

ENGLISH PROGRESS TEST: CORRESPONDENCE & EMAILS

Exercise 1: Multiple Choice (Trắc nghiệm)

Choose the correct word to complete each sentence.

1. We regret to _____ you that your order will arrive late.
A. inform B. confirm C. attach D. delay
 2. Please _____ your attendance before Friday.
A. notify B. respond C. confirm D. postpone
 3. We sincerely _____ for the inconvenience caused.
A. request B. schedule C. inform D. apologize
 4. The meeting has been _____ due to a conflict.
A. attached B. postponed C. informed D. responded
 5. Could you please _____ the document to your email?
A. respond B. delay C. attach D. confirm
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Exercise 2: Word Form (Cấu tạo từ)

Give the correct form of the word in brackets.

1. Please send a **(CONFIRM)** _____ of your booking.
 2. The **(DELIVER)** _____ is delayed due to bad weather.
 3. We received your **(REQUEST)** _____ and will respond soon.
 4. The manager **(REQUEST)** _____ additional documents yesterday.
 5. We have received your **(COMPLAIN)** _____ regarding the shipment.
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Exercise 3: Collocation Matching (Nối cụm từ)

Match the verbs in column A with the appropriate phrases in column B.

Column A	Column B	Answer
1. Confirm	A. a meeting	1 - _____
2. Attach	B. a file	2 - _____
3. Respond	C. an email	3 - _____
4. Schedule	D. availability	4 - _____
5. Notify	E. customers	5 - _____

Exercise 4: Error Correction (Tìm và sửa lỗi sai)

Identify and correct the error in each sentence.

1. We are writing to **attach** you that the meeting is canceled.
→
2. Please **request** your attendance so we can prepare.
→
3. The company has **responded** the shipment because of the storm.
→
4. We **confirm** for the delay in our delivery system.
→

Exercise 5: Cloze Test (Điền từ vào đoạn văn)

Fill in the blanks with: **availability, apologize, inform, postponed,**

Dear Mr. Lee, We would like to (1) _____ you that your appointment has been (2) _____. Please confirm your (3) _____ for the new schedule. We sincerely (4) _____ for any inconvenience. Best regards,

Exercise 6: Translation (Dịch thuật)

Translate the following sentences into English using the key verbs provided.

1. Tôi muốn xác nhận lịch hẹn vào ngày mai. (confirm / appointment)
→
2. Vui lòng đính kèm tệp này vào thư điện tử của bạn. (attach / email)
→
3. Chúng tôi thông báo rằng lô hàng đã được gửi đi. (inform / shipment)
→

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