UBND HUYỆN CAO LÃNH
HĐ TUYỂN DỤNG CÔNG CHỨC

CỘNG HOÀ XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc

Số: 535 /QĐ-HĐTD

Cao Lãnh, ngày 20 tháng 9 năm 2023

QUYẾT ĐỊNH
Phê duyệt danh mục tài liệu ôn thi kỳ tuyển dụng công chức các cơ quan chuyên môn thuộc Uỷ ban nhân dân huyện Cao Lãnh năm 2023

CHỦ TỊCH HỘI ĐỒNG TUYỂN DỤNG CÔNG CHỨC

Căn cứ Thông tư số 06/2020/TT-BNV ngày 02 tháng 12 năm 2020 của Bộ trưởng Bộ Nội vụ ban hành quy chế tổ chức thi tuyển, xét tuyển công chức, viên chức, thi nâng ngạch công chức, thi hoặc xét thăng hạng chức danh nghề nghiệp viên chức; Nội quy thi tuyển, xét tuyển công chức, viên chức, thi nâng ngạch công chức, thi hoặc xét thăng hạng chức danh nghề nghiệp viên chức;

Căn cứ Quyết định số 731/QĐ-UBND-HC ngày 13 tháng 7 năm 2023 của Uỷ ban nhân dân tỉnh Đồng Tháp về việc phê duyệt chỉ tiêu và Kế hoạch tuyển dụng công chức năm 2023 của Uỷ ban nhân dân huyện Cao Lãnh;

Căn cứ Quyết định số 495/QĐ-UBND ngày 05 tháng 9 năm 2023 của Chủ tịch Uỷ ban nhân dân huyện Cao Lãnh thành lập Hội đồng tuyển dụng công chức các cơ quan chuyên môn thuộc Uỷ ban nhân dân huyện Cao Lãnh năm 2023;

Theo đề nghị của Phó Chủ tịch Hội đồng tuyển dụng công chức.

QUYẾT ĐỊNH:

Điều 1. Phê duyệt danh mục tài liệu ôn thi kỳ tuyển dụng công chức các cơ quan chuyên môn thuộc Uỷ ban nhân dân huyện Cao Lãnh năm 2023, cụ thể như sau: *(đính kèm danh mục tài liệu)*.

Điều 2. Quyết định này có hiệu lực thi hành kể từ ngày ký.

Điều 3. Thành viên Hội đồng tuyển dụng công chức và các thí sinh tham dự kỳ tuyển dụng công chức các cơ quan chuyên môn thuộc Uỷ ban nhân dân huyện Cao Lãnh năm 2023 chịu trách nhiệm thi hành Quyết định này./.

Nơi nhận:
- Như Điều 3;
- CT và các PCT/UBND Huyện;
- Lưu: VT, PNV (Th).

CHỦ TỊCH

PHÓ CHỦ TỊCH UBND HUYỆN
Nguyễn Minh Tuấn

DANH MỤC NỘI DUNG ÔN THI
KỲ TUYỂN DỤNG CÔNG CHỨC CÁC CƠ QUAN CHUYÊN MÔN THUỘC ỦY BAN NHÂN DÂN HUYỆN CAO LÃNH NĂM 2023
Môn: Tin học

(Ban hành kèm theo Quyết định số 55/QĐ-HĐTD ngày 20 tháng 9 năm 2023 của Chủ tịch Hội đồng tuyển dụng công chức)

Phần 1. Luật Công nghệ thông tin, năm 2006

Nội dung ở Mục 4: bảo vệ quyền, lợi ích hợp pháp và hỗ trợ người sử dụng sản phẩm, dịch vụ công nghệ thông tin

Phần 2. Kiến thức chung về máy tính

1. Các tổ hợp phím trên windows

2. Cách quản lý tạo thư mục, xóa thư mục, di chuyển thưc mục, đổi tên thư mục, phục hồi dữ liệu trong Recycle Bin

3. Bảo mật

Phần 3. Sử dụng hộp thư điện tử và internet

1. Địa chỉ của Cổng thông tin điện tử tỉnh Đồng Tháp.

2. Địa chỉ của Trang thông tin điện tử của bộ, ngành, địa phương

3. Địa chỉ trang Hệ thống thông tin Trung tâm hành chính và kiểm soát thủ tục hành chính tỉnh Đồng Tháp.

4. Tên miền của các tổ chức

5. Các công cụ tìm kiếm trên internet.

Phần 4. Các phần mềm văn phòng Microsoft Word, Microsoft Excel, Microsoft Powerpoint

1. Chức năng, cách khởi động.

2. Chức năng định dạng trang in và thực hiện in (Khổ giấy, chèn số trang, chân trang, lề; tùy chỉnh trang in…).

3. Quy định về kiểu gõ tiếng Việt, quy định bộ phong chuẩn

4. Định dạng dữ liệu: Cở chữ, kiểu chữ, màu chữ, canh lề dữ liệu, định dạng dòng, đoạn

5. Các phím kết hợp chọn khối dữ liệu.

6. Tùy chỉnh thanh công cụ

7. Thao tác trên bảng: Tạo bảng; thêm, xóa,…

8. Thao tác trên đối tượng: Hình ảnh, Clip Art, WordArt, Drop Cap, đối tượng tự vẽ….

9. Thao tác trên trang: đánh số trang, tạo Header & Footer, chèn ghi chú

10. Phục hồi thao tác trước và phục hồi thao tác đã phục hồi

11. Chức năng: Sắp xếp bảng, Merge Merge, Drop cap, đánh số tự động, biểu đồ

12. Dùng hàm và công thức trong Excel: Max, Min, Average, round, rank, sum, sumif, count, countif, mod, sqrt, left, if, và một số hàm thông dụng khác

13. Các thao tác Sheet: thêm, xóa, đổi tên

14. Thao tác trên trang: đánh số trang, tạo Header & Footer, chèn ghi chú

15. Thao tác về tập tin, về slide

16. Thao tác cơ bản: chọn, xóa, thêm, trình chiếu

17. Tạo hiệu ứng: trang và đối tượng

18. Thao tác trên slide: đánh số trang, tạo Header & Footer./.

DANH MỤC NỘI DUNG ÔN THI
KỲ TUYỂN DỤNG CÔNG CHỨC CÁC CƠ QUAN CHUYÊN MÔN THUỘC ỦY BAN NHÂN DÂN HUYỆN CAO LÃNH NĂM 2023
Môn: Kiến thức chung

(Ban hành kèm theo Quyết định số 55/QĐ-HĐTD ngày 20 tháng 9 năm 2023 của Chủ tịch Hội đồng tuyển dụng công chức)

STT	Văn bản, kiến thức ôn tập	Ghi chú
1	Hiến pháp Việt Nam năm 2013	Không giới hạn
2	Luật Cán bộ, công chức năm 2008 (được sửa đổi, bổ sung năm 2019)	Điều 1 - 20; Điều 32 - 60
3	Nghị định số 138/2020/NĐ-CP ngày 27/11/2020 của Chính phủ quy định về tuyển dụng, sử dụng và quản lý công chức	Không giới hạn
4	Nghị định số 112/2020/NĐ-CP ngày 18/9/2020 của Chính phủ về xử lý kỷ luật cán bộ, công chức, viên chức	Điều 1 - 14
5	Nghị định số 90/2020/NĐ-CP ngày 13/8/2020 của Chính phủ về việc đánh giá, xếp loại chất lượng cán bộ, công chức, viên chức	Điều 1 - 3; Điều 8 - 11
6	Nghị định số 62/2020/NĐ-CP ngày 01/6/2020 của Chính phủ về vị trí việc làm và biên chế công chức	Điều 1 - Điều 13
7	Luật Tổ chức chính quyền địa phương năm 2015 (sửa đổi, bổ sung năm 2017, 2019)	Điều 1 - Điều 15
8	Luật Ban hành văn bản quy phạm pháp luật năm 2015 (sửa đổi, bổ sung năm 2020)	Điều 1 - Điều 30
9	- Nghị định số 37/2014/NĐ-CP ngày 05 tháng 5 năm 2014 của Chính phủ quy định tổ chức các cơ quan chuyên môn thuộc Ủy ban nhân dân huyện, quận, thị xã, thành phố thuộc tỉnh	Không giới hạn

	- Nghị định số 108/2020/NĐ-CP ngày 14 tháng 9 năm 2020 của Chính phủ sửa đổi, bổ sung một số điều của Nghị định số 37/2014/NĐ-CP ngày 05 tháng 5 năm 2014 của Chính phủ quy định tổ chức các cơ quan chuyên môn thuộc Ủy ban nhân dân huyện, quận, thị xã, thành phố thuộc tỉnh, thành phố trực thuộc Trung ương	
10	Luật Phòng, chống tham nhũng 2018	Điều 1 - Điều 15
11	Nghị định số 30/2020/NĐ-CP ngày 05/3/2020 của Chính phủ về công tác văn thư	Điều 1 - Điều 13
12	Nghị quyết 76/NQ-CP ngày 15/7/2021 của Chính phủ ban hành Chương trình tổng thể cải cách hành chính nhà nước giai đoạn 2021 - 2030	Điều 1
13	Hệ thống chính trị và tổ chức bộ máy nhà nước: - Luật Tổ chức Quốc hội năm 2014 (sửa đổi, bổ sung năm 2020) - Luật Tổ chức Chính phủ năm 2015 (sửa đổi, bổ sung năm 2019) - Luật Tổ chức Tòa án nhân dân năm 2014 - Luật Tổ chức Viện kiểm sát nhân dân năm 2014	 Điều 1 - Điều 20 Điều 1 - Điều 5 Điều 1 - Điều 12 Điều 1 - Điều 11

DANH MỤC NỘI DUNG ÔN THI
KỲ TUYỂN DỤNG CÔNG CHỨC CÁC CƠ QUAN CHUYÊN MÔN THUỘC ỦY BAN NHÂN DÂN HUYỆN CAO LÃNH NĂM 2023
Môn: Ngoại ngữ (Tiếng Anh)
(Ban hành kèm theo Quyết định số 55/QĐ-HĐTD ngày 20 tháng 9 năm 2023 của Chủ tịch Hội đồng tuyển dụng công chức)

LESSON 1
THE USES OF BASIC TENSES IN ENGLISH

A/.SIMPLE PRESENT :

I/.FORM :

1/.*Affirmative :*

I / We / You / They + **Verb (without to)**
He / She / It + **Verb + s / es**

2/.*Negative :*

I / We / You / They + **don't + Verb (without to)**
He / She / It + **doesn't + Verb (without to)**

3/.*Interrogative:*

Do + I / we / you / they + **Verb (without to) .... ?**
Does + he / she / it + **Verb (without to) ... ?**

II/.USAGE :

1/.A habitual action in the present . (Một thói quen ở hiện tại)

Ex1 : I **come** to class on time every day .
He often **plays** tennis in the afternoon .

(usually , always , often , sometimes , rarely = seldom : hiếm khi , every day , week , ...)

2/.A general truth . (Một sự thật không thay đổi)

Ex2 : Water **consists** of hydrogen and oxygen
The sun **rises** in the east .

B/.PRESENT CONTINUOUS (PRESENT PROGRESSIVE)

I/.FORM :

1/.*Affirmative :*

I + **am + V-ing**
He / She / It + **is + V-ing**
We / You / They + **are + V-ing**

2/.*Negative :*

Subject + **am / is / are + *not* + V-ing**

3/.*Interrogative:*

Am / Is / Are + Subject + **V-ing ?**

II/.USAGE :

1/. A continuos action at the moment of speaking in the present .
(Một hành động đang diễn ra trong lúc nói ở hiện tại)

Ex1 : Listen ! Someone **is knocking** at the door .
Let 's go out now . It ***isn't raining*** any more .

(Trong câu thường có các từ : Now , Right now , At present , At the moment Hay sau các từ : Listen ! , Be careful , Be quiet , ...)

- **2/.A continuous action in the present durin which another action may occur .**

(Một hành động đang diễn ra ở hiện tại thì một hành động khác xen vào)

Ex 2 : He works while his brothers **are sleeping .**

3/.A near – future actin that has already been arranged .

(Một hành động ở tương lai gần đã được sắp xếp trước)

Ex3 : I **am meeting** Tom for lunch tomorrow .
She **is coming** to see me next week.

***Note : Động từ Be và các động từ về nhận thức như : FEEL , SEE , SMELL , LOVE , LIKE , WANT , UNDERSTAND , KNOW , ... thường không được dùng ở các thì tiếp diễn .**

Ex : We **understand** the lesson **now** .

C/.PRESENT PERFECT :

I/.FORM

1/.*Affirmative:*

I / We / You / They	+	**have**	+	**V-ed / V3**
He / She / It	+	**has**	+	**V-ed / V3**

2/.*Negative:*

Subject	+	**have / has**	**not**	+	**Ved / V3**	

3/.*Interrogative:*

Have / Has	+	Subject	+	**Ved / V3**	**?**

* I have worked = I've worked * She has worked = She's worked

II/.USAGE :

1/.An action which began in the past and has continued up to the present .

(Một hành động đã bắt đầu trong **quá khứ** và còn tiếp diễn tới hiện tại)

Ex1 : They **have lived** here for five years .
The child **has been** ill since yesterday .

- Trong câu thường có các từ : SINCE và FOR

2/.An action which was repeated several times in the past .

(Hành động dược lặp lại vài lần trong quá khứ)

Ex2 : We **have seen** this play several times.
She **has studied** her lessons over and over before the examination .

3/.An action which happened at an indefinite time in the past .

(Hành động đã xảy ra trong quá khứ mà thời gian không được xác định rõ)

Ex3 : Mr.Clack **has travelled** around the world .
I **have heard** that story before .

4/.The first of two actions in the present or future .

(Hành động trước của hai hành động ở hiện tại hay tương lai)

Ex4 : I shall inform you after I **have known** the result .

The young scientist declares that he **has completed** the experiment successfully .

***Chú ý :**

_ The present perfect tense is also used with the adverbs : RECENTLY , LATELY (gần đây) , ALREADY (rồi) , YET (chưa) , JUST (mới vừa) , NEVER (chưa bao giờ) EVER (bao giờ , từng) or with expressions : SO FAR (cho đến nay) , This is the first / second / third ... time (đây là lần thứ nhất / thứ nhì / thứ ba ...) , FOR / IN / DURING THE LAST ... (trong thời gian ....qua) .

Ex : She **has been** my best friend so far.
This is the first time he **has driven** a car .
My mother **has been** sick during the last few days.

D/.PRESENT PERFECT CONTINUOUS:

I/.FORM

Subject + **have / has + BEEN** + V-ing

II/.USAGE :

Thì Present perfect continuous được dùng giống như thì Present perfect , để diễn tả một hành động đã xảy ra trong quá khứ và còn kéo dài đến hiện tại ,nhưng nhấn mạnh động đó đang xảy ra .

Ex : Mr.Brown **has been working** in this company for 6 years now .
They **have been waiting** since 7 o'clock .

E/.SIMPLE PAST:

I/.FORM :

1/.*Affirmative:* Subject + **Ved / V2**
2/.*Negative :* Subject + **didn't + Vo**
3/.*Interrogative :* **Did** + Subject + Vo ... ?

II/.USAGE :

1/.A completed action at a definite time in the past .
(Hành động đã hoàn tất tại một thời diểm xác định trong **quá khứ**)

Ex1 : Mr. Brown **visited** us lat night.
They **bought** this house two years ago.

Trong câu thường có các từ : YESTERDAY , AGO , LAST week / month , ...

2/.A habitual action in the past .(Một thói quen ở quá khứ)

Ex2 : He **played** tennis every Sunday last year
You often **mentioned** her in your letters .

3/.A completed action over a period of time in the past
(Hành động đã hoàn tất một khoảng thời gian trong quá khứ)

Ex3 : He **worked** in this factory from 1980 to 1995.

F/.PAST CONTINUOUS / PAST PROGRESSIVE :

I/.FORM

1/.*Affirmative:* Subject + **was / were + V-ing**
2/.*Negative :* Subject + **was / were + not + V-ing**
3/.*Interrogative:* **Was / Were** + Subject + **V-ing ?**

II/. USAGE :

1/.A continuous action at a point of time in the past

(Hành động đang xảy ra tại một thời điểm ở quá khứ)

Ex1 : We **were watching** television at 8 o'clock last night .

He **was resting** all the evening.

2/.A continuous action in the past , during which another action might occur . (Hành động đang tiếp diễn trong quá khứ thì một hành động khác xen vào)

***Chú ý :** Hành động đang xảy ra dùng **Past continuous** và hành động xen vào dùng **simple past .** Trong câu thường có các từ : **When , While , As , ...**

Ex2 : I **was reading** when the lights **went** out .

As we **were drinking** coffee , the dog **barked** .

3/.Two or more continuous actions happening in parallel over the same period of time in the past . (Hai hay nhiều hành động đang cùng xảy ra trong quá khứ . Trong câu thường có các từ : **While , As , ...**)

Ex3 : They **were playing** ball while I **was doing** my homework .

Mr.Brown **was reading** a magazine while he **was waiting** for the bus

G/.PAST PERFECT :

I/.FORM

1/.*Affirmative :*	Subject	+	**had**	+	**Ved / V3**	
2/.*Negative:*	Subject	+	**had**	**not** +	**Ved / V3**	
3/.*Interrogative:*	**Had** +	Subject		+	**Ved / V3**	**?**

II/.USAGE :

1/.An action which happened in the past before another past action .

(Hành động xảy ra trước một hành động khác ở quá khứ).

Ex1 : The child **had died** before he **was** brought to hospital .

He **knew** that he **had made** a serious mistake .

***Chú ý :** *Hành động nào xảy ra trước dùng **Past perfect** , hành động nào xảy ra sau dùng **Simple past** .*

2/.A completed action before a definite point of time in the past .

(Hành động đã hoàn tất trước thời điểm quá khứ)

Ex2 : **By** the age of 25 , he **had written** two famous novels .

The secretary **had typed** ten letters **before** lunch time yesterday .

H/.SIMPLE FUTURE :

I/.FORM :

1/.*Affirmative :*	I / We	+	**shall** +	**Infinitive**	
	He / She / It / You / They	+	**will** +	**infinitive**	
2/.*Negative:*	Subject	+	**shall / will** +	**not** +	**infinitive**
3/.*Interrogative:*	**Will / Shall** +	Subject	+		**infinitive ?**

Chú ý :

*_Hiện nay có xu hướng dùng **will** cho mọi chủ từ .*

*_ **will not = won't** **shall not = shan't***

_He will = He'll We shall = We'll

II/.USAGE :

1/.An action or state in the future . (Hành động hày tình huống ở tương lai)

Ex1 : We **shall have** our examination next month.

The concert **will be** over at 10 o'clock.

(Trong câu thường có từ chỉ thời gian ở tương lai : TOMORROW , NEXT WEEK / MONTH / YEAR , ...)

2/.An offer , invitation or request (in question form)

(Lời đề nghi , lời mời hay yêu cầu)

Ex2 : **Will** you **go** shopping with me now ?

Will everybody please **be** quiet ?

I/.FUTURE CONTINUOUS :

I/.FORM :

1/.*Affirmative :* Subject + **will / shall + be + V-ing**

2/.*Negative :* Subject + **will / shall + not + be + V-ing**

3/.*Interrogative :* **Will / Shall** + Subject + **be + V-ing ?**

II/.USAGE :

A continuous action at a point of future time .

Ex1 : This time tomorrow , they **will be flying** to France .

I **shall be waiting** for you at 4 o'clock this afternoon .

J/.FUTURE IN THE PAST :

I/.FORM :

Subject + **would / should + Infinitive (without to)**

II/.USAGE :

1/. An action which at some time in the past was regarded as future . In this usage , WOULD is preferred with all three persons .

(Hành động được xem là tương lai đối với một lúc nào đó trong quá khứ)

***Chú ý :** Trong câu thường có một động từ ở quá khứ và một trạng từ chỉ thời gian tương lai .

Ex : I told Mary that I **would visit** her soon .

We promised our parents that we **would pass** the coming exams .

2/.A polite offer , invitation or request (in question form)

Ex : **Would** they like to come to the cinema with us ?

Would you type this letter for me , please ?

***Note : Should may be used with all persons to express an obigation or advise .**

(Should có thể dùng với mọi chủ từ để diễn tả một sự bắt buộc (về luân lý) hoặc 1 lời khuyên.)

Ex : We **should obey** our parents .

Children **shouldn't play** football in the street .

K/.FUTURE PERFECT :

I/.FORM :

Subject + **will / shall + have + Ved / V3**

II/.USAGE :

1/.A completed action before a piont of time , or another action , in the future .

(Hành động đã hoàn tất trước một thời điểm hay trước một hành động khác ở tương lai .)

Ex1 : By noon tomorrow , they **will have launched** the spaceship .
The game **will have finished** when we arrive.

2/.An action which continues up to a point of future time .

(Hành động tiếp tục xảy ra tới một thời điểm ở tương lai)

Ex 2 : When you return next year , the children **will have grown** much taller .

EXERCISE 1 : ***Choose the word or group of words that best completes each sentence :***

1.I .....the lesson now .
A.am understanding B.will understand
C.understand D.has understood

2.Columbus .....America in 1492 .
A.discovered B.has discovered C.was discovering D.had discovered

3.I think it .....tomorrow .
A.has rained B.will rain C.is raining D.will have rained

4.Jane .....Vietnamese before she went to Viet Nam .
A.has studied B.was studied C.studied D.had studied

5.This time tomorrow we .....football .
A.will play B.are going to play C.will be playibg D.will be played

6.I .....to see him after I had heard the news .
A.had hurried B.was hurrying C.would hurry
D.hurried

7.We .....her for nearly two weeks .
A.haven't seen B.didn't see C.don't see D.hadn't seen

8.I shall stay here until you .....your homework .
A.will finish B.will have finished C.have finished D.are finishing

9.The teacher explained that oil .....on water .
A.floats B.floated C.is floating D.had floated

10.She .....absent from class in the last few days .
A.was B.had been C.is D.has been

11.My cousin .....me every summer .
A.has visited B.visits C.is visiting D.will visit

12.They .....for three months by the time they take their examination .
A.will study B.study C.will have been studying D.studied

13.This is the second time he .....a glass .
A.breaks B.broke C.has broken D.will break

14.Mr.Green .....medicine here since 2001 .
A.has practised B.has been practising C.practised D.A and B are correct

15.She said that she .....for France next week .
A.will leave B.had left C.would leave D.would have left

16.this is one of the most interesting books I .....
A.have ever read B.have never read C.had read D.will never read

17.It .....very hard when I got up this morning .

A.rained B.was raining C.had rained D.would rain

18.George has been in business since he .....college .

A.has finished B.had finished C.finished D.finishes

19.They .....at 8 o'clock tomorrow morning .

A.will arrive B.are arriving C.are going to arriveD.All are correct

20.I .....home when he telephoned last night .

A.has just left B.just be leaving C.had just left D.am leaving

EXERCISE 2: ***Use the correct tense of the verb in parentheses :***

1.Food , air and clothes (be) .....necessary for life .

2.He (pay) .....a visit to Ha Long Bay in 1966 .

3.About a year ago he (be) .....elected president of a big company and he (not have) .....a holiday since then .

4.The Prime Minister (be) .....to Moscow several times .

5.Yesterday my father (buy) .....a new watch as his old one (be) .....stolen .

6.This morning while I (wait) .....for the bus , the rain (stop) ..... .

7.I (not finish) .....the work that I was assigned to .

8.By the end of next week , Christmas (come) .....and (go) .....

9.This is the most interesting film we ever (see) .....

10.Is this the first time you (ride) .....a motorbike ?

LESSON 2 : CONDITIONAL SENTENCES
(CÁC CÂU ĐIỀU KIỆN)

A conditional sentence often has a main clause and a subordinate clause (If-clause) . The subordinate clause may be placed before or after the main clause . (Câu điều kiện thường có mệnh đề chính và mệnh đề phụ (Mệnh đề If) . Mệnh đề phụ có thể được đặt trước hay sau mệnh đề chính .)

There are three main types of conditional sentences :

(Có ba loại câu điều kiện chính sau đây)

I/.Type 1 : PROBABLE CONDITIONS

These conditions may be easily fulfilled in the present or future time .

(ĐK này được dùng để chỉ những việc **rất có thể xảy ra ở hiện tại hay tương lai)**

If – clause	Main clause
Simple Present	Simple Future

Ex: If I **have** time , I **shall visit** you .

You **will be** late for class if you **do not hurry**

***Notes :**

_Instead of the Simple Future , we can use **can / may / must + Verb (without to) or the imperative** in the main clause .

Ex : If you try hard , you **can pass** the examination .

If anyone asks for me , **tell** him to call back in half an hour .

_The Simple Present **may be used in the mainclause** to show a real condition .

Ex : If you **are** right , I **am** wrong .

II/.Type 2 : PRESENT – UNREAL CONDITIONS

These conditions are contrary –to – fact in the present or future time .

(ĐK này được dùng chỉ những việc không có thật ở hiện tại hoặc ở tương lai)

If - clause	Main clause
Past Subjunctive (Quá khứ giả định) Subject + **Ved / V2** Riêng **Be : dùng were cho mọi chù từ**)	**Present Conditional** Subject + **would / should + Verb (without to)** **could / might + Verb (without to)**

Ex : If I **were** you , I **woul help** him .

If I **knew** her address , we **should come** to visit her .

She **might catch** the train if she **left** earlier .

III/.TYPE 3 : PAST - UNREAL CONDITIONS

These conditions are contrary – to – fact in the past

(ĐK này dùng để chỉ những việc đã không xảy ra được ở quá khứ)

If – clause	Main clause
Past Perfect Subjunctive Subject + **had + Ved / V3**	**Perfect conditional** Subject + **would / should + have + Ved / V3** **(could / might)**

Ex : If I **had known** she was sick , I **should have visited** her .
He **would have been** angry if you **had not told** him the truth .

♥**Notes :**

1/.If may be ommited and **Were , Should , Had , Did** is placed before the subject in **the present – unreal and past – unreal conditions** .This inversion of subject and verb is used either for emphasis or some literracy purpose . (Có thể bỏ **If** và Were , Should , Had , Did được đặt trước chủ ngữ trong câu điều kiện loại II và III . Đây là hình thức đảo ngữ chủ từ và động từ .Nó dùng để nhấn mạnh hay chỉ mục đích .)

Ex : If she had more practice , she would speak English better .
→ **Did** she have more practice , she would speak English better .
If she had seen her , I would have given her your letter .
→ **Had** she **seen** her , I would have given her your letter .

2/.Unless = If ...not : Nếu không

Ex : These plants will die **unless** you water them regularly .
→ These plants will die **if** you **don't water** them regularly .
If your health **did not improve** , you would have to stay in bed .
→ **Unless** your health **improved** , you would have to stay in bed .

3/.● Provided (that) , On condition (that) , As long as , So long as : Miễn là , Với ĐK là
- **Suppose , Supposing : Giả sử như**
- **In case : nhỡ mà , trong trương hợp**
- **Even if : dù là , cho dù**

Ex : I **will accept** the job provided the salary **is** satisfactory .
Supposing he **offered** to marry you , what **would** you **say** ?
In case I forget , please remind me of my promise .
Even if it **rained** , I **would go** to the diiner party .

4/. Trong các câu **ĐK không có thật (Loại II & III) , sự thay đổi về thời gian gắn liền với sự thay đổi về thì của động từ .**

Ex : If you had gone to the party **last night** , you would be very tired **now** .
Your parents would receive the telegram **this evening** if you had sent it **yesterday** .

Exercise I – Find one choice that best completes the sentence.

1." Can I borrow your car for this evening ? " _ " Sure . If Lora .....it back in time , you're welcome to borrow it ."
a.brought b.brings c.will bring d.would ring

2.I would go swimming if the weather .....better .
a.is b.will be c.would be d.were

3.I would not have read your diary if you .....it in such an obvious place .
a.didn't hide b.hasn't hidden c.don't hide d.won't hide

4.I didn't know you were asleep . Otherwise , I .....so much noise when I came in .
a.don't make b.didn't make c.wouldn't have made d.won't make

5.I .....William with me if I had known you didn't get along with him .
a.hadn't brought b.didn't bring c.wouldn't have brought d.won't bring .

6.I .....you if I need your help .
a.would call b.will call c.called d.call

7.I .....you sooner had someone told me you were in hosputal .

a.visited b.visit c.would have visited d.had visited

8.If energy .....inexpensive and unlimited , many things in the world would be different .

a.is b.were c.will be d.would be

9.If he .....time tomorrow , we will meet the day after .

a.didn't have b.won't have c.wouldn't have d.doesn't have

10.I d I could speak Spanish , I .....next year studying in Mexico .

a.will spend b.had spent c.woild spend d.would have spent

11.A huge tree crashed through the roof and broke my bed . .....in the room , I would have been killed .

a.Should I be b.Had I been c.Would I be d.Would I have been

12.A nation's balance of trade is considered unfavourable if it .....more money on imports than it gains from exports .

a.will spend b.would spend c.can spend d.spends

13.....any problem with the product contact our loval dealer .

a.Do you have b.Should you have c.Had you d.You have

14.Do you think there should be less conflict in the world if all people .....the same language ?

a.speak b.spoke c.will speak d.had spoken

15.Had you tlod me that rgis was going to happen , I .....

a.don't believe b.can't believe c.would never have believed d.hadn't believed

16." Here's my phone number ,"_ " Thanks . I' ll give you a call if I .....some help tomorrow " a.will need b.need c.needed d.would need

17.I didn't get home until after midnight last night . Otherwise , I ..... your call .

a.returned b.had returned c.would return d.would have returned

18.If I didn't have a mobile phone , my life .....complete .

a.wouldn't be b.won't be c.isn't d.wasn't

19.If I found Rob's phone number now , I .....him about the change in plans .

a.called b.had called c.could call d.will call

20.If I .....the same problems you had as a child , I might not have succeeded in life as well as you have.

a.had had b.have c.would have d.should have

EXERCISE 2: ***Put the verbs in brackets in correct tenses.***

1/ If I (have) _____ a typewriter, I could type it myself.

2/ If I had known that you were in hospital , I (visit) _____ you.

3/ You could make much progress if you (attend) _____ class regularly.

4/ If I (know) _____ his telephone number, I would give it to you.

5/ If you (arrive) _____ ten minutes earlier, you would have got a seat.

6/ If he (study) _____ harder, he can pass an exam.

7/ She may be late if she (not hurry) _____.

8/ Tell him to ring me if you (see) _____ him.

9/ If you (speak) _____ more slowly,he might have understood you.

10/ What (you do) _____ if you got fat ?
11/ If you are kind to me, I (be) _____ good to you.

12/ He (come) _____ if you waited.

13/ If you (ring) _____ the bell, the servant would come.

14/ If I had known that the baby was hungry, I (feed) _____ him.

15/ If it (not, rain) _____ a lot, the rice crop wouln't grow.

LESSON 3 : CLAUSES AFTER WISH
(MÊNH ĐỀ SAU ĐỘNG TỪ WISH)

Ñoäng töø WISH và các liên từ : IF ONLY (phải chi , ước gì) , AS IF , AS THOUGH (dường như . laàm như thể) thöôøng ñöôïc duøng ñeå dieãn taû lôøi ao öôùc khoâng theå naøo xaûy ra ñöôïc ôû quaù khöù, hieän taïi hoaëc töông lai.

A. Present wish : **S1 + wish + (that) + S2 + past simple**

*** yù nghóa :** Dieãn taû lôøi ao öôùc traùi vôùi hieän taïi.

- I wish that I had enough time to finish my homework.
  (= I don't have enough time)
- They wish they didn't have to go to class today. *(= They have to go to class)*
- He wishes he were rich. (= *He is not rich.)*
- *They jingled the keys as though they were gold*

B. Past wish : **S1 + wish + (that) + S2 + past perfect**

*** yù nghóa** : Dieãn taû lôøi ao öôùc traùi vôùi quaù khöù.

- I wish that I had gone to the cinema last night. (= *I didn't go to the cinema.)*
- She wishes she had been here yesterday. (= *She wasn't here yesterday.)*
- *Oh , if only we had met earlier*

C. Future wish : **S1 + wish + (that) + S2 + could / would + verb**

*** yù nghóa :** Dieãn taû lôøi ao öôùc khoâng theå naøo xaûy ra ôû töông lai.

- We wish you could come to the party tonight. (= *You can't come.)*
- Mary wishes that she would come with us. (= *She won't come with us.)*
- *I wish the rain would stop soon !*
- *He talks as if he would be easy to pass the examination .*

Exercise 1 : ***Choose the best answer among A,B,C or D to complete each sentence .***

1.I wish I .....him , but I don't .

a.like b.can like c.liked d.would like

2.She feels lonely because she doesn't know many people there . She wishes she .....more people

a.will know b.knew c.knows d.has known

3." I am mot staying any longer ." " I wish you ....."

a.can b.will c.are d.were

4.I miss my old motorbike . I wish I .....it . I had it for years .

a.I didn't sell b.hadn't sold c.had sold d.haven't sold

5.Jill regrets having bought that second-hand laptop . She wishes she .....

a.didn't buy it b.hasn't bought it c.wouldn't have bought it d.hadn't bought it

6.I'm sorry I missed seeing my old friend at your party . I wish I .....

a.had been there b.was there c.could have been there d.should have been there

7.I lost your phone number . Otherwise , I ..... you much earlier .

a.will contact b.would have contacted c.would contact d.had contacted

8. " I'm sorry you failed the test." " Frankly , I wish I .....harder ."

a.could study b.had sudy c.have studied d.would have studied

9. " Are you lost ?" " I'm afraid we are . If only we .....a map with us ."

a.brought b.would have brought c.could have brought d.had brought

10.My parents lent me the money . Otherwise , I .....this shop .

a.hadn't opened b.hasn't opened

c.weren't be able to open d.wouldn't have opened

EXERCISE 2 : Supply the correct tense of the verbs :

1/ I wish I (be) _____ here yesterday. You all seem to have had such a good time.

2/ Tom wasn't able to come to the party.I wish he (come) _____ to my party.

3/ He wishes he (not tell) _____ her the whole story yesterday.

4/ I wish tomorrow (be) _____ a holiday.

5/ I wish I (learn) _____ to play a musical instrument when I was young.

6/ It's cold and I hate the cold weather. I wish it (not be) _____ so cold.

7/ I wish he (be) _____ with us now.

8/ He didn't know anything. He wishes I (let) _____ him know earlier.

9/ I didn't understand. I wish he (speak) _____ more slowly.

10/ I'm sorry I can't help you. I wish I (help) _____ you.

LESSON 4 : THE PASSIVE VOICE
(CÂU BỊ ĐỘNG / CÂU THỤ ĐỘNG)

Ex : Active : **Mr.Brown** **wrote** **the report** yesterday .
S V O

Passive : **The report** **was written** **by Mr.Brown** yesterday

❤ **CÁCH ĐỔI TỪ CÂU ACTIVE → PASSIVE :**

Active : S + V + O + (Adv. Of place) + Adv. Of time)

Passive : S + BE + PP + (adv. Of place) + BY + O + (Adv. Of time)

● **Remember these things :**

1/.The active object becomes the passive Subject .

2/.The passive verb is a form of BE + PAST PARTICIPLE

3/.The Active Subject becomes BY + AGENT (Noun / Object pronoun)

* Laáy tuùc töø (O) trong caâu chuû ñoäng xuoáng laøm chuû töø (S) trong caâu thuï ñoäng.

* Nhaän xeùt xem ñoäng töø chia trong caâu chuû ñoäng ôû thì naøo, ta chia TO BE ôû thì ñoù roài vieát ñoäng töø chính ôû daïng quaù khöù phaân töø (p.p).

* Laáy chuû töø (S) trong caâu chuû ñoäng xuoáng laøm doer trong caâu thuï ñoäng, nhôù vieát BY ngay ñaèng tröôùc.

* Traïng töø giöõ nguyeân khoâng ñoåi vaø thöôøng ñaët cuoái caâu (neáu laø traïng töø chæ thôøi gian).

❤ Moät vaøi ví duï khaùc :

+ **(a) simple present : [Subject+ am / is / are + P.P]**
  - Mr.Green ***teaches*** history.
  → History ***is taught*** by Mr.Green.

+ **(b) present perfect : [S + has / have + been + p.p]**
  - He ***has just done*** his homework.
  → His homework ***has just been done*** by him.

+ **(c) present continuous : [S + am / is / are / + being + p.p]**
  - She ***is cleaning*** the windows.
  → The windows ***are being cleaned*** by her.

+ **(d) simple past : [S + was / were + p.p]**
  - The boss ***sacked*** ten workers.
  → Ten workers ***were sacked*** by the boss.

+ **(e) past perfect : [S + had been + p.p]**
  - Mary ***had written*** the letter.
  → The letter ***had been written*** by Mary.

+ **(f) Past continuous : [S + was / were + being + p.p]**
  - The police ***were questioning*** Tom.
  → Tom ***was being questioned*** by the police.

+ **(g) simple future: [S + will / shall + be + p.p]**

- John ***will deliver*** the letter.
→ The letter ***will be delivered*** by John.

+ (h) **Modal verbs : [S + must / can / may ... + be + p.p]**
- He ***must do*** it right now.
→ It ***must be done*** by him right now.

+ (i) **special structures : [S + is / are going to + be + p.p]**
- The engineers ***are going to build*** the bridge.
→ The bridge ***is going to be built*** by the engineers.

(... coøn aùp duïng vôùi caùc caáu truùc khaùc nhö : **have to, had to, used to, ought to ...**)

+ (j) **2 objects :**
- They gave ***me*** ***a present*** yesterday.
→ ***I was given*** a present yesterday(by them).
→ ***A present was given*** to me yesterday(by them).
(Neáu sau BY laø them / people / someone / somebody...ta coù theå boû ñi)

+ (k) **With 'make' : [S + be – made + to inf]**
- They ***made*** me ***do*** it.
→ I ***was made to do*** it.

+ (l) **With 'begin or start': [S + begin / start + to be + p.p]**
- They ***began to build*** the house in 1980.
→ The house ***began to be built*** in 1980.

+ (n) **With "say, report, rumour...':**
- People ***say*** that prevention is better than cure.
→ ***It is said*** that prevention is better than cure.
→ ***Prevention is said to*** be better than cure. (...caùch ñoåi naøy ñöôïc aùp duïng cho caùc ñoäng töø nhö: **SAY, REPORT, THINK, BELIEVE, RUMOUR...**)

Exercise 1: ***Choose the best answer among A,B,C or D to complete each sentence .***

1" What a beautiful shirt you're wearing !"
" Thank you . It .....especially for me by my mother"
A.is made B.has made C.made D.was made

2.I don't understand why the students didn't keep silent while the speech .....
A.has been made B.was made C.would be made D.was being made

3.This is the first time I have seen this car . Where ..... ?
A.did it make B.did it made C.was it make D.was it made

4.Today , many serious childhood diseases .....by early immunization .
A.are preventing B.can prevent C.prevent D.can be prevented

5.Whole grain food products .....in most large supermakets across the United States and Canada .
A.now can purchase B.can now be puechased
C.now to purchase D.the purchase of which

6.All the rubbish will have to be .....at once .
A.get rid of B.got rid of C.gets rid of D.getting rid of

7. " What happened to the postman ?" " He .....to a new town to work ."

A.has sent B.was send C.was sent D.sent

8.Excuse me . Is this seat ..... ?

A.taking B.took C.occupy D.taken

9.There's someone walking behind us . I think .....

A.we are following B.we are being followed

C.we are followed D.we are being following

10.We're late . The film ..... by the time we get to the cinema .

A.will already start B.will be already started

C.will already have started D.will be starting

EXERCISE 2 : ***Turn into the passive voice.***

1/ He is running his own restaurant.

_____

2/ The secretary opens the mails every morning.

_____

3/ The teacher doesn't allow me to take the seat by the window.

_____

4/ Tom's absence worried his mother.

_____

5/ They are building a new school in this town.

_____

6/ You should finish the report right now.

_____

7/ We shall discuss the matter in the afternoon.

_____

8/ Are you going to post this letter ?

_____

9/ He has to pay the bills before the fifth of the month.

_____

10/ No one has opened that box for the past hundred yea

LESSON 5 : SỰ HOÀ HỢP GIỮA CHỦ TỪ VÀ ĐỘNG TỪ (THE AGREEMENT OF A VERB WITH ITS SUBJECT)

Theo luaät chung moät ñoäng töø bao giôø cuõng hoøa hôïp vôùi chuû töø cuûa no ù-töùc laø – neáu chuû töø soá ít thì ñoäng töø theo sau cuõng ôû soá ít vaø ngöôïc laïi neáu chuû töø soá nhieàu thì theo sau laø ñoäng soá nhieàu. Tuy mhieân, ta haõy chuù yù **10 luaät ñaëc bieät** sau:

[1] : **Hai hay nhieàu chuû töø soá ít ñöôïc noái bôûi lieân töø AND thì ñoøi hoûi moät ñoäng soá nhieàu.**

- The boy and the girl **love** their parents dearly.
- Tom and Mary **were** late yesterday.

Tuy nhieân, neáu hai chöû töø naøy dieãn taû moät ngöôøi, moät vaät hay moät yù töôûng chung thì ñoäng töø vaãn ôû soá ít.

- Bread and butter **is** my daily breakfast.
- To love and to be loved **is** the greatest happiness in life.

[2] : Hai chuû töø ñöôïc noái vôùi nhau baèng AND maø tröôùc chuû töø ñaàuø coù EACH, EVERY, MANY A, NO thì ñoäng töø phaûi ôû soá ít.

- Each boy and girl **has** a textbook.
- No teacher and student **is** present.

[3] : Khi hai chuû töø ñöôïc noái bôûi OR, EITHER... OR, NEITHER...NOR... thì ñoäng töø hoøa hôïp cuøng ngoâi vôùi chuû töø gaàn noù nhaát.

- He or you **are** the best student in this class.
- Neither Jack nor I **am** willing to do that.

[4] : Khi hai chuû töø ñöôcï noái bôûi AS WELL AS, NO LESS THAN, WITH thì ñoäng töø hoøa hôïp vôùi chuû töø thöù nhaát.

- John, as well as you, **is** responsible for this act.
- Tom, with his friends, **is** in the car.

[5] : Moät danh töø taäp hôïp (collective noun) caàn moät ñoäng töø soá nhieàu khi ta nguï yù noùi tôùi töøng caù nhaân taïo neân taäp hôïp aáy; nhöng ñoäng töø vaãn soá ít khi ta nguï yù noùi chung, coi caû taäp hôïp nhö moät ñôn vò.

- The family of this dead soldier **is** noble.
- The family **go** to the movies every Sunday morning.

[6] : Khi chuû töø laø danh töø coù hình thöùc laø soá nhieàu nhöng nghóa laïi laø soá ít thì ñoäng töø chia ôû soá ít.

- No news **is** good news.
- Physics **is** more difficult than chemistry.

Caùc danh töø thöôøng gaëp nhö : news, physics, mathematics, politics, gymnastics, phonetics, measles, mumps, rickets, the United States, the Philippines...

[7] : Khi chuû töø laø danh töø chæ troïng löôïng, ño löôøng, giaù caû hay giaù tieàn thì ñöôïc coi laø soá ít, ñoäng töø theo sau cuõng ôû soá ít.

- Ten thousand dollars **is** a big sum of money.
- Five hundred miles **is** a long distance.

[8] : Khi chuû töø laø ñaïi töø baát ñònh nhö : everyone, something, nobody...thì ñoäng töø theo sau phaûi ôû soá ít.

- Nobody **has** opened the door.
- Is everyone present ?

[9] : Trong caâu baét ñaàu baèng THERE thì ñoäng töø hoøa hôïp vôùi chuû töø theo sau noù.

_There **is** a boy in the room .

- There **stands** a pagoda facing the little lake.
- There **were** a lot of people at the meeting.

[10] : Ñoäng töø coù chuû töø laø ñaïi töø quan heä thì phaûi hoøa hôïp cuøng ngoâi vaø soá vôùi tieàn vò töø cuûa ñaïi töø aáy.

- He works for the factory which **makes** cars.
- The man who **is** living near my house teaches us English.

_The students who **are learning** English are very studious .

EXERCISE 1 : *Choose the best answer .*

1.Tom with his dog .....here now .

a.is b.are c.was d.were

2.Tom as well as his dog .....here now .

a.is b.are c.was d.were

3.My old friend and colleague , John , ...married .

a.has just got b.have just got c.just has got d.just have got

4.The singer and actor .....coming now .

a.was b.were c.is d.are

5.The singer and actor .....coming now .

a.is b.are c.was d.were

6.Mathematics .....difficult .

a.is b.are c.was d.have been

7.Two billion dollars .....not enough for the victims tsunami .

a.was b.were c.is d.are

8.Three years in a strange land .....like a long time for lonely people .

a.is seeming b.are seeming c.seems d.seemed

9.The film " Titanic" .....very interesting .

a.is b.are c.was d.were

10.Cattle .....allowed to graze here now .

a.was b.were c.is d.are

11.None of the money .....mine now .

a.is b.are c.was d.were

12.None of them .....right now .

a.is b.are c.was d.were

13,Every student .....willing to join thw picnic now .

a.is b.are c.was d.were

14.If anyone ....., tell him I'll be back later .

a.was calling b.called c.call d.calls

15.Each of the boys .....a book now .

a.have b.has c.had d.are having

16.Two-thied if the money .....mine now .

a.is b.are c.was d.were

17.About 60% of students in this class .....from China .

a.was b.were c.are d.is

18.A number of sheep .....eating grass now .

a.are b.is c.were d.were

19.The number of the books in this library .....large .

a.are b.is c.was d.were

20.Either you or I .....wrong .

a.am b.is c.are d.were

EXERCISE I : ***Choose the correct form of the verbs in parentheses in the following sentences.***

1. John along with twenty friends, (is / are) _____ planning a party.
2. The picture of the soldiers (bring / brings) _____ back many memories.
3. The quality of these recordings (is / are) _____ not very good.
4. If the duties of these officers (isn't / aren't) _____ reduced, there will not be enough time to finish the project.
5. Neither Bill nor Mary (is / are) _____ going to the play tonight.
6. Anything (is / are) _____ better than going to another movie tonight.
7. A number of reporters (was / were) _____ at the conference yesterday.
8. There (was / were) _____ some people at the meeting last night.
9. Each student (has / have) _____ answered the first three questions.
10. Either John or his wife (make / makes) _____ breakfast each morning.

LESSON 6 : RELATIVE CLAUSES)
(MỆNH ĐỀ QUAN HỆ)

Meänh ñeà quan heä laø meänh ñeà ñöôïc baét ñaàu baèng caùc *ñaïi töø quan heä* (relative pronouns) nhö : **who, whom, which, whose, that.**

- The man ***who met me at the airport*** gave me the money.

Trong caâu treân, meänh ñeà "*who met me at the airport*" laø meänh ñeà quan heä trong ñoù "**who**" laø ñaïi töø quan heä ñöôïc duøng ñeå thay theá *tieàn vò töø* (antecedent) "*the man*" vaø meänh ñeà coøn laïi "The man gave me the money" laø meänh ñeà chính.

1/ Haõy xem caùc ví duï :

- The man gave me the money. He met me at the airport.
→ The man ***who*** *met me at the airport* gave me the money.
- This is the man. We saw him at the party yesreday.
→ This is the man ***whom*** *we saw at the party yesterday.*
- The pencil belongs to me. It is in your pocket.
→ The pencil ***which*** *is in your pocket* belongs to me.
- The car is very expensive. He bought it.
→ The car ***which*** *he bought* is very expensive.
- There is the man. His wallet was stolen.
→ There is the man ***whose*** *wallet was stolen.*
- The tree should be cut down. The branches of the tree are dead.
→ The tree ***whose*** *branches are dead* should be cut down.

2/ Caùch duøng ñaïi töø quan heä:

	Chuû töø (subject)	**Tuùc töø** (object)	**Sôû höõu** (possessive)
For people (Chæ ngöôøi)	**Who / that**	**Whom / that**	**whose**
For things, animals (chæ vaät, thuù vaät)	**Which / that**	**which / that**	**whose**

Thoâng thöôøng ta coù theå duøng **that** ñeå thay theá cho **who, whom** hoaëc **which** trong mệnh đề xác định

- The man ***that*** *met me at the airport* gave me the money.
- This is the man ***that*** *we saw at the party yesterday.*
- The pencil ***that*** *is in your pocket* belongs to me.
- The car ***that*** *he bought* is very expensive.

3/ Phaân loaïi : Ta caàn phaân bieät meänh ñeà quan heä laøm hai loaïi : **meänh ñeà xaùc ñònh** (defining relative clause) vaø **meänh ñeà khoâng xaùc ñònh** (non-defining relative clause) :

(*) **Defining clause**:(hoaëc Restrictive clause)

- The man *who met me at the airport* gave me the money.

Ta goïi meänh ñeà **who met me at the airport** laø meänh ñeà quan heä xaùc ñònh vì noù raát caàn thieát ñeå ñònh nghóa hoaëc giaûi thích cho tieàn vò töø **the man**. Neáu khoâng coù noù, töø **the man** seõ raát mô hoà vaø ta khoâng bieát ngöôøi ñaøn oâng ñoù laø ai.

- The book *(which / that) you lent me* is very interesting.
- The man *(whom / that) you met yesterday* is coming to my house for dinner.

(*) **Non-defining clause :** (hoaëc Non-restrictive clause)

- Shakespeare, *who wrote "Romeo and Juliet"*, died in 1616.

Ta goïi meänh ñeà **who wrote "Romeo and Juliet"** laø meänh ñeà quan heä khoâng xaùc ñònh vì noù chæ boå tuùc theâm nghóa cho tieàn vò töø **Shakespeare** neân duø coù boû ñi meänh ñeà naøy thì nghóa cuûa caâu vaên vaãn roõ raøng. Meänh ñeà quan heä khoâng xaùc ñònh thöôøng ñöôïc ngaên caùch bôûi daáu phaåy (tröôùc vaø sau meänh ñeà) vaø khoâng ñöôïc duøng **that** ñeå thay theá cho **who, whom** hay **which.**

- My brother Jack, *who came here last night*, is an engineer.
- That house, *which was built a few months ago*, doesn't look modern.
- Vietnam, *which lies in Southeast Asia,* is rich in coal.

Meänh ñeà quan heä khoâng xaùc ñònh ñöôïc duøng khi tieàn vò töø laø tieáng ñöôïc xaùc ñònh : thöôøng laø danh töø rieâng chæ ngöôøi hay ñòa danh (Mr. Brown, Vietnam...), hoaëc danh töø ñi vôùi caùc tính töø chæ ñònh (this, that...) hay tính töø sôû höõu (my, his, her, their...) hoaëc do ta töï qui ñònh laáy.

- A man, *who said he knew my father*, asked me for money.

4/ where, when vaø why trong meänh ñeà quan heä :

- That is the village ***in which*** *I used to live.*

→ That is the village ***where*** *I used to live.*

- Sunday is the day ***on which*** *most people rest.*

→ Sunday is the day ***when*** *most people rest.*

- There must be a reason ***for which*** *you said that.*

→ There must be a reason ***why*** *you said that.*

In (on / at) **which**	--- (*place*)-- →	**where**
On (in / at) **which**	---(*time*)-- →	**when**
For which	--(*reason*)-- →	**why**

Where vaø **when** coù theå ñöôïc duøng ñeå giôùi thieäu meänh ñeà xaùc ñònh vaø meänh ñeà khoâng xaùc ñònh.

- We visited the town *where I was born.(*defining)
- I bought them at the supermarket, *where I met Mrs.Brown.(*non-defining)
- I saw the film last year, *when I was in Paris.(*non-defining)
- I think that was the time *when I lost all my money.*(defining)

Why thöôøng ñöôïc duøng trong meänh ñeà xaùc ñònh vaø thöôøng theo sau **a reason** hay **the reason.**

- That is the reason *why I didn't come to the party yesterday.*

Where, when vaø **why** ñöôïc goïi laø **traïng töø quan heä** (relative adverbs)

EXERCISE 1 : ***Join each pair of sentences using relative pronouns :***

1/ This is the man. I met him in Paris.

_____

2/ I wanted the painting. You bought it.

_____

3/ This is the chair. My parents gave it to me.

4/ She's the woman. She telephoned the police.

5/ He's the person. He wanted to buy your house.

6/ We threw out the computer. It never worked properly.

7/ This is the lion. It's been ill recently.

8/ The man was badly injured. He was driving the car.

9/ The children broke the window. They live in the next street.

10/ That's the woman. I was telling you about her.

EXERCISE 2 : Choose the best answer to complete each of the following sentences.

1.Mr. Pike, ... is our boss, has just come back from Paris.
A. who B. whom C. which D. that

2.The botanists are examining the plants ..... were brought from Africa.
A. who B. whom C. whose D. that

3.That is the new teacher about ..... the students are talking.
A. that B. who C. whose D. whom

4.This subject, ... going to discuss, is very important.
A. which we are B. which are we C. that we are D. A and C are correct

5.The scientist ..... invention was a success became famous.
A. who B. whose C. which D. that

6.The woman .....name I don't remember is a doctor .
A.whom B.who C.whose D.which

7.The book .....I need can't be found in the library .
A.who B.that C.whom D.whose

8.The noise .....he made woke everybody up .
A.which B.who C.whom D.whose

9.Mr Brown , ...is only 34 years old , is the director of this company .
A.who B.whom C.that D.A and C

10.The man .....daughter is a doctor is worhing here .
A.who B.that C.whom D.whose

LESSON 7 : Modal verbs : May / Might / Must / Mustn't / Needn't / Should (ĐỘNG TỪ CHỈ HÌNH THÁI)

1/.May / Might (Có lẽ)

a/.Form (Hình thức) : S + **may / might** + Vo

b/.Usage : (Cách dùng)

_Chúng ta có thể dùng **May** và **Might** đểnói đến những việc hoặc hành động có thể , có khả năng xảy ra ở tương lai .(Nhưng không chắc chắn)

Ex : The bus doesn't always come on time . We might have to wait a few minutes .
Take an umbrella with you . It may rain later .

2/.Must / Mustn't / Needn't

a/.Form : **must / mustn' +** **Vo**

S +

Needn't + Vo

b/.Usage :

_**Must :** nói lên nhiệm vụ , bổ phận phải làm (bắt buộc – không có sự chọn lựa)

Ex : It's time . We must go now .

We must do the exercise before going to class .

_**Must :** dùng để chỉ một suy luận / suy đoán hợp lý .

Ex : After a long walk m you must be tired

_**Mustn't :** dùng để nói lên ý cấm đoán , không được phép làm .

Ex : You must keep this a secret . You mustn't tell anybody about it .

_**Needn't** (không cần) : được dùng với ý không cần thiết phải làm (Không bắt buộc)

Ex : I can hear you clearly . You needn't shout .(You don't need to shout)

3/.Should (nên)

a/.Form : S + **should** +| **Vo**

b/.Usage :

_Một lời đề nghị , lời khuyên (Ý nghĩa không mạnh như **Must**)

Ex : You should come to see a doctor .

You shouldn't do that work . It is too hard .

4/.Have to + Vo : (Phải)

Có nghĩa gần như **Must** nhưng không mang tính bắt buộc .

Ex : Her eyes are not good . She has to wear glasses for reading .

★Chú ý :

a/.Could / Might / May + have + Ved/V3

hình thức này dùng để chỉ một khả năng trong quá khứ .

ex : It may have rained **last night.** , but I'm not sure .

John might have gone to the movie **yesterday.**

b/.Should + have + Ved/V3

hình thức này dùng để chỉ một việc d8uo75c cho là xảy ra ở quá khứ nhưng vì một lý do nào đó đã không xảy ra .

ex : You shouldn't have called him **last night .**

c/.Must + have + Ved / V3

hình thức này được dùng để chỉ một sự suy luận hợp lý trong quá khứ .

ex : He looked very tired . He **must have stayed** up last last night.

CÁC HÌNH THỨC BỊ ĐỘNG

Active (Chủ động)		Passive (Bị động)
Can / may / might / should / must / mustn't + Vo	→	Can / may / might / …. **be + Ved/V3**
Must / should / might / …+ have + Ved/V3	→	must / should / …+have + **been** + Ved/V3

EXERCISE

Mark the letter A, B, C, or D to indicate the correct answer to each of the following questions.

1. A mystery is something that can't be _____.
   A. explain B. explained C. explaining D. explains
2. Do you believe that such a problem can _____?
   A. solve B. be solving C. is solved D. be solved
3. If I didn't do my job properly, I _____.
   A. would be sacked B. am sacked C. sacked D. had sacked
4. All planes _____ before departure.
   A. will check B. were being check C. will be checked D. checked
5. I think we _____ be on time for the meeting after all, so don`t worry.
   A. must B. need C. may D. shouldn`t
6. It`s secret. You _____ let anyone know about it.
   A. mustn`t B. needn`t C. mightn`t D. may not
7. We _____ open the lion's cage. It is contrary to Zoo regulations.
   A. must B. mustn't C. needn't D. should
8. "_____ you hand that book, please?" "Sure. Here it is."
   A. Could B. Should C. Must D. May
9. This exercise is not difficult. You _____ help me with it. Thank you very much.
   A. must B. needn't C. might D. may
10. It's is very sunny. You _____ bring a raincoat.
    A. needn't B. mustn't C. might not D. may not
11. Smoking is not allowed in the school. You _____ smoke here.
    A. might B. must C. mustn't D. needn't
12. Where will you spend your summer vacation ?
    I haven't decided yet. I _____ go to Nha Trang.
    A. may B. must C. should D. can
13. Nam got up late this morning so he missed the bus. He _____ to walk to school.
    A. have B. had C. has D. ought
14. A: Oh, It's 6:50. We will come to class on time, won't we?
    B: I'm not sure. We _____ come a few minutes late.
    A. might not B. needn't C. must D. may
15. It's nearly midnight. She _____ sleepy now.
    A. must be B. maybe C. might D. may not

LESON 8 : DEGREES OF COMPARISON OF ADJECTIVES AND ADVERBS
(CÁC MỨC ĐỘ SO SÁNH CỦA TÍNH TỪ VÀ TRẠNG TỪ)

Có 3 cấp độ so sánh tính từ và trạng từ : SO SÁNH BẰNG , SO SÁNH HƠN VÀ SO SÁNH NHẤT .

I/.<u>Phân loại tính từ :</u>

<u>1/.Tính từ ngắn (Short Adjectives)</u> : tính từ khi phát âm chỉ có một âm tiết . Đôi lúc có 2 âm tiết khi chúng tận cùng bằng : _y , _ow , _ er .

Ex : old , young , long , happy , noisy , busy , narrow , clever , ...

2/.Tính từ dài (Long Adjectives) : tính từ có 2 âm tiết trở lên .

Ex : beautiful , careful , expensive , ...

II/.CÁC MỨC ĐỘ SO SÁNH (DEGREES OF COMPARISON) :

1/.So sánh bằng : (Equal comparison)

S + V + **as + Adj./Adv. + as** + noun / pronoun / Clause

Ex : He is **as tall as** my brother .
She is **as beautiful as** her mother .

***Chú ý :**

_**So** có thể được dùng thay **as** trong câu phủ định

Ex : His job is not so difficult as mine .

_**Đại từ làm chủ từ** thường được dùng sau **as** . **Đại từ làm túc từ** cũng có thể được dùng trong lối văn thân mật .

Ex : You are as tall as **she is / her .**

_**Ý " bằng nhau , như nhau"** cũng có thể diễn đạt cách khác .

S + V + **the same + (noun) + as + noun** + noun / pronoun

Ex : My house is as high as his hay My house is the same height as his .
Tom is as old as Mary hay Tom and Mary are the same age .

CÁC TÍNH TỪ VÀ CÁC DANH TỪ TƯƠNG ỨNG CỦA CHÚNG :

Heavy , light → weight wide , narrow→ width
Deep , shallow → depth long , short → length
Big , small → size old → age

2/.So sánh hơn : (Comparatives)

a/.With short Adj. ;

S + V + **adj + er + than**

Chú ý : hot __ hotter big __bigger happy ___ happier

Ex : He is **older than** his friends . They are **happier than** us

b/.With long Adj. :

S + V + **more** + adj + **than**

Ex He is **more** intelligent **than** me .
They are **more** careful **than** us .

♥**So sánh kém hơn :** S + V + **less + Adj. / Adverb + than ...**

Ex : He is less careful than his friends .
She is less pretty than her sister .

3/.So sanh tuyệt đối (So sánh nhất) (Superlative)

a/.With short Adj. : :

S + V + **the + adj. + est** (noun) ...

b/.With long Adj. : :

S + V + **the most** + Adj. (noun) ....

Ex : He is **the** oldest student in the class .

She is **the most** beautiful girl in the class .

Hot → the hottest happy → the happiest

❤ **So sánh kém nhất :** S + V + **the least + Adj.** (noun) .....

Ex : He is the least intelligent in the class .

MỘT SỐ TÍNH TỪ S/S BẤT QII TẮC

--- * * * ---

ADJ.	SO SÁNH HƠN	SO SÁNH NHẤT
Good / well (tốt)	Better	The best
Bad / badly (tệ)	Worse	The worst
Far (xa)	Farther / futher	The farthest / furthest
Much / many	More	The most
Little	Less	The least
Near	Nearer	The nearest (khoảng cách) The next (về thứ tự)
Late	Later	The latest (Về thời gian) The last (về thứ tự)
Old	Older (tuổi) Elder (về cấp bật hơn tuổi tác)	The oldest The eldest

SO SÁNH KÉP : (DOUBLE COMPARISON)

1- So sánh kép trong bản thân một sự vật , hiện tượng : ……..càng ngày càng ……..

S * V + COMPARATIVE AND COMPARATIVE

a- Tính từ ngắn : (Short adjectives)

S + V + Adj –er and Adj-er

Ex: - Tom is growing fast. He is getting **taller and taller**

- The weather is getting **hotter and hotter**

b- Tính từ dài (long adjectives) hoặc trạng từ (adverbs) :

S + V + more and more + Adj / Adv

Ex : - Computers are becoming **more and more complicated**

- Jenny is becoming **more and more beautiful**

2- So sánh kép liên quan đến hai hay nhiều sự vật , hiện tượng : .... càng ...càng ...(So sánh liên kết)

The + tính từ so sánh bậc hơn + S + V, The + tính từ so sánh bậc hơn + S + V

(comparative) , (comparative)

Ex: - **The more** money you make, **the more** you spend

2 **The harder** you work, **the better result** you will get

3 **The more expensive petrol becomes, the less people drive**

I. Choose the best answer to complete each of the following sentences.

1. Jane doesn't speak English ……

A. well as Betty B. as well as Betty C. as good as Betty D. better as Betty

2. This is …… most interesting film I've ever seen.

A. an B. a C. the D. no article

3. Mary is …… in our class.

A. prettier B. more pretty C. most pretty D. the prettiest

4. The more manufacturers advertise, ... they sell.
   A. the more products B. the most products
   C. the products more D. most products
5. Jogging makes our health .....
   A. more good B. better C. the more good D. the most good
6. ..... we jog, ... we are.
   A. The most – the healthiest B. The most – the healthier
   C. The more – the most healthy D. The more – the healthier
7. The test is not ..... difficult ..... it was last month.
   A. as – as B. so – as C. more – as D. A and B
8. The winter is coming, it is getting .....
   A. more cold B. the more cold C. colder and colder D. the most cold
9. He learns English ..... than we do.
   A. badly B. badlier C. more badly D. worse
10. Peter usually drives ..... Mary.
   A. more fast B. more fast than C. most fast D. faster than

II/.Use the proper form of adjectives (or adverbs) in parentheses.

1. Mary is (pretty) _____ as her sister.
2. A new house is (expensive) _____than an old one.
3. His job is (important) _____than mine.
4. Of the four ties, I like the red one (well) _____.
5. Nobody is (happy) _____ than Miss Snow.
6. Today English is the (international) _____ of languages.
7. John is much (strong) _____ than I thought.
8. Benches are (comfortable) _____ than arm - chairs.
9. Bill is (good) _____ than you thought.
10. Mr. Bush is the (delightful) _____ person I have ever known.

LESSON 9 : REPORTED SPEECH
CÂU TƯỜNG THUẬT

Coù hai caùch thuaät laïi lôøi moät ngöôøi khaùc noiù: caùch tröïc tieáp vaø caùch giaùn tieáp.

Trong **caâu tröïc tieáp** (direct speech), ta nhaéc laïi nguyeân vaên lôøi ngöôøi ñaõ noùi.

- *He said : "I have lost my pen."*

Trong **caâu giaùn tieáp** (indrect speech) hay **caâu töôøng thuaät** (reported speech), ta dieãn taû tö töôûng trong caâu ngöôøi khaùc noùi maø khoâng caàn laäp laïi nguyeân vaên caâu noùi cuûa hoï.

- He said that he had lost his pen.

A. Caâu phaùt bieåu. (statements in reported speech)

1/ Ví duï :

- He said : " I have lost my pen this morning."

→ ***He said that he had lost his pen that morning.***

- She said to him: "I will go with you tomorrow."

→ ***She told him that she would go with him the next day.***

2/ Ghi nhôù : muoán ñoåi moät caâu tröïc tieáp sang caâu giaùn tieáp, ta phaûi :

+ Giöõ nguyeân ñoäng töø giôùi thieäu said hoaëc ñoåi said to thaønh told neáu coù tuùc töø.

+ Boû daáu hai chaám (:) vaø ngoaëc keùp ("...") roài theâm lieân töø that.

+ Thay ñoåi ñaïi töø nhaân xöng, tính töø sôû höõu... theo qui taéc sau : Ngoâi thöù 1 ñoåi thaønh ngoâi thöù nhö chuû töø ôû meänh ñeà chính. Ngoâi thöù 2 ñoåi thaønh ngoâi thöù cuûa tuùc töø. Ngoâi thöù 3 giöõ nguyeân khoâng ñoåi.

+ Thay ñoåi thì cuûa ñoäng töø trong caâu tröïc tieáp baèng caùch cho luøi veà quaù khöù moät baäc. Cuï theå nhö sau :

Direct speech		**Reported speech**
- simple present	→	*- simple past*
- present continuous	→	*- past continuous*
- present perfect	→	*- past perfect*
- simple past	→	*- past perfect*
- past continuous	→	*- past perfect continuous*
- present perfect cont	→	*- past perfect continuous*
- simple future	→	*- present conditional (should/would)*
- past perfect	→	*- unchanged (khoâng ñoåi)*
- perfect conditional	→	*- unchanged*

+ Thay ñoåi moät soá töø chæ thôøi gian vaø nôi choán.

- now	→	*- then*
- today / tonight	→	*- that day / that night*
- tomorrow	→	*- the following day / the next day*
- yesterday	→	*- the previous day / the day before*
- next week / month...	→	*- the following week / month...*
- last week /month...	→	*- the week before /the month before...*
- the day before yesterday	→	*- two days before*
- the day after tomorrow	→	*- in two days' time*
- ago	→	*- before*
- tomorrow morning	→	*- the following morning*

- *last Tuesday* → - *the Tuesday before*
- *right now* → - *at once*
- *here* → - *there*
- *this / these* → - *that / those*

- He said : " I'll come here to take this book."
→ ***He said that he would come there to take that book.***
- They said to us : "You must do this work right now."
→ ***They told us that we had to do that work at once.***

Chuù yù :

*** Khi caâu tröïc tieáp bieåu thò moät taäp quaùn, moät söï thaät hay moät chaân lyù thì khi ñoåi sang caâu giaùn tieáp thì cuûa ñoäng töø khoâng thay ñoåi.**

- The lecturer said : "The earth moves round the sun."
→ ***The lecturer said that the earth moves round the sun.***
- The teacher said to them : "The Second World War ended in 1945."
→ ***The teacher told them that the Second World War ended in 1945.***

*** Khi caâu ñoäng töø giôùi thieäu ôû hieän taïi ñôn, thì cuûa ñoäng töø trong caâu giaùn tieáp khoâng ñoåi vaø caùc töø chæ thôøi gian hoaëc nôi choán vaãn giöõ nguyeân.**

- The doctor says to her : "You will have to stay here until tomorrow."
→ ***The doctor tells her that she will have to stay here until tomorrow.***

B. CAÂU HOÛI. (Questions in reported speech)

1/ Ví duï :

- She said to me : "Do you like swimming ?"
→ ***She asked me if I liked swimming.***
- Tom said : "Has she finished her home work ?"
→ ***Tom wanted to know if she had finished her homework.***
- He asked me : "Why did you come home so late last night?"
→ ***He asked me why I had come home so late the night before.***
- Mary said : " What's he doing now?"
→ Mary wondered what he was doing then.

2/ Ghi nhôù :

+ Ñoåi said thaønh asked (coù hoaëc khoâng tuùc töø theo sau), wondered hay wanted to know (khoâng coù tuùc töø).

+ Boû daáu hai chaám (:), daáu ngoaëc keùp ("...") vaø daáu chaám hoûi (?) vaø giöõ laïi question-word (nhö what, where, how...) neáu laø caâu hoûi noäi dung (Wh-questions) hoaëc theâm if (hay whether) neáu caâu hoûi coù hay khoâng (Yes-no questions).

C. CAÂU MEÄNH LEÄNH. (Commands in reported speech)

1/ Ví duï :

- The teacher said : "Go to the blackboard, John."
→ ***The teacher told John to go to the blackboard.***
- He said to them : "Don't be late tomorrow."
→ ***He told them not to be late the next day.***

2/ Ghi nhôù :

+ Ñoåi said hay said to thaønh told hay asked vaø buoäc phaûi coù tuùc töø theo sau

. + Duøng to ñeå thay theá cho daáu hai chaám vaø ngoaëc keùp khi laø caâu meänh leänh xaùc ñònh vaø duøng not to khi laø caâu meänh leänh phuû ñònh.

Tóm tắt	**Caâu giaùn tieáp** (reported speech)
Statements (Caâu phaùt bieåu)	* **S + said + (that) + clause** * **S + told + O + (that) + clause**
Commands (Caâu meänh leänh)	* **S + told + O + to infinitive** * **S + told + O + not + to infinitive**
Wh-questions (Caâu hoûi noäi dung)	* **S + asked + (O) + wh-... + clause** * **S + wondered + wh-... + clause** * **S + wanted to know + wh-... + clause**
Yes-no questions (Caâu hoûi coù khoâng)	* **S + asked + (O) + if / whether + clause** * **S + wondered + if /whether + clause** * **S + wanted to know + if / whether + clause**

EXERCISE IV : ***Rewrite the following sentences:***

1/ The flight attendant said : "Don't forget to fasten your seat belts."
→ The flight attendant reminded _____

2/ The policeman said to her : "Show me your driving licence."
→ The policeman ordered _____

3/ He said : "Did you see Mary yesterday ?"
→ He wanted to know _____

4/ He said : "Would you mind telling me the time ?"
→ He told _____

5/ I said to my friend : "When did you buy your new car ?
→ I asked _____

6/ My friend said to me : "We have known everything about that."
→ My friend told _____

7/ I wondered why there were so many people at the station that day.
→ I said : "_____

8/ The teacher asked whether we had found the solution to the problem yet.
→ The teacher asked us: "_____

9/ He ordered us not to touch anything in that room.
→ He said : "_____

LESSON 10 : SOME COMMON ENGLISH STRUCTURES (MOÄT VAØI CAÁU TRUÙC THOÂNG DUÏNG)

[A] : **USED TO + Infinitive** → (ñaõ töøng...) chæ moät thoùi quen ôû quaù khöù

- My father ***used to*** smoke a lot; but now he doesn't any more.
- When I was a little boy, I ***used to*** swim in the river.

BE USED TO + V-ing / Noun → (quen vôùi…) töông vôùi **Be accustomed to**

- My mother ***is used to*** getting up early.
- I have ***been used to*** the hot weather here.

[B] : BECAUSE + Clause → (bôûi vì…) giôùi thieäu meänh ñeà traïng töø chæ nguyeân do

(adverb clause of reason)â

- I couldn't come to class yesterday ***because I was ill.***
- ***Because the weather was bad,*** the flight was put off.

BECAUSE OF + Phrase → (bôûi vì…) duøng cuïm töø hoaëc danh töø sau **because of** (preposition)

- I couldn't come to class yesterday ***because of his illness.***
- ***Because of the bad weather,*** the flight was put off.

[C] : ALTHOUGH + Clause → (maëc duø…) giôùi thieäu meänh ñeà traïng töø chæ söï

THOUGH + Clause

nhöôïng boä (adverb clause of concession)

- They came to the concert ***though it was raining heavily.***
- ***Although it is a very hot day,*** I shall go for a walk.

IN SPITE OF + Phrase

DESPITE + Phrase

→ (maëc duø…)duøng cuïm töø hoaëc danh töø sau **in spite of** (prep) hay **despite**

- They came to the concert ***in spite of the heavy rain.***
- ***In spite of a hot day,*** I shall go for a walk.

[D] : SO + Adj / Adv + THAT + Clause → (quaù…ñeán noãi…) giôùi thieäu meänh ñeà chæ

chæ keát quaû (adverb clause of result)

- He is ***so*** famous ***that everyone knows his name.***
- They discussed ***so*** hotly ***that they forgot to come to the conclusion.***

SUCH + (A / An + Adj + Noun) + THAT + Clause → (quaù… ñeán noãi…)

- He is ***such*** a famous ***man that everyone knows his name.***
- It was ***such*** a hot discussion ***that they forgot to come to the conclusion.***

TOO + Adj / Adv + (For someone) + TO + Infinitive → (quaù…ñeán noãi khoâng..)

- It is ***too*** late ***to go to the movies.***
- The lecture was ***too*** boring for us ***to listen to.***
- He spoke ***too*** fast for me ***to understand him.***

[E] : SO THAT + Clause → (ñeå…) giôùi thieäu meänh ñeà traïng töø chæ muïc ñích (adverb clause of purpose)

- I'm studying hard ***so that I can keep pace with my classmates.***
- The man spoke loudly ***so that everyone would hear him clearly.***

TO }
IN ORDER TO} **+ Infinitive** → (ñeå…) giôùi thieäu cuïm ñoäng töø nguyeân maãu chæ muïc ñích (Inf phrase of purpose)
SO AS TO}

- I'm studying hard ***in order to keep pace with my classmates.***
- ***So as not to be late for class,*** John must get up early.
- We learn English ***to have better communication with other people.***

[F] : Adj / Adv + ENOUGH + (for someone) + TO + Inf → (ñuû… ñeå…)

- The questions were easy ***enough for her to answer.***
- The teacher spoke clearly ***enough for us to understand him.***

[G] : IT + Takes / Took + SOMEONE + TIME + TO + Inf → maát bao laâu ñeå laøm vieäc gì…)

- It took me five minutes to walk to the post office.
- It takes us two hours to fly from Hanoi to Ho Chi Minh City.

[H] : HAVE + Object (vật) + Past Participle → (nhôø ai laøm …) laø hình thöùc sai khiến (causative form) (dạng bị động)

- Mary is going to have her hair done.
- He had his car washed yesterday.

***HAVE + Object (người) + V (infinitive)** : nhờ ai làm gì…..(chủ động)

_ Mary often **has** me **write** letters in English .
_My parents **had** them **repaint** the house last year .

[I] : IT + BE + Adj + (for someone) + TO + Inf

- It is difficult for us to master a foreign language.
- It is dangerous to drive too fast.

EXERCISE

I. Choose the best answer among A, B, C, and D.

1.The book is too expensive for me .....

A.not to buy B.not buy C.to buy D.can't buy

2.Mr.Clark is used to .....tea after meals .

A.drinking B.drink C.be drunk D,have drunk

3.It .....two hours to translate the letter into English .

A.spent B.needed C.took D.asked

4.It was .....hot weather that we couldn't sleep .

A.so B.very C.too D.such

5.They couldn't cross the street .....the heavy traffic .

A.because B.because of C.despite D.although

6.Despite ....., the plane took off on time .

A.the fog was heavy B.the heavy fog

C.having heavy fog D.there was heavy fog

7.He plays tennis on Sundays . .....

A.His friends play so B.His friends do to

C.So do his friends D.B and C are correct

8.You are .....to pass the examination .

A.too good B.very good C.so good D.good enough

9.It is easy .....you to find her address .

A.for B.so C.with D.in order to

10.I couldn't answer the questions . My classmates could .....

A.neither B.either C.too D.so

LESSON 11: TAG QUESTIONS
(CÂU HỎI ĐUÔI)

I. CÁCH THÀNH LẬP

1. Câu hỏi đuôi gồm có: chủ ngữ (phải là đại từ nhân xưng) và trợ động từ hay động từ đặc biệc.
2. Nếu câu phát biểu ở thể xác định thì câu hỏi đuôi ở thể phủ định và ngược lại.
3. Nếu câu hỏi đuôi ở thể phủ định thì phải dùng hình thức tĩnh lược (contractive form).

Ví dụ:

STATEMENTS	QUESTION-TAGS
He is a good boy,	isn't he?
The girl didn't come here yesterday,	did she?
They will go away,	won't they?
She hasn't left,	has she?

II. CHÚ Ý:

a. Phần đuôi của " I am" là " aren't I " .

Eg: I'm going to do it again, aren't I?

b. Imperatives and Requests (Câu mệnh lệnh và câu yêu cầu):

+ Có phần đuôi là "won't you?" khi câu phát biểu diễn tả lời mời:

Eg: Take your seat, won't you? (Mời ông ngồi)

+ Có phần đuôi là "will you?" khi câu phát biểu diễn tả lời yêu cầu hoặc mệnh lệnh phủ định

Eg: Open the door, will you? (Xin vui lòng mở cửa)

Don't be late, will you ? (Đừng đi trễ nha)

c. Phần đuôi của câu bắt đầu bằng " Let's ..." : là "shall we ?"

Eg: Let's go swimming, shall we?

Nhưng phần đuôi của "Let us / Let me" là "will you"

***d.* Nothing, anything, something, everything được thay là thế bằng " It" ở câu hỏi đuôi:**

Eg : Everything will be all right, won't it?

No one, Nobody, anyone, anybody, someone, somebody, everybody, everyone được thay thế bằng "They" trong câu hỏi đuôi.

Eg: Someone remembered to leave the messages, didn't they?

Lưu ý: Nothing, Nobody, No one được dùng trong mệnh đề chính, động từ ở câu hỏi đuôi sẽ phải ở dạng thức xác định. (Vì Nothing, Nobody, No one có nghĩa phủ định)

Eg: Nothing gives you more pleasure than listening to music, does it ?

***e.* This/ That được thay thế là "It".** Eg: This won't take long, will it?

***f.* These/ Those được thay thế là "They".**

Eg: Those are nice, aren't they?

g. Khi trong câu nói có từ phủ định như: seldom, rarely, hardly, no, without, never, few, little... phần đuôi phải ở dạng khẳng định.

Eg: He seldom goes to the movies, does he?

h. Nếu câu phát biểu có dạng :

You 'd better → câu hỏi đuôi sẽ là : hadn't you ?

You'd rather → câu hỏi đuôi sẽ là : wouldn't you ?

You used to → câu hỏi đuôi sẽ là : didn't you ?

III. Ý nghĩa của câu hỏi đuôi:

Ý nghĩa của câu hỏi đuôi phụ thuộc vào ngữ điệu diễn đạt nó:

- Nếu ta hạ giọng, có nghĩa là ta thực sự đặt câu hỏi cho người đối thoại và ta muốn người nghe đồng tình với mình

- Nếu ta lên giọng câu hỏi đuôi thì ta muốn hỏi lại người nghe

EXERCISE : Add tag questions to the following.

1/ They want to come,.....?
2/ Elizabeth is a dentist, ... ?
3/ They won't be here, ...?
4/ That is your umbrella, ...?
5/ There aren't many people here yet, ... ?
6/ He has a bicycle,.....?
7/ Peter would like to come with us to the party, ...?
8/ Those aren't Fred's books, ...?
9/ You have never been to Paris,.....?
10/ Something is wrong with Jane today, ... ?

LESSON 15
PREPOSITIONS FOLLOWING ADJECTIVES
(GIỚI TỪ THEO SAU TÍNH TỪ)

1.full *of* : dầy .
2.afraid *of* : sợ , e ngại
3.proud *of* : tự hào
4.fond *of* : thích
5.important *to* : quan trọng
6.similar *to* : giống , tương tự
7.late *for* : trể
8.good *for* : tốt cho
9.good *at* : giỏi về …
10.bad *at* : dở về …
11.crowded *with* : đông đúc
12.friendly *with* : than mật
13.bored *with* : chán
14,busy *with* : bận ..
15.angry *with* : giận ai
16.angry *about* : giận việc gì
17.worried *about* : lo lắng
18.sad *about* : buồn
19.interested *in* : thích , quan tâm …
20.successful in : thành công
21.different *from* : khác
22.be tired of : chán

PREPOSITIONS FOLLOWING VERBS
(GIỚI TỪ THEO SAU ĐỘNG TỪ)

1.look *at* : nhìn vào
2.look *after* : chăm sóc
3.look *for* : tìm kiếm
4.look *up* : tra từ
5.look *forward to* : mong đợi
6.pú *on* : mặc vào
7.take *off* : cởi ra , cất cánh
8.succeed *in* : thành công
9.agree *with* : đồng ý với
10.wait *for* : chờ ai

LESSON 16
SOCIAL AND FUNCTIONAL ENGLISH

Greeting (Chào hỏi)	**Responses**
- How do you do - Pleased to meet you. - Good morning. - Good afternoon - Good evening. - How are you? - How are things? - How's the family?	- How do you do - Pleased to meet you. - Good morning. - Good afternoon. - Good evening. - Fine, thanks. And you? - Not too bad, thanks. - Very well, thank you.
Goodbyes	**Responses**
- It was very nice meeting you. - Have a good trip / journey / flight. - I hope to see you again. - See you on the ... (1st *July*) / next week. / soon.	- I really enjoyed meeting you, too. - Thank you ... (and the same to you). - I hope so, too. - Have a good trip back.
Offering	**Responses** **Accepting**: - Yes, please. - Thank you. - That's very kind of you. - Thank you. I'd appreciate that. **Declining**: - Thanks, but please don't bother. - Thanks, but that won't be necessary. - That's very kind of you, but... (*I can manage*).
- Shall I + V1...? - Do you want me to + V1 ...? - If you like, I can + V1 ...? - Would you like me to + V1 ...?	
Requesting (Yêu cầu)	**Responses** **Agreeing**: - Yes, of course. - Yes, certainly. - Not at all. - No, of course not. **Refusing**: - I think that will be difficult... (*There isn't enough time*) - I'm afraid not... (*I'm very busy*) - I'm sorry, but that's not possible ... (*I'm leaving now*) - I'm afraid not.
- Can you + V1...? - Could you + V1...? - Would you + V1...? - Do you think you could + V1...? - Would you mind + V-ing ...? - Do you mind + V-ing...?	
Asking for opinions - What do you think about ...(*the design)?* - What's your opinion of... (*the quality?* - How do you feel about... (*the price)?*	

Giving opinions	**Agreeing**	**Disagreeing**
- In my opinion ... *(it's excellent).* - I think ... *(it's rather expensive).*	- I agree. - I certainly agree with that. - I agree completely. - In my opinion, you are correct - I couldn't agree more. - You are right.	- I'm afraid I don't agree. - I'm sorry, but I disagree. - I couldn't agree less. - No, that's wrong. – I couldn't disagree more. - I refuse to believe that ...
Asking for suggestions - Do you have any suggestion for ... *(the agenda) ?* - Any ideas on ... *(the parking problem) ?* **Making suggestions** - I suggest + V1 ... - How about + V-ing ...? - What about + V-ing ...? - Why don't we + V1 ...? - Why not + V1 ....? - We could + V1 ..? - Let's + V1 ...	**Accepting suggestions** -Yes, that's a good idea. -Yes, let's do that.	**Rejecting suggestions** - Yes, but...*(it's too far away).* - I'm not sure about that. - I'm afraid I don't like that idea.
Thanking for hospitality - Thank you for inviting us. We've had a wonderful time. - Thank you for everything. It was really enjoyable. - Thank you very much for your hospitality. I really appreciated it. - Thanks a lot. Everything was great.	**Responding to thanks** - I'm glad you { could come. / enjoyed it. / found it interesting / liked it. }	
Thanking - Thanks for all your help. - Thank you for your advice. - Thank you for a really excellent meal. - Thank you for a lovely evening.	**Responses** - Don't mention it. - Not at all. - You're welcome. (US) - It was my pleasure. - I'm glad you like it.	
Apologizing (Xin lỗi) - Sorry I'm late. - I'm sorry. I've broken a glass. - Forgive me. I'm terribly sorry about ... - I apologize for ...	**Responses** - It doesn't matter. / That's quite all right. - Don't worry. /That's OK. - Never mind./ Don't worry about it. - I understand completely. - You don't need to apologize. / It's not your fault.	
Asking and giving permission - May I sit here? - Could I use your phone? -Do you mind if I open the widow ?	**Responses** - Yes, of course. / Please do. / - Yes, certainly. - No, not at all.	
Refusing permission -Could I borrow your car ? -Do you mind if I smoke ?	**Responses** -Sorry, but I need it. -Well, I'd rather you didn't.	

Inviting (mời)	Accepting	Declining
- I'd like to invite you to ... *(have dinner with me)?* - Would you join us ... *(for a game of tennis) ?* - Would you like to ... *(come swimming)?* - Why don't you ... *(have lunch with us) ?* - Are you free on Saturday ? Would you like to ... ? - How about ...(joining us) ?	- Thank you. I'd be delighted to accept. - Thank you. I'd love to. - Thank you. I'd enjoy that. - That would be wonderful. - Thanks. I'd love to. - Sounds great. / All right. / OK.	- I'd love to, but... *(I' m afraid I can't)* - Thanks a lot, but... *(I've made another arrangement).* – I wish I could , but ... – I'd really like to, but ... – Sorry. I've made plans for Saturday.
Giving compliments	**Responses**	
-I would like to compliment you on ... - I think your (hair) is very nice. - I love your ... - The chicken is delicious. - I really like your ...	- Thank you. It's nice of you to say so. - Thank you, but it really isn't anything special. - Thank you. Yours is even nicer. - I'm glad you like it. - Thank you.	
Giving good news.	**Responding to good news.**	
- I've passed my final exam.	- Congratulations! - That's great.	
Giving bad news	**Responding to bad news.**	
- I failed my driving test.	- Oh, I'm sorry to hear that.	
Giving good wishes	**Responding good wishes**	
- Have a good weekend. - I hope you enjoy your holiday.	- Thanks. You too. - Thanks, the same to you.	

Exercise:

1. Linda: "Excuse me! Where's the post office?"
   Maria: "_____."
A. Don't worry **B.** It's over there **C.** Yes, I think so **D.** I'm afraid not

2. Alice: "What shall we do this evening?"
   Carol: "_____"
A. No problem. **B.** Let's go out for dinner. **C.** Oh, that's good! **D.** I went out for dinner.

3. Helen: "Where do you come from?"
   Ann: "_____."
A. In London **B.** Yes, I have just come here **C.** I'm living in London **D.** I come from London

4. Helen: "Congratulations!"
   Jane: "_____"
A. What a pity! **B.** You are welcome. **C.** Thank you. **D.** I'm sorry.

5. Tom: "How did you get here?"
   John: "_____"
A. I came here by train. **B.** I came here last night. **C.** The train is so crowded. **D.** Is it far from here?

6. - "Bye!"
   - "_____."
A. See you lately **B.** Thank you **C.** Meet you again **D.** See you later

7. - "I've passed my driving test."
- "_____"
A. Congratulations! **B.** That's a good idea. **C.** It's nice of you to say so. **D.** Do you?

8. - "Would you like to have dinner with me?"
- "_____."
A. Yes, I'd love to **B.** Yes, so do I **C.** I'm very happy **D.** Yes, it is

9. Ann: "_____ where the nearest post office is?"
Linda: "Turn left and then turn right."
A. Could you tell me **B.** Should you show me **C.** Do you tell me **D.** Will you say me

10. - "How do you do?"
- "_____"
A. How do you do? **B.** Not too bad. **C.** I'm well. Thank you. **D.** Yeah, OK.

11. Sue: "I love pop music."
Alice: "_____."
A. No, I won't **B.** Neither do I **C.** Yes, I like it **D.** So do I

12. Maria: "I'm taking my end-of-term examination tomorrow."
Sarah: "_____!"
A. Good day **B.** Good chance **C.** Good time **D.** Good luck

13. Ann: "What do you usually do on Sundays?"
Mary: "_____."
A. I used to drive to work **B.** I'm not doing anything
C. I usually sleep until noon **D.** I'd be sleeping all day

14. Ann: "Are you going to visit Britain next month?"
Kim: "Yes, _____."
A. I am **B.** I can **C.** I like **D.** I do

15. David: "You've got a beautiful dress!"
Helen: "_____."
A. I do **B.** Okay **C.** You, too **D.** Thank you

16. Hung: "Thank you very much for a lovely party."
Hoa: "_____."
A. You are welcome **B.** Thanks **C.** Cheers **D.** Have a good day

17. Oliver used to go fishing and _____.
A. so did I **B.** so did me **C.** I did not **D.** so I did

18. Ann: Do you think you'll get the job?
Mary: _____.
A. Yes, that's right **B.** I think not **C.** I know so **D.** Well, I hope so

19. David: "Happy Christmas!"
Jason: "_____"
A. The same to you! **B.** Happy Christmas with you! **C.** You are the same! **D.** Same for you!

20. It's very _____ of you to help me.
A. glad **B.** happy **C.** kind **D.** well

21. "Let's go to the movie now." – "Oh, ..."
A. Good idea **B.** I don't **C.** Why's that? **D.** I need it

--------- THE END ---------