STT	Từ vựng /Phiên âm/	Loại từ	Nghĩa tiếng Việt	Example
1	**get in touch** /get ɪn tʌtʃ/	*(phrase)*	liên lạc	I need to get in touch with my manager today.
2	**contact** /ˈkɑːn.tækt/	*(v)*	liên hệ, liên lạc	You can contact me by email anytime.
3	**increase** /ɪnˈkriːs/	*(v)*	tăng lên	We need to increase our sales this month.
4	**keen** /kiːn/	*(adj)*	hăng hái, nhiệt tình	She's very keen to learn new skills.
5	**involve** /ɪnˈvɑːlv/	*(v)*	bao gồm, liên quan	The job involves working at weekends.
6	**to be short of something**	*(phrase)*	thiếu cái gì đó	Wea are short of time, so let's hurry.
7	**reduced** /rɪˈduːst/	*(adj)*	bị giảm xuống	Prices are reduced during the sale.
8	**courage** /ˈkɝː.ɪdʒ/	*(n)*	sự can đảm	It takes courage to speak in public.
9	**serious** /ˈsɪr.i.əs/	*(adj)*	nghiêm trọng, nghiêm túc	This is a serious problem we need to fix.
10	**confident** /ˈkɑːn.fə.dənt/	*(adj)*	tự tin	He felt confident before the interview.
11	**spend time + Ving**	*(phrase)*	dành thời gian làm gì	She spends time reading every night.
12	**anxious** /ˈæŋk.ʃəs/	*(adj)*	lo lắng, bồn chồn	I'm anxious about the final exam tomorrow.
13	**progress** /ˈprɑː.gres/	*(n)*	sự tiến bộ	He's making good progress in English.
14	**attempt + to** /əˈtempt/	*(v)*	cố gắng, thử	He attempted to climb the mountain.
15	**admire** /ədˈmaɪr/	*(v)*	ngưỡng mộ	I really admire her intelligence.
16	**session** /ˈseʃ.ən/	*(n)*	buổi họp, phiên	The training session will start at 10 a.m.
17	**handle** /ˈhæn.dəl/	*(v)*	xử lý, giải quyết	Can you handle this problem on your own?
18	**injure** /ˈɪn.dʒɚ/	*(v)*	làm bị thương	He injured his leg while playing football.
19	**damage** /ˈdæm.ɪdʒ/	*(v)*	làm hư hại	The storm damaged several houses.

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20	**facility** /fəˈsɪl.ə.ţi/	*(n)*	cơ sở vật chất	This hotel has excellent sports facilities.

Complete the passage using the words in the list.

Starting a new job can be challenging, especially when you are not familiar with the workplace. At first, you may feel **(1)** _____ because you have to meet new people and learn many new things. However, if you are **(2)** _____ to learn and practise every day, you will soon make good **(3)** _____. Try to become more **(4)** _____ when communicating with your colleagues, and do not be afraid to **(5)** _____ your manager when you need help.

Some jobs **(6)** _____ working with machines or heavy equipment, so workers need to be careful. A small mistake can **(7)** _____ a machine or even **(8)** _____ someone. If a **(9)** _____ problem happens, workers must know how to **(10)** _____ it calmly. They should **(11)** _____ to solve the problem instead of giving up.

A good workplace should have modern **(12)** _____ and safe working conditions. If the company wants to **(13)** _____ productivity, it should provide proper training for its workers. It may also offer **(14)** _____ prices for training courses. Workers who are responsible and hardworking are people that others can **(15)** _____.

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