

GIỚI THIỆU

Cuốn sách này được biên soạn nhằm hỗ trợ các bạn học viên ôn thi VSTEP WRITING hiệu quả và cấp tốc. Nội dung được chất lọc từ những tài liệu hay, trình bày súc tích, ngắn gọn dễ hiểu.

Mọi góp ý về tài liệu nhằm nâng cao chất lượng tài liệu xin vui lòng liên hệ theo thông tin liên lạc sau:

- ❖ Email: hieuhuda@gmail.com
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Chúc các bạn đạt kết quả cao!

BỘ CỤC BÀI THI VIẾT VSTEP WRITING

- Thời gian: 60 phút

- Bài thi Viết Vstep Writing bao gồm 2 phần:

Bài 1 (20 phút): Viết một bức thư/ thư điện tử có độ dài khoảng 120 từ. Bài 1 chiếm 1/3 tổng số điểm của bài thi Viết.

Bài 2 (40 phút): Thí sinh viết một bài luận khoảng 250 từ về một chủ đề cho sẵn, sử dụng lí do và ví dụ cụ thể để minh họa cho các lập luận. Bài 2 chiếm 2/3 tổng số điểm của bài thi Viết.

SAMLE TEST

PART 1

You should spend about 20 minutes on this task.

This is part of an mail you received from your English speaking friend, Ann. She asked you for some information for her next trip in your hometown.

Read part of her email below.

I'm planning to visit your city next month and I'm really excited about the trip. Can you suggest somewhere to stay and tell me a little bit about what I can do in your hometown? What clothes should I bring?

Write an email responding to Ann. You should write at least 120 words. You do not need to include your name and addresses. Your response will be evaluated in terms of Task Fulfilment, Organization, Vocabulary and Grammar.

PART 2

Read the following extract about online shopping.

Shopping online has grown rapidly recently. According to Ho Chi Minh city Department of Industry and Trade, the city has had 92,910 commercial websites of which 80,000 carry on e-commerce.

Write an essay to discuss the advantages and disadvantages of online shopping. You should write at least 250 words.

Your response will be evaluated in terms of Task Fulfillment, Organization, Vocabulary and Grammar.

CHƯƠNG 1: VIẾT THƯ

GIỚI THIỆU CHUNG

I. Giới thiệu

Phần 1 của kỹ năng viết Vstep yêu cầu viết tương tác, chính là viết 1 bức thư/thư điện tử có độ dài khoảng 120 từ.

- Thời gian: 20 phút
- Bài 1 chiếm 1/3 tổng số điểm của bài viết

II. Phân loại các dạng viết thư

- ❖ Nếu chia theo đối tượng người nhận chúng ta chia thư thành 2 loại: trang trọng (**formal**) hoặc thân mật (**informal**)
- ❖ Nếu chia theo mục đích viết thư thì thư được chia thành nhiều loại khác nhau, trong đó có một số dạng chính như sau:
 - Thank you letter (thư cảm ơn)
 - Advice letter (thư khuyên nhủ)
 - Request letters (*thư yêu cầu*)
 - Application letter (thư xin việc)
 - Complaint letters (*thư phàn nàn*)
 - Invitation letters (*thư mời*)
 - Apology letters (*thư xin lỗi*)

Trong chương trình, chúng ta sẽ cùng học ngôn ngữ thường gặp trong các dạng viết thư được chia theo 2 dạng như trên, các tiêu chí chấm điểm bài viết thư, các bước khi viết 1 lá thư và cùng thực hành 1 số đề thi Vstep thực tế.

III. Các bước thực hành viết thư

Để đạt được kết quả tốt cho bài viết thư, bạn hãy thực hiện tuân tự theo các bước sau.

Hãy lưu ý phân bố thời gian hợp lý cho bài viết thư. Thí sinh nên dành tối đa 20 phút cho bài viết này.

Trước khi viết (3-5 phút) phân tích đề và lên dàn ý

- Đọc kỹ đề bài để xác định xem thư thuộc loại nào: trang trọng hay thân mật, mục đích viết thư để làm gì (cảm ơn, cung cấp thông tin, yêu cầu...)

- Xác định câu hỏi trong đề bài để biết những ý chính cần trả lời. Không nhất thiết phải trả lời các ý theo trình tự đề bài mà quan trọng là cần sắp xếp theo trật tự logic.

Trong khi viết (13 phút)

- Dựa vào dàn ý chi tiết để viết thành 1 lá thư hoàn chỉnh. Lưu ý về việc chia đoạn, sử dụng từ nối liên kết ý, viết câu phức và sử dụng nhiều các cụm từ cố định. (*collocation*).

Sau khi viết (2 phút) kiểm tra bài viết. Bạn hãy dành một chút thời gian để kiểm tra các lỗi về chính tả và ngữ pháp nếu có.

IV. Những tiêu chí chấm điểm bài viết thư:

- Đủ độ dài yêu cầu (120 từ)
- Trả lời hết các ý chính yêu cầu
- Sử dụng ngôn ngữ phù hợp với loại thư (trang trọng/thân mật hay phù hợp với mục đích viết thư)
- Có chia đoạn hợp lý
- Có liên kết ý và liên kết giữa các đoạn
- Có sử dụng nhiều cụm từ cố định (*collocation*)
- Không mắc lỗi từ vựng (lựa chọn từ vựng, chính tả)
- Có sử dụng nhiều câu phức
- Không mắc lỗi về ngữ pháp

2. THƯ THEO MỨC ĐỘ

2.1 Viết thư thân mật

Mục tiêu: Học xong bài viết này, bạn có thể nắm được xác định được lá thư thân mật, cấu trúc bài viết thư thân mật, Ngôn ngữ thường gặp trong abif viết thư thân mật

Cấu trúc một lá thư thân mật trong bài viết Vstep

1. Lời chào: Dear + Tên riêng,
2. Đoạn mở bài: xin lỗi vì đã không viết thư sớm hay hỏi han tình hình sức khỏe.
3. Thân bài: Viết 1 hoặc 2 đoạn thân bài nếu ý chính đề bài yêu cầu.
4. Kết bài: nêu lý do dừng bút và hy vọng được gặp lại bạn sớm hoặc nhắc bạn viết thư lại cho mình.
5. Kết thúc: sử dụng các cụm từ thân mật như love, all the best, best wishes

Cách mở đầu 1 lá thư thân mật

- It was lovely to see you and your family last month...

Thật tuyệt vời khi tháng trước mình được gặp bạn và gia đình bạn...

- Apologies for no writing for so long, but I 've been really busy...

Xin lỗi vì lâu ngày không viết thư cho bạn nhưng tớ thực sự rất bận...

- It was very great to get your postcard... and I'm thrilled to hear you are ...

Thật tuyệt khi nhận được bưu thiếp của bạn ... và tớ rất vui khi biết rằng bạn ...

- It's been a long time since we saw each other.... Lâu lắm mình không gặp nhau.

- I was glad to receive your letter/email and hear all your news.

Mình rất vui khi nhận được lá thư của bạn và được nghe tất cả những tin tức về bạn.

- I'm sorry for not writing to you earlier because I've been so busy studying for my exams.

Mình xin lỗi vì đã không viết thư cho bạn sớm hơn bởi mình rất bận học ôn thi.

Cách kết thúc 1 lá thư thân mật

- I'm really looking forward to... Mình thật sự mong đợi...

- Bye for nowTạm biệt

- See you at the weekend ... Gặp lại bạn vào cuối tuần nhé!

- Hope to hear from you very soon... Hy vọng sớm nhận tin của bạn

- Take care...Giữ gìn sức khỏe nhé!

- I have to get back to work/study now. Drop me a line soon.

- Mình phải trở lại làm việc/học đây. Hãy viết thư cho mình sớm nhé!

Ví dụ:

Question: This is part of a letter you receive from an English speaking friend.

I'm planning to visit you in September with my parents. Can you suggest some activities in your area?

What kinds of clothes should I pack?

Write an email responding to Ann. You should write at least 120 words. You do not need to include your name or address. Your response will be evaluated in terms of Task Fulfillment, Organization, Vocabulary and Grammar.

Sample

Dear Susan,

Sorry I haven't written for so long but I've been really busy recently studying for my exams. It was great to get your letter and hear all your news, especially the part about you and your parents coming to visit in September.

The weather is still fairly warm then so we should be able to spend quite a bit of time at the beach. I think your parents will really enjoy the city, particularly the old town. The music festival will be on so we shall take full advantage of that as well.

You asked what clothes you should bring. You will be fine with light summer dresses, skirt and trousers and a sweater or jacket for evenings, which can be rather cool. Don't forget to pack your swimming costumes! It will still be warm enough to swim.

I'd better go and get on with my exam preparation. I hope your exams go well too and that you have a lovely summer. I'm really looking forward to seeing you in September!

All the best,

Anna

2.2 Viết thư trang trọng

Mục tiêu: Học xong bài viết này, bạn có thể nắm được cách viết là thư trang trọng, cấu trúc viết là thư trang trọng, ngôn ngữ thường gặp trong bài viết là thư trang trọng

Cấu trúc bài viết thư trang trọng

1. Lời chào: Dear + họ (Dear Mr. Smith) hoặc Dear Sir or Madam, nếu không biết rõ tên người nhận
2. Đoạn mở bài: nêu mục đích viết thư

3. Thân bài: Viết 1 hoặc 2 đoạn thân bài nêu ý chính đề bài yêu cầu.

4. Kết bài: nhắc lại mong muốn hành động được xử lý.

5. Kết thúc: Your sincerely (nếu biết tên người nhận) hoặc yours faithfully (nếu không biết tên người nhận)

Cách mở đầu một lá thư trang trọng

- I am writing this email/letter in response to/in reply to ...

E.g. I am writing this letter in response to your request for further information about the trip.

(Tôi viết lá thư này để trả lời yêu cầu của ông/bà về việc xin thêm thông tin về chuyến đi.)

- I am writing this email to ask for further information about the trip.

(Tôi viết email này để hỏi thêm thông tin về chuyến đi.)

- I am writing in the hope that ...

(Tôi viết thư này với mong muốn...)

- I would like to express my concern about

(Tôi muốn thể hiện sự quan tâm đến...)

- I am a resident of a Green building and I would like to draw your attention to the light of the building.

(Tôi là 1 cư dân của toàn nhà Green và tôi muốn ông/bà để ý để vấn đề ánh sáng của tòa nhà.)

Cách kết thúc 1 bức thư trang trọng

- Thank you very much for your attention.

(Cám ơn rất nhiều vì đã quan tâm)

- I hope the situation will be resolved soon.

(Tôi hy vọng sự việc sẽ được giải quyết sớm)

- I look forward to hearing from you.

(Tôi mong nhận được tin của ông/bà.)

- Please do not hesitate to contact me for further information.

(Hãy đừng ngần ngại liên hệ với tôi để biết thêm thông tin.)

- Please feel free to contact me if you have any questions.

(Hãy thoải mái liên lạc với tôi nếu bạn có bất kỳ câu hỏi nào.)

Ví dụ:

Question: this is part of an email you received from your university.

Dear all students,

We are doing a survey on the business course and would like to receive your feedback on the course you have attended. Would you be so kind to give us your comments on the following aspects:

Course organization

Course delivery (teaching)

Materials and equipment

Write an email responding to Mr. Jones. You should write at least 120 words. You do not need to include your name or addresses. Your response will be evaluated in terms of Task Fulfillment, Organization, Vocabulary and Grammar.

Sample

Dear Mr. Jones,

I am writing this letter in response to your request for my feedback on the Business course that I attended.

Firstly, I suppose that the course in general was really good in terms of organization, teaching and materials. The organization was clear as the professor gave us the course outline at the beginning, in the first session. The standard of teaching was high. I mean the professor was helpful and professional. He organized a variety of activities for us to take part in such as working in pairs, groups or making presentations.

On the other hand, there are several things that I was not quite satisfied with and that could be improved. Firstly, I thought the course was fairly easy at the beginning. However, on the second half of the course, we got too much workload with plenty of assignments, essays. I suggest that the work should be more evenly balanced. Secondly, concerning materials of the course, there were not enough copies of key texts.

I hope that this information is helpful to you. Please do not hesitate to ask me if you need further information.

Yours sincerely,

Anna Taylor

3. THƯ THEO MỤC ĐÍCH

3.1 HƯỚNG DẪN VIẾT THƯ CẢM ƠN

3.1.1 Giới thiệu:

- Thư viết với mục đích cảm ơn
- Thư có thể thuộc loại **formal** (trang trọng) hoặc **informal** (thân mật)

3.1.2 Ngôn ngữ thường dùng trong thư cảm ơn

- I am writing this letter to thank you for...

Tôi viết lá thư này để cảm ơn bạn vì...

- I am grateful (to you) for your help.

Cảm ơn bạn vì đã giúp đỡ tôi.

- I am writing this letter to extend my sincere thanks to...

Tôi viết bức thư này để biểu lộ lòng chân thành cảm ơn của tôi đến...

- How considerate and wonderful of you to remember my birthday. I will cherish this memory forever

Bạn thật là chu đáo và tuyệt vời khi nhớ tới ngày sinh nhật của mình. Mình sẽ nhớ mãi kỉ niệm này.

- This letter is to express my thanks and appreciation for...: *Tôi viết lá thư này để biểu lộ lòng biết ơn của tôi vì...*

- This is to thank you for... *Lá thư này để cảm ơn bạn đã...*

- *I appreciate very much for your thoughtfulness*

Tôi rất trân trọng sự chu đáo của bạn.

- I am much obliged to you for your timely help

Tôi rất biết ơn bạn vì sự giúp đỡ kịp thời của bạn.

+ Hãy nói lên những cảm nhận cá nhân của bạn về lý do để cảm ơn:

- I was especially pleased to...: *Tôi đặc biệt rất hân hạnh để...*

- It made me happy to...: *Nó khiến tôi rất hạnh phúc để...*

- I really appreciate your gift/assistance...: *Tôi thực sự cảm kích khi nhận được món quà/sự giúp đỡ của bạn.*

- I don't know how to return your favor: *Tôi không biết làm thế nào để báo đáp bạn.*

- **Kết bài:** Nhắc lại lời cảm ơn

- Again with my thanks for your hospitality: *Một lần nữa cảm ơn vì sự đón tiếp nồng hậu của bạn.*

- Please have no hesitation in writing to me should you want me to do something for you in Vietnam: *Đừng ngại ngần viết cho tôi nếu bạn muốn tôi làm điều gì đó cho bạn khi bạn ở Việt Nam.*
- If you need anything in your study, please let me know: *Nếu bạn cần gì trong học tập, hãy cho tôi biết.*
- I hope you will give me the chance to return your kindness: *Tôi hi vọng rằng bạn sẽ cho tôi cơ hội báo đáp lòng tốt của bạn.*
- **Kết thúc: Yours faithfully,** (*Kính thư*) nếu chưa quen biết người nhận, **Yours sincerely,** (*Kính thư*) nếu đã quen biết người nhận. Ngoài ra, có thể dùng **Yours truly, Yours respectfully,** (*Kính thư*) hoặc **All the best, Best wishes, Best regards,** (*Chúc mọi điều tốt lành*)

3.1.3 Bài mẫu

Sample letter 1

You are a commuter. One morning on your way to work, you suddenly fell ill and lost your consciousness. One gentleman on the same bus sent you to a hospital. Write a letter to the company where the gentleman works to end your gratefulness. In your letter:

- Explain why you are writing
- Describe what happened on the bus
- What do you want to do to give him a thank?

Dear Sir or Madam,

I am writing this letter extend my sincere thanks to Mr. Baker, the cashier of your company.

I am a commuter and every day I take bus Route 133 to work. Last Friday morning when the bus almost reached the stop where I was to get off, I suddenly felt dizzy and then I lost my consciousness. When I came to, I found myself in St. Mary's Hospital, attended by my wife. The doctor told me it was Mr. Baker who had sent me to the hospital and informed my wife of my condition. Mr. Baker happened to be on the same bus, but I have never met him.

My wife and I were very much grateful to Mr. Baker for his kindness. Please forward my heartfelt thankfulness to him. We feel very much proud of your company for having such a good employee. If Mr. Baker was late for work that day, I'd like to compensate you.

I do hope that your company would reward Mr. Baker for his noble deeds.

Yours faithfully,

Larry Smith

Sample letter 2

You have just come back from San Francisco. When you were there, your friend Mr. Jackson gave you a great deal of help. Write to Mr Jackson to thank him for his hospitality and help.

Dear Mr. Jackson,

I am writing this letter to thank you for the hospitality you gave me when I stayed in San Francisco.

It was the first time I have been to San Francisco. During my stay, you let me live in your house. You gave me some very good advice of where to visit. What is more, at the weekend, you drove me to the Bay Bridge and the Fisherman's Wharf so that I had a wonderful time in the city.

I sincerely hope someday in the future when you come to Paris for a visit, I could repay you for your kindness. Once again with many thank

Yours sincerely,

Francois Dupont

.....

Sample letter 3

Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday.

Write a letter to your friends. In your letter:

- thank them for the photos and for the holiday
- explain why you didn't write earlier
- invite them to come and stay with you

Dear John and Jane,

I hope this letter finds you well. I'm just writing to thank you both for the holiday and for the photos you sent.

The photos arrived this morning in the post. They reminded me what a great time I had during my stay with you last month. You really were fantastic hosts, and I couldn't have asked for better guide to show me around. Sorry I didn't write to you earlier, but I've been working flat out since the moment I arrived home. Do you remember I told you I had assignment to finish? Well, the deadline was two weeks earlier than I thought it was! Anyway, I'm back to normal now and I've handed in all of my assignments. In fact, now that I'm free, why don't you both come and stay? There's a spare room here, so you're welcome to use it whenever you like. Hope to see you soon, Peter (158 words)

3.2 HƯỚNG DẪN VIẾT THƯ YÊU CẦU

3.2.1 Giới thiệu

- Thư viết với mục đích yêu cầu đề nghị về 1 vấn đề
- Phần lớn thư thuộc loại formal

3.2.2 Cấu trúc viết thư yêu cầu

1. Greeting (lời chào)
2. Introduction (Giới thiệu)
3. Body (Nêu lý do yêu cầu)
4. Conclusion (Nêu yêu cầu và xử lý yêu cầu)
5. Closing and signature (kết thư và ký tên)

3.2.3 Ngõ ngữ thường dùng trong thư yêu cầu

I would like to suggest (that) you (should)... (Tôi muốn đề nghị rằng...)

May I suggest that ... (Tôi muốn đề nghị rằng...)

Considering, I propose that ... (Xét tới....., tôi đề nghị rằng...)

Considering the high cost of the construction, I propose that we should stop the plan.
(Xét tới chi phí cao của việc thi công, tôi đề nghị rằng chúng ta nên tạm dừng dự án.)

Concerning this matter, my proposal is... (Liên quan tới vấn đề này, tôi đề nghị...)

On behalf of ..., I suggest... (Thay mặt cho..., tôi đề nghị...)

My suggestion is that (Tôi đề nghị)

In my opinion, I would say... (Theo ý kiến của tôi, tôi cho rằng...)

I propose they should ... (Tôi đề nghị họ nên...)

If you ..., you had better...

If you go to Australia now, you had better bring some warm clothes with you.
(Nếu bạn đến Úc bây giờ, bạn nên mang theo 1 số quần áo ấm theo.)

Nêu lý do yêu cầu

The reason for this request is that ... (Lý do cho yêu cầu này là ...)

The reason I am asking for this is that ... (Lý do mà tôi yêu cầu là vì ...)

3.2.4 Bài mẫu

Sample letter

The English Department (khóa tiếng Anh) has decided to hold a speech contest (thi hùng biện) in late December , but your classmates find that it is too near the final examination.

Write to the Dean of department to suggest a change of the time.

.....

Dear Sir or Madam,

We are students of Class 99-1. We are glad that the department is to hold an English speech contest.

But we are writing this letter to expect you to change the timetable of the contest.

We are noticed that the time of the contest is on 27th of December. What troubles us is the time of the contest. As you know, according to the school schedule of this term, the final examination is to begin on Jan. 10. We all wish to do excellently in both, but we are afraid that it will be very difficult for us to prepare for the examination and the contest at the same time. As a result, we would spend less time on the preparation of the contest.

Considering the outcome of the contest, we suggest that it be postponed to the next term, preferably in the first few weeks. We suggest so because, generally speaking, we have more free time in that period of time.

We look forward to your early reply.

Yours faithfully,

All of Class B1-99

Bản dịch

Kính chào thầy cô giáo, chúng em là sinh viên lớp 99-1. Chúng em rất vui mừng vì khoa chúng ta sẽ tổ chức cuộc thi nói tiếng Anh. Chúng em chắc chắn cuộc thi sẽ giúp ích cho kỹ năng nói của chúng em và tất cả chúng em đều muốn tham gia.

Chúng em thấy thời gian tổ chức vào ngày 27 tháng 12. Điều chúng em quan tâm là thời gian tổ chức. Thầy cô biết đấy, theo lịch của nhà trường kỳ này, thi cuối kỳ sẽ bắt đầu từ ngày 10. Tất cả chúng em đều muốn hoàn thành tốt cả 2 kỳ thi nhưng chúng em e rằng sẽ rất khó cho chúng em để ôn tập cho kỳ thi và cuộc thi nói cùng 1 lúc. Kết quả là, chúng em sẽ dành ít thời gian hơn cho việc chuẩn bị cho cuộc thi nói.

Xét đến kết quả cuộc thi, chúng em đề nghị cuộc thi sẽ hoãn lại đến kỳ sau, tốt nhất là vào những tuần đầu tiên. Chúng em đề nghị như vậy bởi vì nói chung chúng em có nhiều thời gian rảnh vào lúc đó. Chúng em cảm ơn thầy cô đã lưu tâm.

Kính thư,

Tập thể lớp 99-1

Sample letter 2

You paid a refundable deposit when you rented an apartment. You left the apartment in good condition but the landlord wouldn't return the deposit.

Write a letter to the landlord.

- Explain why you are writing.
- Ask for the return your deposit.
- Inform the landlord of possible legal action.

Dear Mr. Garfield,

I am writing to request the return of the \$1,000 deposit that I paid to you before I rented No.6A, Wayfield Terrace for the month of May. When I telephoned your office, I was told that you are not intending to repay this sum, and I am unable to understand the reason for this.

When I signed the rental agreement, it was my understanding that the deposit would be returned if the apartment was vacated clean and undamaged. This was the condition of the flat when I returned the keys. I cleaned the whole apartment, and there were no breakages and no damages to fitting or furniture.

I believe that I have kept to the terms of the agreement, and therefore I respectfully request that my deposit be repaid in full. I shall have no alternative but to seek legal advice if we are unable to resolve this matter in a satisfactory manner.

Yours sincerely,

Sally Smith

Bản dịch

Ông Garfield kính mến, tôi viết để đề nghị ông trả lại số tiền đặt cọc \$1,000 tôi nộp trước khi thuê nhà 6A, Wayfield Terrace trong tháng 5. Khi tôi gọi điện thoại đến văn phòng của ông, người a bảo tôi rằng ông không có ý định trả lại số tiền này, và tôi không hiểu lý do tại sao.

Khi tôi ký hợp đồng thuê nhà, tôi hiểu rằng tiền đặt cọc sẽ được trả lại sau khi tôi rời căn hộ mà lau dọn sạch sẽ và không làm hư hỏng đồ gì. Căn hộ đúng tình trạng như vậy khi tôi trao trả chìa khóa. Tôi đã dọn dẹp toàn bộ căn hộ, không có hỏng hóc hay hư hại gì đến nội thất.

Tôi tin tưởng rằng mình đã giữ đúng các điều khoản hợp đồng và do vậy, tôi kính đề nghị ông trả lại toàn bộ tiền đặt cọc cho tôi. Tôi sẽ không có lựa chọn nào ngoài việc kiện ra tòa nếu chúng ta không giải quyết vấn đề 1 cách thỏa đáng.

Sample letter 3

You are working for a company. You need to take some time of work and want to ask your manager about this

Write a letter to your manager.

In your letter

- Explain why you want to take time off work
- Give details of the amount of time you need
- Suggest how your work could be covered while you are away

Dear Mr. Smith,

I am writing to ask for some time off work next month. The reason for this request is that My sister is getting married. Her future husband is Australian, and the wedding will take place in his home city, Melbourne. As the sister of the bride, I cannot miss such a special occasion.

To attend the ceremony and make the round trip from Vietnam, I would need at least 5 days off work. However, I would like to take the opportunity to do some sightseeing in Australia, and so I am hoping that you will allow me to take a full two weeks' leave, from the first to the 15th of May.

I have spoken to my coworker, and it seems that Tung would be best placed to cover my project commitments while I am away. I will leave detailed instructions for him on my desk.

I hope my request does not cause you any inconvenience.

Yours sincerely,

Trang Vu

.....

Bản dịch

Ông Smith kính mến,

Tôi viết email này để xin nghỉ vào tháng tới. Lý do tôi xin nghỉ là em gái tôi sắp kết hôn.

Chồng của em gái tôi là người Úc và đám cưới sẽ được tổ chức tại quê nhà chồng tại thành phố Melbourne. Là chị gái của cô dâu, tôi không thể bỏ lỡ dịp đặc biệt này.

Để tham dự đám cưới và đi về từ Việt nam, tôi cần nghỉ ít nhất 5 ngày. Tuy nhiên, tôi cũng muốn nhân cơ hội này thăm quan nước Úc và vì vậy tôi muốn ông cho phép tôi nghỉ tròn 2 tuần từ ngày 1 đến ngày 15 tháng 5.

Tôi đã nói chuyện với đồng nghiệp về việc này và có vẻ như Tùng sẽ là người phù hợp nhất để giúp dự án khi tôi vắng mặt. Tôi sẽ gửi hướng dẫn chi tiết cho anh ấy trên bàn làm việc.

Tôi hy vọng rằng yêu cầu của tôi không gây cho ông bất tiện gì.

Kính thư

Trang Vũ

3.3 HƯỚNG DẪN VIẾT THƯ PHÀN NÀN

3.3.1 Cấu trúc bài viết thư phàn nàn

1. Background

Miêu tả tình huống phàn nàn

2. Problem

Miêu tả vấn đề và kết quả mong muốn, nêu rõ ngày tháng chẳng hạn ngày mua sản phẩm dịch vụ...

3. Solution

Tìm hướng giải quyết

4. Warning (optional)

Phản này có thể có hoặc không. Nêu thời gian cụ thể mà bạn muốn phàn nàn của bạn được giải quyết nếu không bạn sẽ xem xét hành động khác.

5. Closing

Yêu cầu trả lời trong khoảng thời gian thích hợp và đính kèm tài liệu hóa đơn, chứng từ liên quan.

3.3.2 Ngôn ngữ

- **Lời chào:** Dear Name/Mr. /Mrs. (*nếu biết rõ tên*) hoặc Dear Sir/Madam/Sir or Madam/Department (*nếu không có thông tin cụ thể*)

- **Mở bài:** Miêu tả tình huống phàn nàn.

I am writing to complain about...: *Tôi viết thư để phàn nàn về...*

I am sorry to inform you that...: *Tôi thấy rất tiếc để thông báo rằng...*

I am writing to place a complaint against...: *Tôi viết thư này để phàn nàn về...*

On (date), I purchased (item) – (model number) at store (address): *Vào (ngày), tôi đã mua (món hàng) – (mã hiệu) ở tại cửa hàng (địa chỉ).*

This is the third time this mistake has occurred and I am dissatisfied with the service you offer: *Đây là lần thứ 3 điều này xảy ra và tôi không hài lòng với dịch vụ mà bạn cung cấp.*

- **Thân bài:**

+ Trình bày về vấn đề, chỉ ra những vấn đề gặp phải dẫn đến complaints. Nêu ra lịch sử của vấn đề nếu xảy ra nhiều lần.

I think the reason is that...: *Tôi nghĩ lí do là...*

I was shocked to see that...: *Tôi bị sốc khi thấy rằng...*

I have to say that...: *Tôi phải nói rằng...*

I must point out that...: *Tôi phải chỉ ra rằng...*

It is very rude/impolite for somebody to do something: *Ai đó thật thô lỗ/bất lịch sự khi làm gì đó.*

+ Đề nghị giải pháp: nếu nghĩ đến giải pháp nào đó hữu ích, có thể đề xuất cho người mà bạn than phiền.

I think the best solution would be...: *Tôi nghĩ giải pháp tốt nhất là...*

I would much appreciate it if you...: *Tôi sẽ đánh giá cao nếu bạn...*

I request that you refund the money in full: *Tôi yêu cầu bạn hoàn tiền đầy đủ.*

I would be grateful if you could send me a replacement or refund: *Tôi rất biết ơn nếu bạn có thể đổi hoặc là hoàn lại tiền cho tôi.*

If our demand is not accepted and put in practice, we would resort to other measures: *Nếu yêu cầu của chúng tôi không được chấp nhận và thực hiện, chúng tôi sẽ dùng đến biện pháp khác.*

• **Kết bài:**

+ Sử dụng ngôn ngữ khách quan hoặc chủ động để thể hiện vấn đề.

Please ensure this sort of problem does not arise again: *Xin đảm bảo vấn đề này không lặp lại lần nữa.*

This mistake must be corrected as soon as possible: *Sai lầm này nên được chỉnh sửa sớm nhất có thể.*

I hope you will look into the matter and give me an immediate reply: *Tôi hi vọng bạn sẽ xem xét vấn đề này và phản hồi tôi sớm.*

+ Cung cấp thông tin liên hệ để nhà cung cấp có thể phản hồi.

Please call me at (phone number) or send me email via (email address) to let me know how you would like to deal with this: *Xin vui lòng gọi điện cho tôi theo số điện thoại (số điện thoại) hoặc gửi cho tôi thư điện tử theo địa chỉ (địa chỉ thư điện tử) để cho tôi biết cách bạn giải quyết vấn đề này.*

You can contact me on (phone number) to discuss this matter further: *Bạn có thể liên hệ tôi theo số điện thoại (số điện thoại) để thảo luận thêm về vấn đề này.*

+ Gia hạn thời gian cần có phản hồi hoặc hành động từ phía nhà cung cấp.

I am looking forward to hearing your response and action for this issue latest by (time): *Tôi mong nhận được phản hồi và hành động của bạn cho vấn đề này trước (thời gian).*

I expect to hear from your company with a solution by (date): *Tôi mong nhận được giải pháp từ công ty của bạn trước ngày (ngày).*

○ **Kết thúc: Yours faithfully**, (*Kính thư*) nếu chưa quen biết người nhận, **Yours sincerely**, (*Kính thư*) nếu đã quen biết người nhận. Ngoài ra, có thể dùng **Yours truly**, **Yours respectfully**, (*Kính thư*) hoặc **All the best**, **Best wishes**, **Best regards**, (*Chúc mọi điều tốt lành*)

○ **Ký tên**

Bài mẫu

You have bought a washing machine. First you found that the machine did not work properly, and you had it changed. Then you found that the new one seriously entangled the clothes. Write to the manager of the company to complain about it. In your letter:

- Describe what you purchased
- Explain why you are not happy with the purchase
- Tell the manager what you would like him or her to do about the situation

Dear Sir or Madam,

On June 17, 2015, I purchased a washing machine (Sodina ZB55-608) from your company. A few weeks ago I found that while working it turned to only one side. A technician of your factory tried to fix it but failed (không thành công) and I asked you to change it for a new one. Now I'm afraid that I have to ask you to change it again.

This one turns to both sides all right, but it entangles the clothes so seriously that when it automatically begins to spin the water out, the machine would often shake madly and stop by itself. In the instruction booklet you have not mentioned this defect, neither have you told the User how to solve the problem, I am quite annoyed by the fact that sometimes when I came back from work to take the clothes out to dry, they were still unwashed (vẫn chưa được giặt).

Please change a new one that does not entangle the clothes.

I am looking forward to hearing your response and action for this issue latest by next week.

Yours faithfully,

Larry Smith

Sample 2

One of the water taps in your apartment has been leaking for a few days. You have phoned the technician office to fix it. They promised to do it but never come.

Write to the building authority to complain about it.

Dear Sir or Madam,

I am sorry to bother you with this letter.

For quite a few days, the water tap in my kitchen has been leaking. It not only wastes the valuable water resource, but also makes a big noise. I am now preparing my end-of-term paper, but the noise disturbs my work. In daytime, I cannot concentrate myself and at night I cannot sleep well.

I have informed the maintenance office of the matter, and they promised they would come to fix it. Two days have passed and nobody ever comes.

Please help me solve the problem as soon as possible. I cannot endure it any more.

I look forward to a quick solution.

Regards,

Leo Smith

.....

Sample letter 3

There have been some problems with public transport in your area recently. Write a letter to the manager of the transport company.

In your letter

- describe the problem
- explain how these problems are affecting the public
- suggest some changes that could be made

Dear Sir or Madam,

I am writing this letter to you to draw your attention regarding a problem I regularly encounter when I use the public bus where I live. The main problem is that I am always arriving late at workplace due to the bus is always coming late to the station. Unfortunately, not only does this occur to me but also to all people living here who commute by the public bus.

Because of the unexpected delays, our companies have submitted emails informing us as a warning to relieve of our duties (cảnh báo cho nghỉ việc), if we did not tackle this issue.

I trust you can empathize with my situation. Thus, I am expecting you to take immediate action by increasing the number of buses to be in the service. I believe this will address the problem (giải quyết vấn đề) because the original reason for this problem is that there are few buses traveling in our area.

Your timely attention to this matter is greatly appreciated,

Yours faithfully,

David Peter

Sample letter 4

You missed a flight due to a problem at the airport. Write a letter to the airline. In your letter

- Describe what happened that caused you to miss the flight
- Explain how missing your flight affected you
- Make it clear what you would like the airline to do

I am writing with regard to a flight that I missed due to a mistake by one of your employees.

Two weeks ago I was due to catch a flight to Rome, where I intended to spend four days on holiday. Unfortunately, the attendant at the check-in desk gave me a boarding card for a different flight, and I did not notice the mistake until I arrived at the departure gate and it was too late.

As a result of the error, I was not allowed to board the flight to Rome, and this caused me great inconvenience. I had to book a new flight two days later, which meant that I missed two days of my holiday and I spent an extra \$200.

As the mistake was caused by your company, I hope that you will compensate me for the cost of the additional flight, as well as for my taxi fares to and from the airport.

I look forward to receiving your response.

Yours faithfully,

Paul Jones

.....

Sample letter 5

You recently bought a piece of equipment for your kitchen but it did not work. You phoned the shop but no action was taken.

Write a letter to the shop manager. In your letter

- describe the problem with the equipment.
- explain what happened when you phoned the shop.
- say what you would like the manager to do.

You should write at least 150 words.

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Dear Sir or Madam, I am writing with regard to an appliance that I recently bought from your shop.

On the 10th May I bought a new washing machine, and it was installed the following day.

However, when I tried to wash some clothes, I noticed that the machine failed to spin during the washing cycle. Consequently, it leaves clothes wet but not clean.

When I phoned your shop to report the problem, I spoke to an assistant who did not know the procedure for repairs or returns. He assured me that he would report the issue to the store manager, and that I would be contacted the same day. That was two days ago, and I am still waiting for your call.

As the appliance is under warranty, I am entitled to ask for it to be repaired or replaced. I have decided that I would like a replacement washing machine. I would also like you to phone me personally when you receive this letter.

I look forward to your prompt response.

Yours faithfully,

John Smith (175 words)

3.4 HƯỚNG DẪN VIẾT THƯ XIN LỖI

3.4.1 Cấu trúc của 1 lá thư xin lỗi

1. Xin lỗi ngay từ đầu thư
2. Giải thích lý do
3. Nêu hành động bù đắp hoặc hứa hẹn không tái phạm lỗi

Một số cấu trúc hữu ích cho bài viết thư xin lỗi.

1. Giới thiệu:

- Thư viết với mục đích xin lỗi
- Thư có thể thuộc loại **formal** (trang trọng) hoặc **informal** (thân mật)

2. Cấu trúc bài viết thư xin lỗi:

- ❖ **Lời chào:** Dear Name/Mr. /Mrs. (nếu biết rõ tên) hoặc Dear Sir/Madam/Sir or Madam/Department (nếu không có thông tin cụ thể)
- ❖ **Mở bài:** Gửi lời xin lỗi
 - I apologise for N/V-ing: Tôi xin lỗi vì...(thư trang trọng)
 - I terribly regret that + S + V: Tôi rất lấy làm tiếc rằng...(thư trang trọng)
 - I am sorry that I shall not be able to...: Tôi xin lỗi tôi sẽ không thể...(thư trang trọng)
 - I have to ask for your forgiveness of not V-ing: Tôi buộc phải xin sự tha thứ từ bạn vì không...(thư trang trọng)
 - I'm sorry that...: Tôi lấy làm tiếc rằng...(thư thân mật)
 - I'm deeply sorry for (not) V-ing: Tôi xin lỗi sâu sắc vì (không)...(thư thân mật)
 - I could not... because...: Tôi không thể...bởi vì...(thư thân mật)
- ❖ **Thân bài:** Nêu lí do xin lỗi
 - This is the reason why I...: Đây là lí do tại sao tôi...
 - The reason why I was late is that...: Lí do tại sao tôi đến muộn là vì...
 - This is one of the reasons I couldn't make it: Đây là một trong số những lí do mà tôi không đến hẹn được.
 - The only reason for the delay is that...: Lí do duy nhất cho sự chậm trễ này là...
- ❖ **Kết bài:** Nêu hành động bù đắp hoặc hứa hẹn không tái phạm lỗi
 - I really hope you'll forgive me for being so thoughtless: Tôi rất hi vọng rằng bạn sẽ tha thứ cho tôi vì sự đãng trí này.
 - I promise I will...: Tôi hứa tôi sẽ...

- I hope you'll let me make it up to you: *Tôi hi vọng rằng bạn sẽ để tôi bù đắp cho bạn.*
 - By way of an apology, I...: *Để thay lời xin lỗi, tôi...*
 - We are happy to offer you...: *Chúng tôi vui để tặng bạn...*
 - To make up for..., I...: *Để bù đắp cho..., tôi...*
- ❖ **Kết thúc: Yours faithfully, (Kính thư)** nếu chưa quen biết người nhận, **Yours sincerely, (Kính thư)** nếu đã quen biết người nhận. Ngoài ra, có thể dùng **Yours truly, Yours respectfully, (Kính thư)** hoặc **All the best, Best wishes, Best regards, (Chúc mọi điều tốt lành)**
- ❖ **Ký tên**

Sample letter 1

Write a letter to your colleague to apologize for not going to a scheduled meeting. In your letter:

- Apologize for missing the meeting
- Explain why you missed it
- And say what you would like to do to show that you are sorry

Dear John,

I am deeply sorry for missing our scheduled meeting on 15th October 2016, regarding the discussion of the latest project.

As you might understand, I was unable to come for the meeting because my flight was delayed by 20 hours due to extremely poor weather conditions in New York. I tried to inform you the same through a call but the networks failed to work at that time. This meeting with you was very important as I was to discuss all the working directions and the product requirements for our new project.

I would like to settle another meeting with you for the upcoming week. I would be available from 25th October to 30th October, anytime before 7:00 PM. Please let me know whatever time best suits you by 20th October so that I book a ticket for myself, beforehand. You can contact me on 677589031:

I look forward to seeing you.

Sincerely,

Luke

.....

Bản dịch

John thân mến,

Tôi vô cùng xin lỗi về việc lỡ cuộc họp của chúng ta vào ngày 15/10/2016 liên quan đến cuộc thảo luận về dự án mới đây nhất.

Như anh biết đấy, tôi đã không thể đến dự cuộc họp bởi vì chuyến bay bị trễ 20 giờ do thời tiết xấu ở New York. Tôi cố thông báo cho anh về tình hình qua cuộc gọi nhưng mạng không hoạt động vào thời điểm đó. Cuộc gặp này với anh là rất quan trọng bởi tôi dự định thảo luận tất cả về các định hướng làm việc và yêu cầu về sản phẩm cho dự án mới của chúng ta.

Tôi muốn ấn định 1 cuộc họp khác vào tuần tới. Tôi sẽ có mặt từ 25/10 đến 30/10 bất kỳ khi nào trước 7:00 tối. Xin vui lòng báo cho tôi biết thời gian nào phù hợp với anh trước 20/10 để tôi có thể đặt vé trước. Anh có thể liên hệ với tôi qua số điện thoại: 677589031

Rất mong được gặp anh

Trân trọng

Luke

.....

Sample letter 2

One of your friends recently had a birthday celebration, but you missed it and you forgot to tell your friend that you couldn't attend.

Write a letter to your friend. In your letter

- apologise for missing the birthday celebration
- explain why you missed it and why you didn't tell your friend
- and say what you would like to do to show that you are sorry.

Dear Brian,

I'm really sorry that I couldn't be at your birthday party. I know that you might be angry with this now.

My mom had a stroke (bị đột quỵ) just before I was going out to be at the party. I had to take her to the hospital and stay all the night there; that was why I had forgotten to make a call to let you know.

Today we took her from hospital and got her back home. Thanks God, she's now getting better.

Doctors told me that they are optimistic about her recovery (lạc quan về kết quả).

Now I'd like to invite you to have a meal on Friday at a very lovely restaurant, close to our home. Honestly, my mom asked me to join us as she feels that her illness spoiled the time we could get together (sự đau ốm của bà đã làm phá hỏng khoảng thời gian mà chúng ta có thể tận hưởng cùng nhau), and should do something to make up for this.

Sorry again and hope we can have all that good days again.

Regards,

Reza

3.5 HƯỚNG DẪN VIẾT THƯ MỜI

1. Giới thiệu:

- Thư thuộc loại thư mời
- Phần lớn thư thuộc loại informal (*thân mật*)

2. Cấu trúc bài viết thư mời:

- ❖ **Lời chào:** Dear Name/Mr. /Mrs. (*nếu biết rõ tên*) hoặc Dear Sir/Madam/Sir or Madam/Department (*nếu không có thông tin cụ thể*)
- ❖ **Mở bài:** Gửi lời chào và lời mời
 - Lovely to hear from you: *Rất vui khi nhận được tin tức từ bạn.*
 - How are you?: *Bạn khỏe không?*
 - How are things?: *Mọi việc thế nào?*
 - Hope you're well: *Tôi hi vọng bạn khỏe.*
 - I'm so pleased/glad to hear that...: *Tôi rất vui khi biết rằng...*
 - It's great to hear that...: *Thật vui khi biết rằng...*
 - I sincerely invite you to...: *Tôi chân thành mời bạn tới...*
 - I would like to ask you to come ...: *Tôi muốn mời bạn tới...*
- ❖ **Thân bài:** Nêu thông tin chi tiết về lời mời
 - We are planning to...: *Chúng tôi đang định...*
 - On (date), at (time), I plan to have...: *Vào (ngày), vào lúc (giờ), tôi dự định có...*
 - The party will take place at (time), on (date), at/in (place): *Bữa tiệc sẽ diễn ra vào lúc (giờ), vào (ngày), tại (địa điểm).*
- ❖ **Kết bài:** Nhắc nhở chấp nhận lời mời và gửi lời cảm ơn
 - Please accept my invitation: *Hãy chấp nhận lời mời của tôi.*
 - We would be very happy if you could come to join us: *Chúng tôi sẽ rất hạnh phúc nếu bạn có thể tới tham gia với chúng tôi.*
 - I should be cheerful if you could come to...: *Tôi sẽ rất vui nếu bạn có thể tới...*
 - I look forward to your arrival/attending: *Tôi mong sự ghé thăm/sự tham dự của bạn.*
 - **Kết thúc:** **Yours faithfully**, (*Kính thư*) nếu chưa quen biết người nhận, **Yours sincerely**, (*Kính thư*) nếu đã quen biết người nhận. Ngoài ra, có thể dùng **Yours truly**, **Yours respectfully**, (*Kính thư*) hoặc **All the best**, **Best wishes**, **Best regards**, (*Chúc mọi điều tốt lành*)
 - **Ký tên**

3. Bài mẫu

Mr. Jack is a friend of yours when you studied in the UK. He is coming to Hanoi for an international conference. You want to invite him to Ho Chi Minh for a short visit. Write a letter to Mr. Jack to invite him to Ho Chi Minh city.

Dear Jack,

I am very glad to know that you're going to take part in an international conference in Ha Noi. I sincerely invite you to come to Ho Chi Minh City to see us after the conference.

I have talked about you to my parents and they also want to see you. We have moved into a big flat with 4 bedrooms. You can stay with us when you are in Ho Chi Minh City. My parents are both retired. In case I don't have time to take you out to the scenic spots, they are willing to be your guides (rất sẵn lòng là người hướng dẫn viên du lịch cho bạn). My father's English is not very good, but enough for you to understand each other without difficulty. The Reunification Palace (Dinh Thống Nhất), the Notre Dame Cathedral (Nhà thờ Đức Bà) and the Ben Thanh Market are the places you ought to see.

Before you come, please give us a call. Our telephone number remains the same (vẫn giữ nguyên không thay đổi), but I think I'd better tell you once more. It is 12345678. I will welcome you at the airport.

Please do come. We look forward to your arrival.

All the best,

Thu Phan

4. ĐỀ THI MẪU

1. Đề số 1

You should spend about 20 minutes on this task.

This is part of an email you receive from your English speaking friend, Ann.

She asked you for some information for her next trip in your hometown.

Read part of her email below

I'm planning to visit your city next month and I'm really excited about the trip. Can you suggest somewhere to stay and tell me a little about what I can do in your hometown. What clothes should I bring?

Write an email responding to Ann. You should write at least 120 words. You do not need to include your name or addresses. Your response will be evaluated in terms of Task Fulfilment, Organization, Vocabulary and Grammar.

.....

Phân tích đề bài:

Bài viết qua thư cho 1 người bạn nên thuộc văn phong thân mật, mục đích nhằm cung cấp thông tin, đưa ra lời khuyên cho chuyến du lịch sắp tới.

Các ý chính cần đảm bảo:

- Somewhere to stay: gợi ý địa điểm lưu trú (a hotel/homestay...?)
- What to do: Gợi ý một số hoạt động tham quan di lịch
- What to wear: cung cấp thông tin liên quan đến thời tiết trong chuyến du lịch và quần áo.

Bài viết mẫu:

Dear Ann,

I'm delighted that you are coming to Vietnam next month. I think it could be great if you could stay with me and my family, who send you their best wishes.

Otherwise, if you prefer, I can easily book you a cheap but comfortable hotel in the city centre so you can be more independent.

There are lots of things to do in my city. If I were you, I'd spend some days sightseeing in the city and then another few days discovering Hanoi city surrounding. There are several interesting museums and temples which I'm sure you will enjoy. When you are here, I will show you around Hanoi especially some places of interest (địa danh du lịch) including The Temple of Literature

(Quốc Tử Giám), Ho Chi Minh mausoleum (Lăng Hồ Chủ Tịch), Sword Lake (Hồ Hoàn Kiếm), West Lake (Hồ Tây) and so on. Moreover we can also try some Vietnamese traditional foods which are really delicious.

About the weather, the winter is coming soon, so you need to bring some warm clothes such as coats, pullovers, scarves and so on. You know, Vietnam is famous for cheap but high quality clothes, so why don't you buy some here instead of packing too many clothes from home?

Please let me know exactly when you're coming so that I can meet you up at the airport. It'll be great to see you again so we can get up-to-date. With all your news!

Love,

2. Đề số 2

You should spend about 20 minutes on this task. Write an email responding to Ann. You should write at least 120 words. You do not need to include your name or addresses. Your response will be evaluated in terms of Task Fulfilment, Organization, Vocabulary and Grammar.

Phân tích đề bài

This is part of a letter you receive from a birthday organizer.

It's our pleasure to help you organize your friend's birthday. In order to prepare for it, we would like to ask you about the number of guests and their age group. What activities do you think would be suitable for them? Also, please let us know if you have chosen the food and drinks for the party.

Write a letter to Mr. Smith to answer his questions. You should write at least 120 words. You do not need to include your name or addresses. Your response will be evaluated in terms of Task Fulfilment, Organization, Vocabulary and Grammar.

Phân tích đề bài:

Bài viết thuộc thể loại trang trọng, mục đích cung cấp thông tin về 1 bữa tiệc sinh nhật của 1 người bạn của bạn.

Các ý chính cần đảm bảo:

- The number of guests and their age group: số lượng khách và độ tuổi
- Suitable activities: 1 số hoạt động phù hợp
- The food and drinks for the party thức ăn và đồ uống có bữa tiệc.

Bài viết mẫu

Dear Mr. Smith,

I am writing in response to your request for further information on my friend's birthday's party.

My friend has invited some close friends at high school and university. We are mostly university students who are 20 years old and we are young and dynamic. Her parents and her brother who is a high school student are also going to attend the party. There are 20 people altogether. Concerning the activities, first I would suggest that everyone will enjoy a meal together and sing the happy birthday song. After that it would be great if we took part in some activities such as dancing, singing karaoke songs, playing some funny games and so on. Regarding the food and drinks for the party, we have not chosen them yet, so could you please recommend some delicious dishes served at your restaurant? Finally, please prepare a birthday cake with 20 candles for my friend.

I am very grateful for your assistance in organizing the party for my friend. I hope that we will have an unforgettable celebration with you.

Yours sincerely,

CHƯƠNG 2: VIẾT LUẬN

1. GIỚI THIỆU CHUNG

I. Giới thiệu

- Phần 2 của kỹ năng viết Vstep yêu cầu viết sản phẩm.
- Viết 1 bài luận khoảng 250 từ về 1 chủ đề cho sẵn, sử dụng lý do và ví dụ cụ thể minh họa cho các lập luận.
- Thời gian: 40 phút
- Bài 2: chiếm 2/3 tổng số điểm của bài thi viết.

Cấu trúc một bài viết luận

I. Introduction (Mở bài)

General statement: Giới thiệu chung về chủ đề

Thesis statement: Trả lời câu hỏi đề bài

II. Main body (Thân bài)

Đưa ra các lập luận giải quyết yêu cầu đề bài. Mỗi lập luận viết thành 1 đoạn sử dụng lý do và ví dụ cụ thể để minh họa. Nên viết từ 2 đến 3 đoạn trong phần thân bài.

Paragraph 1

Paragraph 2

III. Conclusion (Kết luận)

Kết luận thường bao gồm 2 phần: Tóm tắt các ý chính và đưa nhận xét hoặc ý kiến cá nhân.

Summary of main points.

Comments

Các loại bài luận thường gặp

1. Discussion: thảo luận về 1 ưu và nhược của 1 vấn đề

2. Opinion: câu hỏi về quan điểm của bạn về 1 vấn đề.

3. Problem – solution: Nêu vấn đề và giải pháp

Cause – effect: là 1 dạng bài thuộc problem – solution. Nêu nguyên nhân và hệ quả của 1 vấn đề. Đề bài có thể chỉ yêu cầu viết về 1 mặt (nguyên nhân hoặc hệ quả của vấn đề) kèm giải pháp .

Một số ví dụ của mỗi loại đề

Discussion

- Discuss the advantages and disadvantages

- What are the benefits and drawback? (lợi ích và bất lợi)

Opinion

- Do you agree or disagree?

- To what extent do you agree or disagree?

- Is this a positive or negative development? (đây là 1 sự phát triển tích cực hay tiêu cực?)

- How far do you agree or disagree?

- What are your views on this?

Problem – Solution

What are some of these problems?

What solution can you suggest for solving these problems?

Các bước thực hành viết luận

Để đạt được kết quả cao khi viết luận, bạn hãy thực hiện tuần tự theo các bước sau. Hãy lưu ý phân bổ thời gian hợp lý cho bài viết luận. Thí sinh nên dành tối đa 40 phút cho bài viết này.

Trước khi viết (5-10 phút) phân tích đề bài và lên dàn ý chi tiết

- Đọc kỹ đề bài để xác định xem bài luận thuộc thể loại nào: advantage/disadvantage, opinion, problem-solution, cause-effect.

- Brainstorming (tìm ý): Hãy liệt kê tất cả các ý nghĩ trong đầu vào nháp, sau đó chọn lọc 2 hay 3 ý lớn. Mỗi ý lớn sẽ dùng được viết 1 câu chủ đề cho đoạn văn. Các ý khác có thể gộp lại làm câu hỗ trợ cho câu chủ đề hoặc làm ví dụ.

- Viết mở bài: xem cách viết mở bài trong bài học trước.

- Liệt kê một số cụm từ, câu hay thuộc chủ đề bài luận cần viết.

Trong khi viết (20-25 phút)

- Viết mở bài đã chỉnh sửa vào bài.

- Viết các đoạn thân bài vào dàn ý chi tiết. Lưu ý mỗi ý lớn viết thành 1 đoạn văn có câu chủ đề. Mỗi câu chủ đề nên sử dụng các cấu trúc và từ vựng khác nhau.

Sau khi viết (5 phút) kiểm tra bài viết

Bạn hãy dành 1 chút thời gian để kiểm tra các lỗi về chính tả ngữ pháp nếu có.

III. Những tiêu chí chấm điểm bài viết luận

Cũng giống như phần viết thư, bài viết luận cũng được chấm dựa trên 4 tiêu chí lớn: hoàn thành yêu cầu đề bài, tổ chức bài viết, từ vựng và ngữ pháp. Cụ thể hơn, khi viết luận bạn cần chú ý đến những điểm sau đây.

1. Đủ độ dài yêu cầu (250 từ)
2. Xác định đúng loại đề bài và có nêu rõ hướng giải quyết yêu cầu đề bài.
3. Có các ý chính phù hợp với yêu cầu đề bài, mỗi ý chính viết thành 1 đoạn có câu chủ đề rõ ràng.
4. Phát triển 1 cách chặt chẽ với các câu hỗ trợ câu chủ đề và ví dụ minh họa. Có chia đoạn hợp lý: mở bài, thân bài chia thành 2 hoặc 3 đoạn, kết bài.
5. Có sử dụng các công cụ liên kết ý và liên kết giữa các đoạn.
6. Có sử dụng nhiều cụm từ cố định (collocation) và đa dạng từ vựng, tránh lặp từ
7. Không mắc lỗi từ vựng (lựa chọn từ vựng, chính tả)
8. Có sử dụng nhiều câu phức
9. Không mắc lỗi về ngữ pháp.

2. HƯỚNG DẪN VIẾT MỞ BÀI

Introduction = general statement + thesis statement

Mở bài bao gồm 2 phần chính là general statements (những câu chung chung để giới thiệu chủ đề) và câu nêu ý chính của toàn bộ bài luận.

1. Cách viết general statements

Chúng ta có thể paraphrase đề bài luận (viết lại câu sử dụng từ đồng nghĩa với đề bài hoặc viết lại câu giữ nguyên ý nghĩa). Cách dễ nhất bạn nên tìm từ đồng nghĩa với đề bài và viết lại giữ nguyên cấu trúc. Ở trình độ cao hơn thì nên cố gắng hiểu nghĩa của đề bài rồi viết lại 1 cấu trúc khác.

Một số cách viết general statements

- Viết giới thiệu chung chung
In recent years/nowadays/today...
Nowadays mobile phones are becoming more and more popular.
- Mượn ý tưởng của một người khác
Some people believe that...
Some people believe that online shopping will replace in-store shopping in the future.
- Thể hiện quan điểm cá nhân
In my view/opinion...
In my opinion, in-store shopping will still be part of our daily lives.

2. Cách viết thesis statement

Đây là câu nêu ý chính của toàn bài luận

- Nêu mục đích bài viết:

The aim of this essay is to discuss the problems of unemployment among young people and suggest some possible solution to solve them.

- Nêu cấu trúc của bài viết:

This essay will firstly..., secondly..., thirdly... hoặc this essay will firstly ... and then...

This essay will firstly discuss the effect of fast food on people's health and suggest some solutions to tackle the problems.

- Nêu chủ đề của bài:

This essay is about/this essay deals with ...

This essay is about/deals with women roles in modern society.

Ví dụ:

1. Some people believe that television programs are of no real value for children. How far do you agree or disagree?

Nowadays watching TV is a very popular leisure activity. Some people say that it is no use watching TV for children. I completely disagree with the statement because of the following reasons.

2. These days, more and more people are going to other countries for significant periods of time, either to find a job or to study. There are clearly many benefits to doing this, but people who live abroad can also face some difficulties. Discuss the advantages and disadvantages of living and working in a foreign country.

Nowadays, taking a year out to live or study abroad is becoming increasingly popular. For many people, especially young adults, the chance to spend an extended period of time overseas is attractive one. However, there are both pros and cons to deciding to do this. In this essay I will discuss some of the reasons why moving abroad is so popular and some of the challenges to be overcome.

3. Practice

Viết mở bài cho những đề bài sau đây:

1. While mobile phones have many advantages, a number of problems have also resulted from them or the ways in which they are used. What are some of these problems? What solutions can you suggest for solving these problems?

Nowadays, mobile phone is widely used in our daily lives. They are both benefits and drawbacks of using mobile phones. This essay will describe some problems of using cel phones and propose some possible solution to tackle them.

2. Nowadays, online shopping becomes more and more popular. Many people even think that it will replace in-store shopping in the future. What are the advantages and disadvantages of online shopping?

Currently, people are increasingly doing their shopping on the internet instead of going to store. Many people say that purchasing online will substitute traditional shopping in the future. This essay aims to discuss both benefits and drawback of online shopping.

3. After graduating from high school, some young people decide to start working right away instead of going to university. What are the advantages and disadvantages for young people who decide to do this?

Some young people would like to find a job after leaving high school rather than pursuing university education. In my opinion, there are both benefits and drawbacks of doing this.

4. It is not necessary to travel to other places to learn the culture of other people. We can learn just as much from books, films and the internet. Do you agree or disagree?

Nowadays when people want to experience the culture of other people, it is possible to obtain information from different sources such as books, films and the internet. While it is certainly valuable, I believe nothing can replace the experience of learning about these culture first hand (trực tiếp).

3. HƯỚNG DẪN VIẾT KẾT BÀI

1. Đặc điểm của 1 kết bài hay

- Có 1 câu tóm tắt lại ý chung của toàn bài
- Tóm tắt lại tất cả các ý chính của bài bằng từ ngữ khác, tránh lặp lại từ
- Chèn thêm ý kiến cá nhân (nâng cao)

2. Các cụm từ dùng để kết thúc bài luận

To sum up,

Overall,

In conclusion/To conclude,

All things considered

Taking everything into consideration, (xét tới mọi yếu tố)

3. Ví dụ

1. Some people believe that television programs are of no real value for children. How far do you agree or disagree?

Introduction

Nowadays watching TV is a very popular leisure activity. Some people say that it is no use watching TV for children. I completely disagree with this statement because of the following reasons.

Conclusion

In conclusion, it is clearly seen that children benefit much from watching TV such as entertaining and educational values.

2. These days, people work in more than one job, and often change career several times during their life.

What are the advantages and disadvantages of this?

Introduction

Nowadays, taking a year out to live or study abroad is becoming increasingly popular. For many people, especially young adults, the chance to spend and extended periods of time overseas is an attractive one. However, there are both pros and cons to deciding to do this. In this essay, I will discuss some of the reasons why moving abroad is popular and some of the challenges to be overcome.

Conclusion

All things considered, starting life in a foreign country is never easy. You need to weigh up the pros of the better lifestyle, weather and so on, and the cons of culture shock and language barrier.

Personally, I believe the benefit in terms of personal development eventually outweigh any negatives.

4. Practice

Cho đề bài và đoạn mở bài. Hãy viết đoạn kết bài cho phù hợp.

1. While mobile phones have many advantages, a number of problems have also resulted from them or the ways in which they are used.

What are some of these problems?

What solutions can you suggest for solving these problems?

Introduction

Nowadays mobile phones are widely used in our daily lives. There are both benefits and drawbacks of using mobile phones. This essay will describe some problems of using cell phones and propose some possible solutions to tackle them.

Conclusion

In conclusion, it is undeniable that mobile phones are of great importance to our lives and the pros of using them outweigh the cons. I believe that some arising problems can be resolved if the above suggested solutions are applied.

2. Nowadays online shopping becomes more and more popular. Many people even think that it will replace in-store shopping in the future.

What are the advantages and disadvantages of online shopping?

Introduction

Currently, people are increasingly doing their shopping on the internet instead of going to stores.

Many people say that purchasing online will substitute traditional shopping in the future. This essay aims to discuss both benefit and drawbacks of online shopping.

Conclusion

In conclusion, buying things online has become common nowadays. It is obvious that it has more merits than downsides. Therefore, I personally believe that it will be as important as in-store shopping in the future.

3. After graduating from high school, some young people decide to start working right away instead of going to university.

What are the advantages and disadvantages for young people who decide to do this?

Introduction

Some young people would like to find a job after leaving high school rather than pursuing university education. In my opinion, there are both benefits and drawbacks of doing this.

Conclusion

In conclusion, those who begin working immediately after high school graduation meet many obstacles. At the same time, they also gain much experience in life and earn a sum of money for their future study.

4. It is not necessary to travel to other places to learn the culture of other people. We can learn just as much from books, films and the internet. Do you agree or disagree?

Nowadays when people want to experience the culture of other people, it is possible to obtain information from different sources such as books, films and the internet. While it is certainly valuable, I believe nothing can replace the experience of learning about these culture first hand (trực tiếp).

Conclusion

In conclusion, we can use travel guide books, films or the internet to get knowledge of other cultures. However, we can learn more by travelling.

4. HƯỚNG DẪN VIẾT BÀI LUẬN VỀ ƯU NHƯỢC ĐIỂM

1. Giới thiệu

- Đề bài yêu cầu nêu ưu và nhược điểm của 1 vấn đề

2. Một số câu hỏi trong bài discussion essay

- Discuss the advantages and disadvantages

- What are the benefits and drawbacks?

3. Cấu trúc của 1 bài luận ưu nhược điểm

Đoạn 1: Mở bài – giới thiệu chủ đề

Đoạn 2: Nêu những điểm tốt của vấn đề

Đoạn 3: nêu những điểm xấu của vấn đề

Đoạn 4: Kết luận (nhắc lại những ý chính và nêu quan điểm của bản thân)

4. Một số cụm từ nêu ưu nhược điểm

Danh từ/cụm danh từ

Advantages and disadvantages: ưu điểm và nhược điểm

Benefits and drawbacks: lợi ích và bất lợi

Merits and downsides: lợi ích và bất lợi

Pros and cons: mặt tích cực và tiêu cực

Tính từ + danh từ

Dùng những cặp tính từ sau với một trong số những danh từ sau đó

Positive and negative

Welcome and unwelcome

Favorable and unfavorable

Desirable and undesirable

Beneficial and detrimental (có lợi và có hại)

Consequences (hệ quả/kết quả)

Results (kết quả)

Impacts (tác động)

Effects (ảnh hưởng)

5. Practice

Bài 1: Điền từ vào chỗ trống

Benefits Problem opportunities chance handicap drawback gain

1. Not knowing a foreign language has its **drawbacks**, such as when one tries to make contact with people in other countries.
2. Visiting other countries gives people a **chance** to experience cultures first hand.
3. The financial **gain** to any nation exceeds all other benefits.
4. If people take time to find out about the country they are travelling to, they will face fewer **problems**.
5. These days not having access to the web to find out what is going on is a serious **handicap (1 sự cản trở/bất lợi)**.
6. Cultural exchanges offer enormous **opportunities** to the nations involved.
7. Being culturally aware is of great **benefit** in business.

Bài 2

Viết bài luận cho đề bài sau đây sử dụng các ý cho sẵn

Internet has many advantages as it does disadvantages. To what extent do you agree with this statement?

Viết mở bài

Since its development in the 1970s, the internet has become the key tool for obtaining information and for communication all over the world. The internet has both advantages and disadvantages but, overall, I believe the benefits outweigh the drawbacks.

2. Viết đoạn thân bài dựa vào những gợi ý sau:

- Advantages of the internet
- The internet has made work and social life much easier.
- The internet makes it easier to keep in contact with family and friends (email and social networking websites).
- Finding out information online is much quicker than visiting libraries or making expensive phone calls.

Firstly, the Internet has made work and social life much easier. Sending emails and using video conferencing in the workplace have made business quicker and more efficient. For example, in the past, people often had to travel long distances for meetings and now they can video call instead. Also, thank to the Internet, social life becomes easier. Nowadays, people can keep contact with family and friends through email and social networking websites more easily. People can give friends and relatives their news quickly and easily. In addition, meetings, parties and social events for large groups of people are easier to organize in this way. Finally, finding out information online is much quicker than visiting libraries or making expensive phone calls.

5. HƯỚNG DẪN VIẾT LUẬN TRÌNH BÀY QUAN ĐIỂM

1. Giới thiệu

- Đề bài yêu cầu nêu quan điểm về 1 vấn đề

2. Một số câu hỏi trong đề bài opinion

- Do you agree or disagree?

- To what extent do you agree or disagree?

- How far do you agree or disagree?

- What are your views on this?

3. Cấu trúc

Đối với dạng bài luận nêu quan điểm về 1 vấn đề, người viết có thể lựa chọn 1 trong 2 cách tiếp cận sau.

a. Strong opinion (quan điểm nghiêng hẳn về 1 phía)

Đối với dạng này, người viết hoặc là đồng ý hoàn toàn (completely agree) hoặc là phản đối hoàn toàn (completely disagree). Mở bài cần nêu rõ quan điểm và trong phần thân bài nêu 2 ý chính để chứng minh sử dụng các ví dụ và dẫn chứng. Ở trình độ B1, cách dễ nhất bạn có thể nêu quan điểm. Chẳng hạn như:

- I completely agree with the statement. (Tôi hoàn toàn đồng ý với nhận định)

- I totally agree with the statement (Tôi hoàn toàn đồng ý với nhận định)

Cấu trúc bài luận strong opinion:

Đoạn 1: Mở bài

Đoạn 2: Thân bài – Nêu lý do 1

Đoạn 3: Thân bài – Nêu lý do 2

Đoạn 4: Kết bài.

b. Balanced opinion (quan điểm trung lập)

Bạn có thể giải quyết đề bài theo hướng dẫn này nếu bạn thấy có những điểm đồng ý nhưng cũng có mặt phản đối. Cấu trúc bài luận balanced opinion:

Đoạn 1: Mở bài

Đoạn 2: Thân bài 1 – nêu lý do đồng ý

Đoạn 3: Thân bài 2 – Nêu lý do không phản đối

Đoạn 4: Kết bài.

Một số cấu trúc viết balanced opinion essay

While I accept that (nêu lý do đồng ý)

I believe that ... (nêu lý do phản đối)

On the one hand, ... (nêu lý do đồng ý) và các ví dụ minh họa.

On the other hand, ... (nêu lý do phản đối) và các ví dụ minh họa.

In conclusion, ...

While there are grounds to argue that (nêu lý do đồng ý),

It can equally be argued that ... (Nêu lý do phản đối).

One of the main arguments in favor of (nêu lý do đồng ý)

Despite these arguments, there is an equally strong case to be made that (nêu lý do phản đối).

In conclusion, I believe that there are merits on both sides of the argument.

c. Một số cấu trúc thường gặp

Presenting ideas

I would argue that/say that... (Tôi cho rằng...)

In my view... (Theo quan điểm của tôi thì...)

It seems (to me) that... (Có vẻ như...)

I tend to think that/I feel that...

As far as I am concerned... (Theo tôi được biết..)

Some/most people argue/think/say/believe//feel that ... (Một số người/hầu hết tranh luận/nghĩ/nói/tin/cảm thấy rằng...)

It is understood that... (Mọi người hiểu rằng...)

It is generally accepted that... (Mọi người chấp nhận rằng...)

There is a tendency to believe that ... (Có khuynh hướng tin rằng...)

Many people hold the view that ... (nhiều người có ý kiến/cho rằng)

One of the main arguments in favor of/against ... (một trong những luận điểm đồng ý/chống lại...)

There is a common belief that... (Nhiều người tin rằng...)

Refuting an argument (Bác bỏ tranh luận)

I am unconvinced that... (Tôi không thuyết phục (= tôi không đồng ý)

I do not believe that ... (Tôi không tin rằng...)

Some people find it hard to accept that ... (Một số người thấy khó chấp nhận rằng...)

It is doubtful whether ... (còn hoài nghi liệu...)

There is little evidence to support the view (có ít bằng chứng ủng hộ quan điểm)

I disagree with the view/argument that ... (Tôi không đồng ý với quan điểm/luận điểm...)

I am uncertain whether ... (Tôi không chắc liệu ...)

Explaining – Giải thích

By this I (do not) mean ... (Ý tôi là/Tôi không có ý nói rằng ...)

In other words, ... (nói cách khác...)

In fact,... (thực tế là,...)

That is to say, ... (điều này để nói rằng...)

To be more precise, ... (chính xác hơn là...)

4. Practice

Bài 1: Viết bài cho đề bài sau đây. Sử dụng 1 số ý đã cho

Students are becoming more and more reliant on the Internet. While the internet is convenient it has many negative effects and its use for educational purposes should be restricted. How far do you agree with this statement?

Đoạn 1: Mở bài – đồng ý với quan điểm Internet là 1 công cụ giáo dục hữu ích nhưng cũng cần phải hạn chế sử dụng trong 1 số trường hợp.

Nowadays, internet is widely used in education around the world. Some people say it is beneficial for teaching and learning because there is so much information available. However, others claim that the internet is bad for students' research skills and believe that its use should be restricted. I believe that use of the internet should be limited in some ways, but it is still a valuable education tool.

Đoạn 2: Nêu lợi ích của internet, đặc biệt trong giáo dục

- Internet is widely used in the workplace and people's everyday lives.

- Students use internet to search for updated information.

Firstly, the internet is essential for many people today. It is widely used in the workplace and people everyday's lives, both for finding information, for personal finance, for keeping in touch with friends and family, for social networking and so on. Therefore, school students should learn how to use it correctly. In addition, students need it for research in school and university subjects. Nowadays, most of the most up-to-date information can be found on the internet, rather than in books which can become out of date very quickly. Using the internet is a convenient way of finding out information and developing independent research skills.

Đoạn 3: Nêu bất lợi của internet trong giáo dục

Not all information on the internet is correct.

Students need to learn how to research and use information on the internet properly.

However, the internet has some negative aspects. For example, not all websites are reliable or contain accurate information. Students need to learn how to evaluate and check the material they find on the internet. Also, many students simply copy large amount of material, such as essays from the Internet. Some students then pretend that this material is their own work, which is illegal. If students simply copy information or material from the internet without understanding or analyzing it, they will not learn it fully. Teachers need to teach students how to research and use the information from the Internet properly.

Đoạn 4: Khẳng định lại vấn đề

In conclusion, schools and universities should teach students how to use the internet by teaching them good research skills. If students know how to use the Internet effectively, they are likely to become better students and have better employment opportunities in the future.

6. HƯỚNG DẪN VIẾT BÀI LUẬN VẤN ĐỀ - GIẢI PHÁP

1. Cấu trúc

Bài luận vấn đề - giải pháp có thể theo 1 trong 2 cấu trúc sau:

Cách 1

1. Giới thiệu tình huống
2. Đoạn 1 = vấn đề 1 + giải pháp
3. Đoạn 2 = Vấn đề 2 + giải pháp
4. Kết luận

Cách 2

1. Giới thiệu tình huống
2. Nêu tất cả các vấn đề
3. Nêu tất cả các giải pháp
4. Kết luận.

2. Một số cấu trúc thường gặp

- **Cách nêu vấn đề**

1. One of the most obvious problems is...

One of the most obvious problems that cities have to suffer from traffic problems.

2. Another problem is that sometimes public transport offer poor, slow service.

3. Another worrying trend is...

Another worrying trend is air pollution is increasing in big cities.

- **Cách nêu giải pháp**

1. Should/could

The government should create more jobs for people.

Chính phủ tạo nên công ăn việc làm cho người dân.

2. The most obvious solution/answer is (for sb) to do sth.

The most obvious solution is for the government to build more roads.

3. One practical method in approaching the issue is to (một phương pháp thực tiễn giải quyết vấn đề này là...)

4. The ultimate solution often provided is... (giải pháp tối ưu nhất thường gặp là ...)

5. Steps/measures should be taken in order to overcome the problem of air pollution in big cities. (các biện pháp cần được áp dụng để giải quyết vấn đề ô nhiễm không khí ở các thành phố lớn.

6. A further (solution)/another option/one possibility/a good idea is to ...

7. To resolve/deal with /tackle/improve the problem/issue/situation, S + V

To resolve the problem, the government should invest more in public transport.

Để giải quyết/ vấn đề này, chính phủ nên đầu tư nhiều hơn vào giao thông công cộng.

8. The problem/issue/situation could be resolved/tackled/ addressed/improved by investing more in public transport.

9. By investing more in public transport, the problem/issue/situation can be resolved /tackled/addressed/improved.

10. Một số động từ đi cùng với solution

Devise/find/propose/provide and reach a solution.(nghĩ ra/tìm ra/đề xuất/cung cấp và đi đến 1 giải pháp.

(a/an) ideal/obvious/optimal/instant/creative/practical/temporary solution

12. A solution to a problem

3. Practice

Đọc đề bài luận sau và viết bài dựa vào 1 số ý cho trước

Many cities suffer from traffic-related problem. What problems does traffic cause in cities and what are the possible solution?

1. Viết đoạn mở bài

Nowadays almost every big city in the world has to face with traffic-related problem. This essay will describe some problem caused by traffic and suggest some possible solution to overcome them.

2. Viết đoạn thân bài 1 sử dụng những gợi ý sau:

- Traffic jams are caused by too many cars and lorries. The number of vehicles allowed into city centres should be limited to reduce the amount of traffic.

- Traffic problems in cities increase journey time to work and school. People should pay to drive into cities during busy time such as mornings and evenings.

Firstly, one of the most obvious problems in big cities is traffic jams. They are caused by too many cars and lorries, especially during rush hours. It can easily be seen that a long line of vehicles gets stuck in the traffic. As a result, it takes longer time to get to work or school. A solution to this problem is to limit the number of vehicles allowed in the city centres to reduce the amount of traffic.

Moreover, people should try to into cities during busy time such as mornings and evening. By doing this, more money can be raised to invests in public transport.

3. Viết đoạn thân bài 2 sử dụng những gợi ý sau:

- Air pollution caused by traffic has increased health problems. Environmentally- friendly cars should be cheaper/public transport must be more reliable and efficient.

Another worrying trend is that air pollution caused by traffic has increase health problems. For example, people in big cities seem to suffer from respiratory diseases more often than those in the countryside. To tackle this problem, the government should help to produce cheaper environmentally-friendly cars. Also, public transport should more reliable and efficient so that people would rely on public transport more. This would lead to a reduction in the amount of traffic and air pollution would be reduced as a result.

4. Viết kết bài

In conclusion, traffic problems such as traffic jams and air pollution are very common in cities. I believe that if the suggested measures are taken, these problems will be resolved.

7. HƯỚNG DẪN VIẾT LUẬN NGUYÊN NHÂN – HỆ QUẢ.

1. Cấu trúc

Phần 1: Mở bài

Đoạn 1: Giới thiệu chung về chủ đề và trả lời yêu cầu đề bài

Phần 2: thân bài

Đoạn 2: Nêu nguyên nhân

Đoạn 3: Nêu hệ quả

Phần 3: Kết bài

Đoạn 4: TÓM tắt ý chính và nhận xét

2. Một số cấu trúc thường gặp

Cause (gây ra)

- Cause sth

- Lack of parental supervision causes students's misbehavior.

Thiếu sự quan tâm của bố mẹ khiến học sinh hư.

- Cause sth + to + verb (base form)

- Lack of parental supervision causes students's to misbehave in schools.

Lead to: dẫn đến

- Lead to sth: dẫn đến điều gì

- Smoking might lead to lung cancer.

- Lead to sb/sth + Verb (ing)

- Smoking might lead to people having lung cancer.

- Lead sb/sth + to + Verb (base form)

- Smoking might lead people to have lung cancer. (Hút thuốc lá có thể dẫn đến ung thư phổi.)

Make

- Make sth

- Make sb/sth + verb (base form)

Ví dụ: Unemployment makes people become stressful. (thất nghiệp khiến con người căng thẳng.)

Result in (dẫn đến kết quả)

- Poor preparation often results in failure in exams. (Kém chuẩn bị thường dẫn đến trượt kỳ thi)

- Result from + a cause

Failure in exams results from poor preparation.

Một số danh từ chỉ nguyên nhân hệ quả.

- Cause of = reason of
- One cause of obesity is an inactive lifestyle. (Một nguyên nhân của béo phì là lối sống thiếu vận động.)
- There are several reasons for obesity. (có 1 vài lý do dẫn đến béo phì.)
- Effect/impact/influence/result Have a negative/positive/bad/good effect/impact/influence on:
Có ảnh hưởng tiêu cực/tích cực/tốt/xấu đến ...
- Unemployment has a negative effect on the society. (Thất nghiệp có ảnh hưởng tiêu cực đến xã hội.)
- One negative result of unemployment is higher crime rate. (Một ảnh hưởng tiêu cực của thất nghiệp là tỷ lệ tội phạm gia tăng.)

3. Practice

Dựa vào các ý sau, hãy viết thành bài hoàn chỉnh cho đề bài sau:

Childhood obesity is becoming a serious problem in many countries. Explain the main causes and effects of this problem, and suggest some possible solutions.

Đoạn 1: Giới thiệu chủ đề + trả lời yêu cầu đề bài

Many nations in the world are now facing the problem of obesity among young children. As it badly affect young generation's health, steps should be taken to overcome this problem. In this essay, I will describe some significant reasons for this reason, the effects it brings ad propose some possible solutions.

Đoạn 2: Viết nguyên nhân và hệ quả

Causes

- Eat junk food (đồ ăn không tốt cho sức khỏe) e.g. hamburger, chip/drink sugary soft drinks.
- Lack of exercise/physical activity contributes to the obesity problem.
- Play computer games/chat on the internet, rather than playing outside or doing sports

Effects

- These problems lead to obesity/children are overweight, unhealthy, unfit
- a high risk of diseases e.g. diabetes, heart diseases, cancer.
- put a strain on hospital (tạo sự căng thẳng cho bệnh viện)/ they will be a burden on hospitals in the future. (Những điều này sẽ là gánh nặng cho các bệnh viện trong tương lai.)

First, one of the most obvious reasons for being overweight is an inactive lifestyle. It is true that children nowadays tend to lack exercise and physical activities. For example, many children like

playing computer games or chatting on the internet rather than playing outside or doing sports. Another cause of this is the young's preferable unhealthy diet. They often eat junk food like hamburgers or drink sugary soft drinks. This less active habit and unhealthy diet would contribute to obesity which can lead to a higher risk of diseases such as diabetes, heart diseases and cancer.

Đoạn 3: Viết giải pháp

The problem of obesity can be solved in many ways. Firstly, it is the parents and schools' responsibility to ensure that children have a healthy diet at home as well as at school. Furthermore, parents could restrict the time they spend playing computer games and at the same time encourage them to take regular exercise. A further solution is for the government to limit junk food advertising. By doing this, children can stay away from food that has a negative effects on their health.

Đoạn 4: Kết luận

In conclusion, obesity is still one of the most serious problems affecting children's health in the modern world. I believe that on when parents, schools and government take actions, could the problem be resolved.

8. ĐỀ THI MẪU

Dạng 1: Discussion essay

1. Read the following extract about online shopping.

Shopping online has grown rapidly recently. According to Ho Chi Minh City Department of Industry and Trade, the city has had 92,910 commercial websites of which 80,000 carry on e-commerce.

Write an essay to discuss the advantages and disadvantages of online shopping. You should write at least 250 words.

Your response will be evaluated in terms of task Fulfilment, Organization, Vocabulary and Grammar.

Phân tích đề bài

Đề thuộc thể loại advantage/disadvantage essay.

Advantages of online shopping

- It is a quicker and cheaper way to shop/to save time and cost of travelling.
- It allows people to have a wider range of choices/compare different brands and products.

Disadvantages of online shopping

- Customer cannot try before making a purchase

Products sold online are often less reliable.

Một số cụm từ hữu ích

- Make a purchase = buy = shop = go shopping = purchase
- Online shopping = buying things/items on the internet = shopping/buying/purchasing on the internet.
- Products/things sold online.
- Benefits (lợi ích) = merit = advantage = plus
- Drawback (bất lợi) = downside = disadvantage = negative aspect

Bài viết mẫu

Nowaday shopping on the internet has become increasingly popular. Ho Chi Minh city Department of Industry and Trade states that 80,000 out of 92,910 commercial websites carry e-commerce. This essay will describe both benefits and drawbacks of buying things on the internet.

On the one hand, there are some merits of buying items online. Firstly, it is quicker and cheaper to shop on the internet. For example, instead of going to traditional stores, people can just stay at home and order the products that wish. Therefore, it enables them to save time and cost of travelling.

Another advantage of purchasing on the internet is that it allows people to have a wide range of products at a competitive price. As almost everything is sold online nowadays, it is possible for people to do research of the desired product from various providers. Thus, they are able to compare different brands and shops in terms of price, quality, guarantee policy and so on.

On the other hand, making purchase on the internet can be negative in several ways. The first drawback is that customers cannot try the products before buying them. As a result, they might not be satisfied with them when the products were delivered. For example, on clothes, it is impossible for people to see if they fit or not. Furthermore, products sold online are often less reliable. To be specific, customers might see unreal pictures of the products online and the things they buy might have poorer quality than expected.

In conclusion, it can be seen that shopping on the internet has both merits and downsides. However, I believe that the advantages still outweigh the disadvantages.

Read the following extract about the internet

Nowadays a huge number of people use the internet. According to the internetworldstats, 50.1% of the whole Vietnamese population had access to the internet in November, 2015.

Write an essay to discuss the benefits and drawbacks of using internet as a source of information. You should write at least 250 words.

Your response will be evaluated in terms of task Fulfilment, Organization, Vocabulary and Grammar.

.....

Phân tích đề bài

Đề bài thuộc thể loại advantage/disadvantage essay

Advantages of the internet

- The internet is a good source of information = the internet provides people with plenty of information at low cost. It helps people to get in touch with others easily.
- The internet entertains people = the internet is a good source of entertainment.

Disadvantages of the internet

- Some people become addicted to the internet, which harms their health.
- The internet contains plenty of information which is not correct.

Một số cụm từ hữu ích

- To use/surf/access to the internet
- To get access to the internet

Benefits = merits = advantages = the plus

Drawback = downside = disadvantage = negative aspect

To have negative impact/effect on sb/sth: có ảnh hưởng tiêu cực đến ai/cái gì.

Bài viết mẫu

Today the internet has a crucial role in our daily lives so there is an increasingly number of people who go online. According to the internetworldstats, 50,1% of the whole Vietnamese population used the internet in November, 2015. I believe that the internet has both benefits and drawback, which will be discussed below.

On the one hand, surfing the internet brings several advantages. Firstly, the internet is a good source of information because of fast access and low cost. Instead of going to libraries, people can now stay at home and get instant access to data in almost any aspects of lives at a very low price or even free. Secondly, it is possible for people to get in touch with family and friends through the internet. Thanks to social networking websites such as facebook or twitter and so on, people are unable to connect their beloved people from any part of the world, which they could not do in the past. Finally, the Internet entertains people in many ways. For example, users can play games, watch movies, listen to music online to reduce stress.

On the other hand, there are several drawbacks of accessing the Internet. The first downside is that some people tend to be addicted to the internet, which has a negative impact on their health and lives. For example, some spend too much time playing games or chatting online, which is harmful to their eyes. Instead it would be better if they took part in outdoor activities. Moreover, the Internet contains plenty of information which is not correct. As data uploaded on the internet are not always checked for accuracy, it is difficult for users to know if the information is reliable or not.

In conclusion, although the internet has both pros and cons, it can be an excellent tool if people know how to use it properly.

Dạng 2: opinion

1 Read the following extracts about video games

Some people argue that video games are ruining our kids' lives. Others believe that they are providing good opportunities for children to grow and advance. To what extent do you agree and disagree with these opinions?

Give specific reasons for your answer. Write an essay to give your own opinion, including reasons and any relevant examples to support your answer.

Phân tích đề bài

Bài viết thuộc thể loại opinion

Viết theo hướng balanced.

Một số ý lớn

Advantages of video games

They are educational

+ They encourage imagination, creativity, concentration, problem solving.

+ They prepare children for real-world tasks.

Disadvantages of video games

Children are easily addicted to computer games

Children spend too much time sitting in front of computer screen, which has a negative impacts on their lives.

Video games = gaming in virtuals world = gaming context.

Bài viết mẫu

Nowadays more and more people are interested in playing games, especially children. While I accept that video games are beneficial to kids' growth and advancement, I also believe that they badly affect their lives.

On the one hand, computer games bring plenty of educational benefits, which give children chances to develop skills. In the first place, games encourage children imagination, creativity, concentration and problem solving skills. For example, engaging in a motor racing game, kids have to highly concentrate on it to avoid any obstacles on the road. Another advantage of computer games is that they prepare children for real-world tasks. Because games stimulate activities in real life, children are able to improve skills needed to complete tasks outside the game context. Making cake game, for instance, enables kids to learn how to make a cake in reality.

On the other hand, I believe that gaming has a negative impact on children's lives. Firstly, children are easily addicted to games because users are motivated to achieve higher scores or new targets. As a result, they spend too much time sitting in front of computer screen, which is harmful to their eyes. Moreover, a sedentary lifestyle might also lead to obesity. Another detrimental effect is that children

might not have enough time to take part in outdoor activities or complete their schoolwork, which is important to their lives.

All things considered, it seems to me that the potential dangers of video games outweigh the benefits. As a consequence, parents should limit their children's time of gaming.

2. Read the following extract about different sources of learning.

Some people think that teachers are essential to the learning process. Other argue that students at schools and universities learn far more from other sources (such as the Internet and television) than from lessons with teachers. What are your views on this?

Balanced opinion

Benefits of learning from other sources (The Internet and TV)

- Students can get access to a huge source of information on almost every aspect in lives at a very low price.
- Students are able to study at their own pace.

Benefits of learning with teachers.

- Teachers help student to solve their problem by explaining in more details, giving extra exercises or even suggesting a private tutor.
- Teachers stimulate learner's curiosity by giving questions and instructing them to answer.

Bài mẫu

Nowadays thanks to the development of technology, students can learn from various sources such as the internet and TV. While I accept that they bring numerous benefits; I also believe that teachers' lessons are of great importance to students' learning process.

On the one hand, students benefit a lot from learning online or on TV. Firstly, they can get access to huge source of information on almost every aspect in lives at very low cost. For example, they can do research on the Internet to write an essay or complete their assignments at school. Secondly, students are able to study at their own pace. It is true that online learning is flexible in terms of time and place. Learning on the internet allows students to study any time and anywhere they wish. As a result, they can control their study hours flexibly.

One the other hand, teachers play a crucial role in students' learning process. It is obvious that teachers help students to slve their problems by explaining in more details, giving extra exercises or even suggesting a private tutor. Moreover, educationists are also capable of stimulating learners'

curiosity by giving questions and instructing them to answer or organizing different activities that motivate students. Last but not least, teachers are well trained and know which materials are suitable to their students' level. Consequently, they can choose accurate information which suits learner's needs.

Taking everything into consideration, students should make the best use of both sources of learning. They can attend class to be instructed by teachers. At the same time, they ought to use the internet or TV as a reference or do schoolwork.

Imbalanced opinion

Learning with teacher is more important

- Human contact influences learning in a positive way.
- + students interact with teachers
- + students study in a group and learn social skills
- Teachers are flexible in assisting students in their study.
- + explaining in more details, giving extra exercises, suggesting a private tutor
- + stimulating students' curiosity and creativity
- + choosing suitable materials to learner's level.

Bài mẫu

Nowadays with the development of technology, the internet and TV are becoming increasingly popular in every aspect of our lives, especially in the field of education. These changes in learning sources have caused a special concern regarding the possible decrease of the importance of teachers at school. In my opinion, what can be expected is a change of the teacher's role, but not their disappearance from the school.

Firstly, it is obvious that the presence of a teacher is essential for students because human contact influences them in a positive way. Students realize that they are not dealing with machine but a human being who deserves attention and respect. They also learn the importance of studying in a group and respect for other students, which helps them improve their social skills such as communication skills and group work skills.

Secondly, teachers are really flexible in assisting students in their study. They may help them to solve their problems by explaining in more details, giving extra exercises or even suggesting a private tutor. Moreover, teachers stimulate students' curiosity and creativity by giving questions and

instructing them to answer. Students have to think carefully and hand in their answer, whereas, using the internet or the television; they may see the answer before reading the questions, which is a useless way to learn. Furthermore, teachers are well-trained and know which materials are suitable to their students' level. On the contrary, not all the information on the internet is accurate because any information can be posted online without checking.

In summary, the role of teachers in the learning process is still very important and it will continue to be in the future because no machine can replace the human interaction.

Dạng 3: Problem – solution

1. Read the following extract about unemployment

Today more school leavers have difficulties in finding jobs. In the UK, recent survey findings (kết quả khảo sát) show that one million people aged 16-25 are out of work, even though many of them have been looking for jobs for a long time. Unemployment among young people is considered one of the most serious social problems.

Discuss the effect of rising unemployment among young adults and suggest some solution.

You should write at least 25 words. Your response will be evaluated in terms of Task Fulfilment, organization, Vocabulary and Grammar.

Phân tích đề bài

Đề bài thuộc thể loại effects – solutions

Một số ý lớn

Effects of unemployment

- Unemployment causes frustration and stress to the unemployed (người thất nghiệp).
- The jobless might forget knowledge and skills they have learned at school.
- They might commit crime as a means to get money.

Solutions to unemployment Individuals

- They need to learn more knowledge and skills to meet the employers' requirements or they could pursue higher education.

Government

- creates more jobs in every sector.
- provides vocational courses and retraining for labor resources.

Bài mẫu

Nowadays job crisis has become one of the most critical problems in almost every country in the world, especially among young people. According to a survey in the UK, one million people who are between 16 and 25 are unable to find a job although many of whom have been looking for unemployment for a long time. This essay will describe the effects of unemployment and propose several solutions to overcome them.

Unemployment leads to serious consequences to both individual and society. On personal perspective (về khía cạnh cá nhân), being jobless causes stress and frustration to the unemployed (người thất nghiệp). After leaving school, many graduates have to earn money to support themselves. However, being out of work means they are unable to make any money, which make them frustrated. Another worrying effect of unemployment is that the jobless might forget the knowledge and skills that they have learnt at school. Furthermore, unemployment also has a negative impact on the society. When people are out of work, they may become involved in crime (có thể dính líu đến tội phạm) as means to get money. For example, some might steal things or go shoplifting.

Steps could be taken in order to solve unemployment issue. One obvious solution is that individuals should be self-motivated (có động lực) to learn suitable knowledge and skills to meet employers' requirements or they could pursue higher education. Secondly, a solution is for the government to create more jobs in every sector, for instance, attracting foreign investors or encouraging self-employment by promoting state loan. Finally, the government should provide more vocational courses or retraining for the labor resources.

In conclusion, I believe that only when both individuals and government take action, can the problem of unemployment be improved.

2. Read the following extract about overpopulation in big cities.

'54% of the world's population lives in urban areas, a proportion that is expected to increase to 66 per cent by 2050. Projections show that urbanization combined with the overall growth of the world's population could add another 2.5 billion people to urban populations by 2050, with close to 90 percent of the increase concentrated in Asia and Africa, according to a new United Nations report launched today.'

Discuss the effects of overpopulation in big cities and suggest some solution. You should write at least 250 words. Your response will be evaluated in terms of Task Fulfilment, organization, Vocabulary and Grammar.

Một số ý lớn

Overpopulation in big cities

- Overpopulation leads to environmental problems like air, water noise
- Being too overpopulated causes social issues (higher unemployment rate, crime rate)

Solution

- provide people with better education, especially in family planning and birth control
- make country life better (upgrading facilities, moving more company to the countryside)

Bài mẫu

Overpopulation has become one of the most serious problems in urban areas. According to a report by the United Nations, about half of the world's population lives in cities and it is estimated that the figure will reach 66% by 2050. This essay will describe the problem of overpopulation in urban areas and suggest possible solution to tackle them.

It is obvious that being too overcrowded has many negative effects. Firstly, overpopulation leads to environmental problems such as air, water, noise simply because there are too many people living in the area. Another worrying trend is the depletion of natural resources as the Earth can not produce enough water and food for such an increasing population. Finally, being overpopulated also causes social issues. One of the most critical concerns is the high unemployment rate, which results in higher crime rates as the unemployed cannot make money to support themselves.

Measures should be taken in order to combat these problems. Firstly, government should provide people with better education especially in efficient family planning. As a result, the birthrate is low, which means fewer people are born every day. Another solution is for the government to make country life better so that fewer people migrate from the countryside to cities. For example, they could upgrade facilities like cinemas, health care facilities, and shopping malls. At the same time, it can help if the government moves more companies to the countryside so people can easily find jobs.

I believe that only these suggested steps are taken, can the problems of overpopulation be improved.