Vitae

Olivia Lewsley

Nationality	British
Date of birth	April 20, 1986
Address	404 Hagood Street, Birmingham, AL35214, (1) French England,
E-mail	olivialew0420@gmail.com
Home telephone	0121 638 0026
Mobile	0044 121 638 0026
Education	2005-2008: (2) BA in Economics, University of Birmingham
Work experience	2012-Present: (3) Business consultant at WMO Corp., analyzing clients' data and (4) making business plans 2009-2011: Sales executive at Jade InterContinental Company, reviewed sales performance and (5) attended national and international business meetings
Skills	Languages: English and (6) French , Computing: MS Word, Excel and PowerPoint
Interests	Members of piano club at university, (7) played some other musical instruments (guitar and flute) and acted in student theater productions
Reference	(8) Professor George O'Sullivan, Dept. of Economics, University of Birmingham

PART II: FORMAL EMAIL WRITING

You have looked at the website of an e-book store. You want to buy a number of English books as rewards for your students who have good test results during the course.

Write an email (80-100 words) to the store to request information about:

1. how to order 100 books at a time;
2. whether you can get 15% discount;
3. how long it takes to have the books delivered to your school.

PART III: REVIEW WRITING

Think of your favorite restaurant.

Write a four-paragraph review (80-100 words) of this restaurant with the following suggestions:

- Paragraph 1: What is its name? Where is it?
- Paragraph 2: What are the good points about the restaurant?
- Paragraph 3: Are there any problems with the restaurant?
- Paragraph 4: On the whole, what do you think about the restaurant?

PART II: FORMAL EMAIL WRITING

You have looked at the website of Ho Chi Minh City Museum. You are going to organize a school trip to this museum for a group of 45 students next weekend.

Write an email (80-100 words) to the museum to request information about:

- what time the museum opens and closes;
- what rules the visitors must follow;
- the up-to-date ticket price.

PART II: FORMAL EMAIL WRITING

You have looked at the website of an e-book store. You want to buy a number of English books as rewards for your students who have good test results during the course.

Write an email (80-100 words) to the store to request information about:

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