

The unemployed (n)	B1	/ði ˌʌnɪmˈplɔɪd/	
(n)	NA	/ˈsɪti ˈkaʊnsəl/	Hội đồng thành phố
(n)	B2	/ˈfʌndɪŋ/	Quỹ
Bad weather conditions (phr)	NA	/bæd ˈweðər kənˈdɪʃənz/	

PART 6 - EMAILS

LANGUAGE DEVELOPMENT

English	Level	Phonetics	Vietnamese
Candidate (n)	B1	/ˈkændɪdət/	
Recruit (v)	B2	/rɪˈkru:t/	
(v)	NA	/ɪnˈkwɪər/	Hỏi, thắc mắc
(v)	B2	/pəˈzeɪz/	Sở hữu

HOMEWORK

Exercise 1. Select the best answer to complete each sentence. Then, look up and write down the meanings of the underlined words.

- The Oakwood Restaurant a special dinner menu on Saturdays for the past decade.
 (A) is offering (C) will be offering
 (B) has been offering (D) would have been offering
- So far, the Grantley store 20 percent more mobile phones than it did last year.
 (A) will sell (C) has sold
 (B) was sold (D) are selling
- Ms. DeSoto all employees to come to last week's budget meeting even though only officers were obligated to attend.
 (A) to have urged (C) will have urged
 (B) had urged (D) was urged
- Proceeds from the sale of Delcrest Corporation were equally among the founder's three daughters.
 (A) divisions (C) divide
 (B) dividing (D) divided
- If you have recently a digital camera and want to learn how to use it, this course is for you.

- (A) purchased (C) purchasing
(B) purchase (D) to purchase
6. Many businesses promote carpooling traffic congestion.
(A) is prevented (C) to prevent
(B) prevent (D) prevented
7. After the lease, customers have the option of purchasing the car or returning it to their local dealer.
(A) Expired (C) will be expiring
(B) is expiring (D) expires
8. Ms. Choi would have been at the keynote address if her train on time.
(A) arrives (C) had arrived
(B) will arrive (D) arriving
9. Ms. Jones Ms. Cheng's clients while she is on a business trip to Hong Kong.
(A) will assist (C) to assist
(B) assisted (D) is assisted
10. Last week Parmax Corporation a disagreement with its main competitor concerning patent infringement.
(A) settling (C) settle
(B) settler (D) settled
11. Milton investment Bankers such as profitable quarter until last year.
(A) had not (C) will never have
(B) had never had (D) have had not
12. JS Holdings a branch abroad for the first time in its company's history.
(A) will be opening (C) opening
(B) is open (D) was open
13. Lisa more than enough experience to become head of advertising.
(A) has (C) is having
(B) having (D) will have
14. By the time they reached the airport, their flight
(A) have taken off (C) had taken off

(B) will take off

(D) are taking off

15. By the time you open this letter, I to Paris.

(A) has moved

(C) was moved

(B) will have moved

(D) were moved

Exercise 2. Choose the best answer for each blank.

Questions 1-4 refer to the following email.

To: Alana Myles <amyles@serve4all.com.au>

From: Raymond Boyle crboyle@nscallcenter.com.au>

Date: 5 September

Subject: Assembly Line System

Hi Alana,

Thanks for taking the time to chat with me at the technology conference. I enjoyed hearing about the new assembly line system you recently installed at your manufacturing plant. You mentioned that the system(1)..... an advanced conveyor belt, as well as an automated error detection device. I was surprised by how much the system improved(2)..... and efficiency. It certainly(3)..... like an effective way to easily meet monthly quotas and deadlines.(4)..... . Would you mind sending me more detailed information about the costs and benefits?

I hope to hear back from you soon regarding this matter.

Best wishes,

Raymond

1.

(A) will involve

(B) to involve

(C) involving

(D) involved

2.

(A) preference

3.

(A) was seeming

(B) seeming

(C) seem

(D) seems

4.

(A) I'm considering recruiting more workers.

(B) productivity

(C) relocation

(D) recruitment

(B) I'm afraid I had to leave the conference earlier than planned.

(C) I'd like to install a similar system at my plant.

(D) I'd be grateful if you could offer us an extension.

Questions 5-8 refer to the following e-mail.

To: ebenjaniemailhvo.com

From: noreplyevergreenclub.com

Date: January 8

Subject: New Parking Permit

Dear Ms. Benjani,

This e-mail has been sent to you because you(5)..... a new parking permit for Evergreen Country Club's VIP parking lot. Your old permit has been canceled(6)....., and your new one is ready for you to pick up at the reception desk. Please be aware that it will(7)..... in 6 months. This permit has a special barcode that should be scanned using the machine at the entrance to the parking lot. To use the permit, enter it into the machine when prompted.

Evergreen Country Club strives to give our members the best experience possible.(8)..... .

Regards,

Evergreen Country Club

5.

- (A) request
- (B) requested
- (C) requesting
- (D) requests

6.

- (A) cancel
- (B) canceled
- (C) cancels
- (D) was canceling

7.

- (A) expired
- (B) expire
- (C) expiring
- (D) is expiring

8.

- (A) We allow all members to bring up to two guests once per month.
- (B) As a new member of the country club, you will be given a tour of the premises.
- (C) Visit the member services department to sign up for this event.
- (D) If you did not request a permit change, please inform us straight away.