

**PHỤ LỤC SỐ 02**  
**DANH MỤC TÀI LIỆU HƯỚNG DẪN ÔN TẬP**  
**PHẦN II: NGOẠI NGỮ- TIẾNG ANH KỲ THI TUYỂN VIÊN CHỨC**  
**LÀM VIỆC TẠI CÁC CƠ SỞ GIÁO DỤC HUYỆN MÊ LINH NĂM 2024**

(Ban hành kèm theo Quyết định số:            /QĐ-HĐTT ngày        /        /2024  
của Hội đồng thi tuyển huyện Mê Linh)

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**I. Phương thức làm bài:**

- Thí sinh được kiểm tra kỹ năng sử dụng ngôn ngữ, kỹ năng đọc, viết môn Tiếng Anh, dạng bài trắc nghiệm khách quan trên máy vi tính, mỗi câu hỏi bao gồm 04 phương án trả lời và chỉ có duy nhất một phương án đúng.

- Trình độ phù hợp yêu cầu đối với các chức danh nghề nghiệp theo Khung năng lực ngoại ngữ 6 bậc dành cho Việt Nam ban kèm theo Thông tư số 01/2014/TT-BGDĐT ngày 24/01/2014 của Bộ giáo dục và Đào tạo.

- Nội dung: Ngoại ngữ dùng để giao tiếp hàng ngày.

- Giáo trình tham khảo: Life lines, New Headway, New English File (Pre-Intermediate)

**II. Nội dung ôn tập và các ví dụ:**

**1. Category:**

**1.1. Verbs and verb forms (Động từ và dạng của động từ)**

**1.1.1 Verbs (Động từ):**

- to be, to have, to do, to make, to answer, to bring, to hope, to get, to discuss, to change, to dress, to eat, to follow...

- phrasal verbs: call back, get back, get off, get on, grow up, pick up, put on, stand up, take off, try on, turn on, turn off...

**Eg:**

- Students ..... a lot of homework in the evening. (do, answer, teach, learn)

- I often..... the dishes after dinner. (wash, clean, make, brush)

- She ..... English very well. (speaks, says, tells, answers)

- He ..... the television to watch a football match. (turns on, turns off, gets on, gets off)

- My mother ..... on a farm in the countryside. (picked up, stood up, grew up, got up)

**1.1.2. Modal verbs (Động từ khuyết thiếu):**

- can (ability now, request)

- could (ability in the past, possibility; polite request, suggestions)

- should, shouldn't (advice)

- have to (must do smt)

- may/might (*weak possibility at present or in the future*)
- would (*wishes, preferences*)

**Eg:**

- You should ..... the lights before going out. (turn off, to turn off, turning off, turned off)
- We have to ..... computers to do our daily working. (to use, using, use, used)
- Can you ..... this evening, please? (to cook, cook, cooked, cooking)
- My mother ..... speak English when she was young, but she can't now. (can, could, should, has to)
- You have to ...earlier in the morning to go to work on time. (get up, to get up, got up, getting up)
- Nowadays, young people can .....English very fluently. (speak, to speak, speaks, speaking)
- I ..... like some orange juice, please. (may, might, could, would)
- She ..... go to the zoo or the park. She isn't sure. (may, has to, would, should)

**1.1.3. Forms of verb (Các dạng của động từ):**

- Imperatives
- Infinitives (*with and without to*) after verbs and adjectives
- Gerunds (*-ing form*) after verbs and prepositions

**Eg:**

- .....in class, please. (Don't talk, Not to talk, Not talking, Not talk)
- .....in please, we have just come. (Come, To come, Coming, Came)
- ..... cigarettes is bad for your health. (Smoke, Smoking, Smoked, To smoke)
- Children like ..... picture books. (read, reading, to read, to reading)
- English people are interested in ..... football matches at weekends. (watch, to watch, watching, watched)
- She wants ..... in the countryside because it's peaceful. (live, living, to live, lived)

**1.2. Nouns (Danh từ)**

- Singular and plural nouns (*regular and irregular forms*)
- Countable and uncountable nouns with *some* and *any*
- Compound nouns
- Possessive case with 's & s'

**Eg:**

- How many ..... are there in your family? (child, children, childs, childrens)
- This is ..... house and that is hers. (Alice's, Alice, of Alice, of Alice's)
- I saw some ..... (butterfly, butterflys, butterflies, butterflyes) in the garden.

- Do you have ..... (some, any, many, a lot) money? Can I borrow ..... (any, some, much, many)?

- I always wait for a bus at the ..... (bus stop, post office, police station, traffic light)

- How much ..... (money, moneys, moneyes, moneies) do you need?

### **1.3. Adjectives (Tính từ):**

- Colors, size, shape, quality, nationality

- Cardinal and ordinal numbers

- Possessive: *my, your, his, her, etc*

- Quantitative: *some, any, many, much, a few, a lot of, every.*

- *-ing/ -ed*

- Comparative, equality and superlative (regular and irregular)

#### **Eg:**

- Tom is from England. He is ..... (England, English, Germany, German).

- I would like to buy this .....book. (interesting, interested, boring, bored)

- My room is ..... than yours. (biger, bigger, more big, more bigger)

- Among my friends, Lan is the ..... of all. (most interesting, more interesting, so interesting as, as interesting as)

- His task is as .....as mine. (difficult, more difficult, the most difficult, most difficult)

- Billy is the .....student in his class. (good, gooder, best, better)

### **1.4. Adverbs (Trạng từ):**

- Regular and irregular forms of adverbs

- Manner (*quickly, carefully, etc.*)

- Frequency (*often, never, twice a day, weekly, etc.*)

- Definite time (*now, yesterday, already, just, yet, etc.*)

- Degree (*with adjectives/adverbs: very, too, so, quite, so much, a lot, etc.*)

- Place (*here, there, etc.*)

- Sequencing (*first, then, after that, etc.*)

- Certainty (*maybe, perhaps*)

- Attitude, viewpoint (*actually, unfortunately, of course, etc.*)

#### **Eg:**

- He can run very ..... No one can catch him. (fast, fastly, slow, slowly)

- Linh does her work very ..... She is a good worker. (careful, carefully, bad, badly)

- She plays the guitar rather .....(good, well) and she can dance .....(gracefully, graceful, grace)

- She ..... goes to school early. She is never late for school. (always, sometimes, often, never)
- They haven't done their homework ..... (already, just, never, yet)
- I don't like living in England. The weather is ..... cold for me. (too, so much, a lot, enough)
- I waited for her for two hours. ...., she didn't come. (Unfortunately, Maybe, Perhaps, Actually)

### 1.5. Pronouns (Đại từ):

- Personal (*subject, object*)
- Impersonal: *it, there*
- Demonstrative: *this, that, these, those*
- Indefinite: *something, everybody, some, any, etc.*

#### Eg:

- That man is my boss. .... manages the office well. (He, His, She, Her)
- ..... computers are made in Japan (This, These, They, There).
- ..... wants to be happy. (Everybody, Something, Nobody, Anything)

### 1.6. Articles (Mạo từ/Quán từ):

- *a/an* + singular countable nouns
- *the* + countable nouns (singular and plural)/ uncountable nouns

#### Eg:

- I have .....aunt in America. (a, the, an, Ø)
- They live in .....(a, an, the, Ø) house in the country .....house is large. (a, an, the, Ø)
- His wife plays .....piano beautifully. (a, that, the, this)
- Nowadays, we use.....computers to do our work. (a, an, the, Ø)

### 1.7. Prepositions (Giới từ):

- Location: *to, on, inside, next to, at (home), etc.*
- Time: *at, on, in, etc.*
- Direction: *to, into, out of, from, etc.*
- Instrument: *by, with*
- Prepositions following:
  - \* adjectives: *afraid of, interested in...*
  - \* verbs: *laugh at, ask for, etc.*

#### Eg:

- We always go..... (on, in, at, of) holiday ..... (on, at, in, of) summer.
- Do you have to go ..... work at weekends? (at, to, in, on)

- They arrived here ..... (on, at, in, of) August 1<sup>st</sup>.
- I'll see you there ..... (on, at, in, Ø) tomorrow.
- She went to work ..... (by, with, in, of) car.
- "How did you travel to France?" "We went..... plane." (on, in, by, of)
- My children go to school .....foot everyday. (on, by, in, of)
- My son doesn't like asking his Mum .....pocket money. (to, at, for, of)
- We're leaving .....3 o'clock this Sunday. (on, in, at, of)
- Don't be late .....the meeting. (to, in, for, of)
- It takes him four hours to go .....Hanoi .....Phu Tho. (from/to, from/from, from/in, to/in)

### **1.8. Connectors (Từ nối):**

- and, but, although
- when, while, until, before, after, as soon as
- because, since, if, however, so, also

#### **Eg:**

- He went to school late .....he missed the bus. (when, but, because, so)
- The children ..... games while their parents .....together. (were playing/ were chatting, played/ chatted, play/chat, have played/have chatted)
- Linda has only some money in her pocket, .....she has much money in the bank. (and, although, but)

### **1.9. Interrogatives (Từ để hỏi):**

- What, What (+ noun)
- Where, When
- Who, Whose, Which
- How; How much; How many; How often; How long.
- Why

#### **Eg:**

- .....from Hanoi to Da Nang? (How far, How far it is, How far is it, How far is)
- ".....do you work?" "In Hanoi". (What, How, Where, When)
- ".....did you do that?" "Because I needed something to eat." (What, Why, Who, When)
- ".....is this watch?" "It's \$100." (How many, What price, How much, Which price)
- ".....do you go out for dinner?" "We eat out twice a month." (How much, How long, How often, How)
- ".....is she living with?" "Her family: parents, an older sister and a brother." (Which, Who, Where, What)

### 1.10. Quantifiers (Từ chỉ số lượng)

- each, all, both, no
- all of, some of, both of, many of, any of, each of, (a number) of

#### E.g.:

- I have two sisters. .... them are farmers. (Both of, Some of, Each of, All of)
- I can't buy that shirt. I have ..... money. (some, all, no, each)

### 2. Tenses (Các thì/thời):

- Present simple: *states, habits, truths*
- Present continuous: *actions that are happening at present*
- Present perfect simple:
  - \* Recent past with *just*
  - \* Indefinite past with *never, ever* (*experience with ever, never*)
  - \* Unfinished past with *for, since*
- Past simple: *past events/ finished actions in the past*
- Past continuous: *actions that were happening at a specific moment in the past*
- Future with *going to*: *future plans*
- Future with *will, shall*

#### Eg:

- The Earth ..... round the Sun. (goes, is going, went, was going)
- We ..... officials of Hanoi People's Committee. (are being, are, is being, is)
- She usually .....to work late. (go, goes, went, was going)
- At the moment, all of us ..... for the exam on 27<sup>th</sup> of October. (prepare, are preparing, prepared, were preparing).
- We ..... the exam on 4<sup>th</sup> of August. (take, are taking, will take, have taken)
- "Where .....the Head?" "She ..... now in the Hall, making a speech." (is/is, is/is being, was/was, was being/ was)
- I .....my work. I'm on the way home. (have just finished, just finish, just finished, am just finishing)
- ..... you ever.....to England? (Did/be, Were/ Ø, Have/been, Will/be)
- He .....in this company for ten years. (worked, has worked, works, have worked)
- They have been there since ..... (last Saturday, at 6 o'clock, a week, tomorrow)
- .....at home yesterday? (Do you stay, Did you stay, Have you stayed, Will you stay)
- I .....a new TV two days ago. It costs 7 million. (buy, bought, have bought, will buy)

- Thomas ..... busy last Saturday. (is, has been, was, will be)
- .....you at school yesterday morning? (Were, Are, Do, Did)
- At this time last weekends, she .....her holiday in a luxury resort in Nha Trang. (spent, was spending, has spent, is spending)
- We .....the museum this afternoon. Will you go with us? We have enough tickets for us. (visit, are going to visit, will visit, have visited)
- The Government .....a new bridge across this river next year. (build, shall build, is going to build, have built)
- How often .....your grandparents? (did you visit, will you visit, do you visit, are you visiting)
- How long .....in this city? (does she live, is she living, has she lived, shall she live)
- What ..... last Sunday? (did you do, do you do, have you done, will you do)
- In the year 2050, people .....under the sea. (live, will live, are going to live, have lived)
- .....Paul? (Are you going to marry, Shall you marry, Do you marry, Are you marrying)

### **3. Conditional sentences (Câu điều kiện):**

- Type 1: If + present simple, future simple
- Type 2: If + were/ V-ed, would/wouldn't... + V

#### **Eg:**

- If it rains a lot, trees in our garden ..... (will die, dies, is going to die, would die)
- If it ..... fine tomorrow, we .....camping. (is/will go, is/go, will be/go, will be/will go)
- You can get high evaluation from the Director Board if you ..... your best. (try, tried, are trying, were trying)
- I wouldn't do that if I .....you. (am, was, were, are)
- If we were here now, we ..... tennis with you. (could play, play, played, will play)
- Where .....if you move to Ho Chi Minh City next month? (did you work, would you work, will you work, could you work)
- What .....if you had much power? (will you do, can you do, would you do, did you do)

### **4. Relative clauses (Mệnh đề quan hệ):**

- Defining relative clauses with *which*, *who*, *that*
- Non-defining relative clauses with *which*, *who*

#### **Eg:**

- We are talking about the man .....set first foot on the Moon. (which; who; which; who)
- I love the manager ..... you are talking about. (which; which; that; that)
- This is my mother, ..... lived in the countryside all her life. (which, who, that, Ø)

## 5. Verb Patterns:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>- Gerunds after <i>prepositions</i></li> <li>- Verbs followed by <i>the gerund</i></li> <li>- Verbs followed by <i>an infinitive</i></li> </ul> | <div style="border-left: 1px solid black; height: 100px; margin-left: 10px;"></div> <p><b>(common only)</b></p> |
|--|---|

### Eg:

- I am bored with .....at home all day. (stay, staying, to stay, to staying)
- I enjoy .....at weekends. (to fish, fishing, fish, to fishing)
- They decided .....married. (get, got, getting, to get)
- Tony went to the post office .....a bill. (pay, paying, paid, to pay)
- She was working while I passed by. She stopped .....and we talked about her last holiday. (working, to work, work)
- She was working while I passed by. I asked her about the way to London. She stopped ..... me the way. (showing, to show, show)
- Remember .....the lights after work. (turn off, turning off, to turn off, to turning off)

## 6. Passive voice (Câu bị động):

- Affirmative Passive of: Present Simple, Past Simple

### Eg:

- Flowers .....in the early morning. (cut, cuts, are cut, is cut)
- My car .....yesterday in a good garage. (was repaired, repaired, is repaired, repairs)
- Where .....your watch.....? (is....made, does.....make, do.....make, are ....made)
- My computer .....in America. (was make, made, makes, was made)
- The children .....to school every morning by a careful driver. (are taken, take, took, is taken)
- Until 9 last night, the work .....very well. (is finished, was finished, finishes, finished)

## 7. Question tags (Câu hỏi đuôi):

- Limited range of question tags

### E.g:

- It is interesting, ..... it? (is, isn't, was, wasn't)
- They go to school, ..... they? (do, don't, did, didn't)



## 9. Reading topics:

Cuộc sống, công việc hàng ngày, Các hoạt động giải trí, Thủ đô Hà Nội, Giao thông, Môi trường, giáo dục, các thành tựu khoa học.

Eg:

### **A morning in the life of Paula Radcliffe - Marathon Runner**

#### **8.30 a.m.**

Sometimes, my daughter Isla wakes me and my husband, Gary, up, or, more often, we wake her up. After I get up, I always check my pulse. It's usually 38-40 beats per minute. If it is too high, I rest for the day. It's so important to listen to my body. I have a drink and a snack while giving Isla her breakfast.

#### **9.30 a.m.**

We take Isla to nursery and then I start my training. I run, and Gary rides his bike next to me and gives me drinks. Four times a week, I have a cold bath or go for a swim in a lake after training.

#### **12.30 p.m.**

I pick up Isla from nursery and we go home and I eat a big lunch of cereal and fruit. Then I have rice and salmon, or toast and peanut butter. I try to eat as soon as possible after training. After lunch, usually at 2.30 p.m. I play with my daughter.

### **Questions:**

1. What is the passage about?/ What is the main idea of the passage?

- A. Paula's morning
- B. Paula's life
- C. Paula's family
- D. Paula's work

2. What does Paula Radcliffe have for breakfast?

- A. a drink and a snack
- B. cereal and fruit
- C. rice and salmon
- D. toast and peanut butter

3. Why does she always check her pulse after getting up?

- A. Listening to her body is important.
- B. She wants to rest for a day.
- C. She checks it to have a big breakfast.
- D. She likes it to be high.

4. How often does she have a cold bath or go for a swim after training?

- A. every week
- B. four times a week
- C. every day

D. four times a day

5. What time does she pick up her daughter?

A. 8.30 a.m.

B. 9.30 a.m.

C. 12.30 p.m.

D. 2.00 p.m.

6. Which is TRUE about Paula Radcliffe?

A. Isla, her daughter, wakes her and husband up every morning.

B. She takes Isla to nursery at 9.30 a.m.

C. While she runs, Gary rides his bike next to her and gives her drinks.

D. She eats a big lunch of cereal and fruit.

**9. Sentence- structures for rewriting:**

- What + be + the price of + noun?

- How much + be + noun?/ How much + do/does + noun cost?

- show the way to, how to get to

- have + noun / There + be + noun

- S + be + adj + pre. + V.

- S + V + adverb.

- spend time + V-ing

- It takes/took smb + time + to-V

- remember to-V, don't forget to-V

- like to-V/ V-ing

- be fond of/ keen on + V-ing

- To- V/ gerund + be + adj.

- It's + adj + to-V.

- too + adj/adv + to-V

- so + adj/adv + that + negative/ positive

- adj/adv + enough + to-V

- Combine sentences by using relatives: who, whom, which...

- Conditional sentences.

- Present situation → Conditional sentence Type 2.

- Active → Passive

- Comparisons.

- Shall...? (as offers)

- be sure + clause

- Let's ... (as suggestions)
- What a/an + noun phrase (+ clause)

**Eg:**

1. I cut these flowers yesterday morning.  
→ These flowers .....
2. Somebody cleans the room everyday.  
→ The room .....
3. They built this villa 200 years ago.  
→ This villa .....
4. She took him to the cinema on time.  
→ He .....
5. That skirt is too small for my daughter to wear.  
→ That skirt is so .....
6. Why don't you stay in bed for a few days?  
→ If I were you, .....
7. It's warm enough for children to walk outside.  
→ It's so warm .....
8. Barbara is the tallest girl in her class.  
→ Nobody in Barbara's class .....
9. Linh is 170 cm tall. Her husband is 170 cm, too.  
→ Linh is as .....
10. This bag costs 2 million and that one is 3 million.  
→ That bag is more .....
11. No country in the world is larger than Russia.  
→ Russia is the .....
12. The man is my boss. You met him at the cinema yesterday.  
→ The man that .....
13. The woman is my aunt. She works as a plastic surgeon.  
→ The woman who .....
14. The school is very old. He is studying in that school.  
→ The school which .....
15. Can you tell me the way to the nearest station?  
→ Can you tell me how .....?
16. Remember to do all your homework before class.  
→ Don't forget .....

17. What is the price of this computer?

→ How much is .....?/

How much does .....?

18. Our office has five printers.

→ There are .....

19. He is a good football player.

→ He plays .....

20. I don't think you should do that.

→ If I were you, .....

21. They will spend twenty months building this bridge.

→ It will take .....

22. Young people like listening to Korean music.

→ Young people are interested .....

23. Taking exercises everyday is good for our health.

→ It's good .....

24. We are in the room now. We shouldn't use mobile phones.

→ If we weren't in the room now, .....

25. They don't have much money. They live in a small house.

→ If they had much/more money, they would live  
...../they wouldn't live .....