

**TA12. U5. Speaking + Writing 2**

1.

- a. Dear Mr. Lewis,
- b. I'm writing to express my interest in the position of project coordinator at your company.
- c. I believe my background in business management and communication makes me a suitable candidate.
- d. Please find my application letter and CV attached for your review.
- e. I look forward to your response.

Best regards,

Maria Lopez

- A. a – b – c – d – e
- B. a – c – b – d – e
- C. b – a – c – d – e
- D. a – b – d – c – e

2.

- a. Minh: How do you find your new job at the design studio?
- b. Sarah: It's challenging but rewarding—I'm learning a lot from my supervisor.
- c. Minh: That's great! Do you often have to stay late?
- d. Sarah: Sometimes, but I don't mind doing overtime if it helps the team.

- A. a – b – c – d
- B. b – a – c – d
- C. a – c – b – d
- D. a – b – d – c

3.

- a. Dear Ms. Patel,
- b. I'm writing to thank you for offering me the position of marketing assistant.
- c. I'm very excited to join your company and contribute to the upcoming campaigns.
- d. Please let me know the exact date and time I should start my first shift.

e. Best regards,

Thomas Nguyen

- A. a – b – c – d – e
- B. a – c – b – d – e
- C. a – b – d – c – e
- D. b – a – c – d – e

4.

- a. Jack: You've been working at the hotel for two years now, right?
- b. Anna: Yes, I started as a receptionist, but now I supervise the front desk team.
- c. Jack: That's impressive! The hospitality industry can be really stressful.
- d. Anna: It is, but it's also rewarding when guests appreciate your effort.

- A. a – b – c – d
- B. b – a – c – d
- C. a – c – b – d
- D. a – b – d – c

5.

- a. Dear Ms. Turner,
- b. I'm writing to confirm that I'll attend the on-the-job training next Thursday.
- c. Could you please send me the updated schedule and materials in advance?
- d. Thank you for arranging such a valuable session.

- e. Best regards,  
Jacob Lee
- A. a – b – c – d – e
  - B. a – c – b – d – e
  - C. a – b – d – c – e
  - D. a – d – b – c – e

6.

- a. Emma: Did you ever work while you were still at university?
  - b. Alex: Yes, I had a part-time job as a teaching assistant in the language center.
  - c. Emma: That sounds like a great experience.
  - d. Alex: Definitely—it helped me develop my communication and time-management skills.
- A. a – b – c – d
  - B. b – a – c – d
  - C. a – c – b – d
  - D. a – b – d – c

7.

- a. Hi everyone,
  - b. Just a reminder that tomorrow’s meeting will focus on project deadlines and team responsibilities.
  - c. Please bring your weekly progress reports and any questions about upcoming tasks.
  - d. Thank you for your hard work and commitment.
- Best,  
Elisa
- A. a – b – c – d
  - B. b – a – c – d
  - C. a – c – b – d
  - D. a – b – d – c

8.

- a. Linh: What made you decide to leave your nine-to-five job?
  - b. Sam: I wanted something more flexible, so I started working as a freelance writer.
  - c. Linh: That must be quite a change!
  - d. Sam: It is, but I enjoy the freedom to choose my own projects.
- A. a – b – c – d
  - B. b – a – c – d
  - C. a – c – b – d
  - D. c – a – b – d

9.

- a. Dear Sir or Madam,
  - b. I am writing to apply for the part-time receptionist position at your hotel.
  - c. I have strong organizational and communication skills, and I enjoy working with clients.
  - d. Please find my CV attached for your consideration.
  - e. I would be grateful for the opportunity to discuss my application in an interview.
- Yours sincerely,  
Lina Pham
- A. a – b – c – d – e
  - B. a – c – b – d – e
  - C. b – a – c – d – e
  - D. a – b – d – c – e

10.

a. David: How do you handle repetitive tasks without losing motivation?

b. Mai: I usually take short breaks and set small goals for each hour.

c. David: That's smart! I tend to get distracted easily.

d. Mai: You should try organizing your tasks—it makes the workday feel more productive.

A. a – b – c – d

B. b – a – c – d

C. a – c – b – d

D. a – b – d – c

Ms. Minh Ha - 0982194748 - Hai Ba Trung - Ha Noi