

VOCABULARY TEST 2

Task 1: Multiple Choice Questions - Match the Vocabulary with Definitions

1. business document a) n. tệp đính kèm
b) n. tài liệu kinh doanh
c) n. bản ghi nhớ
d) n. bảo hành máy móc
2. attachment a) n. hành động thường xuyên
b) n. tệp đính kèm
c) n. bản ghi nhớ
d) n. thư từ
3. file a) n. thư mục báo cáo
b) n. phòng kho
c) n. tệp
d) n. giờ làm thêm
4. memo a) n. bản ghi nhớ
b) n. bản sao
c) n. hộp thư đến
d) n. tệp đính kèm
5. report folder a) n. hành động thường xuyên
b) n. thư từ
c) n. thư mục báo cáo
d) n. phòng kho
6. machine guarantee cover a) n. bảo hành máy móc
b) n. tài liệu kinh doanh
c) n. bản ghi nhớ
d) n. phòng kho
7. look for a) v. xử lý
b) v. thất lạc
c) v. tìm kiếm
d) n. tệp
8. regular action a) n. hộp thư đến
b) n. hành động thường xuyên
c) n. bản sao
d) n. thư từ
9. electronic a) adj. từ điện tử
b) n. bản ghi nhớ
c) n. bảo hành máy móc
d) v. xử lý
10. correspondence a) n. tài liệu kinh doanh
b) n. tệp đính kèm
c) n. thư từ
d) n. bản sao
11. inventory a) n. bản ghi nhớ
b) n. tệp đính kèm
c) n. hàng tồn kho
d) adj. từ điện tử
12. confidential a) adj. bí mật, bảo mật
b) n. thư từ
c) n. bảo hành máy móc
d) n. tệp
13. photocopy a) n. hộp thư đến
b) n. tệp đính kèm
c) n. bản sao
d) n. hành động thường xuyên
14. in-box a) n. bản ghi nhớ
b) n. hộp thư đến
c) n. phòng kho
d) adj. bí mật, bảo mật
15. overtime hour a) n. giờ làm thêm
b) v. tìm kiếm
c) n. thư mục báo cáo
d) n. thư từ

answer

1	4	7	10	13
2	5	8	11	14
3	6	9	12	15

Task 2: Sentence Completion

Complete the sentences with the appropriate vocabulary word in the box

business document	photocopy	report folder	inventory	attachment
stockroom	correspondence	inventory	electronic	confidential
in-box	look for	overtime hour	machine guarantee cover	memo

1. Please keep the _____ in a secure location.
2. I need to make a _____ of this document.
3. The _____ contains all the reports for this month.
4. Make sure to attach the _____ before sending the email.
5. The _____ outlines the company's policies.
6. We have a high level of _____ in the warehouse.
7. The _____ needs to be renewed annually.
8. She works an _____ every Friday.
9. The new project requires us to _____ the market trends.
10. Our _____ is full, we need to clear some emails.
11. This document is _____ and should not be shared.
12. The _____ device malfunctioned and needs repair.
13. Our _____ will be audited next week.
14. The _____ is used to store all employee files.

15. The _____ email needs to be responded to immediately.

Task 3: Multiple Choice Questions

Choose the correct word to complete each sentence.

1. He retired after a long career in a _____.
a) business document
b) temporary job
c) permanent job
2. The company is looking to _____ a new manager.
a) reject
b) hire
c) retire
3. To apply for the job, you need to submit a _____ along with your résumé.
a) cover letter
b) reference
c) qualifications
4. She was rejected because she was considered _____.
a) underqualified
b) over-qualified
c) well-qualified
5. His _____ were impressive, with many years of _____.
a) people skills / communication skills
b) references / work experiences
c) qualifications / work experiences
6. They needed to _____ a _____ before the end of the month.
a) employ / temporary job
b) fill / vacancy
c) hire / candidate
7. The job was only _____, but he needed something _____.
a) temporary / permanent
b) permanent / temporary
c) short-term / over-qualified

Task 4: Translation

Translate the following sentences from English to Vietnamese.

1. The **interviewer** was impressed by the candidate's communication skills.

2. The **applicant** submitted a cover letter along with the résumé.
3. They decided to **hire** him because of his extensive work experiences.
4. The recruitment agency helped her find a **short-term** job.
5. Despite being **over-qualified**, he applied for the secretarial job.
6. She made a positive impression during the **interview**.

answer:

1. ...
2. ...
3. ...
4. ...
5. ...
6. ...

Task 5: Multiple Choice Questions - Synonym Matching

Choose the correct synonym for each word.

1. Hire	agency	c) long-term
a) retire	b) job description	d) applicant
b) employ	c) cover letter	8. Temporary
c) apply	d) résumé	a) permanent
d) reject	5. Qualifications	b) long-term
2. Retire	a) communication	c) short-term
a) hire	skills	d) applicant
b) stop working	b) credentials	9. Résumé
c) apply	c) work experiences	a) cover letter
d) employ	d) references	b) CV
3. Apply for the job	6. Reject	c) qualifications
a) submit an	a) hire	d) position
application	b) retire	10. Position
b) retire	c) decline	a) job title
c) fill a vacancy	d) employ	b) cover letter
d) reject	7. Permanent	c) applicant
4. Employment	a) short-term	d) employment
agency	b) temporary	11. Communication
a) recruitment		skills

- a) people skills
- b) interpersonal skills
- c) social skills
- d) administrative skills

12. References

- a) work experiences
- b) recommendations
- c) qualifications
- d) credentials

13. Work experiences

- a) employment history
- b) references
- c) people skills
- d) credentials

14. People skills

- a) communication skills
- b) recommendations

- c) social skills
- d) work experiences

15. Secretarial job

- a) administrative job
- b) employment agency
- c) applicant
- d) interview

answer

1	4	7	10	13
2	5	8	11	14
3	6	9	12	15