1. **Delivery man**

   You must return your keys to the office manager after you get back

   You should arrive at the main office by 6.30am and collect your keys

   You must follow the route on the map to deliver packages

   When you have completed all deliveries, return to your office

   In the office, you can also collect a map of your route

2. **Buying a new house**

   Such requirements of course depend on you personal circumstances

   The first and most important thing is to choose the location

   Other factors to look at is the place of employment, shops and schools

   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 home

3. **Using public cycle**

   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

   Go to the collection point and click on the screen to choose the bike with your bank card

   When you finish your journey, return the bike to any empty collection point

4. **Natural history center**

   The most important of these is the Natural history centre

   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.

   The entrance of the centre is on the town's main square.

   As well as selling tickets, they can provide maps and useful tour information

5. **Traffic lights**

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They were out of order and the traffic moved very slowly.

Fortunately, in the evening, the traffic lights were working again.

Therefore, there were no further delays for people going back home.

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.

6. **Enter the conference hall**

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

When you collect you pack, go to the lifts on the right

Take the lift to the third floor and go to the main desk

Once you are in the hall, someone will help you find your seat

7. **Quy trình vào animal hospital**

When you arrive, go straight to the main office to collect your ticket

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

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

8. **Betty Barr's life**

She was born in Shanghai in 1933 to a American mother and a father from Scotland

However, she missed China, and applied for a job in Hong Kong, where she taught from 1959 to 1972, and

In the 1980s, she finally returned to China and still lives with her Shanghai husband, George Wang.

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

9. **My first car**

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I have just passed the test, and I am the proud owner of the driving license

We agreed on a price and when I handed over the money, he gave me the keys.

However, I did not have a car and my parents would not let me drive theirs

So, when I saw an advertisement on the local newspaper for a cheap second hand car, I did not waste a time

I called the number in that advert and arranged a meeting to meet the owner on the other side of the town

10. Key card

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

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 make a copy of it and give you a new key card

11. Tom Harper

When he was young, he began writing short stories for a magazine.

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

He soon wrote regularly for the magazine, but he was not satisfied.

This popularity made Tome Harper rich and successful.

12. Car park

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

When you arrive, please take a ticket from a machine at the entrance

This ticket will show the date and the time you arrived

The machine will read your information and tell you how much you have to pay

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13. papers work

In your account, press "open new window"

Once you put the files there, press the "send" button

After you send your work, you should check your email

When you do this, a new window will open

Simply drag and drop your files

14. Participate in a race

On your arrival, please go to the information point at the north gate.

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

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

15. Instructions for new students

When you arrive at the university, go to the help desk

You can use this card to borrow books from library and access lesson materials online

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 will find these in material links on your home page

16. Solve a problem

The first step is to find out what you know about the problem

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

The next one is to form a hypothesis or an idea based on your information

In this way, you can add to your knowledge of the subject for future experiments

17. Quy trình nộp report

LIVEWORKSHEETS

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

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

18. Quy trình dùng máy in printer

First, you need to find an appropriate place to put your printer

If the light is green, your printer is ready to use

Before using the printer, you need to put papers into it.

When your printer is in place, turn it on using the switch

A light comes on at the front of the printer

19. 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

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

Inside you will find a schedule of events and the information of the key speaker

20. Hand in assignment

First, it is a good idea to check your report and correct mistakes

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

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 assignement

21. Fire instructions

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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

When you hear the alarm, leave your bags and belongings at the desk

Next, walk calmly to the doors marked Emergency Exit

Outside, gather on the grass and wait for further instructions

22. A famous football player

When he was a child, he played for some local teams near his home in Marseille

After that, he moved to Italy and Spain, where he finished his playing career

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.

Since he retired from playing, he has worked as a football club manager.

23. Quy trình trồng khoai

All you need is some earth, an old potato and a big spot

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

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

24. Diễn viên nổi tiếng Jay

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

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

It was a major action movie and he gained famous from that film

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