

## I. THEORY

### ● BASIC INFORMATION

Number of questions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Answers/ Question: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information Questions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ● BASIC TIPS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ● COMMON STRUCTURES

Common structures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Who - questions \_\_\_\_\_

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2. What - questions \_\_\_\_\_

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3. Which - questions \_\_\_\_\_

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## LANGUAGE DEVELOPMENT

Words	Part of speech	Meanings	Words	Part of speech	Meanings
Receptionist			Sunny		
Supervisor			Foggy		
		Kế toán	Rainy		
		Quản lý	Snowy		
		Thư kí			Phòng kinh doanh
Vice president					Phòng tiếp thị

Accounting department					Purchasing department
Personnel department					

## II. HOMEWORK

 Exercise 1. Listen and fill in the blanks, then, choose the correct answer.

### Who (File 1)

1. Who is the woman?

- A. She is \_\_\_\_\_ new \_\_\_\_\_
- B. She is \_\_\_\_\_ with her client.

2. Who organized the reception?

- A. That would be the \_\_\_\_\_
- B. The \_\_\_\_\_ is complicated.

3. Who is supposed to pay the bill?

- A. The \_\_\_\_\_ is \_\_\_\_\_
- B. The Maintenance Department is \_\_\_\_\_ it

4. Who will organize the annual meeting?

- A. I \_\_\_\_\_ no \_\_\_\_\_
- B. \_\_\_\_\_ a \_\_\_\_\_

5. Who has a copy of the contract?

- A. I'm \_\_\_\_\_
- B. I \_\_\_\_\_ it to your \_\_\_\_\_

6. Who is going to repair the copy machine?

- A. \_\_\_\_\_ the coffee shop \_\_\_\_\_ the street.
- B. \_\_\_\_\_ Steven \_\_\_\_\_ the maintenance office.

### What (File 2)

a.

1. What is the problem with my computer?

A. It isn't plugged \_\_\_\_\_

B. Sure, you can \_\_\_\_\_

2. What time are you leaving the office today?

A. It takes about \_\_\_\_\_

B. \_\_\_\_\_ this report

3. What is Mr. Jackson's position at the company?

A. He is a \_\_\_\_\_

B. In the \_\_\_\_\_

4. What time will the train arrive?

A. In \_\_\_\_\_

B. It runs \_\_\_\_\_

5. What is the best way to contact you?

A. I \_\_\_\_\_ my mobile number.

B. It's a \_\_\_\_\_ contract

6. What is the total cost of the construction?

A. It will \_\_\_\_\_ at least \_\_\_\_\_

B. It is estimated at \_\_\_\_\_

b.

1. What is \_\_\_\_\_ to contact you?

A. We should \_\_\_\_\_ my office \_\_\_\_\_

2. \_\_\_\_\_ will the \_\_\_\_\_?

A. It runs \_\_\_\_\_ a day

B. \_\_\_\_\_ a.m

3. What is the \_\_\_\_\_ my \_\_\_\_\_?

A. I think it's infected \_\_\_\_\_ a \_\_\_\_\_

4. \_\_\_\_\_ are you \_\_\_\_\_ the \_\_\_\_\_ today?

A. That \_\_\_\_\_ like a \_\_\_\_\_

B. In \_\_\_\_\_

5. What is the \_\_\_\_\_ of the construction?

- A. It will not exceed \_\_\_\_\_
- B. It will take \_\_\_\_\_ three \_\_\_\_\_
6. What is Mr. Jackson's \_\_\_\_\_ at the \_\_\_\_\_?
- A. He is \_\_\_\_\_ the \_\_\_\_\_ Department
- B. The \_\_\_\_\_ me



**Exercise 2. Listen and choose the correct answer.**

**Who (file 3)**

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|-------------------------------|---|---|
| 1. Mark your correct answer.  | A | B |
| 2. Mark your correct answer.  | A | B |
| 3. Mark your correct answer.  | A | B |
| 4. Mark your correct answer.  | A | B |
| 5. Mark your correct answer.  | A | B |
| 6. Mark your correct answer.  | A | B |
| 7. Mark your correct answer.  | A | B |
| 8. Mark your correct answer.  | A | B |
| 9. Mark your correct answer.  | A | B |
| 10. Mark your correct answer. | A | B |

**What (file 4)**

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|-------------------------------|---|---|
| 1. Mark your correct answer.  | A | B |
| 2. Mark your correct answer.  | A | B |
| 3. Mark your correct answer.  | A | B |
| 4. Mark your correct answer.  | A | B |
| 5. Mark your correct answer.  | A | B |
| 6. Mark your correct answer.  | A | B |
| 7. Mark your correct answer.  | A | B |
| 8. Mark your correct answer.  | A | B |
| 9. Mark your correct answer.  | A | B |
| 10. Mark your correct answer. | A | B |



**Exercise 3. Listen and choose the correct answer.**

**Who (File 5)**

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|-------------------------------|---|---|---|
| 1. Mark your correct answer.  | A | B | C |
| 2. Mark your correct answer.  | A | B | C |
| 3. Mark your correct answer.  | A | B | C |
| 4. Mark your correct answer.  | A | B | C |
| 5. Mark your correct answer.  | A | B | C |
| 6. Mark your correct answer.  | A | B | C |
| 7. Mark your correct answer.  | A | B | C |
| 8. Mark your correct answer.  | A | B | C |
| 9. Mark your correct answer.  | A | B | C |
| 10. Mark your correct answer. | A | B | C |
| 11. Mark your correct answer. | A | B | C |
| 12. Mark your correct answer. | A | B | C |
| 13. Mark your correct answer. | A | B | C |
| 14. Mark your correct answer. | A | B | C |
| 15. Mark your correct answer. | A | B | C |

**What (File 6)**

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|-------------------------------|---|---|---|
| 1. Mark your correct answer.  | A | B | C |
| 2. Mark your correct answer.  | A | B | C |
| 3. Mark your correct answer.  | A | B | C |
| 4. Mark your correct answer.  | A | B | C |
| 5. Mark your correct answer.  | A | B | C |
| 6. Mark your correct answer.  | A | B | C |
| 7. Mark your correct answer.  | A | B | C |
| 8. Mark your correct answer.  | A | B | C |
| 9. Mark your correct answer.  | A | B | C |
| 10. Mark your correct answer. | A | B | C |