Mark the letter A, B, C or D on your answer sheet to indicate the correct arrangement of the sentences to make a meaningful paragraph/letter in each of the following questions.

Exercise 1.

a. Additionally, we've started a garden to provide a safe space for local wildlife to thrive.
b. Warm regards.
c. I'm excited to share some great news about recent initiatives at our school to protect wildlife.
d. Lastly, students are actively involved in organising awareness campaigns and fundraisers to support wildlife conservation efforts.
e. Dear John, I hope this letter finds you well!
f. Overall, these initiatives reflect our commitment to preserving biodiversity and making a positive impact on the environment.
g. Firstly, our school has implemented a recycling programme to reduce waste and protect habitats.

A. e – g – a – d – c – f – b **B.** e – c – g – a – d – f – b
C. e – c – f – g – a – d – b **D.** e – c – a – g – d – f – b

Exercise 2:

a. Greetings from Vietnam! At the weekend, Paul and l went to one of the oldest cities in Vietnam called Hội An.
b.The next morning, we went to a sandy beach near the city and had a relaxing swim.
c. We first walked around the charming streets of the old town.
d. Our visit to Hội An was so wonderful that we did not want to leave.
e. In the afternoon, we visited a picturesque village called Trà Quế, where we took a cooking class and learned how to make some local dishes.
f. Dear Stacy,

(Adapted from Tiếng Anh 11 Bright)

A. d-b-a-c-f-e **B.** f-b-d-e-a-c
C. f-a-c-b-e-d **D.** f-d-b-a-c-e

Exercise 3.

a. I heard about this opportunity in a public announcement last Monday.
b. I am interested in your community development projects because I really care about the life of people in the community and want to offer my services to you.
c. I am writing to apply for a volunteer position at the local center for community development.
d. Currently, all my Sunday afternoons are free, and I will be able to help at the center if I am chosen.
e. I look forward to hearing from you.
f. I am always available for an interview on any weekday after 4.30 p.m. or at weekends.

A. c-b-a-d-e-f **B.** c-a-b-d-f-e
C. b-a-c-d-f-e **D.** b-c-f-d-a-e

Exercise 4:

LIVEWORKSHEETS

Dear Admissions Office,

a. Could you provide details regarding the course structure, duration, and any admission requirements?

b. I am interested in learning more about the vocational training programmes offered at your school.

c. In particular, I would like to know about the available courses in graphic design and digital marketing.

d. I look forward to your response and hope to explore the possibility of enrolling in one of your programmes.

e. It would also be great if you could send me the information about tuition fees and scholarship opportunities.

Best regards,

Mill Hilton

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

Exercise 5:

a. I understand that ensuring the comfort and safety of students and staff is a priority for the school.

b. I am writing to bring to your attention a concerning issue regarding the lack of air conditioning in classroom of 12A4.

c. The absence of adequate cooling not only affects our concentration but also poses health risks, especially during warmer weather conditions.

d. As the temperatures continue to rise, it has become increasingly uncomfortable and difficult for both students and teachers to focus and perform effectively in the learning environment.

e. Thank you for your attention to this matter, and I look forward to a resolution soon.

f. Therefore, I kindly request your prompt attention to this matter. Implementing a solution, such as repairing the existing air conditioning system or providing temporary cooling measures, would greatly alleviate the discomfort experienced by everyone in the affected area.

A. b-d-a-c-f-e **B.** b-d-e-a-c-f

C. b-d-c-a-f-e **D.** d-b-a-c-f-e

Exercise 6:

a. Best wishes.

b. First of all, self-study gives learners more freedom. They decide what they should study and how to learn depending on their abilities.

c. Dear Lucy; I hope you are well. I am thinking about the advantages of self-study - learning at home without a teacher.

d. Secondly, they can make learners responsible. They set their learning goals and make study plans to achieve them.

e. Finally, it makes them more confident. Completing tasks and solving problems on their own boost learners' confidence.

A. d-b-a-c-e **B.** c-b-d-e-a

C. b-d-a-c-e **D.** c-a-e-b-d

Exericse 7:

LIVEWORKSHEETS

a. Finally, would you mind telling me if there are native German-speaking teachers at your language centre?

b. First, could you please let me know whether there are German courses at your language centre?

c. Dear Sir or Madam, I am writing to ask for some information about the language courses at your language centre.

d. I look forward to hearing from you.

e. Yours faithfully,

f. Next, I would also like to know how long the course for beginners lasts and how often classes take place.

A. c - d - b - f - a - e **B.** c - f - b - a - e - d

C. c - b - d - f - a - e **D.** c - b - f - a - d - e

Exercise 8:

a. Last year, I gained valuable experience working part-time at a local computer repair centre, and I also spent six months as a tech support trainee at a major IT firm.

b. I am writing to apply for the IT support technician position advertised in the local newspaper on Tuesday 5th July.

c. I am very adaptable, reliable and excellent at multitasking, and I have strong communication skills and natural problem-solving abilities.

d. I have a bachelor's degree in IT from the University of Leeds, and I have recently completed a master's in IT management.

e. I have attached a copy of my CV to this letter for your review.

f. If you have any questions about me, please let me know. I look forward to hearing from you soon.

(Adapted from Tiếng Anh 12 Bright)

A. b-d-f-a-c-e **B.** e-f-b-d-a-c

C. b-d-a-c-e-f **D.** f-b-e-c-d-a

Exericse 9:

a. Dear Peter, I hope you are well! I have been thinking about why it is important for us to preserve our heritage and how to do it.

b. Some reasons and ways above are to help preserve and develop the heritage sites with cultural and natural values.

c. Firstly, learning about culture heritage at school can help students understand the value of cultural heritage sites.

d. Besides, introducing cutural heritage to foreign visitors through tourism activities will make it more widely known to people around the world.

e. Also, promoting heritage of culture on social media may urge to spread information to more people quickly and effectively.

f. Best wishes.

A. a-f-e-c-b-d **B.** a-e-b-e-c-f **C.** b-e-a-f-c-d **D.** a-c-e-d-b-f

LIVEWORKSHEETS

Exercise 10:

Hi Jake,

a. I should have thought more before speaking, and I understand if you need some time.

b. You're a great friend, and I'd hate for this to come between us.

c. I just wanted to say I'm really sorry about yesterday.

d. Let me know when you're ready to talk - I'd really like to make things right.

e. I didn't mean to upset you, and I feel bad about how things turned out.

Take care,

Suzy

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

LIVEWORKSHEETS