

## 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 ký   |       |                | 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)**

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)**

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)

|                               |   |   |   |
|-------------------------------|---|---|---|
| 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)

|                               |   |   |   |
|-------------------------------|---|---|---|
| 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 |