

Unit 5

FUTURE JOBS

PRONUNCIATION

a) 1. B 2. A 3. B 4. D 5. C

b) 1. C 2. A 3. D 4. B 5. C

LISTENING

1. B 2. D 3. C 4. A 5. C

SPEAKING

1. economics 2. Accounting 3. experience 4. an accountant
5. English 6. French 7. reference 8. reference

READING

a)

1. secretarial	2. operates	3. computer	4. messages
5. workplaces	6. introduced	7. predicted	8. fill
9. know-how	10. technical		

b)

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|------------------|-------------|--------------|-------------|
| 1. communication | 2. focus | 3. encourage | 4. speaking |
| 5. retirement | 6. agencies | 7. treat | 8. variety |

c)

- | | | | | | |
|-------------------|--------------|-------------|-------|------|------|
| A. 1. recruitment | 2. flood | 3. decently | | | |
| 4. potential | 5. competent | 6. take up | | | |
| B. 1. T | 2. T | 3. F | 4. NI | 5. F | 6. T |

WRITING

Suggested Writing

46 Le Quy Don Street
Hoi An
Quang Nam
March 22, 20__

Personnel Manager
Tourism Company
2 XYZ Street
Hoi An
Quang Nam

Dear Sir or Madam

In response to your advertisement in the Saigon Times issued on March 20, 20__, and thinking that I have the qualifications that you require, I would like to apply for the position of tour guide.

I graduated from the College of Tourism in Hue in 20__ and have worked as a tour guide for Hoa Binh Tourism Company in Binh Dinh since then. My duty was to arrange excursions for local and foreign tourists to places of interest around Binh Dinh and in the neighboring towns or cities.

I handle telephone conversations satisfactorily, and I am fluent in both English and French. Moreover, I have good health and can work long hours. I am particularly interested in meeting new people, and in my work with Hoa Binh Tourism I could please even the most demanding tourists.

My wish is to have an opportunity to show Vietnamese as well as international tourists different places of interest of Hoi An, my hometown. That is the reason why I would like to apply for a position in your company.

I expect to hear from you soon.

Yours truthfully

Vinh

USE OF LANGUAGE

a)

