

1. Topic: Quy trình vào animal hospital

When you arrive, go straight to the main office to collect your ticket - You will need to show this to a member of staff at the door before you enter - Inside the building, you will find a photography exhibition on the ground floor - Before you look at the pictures, a guide will tell you about the day's event - These activities will include playing and feeding the animals.

2. Topic: A famous football player

When he was a child, he played for some local teams near his home in Marseille - He then moved away from his home to join Cannes Football Club in the southern France - While he was at that club, people throughout France saw that he was a brilliant player. - After that, he moved to Italy and Spain, where he finished his playing career - Since he retired from playing, he has worked as a football club manager.

1. Topic: Tom Harper

When he was young, he began writing short stories for a magazine – he soon wrote regularly for the magazine, but he was not satisfied – he almost left the magazine, but then he decided to create some unusual new characters – the characters he imagined were one of the most famous in the world – this popularity made Tom Harper rich and successful.

2. Topic: A scientist's life - Albert

As a child, he moved to a special school because he was so clever - His best friend in his new class was a girl named Lavime - She later became his wife and helped him with his earliest scientific discoveries - These were so advanced that he soon became famous all over the world - Princeton University in the USA offered him a job because he was so famous.

1. Topic: Delivery man

You should arrive at the main office by 6.30am and collect your keys - In the office, you can also collect a map of your route - You must follow the route on the map to deliver packages - When you have completed all deliveries, return to your office - You must return your keys to the office manager after you get back

2. Topic: Quy trình vào Conference hall

When you arrive at the conference hall, give your booking number. - A staff member will note this down and give you a welcome pack - Inside you will find a schedule of events and the information of the key speaker - If you would like to attend his talk, it will take place in the main hall at midday - After he finishes, there will be time for questions.

Part 2:

1. Topic: Quy trình nộp bài papers work

In your account, press "open a new window" - When you do this, a new window will open - Simply drag or drop your files - Once you put the files there, press the "send" button - After you send your work, you should check your email.

2. Topic: Traffic lights

They were out of order and the traffic moved very slowly - This created long delays in the roads to the city's business district - As a result of these delays, many people were not able to get to work on time - Fortunately, in the evening, the traffic lights were working again - Therefore, there were not further delays for people going back home.

1. Topic: hand in assignment

First, it is a good idea to check your report and correct mistakes - When you are sure there are no mistakes left, print out your report - Next, complete a cover sheet with your name and your student number, and attach it to your printed assignment - Bring your assignment with the attached cover sheet to the front desk in the main hall - The staff member will take your report and confirm that everything is complete.

2. Topic: Car park

When you arrive, please take a ticket from a machine at the entrance - This ticket will show the date and the time you arrived - Please display the ticket with this information in the window of your car - Before you leave, please put the ticket on the machine by the gate - The machine will read your information and tell you how much you have to pay.

1. Topic: Participate in a race

On your arrival, please go to the information point at the north gate - Runners must register here at least 30 minutes before the race starts at 9am - To do this, you just need to give us your photo card - A member of staff will give you a numbered armband to wear - Please put this on immediately and join other competitors at the warm-up area.

2. Topic: fire instructions

When you hear the alarm, leave your bags and belongings at the desk - Next, walk calmly to the doors marked Emergency Exit - Through these doors, there are stairs leading you to the ground floor - When you reach the bottom of these stairs, leave the building through front entrance - Outside, gather on the grass and wait for further instructions.

1. Topic: Quy trình nộp report

Before you start to write your report, you should look at websites for the information you need - Remember to save links to websites and include them in your report - You should also include a list of books that you use for reference - When you have finished your report, correct all the mistakes - After you make the corrections, send your report by your email.

2. Topic: Quá trình dùng máy in printer

First, you need to find an appropriate place to put your printer - When your printer is in place, turn it on using the switch - A light comes on at the front of the printer - If the light is green, your printer is ready to use - Before using the printer you need to put papers into it.

1. Topic: Betty Barr's life

She was born in Shanghai in 1933 to a American mother and a father from Scotland - At that time, Shanghai is a city filled with many people from different countries - After she finished her school, she went to Wellesley College, a famous university in USA - However, she missed China, and applied for a job in Hong Kong, where she taught from 1959 to 1972, and learnt to speak Cantonese, the local language - In the 1980s, she finally returned to China and still lives with her Shanghai husband, George Wang.

2. Topic: Key card

To enter the building and use the lift, you will need your key card - If you lose this, you will need to see the staff member at the front desk - He or she will ask for your name and your flat number, and then will write these down - You will also need to show you identification card - He or she will make a copy of it and give you a new key card.

1. Topic: Instructions for new students

When you arrive at the university, go to the help desk - A member of staff will ask for your name and your address - He or she will enter your information into the computer and give you an identification card - You can use this card to borrow books from library and access lesson materials online - You will find these in material links on your home page.

2. Topic: Solve a problem

The first step is to find out what you know about the problem - The next one is to form a hypothesis or an idea based on your information - Then, you need to perform experiments to see if these ideas are true or not - You can also compare your results with experiments in the past - In this way, you can add to your knowledge of the subject for future experiments.

1. Topic: Buying a new house

The first and most important thing is to choose the location - In order to choose the right place, you need to consider several factors - The most important of these to look at is the price of homes - Other factors to look at are the place of employment, shops and schools - Such requirements of course depend on your personal circumstances.

2. Topic: Using public cycle

Go to the collection point and click on the screen to choose the bike with your bank card - Choose "hire the cycle" on the screen and then follow the instructions to receive an unlock code - Enter the code on the lock of the bike and wait for the green lights - When the light comes, you can unlock your bike and start your journey - When you finish your journey, return the bike to any empty collection point.

1. Topic: Diễn viên nổi tiếng Jay Mist

They left their home country and took Jay to live in the United States - He started study at the school in that country, and in his free time he did some strength exercise - Jay was very good at that and he participated in a bodybuilding competition - At one of these events, an actor agent saw him and gave him a starring role - It was a major action movie and he gained famous from that film.

2. Topic: Quy trình trồng khoai

All you need is some earth, an old potato and a big spot - An old potato will have little roots, will be a little green, and won't be good for eating - This colour means it is perfect for growing, you should put some earth in the pot and dig it deep down - When you've done this, you should water it everyday and place it in a sunny spot - With this care, you should see a potato plant growing after couples of weeks.

1. Topic: Enter the conference hall

When you collect your pack, go to the lifts on the right - Take the lift to the third floor and go to the main desk - Show your pass from the conference pack to a member of staff at the desk - He or she will tell you your seat number for the talk at the main hall - Once you are in the hall, someone will help you find your seat.

2. Topic: Natural history center

The most important of these is the Natural history centre – the entrance of the centre is on the town's main square – When you enter the building from the square, you will see a set of stairs to your left – The ticket office is on the top of these stairs, the staff there are very helpful – As well as selling tickets, they can provide maps and useful tour information..

