# PHẦN 1

**UNIT 4: READING & VOCABULARY**

## VOCABULARY

|  |  |  |
| --- | --- | --- |
| (the) aged (n)assistance (n) be fined (v) behave (v) bend (v)care (n) charity (n) comfort (n) co-operate (v)co-ordinate (v) cross (v)deny (v) desert (v) diary (n) direct (v)disadvantaged (a) donate (v) donation (n) donor (n)fire extinguisher (n) | ['eidʒid][ə'sistəns] [faind] [bi'heiv] [bent∫] [keə] ['t∫æriti] ['kʌmfət][kou'ɔpəreit] [kou'ɔ:dineit] [krɔs] [di'nai][di'zə:t]['daiəri][di'rekt; dai'rekt] [,disəd'vɑ:ntidʒ] [dou'neit] [dou'nei∫n] ['dounə]['faiə iks'tiηgwi∫ə] | người giàsự giúp đỡ bị phạtcư xửuốn cong, cúi xuống sự chăm sóctổ chức từ thiện sự an ủihợp tác phối hợp băng qua từ chối bỏ đi nhật kýđiều khiển bất hạnh tặngkhoản tặng/đóng góp người cho/tặngbình chữa cháy |

|  |  |  |
| --- | --- | --- |
| fund-raising (a)gratitude (n) handicapped (a) instruction (n) intersections (n) lawn (n)martyr (n) mountain (n) mow (v)natural disaster (n) order (n)order (v) orphanage (n) overcome (v) park (v) participate in (v) raise money (v) receipt (n) remote (a)retire (v) rope (n) snatch up (v) suffer (v) support (v)take part in (v) | [fʌnd 'reiziη]['grætitju:d] ['hændikæpt] [in'strʌk∫n] [,intə'sek∫n][lɔ:n]['mɑ:tə] ['mauntin] [mou]['næt∫rəl di'zɑ:stə] ['ɔ:də]['ɔ:fənidʒ][,ouvə'kʌm][pɑ:k] [pɑ:'tisipeit] [reiz 'mʌni] [ri'si:t][ri'mout][ri'taiə] [roup] ['snæt∫]['sʌfə][sə'pɔ:t] [teik pɑ:t in] | gây quỹlòng biết ơn tật nguyềnchỉ dẫn, hướng dẫn giao lộbãi cỏ liệt sỹ núi cắtthiên tai mệnh lệnh ra lệnhtrại mồ côi vượt qua đậu xe tham giaquyên góp tiền người nhậnxa xôi, hẻo lánh về hưudây thừng nắm lấychị đựng, đau khổ ủng hộ, hỗ trợ tham gia |

|  |  |  |
| --- | --- | --- |
| tie … to …(v)toe (n) touch (v)voluntarily (adv) voluntary (a) volunteer (n) volunteer (v) war invalid (n) | [tai][tou][tʌt∫] [vɔlənt(ə)rili] ['vɔləntri] [,vɔlən'tiə][wɔ: in'vælid] | buộc, cột … vào …ngón chân chạm1 cách tình nguyện tình nguyệntình nguyện viêntình nguyện, xung phong thương binh |

## STRUCTURES AND PHRASES.

1. Whole life long: cả đời.
2. Take care of (= look after) others: chăm sóc cho người khác
3. Clean up their house: dọn dẹp nhà cửa
4. Get to know things: tìm hiểu mọi thứ
5. Take part in= participate in=join (club/ army/ organization): tham gia
6. Remote or mountainous are: khu vực vùng sâu vùng xa và vùng núi
7. Prodive sth for sb/ provide sb with Sth: cung cấp cái gì đó cho ai Provide education for children Provide children with education

## Complete each of the sentences with an appropriate preposition.

1. He left his job to take care \_ his sick daughter.
2. They will have the opportunity to participate actively \_ the process.
3. The government plans to set \_ a regional library system.
4. He waited until they had carried \_ his orders to the fullest.
5. I volunteered \_ service in the Air Force.
6. He is very good playing games.
7. Some students volunteer to work in remote areas to provide education \_ children.
8. Have you ever taken part \_ volunteer works?
9. All the students like joining the Green Saturday Movement.
10. At the end of her life she suffered Alzheimer's disease.

## Choose the correct word or phrase- a, b, c or d - that best completes the passage.

In the United States, volunteering is (1) as a good way to give children a sense of (2) responsibility and to bring the family together. Volunteerism is

(3) across the United States today because people are trying to put more emphasis on family (4) , and they are looking for ways to help young people have a feeling of hope and satisfaction. It is (5) that volunteering helps children discover their talents, develop their skills, and learn about (6) and problem solving. (7) , family volunteering has some (8) \_ it benefits the

community that is (9) \_ , it benefits the family for serving together, and it benefits each (10) in the family.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. a. respected
2. a. commune
 | b. viewedb. communal | c. inspectedc. communion | d. showedd. community |
| 3. a. growing | b. traveling | c. extending | d. forming |
| 1. a. background
2. a. regarded
 | b. relationshipsb. believed | c. togethernessc. concerned | d. connectionsd. accepted |
| 1. a. operation
2. a. Moreover
 | b. corporationb. However | c. correspondencec. Therefore | d. cooperationd. Consequently |
| 8. a. advantages | b. disadvantages | c. conveniences | d. inconveniences |
| 1. a. cared
2. a. character
 | b. takenb. community | c. servedc. personnel | d. offeredd. individual |

## Read the text carefully, then choose the correct answers.

**A YEAR WITH OVERSEAS VOLUNTEERS**

I was with Overseas Volunteers (OV) for a year after leaving university, and I was sent to an isolated village in Chad, about 500 km from the capital N'Djamena. Coming from' a rich country, I got quite a shock as conditions were much harder than I had expected. But after a few days I soon got used to living there. The people were always very friendly and helpful, and soon I began to appreciate how beautiful the countryside was.

One of my jobs was to supply the village with water. The well was a long walk away. And the women used to spend a long time every day carrying heavy pots backwards and forwards. So I contacted organization and arranged to have some pipes delivered. We built a simple pipeline and a pump, and it worked first time. It wasn't perfect - there were a few leaks, but it made a great difference to the villagers, who had never had running water before. And not only did we have running water, but in the evenings it was hot, because the pipe had been lying in the sun all day. All in all, I think .my time with OV was a good experience. Although it was not well-paid, it was well worth doing, and I would recommend it to anyone who was considering working for a charity.

1. The author .
	1. has been working for OV for a year
	2. is living in the capital N'Djamena
	3. was born in a rich family
	4. used to be a volunteer working in a remote village
2. How did the author feel when he arrived in the village?
	1. surprised b. impressed

c. disappointed d. depressed

1. Which of the following is not true?
	1. It took a lot of time to take water home from the well.
	2. The villagers used to live in conditions without running water.
	3. A pipeline was built to carry clean water to homes.
	4. Solar energy was used to heat water.
2. The word 'It' in line 13 refers to \_.
	1. running water b. the pump

c. the pineline d. the supply of water

1. What does the author think about his time with OV?
	1. It was paid a lot of money. b. It was not worth working.

c. It wasted time. d. It provided good experience.

## UNIT 4: READING & VOCABULARY

**(Đáp án bài tập tự luyện)**

1. **PRONUNCIATION**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. a. wholy | b. wrap | c. write | d. who |
| 1. a. flood
2. a. mountain
 | b. goodb. country | c. footc. drought | d. lookd. hour |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. a. university
2. a. handicapped
 | b. studentb. advantaged | c. volunteerc. organized | d. museumd. raised |
| **II. Complete these sentences with the correct form of the word in the box.** |
| sufferdonate | overcomeparticipate | volunteerjoin | repairraise | comfortperform |

* 1. Claire volunteers at the homeless shelter once a week.
	2. I've never seen this play performed before.
	3. He was comforted to know that most students in the class knew even less than he.
	4. He made a rash decision and now he have suffered for it.
	5. She overcame her difficulties to graduate.
	6. Some people were in the streets raising money for charity.
	7. He donated thousands of pounds to charity.
	8. It was too badly damaged to be repaired.
	9. Would you mind if I joined you for a drink in the bar?
	10. We encourage students to participate fully in the running of the college.

## Complete each of the sentences with an appropriate preposition.

1. He left his job to take care of his sick daughter.
2. They will have the opportunity to participate actively in the process.
3. The government plans to set up a regional library system.
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1. What does the author think about his time with OV?
	1. It was paid a lot of money. b. It was not worth working.

c. It wasted time. d. It provided good experience.

# PHẦN 2

**UNIT 4: SPEAKING AND LISTENING**

**(Tài liệu bài giảng)**

## Unit 4. VOLUNTEER WORK.

**Lesson 2: Speaking and Listening.**

1. **SPEAKING**

### Task 1. Work in pairs. Decide which of the following activities are volunteer work

* + Taking part in an excursion
	+ Helping people in remote or mountainous areas
	+ Giving care and comfort to the poor and the sick
	+ Participating in an English speaking club
	+ Providing education for disadvantaged children
	+ Joining the Green Saturday Movement

### Answer.

1. Helping people in remote or mountainous areas.
2. Giving care and comfort to the poor and the sick
3. Providing education for disadvantaged children.
4. Joining the Green Saturday Movement.

### Task 2. Work in pairs. Practise the dialogue and then make similar conversations, using the activities that follow.

A: What kind of volunteer work are you participating in? B: We're helping people in mountainous areas.

A: What exactly are you doing?

B: We're teaching the children to read and write.

A: Do you enjoy the work? B: Yes, I like helping people.

### Task 3. Work in groups. Talk about a kind of volunteer work your friends and usually do to help people.

* 1. We usually take part in helping people in mountainous areas. We teach the children to read and write. We enjoy the work very much because we like helping people.
	2. We usually take part in helping disadvantaged or handicapped children. We teach the children to read and write, listen to their problems, play games with them and take them to places of interest.
	3. We often join hands to keep our residential areas clean and tidy by waking up early in the morning to sweep the street and collect the rubbish. …

## II.LISTENING.

**Before you listen**

Tick (V) the best answer to the questions that suit you.

1. How often do you support charities?

regularly from time to time

never

1. What’s the best way of raising money to support charities? through donations through taxes

through fund-raising activities

1. Which of these kinds of volunteer work do you prefer?

helping the elderly helping the poor helping the sick

## TAPESCRIPT

Spring School is an informal school. It provides classes to disadvantaged children in Ho Chi Minh City. Around 30 streets children live and study at the school and about 250 children with special difficulties from District 1 regularly attend classes.

The Organisation for Educational Development co-operated with Spring School to set up English classes in 1998. Dance, theatre, singing and folk music classes were set

up a year later. Children from these classes participate in fund raising performances. They raise money to continue their English and performance Arts classes.

Spring School requires volunteers to help organize their fund raising dinner held annually in June. This is an exciting night in which children dance, sing and play music at one of the largest hotels in Ho Chi Minh City. They also need foreign volunteers to contact sponsors and help to expand the school activities. Volunteers are required from February until July to help organize these events.

It is hope that more schools like Spring School will soon be found in other cities in Vietnam

## While you listen

### Task 1. Listen and fill in the missing information.

1. Spring School is an informal school in Ho Chi Minh City.
2. Around 30 streets children live and study at the school.
3. About 250 children with special difficulties from District 1 regularly attend classes.
4. Organization for Educational Development co-operated with Spring School to set up English classes in 1998.
5. The school requires volunteers to help organize their fund-raising dinner held annually in June.

### Task 2. Listen again and answer the questions.

1. What is the aim of Spring School?

=> It provides classes to disadvantaged children in Ho Chi Minh City.

1. What classes were set up in 1999?

=> Dance, theatre, singing and folk music classes were set up in 1999.

1. Why do children participate in fund-raising performances?

=> Because they need money to continue their English and Performance Arts classes.

1. Where do children dance, sing and play music?

=>They dance, sing and play music at one of the largest hotels in Ho Chi Minh City.

1. Why are foreign volunteers needed?

=> Because the school needs help to contact sponsors and expand the school activities. After you listen

### Work in groups. Summarize the story about Spring School, using the given suggestions.

* The aim of Spring School
* The number of children who live and study at the school or attend classes
* The activities the children at the school take part in
* The kinds of volunteers that Spring School requires
1. What is the aim of Spring School?
2. How many students live and study at the school?
3. Which activities do the children at the school take part in?
4. What kinds of volunteers does Spring School require?

The aim of Spring School is to provide classes to disadvantaged children in Ho Chi Minh City. Around 30 street children live and study at the school and about 250 children with special difficulties from District 1 attend classes. They take part in fund raising performances. Spring School requires foreign volunteers to contact sponsors and help to expand school activities

## UNIT 4: SPEAKING AND LISTENING

**(Bài tập tự luyện)**

* 1. **Choose the one word or phrase -a, b, c, or d -that best completes the sentences.**
		1. The boys were taken a fishing trip last weekend.
			1. in b. to c. on d. for
		2. She frequently volunteers \_ extra work because she really likes her job.
			1. to b. for c. with
				1. in
		3. We hope that students themselves will enjoy taking part the projects.
			1. in b. on c. at
				1. for
		4. He volunteered his \_ as a driver.
			1. job b. work c. service
				1. help
		5. All the teachers work on an entirely \_ basis.
			1. volunteer b. volunteered c. voluntary
				1. voluntarily
		6. They volunteer to take care of children who have been \_ by the AIDS epidemic.
			1. supported b. suffered c. left
				1. orphaned
		7. It's filthy' in here! Are there any volunteers to help ?
			1. light up b. clean up c. clear up
				1. take up
		8. He eventually \_ his disability to achieve some business success.
			1. overcame b. destroyed c. overwhelmed d. suffered
		9. The new law allows school districts to spend more money on less children.
			1. advantageous b.

disadvantageous

c. advantaged d.

disadvantaged

* + 1. A lot of children participated in \_ performances.
			1. raising-fund b. fundraising c. fundraise d. funding-raise

## Choose the word or phrase -a, b, c, or d -that best completes the sentence.

1. I'm sure it's not my fault that Peter found out what we were planning. I don't remember \_ anyone about it.
	1. to tell b. being told c. having told

d. to be told 1

1. The charity is appealing for volunteers \_ elderly patients to and from hospital.
	1. to take b. taking c. taken

d. who take

1. The building \_ \_ the earthquake but then by a fire
	1. was survived - destroyed b. survived - was destroyed

c. survived - destroyed d. was survived - was destroyed

1. \_ by the boys' behaviour, she complained to the head teacher.
	1. She annoyed b.

Annoyed

c. She was annoyed d. Annoying

1. 'Wait a minute,' said Frank, \_ through the door.
	1. run b. runs c. running

d. ran

1. \_ a hotel, we looked for somewhere to have dinner.
	1. Finding b. We found c. Found

d. Having fauna

1. The children enjoyed on fishing .trips.
	1. taking b. to be taken c. being taken

d. having taken

1. Stacey seems like a bright student. She's always the first her work.
	1. to finish b. finishing c. being finished

d. to be finished

1. We were shocked to hear the news of your .
	1. having fired b. to be

fired

c. having been fired d. to have been

fired

1. I think I hear someone \_ the back window. Do you hear it, too?
	1. trying open b. trying

to open

1. try opening d. try to

open

## Identify the one underlined word or phase - A, B, C or D - that must be changed for the sentence to be correct.

1. When I was sick with the flu, my mother made me to eat soup and rest in bed

A B

C D

1. Having lived here for seven years, my friend is used to speak English with

A B

C

all her classmates.

D

1. To grow well, a tree must be well-suited to the area where is it planted.

A B C

D

1. Despite modern medical technology, many diseases causing by viruses I are still

A

B C

not curable.

D

1. We should have been informed Janis about the change in plans regarding our

A B

C

weekend trip to the mountains.

D

## Choose the word that has main stress placed differently from the others.

* + 1. a. voluntary b. orphanage c. comfortable
1. advantage
	* 1. a. overcorne b. participate c. volunteer

d. understand

* + 1. a. museum b. disaster c. literacy

d. minority

|  |  |  |
| --- | --- | --- |
| 4. a. support | b. suffer | c. suggest |
|  | d. succeed |  |
| 5. a. handicappedd. donation | b. campaign | c. performance |

## Choose the one word or phrase- a, b, c, or d- that best completes the sentences.

1. Each nation has many people who voluntarily take care\_ others.
	1. in b. on c.

to d. of

1. They give care and comfort disadvantaged children.
	1. for b. to c. on d. at
2. They have no money and are forced to live on .
	1. fund b. saving c. charity

d. donation

1. This scheme could be for people in low incomes.
	1. advantage b. advantaged c. advantageous

d. disadvantaged

1. Schools need \_ to help children to read and write.
	1. volunteers b. pioneers c. engineers

d. innovators

1. We would like to see closer between parents and schools.
	1. cooperation b. coordination c. coexistence

d. coeducation

1. At present we are \_ an anti-drug campaign.
	1. setting up b. carrying out c. taking part in

d. joining with

1. The work of the charity is funded by voluntary .
	1. movements b. teenagers c. donations

d. campaigns

1. A(n) \_ , is a person who is killed because oftheir political beliefs.
	1. invalid b. soldier c. veteran

d. martyr

1. His kind words brought some \_ to the grieving parents.
	1. sympathy b. comfort c. interest

d. gratitud

## UNIT 4: SPEAKING AND LISTENING

**(Đáp án bài tập tự luyện)**

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A B

C(eat) D

1. Having lived here for seven years, my friend is used to speak English with

A B

C(speaking)

all her classmates.

D

1. To grow well, a tree must be well-suited to the area where is it planted.

A B C

D(it is)

1. Despite modern medical technology, many diseases causing by viruses I are still

A

B(caused) C

not curable.

D

1. We should have been informed Janis about the change in plans regarding our

A(have informed) B

C

weekend trip to the mountains.

D

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## PARTICIPLE (Ngữ Phân Từ)

Ngữ Phân Từ: xuất hiện khi 2 chủ ngữ của 2 mệnh đề là giống nhau

## Chủ động.

I felt tired. I went to bed early.

=> **Feeling** tired, I went to bed early.

I had finished the homework. I went to bed.

=>**Having finished** the homework, I went to bed.

Having P2: Nhấn mạnh hành động phía trước xảy ra và kết thúc rồi hành động tiếp theo mới xảy ra.

## Bị động

The girl was injured in the accident. She was sent to hospital.

=> **Injured** in the accident, she was sent to hospital.

The mountain was covered with snow. It looked fantastic.

=>**Covered** with snow, the mountain looked fantastic.

Trong câu chứa bị động đồng chủ ngữ, vế trước ta chỉ cần giữ P2

## UNIT 4: GRAMMAR

**(Bài tập tự luyện)**

* 1. **Complete the sentences with the correct form of the verbs in brackets.**
		1. The missing children were last seen (play) near the river.
		2. (complete) the book, he had a holiday.
		3. (find) only in the Andes, the plant is used by local people to treat skin diseases.
		4. The accident seems (happen) at around 1.00 p.m yesterday.
		5. Do something! Don't just sit there (twiddle) your thumbs.
		6. Last year I studied abroad. I appreciate \_ (have) the opportunity to live and study in a foreign country. .
		7. (look) down from the hill, the town spread out before us towards the coast.
		8. Marta doesn't like to have her picture \_ (take). She avoids (photograph).
		9. I don't agree with (smack) children if they do something wrong.
		10. The book (publish) last week is his first novel.
		11. \_ (photocopy) all the papers, Sarah put them back in the file.
		12. I found a coin \_ (lie) on the sidewalk.
		13. Our mechanic said that he expects (fix) the brake on the car before we pick it up.
		14. Life must be unpleasant for people \_ (live) near busy airports.
		15. \_ (park) the car about a kilometre from the stadium, I walked the rest of the way

## Choose the correct answer.

1. for twelve hours, I felt marvelous.
	1. Having slept b. have slept

c. Having been slept d. have been slept

1. By the time their baby arrives, the Johnson hope painting and decorating the new nursery.
	1. having finished b. to have finished

c. having been finished d. to have been finished

1. She's angry about \_\_ to the farewell party last night.
	1. not having invited b. not to have invited

c. not having been invited d. not to have been invited

1. We decided not to travel, \_ the terrible weather forecast.
	1. having heard b. to have heard

c. having been heard d. to have been heard

1. I'd love to the party, but it was impossible.
	1. having gone b. to have gone
	2. having been gone d. to have been gone
2. I don't recall him at the conference.
	1. having seen b. to have seen

c. having been seen d. to have been seen

1. in dark colors, the room needed some bright lights.
	1. Having painted b. To have painted

c. Having been painted d. To have been painted

1. The stockbroker denied of the secret business deal.
	1. having informed b. to have informed

c. having been informed d. to have been informed

1. They now regret \_ their son by providing too many material possessions.
	1. having spoiled b. to have spoiled

c. having been spoiled d. to have been spoiled 10. to the party, we could hardly refuse to go.

a. Having invited b. To have invited

c. Having been invited d. To have been invited

1. Tom made a bad mistake at work, but his boss didn't fire him. He's lucky \_ a second chance.
	1. having given b. to have given

c. having been given d. to have been given

1. Are you sure you told me? I don't recall about it.
	1. having told b. to have told

c. having been told d. to have been told

## Complete each of these sentences with an appropriate preposition.

1. He left his job to take care \_ his sick daughter.
2. They will have the opportunity to participate actively \_ the process.
3. The government plans to set \_ a regional library system.
4. He waited until they had carried \_ his orders to the fullest.
5. I volunteered \_ service in the Air Force.
6. He is very good playing games.
7. Some students volunteer to work in remote areas to provide education children.
8. Have you ever taken part \_ volunteer works?
9. All the students like joining the Green Saturday Movement.
10. At the end of her life she suffered Alzheimer's disease.

## Rewrite the sentences beginning with an appropriate participle (present, past or perfect).

* 1. When she saw the dog coming towards her, she quickly crossed the road.
	2. If it is looked after carefully, the plant can live through the winter.
	3. As I don't have a credit card, I found it difficult to book an airline ticket over the phone.
	4. Keith spent a lot of time filling in job application forms because he was unemployed.
	5. Because I was walking quickly, I soon caught up with her.
	6. The house was built of wood, so it was clearly a fire risk.
	7. I was eager to catch the bus in good time because I had been told off the day before for arriving late.
	8. She didn't know where the theater was, so she asked for directions at the hotel reception.
	9. As she was a nurse, she knew what to do after the accident.
	10. He had spent his childhood in Oslo so he knew the city well.
	11. The fruit was expensive because it was imported.
	12. We has spent nearly all our money so we couldn't afford to stay at a hotel.
	13. As we didn't want to offend him, we said nothing about his paintings.
	14. Although James is known mainly as a writer of novel, he has now written a successful biography.
	15. Although it had been hunted close to extinction, the rhino is once again common in this area.

## UNIT 4: GRAMMAR

**(Đáp án bài tập tự luyện)**

1. **Complete the sentences with the correct form of the verbs in brackets.**
	1. The missing children were last seen playing (play) near the river.
	2. Having completed (complete) the book, he had a holiday.
	3. Found (find) only in the Andes, the plant is used by local people to treat skin diseases.
	4. The accident seems to have happened (happen) at around 1.00 p.m yesterday.
	5. Do something! Don't just sit there twiddling (twiddle) your thumbs.
	6. Last year I studied abroad. I appreciate having had (have) the opportunity to live and study in a foreign country.
	7. Looking (look) down from the hill, the town spread out before us towards the coast.
	8. Marta doesn't like to have her picture taken (take). She avoids being photographed (photograph).
	9. I don't agree with smacking(smack) children if they do something wrong.
	10. The book published (publish) last week is his first novel.
	11. Having photocopied (photocopy) all the papers, Sarah put them back in the file.
	12. I found a coin lying (lie) on the sidewalk.
	13. Our mechanic said that he expects to have fixed (fix) the brake on the car before we pick it up.
	14. Life must be unpleasant for people living (live) near busy airports.
	15. Having parked/ Parking (park) the car about a kilometre from the stadium, I walked the rest of the way.

## Choose the correct answer.

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good time.

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Not knowing where the theater was, she asked for directions at the hotel reception.

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Being a nurse, she knew what to do after the accident.

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Having spent his childhood in Oslo, he knew the city well.

1. The fruit was expensive because it was imported.

Being imported, the fruit was expensive.

1. We has spent nearly all our money so we couldn't afford to stay at a hotel.

Having spent nearly all our money, we couldn’t afford to stay at a hotel.

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Not wanting to offend him, we said nothing about his paintings.

1. Although James is known mainly as a writer of novel, he has now written a successful biography.

Known mainly as a writer of novel, James has now written a successful biography.

1. Although it had been hunted close to extinction, the rhino is once again common in this area.

Having been hunted close to extinction, the rhino is once again common in this area.

# PHẦN 4

**UNIT 4: WRITING**

**(Tài liệu bài giảng)**

## Unit 4. VOLUNTEER WORK.

**Lesson 4: WRITING**

**Task 1. Read the letter and underline the sentences that express the following points:**

1. the opening of the letter
2. the donated amount
3. the way(s) the money is used
4. the way the receipt is issued
5. the gratitude to the donor
6. the closing of the letter

197 Hill Road, Los Angeles, 20th December, 2005.

Dear Sir/ Madam,

I'm very happy to have received a donation of $500 from your company some days ago. The money will help us to repair the old school building and build a new block of flats for the handicapped students. We will certainly issue a receipt as soon as possible.

I would like to express our thanks for the donation from your company and hope to get more assistance and cooperation from your company in the future.

I look forward to hearing from you soon. David James

Secretary of School Building Fund.

+ Formal greeting: Dear Sir/ Madam

+ Complete sentences, full forms: I am very happy to.../I think that…./We will……

+ Formal expression: I would like to express ...

+ Formal closing: Your faithfully/ Your sincerely. Some useful expressions:

I am most grateful to you for...

I would like to take this opportunity to thanks for... On behalf of... I would like to express our thanks for...

e.g: On behalf of Son Tay high school, I would like to express our thanks for your generous donation of $ 20.000. Your contribution makes it possible for us to build a new school library.

## Task 2. Imagine that you have just received a donation of one million dong from one of the local organizations to build your school library. Use the suggestions in Task 1 to write a letter to acknowledge the receipt of the donation and express your gratitude.

Dear Sir/ Madam

I'm very happy to have received a donation of one million dong from your organization some days ago. I think the money will help us to build our school library. We will certainly issue the receipt as soon as possible we can.

I would like to express our thanks for the donation from your organization and hope to get more assistance and co-operation from yours in the future.

I look forward to hearing from you soon. Yours faithfully,

## UNIT 4: WRITING

**(Bài tập tự luyện)**

**Exercise 1: From the four words or phrases - a, b, c or d - choose the one that best completes the sentences.**

1. the promotion of health and to helping people avoid injury and disease.
	1. To commit the Red Cross b. The Red Cross to commit

c. Committed to the Read Cross is d. The Red Cross is committed to

1. Although most cats hate to swim, if necessary.
	1. can they do so b. they can do so

c. they do so can d. so they can do

1. , all matter is formed of molecutes.
	1. No matter how complex b. It doesn't matter if the complex

c. How complex is not a matter d. It's not a complex matter

1. With a television audience of 25 billion, World Cup Soccer has ten times the

 Olympic Games.

* 1. more viewers b. the most viewers

c. the most viewers d. more viewers than

1. all citrus fruit originated with the Chinese orange.
	1. That the belief b. It is believed that

c. To believe that d. The belief that

## Exercise 2: Choose the answer - a, b, c, or d -that isnearest in meaning to the printed before it.

1. There was very little response to the charity appeal.
	1. Nobody responded to the charity appeal.
	2. Very little money was raised by the charity appeal.
	3. Everybody seemed to appeal to the charity.
	4. They raised a lot of money from the charity 'appeal.
2. With the help of new computer programs, we can solve many problems quickly and accurately.
	1. New computer programs have enabled us to solve many problems quickly and accurately.
	2. New computer programs are quick and accurate.
	3. We can solve problems quickly and accurately without computer programs.
	4. New computer programs are not able to solve many problems quickly and accurately.
3. People swimming here do so at their own risk.
	1. People may swim here without fear or risk.
	2. Swimming is so risky here that it is forbidden.
	3. People should realize that it is dangerous to swim here.
	4. Swimmers will not be blamed if anything happens to them here.
4. After fighting the fire for 12 hours, the firemen succeeded in putting it out.
	1. The fireman managed in vain to put the fire out after a 12-hour fight.
	2. Having fought the fire for 12 hours, the firemen were able to put it out.
	3. The firemen wasted 12 hours putting the fire out.
	4. Fighting the fire for 12 hours, the fire was put out.
5. People donated a lot, so the victims of the tsunami are now able to overcome difficulties.
	1. But for people's generous donation, the victims of the tsunami wouldn't be able to overcome difficulties now.
	2. Despite people's generous donation, the victims of the tsunami are facing lots of difficulties now.
	3. To overcome difficulties, the victims of the tsunami needed people's generous donation.
	4. The victims of the tsunami are now able to overcome difficulties but for people's generous donation.

## Exercise 3: Choose the best sentence- a, b, c, or d- made from the given cues.

1. I/ strong/ advise/ you/ take part/ volunteer works//
	1. I am strong advise that you should take part in volunteer works.
	2. I strongly advise that you might take part for volunteer works.
	3. I strongly advise that you should take part in volunteer works.
	4. I am strong in advising you to take part in volunteer works.
2. Only when/ general's personal diaries/ publish/ truth/ come out//
	1. Only when the general's personal diaries were published did the truth come out.
	2. Only when the general's personal diaries had been published the truth come out.
	3. Only when the general's personal diaries were published had the truth come out.
	4. Only when the general's personal diaries were published the truth came out.
3. Since/ beginning/ course/ I/ never/ be late/ class//
	1. Since the beginning of the course I had never .been late for class.
	2. Since the beginning of the course I never have been late for class.
	3. Since the beginning of the course I have never been late for class.
	4. Since beginning the course I had never been late for class.
4. Be/ doctor/ she/ know/ what/ side-effects/ medicine/ have//
	1. Be a doctor, she knows what side-effects the medicine can have.
	2. Being a doctor, she knew what side-effects the medicine could have.
	3. Having been a doctor, she had known what side-effects the medicine could have.
	4. To be a doctor, she knows what side-effects the medicine might have.
5. young people/ fed/ queue/ unemployment benefit//
	1. The young people fed with queuing for their unemployment benefit.
	2. The young are fed with queuing for their unemployment benefit.
	3. Young people have fed up with queuing for their unemployment benefit.
	4. Young people are fed up with queuing for their unemployment benefit

## Exercise 4: Imagine you are one of the villagers. Write a letter to thank the students for what they havedone.Use the cues given.

Dear Hanh and Trung,

1. I/write/ thank/ what/ you/ do/ us/ during/ your stay/ remote village//
2. We/ really/ appreciate/ precious help//
3. The newly-built wooden bridge/ very/ useful/ daily transportation//
4. Also/ thanks/ your one-month literacy program/ villagers/ now/ able/ read/ newspapers/ though/ some difficulty//
5. Thus/ we/ extremely thankful/ these invaluable things//
6. We/ wish/ good health/ great success//
7. Look forward/ see/ you/ again/ next year//

Sincerely yours.

## UNIT 4: WRITING

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	3. I strongly advise that you should take part in volunteer works.
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3. Since/ beginning/ course/ I/ never/ be late/ class//
	1. Since the beginning of the course I had never .been late for class.
	2. Since the beginning of the course I never have been late for class.
	3. Since the beginning of the course I have never been late for class.
	4. Since beginning the course I had never been late for class.
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	1. Be a doctor, she knows what side-effects the medicine can have.
	2. Being a doctor, she knew what side-effects the medicine could have.
	3. Having been a doctor, she had known what side-effects the medicine could have.
	4. To be a doctor, she knows what side-effects the medicine might have.
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	1. The young people fed with queuing for their unemployment benefit.
	2. The young are fed with queuing for their unemployment benefit.
	3. Young people have fed up with queuing for their unemployment benefit.
	4. Young people are fed up with queuing for their unemployment benefit

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Dear Hanh and Trung,

1. I/write/ thank/ what/ you/ do/ us/ during/ your stay/ remote village//

I’m writing to thank you for what you have done for us during your stay in our.

1. We/ really/ appreciate/ precious help//

We really appreciate your precious help.

1. The newly-built wooden bridge/ very/ useful/ daily transportation//

The newly-built wooden bridge is very useful to our daily transportation.

1. Also/ thanks/ your one-month literacy program/ villagers/ now/ able/ read/ newspapers/ though/ some difficulty//

Also, thanks to your one-month literacy program, the villagers are now able to read newspapers though with some difficulty.

1. Thus/ we/ extremely thankful/ these invaluable things//

Thus, we’re extremely thankful for these invaluable things.

1. We/ wish/ good health/ great success//

We wish you good health and great success.

1. Look forward/ see/ you/ again/ next year//

Looking forward to seeing you again next year.

Sincerely yours.