

Các cụm từ hữu ích trong bài viết thư informal và formal

Thư informal

1. Chào hỏi

Dear... / Hi...

2. Giới thiệu

- How are you? / How are things (with you)? / How's it going? / **How's life?** (Dạo này bạn thế nào?)
- I hope you're fine. / **I hope you and your family are well.** (Tôi hy vọng bạn/ gia đình bạn ổn)

3. Viết lý do

- I'm (just) writing to let you know about (disappointing news) (lý do): Tôi viết thư này để cho bạn biết về một tin đáng thất vọng
- I'm writing to tell you about (disappointing news): Tôi viết thư này để nói với bạn về
- **I am writing this email to share (unpleasant news) with you:** Tôi viết thư này để chia sẻ tin chán phèo với bạn

Cụm từ hữu ích:

- Disappointing news (Một tin đáng thất vọng), unacceptable news (Một tin không thể chấp nhận nổi), **unpleasant news** (Một tin gây khó chịu), bad news (Một tin xấu)
- Good news/ joyful news/ pleasant news (Một tin tốt)

4. Nhắc đến một tin tốt/ xấu

Have you heard the news that

Did you know/ hear that + reason: Bạn có biết là

Cụm từ hữu ích:

... next month membership fees of my book club will go up by 20%

... Mr David Price is not going to our (club meeting) on September

5. Bày tỏ sự thất vọng

this is much / i can't believe my ears / how horrible / No, you
I'm very disappointed/ dissatisfied/ discontented/ frustrated to learn about the news. believe that

I'm shocked/ angry/ furious when I heard about the news.

What an inconvenience! (Sao bất tiện thế!)

How frustrating! (Thật đáng thất vọng!)

What a rip-off! (Đắt quá đi!)

*frustrating
absence*

How frustrating!
dissatisfied
disappointed

How do they expect us to pay so much? (Họ nghĩ gì mà cho rằng chúng ta sẽ trả nhiều tiền như thế?)

Với bài yêu cầu tăng phí club.

6. Hành động

Should I continue to pay this club?

I'm going to write a complaint letter to the manager!

I'm going to call them tonight and talk about it!

7. Cái kết

Well, time to go/ Got to go now! (Thôi tớ phải đi rồi)

Look after yourself! (Giữ gìn sức khỏe nhé)

Drop me a line soon/ Make sure you write back soon. (Nhớ viết thư sớm cho tớ)

Well, it's time to say goodbye (Đến lúc tớ phải đi rồi)

8. Ký tên

Your friend (Bạn của cậu)

Best wishes (Gửi cậu những lời chúc tốt đẹp)

Hugs and kisses (Ôm hôn thật nhiều!)

Lots of love (Yêu cậu lắm)

Bye for now (Bái bai)

How is your new job? Tell me bro/ sis (Công việc của cậu thế nào, viết cho mình nhé)

Thư formal

1. Chào hỏi

Dear Sir/ Madam/ Mr/ Ms Thưa ông bà

2. Viết lý do

I am writing regarding your letter ^{regarding} about + N: Tôi viết thư phản hồi bức thư của bạn về

I am writing this email to express my feelings about + N: Tôi viết thư để bày tỏ cảm giác của mình về

I am writing to complain about + N: Tôi viết thư phàn nàn về

Cụm từ hữu ích:

the cancellation of the yoga event (việc sự kiện yoga bị hoãn)

The absence of Mr David Price (Sự vắng mặt of ai đó)

the recent change of the membership fees. (Sự thay đổi về phí clb)

the late shipment of my computer (máy tính ship muộn)

B₁ A₂ C

3. Diễn giải lại lý do

According to the news, (paraphrase đề bài) (lưu ý đổi ngôi nếu cần)

4. Bày tỏ sự thất vọng

- Honestly, I feel frustrated/dissatisfied/discontented to hear the news.
- To be honest, I feel disappointed about the way you manage the club and a bit shocked to hear the price. (bài tăng phí)
- It was so disappointing/frustrating to hear the news.

Adj + ing : tính chất
Adj + ed : cảm xúc

5. Nói lý do

Because I want to meet him and also have prepared several questions to ask him. (bài vắng mặt)

I spent the whole week for it. I have been looking forward to meeting him for a long time (bài vắng mặt)

Because many members have been waiting for this event for months and now this happens (bài vắng mặt)

As a student like most members in our book club, we do not have much money to pay for that. (Bài tăng phí)

I feel that the members' opinion were not taken into account when making this decision. (Bài tăng phí) hay

6. Đưa ra lời gợi ý

I would recommend that you should ... (Tôi gợi ý bạn nên...)

I would be grateful if you could... (Tôi sẽ rất biết ơn nếu bạn có thể...)

I think you should consider + Ving (Tôi nghĩ bạn có thể xem xét)

Another solution/ alternative is to ... (Một cách giải quyết khác là nên ...) – khi muốn đưa ra nhiều hơn 1 lời gợi ý.

Besides, you could ... (Bên cạnh đó, bạn có thể...)

Không nên viết tắt.
can → could
want → would like

7. Cụm từ hữu ích

I think you should consider raising membership fee only by 5% (not 20%) (tăng phí)

I would be grateful if you could reschedule the meeting, so that Mr. A can come and join us. (vắng mặt)

One more solution is to invite another famous teacher to host the event. (vắng mặt)

Gợi ý nữa

I believe that a lot of members has the same question as me. (Tôi tin rằng nhiều thành viên clb cũng có câu hỏi như tôi).

have nên dùng

8. Cái kết

I would be grateful if you could look into the matter. (Tôi sẽ rất biết ơn nếu bạn có thể xem xét vấn đề này)

I hope that you consider my suggestions (Hy vọng bạn xem xét đề nghị của tôi)

I look forward to your prompt reply. (Chờ hồi âm của bạn)

Looking forward to hearing from you soon if my request/ recommendation is acceptable. (Tôi chờ hồi âm của bạn xem yêu cầu/ gợi ý của tôi có được chấp thuận không)

9. Ký tên

Yours sincerely

Best regards

Your faithfully

TEST 1: TRAVEL CLUB (câu lạc bộ du lịch)

PART 2: You are a member of the travel club. Fill in the form. Write in sentences. Use 20 – 30 words. You have 7 minutes in total.

Please write some reasons why you are interested in travel.

(viết lý do tại sao bạn thích đi du lịch)

I like travelling because I feel not only happy but also comfortable and of course I will make a lot of new friends.

PART 3: You are a member of a travel club. You are talking to some other members in the travel club chat room. Talk to them using sentences. Use 30 – 40 words per answer. You have 10 minutes in total. (trả lời 3 câu hỏi của 3 người)

Sam: Hi! Welcome to the club. Can you remember the first time you went on a journey by yourself? What was it like?
(chào mừng bạn đến với club, bạn có nhớ lần đầu tiên đi du lịch 1 mình? Bạn đã thích nó ntn?)

Hi Sam, I'm happy to become a member of the club. Sure. I remember the first time I went on a journey, it was when I was sixteen years old.

I went to Ha Long Bay. I loved it so much. It has a breathtaking view (one of 7 wonders in the world). And I met a lot of new friends from many countries in the world.

Miguel: Welcome! What are the most interesting places to visit in your country? (những địa điểm mà bạn thích nhất ở đất nước bạn là gì?)

The most interesting places to visit in my country are Ha Long Bay, Ho Chi Minh City, Sword lake and Sam Son beach... but I love Ha Long bay the most because it is so beautiful.

Michelle: What is the most exciting journey you've been on? (cuộc hành trình thú vị nhất của bạn là gì?)

My most exciting journey is travelling alone in Bali, Indonesia after I graduated. I stayed with one local woman and went around the island by motorbike. I felt really satisfied.

PART 4: You are a member of the travel club. You received this email from the club,

Dear Members,

We are writing to tell you that the famous travel writer Mr. David Price will unfortunately not be able to attend our next club meeting. Although Mr. Price will not be there to sign copies of his new book Around the World in Eighty Ways,

(1) ... day ... the ...

(2) ... the ...

Writing

Thầy ơi
Thầy ơi (Cố gắng viết rõ ràng nhé)

Thầy ơi

Thầy ơi

Thầy ơi

⑦ Thầy khoa học

You are taking an English Course at American Dream Center. After studying for 2 months, you find the course effective and useful.

Write an email to your friend. Write about your feelings and recommend the course to her/him. Write about 50 words. You have 10 minutes.

You have ^{đăng ký} registered an English course at A level speaking Center but in the end you can't arrange the time to attend the course. Write about your feelings, the reason why you can't attend and what you would like to do. Write 120 - 150 words.

Informal

Dear Ngan

I have taken part in the English Course at American Dream Center. After studying for 2 months, I find the course effective & useful. Do you want to take part in this English course. I will send you more information in the next email. → participate

Well, it's time to say goodbye.

Bye for now

then

The formal

Dear sir

My name is then, I am a student at NEU. I am writing this email

to let you know that I will not be able to attend the course

for personal reasons (lý do cá nhân)

I have registered an English course at your Center but in the end I couldn't arrange the time to attend the course because I will have to

go on business trip to Da Nang (lý do)

I feel very **regretful** because I believe that this course will be very **useful** to me. It helps me to find a good job with high salary in the future.

Therefore, I would like you to reschedule my visit ^{the} as soon ^{as} possible ^{no} next month. If not, you could give me a refund. I apologize you any inconveniences that this cancellation may cause. (tôi xin lỗi vì sự bất tiện đã gây cho bạn)

Looking forward to hearing from you soon if my request is acceptable. (tôi chờ hồi âm của bạn sớm với câu trả lời có thể chấp thuận k°)

Your faithfully
Hien

⊕ Thư nhà

You find a place to rent on the website thunha.com and you have found a nice & satisfied home.

1. Write an email to your friend. Write about your feeling and what you would like to do. Write about 50 words.
2. Write an email to the website owner about your questions and make an appointment to see the house. Write 120-150 words.

This informal

Dear Ngan

I hope you and your family are well. I am writing this email to share pleasant news with you. I have found an apartment on a renting house website. The house has 3 bedrooms and 1 kitchen and a small garden. I feel really happy and satisfied. Do you want to visit my house next Sunday? Well, it's time to say goodbye.

Your friend
Hien

This formal

Dear sir

My name is Hien. I am a student at NEU. I have read your advertisement about house renting on the website. I am writing this email to ask you more information about the house.

HAI TIEN

First, I wonder how much money I should pay a ^{month} ^{month} because we have a limited budget (ngân sách hạn chế), we would like to rent an affordable house.

Next, I would like to ask if your house is near a market or supermarket. I would be grateful if you could (tôi sẽ rất biết ơn nếu bạn có thể) send me a photo of the house's interior (nội thất căn nhà).

I am available on Monday and Friday morning. I would love to set up an appointment to see the property.

Looking forward to hearing from you soon if my request is acceptable.

Best regards
then.

⊕ Hãy phát sách miễn phí. You are a member of the book club.

From the next month we will no longer be able to continue our offer of one free book every month. Also, because of problems with our delivery service, please expect a wait 4-6 weeks before your order arrives.

- Write an email to your friends. Write about your feelings and suggest possible action.

- Write an email to the customer service.

This informal:

Hi Ngan

How's life? I am writing this email to share unpleasant news with you. Have you heard the news that from the next month, the club will no longer be able to continue their offer of one free book every month? How frustrating! I'm going to call them tonight and talk about it!

Well, it's time to say goodbye.

Your friend
then

HẢI TIẾN

The journal

10/11

10/11

Dear Sir

My name is then, I have been a book club member since 2015. I am writing this email to express my feeling regarding the change of the book program and suggest a few alternatives.

According to the news, from next time, the club will no longer provide one free book per month. And because of the problem with delivery service, members must wait 4-6 weeks before our orders arrive.

To be honest, I feel disappointed because as a student like most members of the club, we do not have much money to buy books every month.

Therefore, I think you should provide complimentary (= free) book every 2 months. Another suggestion is that you should change to a more reliable/reputable delivery company.

I look forward to your prompt reply.

Yours
then

Mẫu 2.

Dear Sir

My name is then, I have been a book club member since 2015. I am writing this email to express my disappointment regarding the cancellation of free book program and suggest a few alternatives.

To be honest, I feel disappointed because the free books program was cancelled without any justice explanation. I have been waiting for free books for months and now this happens.

Therefore, I think you should provide us with some convincing reasons related to this problem (cung cấp lý do hợp lý cho việc này). Another option is to deliver free book every 2 months, this will reduce the total cost of the program.

HÀ TIẾN

Yours sincerely

I am looking forward to hearing your response ^{too} at your earliest convenience of my recommendation are acceptable

Yours faithfully

Harry

7 Tang phi club

This format

Hi Mr. Andrew

I am them - I have been a member in your club since last month. I'm writing this email to express my feeling about the recent change of the next month membership fees and suggest a few alternatives

According to the news, the next month membership fees will go up by 20% (copy). To be honest, I feel disappointed about the way you manage the club and a bit shocked to hear the price for a student like most members in our book club, we do not have much money to pay for that.

Therefore, I think you should provide us with some convincing reasons related to this problem (cung cap ky do hup li che vdi nay)

Another option is to consider raising membership fees only by 5% (not 20).

I look forward to hearing from you soon if my recommendation is acceptable. If not, I will look to another book club for my membership.

Thanks and best regards -

Harry

Might I give you some recommendations?

It would be fantastic if you ^{could} consider my suggestion / proposal. Firstly, in my opinion, I think...

In addition,

Therefore, I believe that...

HAI TIEN

I look forward to hearing from you soon.
Yours faithfully,
receiving your reply,
Katherine Clarke

① Vāing māi

Tic
N/200

No.

Dear Mr. Price

I am writing this to express my disappointment regarding the recent change of the meeting with Mr. David Price and suggest a few alternatives. According to the news, he will not be able to attend next club meeting. Although Mr. Price will not be there to sign copies of his new book Around the World in Eighty Days, members of the club will buy a copy at the price of twenty-five pounds (copy).

Honestly, I am really sad and disappointed to hear the news because many members have been waiting for this event for months and now this happens (by do).

Therefore, I recommend you should reschedule the meeting so that Mr. Price could come and join us. Another option is to reduce the book's price.

Looking forward to hearing from you soon if my request is acceptable.

Your sincerely

Here

Đề 1

Part 2:

Please write some reasons why you are interested in computers. (20- 30 words)

Computers are **invaluable resource** to help me explore the world around. I use the Internet to satisfy my curiosity and I am actually becoming more independent in my study.

Part 3:

In a computer club chat room.

a. What do you use your computer for?

Well, I utilize my computer to download and store a huge collection of E-books, movies and programs on my school subjects. It's a really wonderful machine, not to say a magical one.

b. Can you remember the first computer you used? What was it like?

To tell the truth, my first computer was stolen **just in 3 days** after I **brought it to home**. I couldn't remember much about it except it was one of the small black modern ASUSs.

c. What would you like to learn from computer club?

Oh, for me it's always rewarding to know how to **restore a broken unit** in my laptop. **Apart from that**, the computer club offers a **friendly atmosphere** for learning and exchanging information and ideas.

Part 4: Computer Club

You are a member of a computer club. You received this e-mail from the club:

Dear Member,

We are writing tell you that the famous expert, Ms Tasmeen Mohammed will unfortunately **not be able to give a talk** at our next club meeting club due to personal reasons. She has requested we reschedule the talk for next year in either January or March. Please contact the club secretary if you have a preference for one of the two months. Our meeting will take place as usual with a discussion on the advantages and disadvantages of learning on the Internet.

Write an e-mail to your friend. Write about your feelings and what you are planning to do. Write about 50 words. You have 10 minutes.

Hey Sally,

Did you get the email from the club about the **delay** of our next club meeting due to Ms Tasmeen's absence? Oh, I'm **over the moon!** You know, we're **terribly busy** with a **ton of our class exercise**. Anyway, we should join the next discussion in either Jan or March.

Love,

Linda

Write an e-mail to the secretary of the club. Write about your feelings and what you would like to do. Write 120 – 150 words. You have 20 minutes.

Dear Sir/ Madam,

My name is Linda Bria Lemire and I have been a computer club member since 2010. I am writing this email to express my deepest disappointment regarding the cancellation of the following club appointment due to the absence of Ms Tasmeen Mohammed.

As I informed my regular schedule with you before, I would have to go on my business in Taiwan from January to May in the following year. Therefore, I will not participate in any club appointment among these months.

Furthermore, you assured that our schedule would not change dramatically despite any circumstances. *can't do*

It would be grateful if you could persuade Ms Tasmeen to attend to ensure our plan occurring as usual. If not, you should invite another famous computer expert instead of the former one.

I look forward to receiving your response if my recommendations are acceptable.

Yours faithfully,
Linda Bria Lemire