

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.

- 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

- 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

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