

STT	Từ vựng /Phiên âm/	Loại từ	Nghĩa tiếng Việt	Example
1	get in touch /get ɪn tʌtʃ/	(phrase)	liên lạc	I need to get in touch with my manager today.
2	contact /'kɑ:n.tækt/	(v)	liên hệ, liên lạc	You can contact me by email anytime.
3	increase /ɪn'kri:s/	(v)	tăng lên	We need to increase our sales this month.
4	keen /ki:n/	(adj)	hăng hái, nhiệt tình	She's very keen to learn new skills.
5	involve /ɪn'vɔ:lv/	(v)	bao gồm, liên quan	The job involves working at weekends.
6	to be short of something	(phrase)	thiếu cái gì đó	We are short of time , so let's hurry.
7	reduced /rɪ'du:st/	(adj)	bị giảm xuống	Prices are reduced during the sale.
8	courage /'kʌ:ɪdʒ/	(n)	sự can đảm	It takes courage to speak in public.
9	serious /'sɪr.i.əs/	(adj)	nghiêm trọng, nghiêm túc	This is a serious problem we need to fix.
10	confident /'kɒ:n.fə.dənt/	(adj)	tự tin	He felt confident before the interview.
11	spend time + Ving	(phrase)	dành thời gian làm gì	She spends time reading every night.
12	anxious /'æŋk.jəs/	(adj)	lo lắng, bồn chồn	I'm anxious about the final exam tomorrow.
13	progress /'prɒ:gres/	(n)	sự tiến bộ	He's making good progress in English.
14	attempt + to /ə'tempt/	(v)	cố gắng, thử	He attempted to climb the mountain.
15	admire /əd'maɪr/	(v)	ngưỡng mộ	I really admire her intelligence.
16	session /'seʃ.ən/	(n)	buổi họp, phiên	The training session will start at 10 a.m.
17	handle /'hæn.dəl/	(v)	xử lý, giải quyết	Can you handle this problem on your own?
18	injure /'ɪn.dʒə/	(v)	làm bị thương	He injured his leg while playing football.
19	damage /'dæm.ɪdʒ/	(v)	làm hư hại	The storm damaged several houses.

20	facility /fə'sɪl.ə.ti/	(n)	cơ sở vật chất	This hotel has excellent sports facilities.
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Complete the passage using the words in the list.

Starting a new job can be challenging, especially when you are not familiar with the workplace. At first, you may feel **(1)** _____ because you have to meet new people and learn many new things. However, if you are **(2)** _____ to learn and practise every day, you will soon make good **(3)** _____. Try to become more **(4)** _____ when communicating with your colleagues, and do not be afraid to **(5)** _____ your manager when you need help.

Some jobs **(6)** _____ working with machines or heavy equipment, so workers need to be careful. A small mistake can **(7)** _____ a machine or even **(8)** _____ someone. If a **(9)** _____ problem happens, workers must know how to **(10)** _____ it calmly. They should **(11)** _____ to solve the problem instead of giving up.

A good workplace should have modern **(12)** _____ and safe working conditions. If the company wants to **(13)** _____ productivity, it should provide proper training for its workers. It may also offer **(14)** _____ prices for training courses. Workers who are responsible and hardworking are people that others can **(15)** _____.