



On tap gky ta2

tiếng anh 2 (Trường Đại học Công nghiệp Thành phố Hồ Chí Minh)



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PART I: GAP-FILLING

Complete the CV below with 8 given words.

Education	Training courses	Computing Skills	Work experience
Vietnamese	professional	Certificate	Manager

Curriculum Vitae

PERSONAL INFORMATION

Full name Nguyen Minh Thanh
Sex Male
Date of birth 06/02/1969
Nationality (1) _____
Cell phone 0912345678
E-mail nguyen007@yahoo.com
Address 123 ABC Street, District 12, Ho Chi Minh City

OBJECTIVES

- To become a (2) _____ financier.
- To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis

(3) _____

1985-1989 BBA - HCMC University of Economics
1998-2001 BA in English - HCMC University of Social Sciences and Humanities of HCMC

PROFESSIONAL QUALIFICATIONS:

2001 ISO Internal Audit Certificate
2002 Chief Accountant (4) _____ - Ministry of Finance of Vietnam

(5) _____

Team building, Solving problem, Time management, Project management, Leadership.

(6) _____

02/2007 to now Finance Manager, AAA Vietnam Company Ltd., HCMC,
Main business: Mechanical Seals

03/1997 to 01/2007 Finance and Accounting (7) _____, A&C Company
Main business: Fertilizer and pesticide

07/1989 – 02/1997 General Accountant, Novo Ltd., HCMC
Main business: Electronic products and components

LANGUAGES

(8) _____ English / French/ Chinese,
MS Office, Accounting software: SAP, Sun System, Navision

PART II: FORMAL EMAIL WRITING

You have looked at a website of a travel company. You are going to book a tour for 6 people of your family to Nha Trang beach this November.

Write an email (80-100 words) to the company to request information about:

- how long the tour lasts;
- what activities the tour includes;
- the price of the tour.

PART III: REVIEW WRITING

Think of a website you often visit to buy things such as clothes, shoes or accessories.

Write a four-paragraph review (80-100 words) of this website with the following suggestions:

- Paragraph 1: What is the website? What products does it sell?
- Paragraph 2: What are the good points about this site?
- Paragraph 3: Are there any problems with this site?
- Paragraph 4: On the whole, what do you think about this site?

PART I: GAP-FILLING

Complete the CV below with 8 given words.

ability
Advisor

complaints
American

Experience
Date of birth

Education
food

Curriculum Vitae

Jane Smith

Nationality	(1) _____
(2) _____	20 October, 1994
Address	Philadelphia, PA 19104, USA
E-mail	<u>janesmith@us.com</u>
Profile	Highly experienced and self-motivated customer service professional. Have exceptional communication skills and the (3) _____ to build working relationships.
Mobile	098 250 9718
Professional (4) _____	2016-present: Executive Customer (5) _____ at ASOS, London Responsible for providing exceptional customer care, meeting and exceeding KPIs. Handling customer requirements, (6) _____, and questions. Managing customer details database. 2013-2016: Catering Assistant at The London Catering Company, London Worked as a part of a team on (7) _____ preparation, delivery and clean up for cater events. Followed health and safety regulations and keep a clean and tidy workspace.
(8) _____	2010-2013: Bachelor's degree in Fashion and Business management. Kingston University 2008-2013: BTEC Business Kingston College

PART II: FORMAL EMAIL WRITING

You have looked at a website of an English centre. You are interested in an English speaking course that they are going to offer next month.

Write an email (80-100 words) to the centre to request information about:

- when the course starts and ends;
- who the teacher is (foreign or Vietnamese);
- the course fee.

PART III: REVIEW WRITING

Think of a supermarket that you often visit to do shopping.

Write a four-paragraph review (80-100 words) of this supermarket with the following suggestions:

- Paragraph 1: What is the supermarket's name? Where is it?
- Paragraph 2: What are the good points about this supermarket?
- Paragraph 3: Are there any problems with this supermarket?
- Paragraph 4: On the whole, what do you think about this supermarket?

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Playing
Bachelor

maintenance
Experience

Answered
asking

Ordered
train

Anthony Eliot

+1 (970) 333-3833

anthony.eliot@gmail.com



(1) _____

09/2015 to 05/2019

Store Manager

LUXURY CAR CENTER, New York

- Motivate and (2) _____ employees to meet service, sales, and repair goals.
- Create and modify employee schedules with service levels in mind.
- Recruit and hire top mechanics, service advisors.
- Maintain detailed logs and reports of services performed, profit, and budget information.

09/2014 to 09/2015

Store Manager

JAPAN CAR CENTER, New York

- (3) _____ customer questions and resolved service issues in a timely manner.
- Diagnosed customer issues by (4) _____ probing questions and write up repair orders.
- (5) _____ supplies and kept inventory at optimal levels.
- Coordinated equipment repairs and (6) _____.

Highlights

- Results-oriented
- Business development
- Effective marketing
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

(7) _____ of Science:
Automotive Technology - 2014
Technical Institute, NY

Hobbies

(8) _____ chess - great way to unwind, destress, and keep the mind sharp.

PART II: FORMAL EMAIL WRITING

You have looked at a website of a university. You are interested in an online marketing course introduced on the website.

Write an email (80-100 words) to the company to request information about:

- when the course starts and ends ;
- what you study in this course (in details) ;
- the cost of the course .

PART III: REVIEW WRITING

Think of a website you often visit to listen to music.

Write a four-paragraph review (80-100 words) of this website with the following suggestions:

- Paragraph 1: What is the website? What is it for?
- Paragraph 2: What are the good points about this site?
- Paragraph 3: Are there any problems with this site?
- Paragraph 4: On the whole, what do you think about this site?

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Professor	Business	played	BA
French	attended	England	making

Curriculum Vitae

Olivia Lewsley

Nationality	British
Date of birth	April 20, 1986
Address	404 Hagood Street, Birmingham, AL35214, (1) _____
E-mail	olivialew0420@gmail.com
Home telephone	0121 638 0026
Mobile	0044 121 638 0026
Education	2005-2008: (2) _____ in Economics, University of Birmingham
Work experience	2012-Present: (3) _____ consultant at WMO Corp., analyzing clients' data and (4) _____ business plans 2009-2011: Sales executive at Jade InterContinental Company, reviewed sales performance and (5) _____ national and international business meetings
Skills	Languages: English and (6) _____ Computing: MS Word, Excel and PowerPoint
Interests	Members of piano club at university, (7) _____ some other musical instruments (guitar and flute) and acted in student theater productions
Reference	(8) _____ George O'Sullivan, Dept. of Economics, University of Birmingham

PART II: FORMAL EMAIL WRITING

You have looked at the website of an e-book store. You want to buy a number of English books as rewards for your students who have good test results during the course.

Write an email (80-100 words) to the store to request information about:

1. how to order 100 books at a time;
2. whether you can get 15% discount;
3. how long it takes to have the books delivered to your school.

PART III: REVIEW WRITING

Think of your favorite restaurant.

Write a four-paragraph review (80-100 words) of this restaurant with the following suggestions:

- Paragraph 1: What is its name? Where is it?
- Paragraph 2: What are the good points about the restaurant?
- Paragraph 3: Are there any problems with the restaurant?
- Paragraph 4: On the whole, what do you think about the restaurant?