Nâng cao khả năng cơ bản

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

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

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

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

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

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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Nâng cao khả năng cơ bản | Luyện tập paraphrasing
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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