

## An English proverb each day

"Darkest hour is just before the dawn" = "It's always darkest just before the dawn":  
Thời gian tối tăm nhất là ngay trước lúc rạng đông.

Prov. When things are extremely bad, it may signal that they are about to get much better.

Ex:

Jill: *I feel like giving up. I don't have a job, my boyfriend left me, and they're raising the rent for my apartment.*

Jane: *No worry, dear. It's always darkest just before the dawn.*

### **I. WRITING PRACTICE:**

**Rearrange words or phrases to make a complete answer.**

1. Is the service charge included in this amount?  
→ the maintenance fee./ we also have included/ Yes,
2. Were you able to reach the sales manager?  
→ a leader/ I was not/ because/ capable of being /confident./ I was not /No,
3. Wasn't your shift at night?  
→ yet. /a night shift/ I have never taken /No,
4. Do you know if the steel pipes we had ordered meet industry specifications?  
→ I was not/ because materials. / I am not sure /responsible for purchasing
5. Have you been able to find anyone to replace Peter?  
→ an excellent employee./ I am still looking for /Not yet,
6. Do you have another copy of the schedule?  
→ via email/ now. /send you one/ I will /Yes,
7. Did you catch the latest news update?  
→ since yesterday. /it /Yes,/for many times /I have watched
8. Will Mr.Kyle complete his management training this week?  
→ finish the course /he will /by the end of this week./ I guess/ Based on the progress,
9. Do you see much difference between those two designs?  
→ any distinction/ the two graphics/ I haven't found/ between/ yet./ Sorry,
10. Has the fax arrived from the headquarters yet?

- any document/ yet. /I haven't received
11. Wouldn't you like someone to help?  
→ by some people. /be given a hand/ I would love to/ No,
12. Will Mrs. Shriver arrive in the morning or in the afternoon?  
→ in the morning /there/ at 9 o'clock. /she would come/ She said that
13. Would you like apple pie or cheesecake?  
→ a cup of coffee, /and/ please. /A cheesecake
14. Can we pay by cheque or do you prefer cash?  
→ customer's cheque. /just receives /Our supermarket
15. Should I wear casual or formal clothes?  
→ and /where you will be/ It totally depends on /who you will meet.

**II. LISTENING PRACTICE: Listen and complete the gaps and decide the best answer.**

- 1. Do you** \_\_\_\_\_ ?  
A. \_\_\_\_\_  
B. No, \_\_\_\_\_  
C. Because \_\_\_\_\_
- 2. Isn't** \_\_\_\_\_ **this time of night?**  
A. No, \_\_\_\_\_  
B. We've \_\_\_\_\_  
C. No, \_\_\_\_\_ yet.
- 3. Have you finished** \_\_\_\_\_ ?  
A. The site is \_\_\_\_\_  
B. We \_\_\_\_\_ tomorrow.  
C. It's \_\_\_\_\_
- 4. Doesn't Mrs. Winders** \_\_\_\_\_ ?  
A. No, I have to work \_\_\_\_\_  
B. Yes, I \_\_\_\_\_ one year.  
C. No, \_\_\_\_\_
- 5.** \_\_\_\_\_ **left?**  
A. There's \_\_\_\_\_  
B. \_\_\_\_\_, but I'm too full.  
C. I had \_\_\_\_\_
- 6.** \_\_\_\_\_ **to staff members?**  
A. We \_\_\_\_\_ by fax.  
B. It is \_\_\_\_\_  
C. That \_\_\_\_\_

7.  
A. No,  
B. This is  
C. Yes, he is
8.  
A. A number  
B.  
C. We're already working
9. **Sorry, but**  
A.  
B.  
C. Let's meet
10.  
A.  
B. We have  
C.
11. **Aren't you**  
A. He's  
B. The  
C. Sorry, but
12. **Do you know**  
A. In  
B. Yes,  
C. It
13. **Will you train the staff**  
A.  
B.  
C. I think
14. **Did Albert**  
A. Yes, he already  
B.  
B. Well,
15. **Is Mrs. Sampson**  
A. Yes, I  
B. She'll  
C. Yes,
16.  
A. Yes,  
B. He's  
C.
17. **Did they say**  
A.  
B. Yes,  
C. There was
18. **Do you have**  
A.
- law in this area?  
meeting her.  
needs to be revised further?  
November 21.  
?  
next weekend?  
you want.  
with us?  
?  
?  
tomorrow.  
the manager.  
with the heater?  
it.  
in here.  
?  
for 3:30.  
Mr. Bates?  
?  
until 4.  
up?



- B. .  
 C. .  
**19. Have any of the copy editors** ?  
 A. Please .  
 B. errors.  
 C. Lisa will .  
**20. Are you** ?  
 A. .  
 B. will be represented.  
 C. , I'm too busy.

### **III. WRITING PRACTICE:**

#### **Rearrange words or phrases to make a complete answer.**

- Don't you want to go and watch baseball games at the stadium?  
 → in the crowded and noisy places. /I hate being /No,
- How about taking the subway to the bus terminal?  
 → let's /a good idea, /do it. /That's
- Do you want me to pick up the video before or after we eat?  
 → the video /eat/ before taking./ all of these meals /You need to
- Why don't we select some newspapers before we place an ad?  
 → does not work/ running advertisements /I think /on newspapers /anymore./ No,
- Is the elevator in the west wing still out of order?  
 → I'll check it /and /inform you soon. /Well, /I don't know,
- Will the letter get to Chicago by tomorrow night or the day after that?  
 → delivered to Chicago/ may be /the day after / The letter /tomorrow.
- Would you like to sit in the restaurant or outside?  
 → an outdoor eatery. / eat out/ in /I would like to
- Was the contact approved by the board members?  
 → expand the market. /set this meeting/ they wanted to/ to/ Yes,
- Can you please gather some information about the Pierson contract?  
 → a new project./ I am/ for /Sorry,/ kept occupy with researching
- Weren't you supposed to be at Mr. Brown's retirement party?  
 → the party /to join . / He invited me/ Are you kidding?

**terminal (n)**  
 /'tɜːmə-nəl/  
 trạm cuối

### **IV. LISTENING PRACTICE: Listen and complete the gaps and decide the best answer.**

1. **Do you** ?  
 A. Yes, .  
 B.  
 C.
2. **Should we hire Department?**  
 A. I think  
 B.  
 C. Yes,
5. ?  
 A. Actually, .  
 B.  
 C. to the company.
6. ?  
 A. Yes,  
 B. I want to .  
 C.
9. ?  
 A. one.  
 B.  
 C. He
3. **Has Carol** ?  
 A.  
 B. I think the contract .  
 C.
4. **Will we depart for** ?  
 A. at five.  
 B. We'll  
 C. to get there.
7. ?  
 A. , please.  
 B.  
 C. There are .
8. ?  
 A. the food.  
 B. after.  
 C. I .
10. **Would you like** ?  
 A.  
 B.  
 C. to me.