

TA12. U5. Speaking + Writing 2

1.

- a. Dear Mr. Lewis,
- b. I'm writing to express my interest in the position of project coordinator at your company.
- c. I believe my background in business management and communication makes me a suitable candidate.
- d. Please find my application letter and CV attached for your review.
- e. I look forward to your response.

Best regards,

Maria Lopez

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

2.

- a. Minh: How do you find your new job at the design studio?
- b. Sarah: It's challenging but rewarding—I'm learning a lot from my supervisor.
- c. Minh: That's great! Do you often have to stay late?
- d. Sarah: Sometimes, but I don't mind doing overtime if it helps the team.

- A. a – b – c – d
- B. b – a – c – d
- 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. I'm very excited to join your company and contribute to the upcoming campaigns.
- d. Please let me know the exact date and time I should start my first shift.

e. Best regards,

Thomas Nguyen

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

4.

- a. Jack: You've been working at the hotel for two years now, right?
- b. Anna: Yes, I started as a receptionist, but now I supervise the front desk team.
- c. Jack: That's impressive! The hospitality industry can be really stressful.
- d. Anna: It is, but it's also rewarding when guests appreciate your effort.

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

5.

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

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 – d – b – c – e

6.

a. Emma: Did you ever work while you were still at university?

b. Alex: Yes, I had a part-time job as a teaching assistant in the language center.

c. Emma: That sounds like a great experience.

d. Alex: Definitely—it helped me develop my communication and time-management skills.

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

7.

a. Hi everyone,

b. Just a reminder that tomorrow's meeting will focus on project deadlines and team responsibilities.

c. Please bring your weekly progress reports and any questions about upcoming tasks.

d. Thank you for your hard work and commitment.

Best,

Elisa

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

8.

a. Linh: What made you decide to leave your nine-to-five job?

b. Sam: I wanted something more flexible, so I started working as a freelance writer.

c. Linh: That must be quite a change!

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. I am writing to apply for the part-time receptionist position at your hotel.

c. I have strong organizational and communication skills, and I enjoy working with clients.

d. Please find my CV attached for your consideration.

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. b – a – c – d – e
- D. a – b – d – c – e

10.

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

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