TA12. U5. Speaking + Writing 2

1.

a. Dear Mr. Lewis,

b. Please find my application letter and CV attached for your review.

c. I believe my background in business management and communication makes me a suitable candidate.

d. I'm writing to express my interest in the position of project coordinator at your company.

e. I look forward to your response.

Best regards,

Maria Lopez

A. a – d – c – b – e

B. a – c – b – d – e

C. b – a – c – d – e

D. a – b – d – c – e

2.

a. Sarah: It's challenging but rewarding—I'm learning a lot from my supervisor.

b. Minh: How do you find your new job at the design studio?

c. Sarah: Sometimes, but I don't mind doing overtime if it helps the team.

d. Minh: That's great! Do you often have to stay late?

A. a – b – c – d

B. b – a – d – c

C. a – c – b – d

D. a – b – d – c

3.

a. Dear Ms. Patel,

b. I'm writing to thank you for offering me the position of marketing assistant.

c. Please let me know the exact date and time I should start my first shift.

d. I'm very excited to join your company and contribute to the upcoming campaigns.

e. Best regards,

Thomas Nguyen

A. a – b – c – d – e

B. a – c – b – d – e

C. a – b – d – c – e

D. a – d – c – b – e

4.

a. Anna: It is, but it's also rewarding when guests appreciate your effort.

b. Jack: That's impressive! The hospitality industry can be really stressful.

c. Anna: Yes, I started as a receptionist, but now I supervise the front desk team.

d. Jack: You've been working at the hotel for two years now, right?

A. a – b – c – d

B. b – c – a – d

C. d – c – b – a

D. c – b – d – a

5.

Ms. Minh Ha - 0982194748 - Hai Ba Trung - Ha Noi

LIVEWORKSHEETS

a. Dear Ms. Turner,
b. Thank you for arranging such a valuable session.
c. I'm writing to confirm that I'll attend the on-the-job training next Thursday.
d. Could you please send me the updated schedule and materials in advance?
e. Best regards,
Jacob Lee
A. a – b – c – d – e
B. a – c – b – d – e
C. a – b – d – c – e
D. a – c – d – b – e

6.
a. Alex: Yes, I had a part-time job as a teaching assistant in the language center.
b. Emma: Did you ever work while you were still at university?
c. Alex: Definitely—it helped me develop my communication and time-management skills.
d. Emma: That sounds like a great experience.
A. a – b – c – d
B. b – a – d – c
C. a – c – b – d
D. a – b – d – c

7.
a. Hi everyone,
b. Please bring your weekly progress reports and any questions about upcoming tasks.
c. Thank you for your hard work and commitment.
d. Just a reminder that tomorrow's meeting will focus on project deadlines and team responsibilities.
Best,
Elisa
A. a – b – c – d
B. a – b – d – c
C. a – c – b – d
D. a – d – b – c

8.
a. Sam: I wanted something more flexible, so I started working as a freelance writer.
b. Linh: That must be quite a change!
c. Linh: What made you decide to leave your nine-to-five job?
d. Sam: It is, but I enjoy the freedom to choose my own projects.
A. a – b – c – d
B. b – a – c – d
C. a – c – b – d
D. c – a – b – d

9.
a. Dear Sir or Madam,
b. Please find my CV attached for your consideration.
c. I have strong organizational and communication skills, and I enjoy working with clients.
d. I am writing to apply for the part-time receptionist position at your hotel.
e. I would be grateful for the opportunity to discuss my application in an interview.
Yours sincerely,
Lina Pham

Ms. Vinh Ho - 0982194748 - Hai Ba Trung - Ha Noi

LIVEWORKSHEETS

A. a – b – c – d – e
B. a – c – b – d – e
C. a – d – c – b – e
D. a – b – d – c – e

10.

a. Mai: I usually take short breaks and set small goals for each hour.
b. David: How do you handle repetitive tasks without losing motivation?
c. Mai: You should try organizing your tasks—it makes the workday feel more productive.
d. David: That's smart! I tend to get distracted easily.

A. a – b – c – d
B. b – a – c – d
C. a – c – b – d
D. b – a – d – c

Ms. Minh Ha - 0982194748 - Hai Ba Trung - Ha Noi

LIVEWORKSHEETS