

**b. Bài tập thực hành**

Link file nghe

Complete the form below.

Write NO MORE THAN TWO WORDS AND/OR NUMBER for each answer.

**Exercise 1:**

*Good Moves Accommodation Agency*

Call taken by: *Ben*

Name: **1** .....

Telephone: **2** .....

Heard about us from: **3** .....

Type of accommodation preferred:

**4** .....

Number of people: **5** .....

Preferred location: Wants to be close to

**6** .....

Price: maximum **7** £.....per person

(including **8**.....)

Additional notes:

I suggested Flat 3 at **9** ..... Road in  
Bampton

I will send further details to customer by

**10** .....

 **Exercise 2:**

Complete the form below.

Write NO MORE THAN TWO WORDS AND/OR NUMBER for each answer.

| <i>International Booking Fair</i> |                                                      |
|-----------------------------------|------------------------------------------------------|
| <b><i>Ticket Booking Form</i></b> |                                                      |
| <i>First name:</i>                | <i>Angus</i>                                         |
| <i>Last name:</i>                 | <b>1</b> .....                                       |
| <i>Address:</i>                   | <b>2</b> .....<br>Wallington, Oxford                 |
| <i>Postcode:</i>                  | <b>3</b> .....                                       |
| <i>Phone number:</i>              | <i>Home:</i> <b>4</b> .....                          |
| <b>5</b> .....                    | 0872 298 1191(Between 9 a.m and <b>6</b> ..... p.m.) |
| <i>Date of visit:</i>             | <b>7</b> ..... 7th                                   |

### Exercise 3:

Complete the form below.

Write ONE WORD AND/ OR A NUMBER for each answer

#### *International Social Club Application Form*

Name: Jenny Foo  
Age: 21  
Nationality: 1.....  
Address: 2.....Road, Bondi  
Mobile phone: 3.....  
Occupation: 4.....  
Free-time interests: Singing and 5.....

### Exercise 4:

Complete the form below.

Write NO MORE THAN THREE WORDS AND/OR A NUMBER for each answer

#### *KT Furniture Customer Order Form*

Company name: 1 .....

Address: 2 .....Trading Estate  
210 New Hampton Road  
South Down

Contact number: 3 ..... (mobile)

Delivery option: 1 ☐ 2 ☐ (no 4 .....)

Method of payment: credit card Type: 5 .....

 **Exercise 5:**

Complete the form below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer



**Bookings**

**Date of arrival:** 1.....

**Family name:** 2.....

**Contact number:** 3.....

**Camp facilities:** 4....., water and 5.....

|                        |                 |
|------------------------|-----------------|
| <i>Example:</i>        | <i>Answer</i>   |
| <i>Length of stay:</i> | <i>5 nights</i> |

### Exercise 6:

Complete the form below.

Write NO MORE THAN THREE WORDS AND/OR A NUMBER for each answer.

#### *Car Insurance*

| <i>Example</i> | <i>Answer</i>        |
|----------------|----------------------|
| <i>Name:</i>   | <i>Patrick Jones</i> |

**Address:** 1.....Greendale

**Contact number:** 730453

**Occupation:** 2.....

**Size of car engines:** 1200cc

**Type of car:**

**Manufacturer:** Hewton

**Model:** 3.....

**Year:** 1997

**Previous insurance company:**

4.....

**Any Insurance claims in the last five years?**

Yes ☒

No ☐

**If yes, give brief details:**

Car was 5.....in 1999

**Name (s) of other driver(s):**

Simon 6.....

**Uses of car. - social**

- 8.....

**Relationship to main driver:**

7.....

**Start date:** 31 January

**Recommended Insurance arrangement**

**Name of company:** 9.....

**Annual cost:** 10 \$.....

### Exercise 7:

Questions 6-10

Complete the form below.

Write NO MORE THAN THREE WORDS AND/ OR A NUMBER/ or each answer

#### *Student Details*

|                            |                                          |
|----------------------------|------------------------------------------|
| <b>Name:</b>               | Anita Newman                             |
| <b>Address:</b>            | 6 .....<br>Room No.7.....                |
| <b>Other skills:</b>       | Speaks some Japanese                     |
| <b>Position available:</b> | 8..... at the English<br>Language Centre |
| <b>Duties:</b>             | Respond to enquiries and<br>9.....       |
| <b>Time of interview:</b>  | Friday at 10.....a.m.                    |