

Số: **376** /STP-VP

Tuyên Quang, ngày 22 tháng 4 năm 2020

V/v đề nghị đăng tải Danh mục tài liệu  
tham khảo thi tuyển viên chức năm 2019  
của Sở Tư pháp

Kính gửi: Sở Thông tin và truyền thông tỉnh Tuyên Quang;

Thực hiện Quyết định số 1374/QĐ-UBND ngày 28 tháng 11 năm 2019 của Ủy ban nhân dân tỉnh Tuyên Quang về việc phê duyệt kế hoạch tuyển dụng viên chức tỉnh Tuyên Quang năm 2019; Văn bản số 879/UBND-NC ngày 30 tháng 3 năm 2020 của Ủy ban nhân dân tỉnh về việc tổ chức tuyển dụng viên chức, công chức năm 2019,

Sở Tư pháp trân trọng đề nghị Sở Thông tin và truyền thông đăng tải Danh mục tài liệu tham khảo phục vụ kỳ thi tuyển viên chức năm 2019 vào Trung tâm Trợ giúp pháp lý nhà nước trực thuộc Sở Tư pháp tỉnh Tuyên Quang trên Cổng thông tin điện tử tỉnh Tuyên Quang. Thời gian đăng tải: Từ ngày 23 tháng 4 năm 2020.

*(Có Danh mục tài liệu tham khảo kèm theo).*

Rất mong nhận được sự quan tâm phối hợp của quý cơ quan./.

**Nơi nhận:**

- Như trên (phối hợp);
- Giám đốc Sở (Báo cáo);
- Các Phó Giám đốc Sở;
- HẾTĐVC Sở Tư pháp;
- Lưu VT.VP.



**KT. GIÁM ĐỐC  
PHÓ GIÁM ĐỐC**

**Đặng Thị Thanh Hương**

## DANH MỤC TÀI LIỆU THAM KHẢO

### Phục vụ kỳ thi tuyển viên chức năm 2019 vào Trung tâm Trợ giúp pháp lý nhà nước trực thuộc Sở Tư pháp tỉnh Tuyên Quang

(Kèm theo Văn bản số: 376/STP-VP ngày 22 tháng 4 năm 2020

của Sở Tư pháp tỉnh Tuyên Quang)

#### A. MÔN KIẾN THỨC CHUNG

1. Hiến pháp năm 2013;
2. Luật viên chức năm 2012; Luật sửa đổi, bổ sung một số điều của Luật Cán bộ, công chức và Luật Viên chức năm 2019;
3. Luật Trợ giúp pháp lý năm 2017;
4. Luật Phòng chống tham nhũng năm 2018;
5. Luật thực hành tiết kiệm, chống lãng phí năm 2013;
6. Nghị quyết số 18-NQ/TW ngày 25/10/2017 của Hội nghị Ban chấp hành Trung ương Đảng lần thứ 6 khoá XII về một số vấn đề về tiếp tục đổi mới, sắp xếp tổ chức bộ máy của hệ thống chính trị tinh gọn, hoạt động hiệu lực, hiệu quả;
7. Nghị quyết số 19-NQ/TW ngày 25 tháng 10 năm 2017 của Hội nghị lần thứ sáu Ban Chấp hành Trung ương khóa XII về tiếp tục đổi mới hệ thống tổ chức và quản lý, nâng cao chất lượng và hiệu quả hoạt động của các đơn vị sự nghiệp công lập;
8. Nghị định số 144/2017/NĐ-CP ngày 15/12/2017 của Chính phủ quy định chi tiết một số điều của Luật Trợ giúp pháp lý;
9. Nghị định số 29/2012/NĐ-CP ngày 12 tháng 4 năm 2012 của Chính phủ ban hành Nghị định về tuyển dụng, sử dụng và quản lý viên chức;
10. Nghị định số 161/2018/NĐ-CP ngày 29/11/2018 của Chính phủ sửa đổi, bổ sung một số quy định về tuyển dụng công chức, viên chức, nâng ngạch công chức, thăng hạng viên chức và thực hiện chế độ hợp đồng một số loại công việc trong cơ quan hành chính nhà nước, đơn vị sự nghiệp công lập;
11. Nghị định số 27/2012/NĐ-CP ngày 06 tháng 4 năm 2012 của Chính phủ quy định về xử lý kỷ luật viên chức và trách nhiệm bồi thường, hoàn trả của viên chức;
12. Nghị định số 96/2017/NĐ-CP ngày 16 tháng 8 năm 2017 của Chính phủ quy định chức năng, nhiệm vụ, quyền hạn và cơ cấu tổ chức của Bộ Tư pháp;
13. Nghị định số 101/2017/NĐ-CP ngày 01 tháng 9 năm 2017 của Chính phủ về đào tạo, bồi dưỡng cán bộ, công chức, viên chức;
14. Nghị định số 30/2020/NĐ-CP ngày 5/3/2020 của Chính phủ về công tác văn thư;

15. Nghị định số 56/2015/NĐ-CP ngày 09/6/2015 của Chính phủ về đánh giá và phân loại cán bộ, công chức, viên chức; Nghị định số 88/2017/NĐ-CP ngày 27/7/2017 của Chính phủ về sửa đổi, bổ sung một số điều của Nghị định 56/2015/NĐ-CP ngày 09/6/2015 của Chính phủ về đánh giá và phân loại cán bộ, công chức, viên chức;

16. Quyết định số 749/QĐ-TTg ngày 01 tháng 6 năm 2015 của Thủ tướng Chính phủ Phê duyệt Đề án đổi mới công tác trợ giúp pháp lý nhà nước giai đoạn 2015-2025;

17. Quyết định số 32/2016/QĐ-TTg ngày 08 tháng 8 năm 2016 của Thủ tướng Chính phủ Ban hành chính sách trợ giúp pháp lý cho người nghèo, đồng bào dân tộc thiểu số tại các huyện nghèo, xã nghèo, thôn, bản đặc biệt khó khăn giai đoạn 2016 - 2020 và hỗ trợ vụ việc tham gia tố tụng có tính chất phức tạp hoặc điển hình;

18. Thông tư số 15/2012/TT-BNV ngày 25 tháng 12 năm 2012 của Bộ Nội Vụ, hướng dẫn về tuyển dụng, ký kết hợp đồng làm việc và đền bù chi phí đào tạo, bồi dưỡng đối với viên chức;

19. Thông tư số 08/2013/TT-BNV ngày 31 tháng 7 năm 2013 của Bộ Nội Vụ hướng dẫn thực hiện chế độ nâng bậc lương thường xuyên và nâng bậc lương trước thời hạn đối với cán bộ, viên chức và người lao động;

20. Thông tư 03/2019/TT-BNV ngày 14 tháng 5 năm 2019 của Bộ Nội vụ sửa đổi, bổ sung một số quy định về tuyển dụng công chức, viên chức, nâng ngạch công chức, thăng hạng chức danh nghề nghiệp viên chức và thực hiện chế độ hợp đồng một số loại công việc trong cơ quan hành chính nhà nước, đơn vị sự nghiệp công lập.

21. Quyết định số 09/2008/QĐ-BTP ngày 08/12/2008 của Bộ trưởng Bộ Tư pháp Ban hành Quy tắc nghề nghiệp trợ giúp pháp lý;

22. Thông tư số 08/2017/TT-BTP ngày 15/11/2017 của Bộ trưởng Bộ Tư pháp Quy định chi tiết một số điều của Luật Trợ giúp pháp lý và hướng dẫn giấy tờ trong hoạt động trợ giúp pháp lý;

23. Thông tư số 12/2018/TT-BTP ngày 28/8/2018 của Bộ trưởng Bộ Tư pháp hướng dẫn một số hoạt động nghiệp vụ trợ giúp pháp lý và quản lý chất lượng vụ việc trợ giúp pháp lý;

24. Thông tư liên tịch số 10/2018/TTLT-BTP-BCA-BQP-BTC-TANDTC-VKSNDTC của Bộ trưởng Bộ Tư pháp, Bộ trưởng Bộ Công an, Bộ trưởng Bộ Quốc phòng, Bộ trưởng Bộ Tài chính và Chánh án Tòa án nhân dân tối cao, Viện trưởng Viện kiểm sát nhân dân tối cao Quy định về phối hợp thực hiện trợ giúp pháp lý trong hoạt động tố tụng;

25. Quyết định số 222/QĐ-UBND ngày 28/7/2015 của Ủy ban nhân dân tỉnh Tuyên Quang Quy định chức năng, nhiệm vụ, quyền hạn và cơ cấu tổ chức của Sở Tư pháp tỉnh Tuyên Quang;

26. Quyết định số 104/QĐ-UBND ngày 01/4/2020 của Ủy ban nhân dân tỉnh Tuyên Quang về việc sắp xếp lại cơ cấu tổ chức của Sở Tư pháp tỉnh Tuyên Quang;

27. Quyết định số 338/QĐ-UBND ngày 20/11/2015 của UBND tỉnh Ban hành Kế hoạch triển khai Đề án đổi mới công tác trợ giúp pháp lý giai đoạn 2015-2025 trên địa bàn tỉnh Tuyên Quang;

28. Quyết định số 26/2019/QĐ-UBND ngày 04/10/2019 của UBND tỉnh Ban hành Quy chế nâng bậc lương trước thời hạn do lập thành tích xuất sắc trong thực hiện nhiệm vụ đối với cán bộ, công chức, viên chức và người lao động;

29. Quyết định số 129/QĐ-STP ngày 15/8/2019 của Sở Tư pháp tỉnh Tuyên Quang Phê duyệt Bản mô tả công việc và khung năng lực theo Danh mục vị trí việc làm của Trung tâm Trợ giúp pháp lý nhà nước trực thuộc Sở Tư pháp tỉnh Tuyên Quang

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## **B. MÔN CHUYÊN MÔN NGHIỆP VỤ CHUYÊN NGÀNH**

1. Luật Trợ giúp pháp lý năm 2017;
2. Nghị định số 144/2017/NĐ-CP ngày 15/12/2017 của Chính phủ quy định chi tiết một số điều của Luật Trợ giúp pháp lý;
3. Nghị định số 30/2020/NĐ-CP ngày 5/3/2020 của Chính phủ về công tác văn thư;
4. Quyết định số 749/QĐ-TTg ngày 01 tháng 6 năm 2015 của Thủ tướng Chính phủ Phê duyệt Đề án đổi mới công tác trợ giúp pháp lý nhà nước giai đoạn 2015-2025;
5. Quyết định số 32/2016/QĐ-TTg ngày 08 tháng 8 năm 2016 của Thủ tướng Chính phủ Ban hành chính sách trợ giúp pháp lý cho người nghèo, đồng bào dân tộc thiểu số tại các huyện nghèo, xã nghèo, thôn, bản đặc biệt khó khăn giai đoạn 2016 - 2020 và hỗ trợ vụ việc tham gia tố tụng có tính chất phức tạp hoặc điển hình;
6. Quyết định số 09/2008/QĐ-BTP ngày 08/12/2008 của Bộ trưởng Bộ Tư pháp Ban hành Quy tắc nghề nghiệp trợ giúp pháp lý;
7. Thông tư số 08/2017/TT-BTP ngày 15/11/2017 của Bộ trưởng Bộ Tư pháp Quy định chi tiết một số điều của Luật Trợ giúp pháp lý và hướng dẫn giấy tờ trong hoạt động trợ giúp pháp lý;
8. Thông tư số 12/2018/TT-BTP ngày 28/8/2018 của Bộ trưởng Bộ Tư pháp hướng dẫn một số hoạt động nghiệp vụ trợ giúp pháp lý và quản lý chất lượng vụ việc trợ giúp pháp lý;
9. Thông tư liên tịch số 10/2018/TTLT-BTP-BCA-BQP-BTC-TANDTC-VKSNDTC của Bộ trưởng Bộ Tư pháp, Bộ trưởng Bộ Công an, Bộ trưởng Bộ Quốc phòng, Bộ trưởng Bộ Tài chính và Chánh án Tòa án nhân dân tối cao, Viện trưởng Viện kiểm sát nhân dân tối cao Quy định về phối hợp thực hiện trợ giúp pháp lý trong hoạt động tố tụng;
10. Quyết định số 222/QĐ-UBND ngày 28/7/2015 của Ủy ban nhân dân tỉnh Tuyên Quang Quy định chức năng, nhiệm vụ, quyền hạn và cơ cấu tổ chức của Sở Tư pháp tỉnh Tuyên Quang;
11. Quyết định số 104/QĐ-UBND ngày 01/4/2020 của Ủy ban nhân dân tỉnh Tuyên Quang về việc sắp xếp lại cơ cấu tổ chức của Sở Tư pháp tỉnh Tuyên Quang;
12. Quyết định số 338/QĐ-UBND ngày 20/11/2015 của UBND tỉnh Ban hành Kế hoạch triển khai Đề án đổi mới công tác trợ giúp pháp lý giai đoạn 2015-2025 trên địa bàn
13. Quyết định số 129/QĐ-STP ngày 15/8/2019 của Sở Tư pháp tỉnh Tuyên Quang Phê duyệt Bản mô tả công việc và khung năng lực theo Danh mục vị trí việc làm của Trung tâm Trợ giúp pháp lý nhà nước trực thuộc Sở Tư pháp tỉnh Tuyên Quang.

## C. MÔN TIẾNG ANH

### I. Danh mục kiến thức

- Các thì: Hiện tại đơn, hiện tại tiếp diễn, hiện tại hoàn thành, quá khứ đơn, quá khứ tiếp diễn, tương lai đơn: chủ động và bị động.
- Câu điều kiện loại 1, 2; câu ước với wish.
- Câu gián tiếp.
- So sánh của tính từ và trạng từ.
- Mệnh đề quan hệ.
- Câu hỏi đuôi.
- Danh động từ và động từ nguyên thể.
- Giới từ.
- Từ nối.
- Câu giao tiếp.
- Từ vựng.
- Các cấu trúc nhấn mạnh: too, enough, so...that, such...that.

### II. Dạng bài tập

#### Part 1: Grammar and vocabulary

Choose the best answer to complete the following sentences.

1. Do you mind \_\_\_\_\_ me a newspaper on the way home?  
A. buy                      B. to buy                      C. buying                      D. bought
2. I cannot visit him because I don't know where \_\_\_\_\_.  
A. does he live      B. he lives                      C. did he live                      D. he will live
3. Mary took a lot of \_\_\_\_\_ to show the trip to her friends.  
A. photos                      B. sights                      C. cards                      D. sites
4. If you want to \_\_\_\_\_ the course, you must pass the written exam.  
A. apply                      B. learn                      C. study                      D. attend
5. All the holiday vouchers \_\_\_\_\_ used up since last week.  
A. have been                      B. has been                      C. are                      D. was
6. You don't use the Internet very often, \_\_\_\_\_ ?  
A. are you                      B. haven't you                      C. don't you                      D. do you
7. He thinks that \_\_\_\_\_ on the Internet is a waste of time.  
A. chat                      B. chatting                      C. chatter                      D. to chat
8. He told me that he wasn't \_\_\_\_\_ about the next meeting.  
A. excite                      B. exciting                      C. excitement                      D. excited
9. Everyone must take part in \_\_\_\_\_ deforestation.  
A. prevent                      B. to prevent                      C. preventing                      D. prevented
10. There is a football match \_\_\_\_\_ 6 pm and 8pm.  
A. at                      B. between                      C. from                      D. after
11. A: "How often do you go to school?"      B: "\_\_\_\_\_"  
A. I go there early                      B. Every day, except Sunday  
C. I don't think so                      D. I go there by bus
12. How about \_\_\_\_\_ to the exhibition ?  
A. going                      B. go                      C. goes                      D. to go

13. Your sister works in a foreign company, \_\_\_\_\_ she?  
 A. isn't                      B. doesn't                      C. wasn't                      D. didn't
14. If he \_\_\_\_\_ hard today, will he have a holiday tomorrow?  
 A. works                      B. will work                      C. worked                      D. would work
15. A: "What's your name?"  
 B: " \_\_\_\_\_"  
 A. I'm fine thank you                      B. I'm Hellen  
 C. I'm sorry                      D. I will go
16. They are \_\_\_\_\_ by about 640 km of the sea.  
 A. separated                      B. separate                      C. separately                      D. separating
17. The children like to put \_\_\_\_\_ nice clothes when they go out.  
 A. in                      B. off                      C. into                      D. on
18. I haven't seen much of you lately. We \_\_\_\_\_ three months ago.  
 A. last meet                      B. last met                      C. have last                      D. have last met
19. The man \_\_\_\_\_ we met on the train was the headmaster.  
 A. where                      B. whom                      C. which                      D. whose
20. I wish this exam \_\_\_\_\_ easier.  
 A. is                      B. was                      C. will be                      D. would
21. If you are selfish, you \_\_\_\_\_ the lives of many people.  
 A. would endanger                      B. will endanger  
 C. were endanger                      D. are endanger
22. How often do you play tennis? - " \_\_\_\_\_"  
 A. I play it very well.                      B. I play it with my friends.  
 C. I play it at a sport center nearby.                      D. I play it twice a week.
23. The boy was greatly proud \_\_\_\_\_ his success at school.  
 A. on                      B. of                      C. at                      D. in
24. He wrote his article on the website last night, \_\_\_\_\_?  
 A. doesn't he                      B. didn't he                      C. did he                      D. hasn't he
25. Are all the students used \_\_\_\_\_ their summer vacation in the countryside?  
 A. to spend                      B. spend                      C. to spending                      D. spending
26. When will Mr. Ba retire? He began \_\_\_\_\_ for the company thirty years ago.  
 A. to work                      B. working                      C. work                      D. to working
27. If Ba were rich, he \_\_\_\_\_ around the world.  
 A. travel                      B. traveled                      C. could travel                      D. must travel
28. They are still playing on the field \_\_\_\_\_ it is raining heavily.  
 A. though                      B. because                      C. but                      D. despite
29. The girl wishes she \_\_\_\_\_ in Nha Trang for the festival next week.  
 A. will stay                      B. could stay                      C. is staying                      D. can stay
30. On the way to school, Long often stops \_\_\_\_\_ a newspaper.  
 A. to buy                      B. buy                      C. buying                      D. bought
31. The cooker \_\_\_\_\_ is displayed at Nguyen Kim Supermarket looks modern.  
 A. why                      B. who                      C. which                      D. whose
32. \_ "Let's go to Vung Tau on the weekend. \_ " \_\_\_\_\_."

- A. That's a fine day  
C. Yes, please
33. \_ "Thank you very much"  
A. Are you worried?  
C. Not all
- B. That's a good trip  
D. Yes, let's  
\_ "\_\_\_\_\_."  
B. You're welcome  
D. Nothing
34. Ho Chi Minh City will \_\_\_\_\_ temperatures between 25oC and 30oC tomorrow.  
A. experience    B. arrive    C. achieve    D. occur
35. He looks \_\_\_\_\_ today than yesterday.  
A. good    B. well    C. better    D. goodly
36. He \_\_\_\_\_ to give up smoking since last week.  
A. was trying    B. have tried    C. has tried    D. tried.
37. He enjoys \_\_\_\_\_ in the rain.  
A. walk    B. walks    C. to walk    D. walking.
38. I haven't seen John \_\_\_\_\_ two months.  
A. since    B. for    C. until    D. before
39. I have \_\_\_\_\_ books of my own.  
A. no    B. not    C. any    D. much
40. We are tired \_\_\_\_\_ the long walk.  
A. by    B. of    C. with    D. for
41. Important matches often take \_\_\_\_\_ at weekends.  
A. care    B. up    C. place    D. part in
42. He \_\_\_\_\_ watch TV in the evening.  
A. often don't    B. don't often    C. doesn't often    D. often doesn't
43. Bob is a \_\_\_\_\_ driver. He always gets an accident.  
A. careful    B. good    C. careless    D. carelessly
44. While he was painting the ceiling, he \_\_\_\_\_ down.  
A. falls    B. was falling    C. fell    D. fallen
45. Let me drive now. You \_\_\_\_\_ since early morning.  
A. drove    B. have drove    C. was driving    D. have been driving
46. Are you used \_\_\_\_\_ with chopsticks?  
A. to eating    B. to ate    C. to eat    D. eating
47. A shop which sells books is a \_\_\_\_\_.  
A. newsagent's    B. stationer's    C. library    D. bookshop
48. I'm afraid of \_\_\_\_\_ at home alone at night.  
A. to stay at    B. stay at    C. staying    D. to staying
49. Her \_\_\_\_\_ include swimming and reading.  
A. interesting    B. interests    C. interested    D. interest
50. Ask him \_\_\_\_\_ in. Don't keep him standing at the door.  
A. to come    B. come    C. coming    D. came
51. \_\_\_\_\_ you work hard, you'll fail the exam.  
A. If    B. While    C. Because    D. Unless





70. Are you interested in \_\_\_\_\_ football?  
 A. play                      B. to play                      C. playing                      D. played
71. I wear a hat \_\_\_\_\_ I do not want to be sick.  
 A. but                      B. and                      C. because                      D. so
72. We should \_\_\_\_\_ the lights when leaving our room.  
 A. turn off                      B. turning off                      C. turn on                      D. turning on
73. He \_\_\_\_\_ his homework for 2 hours.  
 A. have did                      B. has do                      C. has done                      D. did
74. Everyone should \_\_\_\_\_ forests and environment.  
 A. reduce                      B. prevent                      C. protect                      D. wash
75. We were very \_\_\_\_\_ that you won the first prize.  
 A. amaze                      B. amazed                      C. amazing                      D. amazement
76. If a disaster \_\_\_\_\_ in an area, people from other areas will offer help.  
 A. happens                      B. will happen                      C. happening                      D. would happen
77. She'd love \_\_\_\_\_ to the party with me.  
 A. going                      B. to going                      C. goes                      D. to go
78. Elephants in this zoo \_\_\_\_\_ twice a day.  
 A. are feed                      B. are feeding                      C. are fed                      D. is fed
79. Mary opened her book \_\_\_\_\_.  
 A. care                      B. careful                      C. carefully                      D. careless
80. \_\_\_\_\_ Tom's sister's birthday, John?  
 A. When's                      B. How does                      C. what's                      D. Where's
81. I have had some liking for cake, \_\_\_\_\_?  
 A. have I                      B. haven't I                      C. did I                      D. didn't I
82. He'd rather \_\_\_\_\_ up late tonight.  
 A. stay not                      B. doesn't stay                      C. stayed                      D. not stay
83. John: "I think we should collect plastic bags to reduce garbage."  
 Jane: " \_\_\_\_\_ "  
 A. I'm sorry                      B. I'd prefer you didn't  
 C. That's a good idea                      D. Thanks a lot
84. Do you know the man \_\_\_\_\_ is my Math teacher?  
 A. who                      B. whom                      C. which                      D. whose
85. There is a lot of evidence for people to believe the \_\_\_\_\_ of the UFOs  
 A. truth                      B. imagination                      C. life                      D. existence
86. Nam asked his sister \_\_\_\_\_ she saw his schoolbag in her room  
 A. unless                      B. so                      C. what                      D. whether
87. You don't have to do more exercises, \_\_\_\_\_?  
 A. do you                      B. don't you                      C. have you                      D. haven't you
88. It snowed in Sapa \_\_\_\_\_ 2011.  
 A. on                      B. in                      C. at                      D. of
89. John was tired \_\_\_\_\_ sitting up all night  
 A. for                      B. with                      C. of                      D. by
90. The weather is \_\_\_\_\_ that we can't go out.

- A. too cold      B. cold enough      C. such a cold      D. so cold
91. When he comes, I \_\_\_\_\_ you.  
A. phone      B. would phone      C. will phone      D. am going to phone
92. I enjoyed the football match. It was quite \_\_\_\_\_.  
A. excited      B. exciting      C. to excited      D. excitedly
93. Peter: "Thanks a lot for your wonderful gift." – Mary: " \_\_\_\_\_"  
A. You are welcome      B. Please  
C. Welcomed      D. Thank you
94. Mary: " How do you get to work?"      Jenifer: " \_\_\_\_\_"  
A. It is very far      B. About two kilometers  
C. I walk, of course      D. I was taken there.
95. If it \_\_\_\_\_ fine tomorrow, we'll go to the beach.  
A. will be      B. is      C. was      D. be
96. The man went back to the town \_\_\_\_\_ he was born.  
A. which      B. where      C. that      D. who
97. If there \_\_\_\_\_ your help, I wouldn't succeed in my work.  
A. wasn't      B. wouldn't be      C. were      D. weren't
98. The days \_\_\_\_\_ I lived far from my family were the saddest ones.  
A. which      B. where      C. that      D. when
99. My father \_\_\_\_\_ in that factory since last year.  
A. is working      B. was working      C. worked      D. has worked
100. Thang has applied for a \_\_\_\_\_ in a new company.  
A. career      B. work      C. job      D. task
101. \_\_\_\_\_ you let me take a photograph of you?  
A. Will      B. Shall      C. May      D. Must
102. They \_\_\_\_\_ Ho Chi Minh City every year.  
A. visit      B. will visit      C. have visited      D. visited
103. He asked me if I \_\_\_\_\_ to school by bicycle at 6.55 am every day.  
A. am going      B. go      C. was going      D. went
104. \_\_\_\_\_ the morning, there is a crowd of people jogging in the park.  
A. In      B. For      C. On      D. At
105. The article wasn't posted by Jimhello on Tuesday, \_\_\_\_\_?  
A. didn't it      B. wasn't it      C. was it      D. did it
106. She was not sick yesterday \_\_\_\_\_ she was absent from school.  
A. since      B. so      C. because      D. but
107. You were able to see a UFO, \_\_\_\_\_?  
A. aren't you      B. don't you      C. didn't you      D. weren't you
108. If Mr. John were rich, he \_\_\_\_\_ travel around the world.  
A. would      B. will      C. can      D. may
109. " I love Pop music." - " \_\_\_\_\_."  
A. So do I      B. No, I won't      C. Yes, I like it      D. Neither do I
110. The man \_\_\_\_\_ put the book on the table is my brother.

- A. which                      B. where                      C. whose                      D. who
111. I didn't go to the party yesterday \_\_\_\_\_ I was busy.  
A. although                      B. so                      C. however                      D. because
112. \_\_\_\_\_ it was so cold, he went out without an overcoat.  
A. Although                      B. Since                      C. If                      D. Because
113. My children are fond of \_\_\_\_\_ books.  
A. to read                      B. read                      C. reading                      D. being read
114. Earnest Hemingway was a famous \_\_\_\_\_.  
A. write                      B. writer                      C. writor                      D. writing
115. The museum \_\_\_\_\_ we visited last weekend was built in 1805.  
A. what                      B. which                      C. where                      D. it
116. Smoking is \_\_\_\_\_ to our health.  
A. harm                      B. harmful                      C. harmless                      D. harming
117. Who drive more \_\_\_\_\_, men or women?  
A. careful                      B. carefully                      C. careless                      D. as carelessly
118. We worked very hard yesterday. It was a \_\_\_\_\_ day.  
A. tired                      B. tiring                      C. tire                      D. tiringly
119. All of us were \_\_\_\_\_ that he came first. He hasn't been working hard so far.  
A. surprising                      B. to surprise                      C. surprised                      D. to be surprised
120. I telephoned the station to make \_\_\_\_\_ of the time of the train.  
A. sure                      B. true                      C. real                      D. right
121. If Peter doesn't \_\_\_\_\_ hard, he will fail the exams.  
A. studies                      B. study                      C. studied                      D. had studied
122. Haven't you \_\_\_\_\_ him the money back, yet ?  
A. to pay                      B. pay                      C. paid                      D. be paid
123. The \_\_\_\_\_ cannot hear any kind of sound.  
A. mute                      B. dumb                      C. blind                      D. deaf
124. If she were a nice girl, I think, she \_\_\_\_\_ us.  
A. would help                      B. will help                      C. helped                      D. helps
125. Don't make a noise. The babies \_\_\_\_\_ in the bad room.  
A. were sleeping                      B. is sleeping                      C. was sleeping                      D. are sleeping
126. My class will go \_\_\_\_\_ a picnic next week.  
A. on                      B. with                      C. in                      D. to
127. When we came here yesterday she \_\_\_\_\_ her housework in the kitchen.  
A. has done                      B. did                      C. was doing                      D. is doing
128. They have had enough money and they \_\_\_\_\_ a new school next year.  
A. build                      B. will build                      C. built                      D. are going to
- build 129. Her mother \_\_\_\_\_ in this school before 2010, then she retired.  
A. had worked                      B. worked                      C. works                      D. was working.
130. My only problem is getting my parents' \_\_\_\_\_ to go on an excursion.

- A. permit            B. permitted            C. permission            D. permitting
131. Marie Curie was \_\_\_\_\_ a Nobel Prize in Chemistry.  
A. awarded            B. taken            C. given            D. made
132. - Mary: "How often do you go swimming, Linda? "  
- Linda: "\_\_\_\_\_."  
A. I guess I'm OK            B. Once a week  
C. About one hour            D. Last night
133. What would Ann do if she \_\_\_\_\_ the Miss World?  
A. would be            B. will be            C. were            D. is
134. My father asked us \_\_\_\_\_ too much time playing computer games.  
A. not to spending            B. did not spend  
C. not to spend            D. to not spent
135. I advised her \_\_\_\_\_ up too late at night.  
A. not stay            B. to not stay            C. not to stay            D. no staying
136. Eating an apple a day can \_\_\_\_\_ you lose your weight.  
A. to help            B. helping            C. help            D. helped
137. I am really \_\_\_\_\_ in learning Math.  
A. interest            B. interesting            C. interested            D. to interest
138. He \_\_\_\_\_ the second place in the Idol contest.  
A. won            B. did            C. make            D. took
139. The concert was \_\_\_\_\_ at the beginning.  
A. excited            B. exciting            C. excite            D. be excited
140. I do \_\_\_\_\_ work every Sunday morning at the Happy Mind Charity Centre.  
A. volunteers            B. volunteer            C. voluntarily            D. volunteering
141. While we \_\_\_\_\_ in the park yesterday, we met a famous pop star.  
A. walked            B. walk            C. are walking            D. were walking
142. Blood is pumped through the \_\_\_\_\_ to bring oxygen to all parts of the body.  
A. brain            B. heart            C. digestive            D. skeletal
143. The machine \_\_\_\_\_ like a printer but a bit bigger and heavier.  
A. sees            B. seems            C. looks            D. takes
144. My sister \_\_\_\_\_ to school every morning.  
A. walks            B. is walking            C. walk            D. walked
145. In my company, the director usually \_\_\_\_\_ the responsibility for organizing meetings and conferences.  
A. makes            B. gets            C. takes            D. becomes
146. Nowadays, \_\_\_\_\_ English is very essential.  
A. learning            B. learnt            C. learn            D. learner
147. -"I've decided to repaint this room."  
- "What color \_\_\_\_\_ it?  
A. you will paint            B. you are going to paint

- C. are you going to paint                      D. will you paint
148. A letter \_\_\_\_\_ by Ann now.  
 A. is writing              B. writes              C. is being written      D. wrote
149. Suddenly the lights \_\_\_\_\_ out and we were left in the darkness.  
 A. put                      B. turned              C. went                      D. gave
150. He was interested \_\_\_\_\_ watching the film last night.  
 A. on                      B. in                      C. at                      D. with

## Part 2. Cloze-test

Choose the best answer from the four options (marked A, B, C or D) to complete each of the numbered blanks in the following passages.

Every day of the year throughout the world about twenty millions paper bags and newspaper are thrown away. (1) \_\_\_\_\_ paper requires a lot of wood pulp and the work of millions of workers. Many countries (2) \_\_\_\_\_ had plans to recycle waste paper to (3) \_\_\_\_\_ money and labors. In countries where there is the (4) \_\_\_\_\_ of the public, paper mills recycle as much as 60% of the waste paper. For every ton (5) \_\_\_\_\_ newsprint, twelve trees can be saved. The more people save, the more trees are preserved.

1. A. Make                      B. Making                      C. Made                      D. To making
2. A. are                      B. were                      C. has                      D. have
3. A. saves                      B. save                      C. saving                      D. saved
4. A. cooperate                      B. cooperating                      C. cooperation                      D. cooperated
5. A. of                      B. for                      C. in                      D. at

Christmas is my favorite holiday. I enjoy (1) \_\_\_\_\_ Christmas cookies and planning parties. I like sending cards and hearing (2) \_\_\_\_\_ old friends. I love seeing children open their gifts on Christmas morning. Most of all, I love one special custom that we have in our family. On the night before Christmas we dress in warm clothing and go from house (3) \_\_\_\_\_ house in our neighborhood. At each house, we (4) \_\_\_\_\_ Christmas songs. Then we go to a hospital or a home for elderly people and we sing there. We want to let people know that we care about them. Afterward, we come home and drink hot chocolate by (5) \_\_\_\_\_ I love this !

1. A. bake                      B. baking                      C. to bake                      D. baked
2. A. of                      B. with                      C. from                      D. by
3. A. by                      B. to                      C. after                      D. and
4. A. shout                      B. cry                      C. sing                      D. speak
5. A. fireworks                      B. fireplace                      C. light                      D. firecrackers

Mr. Brown and some voluntary conservationists are on a very dirty beach now. Today they are ready to make the beach a clean and beautiful place again. After listening to Mr. Browns instructions, they are divided (1) \_\_\_\_\_ three

groups. Group 1 needs to walk along the shore. Group 2 should check the sand, (2)\_\_\_\_\_ group 3 has to check among the rocks. Garbage must be put into plastic bags, and the bags will be (3) \_\_\_\_\_ by Mr. Jones. He will take the bags to the garbage dump. Each member will be given a map to find the right place. They won't eat the picnic lunch provided by Mrs. Smith until the whole area is clean. (4)\_\_\_\_\_ are eager to work hard so as (5)\_\_\_\_\_ this spoiled area.

- |                  |               |              |                  |
|------------------|---------------|--------------|------------------|
| 1. A. in         | B. to         | C. into      | D. onto          |
| 2. A. or         | B. and        | C. because   | D. though        |
| 3. A. selected   | B. chosen     | C. collected | D. elected       |
| 4. A. Them all   | B. They all   | C. All them  | D. All they      |
| 5. A. to refresh | B. refreshing | C. refreshed | D. to refreshing |

Television is one of man's most (1) \_\_\_\_\_ means of communication. It brings events and sounds (2) \_\_\_\_\_ around the world into millions of homes. A person with a television set can sit in his house and watch the president making a (3) \_\_\_\_\_ or visit a foreign country. He can see a war being (4) \_\_\_\_\_ and watch statesmen try (5) \_\_\_\_\_ about peace . Through television, home viewers can see and learn about people places and things all over the world. TV even takes its viewers out of the world. It brings them coverage of American's astronauts as the astronauts explore outer space.

- |                  |              |                 |                |
|------------------|--------------|-----------------|----------------|
| 1. A. importance | B. important | C. unimportance | D. unimportant |
| 2. A. from       | B. at        | C. in           | D. to          |
| 3. A. speak      | B. speaking  | C. speech       | D. spoken      |
| 4. A. fight      | B. find      | C. found        | D. fought      |
| 5. A. bring      | B. brought   | C. bringing     | D. to bring    |

Every day, in homes all over the world, people waste huge amounts of energy and water. Hong Kong is estimated to waste about \$5 billion worth of energy a year. This is due to their bad habits. For example, leaving lights, air-conditioners and televisions on when no one is in the room (1)\_\_\_\_\_ for wasteful energy consumption. Using too much water, or not (2)\_\_\_\_\_ dripping taps, also contributes to the problem. Most people do not realize (3)\_\_\_\_\_ saving energy in the home will actually save them money. If people use (4)\_\_\_\_\_ energy, gas and electricity bills will become lower. Most of the ways we can use to decrease energy consumption in the home are very simple. The most obvious one is (5)\_\_\_\_\_ household appliances when they are not in use.

- |                |             |               |             |
|----------------|-------------|---------------|-------------|
| 1. A. explains | B. accounts | C. provides   | D. cares    |
| 2. A. closing  | B. reducing | C. fixing     | D. breaking |
| 3. A. which    | B. there    | C. whether    | D. that     |
| 4. A. lower    | B. fewer    | C. more       | D. less     |
| 5. A. turn off | B. turn on  | C. break down | D. break up |

Michael Faraday, the great English physicist was born (1) \_\_\_\_\_ 1791 in London. His family was very poor and he didn't learn (2) \_\_\_\_\_. When he was 14, he worked in a bookshop (3) \_\_\_\_\_ he had a good chance to read books. He used to go to some talks about science. One day Michael went to a talk by Humphry Davy, England's greatest scientist of the time. He liked his talks very much, and few months later he became Davy's laboratory assistant. Like Davy, he became (4) \_\_\_\_\_ in electricity. He spent a lot of time (5) \_\_\_\_\_ it and at last he saw that electricity could be made by a machine. He died in 1867.

- |                |               |                |             |
|----------------|---------------|----------------|-------------|
| 1. A. on       | B. at         | C. in          | D. since    |
| 2. A. much     | B. many       | C. more        | D. most     |
| 3. A. that     | B. where      | C. when        | D. and      |
| 4. A. interest | B. interested | C. interesting | D. interest |
| 5. A. to study | B. studying   | C. study       | D. studied  |

I went to Australia on a student program last year and I like to (1) \_\_\_\_\_ you about it. I was very (2) \_\_\_\_\_ when I knew I was going to Australia because I had never been there before. I didn't think about the problems of speaking English (3) \_\_\_\_\_ I met my host family. At first I couldn't communicate with them because my English was so bad. All the five years I had been learning English wasn't much used at all (4) \_\_\_\_\_ we didn't have real practice at school. Even though my grammar was good, my pronunciation wasn't. My problem is (5) \_\_\_\_\_ 'l' and 'r'. For example, Australian people often asked "What do you eat in Vietnam?" I wanted to tell them that we eat rice, but they didn't understand when I said "We eat lice".

- |                   |             |            |            |
|-------------------|-------------|------------|------------|
| 1. A. say         | B. tell     | C. talk    | D. speak   |
| 2. A. exciting    | B. excites  | C. excited | D. excite  |
| 3. A. after       | B. until    | C. when    | D. while   |
| 4. A. although    | B. even     | C. because | D. so      |
| 5. A. pronouncing | B. speaking | C. reading | D. telling |

My village is about 50 kilometers (1) \_\_\_\_\_ the city center. It is a very beautiful and (2) \_\_\_\_\_ place where people grow flowers and vegetables only. It's very famous for its pretty roses and picturesque. The air is quite (3) \_\_\_\_\_; however, the smell of the roses makes people feel cool. In spring, my village looks like a carpet with plenty of (4) \_\_\_\_\_. Tourists come to visit it so often. Nowadays, with electricity, it doesn't take the villagers (5) \_\_\_\_\_ time to water the roses. And even at night, people can walk along the path and enjoy the fresh smell of the flowers.

- |              |             |               |           |
|--------------|-------------|---------------|-----------|
| 1. A. on     | B. for      | C. from       | D. since  |
| 2. A. peace  | B. peaceful | C. peacefully | D. quite  |
| 3. A. dirty  | B. fresh    | C. bad        | D. hot    |
| 4. A. colors | B. colorful | C. spots      | D. styles |
| 5. A. many   | B. any      | C. much       | D. few    |



The leading causes of (1) \_\_\_\_\_ in many developing countries are now heart disease, cancer, accident, flu, pneumonia etc. Moreover cigarettes, alcohol, physical inactivity and overeating also add to the causes of several of these killing diseases. Medicine has little help to offer, however, to persons (2) \_\_\_\_\_ can not rid of habits harmful to their health. Surgery is the only (3) \_\_\_\_\_ to offer any chance of survival for people with lung cancer.

Although psychiatrists tried to stop people (4) \_\_\_\_\_ drinking, they haven't been very successful. Neither have doctors. How then can our health improved? The answer is simple, though perhaps not very pleasing. Ordinary persons can do it (5) \_\_\_\_\_. They are able to make good advances in the prevention of diseases.

- |                |           |               |                |
|----------------|-----------|---------------|----------------|
| 1. A. die      | B. died   | C. death      | D. dead        |
| 2. A. who      | B. whose  | C. which      | D. when        |
| 3. A. means    | B. way    | C. road       | D. path        |
| 4. A. of       | B. from   | C. with       | D. for         |
| 5. A. yourself | B. itself | C. themselves | D. theirselves |

Thousands of people in Britain have a new hobby — line dancing. In almost (1) \_\_\_\_\_ town, you will find clubs and classes for this new activity.

'Line dancing is easy to learn. If you have two feet and can walk, then you can do it!' Fiona Lever, a teacher (2) \_\_\_\_\_, 'You don't need a partner because you dance (3) in groups. It's the (3) \_\_\_\_\_ way to make new friends. In my classes, there are young and old people. The boys like it because they can make a lot of noise with their feet (4) \_\_\_\_\_ the dances!'

When (5) \_\_\_\_\_ line dancing begin? Most people think it started about fifteen years ago when American country music became famous in Britain.

- |             |           |           |              |
|-------------|-----------|-----------|--------------|
| 1. A. all   | B. some   | C. every  | D. any       |
| 2. A. say   | B. says   | C. saying | D. have said |
| 3. A. best  | B. better | C. good   | D. well      |
| 4. A. among | B. across | C. during | D. from      |
| 5. A. have  | B. is     | C. did    | D. does      |

Not many people have seen an otter. These animals live (1) \_\_\_\_\_ rivers and make their homes from small pieces of wood. They usually come (2) \_\_\_\_\_ of their homes at night. Otters are very good in the water and can swim at more than 10 kilometers an hour. They have thick brown hair and this keeps them warm in the water. An otter can close (3) \_\_\_\_\_ ears and nose. This means otters can stay under water for several minutes.

Twenty years ago, there were (4) \_\_\_\_\_ otters in Great Britain. The water in the rivers was so dirty that many fish and insects died and the otters couldn't find anything to eat. But today there is lots of food for them (5) \_\_\_\_\_ the rivers are clean again.

- |          |         |         |         |
|----------|---------|---------|---------|
| 1. A. at | B. near | C. next | D. over |
|----------|---------|---------|---------|

- |             |            |         |             |
|-------------|------------|---------|-------------|
| 2. A. away  | B. off     | C. out  | D. in       |
| 3. A. the   | B. their   | C. its  | D. them     |
| 4. A. few   | B. little  | C. any  | D. much     |
| 5. A. after | B. because | C. when | D. although |

The world around us (1)\_\_\_\_\_ very colourful. The place will be very dull if there was no colour. People like to surround with colourful things. Many years ago, people (2)\_\_\_\_\_ to make themselves as colourful as the things they saw. They did this by (3)\_\_\_\_\_ patterns on their bodies and painting themselves.

When they learned to make cloth to cover their bodies, they tried to find ways and means of colouring it brightly. In time, they discovered the method of dyeing their clothes. People knew how to dye their clothes even before they knew (4)\_\_\_\_\_ to read or write. During that times, men (5)\_\_\_\_\_ how to make dye, so they got their colours from what they could find around them.

- |                |                  |                |                 |
|----------------|------------------|----------------|-----------------|
| 1. A. was      | B. were          | C. is          | D. are          |
| 2. A. wanted   | B. want          | C. have wanted | D. were wanting |
| 3. A. make     | B. making        | C. made        | D. have made    |
| 4. A. what     | B. which         | C. how         | D. where        |
| 5. A. not knew | B. haven't known | C. didn't know | D. don't know   |

I come from Switzerland. I (1)\_\_\_\_\_ to London six months ago to learn English. I haven't met many English people yet, only my teachers. I started (2)\_\_\_\_\_ English at school in Switzerland when I was eleven, so I have learnt it for nearly ten years. At first (3)\_\_\_\_\_ London, I couldn't understand anything, but now my English is improved. I have just taken an exam. If I pass, I will move into the next class. I'm (4)\_\_\_\_\_ today because my parents will come tomorrow to stay (5)\_\_\_\_\_ me for a few days and I haven't seen them for a long time. They have never been to England and they can't speak English.

- |              |             |              |               |
|--------------|-------------|--------------|---------------|
| 1. A. come   | B. came     | C. am coming | D. comes      |
| 2. A. learn  | B. learned  | C. to learn  | D. learning   |
| 3. A. in     | B. at       | C. on        | D. from       |
| 4. A. excite | B. exciting | C. excited   | D. excitement |
| 5. A. by     | B. with     | C. near      | D. of         |

I have always wanted to go fishing. Last summer, I went on a trip to Taiwan. (1)\_\_\_\_\_ the last day of my vacation, I went fishing on a beautiful lake. Unfortunately, I didn't catch (2)\_\_\_\_\_ fish, and I got bored. I decided to go (3)\_\_\_\_\_. When I stood up, my wallet was out of my pocket and into the water. It had all my money, my passport, my plane tickets- everything. I (4)\_\_\_\_\_ into the lake to look for it, but I didn't find anything. The next morning, I wasn't able to leave the hotel. I had no money to pay the bill and no plane ticket or passport to go home. So what did I do? I called my boss and asked (5)\_\_\_\_\_ some money. I have never had such a terrible experience.

- |            |            |             |            |
|------------|------------|-------------|------------|
| 1. A. at   | B. on      | C. in       | D. during  |
| 2. A. any  | B. a       | C. an       | D. some    |
| 3. A. swim | B. swam    | C. swimming | D. to swim |
| 4. A. jump | B. jumping | C. to jump  | D. jumped  |
| 5. A. X    | B. for     | C. after    | D. to      |

In Viet Nam, the family meal is very important. It is one part (1)\_\_\_\_\_ a happy family, especially when people become busier with their work. Dinner is when family (2) \_\_\_\_\_ share a meal and talk together after a hard day. Therefore, dinner is not simply (3)\_\_\_\_\_ as a meal because it is also an opportunity for feeling and sympathy, sharing and care. In many Vietnamese families, the wife (4) \_\_\_\_\_ what other family members's favourite dishes are. Then, she tries to make those dishes as frequently as she can, or at least (5)\_\_\_\_\_ special occasions.

- |                  |                  |                     |          |
|------------------|------------------|---------------------|----------|
| 1. A. with       | B. on            | C. of               | D. for   |
| 2. A. activities | B. guests        | C. members          | D. hosts |
| 3. A. understand | B. understanding | C. to be understand | D.       |
- understood
- |             |         |               |          |
|-------------|---------|---------------|----------|
| 4. A. knows | B. know | C. is knowing | D. knew  |
| 5. A. at    | B. in   | C. on         | D. about |

Peter's uncle lived in the country. Once Peter (1)\_\_\_\_\_ to stay with him for a few weeks. Wherever they went for a walk or for a drive in the car and they passed somebody, his uncle waved. Peter was very (2)\_\_\_\_\_ and said, 'Uncle George, you know everybody here. Where did you meet them all?'

"I don't know all these people," said his uncle.

"Then why do you wave to them?", (3)\_\_\_\_\_ Peter.

"Well, Peter," answered his uncle, "when I wave to someone and he knows me, he is pleased. He continues his journey with a happier heart. But when I wave to someone and he doesn't know me, he is surprised and says to (4)\_\_\_\_\_, 'Who is that man? Why did he wave to me?'. So he has something to think about during the rest of his journey, and that makes his journey seem shorter. So I (5)\_\_\_\_\_ everybody happy."

- |                |                 |               |              |
|----------------|-----------------|---------------|--------------|
| 1. A. go       | B. goes         | C. went       | D. gone      |
| 2. A. surprise | B. surprisingly | C. surprising | D. surprised |
| 3. A. asked    | B. said         | C. invited    | D. suggested |
| 4. A. himself  | B. him          | C. he         | D. his       |
| 5. A. do       | B. give         | C. make       | D. bring     |

The Meadow Park Zoo, which (1) \_\_\_\_\_ three months ago, is already attracting large numbers of visitors. The new zoo is quite small, compared with other similar (2)\_\_\_\_\_. You won't find any large and dangerous animals such as lions or tigers in cages. Instead, there is a children's zoo, where children

can handle little animals like rabbits and (3) \_\_\_\_\_. They can also have rides on a camel or an elephant. The zoo had a working farm, too, with cows, sheep, ducks and chickens.

Lots of children from cities don't understand what happens (4) \_\_\_\_\_ a farm. It's important (5) \_\_\_\_\_ them to see for themselves where their milk and eggs come from.

- |                   |            |               |           |
|-------------------|------------|---------------|-----------|
| 1. A. opened      | B. opens   | C. opening    | D. open   |
| 2. A. attractions | B. parties | C. schools    | D. events |
| 3. A. hippos      | B. mice    | C. crocodiles | D. bears  |
| 4. A. across      | B. in      | C. up         | D. for    |
| 5. A. for         | B. at      | C. of         | D. up     |

Many parents are (1) \_\_\_\_\_ about the effects of television, especially on their children. Firstly, there are a lot of violent films (2) \_\_\_\_\_ easily lead to crimes. Secondly, (3) \_\_\_\_\_ is bad for children. They see many advertisements on sweets, ice cream, and toys. Then of course, they want to go out and (4) \_\_\_\_\_ them. Besides, sitting in front of a television set all the time is bad for their eyes. About one third of the children (5) \_\_\_\_\_ glasses. Finally, watching television is not creative. It is very important for children to do something creative and athletic, such as playing some musical instruments, painting, and playing football.

- |                 |                  |               |                |
|-----------------|------------------|---------------|----------------|
| 1. A. worry     | B. worrying      | C. worried    | D. to worry    |
| 2. A. who       | B. whom          | C. which      | D. what        |
| 3. A. advertise | B. advertisement | C. advertiser | D. advertising |
| 4. A. sell      | B. buy           | C. create     | D. spend       |
| 5. A. takes     | B. does          | C. applies    | D. wears       |

My best friend Jenny (1) \_\_\_\_\_ on a TV quiz show a few nights ago. It was very exciting. We all knew that she would be on, so all our friends met at her parents' house to watch it. Her parents videoed it too, of course. The program (2) \_\_\_\_\_ at half past seven. We screamed and clapped when we saw Jenny. She looked great. She sat in the chair in the middle of the studio while the presenter (3) \_\_\_\_\_ her some questions. The questions got harder and harder as they increased in value. She would win a million pounds. By this time, Jerry (4) \_\_\_\_\_ a thousand pounds. That was definitely hers, whatever happened. She answered the next question correctly, (5) \_\_\_\_\_ was worth five thousand pounds. I didn't know the answer, but she did know! She had her thousand pounds, and we were very proud of her.

- |                 |               |              |                 |
|-----------------|---------------|--------------|-----------------|
| 1. A. to appear | B. appears    | C. appearing | D. appeared     |
| 2. A. started   | B. started    | C. starts    | D. was starting |
| 3. A. asked     | B. said       | C. told      | D. spoke        |
| 4. A. win       | B. is winning | C. had won   | D. has won      |
| 5. A. which     | B. what       | C. who       | D. whom         |

Louis Braille was born in France in 1809. His father had a small business. He (1) \_\_\_\_\_ shoes and other things from leather. Louis liked to help his father in the store even when he was very small. One day when Louis was 3 years old, he was cutting some leather; suddenly the knife slipped and hit him in the eye. He soon became (2) \_\_\_\_\_ .

When he was ten years old, he entered the National Institute for the blind in Paris. One day his class went to visit a special (3) \_\_\_\_\_ by a captain in the army. One thing in the exhibition was very interesting for Louis. It showed messages in code. Armies sent messages in secret codes so no one else could read them. The captain (4) \_\_\_\_\_ this code in raised letters on very thick paper.

Louis thought a lot about this code. Then he decided to write in the same way so the blind could "read" with their (5) \_\_\_\_\_. It is very difficult to feel the differences between raised letters. Instead of letters, Louis used a "cell" of six dots. So the blind can read and write even write music by Braille.

- |                    |            |              |               |
|--------------------|------------|--------------|---------------|
| 1. A. did          | B. make    | C. made      | D. do         |
| 2. A. dumb         | B. blind   | C. deaf      | D. mute       |
| 3. A. exhibition   | B. exhibit | C. exhibited | D. exhibiting |
| 4. A. have written | B. write   | C. wrote     | D. writing    |
| 5. A. ears         | B. eyes    | C. fingers   | D. mouths     |

### Part 3: Reading comprehension

#### Read the following passage and choose the best answer

This is the fifteenth year of our annual competition, which is open to all local high school students. Whether you play or sing, alone or in a band or orchestra, we'd like you to enter. Classical, rock or any other kind of music, we'd like to hear you. Our competition takes place from May 10<sup>th</sup> to May 20<sup>th</sup> in the Central House of Culture in front of a large audience and a jury of seven.

Competitors may perform any piece of their choice, including the one **they** have composed themselves, provided it does not exceed the limit of 20 minutes. The winner is given a time in a recording studio without charge and a TV appearance. The runner-up has an instrument of his/her choice. If you are interested in the competition, telephone Mary Brown on 09844112322.

- The competition has been held \_\_\_\_\_ times.  
A. five                      B. ten                      C. fourteen                      D. twenty
- The competition is held every \_\_\_\_\_  
A. week                      B. month                      C. year                      D. fifteen years
- How long does the competition last?  
A. 20 minutes                      B. 10 days                      C. On May 10<sup>th</sup>                      D. fifteen years
- What does the pronoun "**they**" in line 6 refer to?  
A. the competition                      B. the competitors  
C. the winner                      D. the audiences
- Which sentence is NOT true?  
A. Competitors can play the song they have written.

- B. The winner gets free use of a recording studio.
- C. Competitors can play as a group.
- D. All students can take part in the competition, except local ones.

Visitors to London are often surprised at the amount of green, open space in it. It would be an exaggeration to suggest taking a country walk in London but it is easy to get away from the streets and to find open parkland in Inner London. Much of the parkland was originally preserved by the kings of England for their sport of hunting. These parks are still called "Royal Parks" but **they** are now open to the public. People walk and go horse-riding in Hyde Park. There is boating and swimming in the lake called the Serpentine. And everywhere there are seats and deckchairs to sit on.

St James Park, Green Park, Hyde Park and Kensington Gardens are linked together. They form 313 hectares of open parkland in the heart of London.

Entrance to the parks is free and you may walk on the grass and lie down to rest on it – weather permitting.

1. Which of these parks is not linked to the others?
  - A. Green Park
  - B. Regent's Park
  - C. Hyde Park
  - D. Kensington Gardens
2. Some parks are still called "Royal Parks" because \_\_\_\_\_.
  - A. they still belong to the Royal Family.
  - B. the members of the Royal Family take care of them.
  - C. they used to be preserved for the kings' hunting.
  - D. people often see the members of the Royal Family there.
3. Which of the following is NOT true?
  - A. People can ride horses in Hyde Park.
  - B. You don't have to pay for entrance to the parks.
  - C. People cannot sit or lie on the grass in the parks.
  - D. The parks in London are open to everyone.
4. The pronoun "**they**" in line 5 refers to \_\_\_\_\_.
  - A. visitors
  - B. streets
  - C. Royal Parks
  - D. seats
5. Most of the important parks are situated \_\_\_\_\_.
  - A. in the center of London
  - B. far from London
  - C. outside London
  - D. on the outskirts of London

For many Americans, a parent's most important task is to teach their children live independently. From an early age, most children get their own rooms and never sleep with their parents.

American parents help their kids to become self-reliant by making them do things such as washing, cleaning, and cooking for themselves from the time they are very small. To help to develop their children's confidence, American parents always show respect for them and let them **voice** their opinions on family issues.

Many Vietnamese parents think their most important role is to protect their children and provide them with a happy and wealthy childhood. Babies often sleep with their parents, and many children do not get to sleep in their own beds until they finish primary school.

While many children in rural areas have to work to contribute to the household expenses, most children in urban areas do not have to do anything but study. In both urban and rural areas, parents seldom ask for their children's opinions before making family choices.

Children do not move out of the family home before they get married. Even then, many parents still want the couple to live with them in the same house.

1. According to many Americans, what is the most important task of parents?
  - A. To teach their children to live independently.
  - B. To protect their children.
  - C. To provide their children with a happy and wealthy childhood.
  - D. To give their children advice.
2. Which activity is NOT of the things American parents make their kids do to help them become self-reliant?
 

A. washing	B. cleaning	C. cooking	D. doing homework
------------	-------------	------------	-------------------
3. When do Vietnamese children move out of their parent's home?
 

A. Before making family choices.	B. After they finish school.
C. Before they get married.	D. After they get married.
4. Which of the following sentences is TRUE?
  - A. American children often sleep with their parents.
  - B. American parents don't let their children voice their opinions on family issues.
  - C. American children start a truly independent life right before they finish school.
  - D. Vietnamese parents rarely ask for their children's opinions before making family choices.
5. The word "**voice**" in the passage mostly means \_\_\_\_\_.
 

A. agree with one's ideas	B. produce a sound
C. open the mouth	D. give opinions

Once there were lots of pandas in the mountains of Western China. Today they are becoming extinct. The reason is they cannot find enough food. Pandas eat bamboo leaves. They do not like another food. The bamboo grows very slowly. It can take ten years for a bamboo to grow from a seed to a big plant. Some types of bamboo have seeds only once every 60 years. Pandas must wait many years for their food to grow. While the bamboo is growing, pandas do not have enough leaves to eat. Farmers are using more and more of the land on the mountain side to grow food for man. The farmers cut down the bamboo. Bamboo leaves become less plentiful. Pandas cannot find enough food to eat. **They** starve and die. China

and World Wildlife Fund (WWF) are trying to save the pandas. In 1979 they began to set up special parks where pandas can live. One such park is the Wolong Reserve in Sichuan. The Wolong Reserve has the highest number of pandas in the world. Scientists come here to study the pandas' eating and mating habits. By learning more about the pandas' habits, scientists can save them from extinction.

- What is the main food of pandas?
  - Young bamboo trees
  - Bamboo roots
  - Bamboo trees
  - Bamboo leaves
- How long does it take a bamboo to grow into a big plant?
  - 60 years
  - a century
  - a decade
  - 10 months
- Why do farmers cut bamboo trees?
  - To get farmland
  - To make pandas starve and die
  - To get food for pandas
  - To drive pandas away
- What do scientists do to save pandas from extinction?
  - They study about pandas' habits.
  - They only set up parks for them.
  - They plant bamboo trees and set up parks for them.
  - They put them in bamboo forest.
- What does the pronoun "**They**" in line 8 refer to?
  - Special parks
  - Pandas
  - Farmers
  - Bamboo trees

The thing I liked most when I was small was the change of seasons. Spring , summer , autumn and winter – I could see **them** all come and go and each one was completely different. Now in the city, you can buy summer flowers in winter and eat the same vegetables all the year round. Whereas, in the country, I could only eat things at certain times of the year, for example, strawberries in June and turlips in winter. I live my childhood with the seasons.

We also made most of our food and would never eat frozen or tinned food. Everything was fresh, so it must be better than the type of food I am taking now in the city. City people may think people in the country miss a lot of things about modern life. In fact , in my opinion they miss a lot more than people in the country, they miss real life

- What did the writer like most about living in the country ?
  - Flowers in spring
  - Leaves in autumn
  - The wild animals and plants
  - the change of seasons
- What does the word "**them**" in line two refer to ?
  - Four seasons
  - Winter and autumn
  - Countryside people
  - Plants
- In the countryside which season can we buy strawberries ?
  - Spring
  - Summer
  - Autumn
  - Winter
- Why did the writer never eat tinned food when living in the country ?
  - Because it was frozen
  - Because it was contained
  - Because it was very fat
  - Because it wasn't fresh



5. Which of the following sentences is **NOT** true?
- A. People in the city can grow vegetables all year round
  - B. In the countryside turnips are grown in winter
  - C. The writer often eats frozen and tinned food now
  - D. Many city people think they live better than those in the country

I have twin brothers, Tim and Tom. They are very **similar** and a lot of people don't know which is which. They both have blond hair and blue eyes, and they always wear jeans and T-shirts. They like doing the same things, too. For example, they both like jazz and they're crazy about football. They go to a football match once a week. Tim doesn't like dancing or discos and Tom doesn't like **them**, either. Although they're twins, they're not exactly the same at everything. Tim works hard at school because he wants to go to university, but Tom is a bit lazy. Our mother is often away from home because of her job, so we all work together in the house. Most of the time it's fine, but sometimes we fight a bit!

1. What does the word '**similar**' in line 1 mean?
  - A. the same in some ways
  - B. completely the same
  - C. completely different
  - D. liked by many people
2. Tim and Tom \_\_\_\_\_.
  - A. are the author's twin brothers
  - B. have blond hair and blue eyes
  - C. always wear jeans and T-shirts
  - D. all are correct
3. What does the word '**them**' in line 6 refer to?
  - A. things
  - B. jazz
  - C. jeans and T-shirts
  - D. dancing or discos
4. Which of the following is NOT true?
  - A. Tim is hard-working.
  - B. Tom is a bit lazy.
  - C. Their mother is often away from home.
  - D. Tim doesn't like dancing or discos but Tom likes them.
5. The passage is written about the author's \_\_\_\_\_.
  - A. brothers
  - B. pen pals
  - C. cousins
  - D. A & C

Smoking causes lung cancer, which is the number one cancer among men. Ninety percent of the people who get lung cancer die. Smoking is also the leading cause of mouth cancer, tongue cancer, and throat cancer. Many smokers have heart disease and pneumonia. Smoking causes one million early deaths in the world every year.

Smokers not only harm themselves but also harm others. Smokers breathe smoke out into the air. They breathe it out on their children and their wives or husbands. Children whose parents smoke have more breathing and lung problems than other children. Women who are married to smokers are more likely to have lung cancer than those married to non-smokers.

We are all aware that smoking is bad. So why do people smoke?

- The number one cancer among men is \_\_\_\_\_.  
A. tongue cancer    B. throat cancer    C. lung cancer    D. mouth cancer
- The main cause of mouth cancer, tongue cancer and throat cancer is \_\_\_\_\_.  
A. drinking    B. overeating    C. breathing    D. smoking
- Every year, smoking causes about one million \_\_\_\_\_.  
A. cancer patients    B. killing diseases  
C. early deaths    D. injured men
- The word "it" in the passage refers to \_\_\_\_\_.  
A. cancer    B. smoke    C. air    D. breath
- Who are more likely to have lung cancer and lung problems?  
A. People who live in the city    B. People who live with smokers.  
C. People who live with non-smokers.    D. People who live in the country.

Dear Angela,

I was horrified when I found out that my 12-year-old daughter had been arrested for stealing some make-up from a high street chemist's. This happened because she had been frightened by some older children from her school. She was so frightened that she started crying –which is what attracted the attention of the shop assistant. The police were called and she was given a tell-off at the police station.

Since this terrifying experience, she has been too afraid to go out on her own and cries all the time. My husband doesn't seem to care that much. He says that she shouldn't have stolen in the first place and was unlucky to be caught. Now it is over she must learn to live with it. But I feel a failure as a parent and am afraid that my child will turn to crime later on in life.

Yours sincerely,

Ashamed

- Why has Ashamed written this letter?  
A. to describe her daughter    B. to prove how naughty her daughter is  
C. to explain a problem    D. to defend her daughter's actions
- Who do you think Angela is?  
A. the writer's husband    B. the writer's daughter  
C. the writer's old boyfriend    D. an advise column in a magazine
- Why did Ashamed's daughter steal things?  
A. She was frightened by her friends.    B. Her schoolmates urged her to do so.  
C. She was attracted by the make-up.    D. She wanted to wear make-up.
- How did Ashamed's daughter feel afterwards?  
A. She was frightened.    B. She was angry.  
C. She wanted to turn to crime.    D. She felt she was unlucky.
- What is the husband's attitude towards this incident?  
A. He is cold.    B. He is not worried.

C. He is terrified.

D. He thinks she should learn to steal.

Ted Robinson has been worried all the week. Last Tuesday he received a letter from the local police. In the letter he was asked to call at the station. Ted wondered why he was wanted by the police, but he went to the station yesterday, and now he is not worried any more. At the station he was told by a smiling policeman that his bicycle had been found. Five years ago, the policeman told him, the bicycle was picked up in a small village four hundred miles away. It's now being sent to his home by train. Ted was most surprised when he heard the news. He was amused too, because he never expected the bicycle to be found. It was stolen twenty years ago when Ted was a boy of fifteen.

1. Ted was worried because \_\_\_\_\_.
  - A. he received a letter
  - B. he went to the police station yesterday
  - C. the police would catch him
  - D. he didn't know why the police wanted him
2. The police who talked to Ted was \_\_\_\_\_.
  - A. pleasant
  - B. worried
  - C. surprised
  - D. small
3. Why was Ted very surprised when he heard the news?
  - A. Because his bicycle was stolen 20 years ago.
  - B. Because his bicycle was found when he was a boy of fifteen.
  - C. Because he thought he would never find the bicycle.
  - D. Because the bicycle was sent to him by train.
4. When was Ted's bicycle found?
  - A. Last Tuesday
  - B. Five years ago
  - C. Twenty years ago
  - D. Yesterday
5. Which of the following statements is NOT true?
  - A. The police asked Ted to go to their station.
  - B. The policeman told Ted the good news 5 days ago.
  - C. Ted is no longer anxious now.
  - D. Ted is 35 years old now.

I was born in Newcastle, a city in the North East of England. Newcastle is on the bank of the River Tyne. It is quite big, with a population of about 200,000 people. There is a cathedral and a university. There are five bridges over the River Tyne, which link Newcastle to the next town, Gateshead, where there is one of the biggest shopping centers in the world. A few years ago, the main industries were shipbuilding and coalmining, but now the chemical and soap industries are important.

I moved to London ten years ago but I often return to Newcastle. I miss the people, who are very friendly, and I miss the beautiful countryside near the city, where there are so many hills and streams.

1. The writer was born \_\_\_\_\_

- A. in Newcastle near the North East of England
  - B. in a town in the North East of England
  - C. in a city near Newcastle
  - D. in Newcastle, a city in the North East of England
2. Newcastle city has a population of \_\_\_\_\_ .
    - A. 200,000 people
    - B. less than 200,000 people
    - C. more than 200,000 people
    - D. about 200,000 people
  3. What link Newcastle to the next town?
    - A. One bridge
    - B. Gateshead
    - C. Five bridges
    - D. a shopping center
  4. What are the main industries in Newcastle now?
    - A. shipbuilding
    - B. coalmining
    - C. soap industry
    - D. chemical and soap industry
  5. What does the writer miss?
    - A. the people
    - B. the beautiful countries
    - C. the hills and the streams
    - D. the people and the beautiful countries

Many people continue to skip breakfast despite its being most important meal of the day.

Busy people often rush out the door in the mornings with out giving their bodies the **fuel** they need to handle a long day at work. They end up feeling tired by the afternoon and resort to the office snack machine or biscuit tin.

Loysa Hourigan, from Nutrition Australia, said that catching up on food at lunch time did not provide the body with enough sustenance to keep it going for the rest of the day. "Even if you have had lunch, you won't have as much food as you need. Your brain gets depleted of glucose and you feel tires." Ms. Hourigan said.

According to Ms. Hourigan, wholegrain bread and cereals provide endurance. Milk, eggs and baked beans provide protein, which helps people to alert. Rolled oats are also an excellent endurance food.

1. According to the passage, people should \_\_\_\_\_.
  - A. have breakfast
  - B. skip lunch
  - C. not eat snacks
  - D. not have breakfast
2. The word "**fuel**" in line 2 means \_\_\_\_\_.
  - A. food
  - B. meal
  - C. nutrition
  - D. energy
3. Ms. Hourigan said that if we did not have breakfast, we would feel tired because \_\_\_\_\_.
  - A. our brain ran out of glucose
  - B. our brain was full of glucose
  - C. there was no oxygen in our brain
  - D. we did not have lunch
4. According to Ms. Hourigan, which of the following is NOT mentioned as endurance foods?
  - A. rolled oats
  - B. cereals
  - C. wholegrain bread
  - D. bananas
5. Loysa Hourigan might work as \_\_\_\_\_ .

- A. teacher                      B. nutritionist                      C. writer                      D.  
businesswoman

It is estimated that about 200 million people who use the Internet computer network around the world. The Internet allows people to work at home instead of traveling to work. The Internet allows businesses to communicate with customers and workers in any part of the world for the cost of a local telephone call. Email allows users to send documents, pictures and other data from one part of the world to another in at least 5 minutes. People can use the Internet to do shopping. This save a lot of time. It is possible to use the Internet for education – students may connect with their teachers from home to send or receive email or talk their problems through “on-line” rather than attend a class.

- How many people are estimated to use the Internet around the world?
  - about 200 million
  - over 200 million
  - About 200 billion
  - 20 million
- The Internet allows people \_\_\_\_\_.
  - to stay at home and rest
  - not to work
  - to travel to work
  - to work at home
- To a business, the Internet is \_\_\_\_\_ to communicate with customers.
  - a cheap way
  - a very expensive way
  - an inconvenient way
  - a difficult way
- Email can be used to send \_\_\_\_\_.
  - documents
  - information
  - data
  - all are correct
- To use the Internet for education is \_\_\_\_\_.
  - impossible
  - possible
  - inconvenient
  - difficult

English is my mother tongue. Besides, I can speak French and Spanish. I studied the two languages when I was at high school. Now, I am still learning Spanish at the University. As for me, mastering a foreign language is not easy. After studying a language, practice is very necessary and useful. Travelling to the country where the target language is spoken is very helpful, but if you cannot speak the language well enough you will certainly have troubles. I also frequently go to the movies, watch television, and listen to the radio in the language I am trying to learn. Reading is another good way to learn. Books are good, but I personally think newspapers and magazines are better. However, getting some knowledge of the language is the most important thing. Grammar and vocabulary should be mastered first.

- How many languages can the writer speak?
  - 1
  - 2
  - 3
  - 4
- The writer has learnt Spanish \_\_\_\_\_.
  - in Spain
  - at high school
  - at University
  - B and C
- Travelling may cause troubles if \_\_\_\_\_.
  - you cannot speak the language well enough.

- B. you can speak the language well enough.  
 C. you can speak the language bad enough.  
 D. you can communicate in the target language.
4. Some useful ways to practice your target language are \_\_\_\_\_.
- A. listening to the radio and watching TV in the language  
 B. reading books in the language  
 C. seeing films in the language  
 D. all is correct
5. According to the writer, what should be mastered first?
- A. Vocabulary  
 B. Vocabulary and grammar  
 C. Writing skill  
 D. Reading skill

Chantal's parents didn't have much money, so they sent her to a state primary school when she was five. She enjoyed her reading and writing lessons, but there were so many pupils in the class that the teacher found it difficult to control them.

When Chantal was eleven, her father got a better job and decided to spend some money on her education. He sent her to an expensive private school where the girl wore dark green uniforms and did two hours' homework every evening.

Chantal liked her new school and did well. Because she studied hard, she passed all her exams and went to university at eighteen. She chose history course and was an excellent student. In the end she decided to become a teacher and returned to her old primary school to teach.

1. Why did Chantal's parents send her to a state primary school?
- A. Because they were poor  
 B. Because it was near her house  
 C. Because they liked it  
 D. Because it was expensive
2. What was her teachers' problem at the primary school?
- A. Large class  
 B. Low salary  
 C. Strict head master  
 D. Disobedient pupils
3. What was an important event for Chantal when she was eleven?
- A. Passing the exams  
 B. Getting better education  
 C. Leaving her home  
 D. Going to university
4. In her private school, the girl wore \_\_\_\_\_.
- A. the same clothes  
 B. different clothes  
 C. colorful clothes  
 D. cheap clothes
5. It can be inferred from the passage that the state school is \_\_\_\_\_ than the private school.
- A. better equipped  
 B. better  
 C. cheaper  
 D. more expensive

Routines save time and energy because you do them without thinking, that's why they are so important in the morning when your brain isn't active. Here's Jo talking about her morning routine.

'Oh yes. I always do exactly the same things. I wake up at seven o'clock every morning, but I don't get up at quarter past seven. I switch on the radio and listen to the news. Then I go to the loo and I brush my teeth. I have a shower and dry my hair. Then I choose my clothes and I get dressed. I don't eat anything for breakfast. I just have a cup of coffee. Then I go to work. Yes, it's always the same.'

Routines are very useful but they also make you uncreative. So sometimes it's a good idea to break your routines. Get out of bed on the opposite side. Listen to a different radio station. Take a different route to work. Eat something different for breakfast. Change your routine. You never know, it could change your life.

1. This passage is mainly concerned with \_\_\_\_\_  
 A. changes in our lives.                      B. Jo's timetable.  
 C. our usual ways of doing things.        D. our daily activities.
  2. According to the passage, routines are useful because \_\_\_\_\_.  
 A. we can do them in the morning.        B. they save time and energy  
 C. we all have them in our lives.         D. they make a habit of never thinking.
  3. The word 'loo' in line 6 can be best replaced with \_\_\_\_\_.  
 A. bedroom        B. toilet            C. sink                D. balcony
  4. What is the main disadvantage of routines?  
 A. Routines make us do the same things day after day.  
 B. Routines make you think before doing.  
 C. Routines may change our life.  
 D. Routines make us create things or have new ideas
  5. Which of the sentences is TRUE?  
 A. We shouldn't break our routines.  
 B. Routines make our brain creative.  
 C. Our lives could be changed if we change our routines  
 D. People who have routines are unable to think.
-

## D. MÔN TIN HỌC

### I. Cơ bản về máy tính và Hệ điều hành Window 7

#### 1. Cơ bản về máy tính:

- Các thiết bị cần thiết cho một bộ máy tính như: Chuột, bàn phím, ổ cứng, RAM, ROM....

- Đơn vị đo thông tin

#### 2. Hệ điều hành Window 7

- Các thao tác với màn hình nền (Desktop):

+ Với biểu tượng: Tạo, đổi tên, sắp xếp, di chuyển, sao chép, xóa, khôi phục....

+ Với màn hình: Thay đổi hình nền, tạo hình chờ, thay đổi độ phân giải...

- Các thao tác với chương trình quản lý tệp và thư mục (Windows Explorer) như: Chọn, sao chép, di chuyển, đặt thuộc tính....

- Các tổ hợp phím tắt.

- Các phần mềm, chương trình được tích hợp sẵn trên hệ điều hành.

- Nhung thao tác cơ bản để cài đặt, gỡ bỏ đối với một chương trình, phần mềm.

### II. Bộ Microsoft Office 2007

#### 1. Microsoft Word:

- Các thao tác cơ bản đối với một tệp văn bản như: Ghi lưu, mở...

- Các thao tác với khối văn bản: Sao chép, di chuyển, xóa, khôi phục...

- Các thao tác về định dạng: Định dạng đoạn văn bản, DropCap, Columns, Bullets and Numbering...

- Các thao tác với bảng biểu.

- Các thao tác với định dạng trang in theo đúng quy định hiện hành của Nhà nước.

- Thẻ lệnh và các thao tác trên thẻ lệnh.

- Các tổ hợp phím tắt.

- Các loại Font chữ và bảng mã sử dụng để soạn thảo văn bản.

#### 2. Microsoft Excel

- Các thao tác cơ bản với tệp: Ghi lưu, mở...

- Định dạng dữ liệu: Dữ liệu kiểu số, kiểu ký tự, kiểu ngày tháng.

- Các thao tác với cột, hàng, ô: Thêm, bớt, kẻ khung,...

- Các phím, tổ hợp phím tắt thông dụng.

- Các cách sao chép, di chuyển dữ liệu.

- Công thức và các thông báo lỗi khi sử dụng công thức.

- Các hàm cơ bản: Average, Sum, các hàm đếm, Min, Max, IF, Round, Left, Right, Mid, And, Or, MOD, VALUE, Len,....

### III. Mạng máy tính và Internet

- Các trình duyệt Internet được dùng phổ biến

- Địa chỉ các trang Web phổ thông trong và ngoài tỉnh.



- Cách sử dụng hộp thư điện tử.
- Cách sử dụng công cụ tìm kiếm trên mạng Internet
- Cách khai thác, lấy dữ liệu từ Internet về máy tính.
- Các loại Font chữ và bảng mã được dùng phổ biến trên môi trường Internet.
- Các thuật ngữ về mạng máy tính: LAN, WAN.../.

**SỞ TƯ PHÁP TỈNH TUYẾN QUANG**