

Nâng cao khả năng cơ bản



Bước 1: Tích lũy vốn từ vựng cơ bản (075.mp3)

receptionist position	vị trí lễ tân	production line	(n) dây chuyền sản xuất
mailroom	(n) phòng văn thư	teleconference	(n) hội nghị viễn liên
expense account	bản kê công tác phí	get a promotion	được thăng tiến
technical support	hỗ trợ kỹ thuật	log into the computer	đăng nhập vào máy tính
be assigned	được phân công	meet the deadline	hoàn thành đúng hạn
support team	nhóm hỗ trợ	heating bill	hóa đơn hệ thống sưởi
expert	(n) chuyên gia	take care of the paperwork	chăm sóc việc văn phòng
be understaffed	thiếu nhân viên	make progress	tiến bộ
security office	phòng bảo vệ	supplier	(n) nhà cung ứng
the boardroom	phòng họp của ban giám đốc	a little behind the schedule	hơi trễ so với kế hoạch
adjust the schedule	điều chỉnh kế hoạch	marketing meeting	buổi họp bàn về tiếp thị
sales figures	doanh số	reschedule the meeting	sắp ngày khác cho cuộc họp
outsource	(v) lấy linh kiện/nhân lực từ bên ngoài	inquire	(v) hỏi
come up with	nảy ra (sáng kiến)	gardening personnel	đội ngũ nhân viên làm vườn
advertise aggressively	quảng cáo mạnh	commute to work	đi làm thường xuyên bằng xe buýt, xe ô tô, tàu điện ngầm, v.v.



Bước 2: Nghe từ vựng, sau đó nghe câu (076.mp3)

- I _____ in Doctor Johnson's office last week.
- We have been _____ for almost one month.
- She suggested _____.
- _____ too much. We should come up with a new product.
- We need to _____ for the project.
- I have a question about my _____.
- Let's step into the office and _____.
- You should speak to someone in _____.
- Have you had any problems using your computer this morning? _____.
- It doesn't look your crew has _____ in the construction site.



Bước 3: Nghe bài đối thoại, sau đó trả lời câu hỏi (077.mp3)

Unit 9

1. Where does the man probably work?
(A) At the post office
(B) In the payroll department
2. What will the man probably do next?
(A) Send the woman's paycheck again
(B) Call the woman's new apartment
3. What are the speakers talking about?
(A) A staffing shortage
(B) Low wages
4. What can be inferred about the speakers?
(A) They want to postpone the deadline.
(B) They have to work late for a while.
5. Where is Mr. Wilson now?
(A) In Seoul
(B) In New York
6. When will the meeting most likely take place?
(A) Wednesday
(B) Friday
7. How many times has the woman redone the design?
(A) 5 times
(B) 6 times
8. Why is IPD Magazine significant to them?
(A) It is the biggest account.
(B) It is the important supplier.
9. What does the man want?
(A) To buy new computers
(B) To replace his cell phone.
10. What does the man finally suggest?
(A) To go on a vacation
(B) To buy from a different company

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Làm quen với cảm giác thi thật

078.mp3

※ Nghe kỹ bài đối thoại và trả lời câu hỏi.

1. What is being discussed?

- (A) A shareholder conference
- (B) A staff meeting
- (C) A training program
- (D) Money management

2. What did the man say about the information he received?

- (A) It raised many questions.
- (B) It was practical.
- (C) It was detailed.
- (D) It was predictable.

3. What does the man want to do?

- (A) Increase productivity
- (B) Reduce costs
- (C) Improve quality
- (D) Start a new project

4. What are the speakers discussing?

- (A) A repair work
- (B) A floor arrangement
- (C) A new building
- (D) A special notice

5. What does the woman ask the man about?

- (A) The number of workers
- (B) The weekend schedule
- (C) The basement lighting
- (D) The meeting time

6. What does the man ask the woman to do?

- (A) Send a memo
- (B) Call the contractor
- (C) Close the facility
- (D) Inform maintenance staff

7. Why is the man asking about his phone?

- (A) He wants to make a call, but is unable to.
- (B) He is trying unsuccessfully to answer a call.
- (C) It doesn't appear to be working properly.
- (D) He is inquiring about a part replacement.

8. Where is this conversation likely taking place?

- (A) In the expensive restaurant
- (B) In the rental vehicle
- (C) In the office
- (D) In the meeting room

9. What does the man finally decide to do?

- (A) Order the necessary supplies
- (B) Talk to the person that is holding on his line
- (C) Ask his co-worker to take a message
- (D) Take the rest of the afternoon off

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