



NEW DYNAMIC ENGLISH

Book and Audio

Book 1

Free

LỜI GIỚI THIỆU

New Dynamic English hay còn gọi là chương trình Anh ngữ sinh động của đài tiếng nói Hoa Kỳ (VOA) được thiết kế dành tặng đặc biệt cho các thính giả người Việt giúp các thính giả có thêm hiểu biết về người Mỹ và văn hóa Mỹ cũng như có thể sử dụng được tiếng Anh trong những tình huống giao tiếp thông thường.

Trong chương trình chúng ta không chỉ được nghe chính người Mỹ trình bày các đoạn hội thoại mà còn được nghe phần đọc, giảng giải từ vựng, văn phạm với giọng đọc đầy truyền cảm của Giáo sư Phạm Văn. Nhờ ông mà *New Dynamic English* trở nên gần gũi, thân thiện, dễ học hơn với người Việt.

Bộ sách *New Dynamic English* do tôi tóm lược lại gồm 3 cuốn, mỗi cuốn 100 bài được ra đời trên cơ sở 3 cuốn sách gốc của chương trình nhằm hỗ trợ thêm người học trong việc trau dồi vốn từ vựng tiếng Anh.

Các Audio đi kèm với sách này xin mời tải tại:

1. <http://www.mediafire.com/nde>
2. <http://www.voanews.com/vietnamese/learning-english>

Mọi câu hỏi liên quan đến tiếng Anh cũng như đóng góp cho các chuyên mục của ban Việt ngữ đài tiếng nói Hoa Kỳ xin gửi email đến địa chỉ: vietnamese@voanews.com

Dù đã cố gắng rất nhiều trong phần từ vựng và phiên âm quốc tế nhưng cũng không thể tránh khỏi sai sót rất mong các bạn khi sử dụng tài liệu này lưu ý nếu thấy có nghi ngờ chỗ nào đó về từ loại và phiên âm quốc tế xin vui lòng sử dụng từ điển để tra lại.

Xin trân trọng cảm ơn!

QVD Đồng Tháp, ngày 18 tháng 08 năm 2011

Tác giả

THE ENGLISH ALPHABET

A	B	C	D	E	F
/ei/	/bi:/	/si:/	/di:/	/i:/	/ef/
G	H	I	J	K	L
/dʒi:/	/eitʃ/	/ai/	/dʒei/	/kei/	/el/
M	N	O	P	Q	R
/em/	/en/	/əu/	/pi:/	/kju:/	/a:/
S	T	U	V	W	X
/es/	/ti:/	/ju:/	/vi:/	/ 'dʌblju:/	/eks/
Y	Z				
/wai/	/zi:, zed/				

THE SOUNDS OF ENGLISH

VOWELS

i	ʊ	ʌ	ɒ	ə	e	æ		short
i:	u:	a:	ɔ:	ɜ:				long
iə	ʊə	aɪ	ɔɪ	əʊ	eə	aʊ	ei	diphthongs

CONSONANTS

p	t	tʃ	k	f	θ	s	ʃ	voiceless
b	d	dʒ	g	v	ð	z	ʒ	voiced
m	n	ŋ	h	l	r	w	j	

Ghi chú:

- Tất cả các nguyên âm đều là voiced.
- Hiện nay tại Việt Nam sử dụng phổ biến: /u/ = /ʊ/; /ou/ = /əʊ/; /ɔ/ = /v/
- Các video về cách phát âm chuẩn các kí hiệu phiên âm quốc tế xin tải tại:

1. <http://www.mediafire.com/luyenphatamipa>
2. <http://www.mediafire.com/luyenphatamanhmy>

Unit 1

Where do you come from? = bạn từ đâu đến?

City /'siti/ = thành phố (n); State /steit/ = tiểu bang (n)

To Come/Came/Come = đến; The United States = The U.S = Hoa Kỳ (n)

New York = tên thành phố New York thuộc tiểu bang New York (n)

San Francisco = tên thành phố San Francisco (Cựu Kim Sơn) thuộc tiểu bang California (n)

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "Where do you come from?" .

- Good morning, Max. How are you today? - Fine, thank you. And you? - Just fine - Hello, everyone. My name is Kathy. I come from New York - New York? - Yes, New York - Where do you come from, Max? - I come from San Francisco - San Francisco? - That's right. San Francisco, California.

- Listen and Repeat - I come from San Francisco - I come from New York - I come from California - I come from the United States.

- Listen and Repeat - Do you come from Los Angeles? - No, I don't. I don't come from Los Angeles - I come from New York City - Where do you come from? - I come from New York City

- California? - I come from California.

Nice to meet you = It's nice to meet you = hân hạnh gặp bạn.

Nice to meet you, too = It's nice to meet you, too = tôi cũng hân hạnh gặp bạn.

- Daily Dialog: On an airplane, part 1. Listen to the conversation - Hi, my name is Walter. Walter Kennedy - Hello, my name is Michael. Michael Davis - Nice to meet you - Nice to meet you, too

- Listen and repeat.

Welcome to Washington = chào mừng bạn đến thăm Washington.

Be on the air = đang trực tiếp nói với, đang thâu trên đài truyền thanh/truyền hình

Be off the air = không còn thâu chương trình trên đài truyền thanh/truyền hình

The Mall = khu công viên dọc theo đại lộ Constitution và Independence ở Washington

The United Nations = Liên hiệp quốc; To miss some place /mis/ = nhớ một nơi nào

Nation /'neiʃən/ = dân tộc, quốc gia (n); International /,intə'næʃənəl/ = quốc tế (adj)

International students /'stju:dənts/ = Foreign students /'fɔrin/ = sinh viên ngoại quốc

Spanish /'spæniʃ/ = tiếng Tây Ban Nha (n); Russian /'rʌʃən/ = tiếng Nga (n)

Chinese /tʃai'ni:z/ = tiếng Trung Hoa (n); Move /mu:v/ = dọn, di chuyển (n, v)

Pretty often = khá thường; Host /houst/ = người điều khiển chương trình, chủ nhà (n)

To host = đăng cai, tổ chức; Her show is on next = kế tiếp là chương trình của cô ấy.

About to begin = sắp bắt đầu; Functioning in Business = Anh ngữ thương mại

- OK...and we're off the air. Good shows - Thanks, Larry. Larry, have you met Max? - Yes, I have. Good show. Max. Welcome to Washington - Thanks, Larry - Max, how do you and your wife like your new house? - Oh, we like it a lot - Do you miss San Francisco? - A little. But Washington and San Francisco are both very international. I was at the Mall yesterday...and there were people speaking Spanish and Russian and Chinese. It sounded like the United Nations. How long have you lived in Washington, Kathy? - I moved here several years ago - Where from? - From New York City - Do you miss New York? - Sometimes. But I go there pretty often - Oh, hi, Elizabeth. Have you met Max? - No, I haven't - Elizabeth, this is Max Wilson - Max just moved from San Francisco. Max, this is Elizabeth Moore. Elizabeth is the host of Functioning in Business. Her show is on next - Nice to meet you, Elizabeth - Nice to meet you too. Max. Excuse me, but my show is about to begin - Good luck- Okay, Larry. I'm ready when you are - Ready for Functioning in Business - Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practice and culture. Today's unit is "Introductions, part 1".

To introduce /,intrə'dju:s/ = giới thiệu; *Introduction* = sự giới thiệu, lời giới thiệu (n)
Introductory /,intrə'dʌktəri/ = *Introductive* /,intrə'dʌktiv/ = để giới thiệu, mở đầu (adj)
Language Functions = chức năng ngôn ngữ; *Interview* /'intəvju:/ = phỏng vấn (v, n)
Interviewer = người phỏng vấn (n); *Interviewee* /,intəvju:'i:/ = người được phỏng vấn (n)
Business trip /'biznis/ = chuyến thương vụ; *Participant* /pɑ:'tisipənt/ = người tham dự (n)
To participate /pɑ:'tisi,peit/ = tham gia; *Participation* /pɑ:,tisi'peiʃən/ = sự tham gia (n)
To Lead/Led/Led /li:d/led/ = hướng dẫn, chỉ đạo; *Lead* (n); *Lead* /led/ = kim loại Chì (n)
Leaded = có Chì (adj); *To Meet/Met/Met* = gặp; *Meetings* = các buổi họp, gặp mặt (n)
To negotiate /ni'gou,ʃi,eit/ = thương lượng; *Negotiation* /ni,gou,ʃi'eɪʃən/(n)
A negotiator = người lo thương lượng; *Reporter* /ri'pɔ:tə/ = phóng viên, người báo cáo (n)
Conduct business = điều hành việc kinh doanh; *To conduct* /kən'dʌkt/ = điều hành, chỉ đạo
Conduct /'kan,dʌkt, 'kɒn-/ (n); *Conductor* /kən'dʌktə/ = người chỉ đạo, trưởng tàu (n)

- *Introduction* - In this program we will follow the story of an important business trip. We will follow the meetings and negotiations between several international companies. As we study these meetings, we'll interview some of the participants. We will also look closely at the language they use for conducting business in English. We'll see how successful use of English can lead to success in business and in international communication.

Guest /gest/ = khách mời (n)
Regular features = những mục thường xuyên
Linguistics /liŋ'gwistiks/ = khoa ngôn ngữ học (n)
Tips /tips/ = những lời mách giúp, mẹo chỉ dẫn (n)
Document /'dɒkjumənt/ = tài liệu, văn kiện, tư liệu (n)
Documentary = phim tài liệu (n); *Documentary* = gồm có các tài liệu (adj)
To document = chứng minh bằng tài liệu, dẫn chứng bằng tài liệu
Background /'bækgraʊnd/ = quá trình học vấn và nghề nghiệp của một người (n)
BA = *Bachelor of Arts degree* = văn bằng cử nhân 4 năm đại học
MBA = *Master of Business Administration degree* = văn bằng cao học kinh doanh
UCLA = *University of California at Los Angeles*
Havard Business School = trường cao học quản trị kinh doanh Harvard
Business situations = trường hợp hay hoàn cảnh thương mại
Radio show = chương trình truyền thanh; *Local* /'ləukəl/ = địa phương, trong vùng (adj)
Listeners = thính giả (n); *Viewer* = khán giả (n); *Audience* /'ɒdiəns/ = thính giả, cử tọa (n)
To take a break = nghỉ, giải lao; *To consult* /kən'sʌlt/ = tra cứu, tham khảo, hỏi ý kiến
Consulting /kən'sʌltɪŋ/ = cố vấn (adj); *Consultant* /kən'sʌltənt/ = người cố vấn (n)

- *Interview* - Our guest today is Gary Engleton. Gary is our host of "Gary's Tips" and also of "Culture Tips." "Gary's Tips" and "Culture Tips" will be regular features on *Functioning in Business* - Hello, Gary! Welcome to our show! - Hello, Elizabeth! It's great to be here - On each *Functioning in Business* program, you'll talk about how to use English in business situations - That's right. I'll give tips about American culture and about using the English language in business. I'm glad we're able to do this radio show together - I am, too. I'm excited about doing a radio documentary on using English for business - Me too. I think it will be interesting and useful for our listeners - Gary, let's tell our listeners a little about your background - Sure. What do you want to know? - How did you get into the language consulting business? - I studied at UCLA - That's the University of California at Los Angeles, right? - Right. I got my BA there in 1979. Then I went to Harvard Business School to do an MBA. While I was doing my MBA, I taught business English to foreign students - That's interesting - After I got my MBA, I started my own business. I began helping foreign companies do business in the United States. Now I also work with international business people who need help with their English - We're so happy to have you on our show - I'm happy to be here! - Great! Let's take a break.

Unit 2

An overseas client /'klaɪənt/ = thân chủ (khách hàng) ngoại quốc

Overseas /,ouvə'si:z/ = *Oversea* /,ouvə'si:/ = ngoại quốc (adj)

Abroad /ə'brɔ:d/ = ngoại quốc (adv); *To go abroad* = đi ra xứ ngoài

To live abroad = sống ở ngoại quốc; *Overseas trade* = buôn bán với xứ ngoài

Germany /'dʒɜ:məni/ = nước Đức (n); *Thailand* /'tai,lænd/ = nước Thái Lan (n)

Korea /kə'ri:ə/ = nước Triều Tiên (n); *Experience* /ik'spiəriəns/ = kinh nghiệm (n)

To experience = trải qua; *Experienced* /ik'spiəriənst/ = có kinh nghiệm (adj)

Politics /'pɒlitiks/ = chính trị (n); *Political* /pə'litikəl/ (adj); *Politician* = nhà chính trị (n)

Political science = khoa chính trị học; *Policy* /'pɒləsi, -lɪsi/ = quy luật, chính sách (n)

Public policy /'pʌblik/ = môn chuyên về hành chính công quyền (n)

Scholarship /'skɒləʃɪp, 'skɒlə-/ = học bổng (n)

The Seventies = thập niên bảy mươi [1970 – 1979]

MA = *Master of Arts degree* = *Master's* = văn bằng cao học

A Fulbright Scholarship = học bổng trao đổi văn hoá [thượng nghị sĩ Fulbright đề xướng]

UC Berkeley = *University of California at Berkeley* = đại học California ở tỉnh Berkeley

On the phone = nói điện thoại; *Quite a bit of time* = *A lot of time* = nhiều thì giờ

Relate /ri'leit/ = có liên quan, liên hệ, liên kết (v); *Relative* = họ hàng, bà con (n)

Relative /'relatɪv/ = có quan hệ, cân xứng (adj); *Relation* /ri'leiʃən/ = mối quan hệ (n)

Relationship /ri'leiʃənʃɪp/ = tình thân thuộc, tình họ hàng, mối liên hệ (n)

I sure will. [văn nói cho dùng “sure” thay cho “surely”]

International family /'fæməli, 'fæmili/ = gia đình có nhiều người có quốc tịch khác nhau

- Interview - We're back again with our guest, Gary Engleton. Gary, It seems that you have a lot of experience in international business - Yes, I travel abroad a lot, and I'm often on the phone with my overseas clients - How did you get interested in doing international work? - Well, I grew up in an international family. My father was in the army, and when I was young, we lived in Germany and Thailand. And my mother is Korean. I've spent quite a bit of time in Korea visiting my grandparents and other relatives - Oh, do you speak Korean? - Yes, I do - I didn't know that. I've also lived abroad - Oh really? Where? - In China. I studied political science at UC Berkeley in the seventies. Then I got a Fulbright scholarship to study in China - Where in China did you live? - I lived in Shanghai. After I left China, I did a Master's in Public Policy at Georgetown University - And so how did you get into radio? - I worked at the local radio station when I was at Georgetown. I discovered I like asking questions! - You'll get a chance to ask lots of questions on this show! - I sure will. Let's take a break.

- Listen and Repeat - In Germany and Thailand - He lived in Germany and Thailand - Where did Gary live when he was young? - He lived in Germany and Thailand - Korean - He speaks Korean - What language does Gary speak besides English? - He speaks Korean - Political science - She studied political science - What did Elizabeth study at UC Berkeley? - She studied political science - At Georgetown University - She got her Master's at Georgetown University - Where did she get her Master's? - She got her Master's at Georgetown University.

Miss /mis/ = cô; *Mrs.* /'misɪz/ = *Mistress* = bà

Ms. /mɪz/ = cô hay bà [Ms. là viết tắt của Miss và Mrs.]

Mr. /'mɪstə/ = *Mister* = ông; *Sir* /sə:/ = thưa ông, thưa ngài (n)

Madam /'mædəm/ = *Ma'am* /mæm/ = phu nhân, thưa bà (n)

First name = tên gọi; *Last name* = *Family name* = *Surname* /'sə:neɪm/ = họ

Middle name = tên đệm [có thể gồm nhiều tên]; *Full name* = họ và tên (tên đầy đủ)

[trật tự họ tên người trong tiếng Anh ngược hẳn với họ tên ở tiếng Việt]

E-mail /'i:meɪl/ = *Email* = *e-mail* = *email* = điện thư gửi qua liên mạng Internet (n)

Try one's best = gắng hết sức (idm)

I'll try my best = tôi sẽ gắng hết sức mình.

Sentence /'sentəns/ = câu, bản án (n); To sentence = kết án

To offend /ə'fend/ = xúc phạm; Expert /'ekspə:t/ = nhà chuyên môn (n, adj)

He was offended at my remarks = anh ta bực mình vì lời nói của tôi.

Safe /seɪf/ = an toàn (adj); Safety (n); To prefer /pri'fə:/ = thích hơn

Believe /bi'li:v/ = tin (v); Belief /bi'li:f/ = niềm tin (n); Believable = có thể tin được (adj)

- Culture Tips - We're back with Gary Engleton, our language and culture expert - Hi, Elizabeth - Hello, Gary. Our listeners have sent in some e-mail questions, Gary. They have some questions about American business culture - I'll try my best! - Our first question is, "Do Americans usually use their first name or last name in business?" - Well, this is a difficult question. Not everyone feels the same about names - What do you prefer? - Personally, I always use my first name, but some Americans prefer to use their last names. To be safe, use the name the other person gives you. I always say, "Please call me Gary" - Our next question is, "When speaking with women in business, when should we use Miss, Mrs. or Ms.?" - Well, Miss is for single women; Mrs. is for married women. They are older words. Ms. is a newer word. Ms. is easier to use than Mrs. or Miss because you don't have to know whether or not a woman is married. I always use Ms. because with Ms., I always don't offend people - What do most American women in business prefer? - I believe most American women prefer Ms - Thank you, Gary. Let's take a break.

- Sentence Completion. Listen. Complete the sentence - Some people use their first name in business, but others prefer to use their ____ - Last name - They prefer to use their last name - Most American women prefer to be addressed as ____ - Ms. - They prefer to be addressed as Ms. - In the past, people used to address all married women as ____ - Mrs. People used to say Mrs.

I'd like a glass of water, please = xin cho tôi một ly nước.

To request = yêu cầu, thỉnh cầu; Request /ri'kwest/ = lời yêu cầu, lời thỉnh cầu (n)

To offer /'ɔfə/ = mời ai; To refuse /ri'fju:z/ = từ chối; Refusal /ri'fju:zəl/ (n)

To confirm /kən'fə:m/ = xác nhận; Confirmation /,kən'fə'meiʃən, 'kɒnfə-/ (n)

May I have another cup of coffee? = xin cho tôi thêm một tách cà phê nữa được không?

To make an offer = mời ai ; To look forward to + V-ing = mong đợi làm gì ["to" là prep]

I'm looking forward to attending your party = tôi sẽ mong đợi tham gia bữa tiệc của bạn.

Gate /geɪt/ = cổng (n); To direct /də'rekt, di-/ = dẫn dắt, hướng dẫn, làm đạo diễn

Direction /də'rekʃən, di-/ = hướng, sự chỉ huy (n); Director = giám đốc, đạo diễn (n)

- Gary's Tips - Hello, Gary. Can you tell me more about "Gary's Tips?" - Sure. In "Gary's Tips", I'll be giving tips about language functions - What's a language function? - A language function is something that you do with language. An example is a request. You make a request when you ask someone to tell you something or do something for you - For example, in an airport, if you say, "Can you tell me where Gate 21 is?" you're requesting directions to Gate 21. If you say, "I'd like a glass of water, please," you're requesting a glass of water - I understand. What are some other language functions? - Oh, there are lots of different language functions, like offering, refusing, confirming, and agreeing. For example, when you say, "Would you like another cup of coffee?" you are making an offer - I'll look forward to hearing more about language functions in the coming weeks - Yes, it's going to be fun! - I want to thank you for being with us today - Thank you! I'll see you again next time!

- Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Variations /,veəri'eɪʃənz/ = những thay đổi (n); Linguistics = ngôn ngữ học (n)

After I got my MBA, I started a business = After I got my MBA, I formed my own business

- Variations. Listen to these variations - My training is in linguistics - I studied linguistics - I got my BA - I graduated with a BA - I taught business English to foreign students - I taught business English to international students - After I got my MBA, I started a business - After I got my MBA, I formed my own business.

Unit 3

I'm from Florida = tôi ở tiểu bang Florida đến

He's from the United States = ông ta ở Mỹ đến; Present tense = thì hiện tại

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "I'm from Florida".

- Good morning, Kathy. How are you this morning? - I'm great! And you? - Pretty good - We have a guest with us today - What's his name? - His name is Robert Harris - Robert Harris? - Yes, Robert Harris. He's from the United States.

- Listen and Repeat - What's his name? - His name is Robert - What's her name? - Her name is Kathy.

Please go ahead = xin mời trước.

Please = làm ơn, vui lòng (interj)

To please /pli:z/ = làm vui lòng, làm vừa ý

Pleased with /pli:zd/ = hài lòng, vui mừng (adj)

Pleasure /'pleʒə/ = điều vui thú (n)

Pleasant /'plezənt/ = vừa ý, dễ chịu, làm thích ý (adj)

Pleasantly = làm thích thú, thú vị, dễ chịu (adv)

Unpleasant = không dễ chịu, khó chịu, khó ưa (adj)

Let's take a break = chúng ta hãy nghỉ một lúc.

- Interview - Now it's time for our interview. Our guest today is Robert Harris. Good morning, Mr. Harris - Good morning, Kathy. Please call me Bob - OK, Bob. I have a question for you - Please, go ahead - OK, where are you from? - I'm from Florida. Disney World is in Florida - Is Disney World in Miami? - No, it's not. It's in Orlando. Orlando, Florida - Are you from Orlando? - No, I'm not. I'm not from Orlando. I'm from Miami - That's very interesting. Thank you - You're welcome - Our guest is Bob Harris. He's from Miami, Florida. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Where are you from? - I'm from the United States (Florida - Miami).

Egypt /'i:ʒipt/ = Ai Cập (n)

Capital /'kæpitəl/ = thủ phủ, thủ đô (n)

London is the capital of England = Luân Đôn là thủ đô của Anh Quốc (n)

- Telephone - Now it's time for a phone call. Hello. You're on the air with New Dynamic English - Hello. My name is Khalid. I come from Cairo - You come from Cairo? - That's right. I come from Egypt. Cairo is the capital of Egypt. I have a short question for Mr. Harris - Yes. What is it? - You come from Florida. Is Memphis in Florida? - No, it's not. It's in Tennessee - Is Max from Florida? - No, he's not. He's from California - California? - That's right. He's from California - Oh. Thank you. Good bye - Good bye - Bob, thank you for being our guest today - Thank you for inviting me - Let's take a short break.

- Listen and Repeat - San Francisco - San Francisco is in California - Where is San Francisco? - San Francisco is in California - London - London is in England - Where is London? - London is in England.

- Daily Dialog: On an airplane, part 2 - Hi, my name is Walter. Walter Kennedy - Hello, my name is Michael. Michael Davis - Nice to meet you - Nice to meet you, too - Are you from New York? - No, I'm not. Where are you from? I'm from Arizona - Listen and repeat.

Man on the Street = người ngoài phố (idm)

Capitol Building = tòa nhà Quốc hội Hoa Kỳ

D.C = District of Columbia = đặc khu Columbia [thủ đô Washington]

- Man on the Street - This is the New Dynamic English Man on the Street, Kent Moss. Today I'm standing in front of the Capitol Building in Washington, D.C. Excuse me, Sir? - Yes? - I'd like to ask you a few questions - OK, go ahead - What's your name? - My name is Henry Parker - And where are you from? - I'm from Tallahassee - Tallahassee? - Yes, Tallahassee - Where is Tallahassee? - It's in Florida. Tallahassee is in Florida - Is that a Spanish name? - No, it's an Indian name - from India? - No, American Indian - Really? - Yes, some American cities have Indian names - Some American cities have Spanish names, like Los Angeles and San Francisco - And a lot of names come from England, like New York, and New Hampshire - American names come from all over the world - That's right. Well, thank you very much for talking with me - You're very welcome.

A dinner invitation = mời dùng cơm tối; To invite /in'vait / = mời; Inviting = lời mời (adj)

Invitation /,invi'teiʃən/ = sự mời, giấy mời, lời mời (n); Dinner party = tiệc ăn tối

Would you like to come? = bạn có muốn đến không?; I'd love to = tôi muốn đến.

I'll be looking forward to it = tôi sẽ mong đợi được đến dự bữa ăn tối đó.

To look forward to + V-ing = mong chờ làm gì; Don't bother = đừng mất công.

Why don't you come between 7:00 AND 7:30? = bạn có thể tới trong khoảng từ bảy giờ đến bảy rưỡi tối chứ?

- A dinner Invitation - Kathy, my wife and I are having a dinner party this weekend. Would you like to come? - Friday night? Sure I'd love to - Good. You can meet my wife, Karen, and my son, John - Oh, that would be great! Can I bring anything? - Oh, no. Don't bother - What time should I come? - We plan to eat around 8:00, so why don't you come between 7:00 and 7:30? - That would be great. I'll be looking forward to it. I can't wait to see your new house.

Advance /əd'væns, -vɑ:ns/ = có tiến bộ (v); Advance = sự tiến bộ (n)

Advanced /əd'vɑ:nst/ = cao cấp, tiến bộ (adj); Technique /tek'ni:k/ = kỹ thuật (n)

Technical /'teknikəl/ = thuộc kỹ thuật (adj); Technician = nhà kỹ thuật (n)

Technology = công nghệ, kỹ thuật học (n); Advanced Technologies = kỹ thuật cao cấp

Industry /'indəstri/ = công nghiệp, kỹ nghệ (n)

Industrialize /in'dʌstriəlaiz/ = Industrialise = công nghiệp hóa, kỹ nghệ hóa (v)

Industrialization /in,dʌstriəlai'zeiʃən/ = Industrialisation = sự công nghiệp hóa (n)

Industrial /in'dʌstriəl/ = thuộc công nghiệp, thuộc kỹ nghệ (adj)

An industrial robot = máy tự động thay người dùng trong kỹ nghệ

A hightech company = công ty kỹ thuật cao; Computer components = bộ phận máy điện tử

International Robotics manufactures industrial robots = hãng International Robotics chế tạo máy điện tử thay người.

Silicon Valley = thung lũng Silicon, tên vùng ở Nam San Francisco (n)

- Introduction - I'm here today with Gary Engleton. Gary is the host of "Gary's Tip" and also of "Culture Tips" Hello, Gary! Nice to see you again! - Gary, it's nice to tell our listeners a little about our show - Okay! Why don't you start? - All right. As you know, we are following some important business meetings and negotiations. Over the next several weeks, we will be interviewing three business people: Charles Blake, Mike Epstein, and Shirley Graham. Our first guest is Charles Blake. Mr. Blake lives in Beijing, China. He works for International Robotics, a Chinese company - What kind of company is it? - International Robotics manufactures industrial robots - Robots. So it's a high-tech company - Yes, it is. Then in another program, we'll interview Mike Epstein. Mr. Epstein lives in Sunnyvale, California, in Silicon Valley. He works for Advanced Technologies, an American company - That sounds like a high-tech company too - Yes. Advanced Technologies makes computer components. The third person we'll interview is Shirley Graham. Ms. Graham is Mr. Epstein's boss. She's a Vice President at Advanced Technologies. And you'll see, she and Mr. Epstein don't always agree - It sounds interesting. When do we start? - In just a moment. Charles Blake will be our first guest. But first, let's take a short break. I'll see you later, Gary - My pleasure.

Unit 4

Industrial trade show = triển lãm kinh doanh kỹ nghệ

Booth /bu:ð/ = gian hàng trong cuộc triển lãm (n); *Sales manager* = quản đốc mãi vụ

To solve /sɒlv/ = giải quyết, làm sáng tỏ; *Solver* = người tìm ra đáp số (n)

Solution /sə'lu:ʃən/ = giải pháp (n); *Solvable* = có thể giải quyết được (adj)

TECHNOLOGY SOLUTIONS = cách giải pháp kỹ thuật

Hardware /'hɑ:dweə/ = phần cứng (n); *Software* /'sɒftweə/ = phần mềm (n)

Printer /'printə/ = máy in (n); *Robot* /'roubat/ = người máy, máy tự động thay người (n)

CPU = *Central Processing Unit*; *Information* /,infə'meinʃən/ = thông tin (n)

Manufacturing process = tiến trình chế tạo; *Manufacture* /,mænju'fæktʃə/ = sản xuất (n, v)

Manufacturer = nhà sản xuất (n); *Product* /'prɒdʌkt/ = sản phẩm (n)

Produce /'prɒdju:s/ = sản xuất (v); *Producer* = nhà sản xuất (n)

Production = sự sản xuất (n); *Productive* /prə'dʌktive/ = năng suất, sản xuất nhiều (adj)

Computer parts = *Computer components* = các bộ phận máy điện toán

Robotics /'roubatiks/ = ngành chuyên về máy tự động thay người điều khiển (n)

Brochure /'brɒʃjuə/ = tập tài liệu nói về đặc tính và công dụng sản phẩm

Head office = *Main office* = văn phòng trung ương

Export /'ekspɔ:t/ = xuất cảng, xuất khẩu (n); *To export* /ik'spɔ:t/

Import /'impɔ:t/ = nhập cảng, nhập khẩu (n); *To import* /im'pɔ:t/

Free time = giờ rảnh rỗi; *Efficient* /i'fiʃənt/ = hữu hiệu (adj)

What are the robots used for? = người máy dùng để làm gì?

What are your responsibilities? = nhiệm vụ của ông là gì?

I spent a lot of time traveling = tôi để nhiều thì giờ đi công tác. [**To spend + V-ing**]

- Interview - Welcome back to Functioning in Business. Our guest today is Mr. Charles Blake. Good morning, Mr. Blake. Thank you for coming to our program - Good morning. It's a pleasure to be here - Please tell our listeners a little about yourself and your company - Well, I work for a Chinese company, International Robotics. Our head office is in Beijing, China - What does your company manufacture? - We manufacture industrial equipment and robots - What are industrial robots used for? - They're used in the manufacturing process, for example, in car manufacturing and in production of computer parts. They make the manufacturing process safer and more efficient. That's because robots don't get tired, sleepy, or hungry - What are your responsibilities at International Robotics? - My main responsibility is to export the company's industrial robots to North America - I see. Do you spend most of your time in North America? - Not really. I work at the company's head office in Beijing, but I spend a lot of time traveling. I usually travel for six to eight weeks a year - So you live in Beijing? - That's right. My wife is Chinese and I have one child, a son - What do you do in your free time? - My free time? Well. I enjoy playing golf and tennis, but unfortunately I don't have as much time as I would like.

To travel /'trævl/ = *Be on the road* = đi công tác

Hobby/Hobbies = trò tiêu khiển, sở thích riêng (n)

Responsible = chịu trách nhiệm (adj); *Responsibly* = một cách có trách nhiệm (adv)

Irresponsible /,iri'psɒnsəbəl/ = thiếu trách nhiệm, vô trách nhiệm (adj); *Irresponsibly* (adv)

To Say/Said/Said /sei/sed/ = nói; *Say* = lời nói (n); *Saying* = tục ngữ, châm ngôn (n)

Responsibility /ri'spɒnsə'bɪləti/ = *Be responsible for* = *Be in charge of* = chịu trách nhiệm

- Variations. Listen to these variations - My main responsibility is to export industrial robots - I'm responsible for exporting industrial robots - I work at the company's head office - I work at the company's main office - I usually travel for six to eight weeks a year - I'm on the road for six to eight weeks a year.

- Listen and Repeat - Who does Mr. Blake work for? - He works for International Robotics, a Chinese company- Is he responsible for the import or export of industrial robots? - He is responsible for the export of industrial robots - Does he work at International Robotics' head office? - Yes, he does, but he spends six to eight weeks on the road - Is he married? - Yes, he is. His wife is Chinese - Does he have any children? - Yes, he does. He has one child, a son - Does he have any hobbies? - Yes, he does. In his free time, he likes to play golf and tennis.

- Business Dialog - Today's Business Dialog is about introductions. Imagine you're in an industrial trade show and you hear this conversation. Let's listen - Hello. Welcome to our booth - Hello. My name is Dennis Chang I'm the sales manager for Technologies Solutions - Nice to meet you, Mr. Chang - Oh, please call me Dennis - Okay, nice to meet you, Dennis. I'm George Smith - Nice to meet you, George - I'm the local sales representative for Ace Electronics in Los Angeles. What can I do for you? - My company distributes hardware and software in the Eastern United States. Can you give me some information about your products? - Sure, Here are some brochures - Thanks.

Client = Customer = khách hàng, thân chủ (n)

Formal /'fɔ:məl/ = trang trọng (adj)

Informal /in'fɔ:məl/ = thân mật (adj)

Position /pə'zi:ʃən/ = Title /'taɪtəl/ = chức vụ (n)

Rep = Representative /,reprə'zentatɪv, ,repri-/ = đại diện (n)

Represent /,reprə'zent, ,repri-/ = đại diện cho, tượng trưng (v)

Representation /,reprəzen'tei:ʃən, ,repri-/ = sự đại diện (n)

- Listen and Repeat - Hello. My name is Dennis Chang - I'm the sales manager for Technology Solutions - I'm the local representative for Ace Electronics in Los Angeles.

- Gary's Tip - Welcome back! You just heard a conversation between two business people meeting at a trade show. Now, it's time for Gary's Tips. Are you ready, Gary? - Sure thing, Elizabeth - What's your topic for today? - Today I'll be talking about how to introduce yourself and your company - That's a really important topic. You should know how to introduce yourself to new clients - Yes, exactly. So, if you want to introduce yourself to another businessperson, say "Hello," and then give your name. "Hello" is better than "Hi" because it is a little more formal. It's best to give your full name, first and last. In today's Business Dialog, we heard Dennis Chang introduce himself to George Smith at a trade show. Notice that Mr. Chang gives his full name, and then mentions his position and the name of his company. Let's listen to the Business Dialog - Hello. My name is Dennis Chang. I'm the sales manager for Technology Solutions - Let's listen to how George Smith introduces himself. Notice that he gives his full name, his position, and his company - I'm George Smith. I'm the local sales representative for Ace Electronics in Los Angeles - If you want to be polite, you should address people by their last name when you first meet them. In the Business Dialog, Mr. Smith addresses Mr. Chang by his last name - Let's listen again - Hello. My name is Dennis Chang. I'm the sales manager for Technology Solutions - Nice to meet you, Mr. Chang - It's best to use a person's last name in a business situation until you are very certain that you can be more informal. In the Business Dialog, Mr. Chang tells Mr. Smith to call him Dennis. This is a signal to Mr. Smith that Mr. Chang wants to be informal. From that point on, the two businessmen call each other by their first names. Let's listen one more time - Nice to meet you, Mr. Chang - Oh, please call me Dennis - Okay, nice to meet you, Dennis. I'm George Smith - Nice, to meet you, George - Today we heard some examples of people introducing themselves in a business setting. Remember when you introduce yourself to say your full name, your position or title, and the company you are with. And if you are unsure about using a person's last name or the first name, use the last name - Thank you very much, Gary.

Unit 5

Is she from Chicago? = có phải cô ấy ở thành phố Chicago đến không?

We /wi:/ = chúng tôi, chúng ta (pron); They /ðei/ = họ, chúng nó (pron)

Sister /'sistə/ = em hay chị gái (n); Elder sister /'eldə/ = chị gái (n)

Younger sister /'jʌŋgə/ = em gái (n); Eldest sister = chị cả (n)

WASHINGTON, D.C = tên thủ đô Hoa Thịnh Đốn thuộc đặc khu Columbia

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "Is she from Chicago?"

- Hi, Max. How are you today? - Fine. And you? - Oh. I'm OK - Our guests today are Sara Scott and her sister Chris - Is Sara from Washington? - Do you mean from Washington, D.C.? - Yes. Is she from Washington, D.C.? - No, she's not - Where is she from? - I don't know. We'll ask her.

- Listen and Repeat - Sara is from the United States - She's from the United States - Max is from San Francisco - He's from San Francisco - Kathy is from New York - She's from New York.

They are = They're; We are = We're; Bull = bò mộng (bò đực)

Chicago Bulls = tên đội bóng rổ nổi tiếng ở Chicago

Sears Tower = tên tòa nhà chọc trời ở Chicago

Golden Gate Bridge = Kim môn kiều, tên chiếc cầu treo màu đỏ nổi tiếng ở San Francisco

- Interview - Now, it's time for today's interview. Our guests today are Sara Scott and her sister. Good morning, Sara - Hi, Sara - Good morning, Kathy. Hello, Max - Thank you for coming - Thank you for inviting me - I'd like to introduce my sister, Chris - Hello, Chris. Nice to meet you - Hello, Kathy. It's nice to meet you too - Hello, Chris - Hello, Max. Nice to meet you - OK, Sara. I'd like to ask you a question - Certainly - What city do you come from? - I come from Chicago - Chris, are you from Chicago too? - Yes, I'm from Chicago. Sara and I are both from Chicago - Yes, we're both from Chicago - I'm from San Francisco - Really? I love San Francisco! The Golden Gate Bridge is in San Francisco - That's right. What's in Chicago? - Well, the Sears Tower is in Chicago - And the Chicago Bulls basket ball team is in Chicago - I love basket ball! Our guests are Sara and Chris Scott. We'll talk after our break - This is New Dynamic English.

- Listen and Repeat - Sara is from Chicago - She's from Chicago - That's right. I'm from Chicago

- Sara and Chris are from Chicago - They're from Chicago - That's right. We're from Chicago

Message /'mesɪdʒ/ = lời nhắn, thông báo (n); Messenger = sứ giả, người đưa tin (n)

Show /ʃou/ = chương trình, trình diễn (n); To Show/Showed/Shown = cho xem, chiếu ra

- E-mail - Let's look at our e-mail - We have a message from Kim in Korea. Her question is: Where is Chicago? Sara, where is Chicago? - Well, it's in the United States. It's in Illinois...in the state of Illinois. It's between New York and San Francisco - Sara, Chris, thank you for being on our show - Yes, thank you - Thank you for inviting us - It was fun - Let's take a short break.

- Listen and Repeat - Chicago - Where is Chicago? - It's in the United States - Beijing - Where is Beijing? - It's in China - Where is Paris? - It's in France - London - Where's London? - It's in England.

Yosemite Park = công viên Yosemite

Park /pa:k/ = công viên (n); To park = đậu xe

Parking = chỗ đậu xe (n); Canyon /'kænjən/ = Canon /'kænən/ = hẻm núi (n)

- Daily Dialog: On an airplane, part 3. Listen to the conversation - Hi, my name is Walter. Walter Kennedy - Hello, my name is Michael, Michael Davis - Nice to meet you - Nice to meet you, too - Are you from New York? - No, I'm not - Where are you from? - I'm from Arizona - Is the Grand Canyon in Arizona? - Yes, it is - What about Yosemite Park? - Is it in Arizona? - No, it's not - It's in California - Oh, I didn't know that - Listen and repeat.

Question of the Week = câu hỏi trong tuần; To question /'kwestʃən/ = chất vấn

- Question of the Week - Now it's time for the Question of the Week. Listen to the question. We'll have the answers on the next show. Where do they come from? - Question 1: Nelson Mandela. Where does Nelson Mandela come from? - Question 2: Michael Jordan. Where does Michael Jordan come from? - Question 3: Olivia Newton-John. Where does Olivia Newton-John come from? - We'll have the answers on our next show - Well, our time is up. So until next time... This is Kathy - And this is Max - Good luck in your English studies - Good bye.

To marry /'mæri/ = cưới, lấy ai

To be married /'mærid/ = đã lập gia đình (adj)

To get married = lập gia đình

Marriage /'mæridʒ/ = sự kết hôn, sự cưới xin, lễ cưới (n)

Marital /'mæritəl/ = thuộc vợ chồng (hôn nhân) (adj)

Divorced /di'vɔ:st/ = đã ly dị (adj); *Divorce* /di'vɔ:s/ = ly dị (n, v)

To date /deit/ = ghi ngày tháng; *Ex-husband* = chồng cũ (n); *Ex-wife* = vợ cũ (n)

Date = cuộc hẹn hò, ngày tháng (n); *A blind date* = người bạn của người bạn chưa biết là ai

- And we're off the air. Good show - Thanks, Larry - Oh, Kathy. Here're a letter for you - Oh, thanks - Hmm. It's from my ex-husband - Your ex-husband? I didn't know you were married - Well, we were only married for a year. But we've been divorced for a long time. Oh... - What is it? - He's moving to Washington - What do you think? - I'm not sure... - Oh, hi Elizabeth. That's a beautiful dress - Thank you - Are you going somewhere? - Well, I'm meeting someone for dinner - Anyone I know? - No, in fact, I've never met him myself. He's a friend of a friend - Well, have a good time - Thank you.

Unit 6

Educate /'edju:keit/ = dạy, giáo dục (v)

Education /,edju:'keiʃən/ = sự giáo dục, nền giáo dục (n)

Educational /,edju:'keiʃənəl/ = thuộc giáo dục (adj); *School* /sku:l/ = trường học (n)

College /'kɒliɔ:ʒ/ = trường cao đẳng hoặc trường chuyên nghiệp [US: đại học (hai năm hay 4 năm), cấp văn bằng cử nhân văn khoa, bachelor of arts, hay khoa học, bachelor of science (undergraduate degree)]

University /ju:ni'və:siti/ = trường đại học (n) [lớn hơn college]

College of arts = văn khoa; *College of music* = âm nhạc

College of sciences = khoa học; *Science* /'saɪəns/ = khoa học (n)

Scientific (adj); *Scientifically* (adv); *Scientist* /'saɪəntist/ = nhà khoa học (n)

College of engineering = kỹ sư; *To graduate* /'grædʒu,eit/ = tốt nghiệp

Graduate /'grædʒu:it/ (n, adj); *Course* = lớp học (n); *Semester* /si'mestə, sə-/ = học kỳ (n)

Quarter = giảng khoá tam cá nguyệt = niên học có 3 quarters và một summer quarter

Graduate school = trường cao học (n); *International relations* = liên hệ quốc tế (n)

Post graduate degree = văn bằng trên cử nhân như cao học hay tiến sĩ

An import export company = công ty xuất nhập cảng

Salesman /'seilzmən/ = nam đại diện hãng bán sản phẩm của hãng (n)

Sales representative = Salesperson = người đại diện bán hàng của hãng

Be interested in = lưu tâm đến; *To join* = gia nhập; *Major* = chuyên ngành (n)

- Interview - Our guest today is Mr. Charles Blake. Good morning, Mr. Blake. Thank you for coming back to our program - Good morning. It's a pleasure to be here - In our first interview, you said you work for International Robotics - That's right. We manufacture industrial robots in China - Let's talk a little about your background. When did you first become interested in international business? - Let's see. I studied International Relations in college - I see. Where did you go to college? - Columbia. I studied at Columbia University - And when did you graduate? - I

graduated in 1986 - What other university courses have helped you as an international businessman? - Well, in addition to International Relations, I did study Chinese. But only for two semesters - What did you do when you graduated? - I first went to work for World Products, a small import-export company in New York - And what did you do there? - I was a salesman. I worked for them for about two years - And what did you do then? - After that, in 1991, I joined International Robotics.

I studied International Relations in college = I majored in International Relations in college.

I went to work for World Products = I joined World Products

- Variations. Listen to these variations - Where did you go to college? - Where did you go to school? - I studied International Relations in college - I majored in International Relations - I studied at Columbia University - I went to Columbia University - I studied Chinese for two semesters - I took Chinese for two semesters - I went to work for World Products - I joined World Products.

To call /kɔ:l/ = gọi; Caller = người gọi (n); Call = cuộc gọi (n)

To be in charge of = chịu trách nhiệm

Increased by 50% = tăng gấp rưỡi

Market /'mɑ:kit/ = thị trường, vùng có thể bán sản phẩm của mình (n)

An assembly line = đường dây chuyền sản xuất

Worker productivity = mức sản xuất của nhân công (n)

To wonder = phân vân, thắc mắc, kinh ngạc

Wonder = vật kỳ diệu, kỳ quan, kỳ diệu (n); Wonder = kỳ lạ, phi thường (adj)

Wonderful /'wʌndəfəl/ = tuyệt vời, kỳ lạ (adj); Wonderfully = đáng ngạc nhiên (adv)

Manufacture = chế tạo (n, v); Industrial equipment = máy móc dùng trong kỹ nghệ

To equip /i'kwip/ = trang bị; Equipment = sự trang bị, thiết bị, dụng cụ (n)

Increase the use of robots = tăng cách sử dụng máy tự động

Increase /'ɪnkri:s/ = sự tăng lên; Increase /ɪn'kri:s/ = tăng lên (v); Increasing (adj)

- Telephone - Let's open the phone lines and see if we have any callers - Caller Number 1. You're on the air with Functioning in Business - Yes. I have a question for Mr. Blake. You're in charge of exporting your company's industrial robots to North America, right? - That's right - Does International Robotics export robots to Japan? - No, not yet. Of course, I hope we can change that. Japan is a very big market - Thank you - Caller Number Two. You're on the air - Thank you. Mr. Blake, I was wondering what other products International Robotics sells - Well, in addition to industrial robots, we manufacture other kinds of industrial equipment - I see. Does your company use your robots on your assembly line? - That's a very good question. During the past five years, we have increased the use of robots in our manufacturing. We use them in many different ways. In fact, our worker productivity has increased by 50% - I see. Thank you very much.

- Listen and Repeat - Columbia University - He went to Columbia University - What university did he go to? - He went to Columbia University - International Relations - He majored in International Relations - What did he major in? - He majored in International Relations - In 1986 - He graduated in 1986 - When did he graduate? - He graduated in 1986 - For five years - He worked at World Products for five years - How long did he work at World Products? - He worked at World Products for five years.

An advertisement /,ædvə'taɪzmənt, ,æd'və:tɪs-/ = An AD = quảng cáo

To advertise /'ædvə'taɪz/ = To advertize = quảng cáo

An employment agency = hãng kiếm việc làm ăn hoa hồng

To hire = mướn, thuê; To practice /'præktɪs/ = tập luyện; A fee /fi:/ = tiền hoa hồng

Practice = thực tiễn (n); Practical /'præktɪkəl/ = thiết thực, có ích (adj)

How do people find jobs in the U.S.? = làm cách nào để tìm việc làm tại Hoa Kỳ?

A résumé /'rezə'mei, ,rezə'mei, 'rezju'mei, ,rezju'mei / = bản tóm lược quá trình học vấn và công việc người xin việc

Practice interviewing skills = luyện cho biết cách trả lời cho khéo khi được phỏng vấn

Networking = gây liên lạc giữa bạn bè hay người quen, sự nối mạng (n)

Acquaintances = những người quen (n)

An employment agency charges a fee to help you find a job = hãng tìm việc làm bắt trả một số tiền hoa hồng để giúp bạn tìm việc.

- Gary's Tip - Hello again. We're here with Gary Engleton, our business and language expert. We have an e-mail question for you, Gary. The question is, "How do people find jobs in the U.S?" - There are many ways to find jobs in the U.S. One way is through employment advertisements in the newspapers. Newspapers ads are very important in finding a job. There are also employment agencies which help people find jobs. Agencies can be very effective too, but they may charge high fees to help you - Really? - Yes, but sometimes the company will pay your fee when they hire you. And some agencies will help you write your resume. They can also help you get interviews with important companies. And sometimes the employment agency will help you practice your interviewing skills - The Internet is also becoming very important in finding jobs, isn't that right? - That's right. Many companies now use the Internet more than newspapers. But the most important place for jobs is among friends and acquaintances. At business conferences and at parties, people often try to meet someone who can help them find a new job. Meeting and staying in touch with business associates is called "networking." - Thanks, Gary. That was very helpful. Let's take a break.

Unit 7

Job /dʒɒb/ = *Employment* /im'plɔimənt/ = công việc làm (n)

Employ = sự làm thuê (n); *Employer* = chủ, người sử dụng lao động

Employee /,emplɔi'i:/ = nhân viên, người lao động (n)

Employable = có thể thuê được (adj); *Newspapers* = báo hàng ngày (n)

To get interviews = được phỏng vấn; *To Fee/Feed/Feed* = trả tiền thù lao

An employment agency = cơ quan tìm việc làm có ăn tiền hoa hồng

The internet /'intə.net/ = liên mạng Internet; ***Stay in touch*** = duy trì liên lạc (idm)

- Sentence Completion. Listen. Complete the sentence - To find a job, look at the newspaper____- Ads. Look at the newspaper ads - A company that helps you find a job is called____- An employment agency. It's called an employment agency - A summary of your work and educational history is called____- A résumé. It's called a résumé - Meeting and staying in touch with business associates is called____- Networking. It's called networking.

Educational background = quá trình học vấn

He majored in robotics = anh ta chuyên về môn máy tự động

Computer science = khoa điện toán

Microprocessor = bộ vi xử lý trong máy điện toán

To be interviewed for a job = được vào phỏng vấn khi xin việc

BS = *Bachelor of Science* = cử nhân khoa học (n)

To graduate = tốt nghiệp; *MA* = *Master of Arts* = cao học

To specialize /'speʃəlaɪz/ = làm thành đặc trưng

Special /'speʃəl/ = đặc biệt, riêng biệt (adj)

Speciality = món đặc sản, chuyên môn (n)

Specialist = chuyên gia, nhà chuyên môn (n)

Microprocessing design = chế tạo phần vi xử lý

A degree = văn bằng, bằng cấp; *To major* /'meɪdʒə/ = chuyên về

Major = chủ yếu, chính yếu (adj); *Majority* = đa số, phần đông (n)

A major = môn chính, ngành chuyên môn, thiếu tá

Specialization /,speʃəlaɪ'zeɪʃən/ = môn chính, ngành chuyên môn, sự chuyên môn hóa (n)

- Business Dialog - Today's Business Dialog is about describing your educational background. Let's listen to Mr. Rosenberg as he is being interviewed for a job. The interviewer asks him about his educational background - Mr. Rosenberg, can you tell me something about your educational background - Yes, certainly. I did my BS at the University of Wisconsin. I majored in computer science. I graduated in 1983 - I see from your resume that you did a Master's at MIT - Yes, I got a Master's in Electrical Engineering and Computer Science in 1986. My specialization was microprocessing design.

Focus on function = chú trọng vào chức năng

To describe /di'skraib/ = mô tả, diễn tả, vạch, vẽ;

Descriptive /di'skriptiv/ (adj)

Description /di'skripʃən/ = Describing = sự mô tả, diễn tả (n)

Describing your educational background = mô tả quá trình học vấn của mình

- Focus on Function: Describing your educational background - Now let's focus on how to describe your educational background - Listen and repeat - I did my BS at the University of Wisconsin - I graduated in 1983 - My major was computer science - My specialization was microprocessor design.

Business associates = bạn đồng nghiệp

Abbreviation /ə,bri:vi'eɪʃən/ = chữ viết tắt (n)

Executives = nhân viên quản trị cao cấp trong một công ty (n)

MIT = Massachusetts Institute of Technology = trường đại học kỹ thuật nổi tiếng Mỹ

Graduate degrees = các văn bằng cao học sau cử nhân

I went to Stanford = I did my BA in Stanford = I got my BA in Stanford = tôi theo học đại học Stanford.

To mean /mi:n/ = nghĩa; Meaning = ý nghĩa (n); Meaning = có ý nghĩa, đầy ý nghĩa (adj)

Mean = trung bình (adj); Meaningless = vô nghĩa (adj); Meantime = trong lúc đó (adv)

- Gary's Tips - Welcome back. It's time for Gary's Tips. What's your topic for today, Gary? - Today I'll be talking about describing your educational background. Sometimes you will need to describe your educational background. You might be at a party, or in a more formal situation, such as a job interview. In today's Business Dialog, we heard Mr. Rosenberg at a job interview, talking about his educational background. He talked about where he studied, what degrees he received, and when he received them. Let's listen again to part of the interview - Mr. Rosenberg, can you tell me something about your educational background? - Yes, certainly. I did my BS at the University of Wisconsin. My major was computer science. I graduated in 1983 - Let's listen to some more of the interview. Listen to the information Mr. Rosenberg gives about his Master's degree. First he gives the name of the degree, and then he says what area he specialized in - I see from your résumé that you did your Master's at MIT - Yes, I got a Master's in Electrical Engineering and Computer Science in 1986. My specialization was microprocessing design - Usually we use abbreviations to refer to degrees. When people say they have a BA or BS, that means they have a Bachelor's degree. A BA is Bachelor of Arts and a BS is a Bachelor of Science. These are degrees you get after four years of study at a college or university. Higher level degrees are called graduate degrees. An MA is Master of Arts, for example. An MBA is a Master of Business Administration. Many business executives have an MBA. There are many different ways to say that you have a degree. For example, you can say, "I did my BA at Stanford," "I got my BA from Stanford," or "I have a BA from Stanford." Also, when a person says, "I went to Stanford," this usually means that the person graduated with a BA. I hope today's tips were helpful! - Thanks, Gary!

Business conferences = buổi hội thảo về công việc thương mại hay chuyên môn

Party/Parties = buổi tiệc hay buổi gặp gỡ (n); Stay in touch = giữ liên lạc

Mr. Rosenberg majored in computer science = ông Rosenberg chuyên về khoa điện toán.

His major (specialization) is microprocessing design = ngành chính của ông là chuyên chế tạo bộ phận vi xử lý máy vi tính.

Unit 8

Where is France? = nước Pháp ở đâu?

Europe /'juərəp/ = Âu Châu (n)

European /juərə'piən/ = thuộc Âu Châu (adj)

European = người Âu Châu (n); Map /mæp/ = bản đồ

France /fræns, fra:ns/ = nước Pháp thủ đô Paris (n)

Italy /'itəli/ = nước Ý, thủ đô Rome (n)

Salzburg /'sɔlzbə:g/ = tên thành phố Salzburg ở xứ Áo (n)

Austria /'ɔstriə/ = nước Áo thủ đô Vienna (n)

Australia /ɔ'streiliə/ = nước Úc thủ đô là Canberra (n)

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "Where is France?".

- Good morning Kathy, how are you today? - Not bad. And you? - Pretty good. What's that, Kathy? - Oh, that's a map of Europe. Today's guest comes from Europe - Oh, what's his name? - His name is Pierre Dubois - Where does he come from? - He's from France.

- Listen and Repeat - His name is Pierre - What's his name? - His name is Pierre - He comes from France - Where does he come from? - He comes from France.

Where's Salzburg? = Salzburg ở đâu?

Salzburg is in Austria = Salzburg ở Áo.

Florence, Rome = 2 thành phố thuộc Italy (nước Ý)

Madrid = thành phố thuộc Spain (Tây Ban Nha)

Seoul /soul/ = thủ đô Korea (Nam Hàn - Hàn Quốc)

Tokyo /'tɒkiu/ = Đông Kinh thủ đô Japan (Nhật Bản)

Japan /dʒə'pæn/ = nước Nhật Bản thuộc Đông Á, phía đông Trung Quốc (n)

- Let's look at that map again - OK. Oh, look. Here's Florence - Where? - Here. In Italy - I see. Where's Rome? - It's here - Where's Salzburg? Is Salzburg in Germany? - No, it's not. It's here. It's in Austria - Really? I see. It is in Austria.

- Listen and Repeat - Is Paris in France? - Yes, it is. It's in France - Is Salzburg in Germany? - No, it's not. It's in Austria - Is Madrid in Spain? - Yes, it is. It's in Spain - Is Seoul in Japan? No, it's not. It's in Korea

France = nước Pháp (n)

French /frentʃ/ = tiếng Pháp, người Pháp (n)

American /ə'merikən/ = người Mỹ (n); American English = tiếng Mỹ (n)

I'm French = tôi là người Pháp; Eiffel Tower = tháp Eiffel (n)

I'm American = tôi là người Mỹ; The Louvre = bảo tàng viện nổi tiếng Louvre ở Paris (n)

- Interview - Now, it's time for today's interview. Our guest today is Pierre Dubois. Good morning, Mr. Dubois - Good morning. Please call me Pierre - OK. And please call me Kathy - Certainly - Pierre, I have a question for you - Please - You're French, right? - Yes, that's right. I'm from France - Do you come from Paris? - Yes, I'm from Paris - I love Paris. The Eiffel Tower is in Paris - And the Prado Museum is in Paris too, right? - No. The Prado Museum isn't in Paris. It's in Madrid. The Louvre is in Paris - Oh, that's right - Thank you - You're welcome - Our guest today is Pierre Dubois. We'll talk more after our break. This is New Dynamic English.

- Listen and repeat - Pierre is from France - He's French - That's right. I'm French - Max is from the United States - He's American - That's right. I'm American - Max is from San Francisco and Kathy is from New York - They're American - That's right. We're American.

Dijon mustard = sốt mù tạt hạt cải rất cay của tỉnh Dijon miền đông Pháp

Cayenne Pepper = ớt Cayenne [Cayenne thủ đô đảo Guiana thuộc địa Pháp ở Nam Mỹ]

- E-mail - Now, it's time to read our e-mail. We have an e-mail today from Michael in Los Angeles, California. He writes, "I like Dijon mustard." "Does Dijon mustard come from France?" - Pierre, does Dijon mustard come from France? - Yes, it does. Dijon is a city in France - I like Cayenne pepper. Is Cayenne in France? - No, it's not, It's in South America - I see. Thank you. Thank you for being our guest today - You're very welcome - Yes, thank you. We hope to see you again soon - I hope so, too.

- Listen and Repeat. Yes or No. Listen for the bell, then answer - Is Paris in France? - Yes, it is. Paris is in France - Is Dijon in France? - Yes, it is. Dijon is in France - Is Rome in France? - No, it isn't. Rome is in Italy.

Yokohama = tên thành ở miền đông nam đảo Honshun của Nhật Bản

- Daily Dialogue: At the Tokyo Airport, part 1. Listen to the conversation - Excuse me. Do you speak English? - Yes, I do - Is this the bus to Yokohama? - Yes, it is - Thank you - You're welcome - Listen and repeat.

- Question of the Week! Where do they come from? - Well, Kathy. Are you ready to play question of the week? - Yes, I am - OK. The first question is about Nelson Mandela. Nelson Mandela. Where does he come from? - That's easy. Nelson Mandela comes from South Africa. The next question is about Michael Jordan. Where does Michael Jordan come from? - Michael Jordan? He comes from the United States - Correct. He's from Chicago. Now for the last question: Where does Olivia Newton-John come from? - Excuse me? Olivia... - Olivia Newton John - Oh, I don't know. Does she come from the United States? - No, she doesn't come from the U.S. She comes from Australia - Australia? - Yes, that's right. She comes from Australia - Who is Olivia Newton John? - She's a singer - Oh, I see - You did very well - Thanks. I enjoyed it.

Unit 9

Job responsibilities = trách nhiệm trong công việc

Karen's Job Search = Karen tìm việc làm; Part time work = việc làm bán thời gian

Full time job = việc làm toàn thời gian = làm cả ngày; Child care = coi trẻ

Care /keə/ = chăm sóc, trông nom (n, v); Careful = cẩn thận (adj)

Carefulness = sự cẩn thận (n); Careless /'keəlis/ = cẩu thả (adj); Carelessness (n)

Computer programmers = người thảo chương điện toán; Kid = đứa trẻ (n)

John is a great kid = cháu John ngoan lắm; Get together again = lại gặp nhau nữa.

- Thanks again for dinner, Max. I had a great time at your house - We did, too. Karen really enjoyed meeting you - I really liked her too. And John is a great kid - Thanks - How's Karen's job search going? - Well, there are a lot of jobs for computer programmers. But she can only work part-time - Who will take care of John during the day? - Well, we're looking for child care. And I can work at home two afternoons a week - Well, say hi for me - OK, I'll do that. I hope we can get together again soon - Yes, I like that. Hi, Elizabeth, how's it going? - Just fine. Oh. I'm late. See you later.

Systems engineer = kỹ sư chuyên về hệ thống điện tử

Senior = chức cao, cấp cao, giàu kinh nghiệm; Engine = động cơ (n); Engineer = kỹ sư (n)

Engineering = nghề kỹ sư (n) Cost-savings = sự tiết kiệm chi phí (n); Cost-saving (adj)

To provide /prə'vaɪd/ = cung cấp; Provision /prə'vɪʒən/ = sự cung cấp (n)

To Build/ Built/Built = xây dựng; Advanced Technologies = kỹ thuật cao cấp

We sell components in domestic markets and also overseas = chúng tôi bán các bộ phận máy điện tử trong thị trường nội xứ (Mỹ) và cả ra nước ngoài.

My job was to find ways to cut production costs for the factory we were building near San Francisco = công việc của tôi là tìm ra những cách để giảm bớt chi phí sản xuất cho cơ xưởng chúng tôi xây gần San Francisco.

To reduce /ri'dju:s/ = giảm bớt; Production costs = chi phí sản xuất

VOA - New Dynamic English

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Introductions, part 4". This program focuses on talking about job responsibilities.

- Interview - Welcome to our show! We have a new guest today. His name is Mr. Michael Epstein. Mr. Epstein is Senior Systems Engineer at Advanced Technologies, Incorporated. Hello, Mr. Epstein. Thank you for coming to our program - It's my pleasure. Please call me Mike - OK, Mike. Can you tell us a little about Advanced Technologies? - Well, we're located in Sunnyvale, California - That's Silicon valley, right? - That's right. It's about forty miles south of San Francisco - And what does your company produce? - We make electronic components for computers - Where do you sell your products? - We sell our components in domestic markets and also overseas - You're a systems engineer, is that correct? - That's right - What are your main responsibilities? - My main job is to reduce production costs. That's how I became involved in the negotiations with International Robotics. My job was to find ways to cut production costs for the factory we were building near San Francisco - I see. So you thought industrial robots could provide some cost savings - Exactly - Thanks for talking with us, Mike. Let's take a short break.

To provide some cost savings = To save money = bớt chi phí

Main responsibilities = Main job = trách vụ chính

To make = To manufacture = chế tạo; To reduce = To cut = giảm

- Variations. Listen to these variations - We make electronic components for computers - We manufacture electronic components for computers - What are your main responsibilities? - What do you do? - My main job is to reduce production costs - My main job is to cut production costs - Industrial robots can provide some cost savings - Industrial robots can save company money.

Trade show = triển lãm thương mại; Beijing = Bắc Kinh thủ đô Trung Quốc (n)

Manufacturing process = tiến trình sản xuất; Attendance = việc tham dự (n)

Attendant = người phục vụ (n); To attend = tham dự, chăm sóc, suy nghĩ kỹ

- Interview - Hello, again, Mike - Hello - Mike, as you know, we'll be talking with you, Shirley Graham, and Charles Blake over the next several weeks. We'll be discussing Charles Blake's trip from China to the United States to visit you and Ms. Graham at Advanced Technologies - Yes, Mr. Blake came to talk to us about International Robotics' industrial robots - And how did you meet Mr. Blake? - I met him in Beijing. I went there to attend a trade show and he was at the show representing his company. I was interested in the robots his company produces. I thought they might be helpful in our manufacturing process. I invited Mr. Blake to come to Advanced Technologies to talk with us about selling us his robots - Thank you, Mike.

Computer related = liên quan đến máy điện tử

Precise /pri'sais/ = chính xác, rõ ràng, đúng (adj)

Project /'pra,dʒekt, -dʒikt/ = dự án, kế hoạch (n)

The Philippines = Phi Luật Tân (n); Mexico = Mê Tây Cơ (Mê hi cô) (n)

Office computers = máy tính dùng trong văn phòng; Product = sản phẩm (n)

To produce = sản xuất; Production cost = chi phí sản xuất; Current /'kʌrənt/ (adj)

Current = dòng, luồng nước (n); Assembly line = đường dây chuyền sản xuất

- Telephone - Let's open up the phone and see if we have any callers. Caller number 1: You're on the air with Functioning in Business - Hello. Thanks for taking my call. Ahh, Mr. Epstein. I'm a systems engineer too, and I have a question for you - Great! Go ahead - You said that you were involved in a project to build a new factory. How many factories does Advanced Technologies have? - We currently have four in the U.S. and two abroad - Where are they located? - Our main factory is in Los Angeles, and we have smaller factories in Northern California - What about overseas? - We have one factory in the Philippines and one in Mexico - I see. Thank you - Caller number two: You're on the air - Thank you, Mr. Epstein, I was wondering what products Advanced Technologies manufactures - Well, we make electronic components and office computers - What kinds of electronic components? - Mostly computer related - I see. Does your

company currently use robots on your assembly line? - Yes, we do. The work has to be very precise - I see. Thank you very much - Mr. Epstein, thank you for being on our show - Thank you for inviting me on your show - Let's take a short break.

- Listen - At a trade show in China - They met at a trade show in China - Where did Mr. Epstein meet Mr. Blake? - They met at a trade show in China - Four factories in the U.S. and two abroad - It has four factories in the U.S. and two abroad - How many factories does Advanced Technologies have? - It has four factories in the U.S. and two abroad - In Los Angeles.(pause for repeat) - Its main factory is in Los Angeles - Where is Advanced Technologies' main factory? - Its main factory is in Los Angeles.

Unit 10

Corporation /ˌkɔːpə'reɪʃən/ = Corp. = tổ hợp công ty (n)

Ltd = Limited /'lɪmɪtɪd/ = có giới hạn (adj); *Limit* = giới hạn (n, v)

Keep your skills up to date = trau dồi khả năng cho hợp với đà tiến triển.

***Out of date* = cũ, lỗi thời (idm); *Up to date* = hợp thời, kịp đà tiến triển (idm)**

Field = ngành, địa hạt chuyên môn của mình, cánh đồng, đồng ruộng (n)

Build up your network = *Stay in close contact* = giữ liên lạc chặt chẽ

Ask for advice = nhờ ai cho lời khuyên; *Offer advice* = khuyên ai

Top executive = nhân viên quản trị cao cấp công ty

In the U.S, is it better to stay with a company or to change jobs? = tại Mỹ, tốt hơn nên ở nguyên một nơi với một sở hay nên thay đổi chỗ làm.

- Culture Tips - Hello, again. We're here with Gary Engleton, our business language expert. We have an e-mail question for you, Gary. The question is, "In the United States, is it better to stay with one company or to change jobs? - If you want to be an important executive in a large corporation, it is probably better to change companies at least once or twice. Large corporations hire at least half of their top executives from outside the company. You should try to stay at each job for at least a year, however. Otherwise, it will look bad. - Here's another e-mail question: What should I do if I want to change jobs? - Well, the most important thing is to keep your skills up to date. This is especially important if you aren't young anymore. It is unfortunate, but some employers may think that your knowledge is out of date. Take college classes in your field at night or on weekends or even on the Internet - Do you have any other advice? - Yes, stay in close contact with everyone you know in other companies. Send them friendly e-mails and cards. Ask them for advice and offer yours. Build up your network. This network will be useful if you need their help to move to their company someday - Thank you, Gary. Let's take a break.

- Sentence Completion. Listen. Complete the sentence - A person in top management in a company is called ____ - An executive. The person is called an executive - Try to stay at each job for at least ____ - A year. Try to stay at each job for at least a year - If you want to get a new job, it is important to keep your skills ____ - Up to date. Keep your skills up to date.

Culture /'kʌltʃə/ = văn hóa (n); *Cultural* /'kʌltʃərəl/ (adj)

Culturally = về mặt văn hóa (adv); *Cultural differences* = dị biệt văn hoá

Cultural sensitivity = sự ý thức, hiểu biết về văn hóa của chủng tộc khác

Sensitivity /ˌsensɪ'tɪvɪti/ = sự ý thức (n) *Sensitive* = nhạy cảm, tế nhị (adj)

Accountants = kế toán viên (n); *Tax Documents* = tài liệu về thuế vụ

Sales Personnel = phòng nhân viên lo về các nhân viên mãi vụ

Inventory /'ɪnvəntəri/ = kiểm kê (n,v); *Acme* = cực điểm, điểm cao nhất (n)

VCR = Video Cartridge Recorder = máy thu và phát băng hình video

That sort of thing = những sản phẩm tương tự như vậy.

I train executives to understand cultural differences in the workplace = tôi huấn luyện cho các nhân viên quản trị cao cấp hiểu về dị biệt văn hóa tại nơi làm việc.

- Business Dialog - Today's Business Dialog is about describing your job responsibilities. Sometimes it's necessary to describe what you do at your job. Let's listen to a group of business people at a training session. The trainer asks them to introduce themselves - Okay. Before we get started, let's go around the table and introduce ourselves. My name is Rachel Jones and I'm a cultural sensitivity trainer. I train executives to understand cultural differences in the workplace. How about you, Dan? - My name is Dan Alvarez. I'm an accountant at Acme Accounting. I prepare tax documents for large and small businesses - I'm Janine Walters. I'm a sales representative for Ace Department Stores. I handle sales for the Northeastern United States - My name is George Potowski. I'm general manager at Astro Electronics. We sell TVs, VCRs, radios, that sort of thing. I'm in charge of the sales personnel, and I make sure that our inventory is up to date - Thank you for those introductions.

To handle /'hændl/ = lo, chịu trách nhiệm về; I handle sales = tôi lo về mĩ vụ

Describing job responsibilities = mô tả trách vụ công việc mình

- Focus on Functions: Describing job responsibilities - Now let's focus on how to describe your job responsibilities - Listen and repeat - I handle sales - I handle sales for the Northeastern United States - I prepare tax documents - I prepare tax documents for large and small businesses - I'm in charge of the sales personnel - I'm in charge of the sales personnel, and I make sure that our inventory is up to date.

I train = tôi huấn luyện; I prepare tax = tôi khai thuế

To state = nói ra; State = tiểu bang (n); To prepare /pri'peə/ = chuẩn bị

Preparation/,prepə'reiʃən/ = sửa soạn, chuẩn bị (n); Preparative (adj)

Preparative /pri'pærətiv/ = công việc chuẩn bị, công việc sửa soạn (n)

Train = xe lửa (n); To train = đào tạo, huấn luyện; Training = sự đào tạo, huấn luyện (n)

Trainer = người huấn luyện, người đào tạo; Trainee /trei'ni:/ = học viên (n)

- Gary's Tips - Welcome back. It's time for Gary's Tips. What's your topics for today, Gary? - Today I'll be talking about describing your job responsibilities. In many situations, you need to describe what you do in your job. In a job interview, for example, you need to be able to state two or three of your main responsibilities. And when you meet other business people at a meeting, a trade show, or even at a party, they may ask what you do in your job. You should be able to describe what you do in one or two sentences. Think of a clear way to describe what you do. Let's listen again to part of the Business Dialog. Listen for the expressions "I train," and "I prepare." - My name is Rachel Jones and I'm a cultural sensitivity trainer. I train executives to understand cultural differences in the workplace. How about you, Dan? - My name is Dan Alvarez. I'm an accountant at Acme Accounting. I prepare tax documents for large and small businesses - Let's listen to some more of the Business Dialog. This time, listen to the phrases, "I handle," and "I'm in charge of." - I'm Janine Walters. I'm a sales representative for Ace Department Stores. I handle sales for the Northeastern United States - My name is George Potowski. I'm general manager at Astro Electronics. We sell TVs, VCRs, radios, that sort of thing. I'm in charge of the sales personnel, and I make sure that our inventory is up to date - We just heard people describing what they do in their jobs. Try writing down what you do in your work. Then think of one or two sentences that clearly describe what you do and practice saying them. Well, that's all we have time for today. I hope today's tips were helpful! - Thanks, Gary.

Unit 11

Do you speak Spanish? = bạn có nói tiếng Tây Ban Nha không?

To Speak/ Spoke /Spoken = nói; Her name is Spanish. She is American.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "Do you speak Spanish?"

VOA - New Dynamic English

- Good morning Kathy. How are you today? - Ok. And you? - Fine, just fine - Our guest today is Maria Alvarez - Maria Alvarez? Her name is Spanish. Is she from Spain? - No, she isn't. She's from the United States. She's American.

- Listen and Repeat - Her name is Maria Alvarez - Her name is Spanish - Is she Spanish? - No, she's American - His name is Pierre Dubois - His name is French - Is he French? - Yes, he is. He's from Paris.

San Jose = một thành phố của bang California

Mexico = nước Mê-hi-cô, phía nam Hoa Kỳ (n)

- Interview - Now, it's time for today's interview. Our guest today is Maria Alvarez. Good morning, Ms. Alvarez - Good morning. Please call me Maria - OK. Maria, where do you come from? - I come from San Jose - San Jose, California? - That's right. San Jose, California - Your name is Spanish, isn't it? - That's right. Alvarez is a Spanish name. My parents come from Mexico - Do you speak Spanish? - Yes, I do. I speak Spanish and English - Me too. I speak English and Spanish. Max, do you speak Spanish? - No, I don't. I don't speak Spanish - Our guest is Maria Alvarez. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Maria speaks Spanish - I speak Spanish - She speaks Spanish and English - I speak Spanish and English - Kathy and Maria speak Spanish and English - We speak Spanish and English - I don't speak Spanish - Max doesn't speak Spanish.

Do people in California speak English?

Parents = cha mẹ (n); Mother = mẹ (n); Father = cha (n)

Person/People = người; Personal /'pə:sənəl/ = có tính cách cá nhân (adj)

Does your father speak english? = cha cô có biết nói tiếng Anh không?

He usually speaks spanish = ông ấy thường nói tiếng Tây Ban Nha.

Some people in California speak Spanish = một số người ở California biết nói tiếng Tây Ban Nha.

- Telephone - Our guest today is Maria Alvarez. She comes from San Jose, California. Her parents come from Mexico. Maria, do your parents speak English? - Yes, they do. My mother speaks Spanish and English - Does your father speak English? - Yes, a little. He usually speaks Spanish - We have time for a telephone call - Hello. You're on the air with New Dynamic English! - Hello. My name is Bit. I'm from Thailand. I have a question for Maria - Yes, go ahead - You're from California, right? - Yes. That's right - In California, do people speak Spanish? - That's a good question. Some people in California speak Spanish. Many people in California speak both Spanish and English - Bit, I have a question for you - Ahh, for me? Ahh, okay - Do people in Thailand speak English? - In Thailand, people speak Thai, but some people also speak English - I see. Thank you - Thank you for calling - Maria, thank you for coming on our show - Thank you for inviting me - We hope to see you again - Thank you. I'd like that.

- Listen and Repeat - English - Do you speak English? - Yes, I do - I speak English - Are you English? - No, I'm not - I'm not English - I'm American - Spanish - Do you speak Spanish? - Yes, I do - I speak Spanish - Are you Spanish? - No, I'm not - I'm not Spanish - I'm American.

- Daily Dialogue: At the Tokyo Airport, part 2. Listen to the conversation - Excuse me. Do you speak English? - Yes, I do - Is this the bus to Yokohama? - Yes, it is - Thank you - You're welcome - Are you from Yokohama? - No, I'm not - Where are you from? - I'm from Korea - Really? - Listen and repeat.

Children's playground = vườn chơi của trẻ em

Childcare worker = người làm nghề chăm sóc trẻ thơ

Diplomat /'dipləmət/ = nhân viên ngoại giao (n)

Language /'læŋgwɪdʒ/ = ngôn ngữ, tiếng (n)

English as a second language = Anh ngữ như sinh ngữ hai

Cute /kju:t/ = xinh xắn, sắc sảo (adj); Saudi Arabia = nước Ả Rập (n)

Arabic /'æɾəbɪk/ = tiếng Ả Rập; Germany = Đức; German = tiếng Đức, người Đức(n)

Sierra Leone = tên một xứ ở Phi Châu (n); Africa = Phi Châu (n); China = Trung Hoa (n)

- Man on the Street - This is the New Dynamic English Man on the street, Ken Moss. Today I'm standing in a children's playground in Washington, D.C. Excuse me? - Yes? - Are these your children? - My children? Well, yes and no. I'm not their mother. But I do take care of them. I'm a childcare worker - Oh, I see - Their parents are diplomats. They come from all over the world - Oh, they're so cute! - Yes, aren't they? Ying is from China. Mohammed is from Saudi Arabia. Hans and Frista come from Germany. And Michael is from Sierra Leone - Sierra Leone? Where's that? - It's in Africa - I see. Do they all speak English? - Yes, they do. They speak English as a second language. Ying speaks Chinese and English. Mohammed speaks Arabic and English. Hans and Krista speak German and English. And Michael speaks English and French - Do you speak all those languages? - No, I don't. I only speak English. Oh excuse me! Hans, come back here! Hans, Hans... I have to go! - OK. Nice talking to you.

Unit 12

Job history = quá trình nghề nghiệp

Electrical engineer = kỹ sư điện

Quality Assurance = QA = bảo đảm phẩm chất lượng

Quality Control = QC = kiểm soát chất lượng

I majored in electrical engineering = tôi học chuyên về môn kỹ sư điện.

I worked for them for just under two years = tôi làm cho họ chưa tới hai năm.

Systems engineer = kỹ sư chuyên về hệ thống điện tử

Business side of things = khía cạnh thương mại

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Introductions, part 5" This program focuses on...Job history.

- Interview - Our guest today is Michael Epstein. Hello, Mike. Thank you for coming back to our program - Hello, again. It's nice to be back - You said you're a systems engineer at Advanced Technologies, is that correct? - That's right - What's your background, Mike? - I have a background in both engineering and business - I see. Where did you study engineering? - At Stanford. I majored in Electrical Engineering - And when did you graduate? - 1988. I graduated in 1988 - I see. And what did you do after graduation? - My first job was an engineer for a small company in San Francisco - And what were your responsibilities? - I was a quality assurance engineer. I worked for them for just under two years - Why did you leave? - I became more interested in the business side of things, so I decided to go back to school to get an MBA - That's interesting, Mike. Let's take a short break and then I'll ask you some more questions - Sounds good.

To major = chuyên về môn gì; A major = môn chính

Just under two years = A little less than two years = gần được hai năm.

- Variations. Listen to these variations - I majored in Electrical Engineering - My major was Electrical Engineering - My first job was an engineer - In my first job I worked as an engineer - I worked for them for just under two years - I worked for them for a little less than two years - I decided to go back to school to get my MBA - I decided to go back for my MBA

Current = hiện thời (adj); Business degree = bằng cấp về thương mại

Stanford = tên đại học rất nổi tiếng miền Tây Hoa Kỳ; Be married = có vợ hay chồng

Bay area = vùng vịnh; Medium-size company = công ty cỡ trung bình

Position = Title = chức vụ (n); The right place = chỗ thích hợp; Golf = bóng gôn (n)

- Interview - Welcome back. So you were saying, Mike, that you decided to get a business degree - That's right - Did you go back to Stanford? - Yes, I did. I was married at the time, and my wife was also working in San Francisco. So I didn't want to leave the Bay Area - When did you get your MBA? - In 1992 - Then what? - Well, I was looking for a position with a medium sized

company. Advanced Technologies seemed like the right place for me - And now you are Senior Systems Engineer there - That's right - Do you like your work? - Yes, I do, very much - What do you do when you're not working, Mike? - Well, I enjoy golf, but I don't get much time to play. - Listen and Repeat - Advanced Technologies - He works for Advanced Technologies - Who does Mr. Epstein work for? - He works for Advanced Technologies - Stanford University - He went to Stanford University - What school did he go to? - He went to Stanford University - Electrical Engineering - He majored in Electrical Engineering - What did he major in? - He majored in Electrical Engineering.

How much vacation do Americans get? = người Mỹ được nghỉ phép bao nhiêu?

What is the average work day and work week? = trung bình mỗi ngày làm bao nhiêu tiếng? mỗi tuần làm mấy giờ?

Vacation = ngày nghỉ, ngày lễ (n); *To vacation* = kỳ nghỉ, đi nghỉ; *Vacational* (adj)

A part time worker = người làm bán thời gian

A holiday = ngày lễ; *Sick time* = giờ nghỉ bệnh

A start-up company = công ty mới lập; *July 4th* = ngày Lễ Độc Lập Hoa Kỳ

Christmas /'krɪsməs/ = Xmas = Giáng sinh (n); *Little pay* = lương ít

- Culture Tips - Hello again. We're here with Gary Engleton, our business language expert. Let's look at our e-mail question, Gary - All right - Our first question is, "How much vacation do Americans get?" - Most American workers get at least two weeks after a few years. In addition, most companies give their workers some holidays, like Christmas and July 4th, and some days of sick time. Some part time workers, however, are not paid for vacations - Thanks, Gary. Our second question is, "What is the average work day and work week?" - We generally think of an 8-hour day and 40-hour week as "normal." High level executives, however, are usually expected to work as much as 50-60 hours a week because they are paid so much. But at start up companies, people work even more hours, sometimes for very little pay - Thanks for your comments - My pleasure - Let's take a short break.

- Sentence Completion. Listen. Complete the sentence - A day when most people don't go to work is called ____ - A holiday. It's called a holiday - A new company is called ____ - A start-up company. It's called a start-up company - The normal work day at an America company is ____ - Eight hours. The normal work day is eight hours.

Unit 13

Job history = quá trình công việc

Job interview = Interview for a job = phỏng vấn xin việc

Food processing plant = xưởng chế biến thực phẩm

Product schedules = thời biểu sản xuất

Assistant manager /ə'sɪstənt/ = phó quản đốc

Describe your job history = mô tả quá trình công việc của bạn.

How far back = lùi lại bao xa?; *To manage* /'mæniʒ/ = quản lí, trong nom

Management (n); *Manager* = người quản lí, giám đốc, ông bầu (n); *Managerial* (adj)

Current job = việc hiện thời; *Assembly line* = đường dây chuyền sản xuất

To schedule /'ʃkeɪdʒul/ = phân phối công việc theo thời biểu

Schedule = thời biểu (n); *Scheduled* = theo lịch quy định (adj)

Office background sounds = tiếng động trong văn phòng ở phía sau.

Scheduling workers on the assembly line = chia việc cho công nhân trên đường dây chuyền sản xuất.

How far back would you like me to go? = bạn muốn tôi kể từ đoạn nào trong quá trình công việc của tôi?

As general manager, I made sure production schedules were met = trong chức vụ quản đốc tổng quát, tôi điều động cho các thời biểu sản xuất được đáp đúng hạn kỳ.

She is being asked to talk about her past jobs = bà ta đang được hỏi để nói về các công việc bà đã làm.

- Business Dialog - Today's Business Dialog is about describing your job history. Let's listen to an example of a person being interviewed for a job. She is being asked to talk about her past jobs - Can you tell me? - Certainly. How far back would you like me to go? - Tell me about the two jobs you held before your current job - All right. Well, from 1991 to 1994 I was an assistant manager at a food processing plant in New Jersey. I was in charge of scheduling workers on the assembly line. Then at the end of 1994 I took a position as general manager with Ace Foods. I held that position until I moved to my current position in 1997 - And what were your responsibilities as general manager? - As general manager, I made sure production schedules were met.

I was in charge of scheduling workers on the assembly line = tôi lo việc xếp đặt công việc cho công nhân trên đường dây chuyền sản xuất [scheduling (v)].

As general manager, I made sure production schedules were met = trong chức vụ quản đốc tổng quát, tôi phải lo sao cho việc sản xuất được đúng kỳ hạn [schedules (n)].

I was an assistant manager at a food processing plant = tôi làm phụ tá quản đốc trong một xưởng chế biến thực phẩm.

- Focus on Function: Giving job history - Now let's focus on how to talk about your job history - Listen and repeat - I was an assistant manager - At a food processing plant - In New Jersey - I was an assistant manager...at a food processing plant...in New Jersey - From 1991 to 1994...I was an assistant manager at a food processing plant in New Jersey - I took a position - As general manager - With Ace Foods - I took a position...as general manager...with Ace Foods - At the end of 1994...I took a position as general manager with Ace Foods.

Job title = chức vụ; *Where you worked* = làm ở đâu

When you held the position = làm trong thời gian nào

What your job responsibilities were = trách nhiệm trong công việc đó là gì.

- Gary's Tips - Welcome back. It's time for Gary's tips. What's your topic for today, Gary? - Today I'll be talking about describing your job history. Last week we talked about how to talk about your education background in a job interview. Often you will be asked in a job interview to describe your job history. An interviewer might ask you to describe the previous jobs you have held. In your description, you should say what your job title was, where you worked, when you held the position, and what your job responsibilities were. Let's listen to a portion of the Business Dialog where Ms. White tells about her job at a food processing plant. Try to answer these two questions: What was Ms. White's job title? Where did she work? Let's listen - Tell me about your two jobs you held before your current job - All right. Well, from 1991 to 1994 I was an assistant manager at a food processing plant in New Jersey - What was Ms. White's job title? She was assistant manager. Where did she work? Ms. White didn't give the name of the company, but she said she worked at a food processing plant in New Jersey. Listen again to part of the dialog, and answer these two questions: When did Ms. White work as assistant manager? What were Ms. White's responsibilities? Let's listen - Well, from 1991 to 1994 I was an assistant manager at a food processing plant in New Jersey. I was in charge of scheduling workers on the assembly line - When was Ms. White assistant manager? She was assistant manager from 1991 to 1994. And what were Ms. White's responsibilities? She was in charge of scheduling workers. Well, that's all we have time for today. I hope today's tips were helpful! - Thanks very much, Gary.

- Listen and Repeat - I was an assistant manager - At a food processing plant - In New Jersey - I was an assistant manager...at a food processing plant...in New Jersey.

Unit 14

Who is she? = cô ấy là ai?

Student = học sinh hay sinh viên đại học (n)

Elementary school student = học sinh tiểu học; High school student = học sinh trung học

University /ju:ni'və:siti/ = đại học (n); University student/College student = sinh viên đại học

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "Who is she?"

- Hi, Kathy. How are you doing? - Fine, thanks. And you? - Oh, not bad - Who's today's guest? - Today, we have two guests, a young man and a young woman. Their names are Pat Miller and Sandy Steele - Who is the man and who is the woman? - Excuse me, what do you mean? - Pat is a man's name, and it's also a woman's name. And Sandy is a man's name or a woman's name. Is Pat a man or a woman? - Oh, I see. Actually, I don't know. Let's find out.

- Interview - Now it's time for today's interview. Our guests today are Pat Miller and Sandy Steele. Welcome to New Dynamic English - Thank you. We're happy to be here - Now, who is Sandy and who is Pat? - I'm Sandy - And I'm Pat - Nice to meet you, Kathy - Yes, it's nice to be here - Sandy, Pat, do you both come from the U.S.? - No, we don't. I come from the U.S... ..but Pat comes from Canada - That's right. I'm from Montreal. Montreal, Canada. But we both live in the U.S. We're students at American University - Here in Washington, D.C? - Yes, that's right - Where do you come from, Sandy? - Texas. I come from Dallas, Texas - Pat, in Montreal, do people speak French? - Yes, they do. People speak French in Montreal - Do you speak French? - Yes, I do. I speak French and English - How about you, Sandy? Do you speak French? - No, I don't. I speak English and a little Spanish.but I don't speak French - Our guests are Pat Miller and Sandy Steele. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Who speaks French? - Pat speaks French - I speak French - I don't speak French - Who speaks Spanish? - Sandy speaks Spanish - I speak Spanish - I don't speak Spanish - Who speaks English? - Sandy and Pat both speak English - That's right. We speak English.

Do people speak English in Montreal? = người ta có nói tiếng Anh ở Montreal không?

In Montreal, Canada, many people speak both French and English = ở Montreal, Canada, nhiều người nói cả tiếng Pháp lẫn tiếng Anh.

Which one of you is from Canada? = trong hai người, ai từ Canada đến?

He speaks English but he doesn't speak French = anh ấy nói tiếng Anh nhưng không nói tiếng Pháp.

- Telephone - Now, it's time for us to take a telephone call. Hello. You're on the air with New Dynamic English - Hello. My name is Samantha. I'm from Denver - Yes, go ahead - Sandy, Pat. Which one of you is from Canada? - I am. I'm from Canada - OK. I have a question for you - Yes... - People speak French in Montreal, right? - Yes, that's right - Do people speak English in Montreal? - That's a good question. In Montreal many people speak both French and English - I see. Thank you - Thank you for calling. Let's take a break.

- Listen and Answer. Yes or No. Listen for the bell, then speak - Is Sandy from the U.S? - Yes, he is. He's from the U.S - Does he speak French? - No, he doesn't. He doesn't speak French - Does he speak English? - Yes, he does. He speaks English, but he doesn't speak French - Is Pat from the U.S? - No, she isn't. She's from Canada - Does she speak French? - Yes, she does. She speaks French - Does she speak English? - Yes, she does. She speaks English and French.

- Daily Dialogue: At the Tokyo Airport, part 3. Listen to the conversation - Excuse me. Do you speak English? - Yes, I do - Is this the bus to Yokohama? - Yes, it is - Thank you - You're welcome - Are you from Yokohama? - No, I'm not - Where are you from? - I'm from Korea - Really? - You're not Japanese? - No, I'm Korean - But you speak Japanese - Yes, I do - Listen and repeat.

- Question of the Week! - Now it's time for the Question of the Week. Listen to the question. We'll have the answers on the next show. What language do you speak? - Question number 1: Listen. What language does he speak? Je m'appelle Pierre. Je parle français - Question number 2: Listen. What language does she speak? - Me llamo Maria. Hablo español - Question number 3: Listen. What language does she speak? - We'll have the answers on our next show.
- A Question for You - Now here's a question for you - Listen for the bell, then say your answer
- What languages do you speak? - Really? Thank you.

Unit 15

Seniorvice president = phó chủ tịch cao cấp

Personal questions = câu hỏi riêng tư

Age /eɪdʒ/ = tuổi, thời đại, thời kỳ (n)

To age = làm cho già; *Aged* = cao tuổi (adj)

Religion = tôn giáo (n); *Salary* /'sæləri/ = lương (n)

Marital status = tình trạng gia đình

Support staff = ban nhân viên phụ tá

Report = bản báo cáo, bản tường thuật (n)

To report = báo cáo; *Reportedly* = theo như đưa tin, tường trình (adv)

To oversee = trông nom, giám thị; *To report to someone* = báo cáo với ai

Marketing = sự tiếp thị (n); *Market* = chợ, thị trường (n)

Executive recruiter = nhân viên tuyển chọn cấp điều hành

Industrial robots = người máy kỹ nghệ; *Increase productivity* = tăng năng suất

Involved in the negotiations = tham gia vào việc thương lượng

Power = năng lượng, sức mạnh, năng lực (n); *Powerful* = có sức mạnh lớn, hùng mạnh (adj)

Plants = Factories = xưởng máy; *Power plant* = nhà máy điện; *Paper mill* = nhà máy giấy

Facilities = những tiện nghi, đồ thiết bị về máy móc hay trong cơ xưởng (n)

To modernize = hiện đại hoá, làm cho mới; *Modernization* (n); *Modern* = hiện đại (adj)

Modern = người hiện đại (n) *Modernity* = tính chất hiện đại (n); *To construct* = xây cất

Construction = xây cất (n); *Constructor* = người xây cất, kỹ sư xây dựng (n)

Concerns = những mối quan tâm (n); *To concern* = quan tâm tới

Concerned = có liên quan, có dính líu (adj); *Complex question* = vấn đề phức tạp

Staff/Staves = ban nhân viên chỉ huy (n); *To handle* = điều khiển

There was a position opening up = có một chức vụ còn trống

I have five senior engineers who report directly to me = tôi có 5 kỹ sư cao cấp trình công việc cho tôi biết.

Attract /ə'trækt/ = thu hút, hấp dẫn (v); *Attractive* = thu hút, hấp dẫn, có duyên (adj)

Attractively = một cách hấp dẫn (adv); *Attraction* = sự thu hút (n)

Attractiveness /ə'træktivnis/ = sự quyến rũ, duyên dáng

Attracted = bị thu hút (adj); *Make a good choice* = lựa chọn khéo

To Choose/ Chose/Chosen; *Choice* = chọn (adj, n)

Challenging = đầy thử thách; *Purchase* /'pɜːtʃəs/ = mua (n, v)

Existing = hiện có (adj); *To exist* /ɪg'zɪst/ = hiện có, tồn tại; *Existence* (n)

Existent (adj); *To grow* = lớn lên, phát triển thêm; *Growth* = sự phát triển (n)

Opportunities for growth = cơ hội phát triển; *Definitely* = nhất định

Reward /rɪ'wɔːd/ = thưởng công (v, n)

I'm well rewarded = tôi được thưởng công xứng đáng

To design /dɪ'zain/ = thiết kế, phác họa, làm đồ án; *Design* = mẫu thiết kế, cơ cấu (n)

Flexibility /fleksɪbɪlɪti/ = mềm dẻo, uyển chuyển, linh động (n)

Flexibility for the future = có thể phát triển thêm trong tương lai

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an international level business English course with a focus on American business practices and culture. Today's unit is "Introductions, Part 6." This program focuses on personal questions.

- Interview - Our guest today is Ms. Shirley Graham. Ms. Graham is Senior Vice President at Advanced Technologies. Good evening, Ms. Graham. Thank you for joining us - My pleasure - We have already met Mike Epstein, who is a Senior Systems Engineer at your company. He explained to us how he met Charles Blake in China at a trade show. Mr. Epstein was interested in purchasing industrial robots from Mr. Blake's company for one of your factories - Yes, that's right. Mr. Epstein felt that the industrial robots would increase productivity at our new factory - And you were also involved in the negotiations about the robots? - Yes, I was. Both Mr. Epstein and I met with Mr. Blake when he visited our company - We'll be talking more about those meetings in the coming weeks. Let's tell our listeners a little about your work at Advanced Technologies. As Vice President, what are your main responsibilities? - One thing I do is oversee our manufacturing plants and facilities. Last year we built a new factory, and of course we're always modernizing our existing facilities - I see. And what are your main concerns in the construction of a new factory? - That's a very complex question. Of course, one concern is keeping costs within limits. We also have to be concerned with a design that will help improve our productivity and provide flexibility for the future - How many people work for you? - Well, I have five senior engineers who report directly to me, including Mike Epstein. I also have my own support staff - Before coming to Advanced Technologies, what did you do? - I worked for Boston Electronics for five years - And what did you do there? - I was in charge of marketing - Why did you leave? - I felt I could handle more responsibility, and the company wasn't growing at that time. So I began looking for a new position - Did you work with an executive recruiter? - Yes, I did. She was very helpful. She told me that there was a position opening up at Advanced Technologies - What attracted you to Advanced Technologies? - The opportunities for growth and for greater responsibility - I see. Do you feel that you made a good choice? - Oh, definitely. My work is challenging and I'm well rewarded - That's all very interesting.

Definitely /'defənɪtli, 'defɪ-/ = *Certainly* = *chắc chắn, nhất định* (adv)

Certain /'sə:tən/ = *chắc chắn* (adj); *Certainty* = *điều chắc chắn* (n)

Uncertain = *không chắc chắn* (adj); *Uncertainty* = *sự không chắc* (n)

Report /rɪ'pɔ:t/ = *tường trình, báo cáo* (n, v); *Reporter* = *phóng viên* (n)

To report to = *phải tường trình với cấp trên*; *To supervise* /'su:pəvaɪz/ = *giám thị, chỉ huy*

- Variations. Listen to these variations - I have five senior engineers who report directly to me - I directly supervise five senior engineers - I worked for Boston Electronics for five years - I was with Boston Electronics for five years - I began looking for a new position - I began a job search - I was well rewarded- I have a good salary.

- Interview - May I ask you a little about your personal life? - Please, go ahead - Where do you live? - My husband and I live in Woodside. That's a little town about 30 miles south of San Francisco - Oh, what does your husband do? - He's a high school teacher - And what do you like to do in your free time? - Well, my husband and I both love horseback riding. We don't have any children, so we spend a lot of time with the horses - Where do you go riding? - We ride in the hills above Woodside - How interesting. Well, thank you, Ms. Graham.

Horseback riding = *cưỡi ngựa*

Educational background = *quá trình giáo dục*

- Telephone - Let's open up the phone line and see if we have any callers - Caller Number 1. You're on the air with Functioning in Business - Hello. I have a question for Ms. Graham. What is your educational background? What prepared you to handle your current position? - I graduated from Mills College in 1988 with a Business major. Then I worked for several years in sales and marketing. In 1990, I went back to school to get my MBA - Where did you go? - I went to the University of Pennsylvania - I see. Thank you - Thank you for being with us today - It was my pleasure, Elizabeth.

- Listen and Repeat - Advanced Technologies - She works for Advanced Technologies - Who does Ms. Graham work for? - She works for Advanced Technologies - Mills College - She went to Mills College - What school did she go to? - She went to Mills College - Business - She majored in Business - What did she major in? - She majored in Business - Sales and marketing - She worked in sales and marketing - What area did she work in after graduation? - She worked in sales and marketing.

Unit 16

Woman/Women /'wʊmən/'wɪmɪn/ = phụ nữ; *Man/Men* /mæn/men/ = đàn ông

Women in the workplace = phụ nữ ở nơi làm việc; *Law* /lɔ:/ = luật (n)

Medicine /'medəsin/ = y khoa (n); *A female boss* = bà sếp, bà trưởng phòng

To supervise /'su:pəvaɪz/ = chỉ huy, giám thị; *A supervisor* = người giám thị, quản đốc

Comfortable = thoải mái, dễ chịu (adj); *Comfort* = an nhàn, sung túc, tiện nghi (n)

Comfortably /'kʌmfətəbəlɪ/ = một cách thoải mái (adv); *To comfort* = an ủi, dỗ dành

Women still generally make less than men = phụ nữ nói chung được trả lương ít hơn nam.

Pay equality is an important issue in business = trả lương đồng đều là một vấn đề quan hệ trong thương mại.

Equal = ngang, bằng (v, adj); *Equality* = trạng thái bằng nhau, sự bình đẳng (n)

Equal pay for equal work = trả lương bằng nhau cho công việc làm như nhau.

- Culture Tips - Hello again. We're here with Gary Engleton, our business language expert. Let's look at our e-mail question, Gary - All right - Our first question is, "Is it common for a woman to be a manager in the U.S.?" - In fields such as law and medicine, the percentage of women is increasing quickly. However, in corporations there are still not many women in the top jobs - Here's another question. "Is women's pay equal to men's?" - In corporations, women still generally make less than men. Pay equality is an important issue in business - And one more question. "Is it difficult for a woman to supervise men?" - Some men don't like to have a female boss, but that's changing - In my experience, most of the men I supervise accept me as their supervisor - Yes, I think most men today are quite comfortable with a woman as a supervisor - Let's take a break, Gary - OK.

Percentage /pə'sentiʒ/ = Proportion = tỉ lệ phần trăm (n); *Percent* = phần trăm (n, adv)

Top jobs = High-level positions = chức vụ cao; *Field* = Area = ngành, địa hạt (n)

In some fields, the percentage of women is increasing = ở vài ngành, tỷ số phần trăm phụ nữ đang tăng.

- Variations. Listen to these variations - In some fields, the percentage of women is increasing - In some fields, the proportion of women is increasing - There are not many women in top jobs - There are not many women in high-level positions - Pay equality is an important issue - Equal pay for equal work is an important issue - Most men today are comfortable with a woman as a supervisor - Most men today are comfortable being supervised by a woman.

A cocktail party = bữa tiệc rượu; *Cocktail* /'kɒkteɪl/ = rượu mạnh pha nước trái cây

Professional meeting = buổi hội nghị có tính cách chuyên nghiệp

Profession = nghề nghiệp (n); *Professional* /prə'feʃənəl/ = chuyên nghiệp (n, adj)

Unprofessional = không chuyên (adj); *Sales rep* = Sales representative = đại diện hãng

Acme Electronics = tên hãng chuyên về máy điện tử; *Sales manager* = quản đốc về mĩ vụ

Department stores = tiệm bách hóa; *Theater* /'θiətə/ = Theatre = kịch nghệ, nhà hát

Plays /pleɪz/ = những vở kịch, tuồng (n); *To play* /pleɪ/ = chơi

How do you like living in Philadelphia? = bạn thích sống ở Philadelphia không?

Have you lived there a long time? = bạn đã ở đó lâu chưa?

Business dialog personal questions = đàm thoại thương mại về câu hỏi riêng tư.

- Business Dialog - Today's Business Dialog is about asking personal questions. Fred and Sue are at a cocktail party at a professional meeting. They are meeting each other for the first time. During the conversation, they ask each other some personal questions. Let's listen - Hi, my name is Fred Jones - Hello, Fred. I'm Sue Carter - Nice to meet you, Sue - Nice to meet you too, Fred. What type of work are you in? - I work for Ace Department Stores in New York. I'm a sales manager - I work in sales too. I'm the sales rep for Acme Electronics in Philadelphia - How do you like living in Philadelphia? - Philadelphia is great. The people are very nice - Have you lived there a long time? - No. I just moved there two years ago. How about you? Do you like living in New York city? - Well, the weather is terrible, but I love the theaters and restaurants - Do you go to the theater a lot? - Yes, my wife and I see a lot of plays. New York is great.

Personal questions = những câu hỏi về đời tư

Business contexts = Business settings = hoàn cảnh thương mại

Business situations = nơi làm việc; Move = dọn, di chuyển (n,v)

Safe topics = những đề tài an toàn khi nói chuyện

- Focus on Functions: Personal Questions - Now let's focus on personal questions in business contexts - Listen and repeat - How do you like living in Philadelphia - Philadelphia is great - Have you lived there a long time? - No. I just moved there two years ago - Do you like living in New York City? - Well, the weather is terrible - But I love the theaters and restaurants - Do you go to the theater a lot? - Yes, my wife and I see a lot of plays.

Questions which are not safe to ask = câu không tiện hỏi

Race /reis/ = dân tộc, chủng tộc (n);

To race = phi, phóng nhanh; Salary /'sæləri/ = lương (n)

Religion /ri'liʤən/ = tôn giáo (n); Marital status = tình trạng gia đình

To live /liv/ = sống; Live /laiv/ = trực tiếp (adv); Lively /'laivli/ = hoạt bát, sôi động (adj)

Questions which are safe to ask = câu hỏi không va chạm đến đời tư khi hỏi.

- Gary's Tips - Welcome back. It's time for Gary's Tips. What's your topic for today, Gary? - Today I'll be talking about personal questions in business settings. Personal questions are questions about your living situation, family, and interests. Some personal questions are safe to ask, and others are not so safe. When you're in a business setting, it's best to stick to safe topics. Some safe topics are where someone lives, how long the person has lived there, and what interests a person has. Let's listen to the Business Dialog again. In the conversation, Fred asks Sue how she likes living in Philadelphia and how long she's lived there. Let's listen - I'm the sales rep for Acme Electronics in Philadelphia - How do you like living in Philadelphia? - Philadelphia is great. The people there are very nice - Have you lived there a long time? - No, I just moved there two years ago - Then Sue asks Fred if he likes living in New York. She also asks him a question about his interest in the theater. Let's listen - How about you? Do you like living in New York City? - Well, the weather is terrible, but I love the theaters and restaurants - Do you go to the theater a lot? - Yes, my wife and I see a lot of plays. New York is great - There are some topics which are not to ask someone unless you know the person well. You shouldn't ask if someone is married, or about the person's age or religion, or about how much money a person makes or spends. It's also a bad idea to talk about politics in business situations. It is much better to stay with very safe topics. Well, that's all we have for today. I hope today's tips were helpful! - Thanks very much, Gary.

Unit 17

How many brothers do you have? = bạn có bao nhiêu anh em?

By herself = (bà ấy) ở một mình; Single = chưa lập gia đình, còn độc thân (adj)

Married = đã lập gia đình (adj); Husband = chồng (n); Brother = anh hay em trai (n)

Sister = Sis = chị hay em gái (n); You live in paris, don't you? = ông ở Paris, phải không?

VOA - New Dynamic English

To govern /'gʌvən/ = cai trị, cầm quyền, chi phối; Governing = cai quản (adj)

Government /'gʌvənmənt, 'gʌvəmənt / = chính phủ, chính quyền, sự cai trị (n)

Governmental = thuộc chính phủ, chính quyền (adj)

Her husband works for the U.S government = chồng bà làm cho chính phủ Mỹ.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "How many brothers do you have?"

- Hi, Kathy - Hi, Max. That's a nice shirt - Thank you. Who's our guest today? - Today, we'll talk with Pierre Dubois - I remember Pierre. He's visiting from France - That's right. Pierre is from France.

- Interview - Hello, Pierre. Welcome back to our show - It's nice to be back - You live in Paris, don't you? - That's right. I live in Paris - Why are you here in Washington? - I'm visiting my sister. She lives in Virginia - I see. Where in Virginia does she live? - She lives in Alexandria - Does she live by herself? Is she single? - No, she's married. Her husband works for the U.S. government - He's American? - That's right - Do they have any children? - Yes, they do - How many children do they have? - They have three children, two boys and a girl - Tell me, Pierre. How many brothers and sisters do you have? - I have one brother and two sisters - Our guest is Pierre Dubois. We'll talk more after our break. This is New Dynamic English.

Aunt /ænt; ɑ:nt/ = cô, dì, thím, mợ, bác gái (n)

Uncle /ʌŋkl/ = cậu, chú, bác, dượng (n)

Large family = gia đình đông con cháu

Husband /'hʌzbənd/ = chồng (n)

Wife/ Wives = vợ (n); Really? = thật thế ư? (interj)

- Interview - We're back with Pierre Dubois. Tell me, Pierre. Do you have any aunts or uncles? - Yes, I do - How many uncles do you have? - I have four uncles - Really? - Yes. We have a large family. My mother has one brother. And my father has two brothers - So that's three uncles - Yes...and one of my aunts is married. Her husband is my uncle - I see. So you have four uncles - That's right - How many aunts do you have? - I have two aunts. They're my mother's sisters - Our guest is Pierre Dubois. We'll talk more after our break. This is New Dynamic English.

- Listen Carefully - Two aunts - Pierre has two aunts - How many aunts does Pierre have? - He has two aunts. - Four uncles - Pierre has four uncles - How many uncles does Pierre have? - He has four uncles.

Go ahead = xin mời trước.

Pierre's father is seventy years old = cha ông Pierre năm nay 70 tuổi.

My mother is sixty-five years old = mẹ tôi năm nay 65 tuổi.

How old are your parents? = cha mẹ ông được bao nhiêu tuổi?

He lives with my parents = ông ấy ở với cha mẹ tôi.

Are they still living = các cụ vẫn còn sống phải không?

Alive = còn sống (adj); He lives with my parents = ông ngoại tôi ở với cha mẹ tôi.

How about..? = thế còn...thì sao?

My grandfather-my mother's father is still alive = ông ngoại tôi cụ thân sinh ra mẹ tôi vẫn còn sống.

- Telephone - We're back with Pierre Dubois. Now let's go to our phones. Hello. You're on the air with Dynamic English - Hello. My name is Julia. I'm from Detroit. I have a question for Mr. Dubois - Yes, go ahead - You live in Paris. Where do your parents live? - They live in Marseille. My father is seventy years old, and my mother is sixty five - I see. What about your grandparents? Are they still living? - My grandfather my mother's father is still alive. He lives with my parents. He's ninety years old - I see. Thank you - Thank you for calling.

Thirteen = 13; Fourteen = 14; Fifteen = 15

Sixteen = 16; Seventeen = 17; Eighteen = 18; Nineteen = 19

[Từ số 13 đến 19, khi đọc, nhấn mạnh vào vần teen]

Thirty = 30; Forty = 40 ; Fifty = 50; Sixty = 60; Seventy = 70; Eighty = 80; Ninety = 90

[Số hàng chục nhấn mạnh vần đầu]

Brother = anh em trai; Older brother = anh trai; Younger brother = em trai

Eldest brother = anh cả; Sister = chị em gái; Older sister = chị gái

Younger sister = em gái; Eldest sister = chị cả (n)

Check = kiểm tra, kiểm soát (v, n); checked = kẻ ô vuông (adj)

- E-mail - It's time to check our e-mail. We have an e-mail from Steven in Pittsburgh. His question is : Are you the oldest in your family? - Well, no... My mother and father are both older than me. Let's see. I'm 35 years old. And I have one older sister. She's 40 years old. And I have a younger sister. She's 30 - So you have one older sister and one younger sister - That's right. And I have one younger brother. He's 25 - So your sister is the oldest? - That's right - Thank you for being our guest today - My pleasure.

- Listen Carefully - Pierre is 35 years old - He has an older sister - She's 40 years old - He has a younger brother. He's 25 years old.

Unit 18

To appoint /ə'pɔɪnt/ = định, hẹn; Appointment = cuộc hẹn (n)

At the train station = trạm xe lửa; Ticket /'tikit/ = vé (n)

Customer = khách hàng (n); One way = (vé) đi một bên

Round trip = (vé) khứ hồi; One way or round trip? = một chiều hay khứ hồi?

Can I help you? = How may I help you? = bạn cần chi?

One moment, please = Just a minute = xin chờ một chút.

- Daily Dialog: At the Train Station, part 1. Listen to the conversation - Can I help you? - Yes, I'd like a ticket to Denver - One way or round trip? - Round trip, please - On moment, please - Listen and repeat.

- Listen .What comes next? Listen to the bell, then say your answer - 1, 2, 3, 4,... - 5 - 1, 2, 3, 4, 5 - 6 - 4, 5, 6, 7, .. - 8 - 4...5...6, 7, 8 - 9 - 10, 20, 30, 40,... - 50 - 10, 20, 30, 40, 50 - 60.

- Question of the Week! What does it spell? - It's time to answer last week's question. Our question is: What does it spell? Kathy, are you ready to play Question of the Week? - Yes, I am - OK. Here's your first question. KATHY. What does it spell? KATHY - KATHY. That's easy. That's my name: Kathy - Of course. Here're your next question. FRANCE. What does it spell? FRANCE - FRANCE. I know. France. It spells France. That's right. Here's one more - SISTER. What does it spell? SISTER - SIS-sis- T-E-R ter. Sis-ter. Sister. It spells sister - Perfect. Now here's the last question - TEACHER. What does it spell? - Could you spell it again? - Sure. TEACHER - Let's see. TEACHER. Oh, teacher! - That's right. TEACHER spells teacher. Congratulations, Kathy. And thanks for playing our game - My pleasure.

Max meets his brother = Max gặp anh ông ta.

Train = xe lửa, xe điện ngầm (n)

To get on the train = lên xe lửa; To get off the train = xuống xe

Union Station = tên trạm ga xe lửa chính ở thủ đô Washington

Best friend = bạn quý, bạn thân nhất; Mystery = điều bí mật (n)

I have never seen him before = tôi chưa từng gặp anh ta bao giờ

To happen = xảy ra; To recognize = nhận ra

Suddenly = bất chợt, thành linh (adv)

Turn around = ngoảnh lại; Kid = đứa nhỏ (n); To solve /sɒlv/ = giải đáp

- So tell us, Max. Did you meet your brother? - Well, here's what happened. Friday night, I went to Union Station to meet his train. I saw the people getting off the train - And... - And I didn't recognize anyone - So he wasn't there - Wait a minute... Suddenly, I heard my name. I turned around - And... - A man was standing there - Who was he? - I have never seen him before - What

did he say? - At first, he didn't say anything. He just looked at me and smiled. Then he said, "Hello. Remember me?" And then I knew who he was - Who was he? - Well, when I was a little boy, I had a best friend - Bobby King. When I was about five years old, he moved away - Was it Bobby King? - Yes, it was - Why did he say he was your brother? - When we were kids, we went everywhere together. And we always told people that we were brothers - Well, that's one mystery solved.

Traveling on business = đi công tác, đi có công việc

Trip = cuộc du hành (n); Check into the hotel = ghi tên mượn phòng ở khách sạn

Check-out = giờ khách báo rời khách sạn (n); Check-in = giờ khách ghi tên mượn phòng (n)

ASAP = As Soon As Possible = càng sớm càng tốt, ngay

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an international level business English course with a focus on American business practices and culture. Today's unit is "Making an Appointment, part 1".

- Interview - On today's program I'll be talking with Charles Blake. Mr. Blake is traveling on business and has agreed to talk with us by phone - Welcome, Mr. Blake - Hello - The last time you were here, we talked about your trip to San Francisco - That's right. I went to San Francisco to meet with Michael Epstein of Advanced Technologies - What did you do after you checked into your hotel? - I called Mr. Epstein...from my hotel room. I want to meet him as soon as possible - Well, today we're going to listen to your conversation with Mr. Epstein - Okay.

On the line = đang chờ ở đầu kia máy điện thoại

To get together = gặp nhau; Flight = chuyến máy bay (n)

To arrange a meeting = To set up a meeting = hẹn gặp

Sometime = một lúc nào đó (adv); Freedom /'fri:dəm/ = sự tự do, quyền tự do (n)

Free = rảnh, tự do, miễn phí, trống (adj); To arrange /ə'reɪndʒ/ = sắp xếp

I'll put you through = I'll connect you = tôi sẽ nối đường giây điện thoại cho bạn.

How's that sound? = How does that sound? = đề nghị như vậy được không?

- Dialog - Advanced Technologies. May I help you? - Yes, this is Charles Blake from International Robotics. I'd like to speak with Mike Epstein, please - Just a minute and I'll put you through... - Epstein - Mr. Epstein. I have a Mr. Blake from International Robotics on the line - Okay, thanks...Mr. Blake! - Hello, Mr. Epstein. How are you? - I'm fine, thanks. How are you? - How was your trip? - I had a nice flight, and it was on time - When did you get into San Francisco? - I just arrived a few moments ago - Say, when shall we get together? - Well, I was hoping that we could perhaps arrange a meeting for tomorrow sometime - Ah, I'll tell you what. I'm free. After eleven o'clock. How's that sound? - That sounds fine with me.

Just a minute = One moment, please = xin chờ một chút.

- Variations. Listen to these variations - May I help you? - How can I help you? - This is Charles Blake from International Robotics - This is Charles Blake of International Robotics - I'd like to speak with Mike Epstein, please - Could I please speak to Mike Epstein? - Just a minute and I'll put you through... - One moment, I'll connect you - I have a Mr. Blake from International Robotics on the line - Mr. Blake of International Robotics would like to speak with you.

Unit 19

To go well = tiến hành tốt đẹp

To set up a meeting = To arrange a meeting = hẹn gặp

I'm looking forward to meeting you = tôi mong được gặp bạn;

- Interview - Mr. Blake, let's talk about your conversation with Mr. Epstein. Do you think the conversation went well? - Yes, I do. I want to meet with him as soon as possible. And we were able to set up a meeting for the next day, Tuesday. I was looking forward to talking with him - I see. Thank you very much for being on our show - It's been my pleasure - Let's take a short break.

- Question. Listen to the question - What company does Mr. Blake work for? - Now listen to the dialog - Advanced Technologies. May I help you? - Yes, this is Charles Blake from International Robotics. I'd like to speak with Mike Epstein, please - What company does Mr. Blake work for? - He works for International Robotics.

- Listen to the Question - Who would Mr. Blake like to speak with? - Now listen to the dialog - Advanced Technologies. May I help you? - Yes, this is Charles Blake from International Robotics. I'd like to speak with Mike Epstein, please - Just a minute and I'll put you through - Who would Mr. Blake like to speak with? - He'd like to speak with Mr. Epstein.

To receive /ri'si:v/ = nhận, đón tiếp; Receiver = người nhận (n)

Reception /ri'sepʃən/ = sự tiếp đón, nơi đón nhận (n)

Reception desk = bàn tiếp khách; Receipt /ri'si:t/ = giấy biên nhận (n)

Receptionist /ri'sepʃənɪst/ = nhân viên tiếp tân, người giữ máy điện thoại (n)

To answer the phone = trả lời điện thoại; Call = cuộc gọi (n)

To call /kɔ:l/ = To make a telephone call = gọi điện thoại

I'm returning his call = tôi trả lời điện thoại ông đã gọi cho tôi.

The receptionist will put you on hold = nhân viên điện thoại sẽ bấm nút xin giữ máy chờ

Hold on = Please hold = xin giữ máy chờ; Hang up = gác máy điện thoại

Identify yourself = hãy nói bạn là ai, hãy tự giới thiệu

Don't hang up = xin đừng gác máy điện thoại; That makes sense = điều đó có lý.

- Culture Tips - Hello again. We're here with Gary Engleton, our business language expert. Let's look at our e-mail questions, Gary - All right - We have an interesting question today about using telephones in business. A listener writes: "When I make a telephone call to a big company, what should I say to the person who answers the phone?" - That is a very good question. At big companies, the people who answer the phones are called receptionists. You have to tell the receptionist who you are and who you want to speak with. You may also have to give some information about the purpose of the call - Could you explain that again? - Sure. Here are the three things you should do. First, be sure to identify yourself and the name of your company. Use the expression: This is..." For example, when I call, I say, "This is Gary Engleton from Culture Tips." Next, tell the receptionist who you want to speak to. The best way to say is, "I would like to speak to..." and the person's name - That's not so difficult - Then, you can give some information about the purpose of your call. This is especially important if the person may not remember who you are. For example, you could say, "I met him in Hong Kong last year and he suggested I call when I come to town." - Yes, that makes sense - One more tip. If the person called you first, be sure to say, "I'm returning his call." - What happens next? - After you give your information, the receptionist will put you on hold. That means that you have to wait while the receptionist tries to find the person. The receptionist will usually say, "Please hold" or "One moment, please." While you are on hold, you may hear music or just a period of silence. Don't hang up! - Thanks, Gary. That was very helpful - I'm always glad to help!

- Sentence Completion. Listen. Complete the sentence - A person who answers the telephones is called____ - A receptionist. A person who answers the telephones is called a receptionist - In a business call, the first thing you should do is to____ - Identify yourself. In a business call, the first thing you should do is to identify yourself - After you give your information, the receptionist will put you____ - On hold. After you give your information, the receptionist will put you on hold.

There are several matters I'd like to discuss with you = nhiều vấn đề tôi muốn bàn với ông.

What time would be convenient? = giờ nào thì thuận tiện?

Convenient /kən'vi:njənt/ = thuận tiện (adj; Convenience = sự thuận tiện (n)

Inconvenient = bất tiện, thiếu tiện nghi, phiền phức (adj); Inconvenience /ɪnkən'vi:njəns/ (n)

- Business Dialog - Webber Industries. May I help you? - Yes. This is Roberta Milton - This is Sam Bliss speaking. How are you Ms. Milton? - Fine, and you? - Just fine, thank you - I'm calling to see if we can arrange a meeting. There are several matters I'd like to discuss with you - Okay. When would be convenient? - Could we meet tomorrow? - Yes, that's possible. What time

would be convenient? - How about 2:30? - Fine. I'm looking forward to seeing you - Me too. Okay, in your office at 2:30 tomorrow, right? - Right. See you then - See you tomorrow.

- Focus on Functions: Suggestions - Now let's focus on Suggestions. Suggesting the time and place for a meeting is an important part of making an appointment - Listen carefully - When would be convenient? - Could we meet tomorrow? - What time would be convenient? - How about 2:30? - Fine.

How does that sound? = *như vậy có thuận tiện không?*

Could we meet at....? = *chúng ta có thể gặp lúc...?*; *How about...?* = *thế còn....được không?*

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth. Today I'll be talking about how to make suggestions. In the Business Dialog, Mr. Bliss asks Ms. Milton to suggest a day for their meeting. He asks her, "When would be convenient?" Listen to the conversation. Notice how Ms. Milton uses the expression "Could we meet..." to suggest a day for the meeting - I'm calling to see if we can arrange a meeting. There are several matters I'd like to discuss with you - Okay, when would be convenient? - Could we meet tomorrow? - Yes, that's possible - Saying, "Could we..." is way to make a suggestion. Another good way to make a suggestion is to say, "How about...?" Let's listen - What time would be convenient? - How about 2:30? - Fine - You can also make a suggestion by mentioning a time, and then asking "How does that sound?" Listen to the conversation between Mr. Epstein and Mr. Blake. Listen for the expression "How does that sound?" or "How's that sound?" - Ah, I'll tell you what. I'm free after eleven o'clock. How's that sound? - That sounds fine with me - Thanks for joining us today for Gary's Tips. We'll see you again next time.

Unit 20

When does the train leave? = *bao giờ xe lửa chạy?*

Tell time = *nói giờ*; *Duration* /dju'reiʃən/ = *thời gian* (n)

It's one clock = *một giờ*; *To arrive* /ə'raɪv/ = *đến*; *Arrival* /ə'raɪvəl/ = *sự đến* (n)

To leave /li:v/ = *rời đi, chạy*; *What's up?* = *có chuyện gì lạ không?*

Back with us = *lại trở lại với chúng ta*; *College student* = *sinh viên đại học*

American University = *tên một đại học lớn tại Washington*

- Hi, I'm Max - Hello. My name is Kathy - Welcome to Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "When does the train leave?"

- Hi, Kathy. What's up? - Not much - Who's our guest today? - Today Pat Miller is back with us - She's a college student, isn't she? - That's right. She goes to American University.

- Listen and Repeat - One clock - Two o'clock - Three o'clock - Four o'clock - Five o'clock - Six o'clock - Seven o'clock - Eight o'clock - Nine o'clock - ten o'clock - Eleven o'clock - Twelve o'clock.

Drama /'dra:mə/ = *vở kịch* (n)

Dramatic = *thuộc vở kịch, gây ấn tượng sâu sắc* (adj)

Dramatically = *đột ngột, gây chú ý* (adv); *A play* = *vở kịch*; *To play* = *chơi*

To act = *đóng vai, hành động*; *Act* = *hành động, hành vi, việc làm* (n)

Activity/Activities = *sự hành động* (n); *Active* = *hoạt động, tích cực* (adj)

Actor /'æktə/ = *diễn viên, kịch sĩ* (n); *Actress* = *nữ diễn viên* (n)

Art = *nghệ thuật, mỹ thuật* (n); *Artist* = *nghệ sĩ, họa sĩ* (n)

Artistic = *Artistical* = *thuộc nghệ thuật, thuộc nghệ sĩ* (adj)

Broadway shows = *các buổi trình diễn*

A Broadway show = *buổi diễn nhạc kịch Broadway*

To go by = *đi bằng*; *To go by train* = *đi xe lửa*

The train leaves at six o'clock in the morning = *xe lửa chạy lúc sáu giờ sáng.*

It arrives in New York at eleven = xe lửa tới New York lúc 11 giờ.

Friend /frend/ = người bạn (n); Friendly = thân thiện, thân mật (adv)

Friendship = tình bạn, tình hữu nghị (n); Friendliness = sự thân thiện, sự thân mật (n)

- Interview - Now it's time for today's interview. Our guest today is Pat Miller. Hi, Pat. You're a college student? - That's right. I go to American University - What are you studying? - I'm studying drama - I want to be an actor - Do you go to many plays? - Yes, I do. I see a lot of plays here in Washington. And sometimes my friend Sandy and I go to New York to see Broadway shows - New York? How do you get there? - We go by train. We go and come back the same day - Really? - Yes, it's not a long trip - When do the trains leave? - The first train to New York leaves at six o'clock in the morning - That's very early - Yes, it is. We usually take the seven-o'clock train - When does it arrive in New York? - It arrives in New York at eleven. It takes about four hours - Our guest is Pat Miller. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - two o'clock - What time is it? - It's two o'clock - two fifteen - What time is it? - It's two fifteen - two thirty - What time is it? - It's two thirty - two forty-five - What time is it? - It's two forty-five.

What time does the show start? = buổi trình diễn bắt đầu lúc mấy giờ?

The train leaves at seven = xe lửa chạy lúc 7 giờ.

Start at = bắt đầu lúc; End at = chấm dứt lúc; Round = About = phỏng chừng, gần

- Interview - Our guest today is Pat Miller. She's a drama student at American University. She's telling us about her visits to New York. Now, you said that you and your friend Sandy sometimes go to New York to see plays - That's right - What do you usually do in New York? - First we eat lunch. Sometime we go shopping. Then we go to a show - What time do the shows usually start? - They usually start at two o'clock - And when do they end? - They usually end at around five o'clock. The train to Washington leaves at seven. So we have time to eat something before the train leaves - When do you get back to Washington? - We arrive in Washington around eleven - That's a long day - It is, but we love going to shows. They're wonderful - Our guest today is Pat Miller. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Eleven o'clock - The train arrives at eleven o'clock - Two o'clock - The shows usually start at two o'clock - five o'clock - The shows usually end at around five o'clock - Seven o'clock - The train leaves New York at seven o'clock - Eleven o'clock - The train arrives in Washington at eleven o'clock.

- Daily Dialog: At the Train Station, part 2. Listen to the conversation - Can I help you? - Yes, I'd like a ticket to Denver - One way or round trip? - Round trip, please - One moment, please - The next train leaves at ten-thirty. Is that OK? - Yes, that's fine - That'll be sixty dollars - Sixty or sixteen? - Six zero. Sixty - Listen and repeat - The next train leaves at ten thirty. Is that OK? - Yes, that's fine - That'll be sixty dollars - Sixty or sixteen? - Six zero. Sixty - Listen and repeat.

One hundred and seventy = một trăm bảy mươi; Five hundred /'hʌndrəd/ = năm trăm

Five hundred and fifty five = năm trăm năm mươi lăm [thêm "and" nếu có số tiếp theo]

- Listen and Repeat - 170 (one hundred and seventy) - 500 (five hundred) - 555 (five hundred and fifty-five) - 800 (eight hundred) - 897 (eight hundred and ninety-seven) - 900 (nine hundred) - 984 (nine hundred and eighty-four).

A second /'sekənd/ = giây

Elevator /'eliveɪtə/ = thang máy (n)

How tall is the monument? = đài kỷ niệm cao bao nhiêu?

The Monument is about 555 feet tall = đài kỷ niệm cao chừng 555 bộ Anh.

It's the tallest building in Washington = đó là một kiến trúc cao nhất Washington.

Run the elevator = điều khiển thang máy; Trip = một lần lên hay xuống thang máy

Eiffel Tower = tháp Eiffel ở Paris; Steps = bậc thang (n); Stairs = cầu thang (n)

To the top = lên tận đỉnh; Ride the elevator = đi thang máy; Free /fri:/ = miễn phí (adj)

Tickets are free = vé cho không; How much do they cost? = tốn bao nhiêu tiền?

The stairs are closed to visitors = du khách tới thăm không được phép dùng cầu thang.

- Man on the Street - This is Dynamic English Man on the Street, Ken Moss. Today I'm at the Washington Monument in Washington, D.C. Excuse me? - Yes - I'd like to ask you a few questions - Certainly - What do you do? - I run the elevator at the Washington Monument. I take people up to the top of the monument. And I take them down - How long does the trip take? - It takes 75 seconds going up - And going down? - 65 seconds - Can people use the stairs? - No, they can't. There are 897 steps, but the stairs are closed to visitors - How tall is the monument? - It's about 555 feet tall. It's the tallest building in Washington - Is it taller than the Eiffel tower? - No, it's not. The Eiffel Tower is 984 feet tall - How many people ride your elevator? - Each year? - Yes, each year - Each year, over a million people take the elevator to the top. In summer, we make 170 round trips each day. That's 16 miles a day! - Do you need tickets? - Yes, you do - How much do they cost? - They don't cost anything. They're free - When is the Monument open? - In summer, from 9 in the morning until 11:45 at night - That's almost 16 hours a day - That's right. But I only work 8 hours a day, five days a week - I see. Well, thank you very much - You're welcome.

Unit 21

To worry /'wʌri/ = lo lắng; *Worried* (adj)

To look worried = trông có vẻ lo âu; *Grandson* = cháu trai (n)

Nurse /nɜ:s/ = y tá (n); *Hospital* /'hɒspɪtəl/ = bệnh viện (n)

Stomach-ache = đau bụng (n); *Emergency room* = phòng cấp cứu

Concern /kən'sə:n/ = quan tâm, lo lắng (n); *She left work* = bà ấy rời khỏi sở làm.

Concerned (adj); *They don't know what's wrong* = họ không biết vì sao nó đau.

- Larry, You look worried. What's wrong? - My grandson is in the hospital - What's the matter? - We don't know yet. Davis was.... - Your grandson? - That's right. David was at school, and he had a bad stomach-ache - What happened? - The teacher called the school nurse. And then they phoned my daughter at work. She left work and went to the school. David was feeling really bad, so they took him to the emergency room - At the hospital? - That's right - Is he going to be all right? - They think so, but they don't know what's wrong - Well if there's anything we can do, let us know - Thanks. I will - I hope he's OK - Oh, I'm sure he'll be fine. Thanks for your concern - Oh, hi there - Oh, hi Elizabeth. Have a good show - Thanks. See you later - All right. Ready for Functioning in Business. Cue music.

Office = văn phòng (n); *Flight* = chuyến bay (n)

On time = đúng giờ; *Free* = rảnh, trống (adj)

To expect /ik'spekt/ = đợi, đón chờ; *Expectation* /,ekspek'teɪʃən/ (n)

Expect = ngoại trừ (prep); *To keep my schedule free* = không hẹn ai

I kept my schedule free for tuesday afternoon = tôi dành buổi chiều thứ ba

- Interview - On today's program I'll be talking with Michael Epstein. Mr. Epstein is speaking to us from his office in California - Hello, Mr. Epstein. How are you? - Fine, thank you - Today we are going to listen to your phone conversation with Mr. Blake. He called you just after he arrived in San Francisco - Yes, I remember - Were you expecting Mr. Blake's call? - Yes, I was. I knew that he was arriving in San Francisco on Monday, June 10th. So I kept my schedule free for the following afternoon... Tuesday afternoon - Let's listen to the conversation.

I'll put you through = I'll connect you = tôi sẽ nối đường giây điện thoại cho bạn.

On the line = đang chờ ở đầu kia máy điện thoại; *To get together* = gặp nhau

To arrange a meeting = *To set up a meeting* = hẹn gặp

Suite /swi:t/ = phòng lớn và sang ở khách sạn (n); *Sometime* = một lúc nào đó

Close to = gần (adj); *Close to my office* = gần văn phòng của tôi

How's that sound? = *How does that sound?* = đề nghị như vậy được không?

The stairs are closed to visitors = du khách không được phép dùng cầu thang.

- Telephone - Advanced Technologies. May I help you? - Yes, this is Charles Blake from International Robotics. I'd like to speak with Mike Epstein, please - Just a minute and I'll put you through... - Epstein... - Mr. Epstein. I have a Mr. Blake from International Robotics on the line - Okay, thanks...Mr. Blake! - Hello, Mr. Epstein. How are you? - I'm fine, thanks. How are you? - How was your trip? - I had a nice flight, and it was on time - When did you get in to San Francisco? - I just arrived a few moments ago - Say, when shall we get together? - Well, I was hoping that we could perhaps arrange a meeting for tomorrow sometime - Ah, I'll tell you what. I'm free after eleven o'clock. How's that sound? - That sounds fine with me - Okay, uh, where are you staying? - I'm staying at the Embassy Suites. It's about twenty minutes south of the airport - Ah, that's real close to my office here. I'll tell you what. I'll meet you tomorrow around 11:15. Then we can go to lunch, and then I'll show you around San Francisco - That sounds very nice.

- Variations. Listen to these variations - How are you? Eliz: How have you been? - I'm fine, thanks. How are you? - Just fine, thanks. And you? - When did you get in to San Francisco? - When did you arrive in San Francisco? - I just arrived a few moments ago - I got here a few minutes ago.

Agenda /ə'dʒendə/ = chương trình thảo luận (n)

An agenda item = một điểm trong chương trình thảo luận

Did you go over the agenda? = bạn xem lại các điểm trong chương trình thảo luận không?

I dropped him off at his hotel = tôi lái xe đưa ông ấy về khách sạn của ông ta

Considerate = ân cần, có ý tứ; Formal meeting = buổi họp chính thức

I want to fill him in on some of the details of our project = tôi muốn cho ông ta biết thêm những chi tiết của dự án của hãng tôi.

Fill in = cho biết thêm tin tức; Item = điều, điểm thảo luận; To schedule = sắp xếp

To keep my schedule free = không hẹn ai; Schedule a meeting = sắp xếp một buổi họp

Schedule a formal meeting = chọn ngày giờ họp chính thức; Detail = chi tiết (n)

In an informal setting = trong khung cảnh thân mật; Detailed = nhiều chi tiết (adj)

To confirm = xác nhận; Go for a drive = lái xe đi dạo; Take the time = bỏ thì giờ ra.

- Interview - Mr. Epstein, let's talk about your conversation with Mr. Blake. You suggested that the two of you meet for lunch - Yes, I thought it would be a good idea for us to get together in an informal setting. I wanted to fill him in on some of the details of our project... to build a new factory. I didn't want to schedule a formal meeting until he had a chance to rest - That was very considerate. How about the agenda? Did you go over the agenda? -Yes, of course. I confirmed with him the items he wanted to discuss at the meeting. And how much time he needed - Right - Then we went for a nice drive around San Francisco. I dropped him off at his hotel, and then returned to my office - Thank you for taking the time to talk with us - Thank you for having me on your show - Let's take a short break.

- Listen to the Question - Was his flight on time? - Now listen to the dialog - Hello, Mr. Epstein. How are you? - I'm fine. How are you? - Great - How was your trip? - I had a nice flight, and it was on time - Was his flight on time? - Yes, it was - Listen to the question - When did he arrive in San Francisco? - Now listen to the dialog - How was your trip? - I had a nice flight, and it was on time - When did you get in to San Francisco? - I just arrived a few moments ago - When did he arrive in San Francisco? - He arrived a few moments ago.

Unit 22

Rarely /'reəli/ = hiếm khi, họa hoằn (adv)

Topic /'tɒpɪk/ = đầu đề, đề tài (n); Common /'kəmən, 'kɒ-/ = thông thường (adj)

Commonly = thường thường, lắm khi (adv); Immediately /i'mi:diətli/ = lập tức, ngay

Personal = có tính cách riêng tư (adj); Personally = đích thân với tư cách cá nhân (adv)

Small talk = câu chuyện xã giao thân mật để khơi mào trước khi vào chính

Hobby/ Hobbies = thú tiêu khiển, sở thích riêng (n)

Comfortable /'kʌmfə'təbəl/ = dễ chịu, thoải mái (adj)

Build personal relationships = gây thêm tình thân

Give the conversation a friendly start = bắt đầu chuyện bằng một chuyện vui hay thân mật.

In business phone calls, we rarely go directly to the main topic = trong khi nói chuyện bằng điện thoại về thương mại, chúng tôi hiếm khi nói thẳng ngay vào vấn đề chính.

Avoid talking about very personal topics = tránh bàn về những đầu đề có tính rất riêng tư.

- Culture tips - Hello again. We're here with Gary Engleton, our business language expert. Let's look at our e-mail question, Gary - All right - Well, today we have a very important e-mail question about business culture - What is it? - The question is: "In a business telephone call, should you immediately begin talking about business?" - That is a good question. Actually, in business phone calls, we rarely go directly to the main topic - Really? - Before talking about business, we usually talk about a friendly topic. Talking about friendly topics is called "small talk" - Can you give us an example? - Yes, when Mr. Epstein talks with Mr. Blake, he first asks Mr. Blake about his flight - Oh, I see - It gives the conversation a friendly start - What are some good topics for small talk? - Common small talk topics are weather, hobbies, and travel. These topics are usually very comfortable - But you should avoid talking about very personal topics - I see - Small talk helps people in business build better personal relationships. For example, if someone comes to town by airplane, you can ask, "How was your flight?" If they say their flight was terrible, you can say, "That's too bad," or "I'm sorry to hear that." And if their flight was good, you can say, "I'm glad to hear it." This shows that you're interested in personal feelings, and not just business - That's very interesting, Gary. Thank you again for your culture tips! - My pleasure!

- Listen and Repeat. Is this a good topic for small talk? Yes or No? - Nice weather we're having, don't you think? - Yes. The weather is a comfortable topic for small talk - Did your company make much money last year? - No. Money or business is not a good topic for small talk - Is this your first time in San Francisco? - Yes. Travel is a good topic for small talk - Do you have any children? - No. In the U.S marriage and family are not good topics for small talk, when meeting someone for the first time.

Delivery schedule = thời biểu giao hàng

I'm free on thursday afternoon = tôi rảnh lúc xế trưa hôm thứ năm

To discuss /di'skʌs/ = thảo luận, bàn về

Discussion /di'skʌʃən/ = sự thảo luận, sự tranh luận (n)

How does that sound? = như vậy có tiện không?

First part of the week = mấy ngày đầu tuần lễ

I was wondering if we could get together sometime this week = tôi muốn hỏi xem chúng ta có thể gặp vào một lúc nào đó trong tuần này không.

- Business Dialog - Let's listen to today's Business Dialog. We'll hear a young businessman calling to make an appointment with the production manager of another company - Bob Harmon - Hello. Mr. Harmon. This is Henry Michaels...Of Stetson Industries - Oh, hello, Henry - What can I do for you? - I was wondering if we could get together sometime this week. I'd like to discuss our delivery schedule - Well, let's see. I'm busy the first part of the week. But I'm free on Thursday afternoon. How does that sound? - That's good to me. What time? - How about 3:00? At my office - That's great.

Polite suggestions = các cách hỏi lịch sự, lễ phép, nhã nhặn; Could = có thể (lễ phép)

Can we get together next week? = tuần tới chúng ta gặp nhau được không?

→ *I was wondering if we could get together sometime next week = tôi tự hỏi chúng ta có thể gặp nhau lúc nào đó trong tuần này.*

- Focus on Functions - Let's focus on Polite Suggestions. Polite suggestions are often long and use difficult language. Here is an example from Business Dialog. Listen - I was wondering...if we could get together...sometime this week - Listen and repeat.

Formal /'fɔ:məl/ = nghiêm trang, chính thức (adj)

Informal = thân mật (adj); *Polite* /pə'laɪt/ = lịch sự, nhã nhặn (adj)

I was hoping that we could perhaps arrange a meeting for tomorrow sometime.

→ *How about two-thirty tomorrow at your office?* = *thế thì gặp lúc hai giờ rưỡi chiều mai ở văn phòng của ông có được không?*

- Gary's Tips - Now it's time for Gary's tips with Gary Engleton! - Hello, Elizabeth. Today we'll look at some more ways to suggest the time and place for a meeting. First let's review some expressions we discussed on our last show. One way to make a suggestion is to say, "How does that sound?" Let's listen - Well, let's see. I'm busy the first part of the week. But I'm free on Thursday afternoon. How does that sound? - You can also use the expression "How about..." Let's listen - What time? - How about 3:00? At my office - A more formal and more polite way to make a suggestion is to use the expression, "I was wondering if..." Listen to the following example from the Business Dialog - I was wondering if we could get together sometime this week - This is a difficult sentence, but it is a very polite way to make a suggestion. In Mr. Blake's conversation with Mr. Epstein, he uses a similar expression - "I was hoping that..." Let's listen - Say, when shall we get together? - Well, I was hoping that we could perhaps arrange a meeting for tomorrow sometime - Let's hear that again, more slowly. I was hoping...that we could perhaps arrange a meeting... for tomorrow sometime. This is a very polite suggestion. We'll talk more about polite expressions on our next show. Thanks for joining us today for Gary's Tips. We'll see you again next time - Thanks, Gary.
- Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 23

How much does it cost? = *món đồ ấy giá bao nhiêu?*

Price = *giá hàng*; *To Cost/Cost/Cost* = *trị giá, tốn kém cho ai.*

Cost = *chi phí, phí tổn (n)*; *Costly* = *quý giá, tốn tiền (adv)*

Cost more than = *đắt hơn*; *Clothing store* = *tiệm bán quần áo*

Clothing/Clothes = *quần áo*; *Cost less than* = *rẻ hơn*; *Comparisons* = *cách so sánh (n)*

Collective noun = *danh từ tập hợp*; *Store manager* = *quản lý tiệm bán quần áo*

- Hi, Kathy - Hi, Max - Who's our guest today? - Today's guest is Maria Alvarez. She's here to tell us about her work - She works in a clothing store, doesn't she? - That's right. She's a store manager.
- Listen and Repeat - Ten - Eleven - Twelve - Thirteen - Fourteen - Fifteen - Sixteen - Seventeen - Eighteen - Nineteen - Twenty

A shirt costs from 15 to 35 dollars = *một áo sơ mi giá từ 15 đến 35 dollars.*

Maria alvarez manages a women's clothing store = *cô Maria Alvarez làm quản lý một tiệm bán quần áo phụ nữ.*

The clothes she sells are not very expensive = *quần áo cô ấy bán không mắc lắm.*

Where does your clothing come from? = *quần áo của tiệm của cô làm ở xứ nào?*

Where do your clothes come from? *Suit* = *bộ đồ (n)*; *Suite* = *phòng sang trong khách sạn (n)*

Expensive /iks'pensiv/ = *mắc, đắt (adj)*; *Inexpensive* /,iniks'pensiv/ = *không đắt (adj)*

Cheap /tʃi:p/ = *rẻ (adj)*; *Not really* = *không hẳn thế*; *A skirt* /skɑ:t/ = *váy*

A sweater /'swetə/ = *áo nịt, áo len*; *A dress* = *áo dài phụ nữ*

A dress costs from 35 to 65 dollars = *một áo dài giá từ 35 đến 65 Mỹ kim (dollars).*

Over \$100 = *trên một trăm dollars*; *\$1.50 (one dollar and fifty cents)* = *một dollar 50 cents*

- Interview - Now it's time for today's interview. Our guest today is Maria Alvarez. Ms. Alvarez manages a clothing store in San Jose, California. Welcome back, Maria. It's nice to see you again. Let's talk today about your work. What kind of clothing do you sell? - We sell all kinds of clothing: skirts, sweaters, dresses, and so on - For men and for women? - No, only for women. It's

a women's clothing store - Is your clothing expensive? - Not really. A dress costs from 35 to 65 dollars - What about suits? Maria: Suits cost from 45 to 95 dollars. Some are over 100 dollars - Our guest is Maria Alvarez. We'll talk more after our break. Kathy: This is New Dynamic English.

- Listen and Repeat - One dollar - It costs one dollar - How much does it cost? - It costs one dollar - One dollar and twenty-five cents - It costs one dollar and twenty-five cents - How much does it cost? - It costs one dollar and twenty-five cents - Two dollars and fifty cents - It costs two dollars and fifty cents - How much does it cost? - It costs two dollars and fifty cents.

Where does your clothing come from? = hàng quần áo của bạn từ đâu đến?

Some of the clothing comes from the United States and some of it comes from other parts of the world = một số quần áo làm ở Hoa Kỳ và một số làm ở nhiều nơi khác trên thế giới.

Other parts of the world = nhiều nơi khác trên thế giới

Europe/European = Âu châu (n); Mexico/Mexican = Mê-hi-cô

Italy/Italian = Ý; France/French = Pháp

Asia/Asian = Á châu; The same = giống nhau

They look the same = chúng trông giống nhau.

But they don't cost the same = nhưng giá không giống nhau.

- Interview - Our guest today is Maria Alvarez. Maria manages a women's clothing store in San Jose, California. Maria, could you tell us more about the clothing at your store? Where does your clothing come from? - Some of it is from the U.S. Some comes from Mexico or from Asia. Some clothing is from Europe, but it's more expensive. For example, this dress from Mexico costs \$15 dollars - I see - And this dress from France costs \$60 - Sixteen dollars? - No, sixty dollars - It's very expensive. These dresses look the same - Yes, they do. But they don't cost the same. Not at all - Our guest today is Maria Alvarez. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - How much does this dress cost? - It costs sixteen dollars - How much does this sweater cost? - It costs fifteen(fifty) dollars.

Costs vs Prices = phí tổn đối nghịch với giá hàng. [VS = versus]

Low /lou/ = hạ, thấp (adj); High /hai/ = cao (adj)

Height = chiều cao (n); Material /mə'tiəriəl/ = vật liệu, hàng (n)

Cotton /'katn,'kɒtn/ = bông (n); Silk /silk/ = lụa (n)

Silk is expensive, so silk dresses are expensive = lụa đắt nên áo lụa đắt.

Why does this dress cost more than that dress? = tại sao cái áo này đắt hơn cái áo kia?

Dresses from rich countries cost more than dresses from poor countries = áo may ở xứ giàu đắt hơn áo may ở xứ nghèo.

Cotton dresses are less expensive than silk dresses = áo bằng vải bông rẻ hơn áo bằng lụa.

The silk dress costs more than the cotton dress = áo lụa này đắt hơn cái áo bằng vải bông.

Make a lot of money = kiếm được nhiều tiền.

- E-mail - Ms. Alvarez manages a clothing store in San Jose, California. It's time to check our e-mail. We have an e-mail from Irene in Portland. Her question is: Why do some dresses cost fifteen dollars and other dresses cost fifty dollars? - Some cost 15 dollars...one, five...and some cost 50 dollars? - That's right - That's a good question. Some dresses are very expensive. Other dresses don't cost very much. They're in-expensive. Some inexpensive dresses come from poor countries...countries where workers don't make much money. So costs are low, and prices are low. In rich countries, where workers make a lot of money, costs are high and prices are high - What about materials? - Yes, that's a good point. Expensive dresses use expensive materials. Silk is expensive, so silk dresses are expensive. Cotton is less expensive than silk. So, cotton dresses are less expensive than silk dresses - I see. Thank you.

- Listen carefully and Repeat - The silk dress costs \$50 - The cotton shirt costs \$20 - The silk dress costs more than the cotton dress - The English dress costs \$25 - The Italian dress costs \$45 - The English dress costs less than the Italian dress.

Credit card = thẻ tín dụng [thẻ mua chịu]

The train leaves at 10:30 = xe lửa chạy lúc 10 giờ rưỡi.

How would you like to pay? = bạn muốn trả bằng tiền mặt hay bằng thẻ tín dụng?

Colon /'koulən/ = dấu hai chấm (n); *A three-hour trip* = chuyến đi kéo dài ba tiếng đồng hồ.

- Daily Dialog: At the Train Station, part 3. Listen to this Conversation - Can I help you? - Yes, I'd like a ticket to Denver - One way or round trip? - Round trip, please - One moment, please - The next train leaves at 10:30, is that OK? - Yes, that's fine - That'll be sixty dollars - Sixty or sixteen? - Six zero. Sixty - How would you like to pay? - Here's my credit card - Thank you - What time does the train arrive? - It arrives at 1:30 - So it's a three-hour trip - That's right. Here's your ticket - Thank you - You're welcome.

Unit 24

Word Problem = câu đố về nội dung đoạn văn

Mathematics /,mæθə'mætiks/ = *Maths* /mæθs/ = *Math* /mæθ/ = môn toán

[tên một số môn học tuy có s nhưng ở số ít]

Mathematical = thuộc về toán học (adj); *Mathematical Problem* = bài toán

- Question of the Week - This week we will ask word problems. Listen carefully to these Word Problems. We'll have the answers on the next show - Question 1 - John's parents have three children. John has two brothers. How many sisters does he have? MaLet's listen again - John's parents have three children. John has two brothers. How many sisters does he have? - Question 2 - The train from New York to Boston leaves at 11:00 in the morning. The trip takes 3 and a half hours. What time does the train arrive in Boston? - Let's listen again - The train from New York to Boston leaves at 11:00 in the morning. The trip takes 3 and a half hours. What time does the train arrive in Boston? - Question 3 - Paul works in a restaurant. He gets \$8 an hour. How much does he get in 8 hours? - Let's listen again - Paul works in a restaurant. He gets \$8 an hour. How much does he get in 8 hours? - We'll answer these questions on our next show - A Question for you - Now here's a question for you - Listen for the bell, then say your answer - In your country, how much does a cotton dress cost?

Visit to the lab = thăm phòng thí nghiệm

Lab /læb/ = *Laboratory* /'ləbrətɔ:ri/ = phòng thí nghiệm (n)

Wedding Bells for Kathy? = Kathy sắp lấy chồng phải không?

Secret /'si:krit/ = bí mật (adj); *To permit* /'pə:mit/ = cho phép, thừa nhận

Permission /pə'mi:ʃn/ = sự cho phép, giấy phép; *Special* = đặc biệt (adj)

Actual = thực tế, có thật (adj); *Actually* /'æktʃuəli/ = *In fact* = thực ra, đúng ra (adv)

Actual = thực tế, có thật (adj); *To marry* /'mæri/ = lấy vợ hay chồng, cưới

Off the air = không còn thu thanh hay hình; *On the air* = đang thu

At home = ở nhà; *At school* = ở trường; *It's pretty secret* = còn khá bí mật.

Tonight I'm going to see my ex husband = tối nay tôi gặp người chồng cũ của tôi.

Spend a lot of time together = gặp nhau nhiều, để nhiều thì giờ với nhau.

He had to get special permission for me to see it = anh ấy phải in giấy phép đặc biệt cho tôi xem phòng thí nghiệm.

- And we're off the air. Good show - Thanks. How's your grandson? - Oh, he's OK. The doctors say he's going to be fine - That's good. Is he at home now? - Well, in fact, he's at school - Oh, I'm glad he's OK - Oh, hi Elizabeth. How are you? - Great. Boris and I are spending a lot of time together. This weekend, he's going to show me his lab at the university - Oh, that sounds interesting - Well, actually, it's pretty secret. He had to get special permission for me to see it. How about you, Kathy? How are things? - Tonight I'm going to see my ex husband - Your ex husband? - That's right. He wants to get married - Oh, he's met someone - No. He wants to marry me! Again.

Business trip = chuyến thương vụ; *Phone conversation* = cuộc điện đàm

To agree /ə'gri:/ = bằng lòng, đồng ý; *Agreement* /ə'gri:mənt/ = sự đồng ý (n)

Agree to talk with us = bằng lòng nói chuyện với chúng ta

To arrange the time and place = chọn ngày giờ và nơi gặp.

I was hoping that we could perhaps arrange a meeting for tomorrow sometime = tôi hy vọng có lẽ ngày mai chúng ta có thể gặp vào một lúc nào đó.

EMBASSY SUITES = tên một khách sạn

Show you around san francisco = đưa bạn đi xem quanh San Francisco.

Around = chung quanh (adv.); *Around* = khoảng chừng, gần (prep)

Around 11:15 = khoảng 11 giờ 15 phút; *Get together* = Meet = gặp nhau

I'm free after eleven = tôi rảnh từ 11 giờ trở đi.

How does that sound? = như vậy có tiện cho ông không?

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Making and Appointment, part 3" This program focuses on telephone language and making an appointment.

- Interview - On today's program I'll be talking again with Charles Blake of International Robotics. Mr. Blake is traveling on business and has agreed to talk with us by phone - Welcome, Mr. Blake - Hello - The last time you were here, we talked about your phone conversation with Mr. Epstein. You arranged to meet him on Tuesday, June 11th - Yes, that's right - Let's listen again to that part of the conversation - Okay.

- Dialog. Let's listen in while Mr. Blake and Mr. Epstein arrange the time and place for their meeting - Say, when shall we get together? - Well, I was hoping that we could perhaps arrange a meeting for tomorrow sometime - Ah, I'll tell you what. I'm free after eleven o'clock. How's that sound? - That sounds fine with me - Okay, uh, where are you staying? - I'm staying at the Embassy Suites. It's about twenty minutes south of the airport - Ah, that's real close to my office here. I'll tell you what, I'll meet you tomorrow around 11:15. Then we can go to lunch, and then I'll show you around San Francisco - That sounds very nice.

Free = rảnh, không tốn tiền (adj); *I'm free after eleven o'clock* = tôi rảnh từ 11 giờ trở đi.

Tickets to the washington monument are free = vé xem Đài kỷ niệm Washington phát không.

- Variations. Listen to these variations - When shall we get together? - When shall we meet? - I'm free after eleven o'clock - I'm not busy after eleven - How's that sound? - Is that good for you? - That sounds fine with me - That sounds good.

They had a nice lunch in San Francisco, then they went for a drive = họ ăn một bữa trưa ngon ở San Francisco rồi họ lái xe đi dạo.

Deadline /'dedlain/ = ngày chót, hạn chót (n)

Aftersales service = dịch vụ sau bán hàng; *October deadline* = hạn chót vào tháng Mười

Maintenance /'meintənəns/ = bảo trì (n); *To maintain* /mein'tein/

Repair /ri'peə/ = sửa chữa (n, v); *As planned* = như đã dự định

Discuss business = bàn chuyện thương mại; *Topic* = đầu đề (n)

Factory /'fæktəri/ = xưởng máy (n); *Build a new factory* = xây một xưởng máy mới

Scheduled for completion = được dự trù sẽ hoàn tất; *Be concerned* = lo, quan tâm

They wanted to be sure = họ muốn chắc; *Provide good service* = cung cấp dịch vụ tốt

Based in the united states = có (đặt) trụ sở tại Hoa Kỳ.

That we would provide good service in the united states = rằng chúng tôi có thể cung cấp dịch vụ tốt tại Hoa Kỳ.

- Interview - Did Mr. Epstein meet you as planned? - Yes, he did. We had a very nice lunch in San Francisco, then we went for a drive - Did you discuss business? - Yes, we did...a little. Mr. Epstein wanted to explain some of the details of the project about their plans to build a new factory. And he wanted to learn more about our industrial robots. As you know, we wanted to sell our robots to Advanced Technologies, for use in their new factory - Did you discuss other topics?

- Well, yes. He told me that the new factory was scheduled for completion in October. So this October deadline was very important. He was also concerned about aftersales service - Do you mean maintenance, repair, and so on? - That's right. They were concerned because our company is not based in the U.S. They wanted to be sure that we could provide good service in the United States - I see. Thank you very much for speaking with us - Thank you.

Unit 25

I'll tell you what = tôi nói ông nghe

To decide /di'said/ = quyết định; Decision /di'siʒən/ (n)

Decided /di'saidid/ = đã được quyết định, dứt khoát (adj)

Decisive /di'saisiv/ (adj); Real close to my office = thật gần văn phòng tôi

Twenty minutes south of the airport = mất 20 phút từ phía Nam phi trường.

Say, when shall we get together? = chừng nào chúng ta có thể gặp nhau?

- Questions. Listen to the question - What time would Mr. Epstein like to meet with Mr. Blake? - Now listen to the dialog - Say, when shall we get together? - Well, I was hoping that we could perhaps arrange a meeting for tomorrow sometime - Ah, I'll tell you what. I'm free after eleven o'clock. How's that sound? - That sounds fine with me - What time would Mr. Epstein like to meet with Mr. Blake? - He would like to meet after eleven o'clock - Listen to the question - When do Mr. Blake and Mr. Epstein decide to meet? - Now listen to the dialog - I'm staying at the Embassy Suites. It's about twenty minutes south of the airport - Ah, that's real close to my office here. I'll tell you what, I'll meet you tomorrow around 11:15. Then we can go to lunch, and then I'll show you around San Francisco - That sounds very nice - When do Mr. Blake and Mr. Epstein decide to meet? - They decide to meet at 11:15.

To suggest /sə'dʒest/ = đề nghị; Suggestion /sə'dʒestʃn/ = sự đề nghị (n)

Direct suggestion = đề nghị trực tiếp; Indirect suggestion = đề nghị gián tiếp

Let's meet tomorrow for lunch = mai chúng ta hãy gặp để đi ăn trưa.

I was hoping that we could meet sometime in the next few days = tôi hy vọng chúng ta có thể gặp nhau vào một lúc nào đó trong vài ngày tới.

Vague means no definite time = mơ hồ nghĩa là không nói rõ ngày giờ nào nhất định.

Vague /veig/ = mơ hồ (n); General /'dʒenərəl/ = tổng quát (adj)

Specific = rõ ràng (adj); Freedom /'fri:dəm/ = tự do (n)

Coworker = người đồng nghiệp; Meeting time = ngày giờ gặp

To know for a long time = quen biết lâu

I've known him for a long time = tôi quen ông ấy từ lâu.

Considerate = ân cần, chu đáo; What time is good for you? = giờ nào tiện cho ông?

To depend = phụ thuộc; Dependence (n); Dependent = phụ thuộc, lệ thuộc (adj)

To depend on = tùy; I'm not sure I understand = tôi chưa hiểu điều ông nói.

It depends on your relationship with the person you want to meet = còn tùy vào mối liên hệ của bạn với người bạn muốn gặp.

- Culture Tips - Hello again. We're here with Gary Engleton, our business language expert. Let's look at our email, Gary - Okay - We have a question today about making appointments. The question is: "How should I suggest a meeting time? - Well, it depends on your relationship with the person you want to meet - I'm not sure that I understand - Well, if it's someone you know quite well, you can be very direct. For example, let's say that you want to suggest a meeting time to a coworker, someone you've known for a long time. You can just say, "Let's meet tomorrow for lunch" or "How about tomorrow for lunch?" But even with friends, you shouldn't be too direct. Don't say, "I want to meet with you at 3:00 tomorrow." - Oh, I see - But with someone you don't know well or someone very important, it's better to be more general, more indirect. For example, you can say, "I was hoping that we could meet sometime in the next few days." Or, "Would it be

possible for us to meet sometime tomorrow?" Very polite suggestions are often very long. Eliz: Isn't it rather vague...very general? - Sometimes it's good to be vague. Vague means no definite time. That gives the other person a lot of freedom to suggest a good time. Eliz: What if the other person asks you what time you should meet? - Well, you can suggest a time... or if you want to be very considerate, you can say, "What time is good for you?" - Very interesting and useful. Thanks again, Gary! - I'm happy to be of help.

Let's... = How about...[đề nghị thẳng]

I was hoping that...hay I was wondering if.. or Would it be possible.. [đề nghị gián tiếp]

Would it be possible for us to meet sometime tomorrow? = ngày mai vào một lúc nào đó, chúng ta có thể gặp nhau được không

- Listen Carefully - Let's meet tomorrow for lunch - How about tomorrow for lunch? - I was hoping that we could meet sometime in the next week - Would it be possible for us to meet sometime tomorrow?

Sell /sel/ = bán (v)

Seller = người bán (n); Sale /seil/ = sự bán (n)

Forecast /fɔ:'kæst, fɔ:'ka:st/ = dự đoán, dự báo (n, v)

Sales forecasts = dự phỏng về sản phẩm bán ra

Conference room /'kɒnfərəns/ = phòng họp; To go over = xem lại

I was wondering if we could get together sometime this afternoon = tôi tự hỏi chúng ta có thể gặp nhau một lúc nào đó xế trưa nay không.

- Business Dialog - Let's listen to today's Business Dialog. Two workers are arranging to meet to discuss the sales forecasts - Hi, John. I was wondering if we could get together sometime this afternoon? I'd like to go over our sales forecasts - That sounds good. When shall we meet? - I can come to your office. Or the conference room might be more comfortable - OK. Let's meet in the conference room - Great. See you then.

To respond to /ri'spond/ = trả lời; Response /ri'spɒns/ (n)

To agree to something = đồng ý về chuyện gì; To agree with someone = đồng ý với ai

Sure = That's fine = That sounds good = That's fine with me = Ok, Sure, Fine, Good = được, tốt [Trả lời nhận đề nghị (Accepting a suggestion)].

- Focus on Functions: Accepting a suggestion - Let's focus on how to respond to suggestions. Here are some examples of how to agree to suggestions - Listen to these short conversations - I was wondering if we could get together sometime this afternoon - Sure, that's fine - How about 3:00? - That sounds good - I can come to your office. Or the conference room might be more comfortable - OK. Let's meet in the conference room.

To show agreement = đồng ý

To refuse a suggestion = từ chối đề nghị; To make it = thực hiện

I'm sorry, but i am busy all afternoon = Tôi tiếc, nhưng tôi bận suốt cả buổi xế trưa nay.

We'll make it some other time = chúng ta sẽ thực hiện chuyện này (gặp nhau) vào dịp khác.

Can we make it some other time? = để khi khác được không?

Smooth = trơn tru, xuôi (adj); Go smoothly = trôi chảy; Comfortable = thoải mái (adj)

- Gary's Tips - Now it's time for Gary's tips with Gary Engleton! - Hello, Elizabeth. Today we'll look at some more ways to respond to suggestions. There are ways to show agreement in English words like "OK," "Sure", "Fine"-and so on. Let's listen to the first part of the Business Dialog. Bob suggests that he and John meet that afternoon - Hi John. I was wondering if we could get together sometime this afternoon? I'd like to go over our sales forecasts - Sure, Bob. That's fine - John says "Sure, that's fine" to accept Bob's suggestion. Then he politely asks John to suggest a meeting time. Let's listen - When is good for you? - How about 3:00? - That sounds good - "That sounds good" is a good way to accept a meeting time. John asks Bob to suggest a place for the meeting. Let's listen - Where shall we meet? - I can come to your office. Or the conference room might be more comfortable - OK. Let's meet in the conference room - Bob suggests two places for the meeting-John's office or the conference room. John chooses the conference room by

saying directly: "OK. Let's meet in the conference room." - Now listen to a conversation which does not go so smoothly - Hi John. I was wondering if we could get together sometime this afternoon? - I'm sorry but I'm busy all afternoon. Can we make it some other time? - The expression "I'm sorry but..." is a polite way to refuse a suggestion. That's all the time we have. Thanks for joining us today for Gary's Tips. We'll see you again next time - Thanks, Gary.

Unit 26

What is two plus two? = hai cộng hai là mấy?

To add /æd/ = cộng; Addition /ə'diʃn/ = phép cộng (n); Additional (adj)

To subtract /səb'trækt/ = trừ; Subtraction /səb'trækʃn/ = phép trừ (n)

To multiply /'mʌltiplai/ = nhân; Multiplication /,mʌltipli'keɪʃn/ = phép nhân (n)

To divide /di'vaɪd/ = chia, phân ra, tách rời ra; Division /di'viʒn/ = sự chia, phép chia (n)

Mathematics /,mæθə'mætiks/ = Maths = môn toán (n)

Economics /,i:kə'nɒmiks/ = môn kinh tế; Economic = thuộc kinh tế (adj)

Economical = tiết kiệm (adj); Economy = nền kinh tế, tiết kiệm (n)

Statistics /stə'tistiks/ = môn thống kê; Phrasal repetition = lặp lại nhóm chữ

Plus /plʌs/ = thêm vào, cộng vào; Minus /'maɪnəs/ = bớt đi, trừ đi

Times = lần; Science = khoa học (n); One plus one equals two = một cộng một bằng hai

Eight minus two equals six = tám trừ hai còn sáu

Three times two equals six = ba lần hai là sáu; Equal /'i:kwəl/ = bằng

- Hi, Kathy - Hi, Max - Who's our guest today? - Today's guest is Richard Chen. He's a teacher. He teaches science and math - I'm looking forward to seeing him again.

- Listen carefully - 1...plus 1...equals 2 - 1...plus 1...equals 2 - 2...plus 2...equals 4 - 2...plus 2...equals 4 - 3...plus 5...equals 8 - 3...plus 5...equals 8 - 2...plus 7...equals 9 - 2...plus 7...equals 9

Numbers = các con số; Science = khoa học (n)

A scientist = nhà khoa học; A doll /dɒl/ = con búp bê

A table /'teɪbl/ = bàn; Easy math = toán dễ

Certainly = chắc chắn vậy (adv); Certainty = điều chắc chắn (n)

College = trường đại học [US]; Primary school = trường tiểu học

Interesting = lý thú, thú vị, hay (adj)

To interest = làm cho thích thú, quan tâm tới

Interest (n); Interested in = quan tâm đến ai/cái gì (adj)

All the time = lúc nào cũng; A math teacher = giáo sư dạy môn toán

Can children learn math? = các em nhỏ có thể học toán không?

Scientists use numbers all the time = khoa học gia lúc nào cũng dùng các con số.

Mathematics is the study of numbers = môn toán là môn học về các con số.

Richard Chen talks about teaching addition to school children = Richard Chen nói chuyện về việc dạy tính cộng cho các học sinh.

- Interview - Now it's time for today's interview. Our guest today is Richard Chen. Richard is a teacher. He teaches math. Welcome back, Richard - It's nice to see you again - Let's talk about your work. You're a math teacher, aren't you? - That's right. I teach math and science - Numbers are important in math and science, aren't they? - Certainly. Scientists use numbers all the time. And mathematics is the study of numbers - Do you like teaching math? - Yes, I do. I teach math at college. And once a month, I teach math at my son's school - Your son...is five years old? - That's right. He's in primary school - Can little children learn math? - Well, yes. I show them easy math - For example - Well, for example: 1 plus 1 equals 2. I put a doll on a table...one doll. One doll is on the table. Then I put another doll on the table. Two dolls. Two dolls are on the table. One doll plus one doll equals two dolls. One plus one equals two - I see. Very interesting. One

and one is two. Our guest today is Richard Chen. We'll talk more after our break. This is New Dynamic English.

- Listen and Answer - Two...plus three...equals - Five - Two...plus three...equals five - Five...plus four...equals - Nine - Five...plus four...equals nine - Seven...plus one...equals - Eight - Seven...plus one...equals eight.

To take away = lấy đi; Four minus one equals three = bốn trừ một còn ba.

Language of Mathematics = ngôn ngữ của toán học

To Understand/Understood/Understood = hiểu; Game /geim/ = trò chơi (n)

Richard Chen talks about how he teaches subtraction = Richard Chen kể chuyện về cách ông dạy tính trừ.

He puts four dolls on a table then he takes away one doll = ông đặt bốn con búp bê lên bàn rồi lấy đi một con.

- Interview - We're back with Richard Chen. Richard teaches math. One plus one equals two. That's addition. What about subtraction? Do you teach subtraction to young children? - Yes, I do. I teach "take away - Take away? - Yes. For example... I put four dolls on the table. Four dolls are on the table. Then I take away one doll. Now there are three dolls on the table - First you have four dolls. Then you take away one doll. Then you have three dolls - That's right. In the language of mathematics, four...minus one...equals three - I see - So...five dolls minus two dolls equals... - Three dolls - That's right. Five...minus two...equals three - And children understand this? - Yes, they do. For them, it's a game - That's very interesting. Our guest is Richard Chen. We'll talk more after our break.

- Listen Carefully - 4...minus 1...equals 3 - 4...minus 1...equals 3 - 6...minus 4...equals 2 - 6...minus 4...equals 2 - 9...minus 6...equals 3 - 9...minus 6...equals 3.

Three times two equals six = ba lần hai là sáu; At work = đang làm việc

Richard Chen also uses dolls to teach multiplication = Richard Chen cũng dùng mấy con búp bê để dạy tính nhân.

- Telephone - We're back with Richard Chen. Now let's go to our phones. Hello. You're on the air with New Dynamic English - Hello. My name is Carol. I'm from Sioux City. I have a question for Richard - Yes, go ahead - How do you teach multiplication to children? - I try to make it easy for them. For example, I give two dolls to three different children: Betsy, John, and Sara. Now Betsy has two dolls. John has two dolls. And Sara has two dolls. Two plus two plus two equals six. That's addition. But we can also say: Three children. Each child has two dolls. So there are six dolls all together. Three...times two...equals...six. Three children...times two dolls...equals six dolls. Three times two equals six - I see. Thank you - Thank you for calling.

- Listen and Answer. Listen for the bell, then say your answer - Five...plus three...equals - eight - Five...plus three...equals ...eight - Five...minus three...equals - Two - Five...minus three...equals ...two - Five...times two...equals - Ten - Five...times two...equals... ten - Three...times three...equals - Nine - Three ..times three...equals ...nine.

- Daily Dialogue: Leaving a Message, part 1. Listen to the conversation - Hello - Hi. Is this Bob? - No, this is James - Is Bob there? - No, he's not. He's at work - OK - Listen and repeat.

Unit 27

Train /trein/ = xe lửa (n); To Leave/Left/Left = rời đi

To arrive /ə'raiv/ = đến; Arrival /ə'raivəl/ = sự đến (n)

Restaurant /'restərən/ = nhà hàng (n); To Take/Took/Taken = mất

- Question of the Week - It's time to answer last week's question. The Question of the Week are Word Problems. Are you ready? - Yes, I am - Question 1: John's parents have three children. John has two brothers. How many sisters does he have? - Can I listen again? - Certainly - John's parents have three children. John has two brothers. How many sisters does he have? - Well, let's

see. He has two brothers And there are three children. So he has one sister - No, sorry. The answer is: He doesn't have any sisters. John has two brothers. So his parents have three children. John and his two brothers. He doesn't have any sisters - Question 2: The train from New York to Boston leaves at 11:00 in the morning. The trip takes 3 and a half hours. What time does the train arrive in Boston? - Can I listen again? - Of course - The train from New York to Boston leaves at 11:00 in the morning. The trip takes 3 and a half hours. What time does the train arrive in Boston? - So the train leaves at 11:00 in the morning. The trip takes 3 and a half hours. That's 11 o'clock, 12 o'clock, one thirty. It arrives at one thirty - No, that's not it - Really? Oh, I get it. It leaves at 11:00. So 12:00, 1:00, 2:00, 2:30. It arrives at 2:30 - Yes, that's right - Question 3: Paul works in a restaurant. He gets \$8 an hour. How much does he get in 8 hours? - Once more, please - OK - Paul works in a restaurant. He gets \$8 an hour. How much does he get in 8 hours? - OK. 8 dollars an hour. 8 hours. 8 times 8 is...56. So he gets 56 dollars - No, I'm sorry. That's not correct - It isn't? - No, 8 times 8 is 64 - 64? - Yes, 64. He gets 64 dollars - Oh, sorry. 56 is 8 times seven. 64 is 8 times eight I remember now - Okay. Thanks for playing our game - Thank you. - A question for You - Now here's a question for you - Listen to the bell, then say your answer - How about you? Are you good at math?

Ex husband = chồng cũ (n)

Kathy's Ex husband = chồng cũ của Kathy

Crazy /'kreizi/ = điên rồ (adj); Musician = nhạc sĩ (n)

She was married to him for one year when they both lived in New York = cô ấy lấy chồng được một năm khi hai người cùng sống ở New York.

I was living in new york = trước kia tôi sống ở New York.

I was working for a newspaper = lúc ấy tôi làm cho một tờ báo.

I care about him, but I don't love him = tôi mến anh ta, nhưng không yêu anh ấy.

He started seeing other women = anh ta bắt đầu gặp những phụ nữ khác.

Just out of college = vừa tốt nghiệp đại học; Both = cả hai (adj, pron)

- And we're off the air - Hi, Kathy. OK, what happened? Did you see your ex husband? Did he ask you to marry him? - Yes, he did - And what did you say? Are you going to marry him? - Of course, not. It was a crazy idea - Well, you married him once - Yes, once is enough - Well. Why'd you marry him in the first place? - We were young, just out of college. I was living in New York - What were you doing in New York? - I was working for a newspaper - And he was a musician - How long were you married? - Only a year. I worked during the day, and he worked at night. We never saw each other. And then he started seeing other people, other women - Uh oh. So why does he want to marry you now? He says he still loves me - What about you? Do you care about him? - I care about him, but I don't love him. And I told him so - Maybe you can be friends - Maybe. Anything is possible.

To agree to meet him = bằng lòng gặp ông ấy;

To accomplish = đạt được, làm trọn

To get together = To meet = gặp nhau

Project /'pra,dʒekt, -dʒikt/ = dự án, kế hoạch (n)

To project /'prədʒekt/ = đặt dự án, đặt kế hoạch

To arrange a meeting = To set up a meeting = hẹn ngày giờ và nơi gặp

Manager = người quản lý (n); To have no plans = rảnh, không tính làm gì

To keep your schedule free = để thời biểu trống, không hẹn ai.

Finalize the appointment = hỏi cho chắc ngày giờ hẹn gặp

To finalize /'faɪnə,laɪz/ = kết thúc, hoàn tất; Final = cuối cùng (adj)

Final /'faɪnəl/ = trận chung kết (n); Finalist = người vào chung kết (n)

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Making and Appointment, part 4." This program focuses on arranging meeting times.

- Interview - On today's program I'll be talking with Mr. Mike Epstein. Mr. Epstein is calling from his office at Advanced Technologies - Hello, Mr. Epstein - Hello - The last time we talked, we listened to the first part of your conversation with Mr. Blake - That's right. Mr. Blake called me from his hotel room after he arrived in San Francisco on Monday, June 10. He wanted to arrange a meeting with me - And you agreed to meet him - That's right. We arranged to meet the following day, Tuesday, June 11 - What else did you want to accomplish in this phone call - I also wanted to set up a meeting for him with my boss, Ms. Shirley Graham - Yes. We're going to listen to that part of the conversation today - Good - Now, let's listen.

- Dialog - Let's listen to the second part of the conversation between Mr. Blake and Mr. Epstein - I'll tell you what, I'll meet you tomorrow around 11:15. Then we can go to lunch, and then I'll show you around San Francisco - That sounds very nice - Great, just one other thing... I would like to introduce you to one of our vice presidents, Ms. Shirley Graham. She's the manager of the project that I'm working on, and I was wondering if we could get together again, say, Wednesday - Ah, I have no plans on Wednesday, and I would like to meet her - Okay, ah, if you could keep your schedule free around lunch time on Wednesday, and then I'll finalize the appointment with her - Okay, very good.

I have no plans on Wednesday = I'm free on Wednesday = I'm available on Wednesday = tôi rảnh vào thứ tư.

- Variations. Listen to these variations - I would like to introduce you to one of our vice presidents - I would like you to meet one of our vice presidents - She's the manager of the project - She's in charge of the project - I have no plans on Wednesday - I'm free on Wednesday - I'd like to meet her - I'm looking forward to meeting her.

Deadline /'ded,lain/ = ngày chót, hạn chót (n)

Aftersales service = dịch vụ sau bán hàng

Maintenance = bảo trì (n); To maintain /mein'tein/

Repair /ri'peə/ = sửa chữa (n, v)

Preparation = sự sửa soạn, sự sửa chữa (n)

As planned = như đã dự định; By myself = một mình tôi

To discuss business = bàn chuyện thương mại; Topic = đầu đề, chủ đề (n)

Factory = xưởng máy (n); Build a new factory = xây một xưởng máy mới

Build /bild/ = xây dựng (n, v); Scheduled for completion = dự trù sẽ hoàn tất

October deadline = hạn chót là tháng Mười; Be concerned = lo, quan tâm

High quality = có phẩm chất cao; They wanted to be sure = họ muốn chắc.

Industrial Robots = máy thay người dùng trong kỹ nghệ

To provide good service = cung cấp dịch vụ tốt

Base /beis/ = căn bản, đậy, chân đế, trại lính (n)

Base = dựa vào (v); Basis /'beisis/ = căn bản (n)

Basic /'beisik/ = có cơ bản (adj); Based in the United States = có trụ sở tại Hoa Kỳ

They had a nice lunch in San Francisco, then they went for a drive = Họ ăn một bữa trưa ngon ở San Francisco rồi họ lái xe đi dạo quanh.

That we would provide good service in the united states = rằng chúng tôi có thể cung cấp dịch vụ tốt tại Hoa Kỳ.

- Interview - Mr. Epstein, let's talk about your conversation with Mr. Blake. Was it important for you to arrange these meetings with Mr. Blake? - Yes, it was. I knew that Mr. Blake's company manufactured high quality industrial robots. And I believe that we should purchase these robots for our new factory. But I knew that my boss, Shirley Graham, wasn't sure. So I wanted to meet with Mr. Blake on Tuesday by myself before he met with Ms. Graham. I wanted to make sure that we were both prepared for the meeting on Wednesday - I see. Thank you for talking with us - My pleasure - Let's take a short break.

Unit 28

Language focus = chú trọng về ngôn ngữ

Question based on dialog = câu hỏi về những mẫu đàm thoại.

- Questions. Listen to the question - Who is the manager of the project that Mr. Epstein is working on? - Now listen to the dialog - I would like to introduce you to one of our vice presidents, Ms. Shirley Graham. She's the manager of the project that I'm working on, and I was wondering if we could get together again, say, Wednesday - Who is the manager of the project that Mr. Epstein is working on? - Ms. Shirley Graham is the manager of the project - Listen to the question - What day and time does Mr. Epstein suggest for the meeting with Ms. Graham? - Now listen to the dialog - She's the manager of the project I'm working on, and I was wondering if we could get together again, say, Wednesday - Ah, I have no plans on Wednesday, and I would like to meet her - Okay, ah, if you could keep your schedule free around lunch time on Wednesday, and then I'll finalize that appointment with her - What day and time does Mr. Epstein suggest for the meeting with Ms. Graham? - He suggests that they meet at lunch on Wednesday.

To propose = To suggest /sə'dʒest/ = đề nghị

Proposal /prə'pəʊzəl/ = sự đề nghị, sự đề xuất (n)

To reject /ri'dʒekt/ = To refuse /ri'fju:z/ = từ chối

To reject a suggestion = từ chối một đề nghị

To suggest an alternative = đề nghị một cách khác

Refusal /ri'fju:zəl/ = sự từ chối, lời từ chối (n)

Vague = mơ hồ, tổng quát, không rõ (adj)

To apologize /ə'pɒlə, dʒaɪz/ = To apologise = xin lỗi, tạ lỗi

To propose an alternative = đề nghị (ngày giờ hẹn) khác.

To continue /kən'tɪnju:/ = tiếp tục, làm tiếp

Continuous /kən'tɪnjuəs/ = liên tục (adj); Continual (adj)

Alternative /ɔ:l'tə:nətɪv/ = một lựa chọn khác (adj)

I'm sorry but i'm not free after three = tôi rất tiếc, sau ba giờ tôi bận

Reason /'ri:zən/ = lý do, lý lẽ (n); Reasonable /'ri:zənəbəl/ = hợp lý (adj)

An apology /ə'pɒlədʒi/ = lời xin lỗi; Apologetic = Apologetical = hành vi xin lỗi (adj)

- Culture tips - Hello again, We're here with Gary Engleton, our business language expert. Let's look at our e mail questions, Gary - All right - We have an interesting question today about arranging meetings. The question is, "If someone suggests a meeting time that is not good for me, what should I do?" - That's a very good question. Rejecting a time can be a little difficult - What should you do? - Well, first, if you are going to reject a time, you should give a reason - I see - For example, you could say, "I'm sorry, but I can't meet you on Monday because I'll be in New York." - Is it OK to be vague, to say, "I'm sorry but I'm busy at that time?" - Good question. Yes. It's OK to be vague,, but be sure to include an apology, "I'm sorry but..." For example, you can say, "I'm sorry but I'm not free until after three." The second thing that you have to do is to propose an alternative - You mean to suggest another time? - Exactly. For example, after rejecting Monday, you could say, "But I'm free all day on Tuesday." Or you could say, "Would it be possible for us to meet on Tuesday?" If you continue like that, you will soon find a time that is good for you both - Thanks, Gary! I'm sure that our listeners will be much better at making appointments! - My pleasure!

Be out of town = phải đi vắng [khỏi nơi đang ở]

I have a doctor's appointment = tôi có hẹn với bác sĩ.

- Listen to these short Conversations. Why can't the person meet at the suggested time? - Can we meet at three o'clock on Thursday - I'm sorry, but I have meetings all afternoon - She has meetings in the afternoon - Can we meet at noon on Tuesday? - Tuesday isn't good for me. I'll be

out of town - She'll be out of town - Can we meet at ten a.m. on Wednesday? - I have a doctor's appointment Wednesday morning. Can we meet in the afternoon? - She has a doctor's appointment.

To get back to you = gọi lại bạn.

Could we make it earlier in the day? = chúng ta họp sớm hơn được không?

Check with others = hỏi những người khác xem giờ đó có tiện không

- Business Dialog - Let's listen to today's Business Dialog. Mary is calling Sarah to see if she's available for a production meeting - Hello, Sarah - Yes? - This is Mary. Are you free at three tomorrow for a production meeting? - No, sorry. I'm meeting at three with Mr. Thompson. Could we make it earlier in the day? How about 10:00, 10:30? - I'm busy until 11:00. Why don't we try for 11:30? - That's good for me - OK. I'll check with the others and get back to you - OK. Great.

- Focus on Functions: Suggesting Alternatives - Are you free at three tomorrow for a production meeting? - Could we make it earlier in the day? - I'm busy until 11:00 - Why don't we try for 11:30?

Counter suggestions = đề nghị khác; To apologize = xin lỗi

An apology = lời xin lỗi; Could we make it... = chúng ta có thể gặp lúc...

I apologize, please accept my apologies, I'm sorry = tôi xin lỗi, tôi ân hận.

I'm sorry, but i'm meeting at three with mr. thompson = tôi rất tiếc, nhưng tôi sẽ họp với ông Thompson lúc ba giờ.

Why don't we try at... = chúng ta có thể họp lúc...; Available = Free = rảnh (adj)

- Gary's Tips - Now it's time for Gary's tips with Gary Engleton - Hello, Elizabeth. Today we'll look closely at the language of the Business Dialog. We'll see how Mary and Sarah negotiate a meeting time. Mary is trying to schedule a production meeting. She checks to see if Sarah is free tomorrow, but Sarah is busy. Let's listen - Hello, Sarah - Yes? - This is Mary. Are you free at three tomorrow for a production meeting? - No, sorry. I'm meeting at three with Mr. Thompson - Sarah apologizes and explains why she can't meet at three o'clock. She then suggests another meeting time. Let's listen - Could we make it earlier in the day? How about 10:00, 10:30? - "Could we make it..." is a useful way to suggest a new meeting time. Unfortunately Mary is not available at this time. So she suggests another time, using the expression "Why don't we..." - I'm busy until 11:00. Why don't we try for 11:30? - That's good for me - The new time is good for both Sarah and Mary. Finding a good time is a kind of negotiation. You have to find a time that's good for both of you. Thanks for joining us today for Gary's Tips. We'll see again next time.

Unit 29

What are you studying? = bạn đang học gì?

Present progressive = hiện tại tiếp diễn

College student = sinh viên đại học

College life = đời sống đại học; Studies = các môn học (n)

He goes to American University = anh ta học ở đại học American University

I'm taking Chemistry and Physics = tôi học hoá học và vật lý.

This program focuses on college life and studies = chương trình này chú trọng vào đời sống ở đại học và các môn học.

It introduces the present progressive form of the verbs "to study" and "to take (a class)" = bài này cũng giới thiệu cách dùng thì present progressive form (hình thức tiếp diễn hiện tại chỉ việc đang xảy ra) của động từ "to study" (học bài) và động từ "to take (a class)" (theo một lớp học).

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "What are you studying?"

- Hi, Kathy. How are you? - I'm fine. And you? - Just great. Who's out guest today? - Today's guest is Sandy Steele - The college student? - That's right. He's a friend of Pat Miller. He goes to American University - And what are we going to talk about? - We're going to talk about college life - I'm looking forward to it.

Sandy is studying science at American University = Sandy đang học khoa học ở đại học American University.

He's taking classes in Chemistry and Physics = anh ấy đang theo lớp Hóa học và Vật lý.

A course /kɔ:s/ = một môn học; Physics /'fiziks/ = môn vật lý học (n)

Physic /'fizik/ = thuốc (n); A Physicist /'fizisist/ = nhà vật lý học

A physician /fi'ziʃən/ = bác sĩ; Chemistry /'kemistri/ = môn hoá học (n)

A chemist /'kemist/ = nhà hoá học, nhà bào chế, dược sư, dược sĩ

I'm studying Chemistry = tôi đang học Hoá học

I'm taking History and English literature = tôi đang theo học môn Lịch sử và Văn Anh.

- Interview - Now it's time for today's interview. Our guest today is Sandy Steele. Sandy is a student at American University, here in Washington, D.C. Welcome to our show - Thanks for having me back - Tell us a little about your studies - Well, I'm a student at American University. I'm in my second year - What are you studying? - I'm interested in science. So I'm taking two science courses - What are they? - I'm taking Chemistry and Physics. I want to be a physicist - Are you taking any other courses? - Yes. I'm taking Chemistry and English literature - Our guest today is Sandy Steele. We'll talk more after our break. This is New Dynamic English.

S + be + V-ing = diễn tả một hành động hay tình trạng đang xảy ra

- Listen and Repeat - Chemistry - I'm studying Chemistry - Physics - I'm studying Physics - History - I'm studying History - English literature - I'm studying English literature.

A library /'laibrəri/ = thư viện (n); Librarian = quản thủ thư viện (n)

A test = bài thi trắc nghiệm; Maths = Mathematics = môn toán (n)

Foreign language = ngoại ngữ; Literature /'litrərɪtʃə/ = văn chương (n)

She's studying for a test = cô ấy đang học ôn trước khi thi trắc nghiệm.

She's taking Spanish this term = cô ấy đang học tiếng Tây Ban Nha học kỳ này

She's taking two acting classes in the Drama Department = cô ấy đang học hai lớp diễn xuất trong Ban Kịch Nghệ.

- Interview - We're back with Sandy Steele. Sandy is a student at American University. Where's your friend Pat today? What's she doing? - She's at the library. She's studying for a test - What kind of test? - It's for her Spanish class. She's taking Spanish this term - Are you taking that class too? - No, I'm not. I'm not taking Spanish - Are you taking any foreign languages, like French or Chinese? - No. No, I'm not. I'm not taking Spanish - What other courses is Pat taking? - Well, we're both taking the same English literature class. And she's taking two acting classes in the Drama Department - Our guest today is Sandy Steele. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Chemistry - Is Sandy taking Chemistry? - Yes, he is - He's taking Chemistry - Spanish - Is Sandy taking Spanish? - No, he isn't - He isn't taking Spanish - English literature - Are Sandy and Pat taking English literature? - They are taking English literature - French - Are Sandy and Pat taking French? - No, they aren't - They aren't taking French.

On campus /'kæmpəs/ = ở trong đại học

Off campus = ngoài khuôn viên đại học

Dormitory /'dɔ:mitɔ:ri/ = Dorm /dɔ:m/ = ký túc xá (n)

Roommate /'rummeɪt/ = người ở cùng phòng (n)

I enjoyed being here = tôi thích ở đây [To enjoy + V-ing]

Sandy is living on campus in a dormitory = Sandy sống trong một ký túc xá đại học.

- E-mail - It's time to check our e-mail. We have an e mail from Marvin in Austin, Texas. His question is: Where do you live? Do you live on campus? - Yes, I do - In a dormitory - Yes, I live in a dormitory - Do you have a roommate? - Yes, I do. I have a roommate. He comes from

Arizona - I see. Thanks for being our guest today - Thank you. I enjoyed being here - Let's take a break.

- Listen and Answer. Listen for the bell, and say your answer - Is Sandy a student? - Yes, he is. He's a student - Does he go to Georgetown University - No, he doesn't. He goes to American University - Is he taking any science courses? - Yes, he is. He's taking Chemistry and Physics- Is he studying Spanish? - No, he isn't. He isn't studying Spanish - Does he live on campus? - Yes, he does. He lives on campus - Does he have a roommate? - Yes, he does. He has a roommate - Does his roommate come from California? - No, he doesn't. Sandy's roommate comes from Arizona

Leaving a message = nhắn tin ; To leave a message = gửi lời nhắn

At work = đang làm việc; 555 3206 [five five five three two oh six].

- Daily Dialog: Leaving a Message, part 2. Listen to the conversation - Hello - Is this Bob? - No, this is James - Is Bob there? - No, he's not. He's at work - Can I leave a message? - Sure. Go ahead - This is Susan Barnes - Could you spell that? - Sure. It's B as in Boy, A R N E S. - And your number? - It's 555 3206 (five five five three two oh six) - That's right - Listen and repeat.

Unit 30

To tour /tuə/ = đi du lịch; Tourism /'tuərizm/ = ngành du lịch (n)

Tourist /'tuərist/ = du khách (n); Tour = cuộc du lịch, chuyến du lịch (n)

Air and Space Museum = hàng không và không gian; Space = không gian vũ trụ (n)

Astronaut /'æstrənɔ:t/ = phi hành gia; Museum /'mju:ziəm/ = bảo tàng viện (n)

Cafeteria /kæfi'tiəriə/ = tiệm ăn nhỏ (n)

By yourself = một mình [dùng cho ngôi thứ hai số ít].

I'm staying with her for a few days = tôi ở nhà chị tôi vài ngày.

He's wearing a gray jacket = anh ta mặc một áo tây màu xám.

She's eating lunch at the cafeteria in the museum = bà ấy đang ăn trưa ở tiệm ăn nhỏ trong bảo tàng viện.

- Man on the Street - This is the Dynamic English Man on the Street, Kent Moss. Today I'm standing in front of the Air and Space Museum in Washington, D.C. People are waiting to see the American astronaut, John Dale. He's making a special visit here today. Excuse me? - Yes - Are you waiting to see John Dale? - Yes, that's right - Are you here by yourself? - No, my sister is with me. Well, she's not here right now - Do you live in Washington? - No, I don't. I'm from Ohio. I'm here visiting my sister. I'm staying with her for a few days - She lives in Washington? - That's right. Oh, look! There's John Dale now! - Where? - He's coming through that door. Do you see him? He's wearing a gray jacket - Oh, yes. There he is. Excuse me... Well, thanks for talking with me - My pleasure.

Max's wife's job's search = vợ anh Max tìm việc làm.

A job interview = phỏng vấn trước khi xin việc

To apply for a job = xin việc làm; Company/Companies = công ty (n)

Computer /kəm'pjʊ:tə/ = máy tính, điện toán (n); Part time = bán thời gian

A good job = việc làm tốt; Went well = tiến hành tốt đẹp

Flexible /'fleksəbəl/ = mềm dẻo, linh động (adj); Flexibly = có tính linh động (adv)

Flexible schedule = thời biểu làm việc linh động

Certain = chắc chắn (adj); To offer /'ɔfə/ = cho; Well, it's not certain = không chắc

They haven't offered it to her yet = họ chưa nhận sẽ cho cô ấy việc làm.

- And...we're off the air. Good show, guys - Oh Max, there was a message from your wife. She said the job interview went well - Oh, that's great. She applied for a job with a small company in Bethesda. She had her second interview today - What kind of company is it? - It's a computer company - Do you think it's a good job for her? - Oh, it's perfect! It's part time, with a flexible

schedule. And she'll be able to do some of the work at home - Oh, I hope she gets it - I think she will. They seem to like her a lot - Oh, hi Elizabeth. It looks as if Max's wife has found a new job - Well, it's not certain. They haven't offered it to her yet - Well, wish her the best of luck - I'll do that - Quiet please, everyone. Ready for Functioning in Business. Cue music.

To end a conversation = chấm dứt một cuộc nói chuyện

To arrange a meeting = hẹn ngày giờ và nơi gặp

Decision /di'siʒən/ = điều quyết định, sự quyết định (n)

Decisive /di'saisiv/ = kiên quyết, dứt khoát (adj)

To decide /di'said/ = To make a decision = quyết định; Purchase = mua (n, v)

Industrial Robots = người máy dùng trong kỹ nghệ; Boss /bɒs/ = người chỉ huy, sếp (n)

Head office = văn phòng chính; Plant /plænt/ = xưởng máy, thực vật (n)

The decision would have to come from his boss = quyết định là do người xấp của ông ta.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Making and appointment, part 5". This program focuses on confirming meeting times and ending a conversation.

- Interview - On today's program I'll be talking with Charles Blake. Mr. Blake is speaking to us by phone from his company's head office in Beijing - Hello, Mr - How are you? - Fine, thank you - In this show we're going to listen to the second part of your phone to Mr. Mike Epstein of Advanced Technologies - That's right. I called him from my hotel when I arrived in San Francisco on June...June 10th. I wanted to meet with him and with his boss... - Shirley Graham - That's right, Ms. Graham. I knew that Mr. Epstein wanted to purchase industrial robots for the new plant. But he wasn't the one making the decision. The decision would have to come from his boss, Shirley Graham. So I was looking forward to meeting with her - OK. Let's listen to the conversation.

Show you around = đưa đi xem thành phố

Project /'pra,dʒekt, -dʒikt/ = dự án (n)

I'll look forward to seeing you = tôi mong gặp bạn

To keep your schedule free around lunch time = xin đừng hẹn ai vào gần giờ ăn trưa

- Dialog. Let's listen to the second part of the conversation between Mr. Blake and Mr. Epstein - I'll tell you what, I'll meet you tomorrow around 11:15. Then we can go to lunch, and then I'll show you around San Francisco - That sounds very nice - Great, just one other thing... I would like to introduce you to one of our vice presidents, Ms. Shirley Graham. She's the manager of the project that I'm working on, and I was wondering if we could get together again, say, Wednesday - Ah, I have no plans on Wednesday, and I would like to meet her - Okay, ah, if you could keep your schedule free around lunch time on Wednesday, and then I'll finalize the appointment with her - Okay, very good - All right, I'll look forward to seeing you tomorrow morning - Okay, that's tomorrow, 11:15, at the hotel.

I'll look forward to seeing you tomorrow morning = See you tomorrow morning = sáng mai tôi sẽ gặp ông.

- Variations. Listen to these variations - I'll look forward to seeing you tomorrow morning - See you tomorrow morning - That's tomorrow, 11:15, at the hotel - So I'll see you tomorrow at 11:15 at my hotel - I'm looking forward to seeing you too - I'll look forward to seeing you too - Bye bye - Good bye.

To keep my schedule open = để thời biểu trống, không hẹn ai.

I was pretty tired from my flight = tôi khá mệt sau chuyến bay.

I want to be well-rested = tôi muốn nghỉ ngơi cho thật khỏe.

- Interview - So you arrange to meet with Mr. Epstein on Tuesday, and with Ms. Graham on the following day, on Wednesday - That's right. I agreed to keep my schedule open on Wednesday to meet with Ms. Graham. Mr. Epstein said he would let me know when the meeting was confirmed - What do you do for the rest of the evening...Monday evening? - Well, I was pretty tired from my

flight, so I had dinner at the hotel, and then went to bed. I wanted to be well-rested the next day for my meeting with Mr. Epstein - I see. Thank you for talking with us - My pleasure - Let's take a short break.

Unit 31

Back build up of long sentences = tập nói câu dài thêm dần vào cuối câu.

- Listen and Repeat - I'll look forward... - I'll look forward to seeing you... - I'll look forward to seeing you tomorrow morning - She's the manager... - She's the manager of the project... - She's the manager of the project that I'm working on - I was wondering... - I was wondering if we could get together again... - I was wondering if we could get together again, say Wednesday.

Fourteen /fɔ:'ti:n/ = 14; Fourteenth /fɔ:'ti:nθ/ = thứ 14

Forty /'fɔ:ti/ = 40; Fortieth /'fɔ:tiiθ/ = thứ 40

Seventeen /,sevn'ti:n/ = 17; Seventeenth /,sevn'ti:nθ/ = thứ 17

Seventy /'sevnti/ = 70; Seventieth /'sevntiiθ/ = thứ 70

Misunderstanding /,misʌndə'stændɪŋ/ = lời hiểu nhầm (n)

To prevent /pri'vent/ = tránh, ngăn ngừa; Preventive (adj)

Prevention /pri'venʃn/ = sự ngăn ngừa, sự ngăn trở (n); Sound = âm thanh, tiếng động (n)

To sound /saund/ = phát âm, nghe, có vẻ; Sound = ngon giấc, yên giấc (adj)

Did you say one four or four zero? = bạn nói 14 hay 40?

14 and 40 sound similar = số 14 và 40 đọc nghe có vẻ giống nhau.

That sounds good = điều đó có vẻ tốt, thuận tiện; Sound = âm thanh (n)

- Culture Tips - Hello again, We're here with Gary Engleton, our business language expert. Let's look at our e-mail questions, Gary - All right - Well today we have a very important e-mail question - What is it? - The question is, "How can I prevent misunderstanding about the time and place for an appointment?" I've had problems in the past, especially with appointments made on the phone - Yes, that's a very good question - It's very important to confirm the time and place of the meeting at the end of a phone call - Ut huh - For example, you might say, "Soooo...that's Wednesday at 1 p.m. in front of the Regis Hotel." You should always say the day, the time, and the meeting place. The other person should say something like, "Yes, that's right." - That's good advice - There are some things to be careful about when confirming the time and place for a meeting. Be careful with numbers like 14 and 40. They are confusing because they sound similar - Yes, they really do sound similar. How do you know which is correct? - If you're not sure, ask the person. For example, you can say, "Did you say one four or four zero?" - That's a good idea - And ask the other person to spell all names. For example, if the other person says to meet at the Regis Hotel, say, "Could you spell Regis?" - Uh huh - You don't want to miss a meeting because of a simple misunderstanding - That's for sure. Thanks, Gary. Once again. You've given us a great deal of important information - My pleasure.

At : trước số nhà, nơi chốn, trước giờ

On: trước tên đường, từng lần, ngày

In: trước tháng, năm

At 60 Osborne Terrace; At 2 o'clock; At your hotel; At the Cafe Royyal

On the 17th Street; on the 7th floor; On Monday, On the 13th; In June; In 1960.

- Listen to the Speakers. Listen for the bell then say your answer - Let's meet at o'clock in the conference room - Did she say "two o'clock" or "ten o'clock"? - She said two o'clock - The hotel is at 60 Osborn Terrace - Did he say sixteen or sixty? - He said sixty. Six, zero - Let's meet at my office. It's on the fourteen floor - Is her office on the fourteen floor or on the fortieth floor? - It's on the fourteen floor. One, four - The restaurant is on the 17th Street, near the museum - Is the restaurant on seventeenth street, or seventieth street? - It's on the seventeenth street. One, seven.

Confirming meeting times = xác nhận ngày giờ hẹn.

*So we'll meet at 11:15 at your hotel = vậy chúng ta sẽ gặp lúc 11 giờ 15 tại khách sạn ông ở.
That's tomorrow at 7 p.m. in front of your office = vậy là chúng ta sẽ gặp lúc bảy giờ tối trước văn phòng của ông.*

I'll see you on the 13th at the Cafe Royale at 2:00 = tôi sẽ gặp ông vào ngày 13 (tháng này) lúc 2 giờ chiều ở tiệm Cafe Royale.

- Business Dialog - Let's listen to three examples of confirmation. Number 1: - So we'll meet tomorrow at 11:15 at your hotel - Good. I'll see you then - Number 2: - Let's see. That's tomorrow at 7 p.m. in front of your office - Sounds good. See you then - Number 3: - OK. I'll see you on the 13th at the Cafe Royale at 2:00 - I'm looking forward to seeing you.

- Focus on Functions: Confirming - Let's focus on confirming the time and place of a meeting - Listen and repeat - So we'll meet tomorrow at 11:15 - So we'll meet tomorrow at 11:15 at your hotel - That's tomorrow at 7 p.m. - That's tomorrow at 7 p.m. in front of your office - I'll see you on the 13th at the Cafe Royale - I'll see you on the 13th at the Cafe Royale at 2:00.

That's... = đó là..

*That's tomorrow at 7 pm in front of your office = vậy là bảy giờ tối mai trước văn phòng ông
So.. = vậy là...*

So we'll meet you tomorrow at 11:15 at your hotel = vậy là ngày mai chúng tôi sẽ gặp lại bạn lúc 11 giờ 15 ở khách sạn của bạn.

Sounds good. See you then... = vậy là thuận tiện, xin hẹn gặp vào lúc đó...

OK, I'll see you on the 13th at the Cafe Royal = vâng, tôi sẽ gặp ông vào hôm 13 tháng này ở tiệm Cafe Royal.

I'll look forward to seeing you then = tôi mong sẽ gặp ông vào lúc đó.

- Gary's Tips - Now it's time for Gary's tips with Gary Engleton! - Hello, Elizabeth. Today we'll look at some ways to confirm the time and place of a meeting at the end of a conversation. One way is to use the word "So..." - So we'll meet tomorrow at 11:15 at your hotel - Good. I'll see you then - Another way is to confirm meeting arrangements is to say "That's..." and then the time and place - Let's see. That's tomorrow at 7 p.m. in front of your office - Sounds good. See you then - A third way to confirm a meeting is to say "I'll see you" and then the time and place of the meeting - OK. I'll see you on the 13th at the Cafe Royale - I'm looking forward to seeing you - No matter how well you speak English, it is good idea to always confirm the time and place of your meeting. Finally, you can end the conversation by saying, "I'm looking forward to seeing you." If you don't know the person, use the word "meeting" instead of "seeing" you - Sooo...if you don't know the person, say, "I'm looking forward to meeting you" - Yes, that's right. Thanks for joining us today for Gary's Tips. We'll see you again next time - Thanks, Gary.

Unit 32

What's your telephone number? = điện thoại của bạn số mấy?

A receptionist/ri'sep'sənist/ = người giữ máy điện thoại

To receive/ri'si:v/ = nhận, đón tiếp; Receipt/ri'si:t/ = giấy biên nhận (n)

Reception/ri'sep'sən/ = sự tiếp đón, nơi đón nhận (n)

Receiver = người nhận (n); Law firm = văn phòng tổ hợp luật sư

She's a receptionist at a law firm in Washington = cô ta là người giữ máy điện thoại ở một văn phòng luật sư ở thủ đô Washington.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a beginning language course and an introduction to American people and culture. Today's unit is "What's your telephone number?"

- Hi, Max - Hi, Kathy. How are you? - Fine. And you? - Fine. Who's our guest today? - Today's guest is Denise Collins. She's a receptionist at a law firm here in Washington. She's their Employee of the Year. She's going to talk about her job.

- Phone Numbers. Listen and repeat - 1 5 7 9 - 1 5 7 9 - 5 4 3 1 5 7 9 - 5 4 3 1 5 7 9 - 5 3 8 8 - 5 3 8 8 - 2 0 2 5 3 8 8 - 2 0 2 5 3 8 8.

Blind /blaɪnd/ = mù (adj); Answer phones = trả lời điện thoại

To greet visitors = chào khách; To take messages = ghi lại lời nhắn

Congratulations on your award = mừng bạn được giải thưởng

Sometimes I schedule appointments = đôi khi tôi ghi ngày giờ hẹn.

Award /ə'wɔ:d/ = giải thưởng (n); To award = thưởng, tặng

Who do you work for? = bạn làm cho sở nào?

Could I have your telephone numbers, please = xin cho tôi số điện thoại của ông/bà/cô.

- Interview - Now it's time for today's interview. Our guest today is Dennis Collins. Good morning, Ms. Collins - Good morning. Please call me Denise - OK. Please call me Kathy. Congratulations on your award, Employee of the Year - Thank you - Tell us about yourself - I'm a receptionist - I work for Graham and Green. It's a law firm - Can you tell us a little about your work? - Well, I answer phones. I take messages. And I greet visitors. Sometimes I schedule appointments - Anything else? - Most of my work is on the telephone. As you know, I'm blind. I can't see. So there are some things I can't do - I know you do a wonderful job - Well, thank you - Our guest today is Denise Collins. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Your telephone number - Could I have...your telephone number? - Could I have...your telephone number, please? - Could I have...your telephone number, please? - It's 5 7 9 2 6 0 2 - 5 7 9 2 6 0 2? - Yes, that's right - Could I have your telephone number, please? - It's 9 2 3 8 3 7 1 - 9 2 3 8 3 7 1? - That's right.

Apartment /ə'pɑ:tmənt/ = một căn phòng (n); Picture /'pɪktʃə/ = hình, bức tranh (n)

To picture = hình dung, tưởng tượng ra; Get the picture = hiểu (idm)

Picturesque /'pɪktʃə'resk/ = đẹp, gây ấn tượng mạnh (adj)

Employee of the Year = nhân viên được chọn là gương mẫu trong năm

- Interview - We're talking with Denise Collins, Employee of the Year at Graham and Green. Do you live in Washington? - I live in Belle Haven - Belle Haven? Where's that? - It's in Virginia. It's near Alexandria. We live in an apartment, my husband and I, and our children - How many children do you have? - Two. Two girls - How old are they? - Well, Rachel is eleven and Alex is seven. Here are their pictures - Oh, they're beautiful! - Well, thank you - Our guest is Denise Collins. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Who does Denise work for? - She works for Graham and Green - Where does she live? - She lives in Belle Haven, Virginia - Is she married? - Yes, she is - Does she have any children? - Yes, she does - She has two daughters - How old are her children? - One is eleven and the other is seven.

An office = văn phòng; A lawyer = An attorney = luật sư

Law classes = lớp học luật; Night school = trường dạy các lớp buổi tối

I'm studying to be a lawyer = tôi học để làm luật sư.

I want to be a lawyer some day = tôi muốn một ngày kia thành một luật sư.

I'm taking law classes at night school = tôi đang theo học các lớp về luật vào buổi tối.

- Interview - We're back with Denise Collins. She's the Graham and Green Employee of the Year. Do you like your work? - Yes, I do, I like talking to people. And I really like people in my office, the lawyers. I want to be a lawyer some day. Right now, I'm taking law classes at night school - That's wonderful. Thank you for being our guest today - Thank you for having me on your show - Let's take a short break.

- Listen and Answer. Listen for the bell, then say your answer - What kind of firm does Denise work for? - She works for a law firm - Does she like her work? - Yes, she does. She likes her work - Is she a lawyer? - No, she isn't. She's a receptionist - Does she want to be a lawyer? - Yes, she does. She wants to be a lawyer.

A wrong number = nhầm số điện thoại; Bookstore /'bʊk.stɔ:/ = tiệm sách (n)

I'm sorry. I must have the wrong number = xin lỗi chắc tôi gọi nhầm số.

- Daily Dialog: Leaving a Message, part 3. Listen to the conversation - Hello - Hi. Is this Bob? - No, this is James - Is Bob there? - No, he's not. He's at work - OK. Can I leave a message? - Sure. Go ahead - This is Susan Barnes - Could you please spell that? - Sure. It's B as in Boy, A, R, N, E, S. Barnes - And your number? - It's 555 3206 - 555 3206 - That's right - Is Bob at the hospital? - The hospital? - Yes. Doesn't he work at the hospital? - No, he works in a bookstore - Is this 555 9207? - No, this is 555 9270 - Oh, I'm sorry. I must have the wrong number! - Listen and repeat .

Unit 33

A break in = vụ ăn trộm; *Hole* /'houl/ = lỗ (n)

Golf / galf, gɒlf/ = môn banh Gôn (n); *Club* /klʌb/ = gậy (n); *Golf ball* = trái banh Gôn

Golf course /kɔ:s/ = sân chơi banh Gôn (n); *Average* /'ævərɪdʒ/ = trung bình (adj)

Average american family = gia đình người Mỹ trung bình

- This week's question is How many? Listen carefully. How many? We'll have the answers on the next show - Question number 1: How many states are there in the United States? How many states are there in the United States? - Question number 2: How many holes are there in a golf course? How many holes are there in a golf course? - Question number 3: How many children are there in the average American family? How many children are there in the average American family? We'll answer these questions on our next show.

- A Question for You - Now here's a question for you - Listen for the bell, then say your answer - What's your telephone number? - Thank you.

To break In/Into = trộm; *A break in* = vụ trộm

Take /teik/ = lấy (v, n); *To call you back* = gọi lại sau

To make a mess = làm bừa bãi; *Secret* /'si:krit/ = bí mật (adj, n)

To Tear/Tore/Torn up the place = lục lọi và bỏ bừa bãi mọi nơi trong nhà.

Be looking for sth = tìm vật nào đó

Lab /læb/ = Laboratory /'læbrətɔ:ri/ = phòng thí nghiệm (n)

- And... we're off the air. Good show, guys - Great show. Hi Elizabeth. How was your visit to Boris's lab? - Interesting. But I can't talk about it - Oh, a secret, huh? - Hello. Yes. It's for you - Hello. Yes...I see...what?! Did they take anything? Unh huh. Oh, no...Okay, I'll call you back after the show - What happened? - Someone broke into Boris's apartment - Is he OK? - Yes, he's fine. He wasn't there. But they really tore up the place - Did they take anything? - He's not sure. They didn't take his TV or computer. But they really made a mess. They seemed to be looking for something - Quiet please. Ready for Functioning in Business. Cue music.

Products = sản phẩm (n); *Overseas* = ngoại quốc (adj)

Foreign customers = khách hàng người ngoại quốc; *Phone conversation* = cuộc điện đàm

To record /ri 'kɔ:d/ = ghi lại; *Record* /'rekɔ:d/ = đĩa hát, hồ sơ, thành tích, kỷ lục (n)

Do you like your job? = bạn có thích việc bạn đang làm không?

Do you get many calls from overseas? = bạn có nhận được nhiều điện thoại từ ngoại quốc không?

- Interview - Today's guest is Arnold Jefferson. Mr. Jefferson is a receptionist at Advanced Technologies. Welcome to our show, Mr. Jefferson - Oh, please call me Arnold. Everyone does - OK, Arnold. Tell us, how long have you worked at Advanced Technologies - Oh, I've been there for about five years - Do you like your job? - Oh, very much. I enjoy talking to people - Do you get many calls from overseas? - Yes, we do. We sell a lot of our products overseas, so we get a lot of questions from foreign customers - Do they usually speak English? - Of course. When people call most American companies, they need to speak English - As you know, last year, we recorded a number of your phone conversations - Yes - Let's listen now to one of these conversations.

One moment, please = xin chờ một chút

Not at his desk = không có ở bàn giấy của ông ta.

Can I take a message? = tôi có thể ghi lại lời ông/bà nhắn lại không?

To spell your name = xin đánh vần quý danh

Your phone number = điện thoại số mấy?

On the road = đang di chuyển; *To reach* = gọi (điện thoại)

I'll try to reach him tomorrow = mai tôi sẽ gọi điện thoại cho ông ấy.

- Let's listen to Mr. Jefferson answering a phone call at Advanced Technologies - Advanced Technologies - Yes, this is Hans Schmidt of Omnitech. May I please speak to Mr. Michael Epstein? - One moment, please. I'm sorry, but Mr. Epstein is not at his desk. Can I take a message? - Yes, could you please tell him I called? - Certainly. Could you spell your name for me? - Yes. It's Hans, H A N S. Schmidt, S C H M I D T - S C H M I D T? - Yes, that's right - And your phone number? - I'm on the road, so he won't be able to reach me. Could you please tell him that I'll try to reach him tomorrow? - Certainly. I'll give him the message - Thank you - You're welcome, Mr. Schmidt.

Can I take your message? = Would you like to leave a message? = bạn có muốn nhắn lại không?

Could you please tell him I called? = Could you please let him know I called? = xin ông cho ông ấy biết là tôi có gọi cho ông ấy.

- Variations. Listen to these variations - I'll look forward to seeing you tomorrow morning - May I please speak to Mr. Epstein? - I'd like to speak with Mr. Michael Epstein, please - Can I take a message? - Would you like to leave a message? - Could you please tell him I called? - Could you let him know I called? - Could you please spell your name for me? - Would you mind spelling your name? - I'll try to reach him tomorrow - I'll call back tomorrow.

A phone number = số điện thoại

An address /ə'dres/ = địa chỉ; *Spelling* = đánh vần; *To call back* = gọi lại

To repeat back = đọc lại; *Confirm the information* = xác nhận tin tức cho đúng.

- Is it difficult to take messages on the phone? - Not really. But it's very important for me to confirm the information I hear - For example? - Well, for example, spelling. Foreign names are sometimes difficult to understand. So I usually ask the caller to spell his or her name. It's even more important to confirm numbers: phone numbers, addresses, and so on - Yes, if a phone number is not correct, you can't call back - Exactly. So I'm always sure to repeat back a phone number - I see. Thank you very much for speaking with us - Thank you. I've enjoyed being here.

Unit 34

- Questions. Listen to the questions - What is the name of the man who is calling? - Now listen to the dialog - Advanced Technologies - Yes, this is Hans Schmidt of Omnitech. May I please speak to Mr. Michael Epstein? - One moment, please - What is the name of the man who is calling? - His name is Schmidt - Listen to the question - How do you spell Schmidt? - Certainly. Could you spell your name for me? - Yes. It's Hans, H A N S. Schmidt, S C H M I D T - S C H M I D T? - Yes, that's right - How do you spell Schmidt? - S C H M I D T.

Aspect /'æspekt/ = khía cạnh (n)

Key word = chữ chủ chốt, quan trọng

To prevent problems from happening = tránh không để vấn đề khó khăn xảy ra.

Break the numbers into small groups = chia số điện thoại thành nhóm nhỏ.

To confirm all information = xác nhận lại tất cả tin tức

Inform /in'fɔ:m/ = cho biết (v); *Informative* /in'fɔ:mətiv/ = cung cấp tin tức (adj)

- Culture Tips - Hello again, We're here with Gary Engleton, our business language expert. Let's look at our e-mail questions, Gary - Okay - Well Gary, today we have an e-mail about a very important aspect of using phones. The question is, "Sometimes when I leave a message, the person I'm calling gets incorrect information." What can I do to prevent problems? - That's a very good

question. The key word in the question is “prevent.” You have to prevent problems from happening - How do you do that? - Well, with a good receptionist, it's very easy. A good receptionist will ask you if you like to leave a message. Then the receptionist will repeat everything that you say - So a good receptionist confirms all information - Yes, that's right - What if you get a poor receptionist? - Well, first, you may have to say, “I'd like to leave a message,” if the receptionist doesn't offer to take a message. And if the receptionist doesn't repeat all information, then you have to confirm it - For example, after you give the receptionist the name of your hotel, you can say, “Would you like me to spell it?” or “Would you like me to repeat that?” - That's good advice - Another tip is to speak slowly and pronounce everything clearly. For telephone numbers, break the numbers into small groups, like 415...234...46...98. You can avoid problems by confirming all information - Gary, thank you again for your good advice - My pleasure.

- Listen Carefully. Practice confirming information. Finish the sentences - My phone number is 573 6042 - That's 583... - That's 573 6042 - My number is 697 2852 - That's 697... - That's 697 2852 - Let me give you my phone number: It's 606 9357 - That's 606... - That's 606 9357.

Could you please ask Mr. Webber to call me back before 5:00 today? = xin ông nói với ông Webber gọi điện thoại cho tôi trước 5 giờ chiều nay.

Would you please spell your last name? = xin bà đánh vần họ của bà?

I'll give Mr. Webber your message = tôi sẽ chuyển lời nhắn của bà cho ông Webber.

- Business Dialog - Let's listen to today's Business Dialog. Pay attention to how the receptionist asks for information and then confirms it - Webber Industries, can I help you? - Yes, this is Roberta Milton from Myer's Shipping Company. Could I speak with Mr. Webber, please? - I'm afraid Mr. Webber isn't here right now. Can I take a message? - Yes, of course. Could you please ask Mr. Webber to call me back before 5:00 today? - Yes, of course. Would you please spell your last name? - Certainly. M I L T O N - That's M I L D O N - No, M I L...Tee! as in TEN..O N - Oh, M I L T O N - That's right - Could I have your telephone number please? - Yes. 877 30 88 - That 877 30 88? - Yes, That's right - I'll give Mr. Webber your message - Thank you.

Key sentences = những câu chủ chốt, quan trọng

Mr. Webber isn't here right now = ông Webber hiện không có mặt ở văn phòng.

Can I take a message = tôi ghi lại lời nhắn được không?

To spell your name, please = xin đánh vần quý danh.

Could I have your telephone number please = điện thoại của ông/bà số mấy?

- Listen and Repeat. Repeat these key sentences - I'm afraid Mr. Webber isn't here right now - Can I take a message? - Would you please spell your last name? - Could I have your telephone number, please? - I'll give Mr. Webber your message.

Could I speak with Mr. Webber, please = xin cho tôi nói chuyện với Ông Webber.

Would you please spell your last name? = xin vui lòng đánh vần họ của ông/bà.

Could I have your telephone number, please? = xin cho tôi số điện thoại của ông/bà.

You will save yourself a lot of trouble! = bạn sẽ tránh cho mình khỏi bị nhiều phiền hà.

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth. Today we'll focus on how to leave a message. Notice how Ms. Milton uses “Could” to make polite requests. - Could I speak with Mr. Webber, please? - I'm afraid Mr. Webber isn't here right now. Can I take a message? - Yes, of course. Could you please ask Mr. Webber to call me back before 5:00 today? - Yes, of course - The receptionist also uses the polite form “Could” and “Would” to ask for information. Would you please spell your last name? - Certainly. M I L T O N - That's M I L D O N - No, M I L...Tee! as in TEN..O N - Oh, M I L T O N - That's right - Could I have your telephone number please? - Yes. 877 30 88 - Notice that the receptionist made a mistake in spelling Ms. Milton's name. But that wasn't a problem because she repeated what she heard and then Ms. Milton corrected her. Notice that Ms. Milton used the expression “T as in TEN” to help the receptionist understand how to spell her name. Let's listen again - That's M I L D O N - No, M I L...Tee! as in TEN..O N - Oh, M I L T O N - So always be sure to confirm all information when

you are leaving a message. You will save yourself a lot of trouble! Well, that's all the time we have. Thanks for joining us today for Gary's Tips. We'll see you again next time - Thanks, Gary - Well, our time is up. Tune in next time for Functioning in Business. See you then!

Unit 35

I have one child = tôi có một cháu nhỏ

Family members = thành phần trong gia đình

A teacher = giáo viên; *A school* = trường học

Job /dʒɒb/ = công việc làm (n)

Beauty /'bju:ti/ = vẻ đẹp, sắc đẹp, nhan sắc (n)

To beautify /'bju:tə,faɪ, 'bju:ti,faɪ// = làm đẹp, tô điểm

Beautiful /'bju:təfəl, 'bju:tɪfəl/ = đẹp, hay (adj)

Beautifully = tốt đẹp, đáng hài lòng (adv)

Beautician /bju:'tiʃən/ = chuyên gia làm đẹp (n)

Teacher of the Year = giáo viên/sư gương mẫu trong năm.

I love teaching = tôi thích nghề dạy học

He loves his teacher = nó mến giáo viên của nó.

It's a beautiful day = hôm nay trời đẹp; *She's beautiful* = cô ấy đẹp.

We're talking about his job and family = chúng ta nói về công việc và gia đình ông.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a beginning language course and an introduction to American people and culture. Today's unit is "I have one child".

- Hi, Kathy. How are you? - I'm fine. And you? - Just great. It's a beautiful day, isn't it? - Yes. It is a beautiful day - Who's our guest today? - Our guest today is Richard Chen. He's is Teacher of the Year at his school - And what are we going to talk about today? - We're going to talk about his job and family - His job and his family? That sounds interesting - I hope so.

Child/children = con, đứa trẻ (n)

Boy = con trai (n); *Girl* = con gái (n)

Wife = vợ (n); *Husband* = chồng (n)

Son = con trai (n); *Daughter* = con gái (n)

I teach science and math = tôi dạy môn khoa học và toán.

Mathematics = Math = môn toán (n); *I'm married* = tôi đã lập gia đình.

I have one child = tôi có một đứa con; *He's five years old* = nó lên năm tuổi.

He's in kindergarten = nó đang học lớp mẫu giáo (vườn trẻ); *Congratulations!* = xin mừng

- Interview - Now it's time for today's interview. Our guest today is Richard Chen. Good morning, Mr. Chen. Welcome to New Dynamic English - Thank you. Please call me Richard - OK. Please call me Kathy - OK, Kathy - You're the Teacher of the Year. Congratulations - Thank you - What do you teach? - I teach science and math - Do you like it? - Yes, I do. I love teaching - Richard, tell us a little about your family - Well. I'm married and I have one child - A boy or a girl? - He's a boy - What's his name? - His name is Jason - How old is he? - He's five years old - What's our wife's name? - Her name is Jenny - Jenny - That's right. Jenny. She and I both come from Hongkong. Thank you, Richard - Our guest is Richard Chen. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - I'm married - I have a wife - Her name is Jenny - I have a son - His name is Jason.

Do you have any daughters? = bạn có con gái không?

I don't have any daughters = tôi không có con gái.

Does he have any daughters? = ông ta có con gái không?

He doesn't have any daughters = ông ta không có con gái.

- Telephone - We're back with Richard Chen. He's married and has one son. Richard, some of our listeners have questions for you. Let's take a telephone call - Hello. You're on the air with New Dynamic English - Hello. My name is Rachel. I'm from New Orleans. I have a question for Richard - Yes, go ahead - I have three daughters in my family. Do you have any daughters? - No, I don't have any daughters. I have one child, a son - I see. Does your boy go to school? - Yes, he does. He's in kindergarten - Does he like school? - Yes, he does. He loves his teacher - I see. Thank you - Thank you for calling.

Do you have any children? = bạn có con nhỏ không?

- Listen and Repeat - Are you married? - Yes, I am - I'm married - Do you have any children? - Yes, I do - I have one child - Do you have any sons? - Yes, I do - I have one son - Do you have any daughters? - No, I don't - I don't have any daughters.

Beautiful = xinh đẹp (adj); Tall = cao (adj)

Short /ʃɔ:t/ = thấp (adj); Fun = sự vui đùa, vui thích, trò vui (n)

Funny /'fʌni/ = buồn cười, khôi hài, ngộ nghĩnh (adj)

I had fun = tôi vui; It's a lot of fun = vui lắm

Interesting = lý thú (adj); Richard's wife is a model = vợ ông Richard Chen là người mẫu.

- E-mail - Welcome back. It's time to check our e-mail. We have an e-mail from Mark in San Jose, California. Richard, he has a question about your wife, Jenny. His question is: What does she do? - She's a model - Really? Is she beautiful? - Yes, she is. She's very beautiful. And she's very tall - I see. You have a very interesting family - Thank you - Thank you for being on our show - Thank you. I really had fun - Let's take a short break.

Is she beautiful? = cô ấy có đẹp không; Is she married? = cô ấy có chồng chưa?

- Listen and Answer. Listen for the bell, then say your answer - Is Richard a doctor? - No, he isn't. He's a teacher - Is he married? - Yes, he is. He's married - Is his wife beautiful? - Yes, she is. She's beautiful - Does he have a daughter? - No, he doesn't. He doesn't have a daughter - Does he have a son? - Yes, he does. He has one son.

- Listen to the Conversation - Oooh. Who's she? - Oh, that's Tina Harrison - Is she married? - No, she isn't - Really? - Listen and repeat - Oooh. Who's she? - Oh, that's Tina Harrison - Is she married? - No, she isn't.

Unit 36

- Question of the Week! - It's time to answer last week's question - What language do they speak? - Are you ready? - Okay! - Here's our first language - Je m'appelle Pierre. Je parle français - Okay, Kathy? What language does he speak? - Je parle français...Je parle français...I guess...French. He speaks French - That's right. He speaks French - OK. Language number two. The question is: What language does she speak? - Me llamo Maria. Hablo español - Ok, Kathy. What do you think? - Can you play it again, please? - Sure - Me llamo Maria. Hablo español - Oh, I know - She speaks Spanish - That's right. She speaks Spanish - You speak Spanish, don't you, Kathy? - That's right. I speak Spanish - OK. Here's the last question. What language does she speak? - Let's hear it again - OK, Kathy. What language is it? - I'm not sure. Is it...Russian? - Yes, you're right! She speaks Russian. Very good - Thank you. This is fun.

To baby-sit /'beibisit/ = trông trẻ em hộ

Baby-sitter = người trông trẻ hộ (n)

Movie /'mu:vi/ = phim xi nê (n)

To go to a movie = đi coi phim; Free = rảnh rỗi, trống (adj)

That's too much trouble = như vậy phiền quá.

It's no trouble at all = không có gì phiền đâu.

I'll be looking forward to it = tôi mong chờ chuyện đó.

I really appreciate this = tôi rất cảm ơn về chuyện này.

Kathy offers to baby sit for Max so that Max and his wife, Karen, can go to a movie = Kathy nhận trông con hộ Max và vợ ông là Karen để hai người có thể đi coi phim.

- A question for You - Listen for the bell then say your answer - Are you married? - Oh. Thank you - OK... We're off the air. Good show, Kathy, Max - Thanks, Larry. What are you doing this evening, Max? - I'm not sure - My wife and I were thinking of going to a movie. But we don't have a baby-sitter - A baby-sitter? I'm free tonight. I can baby-sit for you - Oh no. That's too much trouble - Oh no, it's no trouble at all. I love children - Really? Are you sure? - Yes, really. I'll be looking forward to it. What time should I come to your house? - Well, how about seven thirty? - That's fine - OK. I really appreciate this - My pleasure. Oh, hi Elizabeth. Are you ready for your show? - Yes, thanks. We're about to begin - OK. Good luck - Quiet please, everyone. Ready for Functioning in Business.

To make a reservation = To reserve a room = giữ phòng

To reserve /ri'zə:v/ = đặt trước, dành chỗ

Reserved /ri'zə:vd/ = dành riêng, đã dành trước, dè dặt (adj)

A single room = phòng cho một người

A hotel reservation = giữ phòng trước ở khách sạn.

Hotel Staff = nhân viên khách sạn; Reasonably priced = giá phải chăng

How's the weather in New York? = thời tiết ở New York ra sao?

It's little chilly today = hôm nay trời hơi rét (lạnh).

Studio /'stju:di,ou/ = phòng thu thanh (n)

Manufacture = sản xuất, chế tạo (v, n)

Industrial Robots = người máy dùng trong kỹ nghệ

To be in charge of = chịu trách nhiệm về

To be responsible for = chịu trách nhiệm;

Responsibility = nhiệm vụ (n); Main /mein/ = chính (adj)

Mainly = chủ yếu (adv); Main Responsibility = nhiệm vụ chính

To arrange /ə'reinđz/ = dàn xếp, lo trước; Arrangement (n)

Export = xuất cảng (n); Import = nhập cảng (n); Service = dịch vụ (n)

Agree = đồng ý, bằng lòng (v); Agreement (n)

To agree to do sth = đồng ý làm chuyện gì

To agree with someone = đồng ý với ai

Top Agree to a suggestion = đồng ý với đề nghị nào đó.

The hotel is about 40 miles South of San Francisco = khách sạn cách Cựu Kim Sơn chừng 40 dặm về phía nam.

- Interview - On today's program I'll be talking with Charles Blake. Mr. Blake is traveling on business - He has agreed to talk with us by phone from his hotel room in New York City - Hello again, Mr. Blake. How's the weather there in New York? - Hello. Well, it's a little chilly today - It's nice to talk to you again - I'm happy to be on the show - When we met in the studio, you told us that you work in industrial manufacturing - That's right. I work for International Robotics, a Chinese company. We manufacture industrial robots - And what is your responsibility at International Robotics? - I'm in charge of exporting our robots to the United States - In our last interview, you said that you went to San Francisco last year - You went there to talk with Mike Epstein about selling your company's robots to Advanced Technologies - That's right - Today we'll be talking about your hotel arrangement during your trip to San Francisco - Okay, that's fine - Where did you stay while you were there? - I stayed at the Embassy Suites Hotel in Sunnyvale - That's south of San Francisco, right? - Yes. It's about 40 miles south of San Francisco - Is that an expensive hotel? - It's reasonably-priced. I got a single room for \$120 a night - Was it difficult getting a reservation? - No, not too difficult. I made the reservation before I left Beijing - And how did you like the hotel? Was the service good? - Oh, yes, very good. The staff was very polite and helpful - Thank you, Mr. Blake. Let's take a short break.

Mr. Blake went on a business trip to San Francisco

[went on a business trip/go on a business trip = travel/traveled]

- Variations. Listen to these variations - Mr. Blake went on a business trip to San Francisco - Mr. Blake traveled to San Francisco on business - Was it hard to get a reservation? - I made a reservation before I left Beijing - I reserved a room before I left Beijing - The hotel is reasonably priced - The hotel doesn't cost very much

To serve /sə:v/ = phục vụ

Service /'sə:vis/ = phục vụ, dịch vụ (n)

Polite /pə'laɪt/ = lịch sự, lễ độ (adj)

Politeness = cử chỉ lễ phép (n)

Impolite = bất lịch sự, vô lễ (adj)

To help /help/ = giúp đỡ, cứu giúp

Help = sự giúp đỡ, cứu giúp, giúp ích (n)

Helping = khẩu phần ăn (n)

Helpless = không có sự giúp đỡ, không bảo vệ được (adj)

Helpful /helpfəl, -ful/ = giúp đỡ, giúp ích, có ích (adj)

Unhelpful = không giúp đỡ, không giúp ích (adj)

Helpfully = có ích (adv); About once every month = chừng mỗi tháng một lần.

Typically /'tipikəli/ = thường, tiêu biểu (adv); Out of time = hết giờ

Travel agent /'eɪdʒənt/ = nhân viên văn phòng du lịch; Travel agency = đại lý du lịch (n)

To book /buk/ = ghi tên đặt, dành chỗ trước [ở khách sạn, tàu, nhà hát]

Bookable = có thể đặt trước, mua trước (adj)

Book = sách (n); To book a room = giữ phòng trước

- Interview - We're back again with Mr. Blake. Mr. Blake, I have a few more questions for you - Go ahead - Do you do a lot of traveling about in your work? - Yes, I do. I travel on business about once every month - Do you always make a hotel reservation before you travel? - Usually, I do. If I don't make the reservation myself, I use a travel agency to book a room - What kind of service do you usually get at hotels? - Usually the service is good, but I've been to some hotels where the service was very poor - And just one more question. How much does a single room typically cost? - In most cities, I usually pay over \$100 a night for a single - Thank you. And we're out of time. Thank you for joining us today, Mr. Blake - You're welcome. I enjoyed it.

- Sentence Completion. Listen. Complete the sentence - If you want to stay at a hotel, it is a good idea to make - A reservation. It's a good idea to make a reservation - If the staff at a hotel is polite and helpful, we say the hotel has good ____ - Service - The hotel has good service - A room for one person is called ____ - A single room. A room for one person is called a single room - A company that makes airline and hotel reservations is called ____ - A travel agency - It's called a travel agency.

Unit 37

Check-in time = Entering time = giờ nhận phòng (n)

Check-out time = Leaving time = giờ trả phòng (n)

Each hotel has its own policy = mỗi khách sạn có qui luật riêng.

To let you in = cho vào; To charge /tʃɑ:ʒ/ = bắt trả tiền

An extra day = thêm một ngày; Terrible /'terəbl/ = kinh khủng, tệ (adj)

A non-smoking room = phòng không hút thuốc lá

Room with a view = phòng nhìn ra cảnh bên ngoài

They might charge you for an extra day = họ có thể bắt ông phải trả thêm một ngày

The hotel lobby = phòng đợi ở khách sạn; To confirm = hỏi lại cho chắc

To make a reservation = To reserve a room = To book a room = giữ phòng trước

Credit card = thẻ mua chịu (n); Good service = dịch vụ tốt, tiếp đãi lịch sự

Can I charge it on my credit card? = tôi có thể trả bằng thẻ mua chịu không?

- Culture Tips - Hello, again. We're here with Gary Engleton, our business language expert. Let's look at our e-mail questions, Gary - All right - We have some really interesting e-mail questions today - Great! What are they? - The first question is, "When I go to an American hotel, what time can I get into my room?" - Well, the entering time is called the check-in time. It's usually around noon or one o'clock - Noon or one, I see. And the second question is, "What time do I have to leave my room the next day?" - Well, the time when you must leave is called the check out time. It's often around eleven o'clock in the morning or noon. But each hotel has its own policy, so you really need to confirm both times when you make a reservation - That's a good idea. Could there be a problem if you arrive too early? - Well, yes. If you arrive before the check-in time, they probably won't let you into your room. You'll have to wait in the lobby - Really! - Yes, and something worse could happen if you stay in our room after check out time - What! - They might charge you for an extra day! - That would be terrible! - Yeah - Well, Gary, thanks for your helpful information - I'm always glad to help.

- Sentence Completion - Listen. Complete the sentence - The time you can enter your hotel room is ____ - The check-in time. The entering time is called the check-in time - You must leave your room before ____ - The check-out time. The leaving time is called the check-out time.

Businessman /'biznis,mən, -mæn/ = nhà kinh doanh (n)

Available /ə'veiləbəl/ = còn trống (adj)

Could I have a non-smoking room, please? = xin cho tôi phòng không hút thuốc lá

To make a reservation = To reserve a room = giữ phòng trước

How may I direct your call? = ông muốn gọi cho ai?

Just for myself = cho riêng tôi thôi; Travel on business = du lịch vì công chuyện

Reservations, please = xin cho tôi nhân viên phụ trách giữ phòng trước

I'd like to make a reservation from August 20th through the 22nd, please = tôi muốn giữ phòng trước từ ngày 20 đến hết 22 tháng tám.

- Business Dialog - Let's listen to today's Business Dialog. We'll hear a businessperson making a hotel reservation - Hilton Hotel. How may I direct your call? - Reservations, please - Just a moment, please - Reservations. How may I help you? - Good morning. I'd like to make a reservation for August 20th through the 22nd, please - How many people? - Just for myself. I'm traveling on business - Just a moment, please. Yes, I have several rooms available on those nights - Could I have a non-smoking room, please? - A non-smoking room...Certainly. That room is \$125 a night - That will be fine. Can I put that it on my credit card? - Yes, of course.

I'd like..., Can I..., Could I... [để yêu cầu một điều gì]

- Focus on functions: Requests - Now let's focus on requests - Listen and repeat - I'd like to make a reservation, please - I'd like to stay for three days - Can I pay by credit card, please? - Could I have a non-smoking room, please.

How to make requests = cách yêu cầu nhã nhặn

A polite request = lời yêu cầu nhã nhặn; Impolite = thiếu nhã nhặn (adj)

Could I make a reservation, please? = xin cho tôi giữ phòng trước

I'd like to have non-smoking room, please = tôi muốn phòng không hút thuốc.

I would like to put that on my credit card, please = tôi muốn trả tiền bằng thẻ mua chịu.

Can I put that on my credit card? = tôi trả bằng thẻ tín dụng được không?

Single /'sɪŋɡəl/ = chỉ có một, độc thân (adj); Double /'dʌbəl/ = gấp đôi (adj, n, v)

A single room = phòng một người; A double room = phòng hai người

A discount = bớt, giảm giá; To request a discount = xin bớt

A room on the ground floor = phòng dưới đất; A room with a view = phòng nhìn ra ngoài

- Gary's tips - Now it's time for Gary's Tips with Gary Engleton - Hello, Elizabeth! Today I'll be talking about how to make requests. When ever you call to make a hotel reservation, you'll be asking for many things. For example, you might ask for a single room or a double room. You may want a smoking room or a non-smoking room, a room on the ground floor or a room with a view. Sometimes you might want to request a discount. Whenever you are requesting something, you'll want to do it in a polite way. Let's listen to the request in today's Business Dialog. First, Ms. Powers asks to reserve a room. Listen to her request beginning with "I'd like" - Reservations. How may I help you? - Good morning. I'd like to make a reservation for August 20th through the 22nd, please - Notice that Ms. Powers says, "I'd like to make a reservation." Saying, "I'd like" or "I would like" is a polite way to make a request. Ms. Powers also asks for a non-smoking room. Notice how Ms. Powers starts her request with "Could" Let's listen - Just a moment, please. Yes, I have several rooms available on those nights. Could I have a non-smoking room, please? Now let's listen to Ms. Powers asking to pay by credit card. Notice that she begins her request with "Can I" . That will be fine. Can I put that on my credit card? - Yes, of course - Beginning requests with "I would like," or "Can," or "Could" are all polite ways to make requests. Now let's hear a request that isn't so polite - Reservations, may I help you? - Yes. Give me a room for March 21st through March 22nd, please - I beg your pardon? - This time, the woman sounded a little impolite. She said, "Give me a room, please." Even though she said "please," she sounded impolite because she was too direct. It's more polite to say, "I would like a room, please". I hope today's tips were helpful! Thanks for joining us for Gary's Tips. We'll see you again next time! Eliz: Thanks, Gary! - Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 38

What do you do? = What kind of job do you have? = bạn làm nghề gì?

To doctor /'dɒktə/ = chữa trị; A doctor = bác sĩ; I work in a hospital = tôi làm ở bệnh viện.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "What do you do?" .

- How are you? - Fine, thanks. How are you doing? - Pretty good - Who is our guest today? - Today our guest is Sara Scott - Sara Scott? I know her. She has a sister, Chris - That's right. But her sister isn't here today - I see.

- The Alphabet. Listen to the Alphabet Song - ABCDEFGHIJKLMNOPQRSTUVWXYZ - Now I've said my ABCs. Next time won't you sing with me.

- Interview - Now it's time for today's interview. Our guest today is Sara Scott. Good morning, Sara - Good morning, Kathy. Nice to see you again - It's nice to see you too. Welcome back to our show - I'm happy to be here - Sara, I have a question for you - Yes? - You're from Chicago?

- That's right. I'm from Chicago. - What do you do in Chicago? What kind of job do you have? - I'm a doctor - A doctor? - Yes, I work in a hospital. I work in a large hospital in Chicago - Do

you like your job? - Yes, I do. I work hard but I like it - Thank you - You're welcome - Our guest today is Sara Scott. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - What do you do? - I'm a doctor - Where do you work? - I work in a hospital - Are you a doctor? - Yes, I am - I'm a doctor - Do you work in a hospital? - Yes, I do - I work in a hospital - Are you a teacher? - No, I'm not - I'm not a teacher - I'm a doctor - Do you work in a school? - No, I don't - I don't work in a school - I work in a hospital

An apartment building = chung cư gồm có nhiều căn hộ

Do you live alone = bạn có ở một mình không?

Alone /ə'loun/ = một mình, cô đơn (adj, adv)

I live with my sister = tôi ở với chị (em gái) tôi.

Expense /ik'spens/ = sự tiêu, phí tổn (n)

Expensive /ik'spensiv/ = đắt, tốn tiền (adj); Expensively = đắt tiền, đắt giá (dv)

To expend /ik'spend/ = tiêu, dùng; Cheapness /'tʃi:pnis/ = sự rẻ (n)

Cheap /tʃi:p/ = rẻ, ít tốn tiền (adj); Cheapish /'tʃi:pɪʃ/ = hơi rẻ, hơi hạ (adj)

Cheaper /'tʃi:pən/ = hạ giá, làm giảm giá trị (n); To comfort = dỗ dành, an ủi

Comfortable /'kʌmfətəbəl/ = ấm cúng, thoải mái, đủ tiện nghi (adj)

Comfort = an nhàn, sung túc, tiện nghi (n); Suburb /'sʌbə:b/ = ngoại ô thành phố (n)

- Telephone - We're back with our guest Sara Scott. Sara is a doctor. She works in a large hospital. Let's take a phone call. Hello. You're on the air with New Dynamic English - Hello. My name is Kristen. I'm from Massachusetts - What city are you from? - I'm from Boston. I have a question for Sara - I'm listening - I work in Boston but I don't live in the city. I live outside of the city, in the suburbs. Boston is a very expensive city - What's your question? - You work in Chicago. Do you live in Chicago? - Yes, I do - Where do you live? - I live in an apartment building - Do you live alone? - No, I don't. I live with my sister - Is your apartment big? - Yes, it is. It's big. Unfortunately, it's also very expensive - Expensive? Is it very expensive? - Yes, it is. But it's very large and comfortable - That's nice - Thank you for calling. Let's take a break.

- Listen and Answer. Listen for the bell, then say your answer - What does Sara do? - She's a doctor - Where does she work? - She works in a hospital - Where does she live? - She lives in a large apartment - Does she live alone? - No, she doesn't - She lives with her sister - Is her apartment small? - No, it isn't.

A good salary = lương khá; A high salary = lương cao

American doctors usually have a high salary = bác sĩ Hoa Kỳ thường có lương cao.

- E-mail - Welcome back. It's time to check our e-mail. We have an e-mail from Michael in Singapore. He has a question for Sara. His question is: Do you have a high salary? - Well, yes, I do. I work in a large hospital, and my salary is very good. American doctors usually have a high salary - I see. Well, Sara. Thank you for coming on our show. I hope you can come back sometime - I hope so too. Thank you for having me here - Let's take a short break.

Law /lɔ:/ = luật (n); Lawyer /'lɔ:jə/ = luật sư (n); Law firm /'fɜ:m/ = tổ hợp luật sư

- Daily Dialog: At a Party, part 2 - Who's she? - Oooh. Tina Harrison - Is she married? - No, she isn't - Really? What does she do? - She's a lawyer - Where does she work? - At Ford McKenzie - Oh, that's a big firm - Listen and repeat.

Unit 39

A painter = thợ sơn, họa sĩ

To paint /peint/ = sơn, vẽ; Paint = sơn (n); A house /haus/ = căn nhà

The White House = toà Bạch Ốc, dinh của Tổng Thống Hoa Kỳ trên đại lộ Pennsylvania

The President /'prezidənt/ = Tổng Thống; Truck /trʌk/ = xe vận tải (n)

Right now = ngay bây giờ; To belong to = thuộc về ai, của ai

It does need painting! = nó cũng cần phải sơn!

Making and confirming a hotel reservation = giữ phòng trước và xác nhận lại cho đúng

- Man on the Street - This is New Dynamic English Man on the Street, Ken Moss. Today I'm standing on Pennsylvania Avenue in Washington, D.C. Excuse me, Sir - Yes - I'd like to ask you a few questions - Why? - This is for New Dynamic English radio show - Oh, I see. OK, go ahead - Can you tell our listeners what you do? - What do I do? I'm a painter - A painter? So, do you paint pictures? - No, I paint houses - Do you like your work? - Yes, I do. I like painting big houses for important people - You have a lot of white paint in your truck - That's right. Right now, I'm painting that big white house across the street - That big white house? - That's right - Do you mean...? That house belongs to the President! That's the White House - That's right. And it does need painting! - I see. Well, thank you very much - You're very welcome.
- A question for You - Now here's a question for you - Listen to the bell, then say your answer - What do you do? - Thank you.

A mysterious phone call = một cú điện thoại bí mật

To call someone back = gọi lại; *A wrong number* = nhầm số

Baby sitting = giữ trẻ hộ (n); *By the way* = nhân tiện; *To upset /ʌp'set/* = bực mình

To leave a name = để tên lại; *To leave a message* = nhắn lại; *Sound upset* = có vẻ bực mình

A man called, but he didn't leave his name or number = một ông gọi nhưng không để lại tên hay số điện thoại.

- OK...and we're off the air - Kathy. Thanks again for baby sitting - No problem. I really enjoyed it. By the way, did that man call you back? - Who do you mean? - You know. A man called but didn't leave his name or number - Oh, him. No, he didn't - That's really strange. He said it was important, but he wouldn't tell me his name - Well, it was probably a wrong a number - No, I don't think so. He asked for you. And when I said you weren't home, he sounded really upset - Oh, well, maybe he'll call back - I hope so. I wonder who it was - Hi there - Oh, hi Elizabeth. Have a good show - Thanks. See you later.

Receptionist /ri'sep'sənist/ = nhân viên tiếp tân (n)

A confirmed reservation = giữ phòng trước và đã xác nhận; *Price of the room* = tiền phòng

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Checking in, part 2".

- Interview - On today's program I'll be talking by phone with Charles Blake. I've been talking with Mr. Blake about his business trip to San Francisco last year - Hello, again, Mr. Blake - Hello, please call me Charles. Let's not be so formal - Okay, Charles. The last time we spoke, we talked about your trip last year to San Francisco - That's right. I went to San Francisco to meet with Michael Epstein of Advanced Technologies - Well, today we're going to listen to a recording of your conversation with the receptionist at the Embassy Suites. We'll hear what happens as you check in at the hotel - That sounds great!

Reservation number = số giữ phòng trước

Confirmed reservation = đã giữ phòng trước và đã xác nhận

Bellman = *Bellboy* = *Bellhop* = người nhân viên khách sạn khuân hay xách đồ cho khách (n)

- Dialog. Let's listen in while Mr. Blake checks in at the Embassy Suites Hotel. It's Monday, June 10th. It is four fifteen in the afternoon - Good evening, sir. Welcome to the Embassy Suites Hotel. Can I help you? - Yes, my name is Blake, Charles Blake. I have a confirmed reservation - Mr. Blake. Yes. And the reservation number? - Let's see. Uh, here it is 14689 - 14689? Let me check. Yes, sir, we have your reservation right here. That's for June 10th through the 13th, Monday through Thursday night. Is that correct, sir? - Yes, that's fine - Okay, and the room, sir, is 685, on the sixth floor. I've got the key right here, and I'll get a bellman for you right away - Okay. What was the price of the room again - That room is \$120 a night - Okay, fine.

- Variations. Listen to these variations - Can I help you? - What can I do for you? - I have a confirmed reservation - I have a reservation. It's confirmed - I've got the key right here - Here's your key, sir - What was the price of the room again? - How much did you say the room is?

To complain /kəm'plein/ = phàn nàn, than phiền

Complaint /kəm'pleint/ = lời than phiền (n)

A suite /swi:t/ = phòng lớn tại khách sạn; I have no complaints = tôi hài lòng.

To confirm you reservation = xác nhận cho chắc việc giữ phòng

- Interview - Mr. Blake, let's talk about your conversation with the hotel receptionist. I see that you already had a reservation at the Embassy Suites before you arrived - Yes, I did. I made the reservation two weeks before I left Beijing - And your room was \$120 a night? - That's right. They had a suite for \$120 a night, but that was more than I needed - How was the receptionist? Was she helpful? - Yes, she was very helpful. I have no complaint - Thank you for talking with us today - You're very welcome - Let's take a short break.

Unit 40

A confirmed reservation = giữ phòng trước và đã xác nhận

Reservation number = số giữ phòng trước; To confirm = xác nhận lại cho đúng

To handle a problem at a hotel = cách giải quyết một vấn đề rắc rối ở khách sạn

To handle the problem = To fix the problem = To solve the problem = giải quyết chuyện rắc rối [Solve is more formal = chính thức hơn]

- Questions. Listen to the question - Does Mr. Blake have a reservation at the Embassy Suites? - Now Listen to the dialog - Good evening, sir. Welcome to the Embassy Suite Hotel. Can I help you? - Yes, my name is Blake, Charles Blake. I have a confirmed reservation - Let's see. Uh, here it is. 14689 - Does Mr. Blake have a reservation at the Embassy Suites? - Yes, he has a confirmed reservation - Listen to the question - Now listen to the dialog - Yes, sir, we have your reservation right here. That's for June 10th through the 13th, Monday through Thursday night. Is that correct, sir? - Yes, that's fine - How many nights will Mr. Blake be staying at the Embassy Suites? - He will be staying four nights, Monday through Thursday.

Clerk /kla:k/ = người thư ký (n)

A front desk = quầy tiếp khách phía trước của khách sạn

A desk clerk = Receptionist /ri'sepʃənɪst/ = tiếp viên ở quầy tiếp khách phía trước (n)

Available = còn chỗ trống (adj); To arrive at the hotel = tới khách sạn

Find another place to stay = tìm khách sạn khác để ở tạm; Full = hết chỗ (adj)

Demand /di'mænd/ = đòi (n, v); Persistent /pə'sɪstənt/ = kiên trì, khẳng khái đòi (adj)

Don't leave the front desk = đừng bỏ quầy trước mà đi

Demand to speak to the manager = yêu cầu nói chuyện với người quản đốc

To explain /ɪk'spleɪn/ = giải thích, giảng giải; Explanation /ˌeksplə'neɪʃən/ (n)

- Culture Tips - Hello, again. We're here with Gary Engleton, our business expert. Let's look at our e-mail, Gary - All right - We have an interesting question for you today, Gary - What is it? - What do you do if you get to a hotel and there is a problem with your hotel reservation? - Well, first you have to understand exactly what the problem is. Ask the desk clerk at the front desk to explain the problem clearly - Uh-huh - If you have made a mistake, they may not be able to help you - Could you give us an example of that? - Sure. If you made a reservation for December 10th and you arrive at the hotel on December 9th, there may not be room available for you. The desk clerk may tell you the hotel is full. In that case, you may have to find another place to stay - I see - But if someone at the hotel made a mistake, then they have to fix the problem. For example, suppose you have a written confirmation of your reservation for December 9th and they tell you that they lost the reservation. Then you can demand that they solve the problem - What can you ask for? - You can ask them to find another room for you at another hotel - Really? - Yes, and

they should pay for one night and pay for a taxi to take you there. If they won't do that, you should demand to speak with the manager. If you are sure that they made the mistake, don't leave the front desk. Stay there until they help you - In other words, you have to be persistent! - That's right - Thank you, Gary - My pleasure.

- Listen and Repeat - They may not be able to help you - If you have made a mistake, they may not be able to help you - The desk clerk may tell you the hotel is full - If you arrive a day early, the desk clerk may tell you the hotel is full - They have to fix the problem - If someone at the hotel made a mistake, then they have to fix the problem.

To Book /Booked = dành chỗ trước

I have you booked for tonight through Friday night = tôi đã dành trước cho ông từ tối nay đến hết tối thứ sáu.

- Business Dialog. Listen to the conversation - May I help you? - Yes, please. I have a reservation for tonight - And what's your name? - My name is Frank Fernandez - Frank Fernandez - Yes, I have you booked through Friday night - Is that correct? - That's right. I'm staying three nights - I see you requested a non-smoking room - Yes, that's correct - OK. Here's your key - Thank you.

Is that correct? = Right? = nó đúng không?

- Focus on Functions: Confirming information - Now, let's focus on the language function: confirming information - Listen and repeat - I have you booked for tonight through Friday night - Is that correct? - That's right. I'm staying three nights - I see you requested a non-smoking room - Yes, that correct, a non-smoking room - What was the price for the room tonight? - That room is a hundred twenty dollars a night - One hundred twenty dollars a night.

Luck /lʌk/ = vận may (n)

Lucky /'lʌki/ = gặp may, hên đỏ (adj); Luckily = may mắn (adv)

Unlucky /ʌn'lʌki/ = không may, bất hạnh (adj); Unluckily (adv)

Surprise /sə'praɪz/ = ngạc nhiên (n, v); Surprising = làm ngạc nhiên (adj)

- Gary's tips - Now it's time for Gary's Tips with Gary Engleton - Hello there! It's time for Gary's Tips. Today's Language Function is confirming information. What do you mean by confirming? To confirm something means to check that it's correct. When you check in at a hotel, the desk clerk or receptionist will confirm how many nights you are staying. Let's listen again to the conversation between Mr. Blake and the hotel receptionist at the Embassy Suites. Listen for the phrase, "That's for June 10th through June 13th" - Mr. Blake. Yes. And the reservation number? - Let's see. Uh, here it is. 14689 - 14689? Let me check. Yes, sir, we have your reservation right here. That's for June 10th through the 13th, Monday through Thursday night - In the example we just heard, the receptionist confirms that the dates of Mr. Blake's reservation are June 10th through June 13th. Now let's listen to some more examples of confirming information in today's Business Dialog. First, the receptionist confirms the dates of Mr. Fernandez' reservation when she says, "I have you booked for tonight through Friday night." Let's listen - May I help you? - Yes, please. I have a reservation for tonight - And what's your name? - My name is Frank Fernandez - Frank Fernandez. Yes, I have you booked for tonight through Friday night - Then Mr. Fernandez confirms that he's staying for three nights - Is that correct? - That's right. I'm staying three nights - Next, the receptionist and Mr. Fernandez both confirm that the room is a non-smoking room. Let's listen again - I see you requested a non-smoking room - Yes, that's correct - Remember, it's a good idea when you check in at a hotel to confirm that you're getting the type of room you expected. You wouldn't want any surprises, would you? Well, that's all for Gary's Tips. Good luck in your business travels! - Thanks very much, Gary - Well, our time is up. Turn in again next time for Functioning in Business. See you then!

Unit 41

Where do you live? = bạn ở đâu?

President /'prezɪdənt/ = chủ tịch một cơ sở (n)

Company /'kʌmpəni/ = công ty (n)

A businessman /'biznis,mən, -mæn/ = thương gia

Housing and living conditions = tình trạng nơi ở, và đời sống của mình

How do you spell that? = bạn đánh vần chữ đó thế nào?

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "Where do you live?".

- Hi, Kathy. How are you today? - Oh, not bad. And you? - I'm fine, thanks. Who do we have with us today? - Today we'll be talking with Henry Thornton. Mr. Thornton is a businessman - Thornton? How do you spell that? - It's T-H-O-R-N T-O-N - I see. Thorn-ton - That's right.

- The Alphabet. Listen and repeat - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Limited /'limitɪd/ = Ltd = giới hạn (adj)

To Locate/Located = tọa lạc, nằm ở

Location /lou'keɪʃən/ = địa điểm, vị trí (n)

Expensive /ɪk'spensɪv/ = đắt (adj)

Where's your company located? = công ty của ông ở đâu?

He has his own company /oun/ = ông có công ty riêng của ông.

I work for myself = tôi làm cho mình = tôi là chủ.

Mr. Thornton lives in an expensive house = ông Thornton ở trong một toà nhà đắt tiền.

- Interview - Now it's time for today's interview. Our guest today is Henry Thornton. Good morning, Mr. Thornton - Good morning, Kathy - Mr. Thornton, I'd like to ask you a question - Yes - What do you do? - What do I do? I'm a businessman - Where do you work? I mean, who do you work for? - I work for myself. I have my own company - What's the name of your company? - It's Titanic Limited - Titanic? How do you spell that? - T-I-T-A-N-I-C. Like the ship - What do you do? - What do I do? I'm the president - The president? - Yes, I'm the president of my own company - Where is your company located? - It's in Seattle - Do you live in Seattle? - Yes, I do - With your family? - Well, my mother and father live in Seattle. But I don't live with them - Where do you live? - I live in a large house. A very expensive house! - I see. Thank you - You're welcome - Our guest is Henry Thornton. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - His name is Henry Thornton - How do you spell Henry? - It's H-E-N-R-Y, Henry - How do spell Thornton? - T-H-O-R-N T-O-N, Thornton - Her name is Sara Scott - How do you spell Sara? - It's S-A-R-A, Sara - How do you spell Scott? - It's S-C-O-T-T, Scott.

Are you married? = bạn lập gia đình chưa?

Do you live alone? = ông sống một mình

Friend = bạn (n); Friendly = thân thiện (adj, adv))

Friendship /'frendʃɪp/ = tình bạn, tình hữu nghị (n)

Friendliness /'frendlɪnis/ = sự thân mật (n)

Girlfriend /'gɜ:lfrɛnd/ = bạn gái (n); Boyfriend /'bɔɪfrɛnd/ = bạn trai (n)

- Telephone - We're back with our guest Henry Thornton. Mr. Thornton is a businessman from Seattle. Let's take a call. Hello. You're on the air with New Dynamic English - Hello. My name is Susan. I'm from Boston. I have a question for Mr. Thornton - Yes, go ahead - Are you married? - Excuse me? - Are you married? - No. No, I'm not - Do you live alone? - Yes, I do - No wife? No girlfriend? - That's right. But I do have a lot of money - Well, good luck - Thank you for calling - Mr. Thornton. Thank you for being a guest on our show - Thank you for inviting me - Let's take a short break.

Live /liv/ = sống (v); Leave /li:v/ = rời khỏi, để lại (v)

Mr. Thornton lives in Seattle = ông Thornton ở thành phố Seattle.

Is Mr. Blake going to leave for San Francisco? The caller didn't leave any message.

- Henry Thornton lives in Seattle - Who lives in Chicago? - Sara Scott lives in Chicago - Who lives in an apartment? - Sara Scott lives in an apartment - Who lives in a house? - Henry Thornton lives in a house - Who lives alone? - Henry Thornton lives alone - Who lives with her sister? - Sara Scott lives with her sister.

Firm = tổ hợp luật sư (n); To meet = gặp; I'd like to meet her = tôi muốn gặp cô ta.

- Daily Dialog: At a Party part 3 - Listen to the conversation - Oooh. Who's she? - Oh, that's Tina Harrison - Is she married? - No, she isn't - Really? What does she do? - She's a lawyer - Where does she work? - At Ford McKenzie - Oh, that's a big firm! - Where does she live? - She lives in Washington - In an apartment? - No, she has a small house - Really. I'd like to meet her.
- Listen and repeat.

Unit 42

Boring /'bɔ:riŋ/ = chán, tẻ nhạt (adj)

Bored = chán (adj); To get bored = chán; To bore /bɔ:/ = làm buồn, chán

Sick /sik/ = bị bệnh (adj); Passenger /'pæsinʒə/ = hành khách (n)

I hope you're not getting bored listening to me = tôi mong quý vị không chán nghe tôi nói.

- Question of the Week - This week's question is What do they do? Listen carefully. What do they do? We'll have the answer on the next show - Person Number 1 - I work very hard, but my salary isn't very high. I have 30 students in my class. I work in a school. I teach French - What does she do? - Person Number 2 - I really love my job. I like helping sick people. I work in a hospital, but I'm not a doctor - What does he do? - Person Number 3: I like my passengers. Sometimes my work is boring. I drive on the same streets every day. I drive a bus - What does she do? We'll answer these questions on our next show.
- A question for you - Now here's a question for you - Listen to the bell, then say your answer - Where do you live?

Strange /streɪndʒ/ = lạ (adj); Stranger /'streɪndʒə/ = người lạ (n)

Fellow /'felou/ = người, anh chàng (n); A wrong number = nhầm số

Sorry, I got the wrong number = xin lỗi tôi gọi nhầm số điện thoại.

Baby-sitting = giữ trẻ hộ (n); Baby-sitter = người giữ trẻ (n)

To leave a name = để tên lại; To leave a message = nhắn lại

I didn't know you have brother = tôi đâu biết anh có anh (em) trai.

Neither did I = tôi cũng không biết;

By the way = nhân tiện; Sound upset = có vẻ bực mình

- And ...we're off the air. Good show - Thanks, Larry. Thanks for coming in, Mr. Thornton - My pleasure. Oh, I have to go. I have a meeting. I'm already late - Well, take care. And thanks again. He was an interesting fellow - Yes, he certainly was - By the way, did that man ever call back? - Yes, he did. He called back last night. And it was really strange - Who was it? - It was my brother - Your brother? I didn't know you had a brother - Neither did I! I don't have a brother! - Quiet please, everyone. Ready for Functioning in Business.

Industrial robots = người máy dùng trong kỹ nghệ

A good flight = một chuyến bay an lành, thoải mái, dễ chịu.

Travel agent = nhân viên hãng du lịch (n)

Several /'sevrəl/ = nhiều (adj); To Leave/Left/Left = rời khỏi, để lại

A non-stop flight = chuyến bay thẳng, không ghé giữa đường

To Take/Took/Taken = mất bao lâu

It was non-stop, and only took about 12 hours.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an international level business English course with a focus on American business practices and culture. Today's unit is Checking in, part 3".

- Interview - On today's program I'll be talking by phone with Charles Blake of International Robotics. Today we're going to talk about making and confirming reservations - Hello, Charles? - Hello, Elizabeth - Hello again, Charles. Good to have you back on Functioning in Business - It's my pleasure - The last time we spoke, we talked about your business trip last year to San Francisco - That's right. I went to San Francisco to meet with Michael Epstein of Advanced Technologies. I wanted to talk to him about selling our industrial robots to his company - Now tell me, did you get a good flight from Beijing to San Francisco? - Yes, I got a great flight. It was non-stop, and only took about 12 hours - And you made your reservation before you left Beijing? - That's right. I made it several weeks before I left. How did you know? - Well, we have a tape of your conversation with your travel agent - Oh, that's right. You recorded my conversation - Shall we listen to it? - Sure, why not?

Six-oh-five = 6:05; One forty-five p.m = 1:45 p.m

A window seat = ghế gần cửa sổ

Recorded conversation = điện đàm đầu băng (n)

Return /ri'tə:n/ = trở lại (n, v)

To leave /li:v/ = rời khỏi; To arrive /ə'raiv/ = đến

When will you be returning? = hôm nào ông trở lại?

An aisle seat = ghế dọc theo hai bên lối đi

Reservation number = số dành chỗ trước

June the twentieth = June twentieth June 20th = ngày 20 tháng 6

United Airlines = tên hãng hàng không Mỹ; Worldwide travel = tên hãng du lịch

I'd like to reserve a flight from Beijing to San Francisco, please = tôi muốn dành chỗ máy bay từ Bắc Kinh đến San Francisco

- Dialog - Worldwide Travel - Hello, this is Mr. Blake of International Robotics - Hello, Mr. Blake. How can I help you? - I'd like to reserve a flight from Beijing to San Francisco, please - What date would you like to travel, Mr. Blake? - I'd like to leave Beijing on June 10th - We have a non-stop flight out of Beijing on United Airlines, leaving at 6:05 in the evening - 6:05 in the evening? - 1:45. Yes, that's fine - And when will you be returning? - On June 25th - June 25th. There's flight leaving San Francisco at 2:45 p.m. on June 25th - Two forty-five p.m.? That sounds fine - Would you like a window or an aisle seat? - An aisle seat, please. Agent: All right, Mr. Blake. I have you confirmed on Flight five eighty-one leaving Beijing at 6:05 p.m. on June 10th, arriving in San Francisco at 1:45 p.m. the same day - Okay - You'll be returning on June 25th on Flight five eighty-two, leaving San Francisco at 2:45 p.m. and arriving in Beijing at 6:45 p.m. on June 26th - Fine - Your confirmation number is A as in apple, C as in cat, six seven three four - AC six seven three four - That's right - Thank you very much - Thank you.

Question & Answer Pairs = cặp câu hỏi đáp

To reserve a flight = dành chỗ trước trên máy bay

- Listen Carefully - How can I help you? - I'd like to reserve a flight from Beijing to San Francisco, please - What date would you like to travel? - I'd like to leave on June 20th - When will you be returning? - On June 25th - Would you like a window seat or an aisle seat? - I'd like an aisle seat, please.

Fare /feə/ = giá chuyến bay, hay chuyến đi tắc xi (n)

Airfare = giá vé máy bay (n); A round-trip = chuyến bay khứ hồi

A good deal = A bargain /'ba:gin/ = được giá rẻ; Fly coach = bay hạng thường

Fly business class = bay hạng nhất; International flights = chuyến bay quốc tế

- Interview - We're back again with Mr. Blake. Are you still there, Charles? - Yes, I'm here - Tell me, Charles, did you fly coach or business class on your flight from Beijing? - I flew business class - Do you always fly business class? - If I'm traveling in the United States I fly coach to save a little. But on international flights I fly business class because it's much more comfortable - And what was the airfare from Beijing to San Francisco? - The round trip fare was \$965 - That sounds pretty good - Yes, my travel agent got me a good deal - I noticed that you got a confirmation number when you made your reservation - Uh huh - Do you always remember the confirmation number when you got one? - I usually write it down on a piece of paper, but sometimes I lose the piece of paper! - That's too bad! Thank you for being on our program, Charles - You're quite welcome - Let's take a break.

Least expensive = *đỡ tốn nhất, rẻ nhất (n)*

Round-trip ticket = *vé khứ hồi (n)*; *One-way ticket* = *vé một bên (n)*

- Sentence completion - Listen. Complete the sentence - The cost of a plane trip is called____ - The airfare. It's called the airfare - The least expensive way to fly is in____ - Coach. The least expensive way to fly is in coach - A ticket for going and returning is called____ - A round-trip ticket. It's called a round-trip ticket.

Unit 43

To arrive /ə'raiv/ = *đến*

Arrival /ə'raivəl/ (n); *Arrival date* = *ngày đến*

To depart /di'pa:t/ = *đi, rời khỏi (v)*; *Departure* /di'pa:tʃə/ (n)

A departure date = *ngày đi*; *A record* /'rekɔ:d/ = *tờ biên nhận, bằng chứng*

To record /ri 'kɔ:d/ = *ghi lại*; *A recorded conversation* = *cuộc nói chuyện được thu âm*

A written confirmation = *Document* = *tờ xác nhận có ghi tên khách, ngày giờ đến, đi*

To prevent a problem = *tránh chuyện rắc rối*; *To prevent* /pri'vent/ = *ngăn chặn, đề phòng*

By fax or mail = *bằng cách gửi điện thư hay gửi bằng bưu điện*

Fax /fæks/ = *Facsimile* /fæk'simili/ = *điện thư, bản sao y hệt (n)*

To fax = *sao chép và gửi đi bằng Fax*; *Price of the room* = *giá phòng*

Check it carefully for accuracy = *kiểm soát lại cho đúng*

Accuracy /'ækjʊrəsi/ = *sự chính xác, đúng đắn (n)*

Accurate /'ækjʊrit/ = *chính xác, đúng đắn (adj)*

Error /'erə/ = *điều nhầm lẫn (n)*; *To correct* /kə'rekt/ = *sửa*

Correct = *đúng (adj)*; *Correctly* (adv); *Incorrect* = *sai (adj)*; *Incorrectly* (adv)

Correct anything that is wrong = *sửa những điều nào sai.*

Immediately /i'mi:diətli/ = *Right away* = *ngay lập tức (adv)*

To save a lot of trouble = *tránh nhiều phiền nhiễu.*

A follow up question = *câu hỏi tiếp theo*; *To prove* /pru:v/ = *chứng tỏ*

Advise /əd'vaiz/ = *khuyến (v)*; *Advice* /əd'vaiz/ = *lời khuyên (n)*

Difficult /'difɪkəlt/ = *khó khăn (adj)*; *Difficulty* /'difɪkəlti/ = *sự khó khăn (n)*

To Think/Thought/Thought = *nghĩ, suy nghĩ*

Thought /θɔ:t/ = *sự suy nghĩ, ý tưởng, ý nghĩ (n)*

Thoughtful = *chu đáo, quan tâm, ân cần (adj)*

How to avoid problems with hotel reservations = *tránh gặp khó khăn khi dành phòng trước ở khách sạn*

- Culture Tips - Hello again and welcome to "Culture Tips". Gary Engleton, our business language expert, will explain another difficult culture point for people in business - Hello everyone! - Last time, we talked about what to do if you had a problem with a hotel reservation. Today, we have an e-mail that is a follow up question to that topic - Oh good! What's the

question? - The listener asks, "How can I avoid problems with hotel reservations?" - That's a very good question. After you made a hotel reservation, there are several simple things you can do to prevent a problem. The first thing to do is to ask for a written confirmation by fax or mail. This document will have a confirmation number, your arrival and departure dates, the price of the room, and other information. For example, the confirmation should say whether the room is smoking or nonsmoking room - That should be very useful - The confirmation is useful because you can check it for errors. The confirmation is a record of what the hotel thinks you asked for. You should check it carefully for accuracy and correct anything that is wrong. If the arrival date is wrong, for example, you need to call the hotel immediately to correct it - I see - One thing to check carefully is your name. If you are from another country, they may spell your name incorrectly. Also, make sure that you bring the written confirmation with you when you check in. That way, if there is a problem, you can show it to the people at the front desk to prove that you are right - That's great advice - At check in, the confirmation number can be very important. That's the easiest way to find your reservation in the computer - Thanks, Gary! Your advice will save our listeners a lot of trouble in the future - My pleasure!

- Sentence Completion - Listen. Complete the sentence - After you made a hotel reservation, ask for a written____ - confirmation. Ask for a written confirmation - The date that you check in to the hotel is____ - The arrival date. It's the arrival date - The date you leave the hotel is____ - The departure date. It's the departure date.

- Business Dialog: Confirming a reservation - Today we have two business dialogs. Our first one is about confirming an airline reservation. Ms. Brown has made a reservation to fly from Atlanta to Chicago. She calls the airline to confirm her reservation. Let's listen to the dialog - International Airlines. How may I help you? - Hello, my name is Denise Brown. I'd like to confirm my reservation on flight twenty three from Atlanta - That's the date of travel? - August 20th - Just a moment, please - Yes, I have you confirmed on flight twenty-three, leaving Atlanta at 10:55 a.m. on Tuesday, August 20th, arriving in Chicago at 12:15 p.m. Your confirmation number is V as in Victor, T as in Thomas, nine zero three one - V,T,9,0,3,1 - That's right - Thank you very much - Thank you for flying with us - Now let's listen to our second business dialog. In this conversation, Mr. Alioto calls a hotel to confirm his hotel reservation - Reservations, may I help you? - Hello, I'm calling to confirm my reservation for January 5th - Your name, please - John Alioto - Thank you. Just one moment, please - Yes, you're confirmed for three nights beginning January 5th. And that's for a single room - That's right - Check-in time is 1:00 p.m. - All right. Thank you very much - Thank you, Mr. Alioto.

- Focus on Function: Confirming a reservation - Now let's focus on the language function, confirming a reservation - Listen and repeat - I'd like to confirm my reservation on flight twenty-three from Atlanta - I have you confirmed on flight twenty-three - I'm calling to confirm my reservation for January 5th - You're confirmed for these nights.

Information /,infə'meɪʃən/ = tin tức (n)

Similar /'sɪmələ/ = The same /seɪm/ (adj, n) = giống nhau

Better to be safe than sorry = an toàn tốt hơn bị ân hận (idm)

Phrase /freɪz/ = nhóm chữ (n); Sentence /'sentəns/ = câu (n); Detail = chi tiết (n)

I'm calling to confirm my flight from Atlanta = tôi gọi để xác nhận lại chuyến bay từ Atlanta.

When you confirm a reservation, you are checking that the date of the reservation and other details about the reservation are correct = khi bạn hỏi lại cho chắc là bạn muốn kiểm soát xem ngày dành trước và các chi tiết của việc dành trước có đúng không.

I'd like to confirm my reservation on flight twenty three from Atlanta = tôi muốn hỏi lại cho chắc vé máy bay trong chuyến bay hai mươi ba từ Atlanta.

- Gary's Tips - Welcome back. It's time now for Gary's Tips. What's your topic for today, Gary? - Today I'd be talking about confirming a reservation - Last time you talked about information - That's right. I said that to confirm information is to check that it's correct or certain. Confirming a reservation is similar. When you confirm a reservation, you are checking that the dates of the

reservation and other details about the reservation are correct. When you call to confirm a reservation, you can start your sentence with, "I'm calling to confirm," or "I'd like to confirm." Which of these phrases do you hear in the first business dialog? Let's listen again to the dialog - International Airlines. How may I help you? - Hello, my name is Denise Brown. I'd like to confirm my reservation on flight twenty three from Atlanta - That's right. Ms. Brown said, "I'd like to confirm." Now listen to the second business dialog and tell me what phrase you hear - Reservations, may I help you? - Hello, I'm calling to confirm my reservation for January 5th - Mr. Alioto said, "I'm calling to confirm." Usually, you get a confirmation number when you make the reservation for a hotel or a flight. Let's listen to the first business dialog again. The travel agent gives Ms. Brown a confirmation number for her airline reservation - I have you confirmed on flight twenty three, leaving Atlanta at 10:55 a.m. on Tuesday, August 20th, arriving in Chicago at 12:15 p.m. Your confirmation number is V as in Victor, T as in Thomas, nine zero three one - V,T,9,0,3,1 - That's right - Thank you very much - Did you notice that Ms. Brown repeated back her confirmation number? She was confirming her confirming number! Always repeat the confirmation number, so that you can be sure you heard it correctly. When you make a reservation, if you are not given a confirmation number, you should ask for one. So remember, if you're not sure, it's always safer to call to confirm your reservation before you travel. Better to be safe than sorry! I'll be back again next week. Until then, this is Gary with Gary's Tips - Thanks very much, Gary.

- Well, our time is up. Tune in next time for Functioning in Business... See you then!

Unit 44

My Wife's Name is Sandra = vợ tôi tên là Sandra.

Reviews job, family and life situations = công việc, gia đình và tình trạng đời sống

Possessives = các sở hữu từ [my, your, his, her, our, their]

- Hi, I'm Max - Hello. My name is Kathy - Welcome to Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "My Wife's Name is Sandra"

- Hi Kathy. How are you? - Not bad. And you? - OK, I guess - Today's guest is Robert Harris - Oh, I remember him. He's from ... from..... - From Florida. He comes from Florida - Oh, that's right.

A music teacher = giáo sư âm nhạc

Piano /pi: 'ænou/ = môn dương cầm, đàn dương cầm (n)

Guess /ges/ = đoán (v, n)

Interview /'intəvju:/ = phỏng vấn (v, n)

Sandra teaches piano = Sandra dạy dương cầm

Sandra plays the piano = Sandra chơi đàn dương cầm

Do you have any children? = bạn có cháu nào không?

Bob Harris talks about his wife and his children = Bob Harris nói về vợ và con ông.

- Interview - Now it's time for today's interview. Our guest today is Robert Harris. Welcome back, Bob - Hi, Kathy. Hi, Max. Nice to see you again - Good to see you again, Bob - Bob, you're married, aren't you? - Yes, I am - What's your wife's name? - Her name is Sandra - What does she do? - She's a music teacher - A music teacher - Yes, that's right. She teaches piano - Where does she work? - She works at home - In your home? - Yes, we have a small house in Miami. Her students come to our house - I see. Do you have any children? - Yes, we do. We have two children, a girl and a boy - What are their names? - Collette and John. Our daughter's name is Collette, and our son's name is John - I see. Thank you. Our guest is Bob Harris. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - My name is Bob Harris - I'm married - My wife's name is Sandra - She's a music teacher - She works at home - We live in a small house in Miami - We have two children - Our daughter's name is Collette - Our son's name is John.

The post office = sở bưu điện; A postal worker = nhân viên sở bưu điện

General /'dʒenərəl/ = chung, phổ biến (adj); General = chung, toàn thể, vị tướng (n)

Generally /'dʒenərəli/ = nhìn chung (adv; Generation /,dʒenə'reiʃən/ = thế hệ (n)

Postmaster general = tổng giám đốc bưu điện

Do you work hard ? = ông có làm việc nhiều không?

I work very hard = tôi làm việc cực nhọc, chăm chỉ.

Unfortunately my salary is low = tiếc rằng lương tôi thấp; High salary = lương cao

- Telephone - Let's take a phone call. Hello - Hello. My name is Michelle. I'm from San Diego - Hello, Michelle - I'd like to ask Mr. Harris a question - Yes, what is it? - What do you do? Where do you work? - I work at the post office - At the post office? - Yes. I'm a postal worker - Do you like your work? - Ah... sometimes I do, sometimes I don't. And unfortunately my salary is low - Do you work hard? - Oh, yes, I work very hard - I see. Thank you - Thanks for calling. Good bye now - Good bye - And thank you, Bob, for being our guest - It's been my pleasure - Please come back again - Thank you. I will - Let's take a short break.

- Listen and Answer. Listen for the bell, then say your answer - Bob works at the post office. Where does he work? - He works at the post office - His wife's name is Sandra. What is his wife's name? - His wife's name is Sandra - She's a music teacher. What does she do? - She's a music teacher - She works at home. Where does she work? - She works at home - Their daughter's name is Collette. What is their daughter's name? - Their daughter's name is Collette - Their son's name is John. What is their son's name? - Their son's name is John.

Sis = Sister /'sistə/ = chị (em gái) (n)

How's your job? = công việc của chị ra sao?

She doesn't like her new job = cô ấy không thích việc làm mới của cô ấy.

Nickname /'nikneim/ = tên thân mật (n); I hate it = tôi không thích nó.

Terrible /'terəbl/ = rất dở, tệ (adj); Is it that bad ? = tệ đến thế ư?

That = đến thế, tới mức đó (adv): đứng trước adj hoặc adv khác và bỏ nghĩa cho chúng.

- Daily Dialog: Part 1. How's your job?. Listen to the conversation - Hi, Sis. How's your new job? - I hate it! - Is it that bad? - It's terrible - Oh, that's too bad - Listen and repeat.

A student /'stju:dənt/ = học sinh, sinh viên; A dentist /'dentist/ = nha sĩ

A nurse /nə:s/ = y tá; A passenger /'pæsinʒə/ = hành khách; A bus /bʌs/ = xe buýt

I have thirty students in my class = tôi có ba mươi học sinh trong lớp tôi.

I like helping sick people = tôi thích giúp người bị bệnh

That's a good guess = đó là một lời đoán giỏi.

I drive on the same streets every day = ngày nào tôi cũng lái xe qua những đường phố quen.

- Question of the Week - It's time to answer last week's question. The question was: What do they do? Are you ready, Kathy? - Ready - Now, listen carefully. What do they do? - Person Number 1: I work very hard, but my salary isn't very high. I have 30 students in my class. I work in a school. I teach French - OK, Kathy. What does she do? - Well, she works in a school and she teaches French. She's a teacher - That's right. She's a French teacher. Are you ready for the next question? - Yes, I am - Person Number 2: I really love my job. I like helping sick people. I work in a hospital, but I'm not a doctor - What does he do? - Let's see. He works in a hospital. But he's not a doctor. Is he a dentist? - That's a good guess, but dentists don't work in hospitals. Would you like to try again? - Is he a nurse? - That's right. He's a nurse. OK. Here's the last question - Person Number 3: I like my passengers. But sometimes my work is boring. I drive on the same streets every day. I drive a bus - What does she do? - That's easy. She's a bus driver - You're right. She's a bus driver. You did very well - Thank you.

- A question for You. Now here's a question for you. Listen for the bell, then say your answer - Are you married? - Oh, I see.

- Well, our time is up. So until next time. This is Kathy - And this is Max - Good luck in your English studies! - Good bye.

Unit 45

Date /deɪt/ = cuộc hẹn đi chơi bên ngoài, ngày tháng (n)

Smart /sma:t/ = thông minh (adj); Good looking = trông bánh

Fun /fʌn/ = vui (n); Upset /ʌp'set/ = bực mình, giận (adj, n)

Max tells about his phone conversation = Max kể về cú điện thoại của anh ta.

Elizabeth talks about her date = Elizabeth nói chuyện về người bạn trai.

To Hang/Hung/Hung up the phone = gác máy điện thoại

You're in a good mood = trông bạn có vẻ vui

I'm seeing him again tonight = tối nay tôi lại gặp anh ta nữa.

- And... we're off the air - Well, so tell me about the man on the phone - Well, he said he was my brother. But he couldn't be - I don't have a brother - What did he say? - Well, he said he lives in New York. And that he's coming to Washington to see me - And then... - Then he hung up. My wife is really upset - What about you? - The only thing to do is wait and see - Hi Max. You look upset. What's up? - Oh, ...ah... nothing. You're in a good mood - Well, I met a great guy this weekend - What's he like? - Smart, good looking, fun ... everything I like! - When can we meet him? - I don't know, but I'm seeing him again tonight - Well, have a great time! - Thanks - Alright. Quiet please, everyone. Ready for Functioning in Business.

To clarify /'klæɪrɪfai/ = hỏi lại cho rõ, làm sáng tỏ thêm

Clarifying (n); Change /tʃeɪndʒ/ = tiền lẻ (n); Change = thay đổi (v, n)

Changeful = bất thường, luôn đổi (adj); Changeless /'tʃeɪndʒlɪs/ = không thay đổi (adj)

To change room = đổi phòng; Hallway /'hɔ:lwei/ = hành lang, phòng trước, tiền sảnh (n)

Operating television = điều khiển máy truyền hình; Move = chuyển, đổi (n, v)

Recording /rɪ'kɔ:dɪŋ/ = ghi, thu âm (n)

There were none available = không có phòng nào trống.

I register new guests = tôi ghi danh khách mới tới thuê phòng

Smoking in the hallway is not allowed = không được hút thuốc ngoài hành lang

People can only smoke in designated areas = chỉ được hút thuốc ở chỗ dành riêng.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture - Today's unit is "Checking in, part 4." This program focuses on clarifying.

- Interview - Last week, we talked with Charles Blake about a business trip he took to the United States last year. As you recall, Mr. Blake works for International Robotics, a Chinese company. Mr. Blake went to San Francisco to meet with Michael Epstein of Advanced Technologies. While Mr. Blake was in San Francisco, he stayed at the Embassy Suites Hotel. Last week, we heard a recording of Mr. Blake's conversation with the receptionist at the Embassy Suites Hotel. Today we will talk with the Embassy Suites receptionist, Ms. Marsha Waters. Welcome to Functioning in Business, Ms. Waters - Thank you. I'm happy to be here. Please call me Marsha - Okay, Marsha. Tell me Marsha, have you worked at the Embassy Suites for a long time? - I've been there about five years - And you work at the reception desk, isn't that right? - Yes. I register the new guests, and I help guests who have questions or problems - Oh, what kinds of problems? - Well, for example, sometimes people need help operating the TV. If they're having trouble, I send someone to their room to help them. Or sometimes people want to change rooms. We had one person who was in a non-smoking room and wanted to change to a smoking room. We couldn't give him a smoking room because there were none available. Then we found out that the person was smoking in the hallway, and that's not allowed - So what happened? - We had to

explain that he could only smoke in designated areas. Then, the next day, we were able to move him to a different room - Thanks for your comments, Marsha - You're welcome - Let's take a short break.

Designated areas = những nơi chỉ định

Move to a different room = đổi sang phòng khác

Register the new guests = ghi danh khách mới tới thuê phòng

- Listen and Repeat - Sometimes people need help operating the TV - Sometimes people want to change rooms - We couldn't give him a smoking room - There were none available - Smoking in the hallway is not allowed - People can only smoke in designated areas.

To type /taɪp/ = đánh máy; Type = kiểu, loại (n)

Typist /'taɪpɪst/ = người đánh máy (n)

Typewriter /'taɪp,raɪtə/ = máy đánh chữ (n)

Type letters = thư đánh máy; Send faxes = gửi điện thư

Room service = mang đồ ăn hay đồ uống hay dịch vụ khách cần tận phòng

Business center = phòng làm việc cho khách đánh máy hay gửi điện thư e-mail.

Ms. Waters discusses the services at her hotel = cô Waters bàn về những dịch vụ trong khách sạn của cô.

An internet connection = nối đường liên mạng internet

The hotel has a business center and a fitness center = khách sạn có một trung tâm làm việc và một trung tâm thể dục

Our business guests can go to the business center to type letters or send faxes = các nhà kinh doanh ở khách sạn có thể tới trung tâm làm việc để đánh máy thư hay gửi điện thư.

We have a great fitness center with a sauna and a Jacuzzi = chúng tôi có một trung tâm thể dục lớn có phòng tắm hơi và bồn nước nóng sủi bọt.

- Interview - Welcome back. Our guest is Marsha Waters, the receptionist at the Embassy Suites Hotel. Marsha, can you tell our listeners what kinds of services you offer at the Embassy Suites? - Well, one important service we offer is a business center. Our business guests can go to the business center to type letters or send faxes. We also have an internet connection so that they can read their e-mail - How convenient! What other services do you offer? - We have a great fitness center with a sauna and a Jacuzzi - That sounds like fun - We also have room service, of course. Many of our business guests like to eat in their rooms so that they can have more time to prepare for meetings - They work while they eat dinner? - Yes, some people do. I guess they find it easier than going out to a restaurant - Thank you very much for joining us, Ms. Waters - It's my pleasure - We'll be back after a short break.

- Sentence completion. Listen. Complete the sentence - A place at a hotel where you can type letters and send faxes is ____ - A business center. It's a business center - If you want to eat in your hotel room, you can ask for ____ - Room service. You can ask for room service - If you want to get some exercise, go to ____ - The fitness center. Go to the fitness center.

Unit 46

Extra services = các dịch vụ thêm

Telephone calls = các cuộc gọi điện thoại

Room service = dọn đồ ăn tận phòng cho khách

Extra charges = Surcharges = trả thêm; Extra /'ekstrə/ = thêm (adj)

Charges for local calls = trả thêm về những lần gọi điện thoại trong vùng.

Long distance calls = điện thoại viễn liên; A local call = điện thoại gọi trong tỉnh

To Drink/Drank/Drunk = uống; Drink /drɪŋk/ = thức uống (n)

Snacks = đồ ăn đồ chơi (n); Refrigerator /rɪ'frɪdʒəreɪtə/ = Fridge /frɪdʒ/ = tủ lạnh (n)

A surcharge /'sə:tʃɑ:ʒ/ = tiền trả thêm; Menu /'menju:/ = bảng thực đơn (n)

A long distance call = điện thoại gọi ra ngoài tỉnh hay tiểu bang hay ra xứ ngoài

Hotels usually charge extra for services such as telephone calls and room service = khách sạn thường bắt khách trả thêm cho những dịch vụ điện thoại và dọn đồ ăn mang lên phòng.

Hotel policies are often written in a brochure = qui luật của khách sạn thường được viết vào một tập bìa cứng

- Culture Tips - Welcome back everyone! We're here once again with Gary Engleton, our expert on business and culture - Hello everyone! How are you today, Elizabeth? - Very well, thank you, Gary. I'm glad that you're here because we have a very important e-mail question on hotel charges - Really? What is it? - One of our listeners writes: "Sometimes my hotel bill is larger than I expected." "In the United States, what extra charges are there in hotels?" - That's an excellent question. When you are staying in a hotel, it's a good idea to ask a lot of questions about what is free and what has an extra charge. Extra charges are sometimes called surcharges. They are becoming more and more frequent - How do you find out about these extra charges? - The first thing that you should do is to look around the room for something written down. For example, there is sometimes information near the telephone about charges for local and long distance calls. If you can't find anything in writing, you should definitely ask at the front desk - That's a good idea! What other kinds of extra charges are there? - Well, for example, many hotels have drinks and snacks in small refrigerators. These are not free. Make sure you know how much everything costs before you drink or eat anything. And you can have food brought to your room. That's called room service. It is usually fairly expensive. Look for a menu in the room that lists the prices - Are there any other surcharges to be careful of? - Well, some hotels offer movies in your room for an extra charge. And remember, tax will usually be added to the room charge. In some U.S. cities, this tax can be 15 per cent or even more - Well, I think that I've covered most of the extra charges. Other facilities like swimming pools, exercise equipment and even daily newspapers are usually free - Thanks Gary. That was extremely helpful - I'm glad that I could help.

- Sentence Completion. Listen. Complete the sentence - Extra charges at a hotel are sometimes called ____ - Surcharges. They're called surcharges - A telephone call to someone in the same city is called ____ - A local call. It's called a local call - A telephone call to someone in a different state is called ____ - A long distance call. It's called a long distance call.

Checking in = tới nhận phòng ; Checking out = trả phòng

My goodness = trời đất; A desk clerk = tiếp viên ở quầy trước khách sạn

Actually = As a matter of fact = đúng ra; Hotel lobby = phòng đợi của khách

We'll listen to a person checking in at a hotel = chúng ta nghe một người khách ghi danh thuê phòng đã dành trước.

I see you have a room reserved through April 4th = tôi thấy ông đã có phòng dành sẵn cho hết ngày mùng bốn tháng Tư.

Actually, I'll be leaving on the morning of the 5th = thực ra, tôi đi vào sáng mùng 5

- Business Dialog - Let's listen to today's Business Dialog. We'll hear a person checking in at a hotel. Ms. Peters is speaking with the desk clerk at the hotel - Good evening, may I help you? - Yes, my name is Allison Peters. I have a reservation - Let me take a look - Yes, I see you have a room reserved through April 4th - Actually, I'll be leaving on the morning of the 5th - Oh, really? I thought you told us you would be checking out on the 4th - No, I believe I said I would be checking out on the 5th. Let me check my confirmation notice - Here it is - Oh, my goodness, you're right. Can I extend my stay through the 5th? - That's not a problem. I'll change your reservation for you - Thank you very much - You're welcome.

- Focus on Functions: Clarifying - Now let's focus on clarifications - Listen to these variations - I see you have a room reserved through the 4th - I see your reservation is through the 4th - Actually, I'll be leaving on the morning of the 5th - As a matter of fact, I'll be leaving on the morning of the 5th - I thought you told us you would be checking out on the 4th - I believe you

said you would be checking out on the 4th - No, I believe I said I would be checking out on the 5th - No, I think I said I would be checking out on the 5th.

If you disagree with what a clerk or agent says, there are some polite ways to correct the person = nếu ta không đồng ý với người thư ký giữ quầy trước, có vài cách nhã nhặn để sửa lỗi người ấy.

I believe I said I would be checking out on the 5th = tôi tin tôi đã nói là tôi sẽ đi vào phòng 5.

- Gary's Tips - Welcome back. It's time for Gary's Tips. What's your topic for today, Gary? - Today I'll be talking about clarifications. Last week we talked about the importance of confirming information, especially information about plane and hotel reservations. It's important to confirm, because sometimes a hotel clerk or a travel agent might have incorrect information. If you disagree with what the clerk or agent says, there are some polite ways to correct the person. This is called making a clarification. One way to begin a clarification is to use the word "actually." Let's listen again to part of the Business Dialog. You'll hear Ms. Peters clarifying that she is staying through April 5th - Good evening, may I help you? - Yes, my name is Allison Peters. I have a reservation - Let me take a look - Yes, I see you have a room reserved through April 4th - Actually, I'll be leaving on the morning of the 5th - Another polite way to make a clarification is to say "I believe." Let's listen again to the Business Dialog. Ms. Peters clarifies that she will be checking out on the 6th - Yes, I see you have a room reserved through April 4th - Actually, I'll be leaving on the morning of the 5th - Oh, really? I thought you told us you would be checking out on the 4th - No, I believe I said I would be checking out on the 5th - It turns out Ms. Peters is wrong about the dates of her reservation. But by being polite, Ms. Peters maintains a good relationship with the desk clerk and is able to change her reservation. So remember, it's important to correct people if they have the wrong information about your reservations. But, it's best to be polite when you make a clarification. Well, that's all we have time for today on Gary's Tips. Thanks for joining us - Thanks very much, Gary - Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 47

I'm 24 years old = năm nay tôi 24 tuổi.

This program focuses on ages and things people like to do = bài học hôm nay chú trọng về cách nói chuyện về tuổi tác và những điều người ta thích làm

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "I'm 24 years old".

- Good morning, Max. What's new? - Not much. What about you? - Oh, pretty much the same - Who is our guest today? - Chris Scott - She's from Chicago, isn't she? - Yes, she is - Oh, is she still in Washington? - Yes, she is - Where's her sister Sara? - I don't know. She isn't here today - Oh, okay.

Ballet /'bæleɪ/ = vũ cổ điển tây phương (n)

A ballet dancer = vũ công nhảy vũ ballet; Ballerina /,bælə'ri:nə/ = nữ vũ công ballet (n)

To practice /'præktɪs/ = To practise = tập, rèn luyện; To Sing/Sang/Sung = hát

To cook /kuk/ = nấu ăn ; A cook = người nấu bếp (n); Cooker = nồi nấu (n)

I love to dance = I love dancing = tôi thích khiêu vũ [To love + V-ing (to V)]

She practices every day = ngày nào cô ấy cũng tập.

Chris Scott is a ballet dancer = Chris Scott là một vũ công nhảy vũ cổ điển ballet.

I want to be a great dancer = tôi muốn trở thành một vũ công tài danh.

- Interview - Now it's time for today's interview. Our guest today is Chris Scott. Good morning, Chris - Hi, Kathy. Hello Max. Thanks for having me back - Our pleasure - It's nice to see you again - Where's your sister today? Where's Sara? - She's in Baltimore. She's at Johns Hopkins

VOA - New Dynamic English

Hospital - Is she sick? - No, she isn't. She's a doctor. She likes to visit hospitals - That's right. She's a doctor - What do you do, Chris? - I'm a dancer - A dancer? - Yes, a ballet dancer - Really? Do you like it? - Oh, I love it! I love to dance - Do you work hard? - Yes, I do. I practice every day. I want to be a great dancer - Our guest is Chris Scott. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Do you like to dance? - Yes, I love to dance! - Do you like to sing? - Yes, I like to sing - Do you like to cook? - No, I don't like to cook - Kathy, do you like to dance? - Yes, I like to dance - Do you like to sing? - No, I don't like to sing - Do you like to cook? - Yes, I love to cook!

Single /'sɪŋɡl/ = *độc thân* (adj); *A friend* = *bạn*; *A boyfriend* = *bạn trai*

Pilot /'paɪlət/ = *phi công* (n); *A dog* = *con chó*; *A pet dog* = *chó cưng nuôi trong nhà*

Cute /kju:t/ = *dễ thương* (adj); *Sister* = *Sis* = *chị hay em gái* (n)

Older sister /'əʊldə/ = *Elder sister* /'eldə/ = *chị gái* (n); *Eldest sister* = *chị cả* (n)

My sister is older = *chị tôi nhiều tuổi hơn*; *Brother* = *anh, em trai*

Eldest brother = *anh cả*; *Atlanta* = *thủ phủ của tiểu bang Georgia*

How old are you? = *bạn bao nhiêu tuổi?* *She's twenty eight years old* = *cô ấy 28 tuổi.*

- Telephone - We're back with our guest, Chris Scott. Chris is a ballet dancer. We have time to take a telephone call. Hello. You're on the air with New Dynamic English - Hello. My name is Helen. I'm from Georgia - What city are you from? - I'm from Atlanta. I have a question for Chris - Yes, go ahead - Who is older, you or your sister? - My sister is older. She's twenty-eight years old - How old are you? - I'm twenty-four years old - You're both single, aren't you? - That's right. My sister has a boyfriend. He's a pilot. He's really cute! - What about you? - Well, my best friend is Woody - Woody? Is he your boyfriend? - No, he isn't. He's not my boyfriend. He's my dog - Your dog? - Yes, he's my pet dog. I love him! - I see. Thank you - Thanks for calling. Chris, thank you for being our guest - I've enjoyed it - Let's take a short break.

- Listen and Repeat - How old is Chris? - She's twenty-four years old - How old is Sara? - She's twenty-eight years old - Who is twenty-four years old? - Chris is - She's twenty-four years old - Does Chris have a boyfriend? - No, she doesn't - She doesn't have a boyfriend - Does Chris have a dog? - Yes, she does - Her dog's name is Woody.

Hamburger = *Hamburg steak* = *thịt bò nghiền nướng*; *I hate it* = *tôi ghét nó.*

Fast food restaurants = *những tiệm đồ ăn nhanh*; *It's boring* = *công việc tẻ nhạt.*

I made hamburgers all day = *cả ngày tôi làm món thịt bò nghiền nướng.*

- Daily Dialog: Part 2. How's your job?. Listen to the conversation - Hi, Sis. How's your new job? - I hate it! - Is it that bad? - It's terrible - Oh, that's too bad - What do you do? - I made hamburgers all day! - Do you work hard? - Yes, I work very hard. And it's boring, boring, boring! - Really? - Listen and repeat.

To chant /tʃɑ:nt/ = *hát đều theo nhịp*; *A chant* = *bài hát đều theo nhịp.*

- Language Focus: Jazz chant. Listen to the Jazz Chant - How do you like your job? - I love it. I love it - How do you like your job? - It's just great! - How do you like your job? - I hate it. I hate it - How do you like your job? - It's too hard! - Now let's chant - How do you like your job? - I love it. I love it - How do you like your job? - It's just great! - How do you like your job? - I hate it. I hate it - How do you like your job? - It's too hard.

Unit 48

Street musician = *nhạc sĩ chơi nhạc rong ngoài phố*; *A musician* /mju:'zi:ʃən/ = *nhạc sĩ*

Restaurant /'restərənt, -tə,rənt, 'restərɒnt/ = *nhà hàng* (n)

A waiter /'weɪtə/ = *người hầu bàn*; *The pay is good* = *lương khá*

A flute /flu:t/ = *cây sáo*; *Flutist* = *người thổi sáo* (n); *I play the violin* = *tôi chơi đàn vĩ cầm.*

We made beautiful music together = *chúng tôi cùng chơi nhạc rất hay với nhau.*

I don't make much money playing music, but I love it = chơi nhạc tôi không kiếm được nhiều tiền, nhưng tôi thích.

- Man on the Street - This is the Dynamic English Man on the Street, Kent Moss. Today I'm standing in front of the Washington Monument in Washington, D.C - That was beautiful! - Thank you very much - Do you play here every day? - Yes, I do. I play here in the afternoon before I go to work - Where do you work? - At a restaurant near here - What do you do? - I'm a waiter - A waiter? Do you like your job? - Oh, it's OK. And the pay is good. But I really love playing music - Well, you're an excellent musician - Thank you. I don't make much money playing music, but I love it. My girlfriend's also a musician - Oh, what does she play? - She plays the flute. I play the violin and she plays the flute. We made beautiful music together - Well, I wish both of you the best of luck - Thank you. Would you like to hear some more? - Please...

- A Question for You. Now here's a question for you. Listen for the bell, then say your answer - How old are you? - Really, that a good age.

New /nju:/ = mới (adj)

News /nju:z/ = tin tức, tin thời sự (n); Mystery /'mɪstəri/ = sự bí mật, huyền bí (n)

Mysterious /mɪ'stɪəriəs/ = bí mật, huyền bí (adj); Mysteriously = một cách bí ẩn (adv)

Any news? = có tin gì không?; Scientist /'saɪəntɪst/ = nhà khoa học

Date /deɪt/ = buổi hẹn đi chơi bên ngoài với bạn khác phái, bạn đi chơi bên ngoài (n)

You seem to be getting along well = hai bạn xem chừng hợp nhau.

Russian is his first language = tiếng Nga là tiếng mẹ đẻ của anh ta.

- And...were off the air. Good show, guy - Any news from your mystery brother? - Nothing yet. He hasn't called back - Hi, there - Hi, Elizabeth. How was your date? - We had a great time. We went to a movie and then had dinner - What did you see? - That new movie with Jackie Bronson - How was it? - I liked it; he didn't. Oh well - You seem to be getting along well. What's his name? - His name's Boris - That's a Russian name, isn't it? - Yes, that's right. He's Russian - How's his English? - Pretty good, but Russian is his first language - What does he do? - He's a scientist. He works at American University - Well, we look forward to meeting him. Have a good show.

I was on business = tôi đi có công chuyện.

An important business trip = một chuyến thương vụ quan trọng

I have Mr. Blake on the phone = tôi hiện có ông Blake chờ ở đầu dây.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Checking in, part 5".

- Interview - Last week we heard part of a conversation between Charles Blake and the hotel receptionist at the Embassy Suites Hotel. Today we'll be hearing the rest of the conversation during Mr. Blake's check in. I have Mr. Blake on the phone - Hello, Charles? - Hello, Elizabeth - How are you doing? - Just fine - Last week we listened in while you checked in at the Embassy Suites - That's right - Tell us again why you were in the San Francisco area - I was on business. I had plans to meet with Michael Epstein of Advanced Technologies. I wanted to talk to him about selling industrial robots to his company - Now let's hear the second half of of your conversation with the hotel receptionist as you check in - Okay.

A print /prɪnt/ = bản in; To print = in; To booked up = hết chỗ

But something may open up = nhưng có thể có phòng trống.

I'm afraid we're all booked up for Friday night = tôi e rằng các phòng đều có người thuê hết vào tối thứ sáu.

Can I make a print of your credit card? = iôi xin phép in một bản sao thẻ tín dụng của ông được không?

[những động từ tận cùng bằng âm /p/, /k/, /s/, /ʃ/, /tʃ/, /f/ khi sang quá khứ hay quá khứ phân từ, có thêm đuôi ed thì đuôi ed đọc như âm /t/]

Stopped = ngừng lại; Cooked = nấu chín; Booked = đã mua trước, dành trước

Talked = nói; Missed = nhớ, hụt; Boxed = đóng hộp; Laughed = cười

Washed = rửa sạch; *Watched* = coi, xem, coi chừng; *Roofed* = có lợp mái

All set = *Ready* = sẵn sàng

As soon as possible = càng sớm càng tốt, ngay.

Possible /'pɒsəbl/ = có thể (adj); *Possibility* /,pɒsə'biliti/ (n)

Impossible = không thể (adj); *Impossibility* /im,pɒsə'biliti/ (n)

We're all set here Mr. Blake = chúng tôi đã làm xong hết thủ tục nhận phòng cho ông.

There's a chance I'll be staying one more day = có thể tôi sẽ ở thêm một ngày.

Bellman /'belmən/ = *Porter* /'pɔ:tə/ = *Bellboy* /'belbɔi/ = *Bellhop* /'belhɒp/ = *Skycap* = nhân viên khuân đồ cho khách (n)

[Bellboy để tránh ngôn ngữ kỳ thị]

Confirmed reservation = đã giữ phòng trước và đã xác nhận

Can I make a print of your credit card? = tôi in một bản sao thẻ tín dụng của ông được không?

I'm afraid we're all booked up for Friday night = tôi e rằng chúng tôi không còn phòng nào trống vào tối thứ sáu.

If you could let me know as soon as possible, I would appreciate it = nếu cô vui lòng cho tôi biết sớm thì tôi cảm tạ lắm.

- Dialog - That room is \$120 a night - Okay, fine. Can I use my credit card for that? - Yes, certainly, sir. Can I make a print of your credit card before we check you in? - Sure, there you are - Okay, thank you. All right, fine. We're all set here Mr. Blake, and I'll get the bellman right away. We'll get you to your room - Oh, by the way, there's a chance I'll be staying one more day, so I might be leaving on Saturday. Is that okay? - Let me check. Well, sir, I'm afraid we're all booked up for Friday night, but something may open up. Can I let you know? - Okay, if you could let me know as soon as possible, I would appreciate it - Yes, we can do that for you sir. Okay, and here's your key, sir. I'll get the bellman for you. Bellman, front!

- Variations. Listen to these variations - Can I use my credit card for that? - Is it possible to use my credit card for that? - Can I make a print of your card? - Let me make a print of your card - There's a chance I'll be staying one more day - I might be staying one more day - If you could let me know as soon as possible, I would appreciate it - Could you please let me know as soon as possible?

A cancellation /,kænsə'leiʃən/ = sự hủy bỏ; *Originally* /ə'ri:dʒnəli/ = lúc đầu (adv)

To cancel /'kænsəl/ = hủy bỏ; *An extra night* = thêm một đêm

Something might open up = may ra có thể còn phòng trống

The hotel was all booked up = khách sạn không còn phòng trống, có người thuê hết.

- Interview - Mr. Blake, let's talk about the conversation we just heard - All right - I see you asked if you could stay an extra night at the hotel - That's right. Originally I planned to stay four nights and to leave on Friday. When I arrived in San Francisco, I decided to stay an extra day so that I would have more time to meet with Mr. Epstein - The receptionist said the hotel was booked up on Friday night. Were you worried that you wouldn't be able to get a room? - A little, but she said that something might open up - Were you able to get a room? - Yes, I was. There were some cancellations at the hotel, and so I was able to stay until Saturday morning - Thanks for talking with us again, Charles - I was my pleasure - Let's take a short break.

Unit 49

All booked up = không còn chỗ trống

That room is \$120 a night = phòng đó giá thuê là 120 đô la một đêm.

The hotel is fully booked = khách sạn không còn phòng trống.

Paid by the hour = trả lương theo giờ

Waiters are paid by the hour = những người hầu bàn được trả lương tính theo giờ làm.

They depend on tips for extra money = họ nhờ vào tiền puộc boa để kiếm thêm.

- Questions. Listen to the question - How does Mr. Blake pay for the room? - Now listen to the dialog - That room is \$120 a night - Okay, fine. Can I use my credit card for that? - Yes, certainly sir - How does Mr. Blake pay for the room? - He uses his credit card - Listen to the question - Does the hotel have a room available for Friday night? - Now listen to the dialog - Oh, by the way, there's a chance I'll be staying one more day, so I might be leaving on Saturday. Is that okay? - Let me check. Well, sir, I'm afraid we're all booked up for Friday night, but something may open up. Can I let you know? - Does the hotel have a room available for Friday night? - No, the hotel is fully booked on Friday night

Tipping = tiền puộc boa; To tip = cho tiền puộc boa

Complicated /'kɒmplikeitɪd/ = phức tạp (adj)

Simple /'sɪmpəl/ = đơn giản, dễ làm (adj)

Simply /'sɪmpli/ = một cách dễ dàng đơn giản (adv)

Guidelines /'gaɪd,lainz/ = hướng dẫn tổng quát (n)

Paid by the hour = trả tiền lương theo giờ

Low-paying jobs = những việc làm lương thấp

Salaried workers = người làm lĩnh lương tháng hay năm

The people who work at the front desk are salaried workers and paid more, so we don't tip them = nhân viên ở quầy tiếp khách phía trước ăn lương tháng, và được trả lương cao hơn nên ta không cho tiền tip.

In the hotel restaurant, you should give the waiter or waitress an extra 15 or 20 percent of your bill = ở phòng ăn trong khách sạn, ta nên cho người hầu bàn thêm 15% hay 20% biên lai tiền ăn.

Tip the maid one or two dollars per day = cho người dọn phòng 1 hay 2 đô mỗi ngày mình ở.

You can leave the tip in your room when you check out = có thể để lại tiền tip ở trong phòng khi trả phòng.

Taxi fare = tiền tắc-xi phải trả; Bags = túi (n); Luggage /'lʌɡɪdʒ/ = hành lý (n)

This culture tip is about tipping at hotels = phần hướng dẫn văn hóa này nhắm chỉ cách cho tiền tip.

[bag, trunk, suitcase, valise đều có nghĩa là túi lớn, va-li, số nhiều có s. Luggage hay baggage = hành lý không có s, mà ngụ ý số nhiều, nghĩa như bags, suitcases, valises. khi ở số nhiều thì dùng chữ "pieces"]

I have five pieces of luggage = tôi có 5 cái va-li.

I have a lot of luggage = tôi có nhiều hành lý lắm.

Unclaimed luggage = đồ không có người nhận; A piece of luggage = một cái va-li

- Culture Tips - Welcome back to "Culture Tips." We're here again with our business language expert, Gary Engleton - Hello, everyone! - Well, Gary, today we have an e-mail about a very important and complicated subject - Really? - Yes, here it is. "When I stay in hotels in the United States, who should I tip and how much money should I give them?" - Those are great questions. Tipping is very complicated! But let me give you some guidelines - That would be very helpful! - We generally tip people in lower-paying jobs, like waiters. These people are paid by the hour and they depend on tips for extra money. The people who work at the front desk are salaried workers and are paid more, so we don't tip them. We also don't tip managers - Oh. And how much money should you give people when you tip them? - First, let's talk about the easy situations. In the hotel restaurant, you should give the waiter or waitress an extra 15 to 20 percent of your bill. And you should tip taxi drivers about 15 percent of the fare. If the taxi driver carries your bags, you should give a little more. For most other services, tip two dollars. For example, you should tip anyone who carries your bags to your room. That person is called the porter or bellman. If a porter carries a lot of luggage for you, tip more than two dollars - And what about the maid? - One or two dollars per day is good. You can leave the tip in your room when you check out - Thank you, Gary! Your information has been really helpful! - Glad I could help!

- Sentence Completion. Listen. Complete the sentence - The person who carries your bags is called a porter or ____ - A bellman. The person is called a porter or a bellman - The amount that the taxi driver charges you is ____ - The fare. What the taxi driver charges you is the fare. The bags you carry when you travel are called your ____ - Luggage. They are called your luggage.

A fax machine = máy gửi phóng ảnh; A button /'bʌtn/ = khuy

I wonder if you could help with my bags = tôi tự hỏi ông/cô có thể giúp xách hộ tôi mấy cái túi của tôi.

Do you happen to have a needle and some thread? = không hiểu cô có kim chỉ cho mượn không?

Polite requests = lời yêu cầu nhã nhặn; Hotel lobby = phòng đợi ở khách sạn.

I lost a button and I need to sew it back on = tôi rớt mất cái khuy và cần đơm khuy khác.

To Sew/Sewed/Sewn = khâu; Sew a dress = khâu áo; Sew on a button = đơm khuy

- Business dialog: Requesting favors in a formal setting - Business Dialog: Polite Request - Let's listen to today's Business Dialogs. We will hear several kinds of polite requests. First, let's listen to a conversation between Mr. Myers and the bellman - Oh excuse me. I wonder if you could help me with my bags - Sure, I'll be glad to help. Which floor is your room on? - Here's another short conversation between Mr. Myers and the desk clerk - Good evening - Good evening. Could I possibly use your fax machine? I'd like to send a fax to my office - Yes, of course. The fax machine is right over there, behind the desk - Now let's listen to the third conversation again between Mr. Myers and the desk clerk - Front desk, may I help you? - Hello, this is Mr. Myers in room 212 - What can I do for you, Mr. Myers? - I lost a button and I need to sew it back on. Do you happen to have a needle and some thread? - Yes, as a matter of fact, we do! - If you send them up to my room, I'd appreciate it - No problem. I'll have them sent up right away - Thank you.

I wonder if... = tôi tự hỏi; I'd appreciate it if... = tôi cảm ơn nếu...

Could I possibly... = tôi có thể; Could you possibly... = ông/cô có thể...

- Focus on Functions: Polite requests - Now let's focus on polite requests - Listen to these variations - I wonder if you could help me with my bags - I'd appreciate it if you could help me with my bags - Could I possibly use your fax machine? - I wonder if I could use your fax machine - If you could send them up to my room, I'd appreciate it - Could you possibly send them up to my room?

A hamburger /'hæmbə:gə/ = thịt bò nghiền nướng; An iced tea = ly trà đá.

If you could let me know as soon as possible, I would appreciate it = nếu ông hay cô cho tôi biết càng sớm càng tốt, thì tôi cảm ơn lắm.

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton - Hello everyone! Last week on Gary's Tips, we talked about requests. We're going to talk some more about requests today. We've already said that a polite way to make a request is to use "can" or "could." For example, you might say, "Could you send a hamburger and an iced tea to room 219, please?" Today we're going to talk about some even more polite ways to make a request. One way is to begin your requests with "I wonder if." Let's listen again to the first Business Dialog. Listen for Mr. Myers saying, "I wonder if." - Oh excuse me. I wonder if you could help me with my bags - Sure, I'll be glad to help. Which floor is your room on? - Another polite way to begin a request is to say, "Could I possibly," or "Could you possibly." Let's listen to Mr. Myers again asking to use the fax machine. He starts his requests with "Could I possibly" - Good evening - Good evening - Could I possibly use your fax machine? I'd like to send a fax to my office - Yes, of course. The fax machine is right over there, behind the desk - In today's Business Dialogs, we heard a third way to make a polite request. You can use the expression, "I would appreciate it if." You can say, "I would appreciate it" either at the beginning or at the end of your requests. Let's hear Mr. Myers again as he asks for a needle and thread - Do you happen to have a needle and some thread? - Yes, as a matter of fact, we do! - If you could send them up to my room, I'd appreciate it - No problem. I'll have them sent up right away - Thank you - In today's dialog, we also heard

Mr. Blake use the expression, "I'd appreciate it." Let's listen again - Oh, by the way, there's a chance I'll be staying one more day, so I might be leaving on Saturday. Is that okay? - Let me check. Well, sir, I'm afraid we're all booked up for Friday night, but something may open up. Can I let you know? - Okay, if you could let me know as soon as possible, I would appreciate it - Today you heard three different ways to make polite requests. In a business situation, it's good to be extra polite when you are asking for a favor. You will want to use these polite ways to make your requests. I hope today's tips were helpful - Thank you very much, Gary.

Unit 50

Do you like your job? = bạn có thích việc mình làm không?

To store /stɔ:/ = tích trữ; Store = Shop = cửa hàng (n)

Storage /'stɔ:riʒ/ = kho, sự tích trữ (n)

Store manager = quản lý tiệm; Clothing store = tiệm bán quần áo

Man of the cloth = tu sĩ; Clothes /'kləʊz/ = Garments = quần áo (số nhiều) (n)

Cloth /klɒθ/ = hàng vải hay lụa (n); Clothing /'klouðɪŋ/ = quần áo (số ít) (n)

A piece of cloth = Fabric /'fæbrɪk/ = Material /mə'tiəriəl/ = một mảnh vải hay lụa

I need three yards of cloth = tôi cần ba thước anh hàng vải. [yard=0.944 meter]

I manage a clothing store = tôi làm quản lý một tiệm bán quần áo

I work ten hours a day = tôi làm việc 10 giờ mỗi ngày.

Downtown /'dauntaun/ = trung tâm thương mại trong thành phố hay tỉnh (n)

A good salary = lương cao; A low salary = lương thấp

San Jose = tên thành phố ở California; Where is it located? = tiệm quần áo ở đâu?

To need /ni:d/ = cần phải (v); Necessity /ni'sesiti/ = sự cần thiết (n)

Necessary /'nesisəri/ = cần thiết, thiết yếu (adj); Necessarily = tất yếu, nhất thiết (adv)

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "Do you like your job?".

- Good morning, Max. How are you today? - Not bad. How are you? - I feel great. Our guest today is Maria Alvarez - From California? - That's right. She's from San Jose, California.

- Interview - Now it's time for today's interview. Our guest today is Maria Alvarez. Good morning, Maria - Good morning, Kathy - Yes, welcome back to our show - Thank you - I have a question for you - Yes, what is it? - Yes, what do you do? - I'm a store manager - A store manager? - Yes, that's right. I manage a clothing store - Is it a large store? - Yes, it is - Where is it? Where is it located? - In San Jose. It's in downtown San Jose - Is the clothing expensive? - No, not really - Most of our clothes are not very expensive - Do you like your work? - Yes, I do. It's a very good job - I like it a lot - What about your salary? - Do you have a good salary? - It's pretty high, but I work very hard - How many hours do you work? - I work about 10 hours a day - You do work hard! - Yes, but I love the work! - Our guest is Maria Alvarez. We'll talk after our break. This is New Dynamic English.

- Listen and Answer. Listen for the bell, then say your answer - Maria works in a clothing store. Is it a large store? - Yes, it is - It's large - The store sells clothing. Is the clothing expensive? - No, it's not - It's not very expensive - Maria is a store manager. Does she like her work? - Yes, she does - She loves her work - Does she work hard? - Yes, she does - She works very hard - Does she have a low salary? - No, she doesn't - She has a high salary.

Divorced = đã ly dị (adj); How old are your children? = các cháu lên mấy?

Maria Alvarez has three children = Maria Alvarez có ba con nhỏ.

- Telephone. Maria Alvarez is divorced and has three children - Our guest is Maria Alvarez. She's a store manager from San Jose, California. Let's take a phone call - Hello - Hello. You're on the air with New Dynamic English - I'm calling from Jacksonville - In Florida? - Yes, that's

right - Do you have a question for Maria? - Yes, I do. Maria. Could you tell us about your family? - Well, I'm divorced, and I have three children - Do they live with you? - Yes, they do - What are their names? - Alma, Josh, and Ehren - Excuse me? Could you say that again? - Certainly, Alma..., Josh...and Ehren - Ehren? How do you spell Ehren? - It's E-H-R-E-N - E-A-R-E-N? - No, E-H-R-E-N - Oh, I see. That's a very pretty name - Thank you - Is Ehren a boy or a girl? - She's a girl - My son's name is Josh - I see - How old are your children? - Alma is twelve, Josh is seven, and Ehren is three - Twelve, seven and three - That's right - Thank you - You're very welcome. Kathy: Thanks for calling. Maria, thank you for being our guest - It's been my pleasure - I hope you can come back again - I hope so too - Let's take a short break.

- Language Focus: Jazz chant. Listen to the Jazz Chant - Do you have any children? - I have three. One, two, three. I have three - Do you have any daughters? - I have two - You have two? - Yes, I have two - Do you have any sons? - I have one - You have one? - Yes, I have one - Now let's chant - Do you have any children? - I have three. One, two, three. I have three - Do you have any daughters? - I have two - You have two? - Yes, I have two - Do you have any sons? - I have one - You have one? - Yes, I have one.

Minimum wage = lương giờ tối thiểu; Awe /ɔ:/ = sự kinh sợ (n)

Awful /'ɔ:fəl/ = Terrible /'terəbəl/ = Very bad /bæd/ = rất tệ (adj)

Awesome /'ɔ:səm/ = Wonderful /'wʌndəfəl, -fəl/ = Excellent /'eksələnt/ = rất tốt (adj)

Hamburger /'hæmbə:gə/ = Hamburg steak = thịt bò nghiền nướng hay rán (n)

Awful! My pay is really low, three dollars an hour = tệ lắm, lương tôi rất thấp, mỗi giờ ba mỹ kim.

The lazy boy stood in awe of his stern teacher = đứa học trò lười sợ khi đứng trước thầy giáo nghiêm.

- Daily Dialog: Part 3. How's your job?. Listen to the conversation - Hi, Sis. How's your new job? - I hate it! - Is it that bad? - It's terrible! - Oh, that's too bad - What do you do? - I made hamburgers all day! - Do you work hard? - Yes, I work very hard. And it's boring, boring, boring! - Really? How's the pay? Girl: Awful! My pay is really low - How much do you get? - Three dollars an hour - That is low! - Listen and repeat.

Unit 51

- Question of the Week! - This week's question is "What does it spell?" We'll have the answers on our next show. Question 1: K-A-T-H-Y. What does it spell? K-A-T-H-Y. Question 2: F-R-A-N-C-E. What does it spell? F-R-A-N-C-E. Question 3: S-I-S-T-E-R. What does it spell? S-I-S-T-E-R. Question 4: T-E-A-C-H-E-R. What does it spell? T-E-A-C-H-E-R - We'll have the answers on our next show.

- A Question for You. Now here's a question for you. Listen for the bell, then say your answer - Do you like your work? - Uh-huh. Thank you.

Restaurant /'restərənt, -tə,rənt, 'restərɒnt/ = nhà hàng, tiệm ăn (n)

To block = ngăn chặn; Block /blɒk/ = chiều dài bằng dãy nhà giữa hai đường phố, dãy nhà nằm giữa bốn đường phố (n)

What are you up to? = bạn đang có chuyện gì vậy?

Let's go some other time = chúng ta hãy đi vào dịp khác.

Any news with your so called brother? = có tin gì thêm về người mà anh gọi là em trai của anh?

- And...we're off the air. Good show, guys - Great show - Thanks. You were great too - Would you like to have lunch? There's a new restaurant few blocks from here - No, I don't think I can. I'm...busy... - Oh, what are you up to? - Well, I really can't say - Oh...a secret! - No, not really. It's just... - That's OK. If you don't want to tell me... - Let's go some other time. By the way, any

news with your so called brother? - Yes, he called back. And he's coming to Washington - When?
- Tonight - Oh no! - Oh, yes - Quiet please, everyone. Ready for Functioning in Business.

To refuse /ri'fju:z/ = từ chối

A refusal /ri'fju:zəl/ = sự từ chối, một lời từ chối (n)

A bank manager = quản lý ngân hàng

Bank teller = nhân viên nhà băng nhận phát tiền

Exchange rate = hối xuất ngoại tệ

To exchange sth for sth else /iks'tʃeindʒ/ = trao đổi

Foreign currency /'kʌrənsi/ = tiền ngoại quốc; Change money = đổi tiền

To cash a check = lĩnh chi phiếu; Personal check = chi phiếu cá nhân.

Foreign business travelers = du khách kinh doanh ngoại quốc

An out of town check = chi phiếu của người không có trương mục trong nhà băng mình muốn lĩnh tiền, thường ở tỉnh khác.

Cashier's check = ngân phiếu bảo đảm của nhà băng

Fee = lệ phí (n); British pound /'britɪʃ paʊnd/ = đồng bảng Anh (n)

Bills /bɪlz/ = hóa đơn, tiền giấy (n); Coins /kɔɪnz/ = tiền xu, hào, bạc đồng (n)

Customer /'kʌstəmə/ = thân chủ, khách (n)

Against the bank policy = trái qui luật ngân hàng

We'll talking about changing money and cashing checks = chúng ta nói về đổi tiền và lĩnh tiền bằng ngân phiếu.

People can exchange dollars for all the major foreign currencies at our bank = người ta có thể đổi tiền từ Mỹ kim sang tất cả những tiền ngoại quốc chính ở ngân hàng chúng tôi.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Checking in, part 6". This program focuses on refusing.

- Interview - Our guest today is Ms. Bailey. Ms. Bailey is a manager at Universal Bank. Welcome to the program, Ms. Bailey - Thank you very much - Today we're going to talk about money and business travel. We'll be talking about changing money and cashing checks. Ms. Bailey, does your bank handle foreign currency? - Oh, yes. People can exchange dollars for all the major foreign currencies at our bank. We also get a lot of foreign business travelers who want to change their money for dollars - Can they get good exchange rates at your bank? - Well, yes. The rates are quite good, but there is a fee for exchanging currency - Ms. Bailey, I have a recording of a conversation between a bank teller and a British customer. The customer changes some money and tries to cash a personal check. The bank teller refuses to cash his check. Shall we listen to the conversation? - Sure. Let's listen.

To cash /kæʃ/ = lĩnh tiền mặt; Cash = tiền mặt (n)

To cash a check = lĩnh chi phiếu; Policy /'pəli:si, -lɪsi/ = qui luật (n)

Bank policy = qui luật của ngân hàng; A personal check = chi phiếu cá nhân

Personality /pə:sə'næləti/ = nhân cách, tính cách (n)

Can I change British pounds for American dollars here? = tôi có thể đổi bảng Anh lấy Mỹ kim ở đây không?

How much would you like to change? = ông muốn đổi bao nhiêu?

It's very important that I cash this check = tôi rất cần lĩnh chi phiếu này.

The manager is out right now = người quản lý hiện không có mặt.

This conversation takes place between a bank teller and a British customer = cuộc đối thoại xảy ra giữa người thu phát ngân nhà băng và một thân chủ người Anh.

He would like to exchange British pounds for American dollars = ông ta muốn đổi bảng Anh sang Mỹ kim.

He would also like to cash a personal check = ông ấy cũng muốn lĩnh chi phiếu cá nhân của ông.

- Dialog - May I help you? - Yes, Can I change British pounds for American dollars? - Yes, certainly sir. How much would you like to change? - One hundred pounds please - Just one moment - That comes to one hundred sixty eight dollars and forty five cents. Here you are, sir - Thank you very much - Is there anything else I can help you with? - Yes, please. Could I cash this personal check from my London bank? - I'm afraid that isn't possible. Our policy is that we do not cash out of town checks - It's very important that I cash this check - Yes, I understand, but it's against bank policy - Could I see the manager, please? - I'm sorry, but the manager, Mr. Grover, is out right now. The assistant manager, Ms. Grace, is in. Would that be all right? - Yes. That's fine. Thank you - Certainly. One moment please.

Local bank = nhà băng trong vùng (n)

- Variations. Listen to these variations - Can I change British pounds for American dollars? - Can I exchange British pounds for American dollars? - How much would you like to change? - How many pounds would you like to change? - Could I cash this personal check from my London bank? - Is it possible to cash this personal check from my London bank? - It's very important that I cash this check - I really need to cash this check - It's against bank policy - Our bank policy doesn't allow it - Could I see the manager please? - Is it possible to see the manager?

- Interview - Welcome back to Functioning in Business. We're talking with Ms. Bailey, a manager at Universal Bank. As you heard, Ms. Bailey, the bank didn't cash the check for the man - That's right. It's unusual for a bank to cash an out-of-town check, especially if the check is from a foreign bank - Do you cash personal checks at your bank? - Yes, we do, but only if the check is from a local bank. We don't cash out of town checks - Thank you very much for joining us today, Ms. Bailey - It was my pleasure.

- Listen and Repeat - Can people exchange dollars for foreign currency at Universal Bank? - Yes, they can - People can exchange dollars for all the major foreign currencies - Can business travelers get good exchange rates at Universal Bank? - Yes, they can - But they have to pay a fee to exchange foreign currency - Does Universal cash personal checks? - Yes, it does - But only if the checks are local - Does Universal cash out-of-town checks? - No, it doesn't - The bank doesn't cash out-of-town checks.

Unit 52

I understand what you mean... = tôi hiểu điều ông muốn nói...;

Credit card /'kredit ka:d/ = thẻ mua chịu, thẻ tín dụng (n)

Traveller's checks = chi phiếu du lịch

Carry a lot of cash = mang nhiều tiền mặt theo

Cash = tiền mặt (n); To cash a check = lĩnh chi phiếu

Rent a car = thuê xe hơi; Major = chính (n)

Worldwide /'wɜ:ldwaɪd/ = khắp thế giới (adj, adv)

To accept /ək'sept/ = chấp nhận, chấp thuận

Acceptance /ək'septəns/ (n); Acceptable /ək'septəbəl/ (adj)

Having a credit card makes travel in the United States much more convenient = có thẻ tín dụng thì việc du lịch ở Mỹ tiện hơn nhiều.

Just make sure you get a major credit card that is accepted worldwide = chỉ cần lo sao cho có một thẻ tín dụng chính là thẻ được nhận khắp thế giới.

Merchants only accept personal checks from local banks = người chủ tiệm bán hàng chỉ nhận ngân phiếu cá nhân của ngân hàng địa phương.

If you carry credit cards, you don't have to carry a lot of cash = nếu mang thẻ tín dụng, bạn không cần phải mang theo nhiều tiền mặt.

- Culture Tips - Hello, again. We're here with Gary Engleton, our business language expert. Welcome back to "Culture Tips," Gary - Thanks! It's wonderful to be back! So, what's our first e-mail question? - Our first question is, "Do I need a credit card to travel in the United States?" - Excellent question. I would say it's very important to have a credit card. First, having a credit card makes travel in the United States much more convenient - In what ways? - Well, for example, it's impossible to rent a car without a credit card. And credit cards are accepted almost everywhere. Finally, if you carry credit cards, you don't have to carry a lot of cash - Those are all good points! - Just make sure you get a major credit card that is accepted worldwide - Thanks, Gary. Here's another e-mail question about paying for things. "Should I use checks in the United States?" - Well, there are two important types of checks: traveler's checks and personal checks. Traveler's checks are very convenient, since they are accepted in most places. They are especially helpful if you want to buy something from a small shop that does not accept credit cards - Oh, I see - Personal checks, however, are much more difficult to use. Generally, merchants only accept personal checks from local banks. They don't accept out of town checks - So, when you're traveling, it's better to use credit cards and traveler's checks than personal checks - Thanks, Gary. That was very helpful - My pleasure!

Bank account = trương mục ngân hàng

To Withdra/Withdrew/Withdrawn money from a bank = rút tiền ở nhà băng.

- Listen. Complete the sentence - If you carry credit cards, you don't have to carry a lot of ____ - Cash. You don't have to carry a lot of cash - A check which draws money from your own bank account is called ____ - A personal check. It's called a personal check - A check from a bank located in another town is called ____ - An out of town check. It's a called an out-of-town check.

Attempting to a cash check = cố xin lĩnh chi phiếu,

Bank teller = Bank clerk = nhân viên thu phát ngân nhà băng

Refusals = các cách từ chối (n); To attempt /ə'tempt/ = To try /traɪ/ = cố, thử, tìm cách

To assist /ə'sist/ = giúp đỡ; Assistance /ə'sistəns/ (n); Assistant = người giúp đỡ (n)

- For today's Business Dialog, we're going to listen again to a portion of the dialog we heard earlier between the bank teller and a customer at the bank. The customer has just exchanged British pounds for American dollars - Is there anything else I can help you with? - Yes, please. Could I cash this personal check from my London bank? - I'm afraid that isn't possible. Our policy is that we do not cash out of town checks - It's very important that I cash this check... - Yes, I understand, but it's against bank policy - Could I see the manager please? - I'm sorry, but the manager, Mr. Grover, is out right now. The assistant manager, Ms. Grace, is in. Would that be all right? - Yes, that's fine. Thank you - Certainly. One moment please.

- Focus on Functions: Refusals - Now let's focus on Refusals - Listen to these variations - I'm afraid that isn't possible - I'm sorry, but that isn't possible - Yes, I understand, but it's against bank policy - Yes, I see what you mean, but it's against bank policy - I'm sorry, but the manager, Mr. Grover, is out right now - I'm afraid the manager, Mr. Grover, is out right now

To refuse = từ chối; A refusal = lời từ chối

Rude /ru:d/ = thô lỗ, thiếu nhã nhặn (adj)

Polite /pə'lait/ = lịch sự (adj); Colleague /kə'li:g/ = đồng nghiệp (n)

I have another engagement = tôi có chuyện bận (hẹn) khác

To refuse means to say that you can't or won't do something that a person asks you to do = từ chối là nói rằng mình không thể hay không muốn làm điều gì một người khác yêu cầu mình làm.

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton - Hello there! Our function of the day is refusals. To refuse means to say that you can't or won't do something that a person asks you to do. In the Business Dialog, you heard several examples of refusals. Let's replay parts of the conversation between the customer and the bank clerk. In the first example, the bank teller refuses to cash a personal check by saying "I'm afraid that isn't possible." Let's listen - Could I cash this personal check from my London bank? - I'm afraid that isn't possible. Our policy is that

we do not cash out of town checks - Using the phrase "I'm afraid" is a very common way to begin a refusal. Some other examples are, "I'm afraid I can't help you," or "I'm afraid he's not here right now." Another way to begin a refusal is to say, "I'm sorry, but." Saying that you're sorry that you can't be more helpful is a very polite way to make a refusal. Here's an example from our bank dialog - Could I see the manager please? - I'm sorry, but the manager, Mr. Grover, is out right now. Gary: Usually, after you say you're sorry, you give reason for your refusal. For example, if someone asks you to go to lunch and you say you're busy, you can say, "I'm sorry, but I have another engagement." If someone wants to speak to your colleague, but he's not there, you can say, "I'm sorry, but he's not here right now." Let's listen to one more polite way to make a refusal. In our example from the bank, the bank teller says, "Yes, I understand, but." Let's listen - It's very important that I cash this check... - Yes, I understand, but it's against bank policy - Usually you say "Yes, I understand" when the other person is giving you reasons for a request, and you want to show that you heard what the person said. Let's hear the example one more time - It's very important that I cash this check... - Yes, I understand, but it's against bank policy - There are some less polite ways to make a refusal. Let's hear some examples of things you shouldn't say - Could I cash this personal check from my London bank? - No, that's impossible - It's very important that I cash this check... - I told you we can't do that - In this conversation, the bank teller is very rude to the customer. Remember, make your refusals as polite as possible by saying "I'm afraid" and "I'm sorry." Well, that's all we have time for today. I hope today's tips were helpful! - Thanks very much, Gary.

Unit 53

Language of jobs and family = ngôn ngữ dùng để tả công việc và gia đình

Jobs = công việc; Family = gia đình (n); Show /'fou/ = buổi diễn xuất (n)

To show up = đến; In a later show = trong một buổi trình diễn sau này

Possessive case = chủ hữu cách; Bob's wife = vợ của Bob.

Sandra's husband = chồng của Sandra

My daughter's name is Collette = tên của con gái tôi là Collette.

My son's name is John = tên của con trai của tôi là John.

To introduce my wife = giới thiệu nhà tôi; I teach piano = tôi dạy môn dương cầm

I play the piano = tôi chơi đàn dương cầm; Postal worker = nhân viên bưu điện (n)

Post office = sở bưu điện (n); Mailman /'meil,mæn/ = Postman = nam đưa thư (n)

Mail carrier /'kæriə/ = người đưa thư (n)

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "The Harris Family".

- Hi, Kathy. How are you? - Good. How are you doing? - Just great. Who's our guest today? - Today we have two guests. Our guests are Bob and Sandra Harris - I remember Mr. Harris - Well, Sandra is his wife. And in a later show, we're going to meet his two children - And what are we going to talk about? - Today Bob and Sandra are going to talk about their jobs and their family.

Bob's wife, Sandra's husband [để ý đến âm /z/].

My wife's name is Sandra [để ý đến âm /s/ trong chữ wife's].

- Listen and Repeat - Wife - Sandra is Bob's wife - Who is Bob's wife? - Sandra is Bob's wife - Husband - Bob is Sandra's husband - Who is Sandra's husband? - Bob is Sandra's husband.

Sandra and Bob talk about their jobs and family = Sandra và Bob Harris nói về công việc và gia đình của họ.

Sandra is a music teacher and Bob works at the post office = Sandra là giáo sư dạy nhạc và Bob làm ở sở bưu điện.

My wife's name is Sandra = tên vợ tôi là Sandra.

I'm a music teacher = tôi là giáo sư dạy nhạc

I teach at home = tôi dạy ở nhà; Possessives /pə'zesiv/ = chủ hữu cách.

1. Danh từ ở số ít (singular nouns) → thêm 's:

The girl's hat = nón của cô gái; Bob's wife = vợ ông Bob

Gary's tips = lời mách giúp của Gary; Today's interview = cuộc phỏng vấn hôm nay.

2. Danh từ ở số nhiều (plural nouns) tận cùng s → chỉ thêm ' (apostrophe):

The ladies' handbags = túi xách tay của quý bà; The boys' games = trò chơi của con trai

Babies' books = sách truyện của trẻ thơ; Presidents' Day = ngày lễ sinh nhật các tổng thống; April Fools' Day = ngày cá tháng tư.

3. Tên người tận cùng bằng s → thêm 's:

Dickens's novels = tiểu thuyết của văn sĩ Dickens

Burns's poems = thơ của thi sĩ Robert Burns.

4. Tên người cổ tận cùng bằng s → chỉ thêm ' (apostrophe):

Confucius' teachings = lời dạy của Khổng tử

Socrates' last days = những ngày cuối cùng của nhà hiền triết Sô-crat.

5. Danh từ tận cùng bằng âm /s/ → chỉ thêm ' (apostrophe):

For conscience' sake = vì lương tâm; Class' responsibility = trách nhiệm của lớp học

6. Chú ý:

A play of Shakespeare's = một vở kịch trong những vở kịch của Shakespeare

A friend of David Russell's = một người bạn trong số những người bạn của David Russell.

[Thêm 's sau tên người trong hai trường hợp này dù trước đó đã có từ of]

An hour's wait = chờ lâu một giờ; Five dollars' worth = đáng giá 5 mỹ kim

Everybody's dream = giấc mộng của mọi người

- Interview - Now it's time for today's interview. Our guest today are Bob and Sandra Harris. Hi Bob - Hi Kathy. Kathy, I'd like to introduce my wife, Sandra - Hi, Sandra - Hello, Kathy. I'm pleased to meet you - I'm pleased to meet you too. Sandra, this is your first time on our show - That's right - Tell us a little about yourself - Well, as you know, we live in Florida - In Miami - That's right. We live in Miami - What do you do? - I'm a music teacher. I teach piano - Do you teach at a school? - No, I don't. I teach at home. My students come to our house - What about you, Bob? What do you do? - I work at the post office. I'm a postal worker - Tell us about your family, Sandra - Well, we have two children, a boy and a girl. Our daughter's name is Collette. Our son's name is John - Thank you, Sandra and Bob. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Sandra - My wife's name is Sandra - Collette - Our daughter's name is Collette - Bob - My husband's name is Bob - John - Our son's name is John

Bob and Sandra talk about their children = Bob và Sandra nói về các con của hai người.

Their daughter, Collette, is eighteen years old = con gái của ông bà ấy, là Collette, 18 tuổi.

Their son, John, is sixteen years old = con trai của ông bà ấy, tên là John, mười sáu tuổi.

High school = trường cao trung [từ lớp 9 đến hết lớp 12]

Hobb/Hobbies = sở thích riêng, trò tiêu khiển

Gymnastics /dʒim'næstik/ = thể dục thẩm mỹ (n)

What do they like to do? = họ thích làm gì?

Collette is studying violin = Collette học môn vĩ cầm.

- Interview - Our guests today are Bob and Sandra Harris. Can you tell me some more about your children? How old are they? - Well, our daughter, Collette, is eighteen - Our son, John, is sixteen. They're both in high school - What are their hobbies? What do they like to do? - John loves gymnastics - Gymnastics? - Yes. And Collette is studying violin - So she likes music? - That's right - Our guests today are Bob and Sandra Harris. We'll talk more after our break. This is New Dynamic English.

Possessive case 's = thể chủ hữu; 's = apostrophe s = dấu nháy s

[/z/ trong Sandra's son; /s/ trong Collette's brother hay last week's question]

- Listen and Answer. Listen for the bell then say your answer - Who is Bob's wife? - Sandra...is Bob's wife - Who is Sandra's husband? - Bob...is Sandra's husband - Who is Bob and Sandra's son? - John...is Bob and Sandra's son - Who is their daughter? - Collette...is their daughter - Who is Collette's brother? - John...is Collette's brother - Who is John's sister? - Collette...is John's sister

Most /moust/ = hầu hết, phần lớn (adj); Many /'meni/ = nhiều; Some /səm/ = một vài
Do most Americans have two children? = có phải phần lớn người Mỹ có hai con không?

Many Americans have one or two children = nhiều người Mỹ có một hay hai người con.

- E-mail - We're back with Bob and Sandra Harris. Now let's look at our e-mail. We have an e-mail from Carmen in Mexico City. Her question is: Do most Americans have two children? - Well, many American families have one or two children. Some families have three children, or more - And some American families have no children - Thank you.

- Listen and Repeat - Most - Do most American families have two children? - Many - Many American families have one or two children - Some - Some families have three children, or more

A movie/movies = phim xi nê ; I'd love to = tôi muốn lắm.

How often do you go to the movies? = bao lâu bạn thường xem đi xem xi-nê một lần?

What are you doing this weekend? = cuối tuần này bạn làm gì?

Would you like to go to a movie? = bạn muốn đi coi xi-nê không?

- Daily Dialog: A Telephone invitation, part 1. Listen to the conversation - Hello? - Hi, Sue - Oh, hi Holly - What are you doing this weekend? - Not much - Would you like to go to a movie? - A movie? Sure, I'd love to - Great!

Unit 54

Hole /'houl/ = lỗ (n)

Golf course = sân chơi banh gôn; Average /'ævərɪdʒ/ = trung bình (adj, n)

State = tiểu bang (n); Average American family = gia đình người Mỹ trung bình.

- Question of the Week - This week's question is How many? - Now it's time to answer last week's question. The question is: How many? Listen carefully. How many? Kathy, are you ready to play Question of the Week? - Yes, I am - OK. Here's your first question. Question number one: How many states are there in the United States? How many states are there in the United States? - I know that. There are fifty states in the United States - That's right. Fifty states. Now question number 2: How many holes are there in a golf course? How many holes are there in a golf course? - A golf course? Let's see. I don't play golf. But I think there are ...18. Is it 18? - Yes, you've got it. There are 18 holes in a golf course. Ready for question 3? - Sure, go ahead - Question number 3: How many children are there in an average American family? How many children are there in an average American family? - The average American family? I'd say two or three. Let's say two - Two is correct. The average American family has two children. You did very well - Thank you - Thanks for playing our game.

Kathy looks for a vegetarian restaurant = Kathy muốn tìm tiệm bán đồ ăn chay.

Vegetarian /,vedʒi'teəriən/ = người ăn chay (n)

Vegetable /'vedʒtəbl/ = rau (n); Meat /mi:t/ = thịt (n)

Steak /steik/ = thịt bò/lợn/heo/cá cắt từng miếng lớn và dày để nướng hay rán

Beefsteak /'bi:fsteik/ = thịt bò bít tết (n); Steak knife = dao ăn (răng cưa)

Steak house = tiệm ăn chuyên phục vụ thịt nướng hay rán

A recommendation /,rekəmen'deiʃn/ = lời giới thiệu

To recommend /,rekə'mend/ = To suggest = giới thiệu

Can you recommend a good restaurant? = bạn có biết tiệm ăn nào ngon chỉ cho tôi không?

They serve delicious vegetarian food = tiệm ấy dọn nhiều món ăn chay ngon.

We'll give it a try = chúng tôi sẽ tới ăn thử xem.

Folks = People /'pi:pl/ = Guys = mấy người, các bạn [tiếng thân mật]

Week /wi:k/ = tuần (n); Weekend /'wi:kend/ = cuối tuần (n)

Favorite /'feivərit/ = ưa thích nhất (adj); To chuckle /'tʃʌkləl/ = cười nhẹ

Grill /gril/ = vỉ hay mặt lò nướng (n); To grill = nướng; To perfect /pə'fekt/ = hoàn thiện

Perfect /'pə:fikt/ = tuyệt hảo (adj); Perfect /'pə:fikt/ = thời hoàn thành (n)

- Well, folks, we're off the air - Thanks, Larry - Say, Max, I'm going out to dinner this weekend with my friend Anne - Can you recommend a good restaurant? - Sure. How about Sutter's Steak House? It's my favorite restaurant - It sounds good...but I'm a vegetarian - Oh, I didn't know you were a vegetarian. I'm a meat eater myself. And my son, well, he eats hamburgers, hamburgers, hamburgers! - Well, I love all vegetables. And sometimes I'll eat fish - Hi everyone! What's up? - Elizabeth, do you know a nice vegetarian restaurant? - For you, Max? Mr. Steak? - I'm the vegetarian here. I'm looking for a place for dinner this weekend - Oh, I ate at a great place. It's called "The Garden." They serve delicious vegetarian food. And they serve fish too - Sounds perfect - It's nice. And it's not too expensive - Well, we'll give it a try. Thanks for the recommendation - You're welcome - Ready for Functioning in Business.

Plans = những dự tính, kế hoạch (n)

To plan /plæn/ = đặt kế hoạch

Planning = sự lập kế hoạch (n)

A boss /bɒs/ = người xếp, người chủ, cấp chỉ huy

To make a reservation = To reserve a table = dành trước

To arrange a meeting = hẹn trước ngày giờ gặp

Business lunch = bữa ăn trưa và bàn công việc.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Confirming Plans, part 1". This program focuses on making and changing restaurant reservations.

- Interview - On today's program I'll be taking with Michael Epstein. Mr. Epstein is in his office, in San Jose, California - Hello, Mr. Epstein - Hello - The last time we talked, we discussed your phone call with Mr. Blake - Yes, that's right. He and I talked on Monday, just after he arrived in San Francisco. And then, on Tuesday, Mr. Blake and I had lunch together. Afterwards, we drove around San Francisco - You told him that you were going to arrange a meeting with your boss, Ms. Shirley Graham - For a lunch meeting on Wednesday, yes. I made a reservation for 12:15 on Wednesday, at a nice little restaurant in San Mateo - San Mateo? - Yes, it's just south of the San Francisco Airport - Now, let's listen to your phone call to the restaurant. We'll see how you made the reservation.

I'd like to make a reservation for tomorrow at 12:00 = tôi muốn dành chỗ 12 giờ trưa mai.

I do have a table at 12:15 = chúng tôi có bàn trống lúc 12:15. ["do" dùng để nhấn mạnh]

How would that be? = như vậy có tiện không?; That would be just fine = được

We'll be discussing business = chúng tôi sẽ bàn công chuyện.

Could I have a quiet table, please? = xin cho chúng tôi ngồi chỗ yên tĩnh được không?

- Dialog: Lunch reservation - Let's listen in while Mr. Epstein calls the Jackson Grill to make a reservation for lunch - Jackson Grill. Can I help you? - Yes, I'd like make a reservation for tomorrow at 12:00 - For how many people? - There will be three of us - Let's see. I'm sorry, but I don't have table at 12:00. I do have a table at 12:15. How would that be? - That would be just fine. Could we have a quiet table, if possible? We'll be discussing business - I'm sure we can arrange that. Could I have your name, please? - Sure, it's Epstein. Mike Epstein - Could you please spell that? - Certainly. It's Epstein...E-P-S-T-E-I-N - OK. Mr. Epstein. We'll see you tomorrow, Wednesday, at 12:15 - Thank you.

I'd like to make a reservation for tomorrow at 12:00 = I'd like to reserve a table for tomorrow at 12:00.

- Variations. Listen to these variations - Yes, I'd like to make a reservation for tomorrow at 12:00 - I'd like to reserve a table for tomorrow at 12:00 - For how many people? - How many people will there be? - How would that be? - Would that be OK? - Could we have a quiet table, if possible? - Would it be possible for us to have a quiet table? - Could I have your name, please? - Could you please give me your name?

To confirm = To check = To make sure = hỏi kỹ lại

- Interview - You were able to get a table for 12:15 - That's right. They were busy at 12:00. So I needed to check with Ms. Graham to confirm that this time was good for her. And then I needed to confirm the time with Mr. Blake - Well, Mr. Epstein, that's all for today. Thank you very much for being on our show - It's been my pleasure - Let's take a short break.

Unit 55

- Questions. Listen to the questions - How many people will attend the lunch meeting? - Now listen to the dialog - Jackson Grill. Can I help you? - Yes, I'd like to make a reservation for tomorrow at 12:00 - For how many people? - There will be three of us - How many people will attend the lunch meeting? - There will be three people: Mr. Epstein, Mr. Blake and Ms. Graham - Listen to the question - Is there a table available at 12:00? - Now listen to the dialog - Let's see. I'm sorry, but I don't have a table at 12:00 - I do have a table at 12:15 - How would that be? - That would be just fine - Listen to the question again and say your answer after the bell - Is there a table available at 12:00? - No. There isn't a table available at 12:00 - But there is one available at 12:15.

To show up = đến (dự); Popular /'pɒpjulə/ = nổi tiếng (adj)

How do I make a reservation at an American restaurant? = làm thế nào để dành chỗ trước ở một nhà hàng Mỹ?

To cancel a reservation = bỏ buổi hẹn trước; As soon as possible = càng sớm càng tốt.

What if my plans change? = thế nếu dự tính của tôi thay đổi thì làm thế nào?

They'll ask for your name, the time, and the number of people in your group = họ sẽ hỏi tên bạn, ngày giờ hẹn ăn, và số thực khách trong nhóm của bạn.

Some restaurants will try to call you if you don't show up = một vài nhà hàng còn tìm cách gọi điện thoại cho bạn nếu bạn không đến;

- Culture tips - Hello, everyone, and welcome again to "Culture Tips" with Gary Engleton - Welcome, everybody! - Well, Gary, we have an e-mail question about American restaurants - What's the question? - The question is: "How do I make a reservation at an American restaurant? - It's not difficult.. They'll ask for your name, the time, and the number of people in your group. Some very popular restaurants will also ask for your phone number - Why is that? - So that they can call you on the day of your reservation to confirm the reservation - What if my plans change? What if I have to change or cancel the reservation? - Then you should call the restaurant as soon as possible. Some restaurants will try to call you if you don't show up - So it's important to cancel if you cannot be there - Thank you, Gary! - My pleasure!

- Sentence Completion. Listen. Complete the sentence - When you make a reservation, the restaurant will always ask you for your name, the time for the reservation, and...- The number of people in your group - They will always ask you for the number of people in your group - If you have a reservation, and you cannot go to the restaurant, you should... - Cancel the reservation - You should cancel the reservation.

Out of town = đi ra khỏi tỉnh mình ở, đi vắng xa.

Later in the month = vào dịp khác trong tháng

Sometime = vào một hôm, lúc nào đó (adv)

I appreciate your calling = cảm ơn bà đã gọi cho hay

I'm not exactly sure when I will be back = tôi không chắc ngày nào trở về.

Canceling a reservation = hủy bỏ chỗ dành trước thoại hủy bỏ chỗ hẹn trước tại nhà hàng.

We'll be listening to a woman canceling a reservation = chúng ta sẽ nghe một bà gọi điện

I'm very sorry, but I'm going to have to cancel the reservation = tôi rất ân hận, nhưng tôi phải hủy bỏ buổi hẹn ăn.

Would you like to make a reservation for another time? = bà có muốn dành chỗ trước vào hôm khác không?

- Business Dialog: Canceling a reservation - Let's listen to today's Business Dialog. We'll hear a woman canceling a restaurant reservation - Softstone Cafe. How can I help you? - Yes, this is Susan Weatherby. I have a reservation for Thursday evening, the 21st, at 8:00 - For four people? Yes, I have it here - Well, I'm very sorry, but I am going to have to cancel the reservation. I'll be out of town that week - OK, I see. Would you like to make a reservation for another time, later in the month? - Well, I'm not exactly sure when I'll be back - OK. I've canceled your reservation for the 21st. I appreciate your calling - No problem. I look forward to coming to your restaurant sometime next month - We'll be looking forward to seeing you. Thanks again for calling - Thank you.

I'm very sorry, /but I'm going to have/ to cancel/ the reservation.

Would you like to /make a reservation/ for another time/ later in the month?

I have a reservation for Thursday evening, the 21st, at 8:00 = tôi có bàn dành trước vào tối thứ Năm, ngày 21, lúc 8 giờ.

- Focus on Functions: Reservations. Listen and repeat - I have a reservation - I have a reservation for Thursday evening, the 21st - I have a reservation for Thursday evening, the 21st, at 8:00 - I'm very sorry - I'm very sorry, but I'm going to have to cancel - I'm very sorry, but I'm going to have to cancel the reservation - Would you like to make a reservation? - Would you like to make a reservation for another time? - Would you like to make a reservation for another time later in the month?

To make an apology = cách xin lỗi

To make a request = cách yêu cầu

To confirm a reservation = To ask for confirmation = cách hỏi lại cho chắc

An apology = lời xin lỗi; I'd like = tôi muốn; I'm sorry = tôi ân hận.

Could we have a quiet table, please? = cho chúng tôi một bàn yên tĩnh, được không?

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth! Today I'll be talking about restaurant reservations. We'll see that the people use a lot of language functions we've been studying: requests, apologies, confirmations. In Mr. Epstein's conversation, we heard him making a reservation at the Jackson Grill. He begins with a request, using the expression "I'd like..." - Yes, I'd like to make a reservation for tomorrow at 12:00 - The woman at the restaurant makes an apology, beginning with "I'm sorry, but..." - I'm sorry, but I don't have a table at 12:00 - She then asks for confirmation, using the expression "How would that be?" - How would that be? - That would be just fine - He then requests a quiet table, using the expression "Could we...?" - Could we have a quiet table, if possible? - We'll be discussing business - I'm sure we can arrange that - Finally, the woman confirms the reservation, by repeating back the information - OK, Mr. Epstein. We'll see you tomorrow, Wednesday, at 12:15 - Thank you for joining us today for Gary's Tips. We'll see you again next time - Thanks, Gary.
- Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 56

What time do you get up? = bạn ngủ dậy lúc mấy giờ?

Daily schedules = thời biểu hàng ngày; A daily schedule = thời biểu hàng ngày

Schedule = thời gian biểu (n); Scheduled = theo lịch quy định (adj)

To schedule /'ʃkɛdʒu:l/ = phân phối công việc theo thời biểu

I get up at 6:45 = tôi dậy lúc 6 giờ 45 sáng.

To Eat/Ate/Eaten breakfast = ăn sáng; To Leave/Left/Left home = ra khỏi nhà.

I work five days a week, Monday through Friday = tôi làm việc năm ngày mỗi tuần, từ thứ hai đến hết thứ sáu.

I don't work on weekends = tôi không làm việc vào cuối tuần (thứ bảy và chủ nhật)

- How are you doing, Max? - Fine. How are you? - Good. I'm good - Who's our guest today? - Bob Harris is back with us today - And what are we going to talk about? - We're going to talk about his daily schedule - Good. OK!

To talk = nói; To get up = thức dậy; To eat breakfast = ăn sáng

To get to work; To leave work; To read newspapers = đọc báo

Postal worker = nhân viên bưu điện (n); Mail carrier = người đưa thư nam hay nữ (n)

Postmaster general = tổng giám đốc bưu điện (n)

Postmaster = Post office manager = trưởng ty bưu điện (cả đàn ông hay đàn bà)

- Interview - Now it's time for today's interview. Our guest today is Bob Harris. Bob is married and has two children. His wife's name is Sandra. Welcome back, Bob. You work at the post office, right? - That's right - Do you work every day? - I work five days a week: Monday through Friday. I don't work on weekends - Let's talk about your daily schedule, okay? - OK - What time do you get up? - Oh, I get up at...6:45.. - Do you usually eat breakfast? - Yes, I do. We eat breakfast at 7:15. We all eat breakfast together - When do you leave your house? - I leave at...oh, about 7:45 - And when do you get to work? - I get to work at 8:45 - Our guest today is Bob Harris. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - When does Bob get up? - He gets up at 6:45 - When does he eat breakfast - He eats breakfast at 7:15 - When does he leave his house? - He leaves his house at 7:45 - When does he get to work? - He gets to work at 8:45.

News = tin tức (n); Newspaper = nhật báo, báo hàng ngày (n)

Before = trước khi (prep); After = sau khi (prep); After work = sau khi làm việc

To watch the news = nghe tin tức trên vô tuyến truyền hình

To stop working = ngưng làm việc; To go shopping = đi mua đồ

[To stop + V-ing = ngưng làm điều gì; To stop + to V = ngưng lại để làm điều gì]

After dinner, I usually read the newspaper = sau bữa tối, tôi thường đọc báo.

- Interview - Our guest today is Bob Harris. Bob works in the post office. He gets to work at 8:45 in the morning - And I start working at 9:00 - What do you do after work? - Well, I stop working at 5:00 And I usually leave around 5:15 - What do you do then? - Sometimes I go shopping after work...before I go home. I get home around 6:30 in the evening. We eat dinner around 7:00 - And after dinner? - After dinner, I usually read the newspaper - You don't read the newspaper in the morning...before you go to work? - No, I don't. I don't have time in the morning - What time do you usually go to bed? - I go to bed around 11:00, after I watch the news on TV - Thank you, Bob. We'll talk more after our break. This is New Dynamic English.

- Listen and Answer. Listen for the bell, then say your answer - Bob leaves work at 5:15 - What time does he leave work? - He leaves work at 5:15 - He gets home around 6:30 - What time does he get home? - He gets home around 6:30 - He eats dinner around 7:00 - What time does he eat dinner? - He eats dinner around 7:00 - He goes to bed around 11:00 - What time does he go to bed? - He goes to bed around 11:00

How do you get to work? = bạn đi đến sở làm bằng phương tiện gì?

I drive my car = tôi lái xe hơi của tôi.

How long does it take to get to work? = lái xe tới sở mất bao lâu?

It takes about an hour = mất chừng một giờ.

Rush hour = giờ đông xe cộ

Traffic /træfik/ = xe cộ [không có s, luôn dùng ở số ít]; A lot of traffic = nhiều xe cộ

- E-mail - It's time to check our e-mail. We have an e-mail from Martin in Toronto. His question is: How do you get to work? - I drive. I drive my car - How long does it take? - How long does it take me to get to work? - Yes - Oh, about an hour. It takes about an hour. I leave the house at 7:45 and I get to work at 8:45 - An hour? That's pretty long - I know. It's not far...but there's usually a lot of traffic - I see. Rush hour. Thank you for being our guest today, Bob - My pleasure - Let's take a short break.

- Listen and Repeat - How does Bob get to work? - He drives his car - How long does it take him to get to work? - It takes about an hour - What time does he leave his house? - He leaves his house at 7:45 - What time does he get to work? - He gets to work at 8:45

How about Saturday night? = tối thứ bảy được không?

What time does it start? = phim bắt đầu lúc mấy giờ?

- Daily Dialog: A Telephone Invitation, part 2. Holly calls Sue to invite her to go to the movies on Saturday night - Listen to the conversation - Hello? - Hi, Sue - Oh, hi Holly - What are you doing this weekend? - Not much - Would you like to go to a movie? - A movie? Sure, I'd love to - Great! - How about Saturday night? - Yes, that's fine - There's a good movie at the Plaza - What time does it start? - I think it starts at 7:00 - That's good for me.

- Listen and Repeat - How about Saturday night? - Yes, that's fine - There's a good movie at the Plaza - What time does it start? - I think it starts at 7:00 - That's good for me

Sandwich /'sænwɪdʒ/ = bánh mì mềm nhân thịt và phó mát.

On one's way = trên đường

On my way to work = trên đường tôi tới sở

On her way to work = trên đường cô ấy đến sở

On my way home = trên đường tôi về nhà

On his way home = trên đường ông ấy về nhà; A piece of fruit = trái cây

Georgetown is the oldest part of Washington = khu Georgetown là khu lâu đời nhất ở Hoa Thịnh Đốn.

- Man on the Street - This is the Dynamic English Man on the Street, Kent Moss. Today I'm standing on Wisconsin Avenue in Georgetown. Georgetown is the oldest part of Washington, D.C. Excuse me, Sir? - Yes - Are you on your way to work? - Well, actually, I'm on my way home - But it's eight o'clock in the morning! - Yes. I work at night. I'm a security guard - A security guard? - That's right. I go to work at 11:00 at night. And work until 7:00 in the morning. Then I eat breakfast, and go home - Then do you go to bed and sleep all day? - Yes. I usually go to bed around ten or eleven in the morning - When do you get up? - I get up around five...in the evening. Then I eat another breakfast - Really? You eat two breakfasts? - Well, I like breakfast. I usually bring a sandwich to work. And maybe a piece of fruit. Sorry, but I have to go. It's been nice talking with you - Thank you.

Unit 57

To move = dọn nhà

Museum /mju:'ziəm/ = bảo tàng viện (n)

A zoo /zu:/ = thảo cầm viên, sở thú

A guidebook /'gai,buk/ = sách hướng dẫn

Ever /'evə/ = từng (adv); World famous = nổi tiếng khắp thế giới.

Her company is sending her there = công ty của cô sắp gửi cô đến San Diego.

I've heard they have a great zoo = tôi nghe nói San Diego có sở thú nổi tiếng.

Have you ever been to San Diego? = bạn đã từng đến San Diego chưa?

Anne is looking forward to moving there = Anne mong chờ được dọn nhà tới San Diego.

She's very excited = cô ấy háo hức, nóng lòng mong đợi.

- And...we're off the air - Say, Max, you're from California - That's right - Have you ever been to San Diego? - Yes, I have. Why do you ask? - Do you remember my friend Anne? I'm going to dinner with her this weekend - Oh, yes. I remember - Well, she's moving to San Diego next month - Really? - Yes. Her company is sending her there. She's very excited, but she wants to know what it's like - Well, San Diego is a beautiful city. It's near the ocean. And there are lots of nice restaurants and museums - I've heard they have a great zoo - That's right. The San Diego Zoo is world famous! - But it's an expensive city, isn't it? - Yes, it is. But it's not as expensive as San Francisco or New York. And it has great weather! It's always warm and sunny! - Well, Anne's looking forward to moving there - Hey, I think I have a San Diego guidebook in my office. Come on, let me get it for you. You can give it to your friend - Thanks. Anne will be so grateful - Oops! Excuse me, people! - Oh, pardon... - Oh, hi Elizabeth...good luck - Alright. Quiet please, everyone. Ready for Functioning in Business.

Details /'di:teɪlz, di'teɪlz/ = chi tiết (n); *Boss* = người sếp (n)

Project /'prɒdʒekt/ = Plan = đồ án, dự án (n)

Plan /plæn/ = điều dự tính, kế hoạch (n); *To plan* = đặt kế hoạch

Vacation plans = dự tính nghỉ hè; *Housing project* = đồ án xây cất nhà cửa

What's your plan for this weekend? = cuối tuần này bạn tính làm gì?

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an international level business English course with a focus on American business practices and culture. Today's unit is "Confirming plans, part 2".

- Interview - On today's program I'll be talking with Mike Epstein from his office in California - Welcome, Mr. Epstein - Hello - After you met with Mr. Blake on Tuesday, June 11, you went back to your office - That's right. And then I spoke with my boss, Shirley Graham, about our plans to meet with Mr. Blake the next day, Wednesday - The three of you were planning to meet at a restaurant for lunch - That's right. Ms. Graham wanted to meet Mr. Blake. And we needed to discuss some of the details of the new project - Let's listen to the first part of your conversation with Ms. Graham - OK.

To take place = diễn ra, xảy ra

Do you have a minute? = bà có một phút (để nói chuyện) không?

Come on in = xin mời vào; *Have a seat* = Please sit down = xin mời ngồi

I'll pick you up at 12:00 = tôi sẽ lái xe tới đón bà lúc 12 giờ trưa.

To confirm the lunch meeting = hỏi lại cho chắc buổi hẹn ăn trưa.

To pick up = đón ai; *I'll pick you up at 12:00* = tôi sẽ lái xe tới đón bà lúc 12 giờ trưa.

- Dialog. Let's listen as Mr. Epstein confirms the lunch meeting with Ms. Graham - This meeting takes place in Ms. Graham's office - Come in - Oh, Shirley, do you have a minute? - Sure. Come on in, Mike. Have a seat - Oh, thanks. Listen, I just wanted to let you know that I've made reservations for lunch tomorrow afternoon at 12:15. Okay? - With Mr. Blake? - That's right, of International Robotics; Okay. So, we should leave here at...? - About 12:00 - 12:00 sounds just fine - I'll pick you up here at 12:00 and we can go to his hotel together - All right - Okay.

Personal names = tên người; *Ancient names* = tên cổ

The boy's book = cuốn sách của cậu con trai

Children's hour = giờ dành cho thiếu nhi

Ladies' handbags = túi xách tay của quý bà

The class' responsibility = trách nhiệm của lớp học

John is Bob and Sandra's son = John là con trai của Bob và Sandra.

Somebody else's umbrella = cái dù của người khác

Stevens's poems = thơ của thi sĩ Wallace Stevens

A play of Miller's = một trong những vở kịch của Arthur Miller.

Confucius' teachings = lời dạy của Khổng tử; *Moses' laws* = luật (lời răn) của Môi sen

Socrates' last days = những ngày cuối cùng của nhà hiền triết Sô crat

- Variations. Listen to these variations - Do you have a minute? - Could I speak to you for a moment? - Have a seat - Please sit down - I just wanted to tell you - I wanted to tell you - Twelve o'clock sounds just fine - Twelve o'clock is fine with me.

To report to = tường trình công việc cho

Mike Epstein reports to Shirley Graham = Mike Epstein làm dưới quyền Shirley Graham.

Be concerned about = lo về chuyện gì; *Feel confident* = tin chắc

Deliver on time = giao hàng đúng kỳ hạn; *Deadline* /'dedlain/ = hạn chót (n)

To deliver /di'livə/ = giao, phân phát; *Delivery* /di'livəri/ = sự phân phát (n)

Scheduled for completion = dự trù sẽ hoàn tất; *Schedule* = thời biểu (n)

To schedule = xếp đặt công tác theo thời biểu, dự trù

To schedule a meeting = chọn ngày giờ họp

Schedule work for employees = phân phối công việc cho nhân viên.

By /bai/ = trước (prep); *Then* /ðen/ = *That time* = lúc đó (adv)

Nervous /'nə:vəs/ = *concerned about* = lo lắng, bồn chồn (adj)

Everything had to be finished by then = mọi chuyện phải xong trước hạn kỳ đó.

- Interview - You report to Ms. Graham, don't you? - That's right. She's my boss - How did you feel about the meeting she was going to have with Mr. Blake? - Well, I knew she was very concerned about the October deadline. The factory was scheduled for completion in October. Everything had to be finished by then. I felt confident that Mr. Blake's company could deliver on time, but I knew that Ms. Graham wasn't sure. So I was a little nervous about the meeting - I understand. Well, thank you very much for being on our show today - It's been my pleasure - Let's take a short break.

- Question. Listen to the Question - Does Mr. Epstein meet with Ms. Graham in her office? - Now listen to the dialog - Come in - Oh, Shirley, do you have a minute? - Sure. Come on in. Mike. Have a seat - Oh, thanks - Does Mr. Epstein meet with Ms. Graham in her office? - Yes. They meet in Ms. Graham's office. Ms. Graham asks Mr. Epstein to "come in" and she asks him to sit down. So they are in her office - Listen to the question - When should they leave their office to meet Mr. Blake? - Now listen to the dialog - Listen, I just wanted to let you know that I've made reservations for lunch tomorrow afternoon at 12:15 - Okay? - With Mr. Blake? - That's right, of International Robotics - Okay. So, we should leave here at...? - About 12:00 - 12:00 sounds just fine - When should they leave their office to meet Mr. Blake? - They should leave their office at 12:00.

Unit 58

Gender /'dʒendə/ = giới tính (n); *Status* = địa vị (n)

A job title = chức; *The person in charge* = người quản nhiệm, chỉ huy

Position /pə'ziʃən/ = chức vụ (n); *A business card* = danh thiếp

Respect /ri'spekt/ = kính trọng (n); *To run* = điều khiển

To run a company = điều hành một công ty

Age and gender = tuổi và phái tính; *To indicate* /'indi,keit, 'ində-/ = chỉ rõ

Based only on age and gender = chỉ dựa vào tuổi và phái tính.

Who is in charge? = ai là người quản đốc, chỉ huy?

To wait for the introductions = chờ được giới thiệu

Director = giám đốc (n); *Vice President* = phó chủ tịch

Manager = trưởng phòng hay đơn vị của công ty, dưới cấp giám đốc (n)

To exchange business cards = trao đổi danh thiếp

Take time to look at the cards carefully = để thì giờ đọc kỹ danh thiếp

Best strategy = phương cách tốt nhất; *Informal* = thân mật (adj)

True /tru:/ = đúng, thật (adj); *Truth* /tru:θ/ = đúng (n); *Truly* = đúng sự thật (adv)

CEO = Chief Executive Officer = tổng giám đốc điều hành công ty

We learn about status in American business = chúng ta học về địa vị trong thương trường hoa kỳ

When I meet a group of American business people, how do I know who is the most important? = khi tôi gặp một nhóm các nhà doanh thương Hoa Kỳ, làm cách nào để biết ai là người có chức vụ quan trọng nhất?

The title CEO is the most important position in a company = chức vụ tổng giám đốc điều hành là quan trọng nhất trong một công ty

On the surface, they often try to treat each other equally = bề ngoài, họ thường cố đối xử với nhau công bằng.

If you treat all the men and women you meet with respect, you can't make a mistake! = nếu bạn đối xử với mọi người nam hay nữ với lòng tôn trọng thì không bao giờ bạn nhầm lẫn đâu.

- Culture Tips - Welcome once again to "Culture Tips" with Gary Engleton - Welcome, everybody! - Today we're going to talk about who is the most important in American companies. The e-mail question is: "When I meet a group of American business people, how do I know who is the most important?" "In my country, the oldest man is usually the person in charge" - That's a very good question. It's true that, in America, many companies are run by older men. But you cannot tell who is important based only on age and gender - Gender? - Yes, whether a person is a man or a woman. In some companies, very young people have important positions. One famous example is Bill Gates, CEO of Microsoft. The oldest person is not always the most important. And in many American companies, women hold very important positions - So how do you know who is in charge when you meet people for the first time? - You should wait for introductions, and listen for job titles that indicate an important position - Such as... - Oh, titles like Director, or Vice President, or Manager - What about business cards? Can they help? - Yes, you can often tell good information from business cards. If you exchange business cards, take time to look at the cards carefully. The titles on business cards will often let you know who is the most important. One final word of advice: In business, American are rather informal. On the surface, they often try to treat each other equally. If you treat all the men and women you meet with respect, you can't make a mistake! - Yes, that's the best strategy! Thanks again, Gary, for your valuable information! - I'm always glad to help.

- True or False. Listen. Is this statement true or false? - In American companies, some very young people have high positions - True. Young people sometimes have high positions in American companies - A Vice President is an important person in a company - True. A Vice President is an important person - If you are not sure who is the most important, pay most attention to the oldest man - False. You should not assume that the oldest man is the most important.

Colleague /'ka,li:g, 'kɔ-/ = đồng nghiệp (n)

That's too bad = tệ quá; That's fine with me = giờ ấy tiện cho tôi

I made an appointment for us to see Mr. Meyers = tôi đã hẹn cho chúng ta gặp ông Myers.

Are you still free at 11:00 on Wednesday? = ông còn rảnh lúc 11 giờ Thứ Tư này không?

- Business Dialog - Let's listen to today's Business Dialog. We'll hear Ms. Powers confirming an appointment with her colleague, Mr. Malone - Excuse me. Do you have a minute? - Certainly. Please come in - Thanks. I made an appointment for us to see Mr. Myers. Are you still free at 11:00 on Wednesday? - 11:00 on Wednesday? I'm afraid not. I'm busy all morning - That's too bad - How about 1:00 on Friday? - That's fine with me - Would you call him back and see if Friday is good for him? - Sure. I'll call him right away - Thanks.

- Focus on Functions: Confirming - Now let's focus on Confirming Plans - Let's look at the language used to confirm plans - Listen carefully - I made an appointment for us to see Mr. Myers - Are you still free at 11:00 on Wednesday? - I'm afraid not. I'm busy all morning.

I want to let you know that... = tôi muốn ông biết rằng....

Are you still free at... = bạn vẫn rảnh lúc...

Still free = vẫn còn rảnh; Not available = Busy /'bizi/ = bận (adj)

I'm afraid not... = tôi e rằng tôi không...; Make reservations = hẹn, dành trước

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth. Today I'll be talking about how to confirm plans. In the Business Dialog, Ms. Powers tells Mr. Malone that she has made an appointment with Mr. Myers. Then she checks to see that Mr. Malone is available at that time. She uses the expression still free because his schedule was free the last time she checked with him. I made an appointment for us to see Mr. Meyers. Are you still free at 11:00 on Wednesday? - Unfortunately, Mr. Malone's plans have changed and he is not available at 11:00 on Wednesday - Are you still free at 11:00 on Wednesday? - 11:00 on Wednesday? - I'm afraid not. I'm busy all morning - That's too bad - "I'm afraid not" is a polite way to say No - Earlier, In Mr. Epstein's conversation with Ms. Graham, we also heard him confirming plans. He told Ms. Graham that he had scheduled a meeting with Mr. Blake. He wanted to make sure that it was okay with her - Listen, I just wanted to let you know that I've made reservations for lunch tomorrow afternoon at 12:15 - Okay? - The expression, "I just wanted to let you know..." is a polite way to give information to someone. In this case, "Okay" means "Is that time okay with you?" Notice how Ms. Graham confirms that she understands the meeting arrangements - With Mr. Blake? - That's right, of International Robotics - Okay. So we should leave here at...? - About 12:00 - 12:00 sounds just fine - Asking questions and using the expression "So..." are excellent ways to confirm information. Also notice how Ms. Graham uses an incomplete sentence, instead of asking the direct question: When should we leave? - Okay. So, we should leave here at...? - About 12:00 - These are just some of the ways to confirm information. Thanks for joining us today for Gary's Tips. We'll see you again next time - Thanks, Gary.

Unit 59

Do you teach everyday? = có phải ngày nào bà cũng dạy học không?

In this unit, we will learn about weekly schedules, days of the week and periods of time = trong bài học này chúng ta sẽ học về thời biểu hàng tuần, những ngày trong tuần, và những quãng giờ nào trong ngày.

To Teach/Taught/Taught = dạy; Teaching = việc dạy, nghề dạy học (n)

Music teacher = giáo viên âm nhạc; A week = tuần lễ; Weekly = hàng tuần (adj, adv)

I teach three days a week: Mondays, Wednesdays, and Thursdays = tôi dạy mỗi tuần ba ngày: những ngày thứ hai, thứ tư, và thứ năm.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "Do you teach everyday?"

- Hi, Kathy. How are you? - Fine. And you? - Fine - This week our guests are the Harris family. Today we're going to talk with Sandra Harris. She's a music teacher. And today she's going to tell us a little about her teaching.. - I'm looking forward to it.

Day /dei/ = ngày (n); Monday /'mʌn,di, -dei/ = thứ hai (n)

- Listen and Repeat. The days of the week - Monday - Tuesday - Wednesday - Thursday - Friday - Saturday - Sunday.

An hour /'auə/ = một giờ; Three days a week = mỗi tuần dạy ba ngày.

I don't teach on the weekends = tôi không dạy vào cuối tuần.

Do you teach every day? = ngày nào bà cũng dạy phải không?

My schedule is different every day = thời biểu của tôi ngày nào cũng khác.

Sandra teaches three days a week: Mondays, Wednesdays, and Thursdays = mỗi tuần Sandra dạy ba ngày: Thứ hai, thứ tư và thứ năm.

On Mondays, I teach for two hours, from 2:30 to 4:30 = vào những ngày thứ hai, tôi dạy hai giờ, từ hai rưỡi đến bốn rưỡi.

Mostly = phần lớn (adv); I teach mostly in the afternoon = tôi dạy phần lớn vào buổi chiều.

- Interview - Now it's time for today's interview. Our guest today is Sandra Harris. Welcome back, Sandra - It's nice to be here - You're a music teacher - That's right - Do you teach every day? - No, not every day. I teach three days a week: Mondays, Wednesdays, and Thursdays - So you don't teach on Tuesdays and Fridays - That's right. And I don't teach on the weekends - Could you tell us about your daily schedule? - Well, my schedule is different every day. I work mostly in the afternoon. On Mondays, I teach for two hours, from 2:30 to 4:30. On Wednesdays, I teach for 3 hours, from 3:00 to 6:00. And on Thursdays, I teach in the evening, from 7:30 to 10:00 - I see. Our guest today is Sandra Harris. We'll talk more after our break. This is New Dynamic English.

She teaches for 2 hours, from 2:30 to 4:30 = bà Sandra dạy hai giờ, từ 2 rưỡi đến 4 rưỡi.

- Listen and Repeat - From 2:30 to 4:30 - For two hours, from 2:30 to 4:30 - She teaches for two hours, from 2:30 to 4:30 - On Mondays, she teaches for two hours, from 2:30 to 4:30 - From 3:00 to 6:00 - For 3 hours, from 3:00 to 6:00 - She teaches for 3 hours, from 3:00 to 6:00 - On Wednesdays, she teaches for 3 hours, from 3:00 to 6:00 - From 7:30 to 10:00 - For two and a half hours, from 7:30 to 10:00 - She teaches for two and a half hours, from 7:30 to 10:00 - On Thursdays, she teaches for two and a half hours, from 7:30 to 10:00.

Sandra has fourteen students = Sandra có 14 học sinh.

A lesson /'lesən/ = bài học; Once a week = mỗi tuần một lần.

Twice a week = mỗi tuần hai lần

How often do they study? = họ học mỗi tuần mấy lần?

How long are her lessons? = bài học của cô ấy dài bao lâu?

Most of her students study for thirty minutes, once a week = hầu hết các học sinh của bà ấy học 30 phút, mỗi tuần học một lần.

- Interview - Our guest today is Sandra Harris. She teaches piano three days a week. How many students do you have? - I have fourteen students - How often do they study? - Most of my students come to my house one day a week. My best student, Mary, comes two days a week, on Mondays and Thursdays - How long are her lessons? - She studies for forty-five minutes, twice a week. My other students study for thirty minutes, once a week - Our guest today is Sandra Harris. We'll talk more after our break. This is New Dynamic English.

How often = bao lần; How many = bao nhiêu...?

- Listen and Answer - How many hours does she teach? - On Mondays, she teaches from 2:30 to 4:30 - How many hours does she teach? - She teaches for 2 hours - On Wednesdays, she teaches from 3:00 to 6:00 - How many hours does she teach? - She teaches for 3 hours - On Thursdays, she teaches from 7:30 to 10:00 - How many hours does she teach? - She teaches for two and a half hours

To practice the piano = tập đàn dương cầm

She teaches piano = bà ấy dạy môn dương cầm

Concert /kən'sət/ = buổi hòa nhạc (n)

I drive Collette to her violin lesson = tôi lái xe đưa Collette đi học môn vĩ cầm.

When she's not teaching, she practices the piano = khi không dạy thì bà ấy tập đàn dương cầm.

She also goes shopping = bà ấy cũng đi mua hàng, sắm đồ.

What do you do when you're not teaching? = khi không dạy thì bà làm gì?

I practice the piano for at least two hours every day = tôi tập luyện đàn dương cầm ít nhất hai giờ mỗi ngày.

- E-mail - It's time to check our e-mail. We have an e-mail from Anne in Baltimore. Her question for Sandra is: What do you do on the other days... when you're not teaching? - Well, I practice the piano for at least two hours every day. Right now, I'm preparing for a concert. I also go shopping. And on Tuesday, I drive Collette to her violin lesson - OK, Sandra. Thanks a lot. I can see you're very busy!

Unit 60

A movie theater = rạp chiếu bóng, xi-nê

An invitation /,invi'teɪʃən/ = lời mời

To invite /in'vaɪt/ = mời; Inviting = lôi cuốn, thú vị, hấp dẫn (adj)

Thanks for the invitation = cảm ơn bạn đã mời tôi.

Shall I open the window? = bạn có muốn tôi mở cửa sổ không?

Shall we meet at the theater? = chúng ta gặp nhau ở rạp chiếu bóng nhé?

[Shall để hỏi ý kiến người đối thoại]

- Daily Dialogue: A Telephone Invitation, part 3. Listen to the conversation - Hello? - Hi, Sue - Oh, hi Holly - What are you doing this weekend? - Not much - Would you like to go to a movie? - A movie? Sure, I'd love to - Great! - How about Saturday night? - Yes, that's fine - There's a good movie at the Plaza - What time does it start? - I think it starts at 7:00 - That's good for me - Shall we meet at the theater? - OK - At 6:45? - How about 6:30? - 6:30? OK. See you then - Thanks for the invitation.

Schedules = thời biểu (n); Daily schedule = các công việc hằng ngày

To eat breakfast = ăn sáng; To eat lunch = ăn trưa; To eat dinner = ăn tối

- Question of the Week. The Questions of the Week are about the schedules of most Americans - This week we will ask questions about the schedules of most Americans. Question 1: When do most Americans eat dinner? Do they eat at one o'clock in the afternoon, or at six o'clock in the evening? Do most Americans eat dinner at one o'clock in the afternoon, or at six o'clock in the evening? Question 2: When do most Americans work? Do they work Monday through Friday, or Monday through Saturday? Do most Americans work Monday through Friday, or Monday through Saturday? Question 3: When do most Americans watch television? Do they watch television in the morning, or in the evening? Do most Americans watch television in the morning, or in the evening? We'll have the answers on our next show.

Secret agents = mật vụ; God /gɒd/ = thượng đế (n)

Keep going! hãy đọc tiếp đi!; Oh, my gosh = trời đất!

The police arrest two industrial spies, and Elizabeth's picture is in the newspaper = cảnh sát bắt hai gián điệp kỹ nghệ, và có đăng hình cô Elizabeth trên báo.

A newspaper story = tin tường thuật trên nhật báo

The police /pə'li:s/ = cảnh sát; An industrial spy = gián điệp kỹ nghệ

Police = cảnh sát [hiện tại dùng với động từ số nhiều]

A police officer = một nhân viên cảnh sát; To Steal/Stole/Stolen = ăn cắp

To rob /rɒb/ = ăn trộm; Excitedly = háo hức (adv)

Yesterday the police arrested two industrial spies = hôm qua cảnh sát bắt hai gián điệp kỹ nghệ.

They were arrested for stealing important papers from the scientist, Boris Bolinobol = họ bị bắt vì ăn cắp giấy tờ quan trọng của nhà khoa học, Boris Bolinobol.

- Well, folks, another good show. I hope... - Hey, everybody! You'll never guess what happened! - What? What is it? - Look! Look at this newspaper! Look at this story in the newspaper. Here - It says the police arrested two industrial spies - Keep going! Read the story! - "Yesterday the police arrested two industrial spies." "They were arrested for stealing important papers from the scientist, Boris Bolinobol." - Wait a minute! Boris Bolinobol. Is that your friend Boris? - Yes,

that's my friend Boris! And look at the pictures. Look at the pictures in the paper. And now look at this picture ...of me and Boris - It is Boris! - Yes! I called Boris to tell him, but he wasn't there. After the show today - The show! Oh, my gosh! Functioning in Business! It's time for the show! - After the show, I'm going to Boris's office to see if he's okay! Secret agents! Can you believe that? - Quiet please. Ready for Functioning in Business. Cue Music.

Plan = điều dự tính (n); Plan = Project = dự án (n)

Conference /'kɒnfərəns/ = hội nghị (n); Attend a conference = dự hội nghị

Background = bối cảnh, nguồn gốc, nguyên uỷ câu chuyện (n)

Computer parts = bộ phận máy điện tử

Electronic /i'lek'trɒnik, i'lek-/ = thuộc điện tử (adj)

Electric = điện tử (n); Electricity /i'lek'trisiti, i'lek-/ = điện (n)

Electrician /i'lek'triʃən/ = thợ điện (n); Electrical /i'lektrikəl/ = thuộc điện (adj)

Electronic components = các bộ phận điện tử.

Office computers = máy điện tử dùng trong văn phòng

Overseas = ở xứ ngoài (adj); Factory = Plant = xưởng máy (n)

To improve /im'pru:v/ = cải tiến, cải thiện; Improvement (n)

To cut cost = giảm chi phí; To improve productivity = tăng năng suất

An industrial robot = máy tự động dùng trong kỹ nghệ thay người

Confirming plans = kiểm lại cho đúng những dự tính; Refusing = từ chối (n)

SEATTLE = tên thành phố ở tiểu bang Washington, miền tây Hoa Kỳ (n)

A trade show = cuộc triển lãm thương mại; To construct /kən'strʌkt/ = To build = xây cất

Involved in business meetings and negotiations = tham gia vào những buổi họp về kinh doanh và các buổi thương lượng.

Ms. Graham gives the background for her discussions with Mr. Blake = bà/cô Graham nói về quá trình các cuộc thảo luận của bà với ông Blake.

Ms. Graham is attending a conference in Seattle = bà/cô Graham đang dự hội nghị ở Seattle

You were in charge of a project to construct another factory in northern California = bà chịu trách nhiệm về một dự án xây một xưởng máy khác ở phía bắc tiểu bang California.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture - Today's unit is "Confirming Plans, part 3." This program focuses on Refusing.

- Interview - On today's program I'll be talking with Shirley Graham. Ms. Graham is attending a conference in Seattle. She'll be talking to us by phone - Welcome, Ms. Graham - Hello. Thank you for having me on your show - Can you give us a little background on the project you were working on last year? - Certainly. As you know, Advanced Technologies makes computer parts. To be more specific, we make electronic components for computers. We also manufacture office computers - Where are your factories located? - Our main factory is in Los Angeles, but we have smaller plants in northern California. And we have two factories overseas - Last year, you were in charge of a project to construct another factory in northern California - That's right. I wanted to find ways to cut costs and improve productivity. One way to do that was to use robots. So we needed as much information as possible about companies that made industrial robots. That's why I sent Mike Epstein to the trade show in Beijing last spring.

To make = To manufacture = làm, chế tạo

Be in charge of = Be responsible for = chịu trách nhiệm

Cut costs = Reduce expenses = giảm chi phí; Parts = Components = bộ phận (n)

- Variations. Listen to these variations - Advanced Technologies makes computer parts - Advanced Technologies manufactures computer components - You were in charge of a project - You were responsible for a project - I wanted to find ways to cut costs - I wanted to find ways to reduce expenses - We needed as much information as possible - We needed to find out as much as we could - That's why I sent Mike Epstein to the trade show - That's why I asked Mike Epstein to attend the trade show.

Adequate /'ædikwɪt/ = đầy đủ (adj)

Maintenance /'meɪntɪnəns/ = sự bảo trì (n); *To maintain* /meɪn'teɪn/

Repair /rɪ'peə/ = sửa chữa (n, v); *Matter* /'mætə/ = vấn đề, chuyện (n)

Technical matters = những vấn đề kỹ thuật; *Training* = huấn luyện (n)

Aftersales services = dịch vụ sau khi giao hàng

I trust Mr. Epstein's judgment = tôi tin vào sự phán đoán của ông Epstein.

Could you be more specific? = bà nói rõ hơn được không?

My main concerns = mối quan tâm chính của tôi

Once the plant is in operation... = một khi xưởng máy đã chạy rồi

Smooth /smu:ð/ = trơn tru (adj); *To agree* = đồng ý; *Agreement* (n)

I have to be sure that things would run smoothly = tôi phải lo cho chắc là mọi việc được điều hoà, suông sẻ, trôi chảy, không trục trặc.

Ms. Graham explains more about the project to build a new factory = Ms. Graham giải thích thêm về dự án xây một xưởng máy mới.

- Interview - So you sent Mr. Epstein to Beijing to learn more about industrial robots - That's right - And that's where Mr. Epstein met Mr. Blake - Yes. Mr. Blake works for International Robotics, a Chinese company that makes industrial robots. Mr. Epstein was very impressed by their technology. And so we agreed to meet with Mr. Blake when he came to the U.S. Eliz: Had you ever done business with a Chinese company? - No, we hadn't. So that was one of my main concerns - Could you be more specific? - Certainly. Mike Epstein told me that the robots were of the highest quality. I'm not an engineer, so on technical matters, I trust Mike's judgment. My concern was with aftersales service. Once the plant was in operation, I had to be sure that things would run smoothly. That means a good maintenance and repair program. I was concerned that a foreign company like International Robotics could not provide adequate maintenance. Mike didn't seem very worried about this, but I was very concerned - Thank you for taking the time to talk with us - It's been my pleasure - Let's take a short break.

Unit 61

Offices and status = văn phòng và địa vị

Technology /tek'nɒlədʒi/ = kỹ thuật (n)

To impressed = phục, cảm kích, có ấn tượng tốt.

Aftersales service = dịch vụ bảo trì sau khi đã giao hàng;

Detail = chi tiết (n); *Specific* /spi'sɪfɪk/ = rõ rệt, rành mạch (adj)

Could you be more specific? = bạn làm ơn nói rõ thêm.

Could you give more details about the project? = xin cho biết thêm chi tiết về dự án.

- Variations - Listen to these variations - Mr. Epstein was very impressed by their technology - Mr. Epstein thought that their technology was very good - We agreed to meet with Mr. Blake - We told Mr. Blake that we would meet with him - Had you ever done business with a Chinese company - Had you ever worked with a Chinese company before? - Could you be more specific? - Could you please give me more details about that? - My concern was with aftersales service - I was concerned about aftersales service.

Workspace and status = nơi làm việc và địa vị

A private office = văn phòng riêng

To sign /sain/ = ký tên, viết ký hiệu; *Sign* = dấu hiệu, ký hiệu (n)

Signature /'sɪɡnɪtʃə/ = chữ ký (n); *Workspace* = chỗ làm việc (n)

An executive /ɪg'zekjʊtɪv/ = viên chức điều hành, quản trị (từ cấp giám đốc trở lên).

A cubicle /'kju:bɪkəl/ = phòng hình vuông, không có cửa riêng

Sign of status = dấu hiệu của địa vị; *High level employees* = nhân viên cấp cao

An office = văn phòng; *Coffee area* = chỗ uống cà phê hay trà hay hâm nóng đồ ăn
Cafeteria /ˌkæfɪˈtɪəriə/ = phòng ăn bán đồ ăn nóng (n); *Restaurant* = nhà hàng (n)
Private = riêng tư, cá nhân (adj); *Privacy* = sự kín đáo, riêng tư, quyền riêng tư (n)
Private office = phòng riêng có cửa; *Informal meetings* = họp mặt bán chính thức
Co-worker = người cùng làm một sở

Space /ˈspeɪs/ = khoảng trống, khoảng cách (n)

Spacious /ˈspeɪʃəs/ = rộng rãi, có được nhiều chỗ (adj)

Spaciousness /ˈspeɪʃəsnɪs/ = sự rộng rãi (n)

This Culture Tip answers the question: “Do most American executives have private offices?”
= phần Culture Tip trả lời câu hỏi: “Có phải phần lớn các viên chức điều hành Hoa Kỳ đều có phòng làm việc riêng không?”

- Culture Tips - Hello everyone and welcome again to “Culture Tips”. We’re here with our business language expert Gary Engleton - It’s nice to be back! - We have an e-mail question about American workspaces and offices - Oh, good. What’s the question? - The question is: “Do most American executives have private offices?” - Good question. In most companies, executives and managers--high-level employees--have private offices. By a private office, I mean a room with a door, a door that closes - And they don’t share the office with a co-worker - That’s right. In general, the more important the person, the larger the office. Americans are concerned about personal space, and a large comfortable office is a sign of status - What about other workers... workers who don’t have private offices? - Well, most American workers like to have their own work space, so company work areas are often divided into cubicles. Each worker has his or her own cubicle - What exactly is a cubicle? - Cubicles are small, square work areas. They have low walls that can be moved easily. And cubicles usually don’t have doors - So there’s not much privacy - No, there’s not - Where can people meet, if they want to talk? Cubicles are too small for meetings, aren’t they? - Most companies have common areas or meeting rooms for groups to get together. And in American companies, informal meetings are held everywhere: in cubicles and offices, in the coffee area or cafeteria, wherever people meet - Thanks again for your interesting comments, Gary - My pleasure!

- True or False. Listen. Is this statement true or false? - The employees in many American companies work in large open spaces - False. Most Americans work in private offices or cubicles - People in cubicles don’t have a lot of privacy - True. Cubicles usually have low walls and no doors - People don’t have a lot of privacy - Important American executives usually work in big cubicles - False. Important executives usually have large private offices.

Changing an appointment = đổi một buổi hẹn

If it’s convenient for you.... = nếu tiện cho ông/bà...

Could we change the appointment to.... = chúng ta có thể đổi buổi hẹn vào...

If it’s convenient for you, could we change our appointment to 1:00 on Friday? = nếu tiện cho ông, chúng tôi có thể đổi buổi hẹn của chúng ta vào 1 giờ thứ sáu được không?

I think we should meet as soon as possible. = tôi thiết tưởng chúng ta nên gặp nhau càng sớm càng tốt.

I’ll be expecting your call later today = tôi chờ ông/bà/cô sẽ gọi lại cho tôi hay chiều nay

We have some serious problems = chúng ta có vài vấn đề nghiêm trọng.

In this Business Dialog we’ll hear Sandra Powers calling Bob Myers to change an appointment = trong phần đàm thoại thương mại, ta nghe Sandra Powers gọi cho Bob Myers đổi ngày giờ hẹn.

- Business Dialog: Changing an appointment - Let’s listen to today’s Business Dialog. We’ll hear Sandra Powers calling Bob Myers to change an appointment - Hello. This is Bob Myers speaking - Hello. This is Sandra Powers from Delta Electronics. I’m sorry, but Mr. Malone is busy on Wednesday - If it’s convenient for you, could we change our appointment to 1:00 on Friday? - I understand that you’re very busy, but Friday is too late. We have some very serious problems. I

think we should meet as soon as possible - I see. Could I call you back later today? I want to check our schedule for Thursday - Good. I'll be expecting your call later today.

I'm sorry, but... = tôi ân hận, nhưng...

I understand you're very busy, but... = tôi hiểu rằng ông rất bận, nhưng..

I'm afraid... = tôi e rằng...

- Focus on Functions: Refusing - Now let's focus on Refusing - Listen to these variations - I'm sorry, but Mr. Malone is busy on Wednesday - I'm afraid that Mr. Malone is not free on Wednesday - I understand that you're very busy, but Friday is too late - I realize that you're very busy, but Friday is too late.

I'm afraid not = tôi sợ rằng không thể được; I'm sorry but... = tôi rất tiếc nhưng...

Gary explains about polite refusals = Gary giải thích về những cách từ chối nhã nhặn.

A refusal = lời từ chối; An apology = lời xin lỗi; To apologize

Ms. Powers and Mr. Myers both show concern for the other person's situation = cô/bà Powers và Ông Myers đều quan tâm đến hoàn cảnh của người kia.

Their direct statements sound rude and demanding = câu trả lời thẳng của họ có vẻ thô lỗ và hách dịch.

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth. Today I'll be talking about how to make polite refusals. To refuse means to say no. Let's listen to the Business Dialog and see how Ms. Powers and Mr. Myers say no in a polite but clear manner - Hello. This is Bob Myers speaking - Hello. This is Sandra Powers from Delta Electronics. I'm sorry, but Mr. Malone is busy on Wednesday. If it's convenient for you, could we change our appointment to 1:00 on Friday? - Ms. Powers begins her refusal with an apology "I'm sorry but..." and then says that Mr. Malone is not free to meet with Mr. Myers on Wednesday. Let's listen again - I'm sorry, but Mr. Malone is busy on Wednesday - Then she suggests another time for the meeting. She begins her suggestion with the very polite expression "If it's convenient for you..." - If it's convenient for you, could we change our appointment to 1:00 on Friday? - Ms. Powers would like to meet on Friday, but Mr. Myers thinks that is too late. He begins his refusal by showing he understands Ms. Powers' situation - I understand that you're very busy, but Friday is too late - And then he gives his reason for refusal - We have some very serious problems. I think we should meet as soon as possible - Ms. Powers and Mr. Myers both show concern for the other person's situation. Now let's listen to another version of this conversation. In this conversation, both people are too direct - Hello. This is Bob Myers speaking - Hello. This is Sandra Powers from Delta Electronics. Mr. Malone is busy on Wednesday. We need to change our appointment to 1:00 on Friday - Friday is too late. We have some very serious problems. We should meet as soon as possible - In this conversation, Ms. Powers and Mr. Myers do not show concern for the other person's feelings. Their direct statements sound rude and demanding. So if you have to say No to someone, be sure to show that you understand their situation. Thanks for joining us today for Gary's Tips. We'll see you again next time - Thanks, Gary.

- Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 62

To Take/Took/Taken = mất bao lâu

Duration = khoảng thời gian kéo dài bao lâu (n)

I take a shower, then I eat breakfast = tôi tắm dưới vòi sen rồi ăn sáng.

It takes me about fifteen minutes to get to school = tôi mất chừng 15 phút để đến trường.

To last /la:st/ = kéo dài; Last = qua, trước, cuối cùng, gần đây nhất (adj)

Last = lần cuối (adv); Last = cuối cùng (n); Lasting = vững bền (adj)

In this unit, John Harris will talk about his daily schedule = trong bài học này John Harris sẽ nói về thời biểu hằng ngày của anh

VOA - New Dynamic English

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "How long does it take?"

- Hi, Kathy. How are you? - I'm fine. And you? - Just great - Last week we spoke with Bob and Sandra Harris. This week we're going to talk with their two children, John and Collette. Today's guest is their son, John Harris - I'm looking forward to meeting him.

John is Bob and Sandra's son = John là con trai của Bob và Sandra Harris.

- Listen and Repeat - Son - John is Bob and Sandra's son - Daughter - Collette is Bob and Sandra's daughter - Sister - Collette is John's sister - Brother - John is Collette's brother.

A shower = tắm dưới vòi sen

To take a shower = tắm dưới vòi sen

A gym /dʒɪm/ = A gymnasium /dʒɪm'neɪziəm/ = phòng tập thể dục

Gymnastics /dʒɪm'næstiks/ = môn thể dục thẩm mỹ (n)

Parallel bars = nháy xà (dọc) kép; Balance beam = nháy xà thăng bằng

I practice gymnastics in the gym = tôi tập thể dục trong phòng thể dục.

Do you practice a lot? = bạn có tập nhiều không?

I practice from 8:00 to 8:30 = tôi tập từ 8 giờ sáng đến 8 rưỡi sáng.

- Interview - Now it's time for today's interview. Our guest today is John Harris. Hi, John - Hello, Kathy. It's nice to be here - You're interested in gymnastics, aren't you? - Yeah. I love gymnastics - Do you practice a lot? - Yeah, I practice every day, before and after school - Really? That's a lot! - Yeah, but I enjoy it - So what's your daily schedule? - Well, I get up early every morning, at 6:15. I take a shower, then I eat breakfast. After breakfast, I go to school. I leave the house around 7:30. I practice gymnastics in the gym at school - What time do you get to school? - I get to school around 7:45 - So it only takes fifteen minutes? - That's right. It takes me about fifteen minutes to get to school - What do you do when you get to school? - I practice gymnastics in the gym. I practice from 8:00 to 8:30 - What time does school start? - School starts at 8:45 - So your mornings are very busy - Yes, they are - Thanks, John. Our guest today is John Harris. We'll talk more after our break. This is New Dynamic English.

6:15' = Six fifteen = A quarter past six = A quarter after six

7:45' = seven forty-five = A quarter to eight; 7:30' = Seven thirty = Half past seven

- Listen and Repeat - He gets up at six fifteen - He gets up at a quarter after six - He leaves the house at seven thirty - He leaves the house at half past seven - He gets to school at seven forty-five - He gets to school at a quarter to eight - School starts at eight forty-five - School starts at a quarter to nine.

I do my homework = tôi làm bài tập ở nhà.

- Interview - Our guest today is John Harris. He's a high school student. Okay, now let's talk about your afternoon schedule. What do you do after school? - Well, my classes finish at 3:00. Then I practice gymnastics until 5:00 - So you practice for about two hours? - That's right. Then I go home. I usually get home before 6:00 - When do you do your homework? - After dinner. I do my homework after dinner, until around 10:00 or 10:30. Then I go to bed, usually between 10:30 and 11:00 - You work very hard! Our guest today is John Harris. We'll talk more after our break. This is New Dynamic English.

Before = trước ; After = sau

- Listen and Answer. Before or After? Listen and answer. Listen for the bell, then say your answer - He practices gymnastics from eight to eight-thirty in the morning - School starts at eight forty-five - Does he practice gymnastics before school? - Yes, he does - He practices gymnastics before school - John eats dinner, then he does his homework - Does he do his homework before dinner? - No, he doesn't - He does his homework after dinner - In the morning, John takes a shower, then he eats breakfast - Does he take a shower before breakfast - Yes, he does - He takes a shower before breakfast.

A motorbike = xe mô tô hạng nhẹ (xe bình bịch); A bus = xe buýt

How long does it take you to get to school? = bạn đi đến trường mất bao lâu?

It takes me fifteen minutes to get to school by motorbike = tôi đi đến trường bằng xe bình bịch mất 15 phút.

- E-mail - It's time to check our e-mail. We have an e-mail from Michael in Montana. His question is: How do you get to school? - I drive to school on my motorbike - How long does it take you to get to school? - It takes me about fifteen minutes - How does your sister get to school? - She takes the bus - How long does it take her? How long does it take her to get to school? - It takes her twenty minutes to get to school - Thank you, John.

How long does it take... = mất bao lâu...

- Listen and Answer. How long does it take? Listen and answer. Listen for the bell, then say your answer - John leaves the house at seven thirty - He gets to school at seven forty-five - How long does it take him to get to school? - It takes him fifteen minutes - It takes him fifteen minutes to get to school - Collette leaves the house at eight o'clock - She gets to school at eight twenty - How long does it take her to get to school? - It takes her twenty minutes - It takes her twenty minutes to get to school.

Starlight Café = tiệm ánh sáng; Same as above = như trên.

Café = Cafe = tiệm ăn nhỏ, tiệm bán cà phê và đồ giải khát.

I'd like to make a reservation for... = tôi muốn đặt chỗ trước...

For how many people = cho bao nhiêu người; At what time = vào giờ nào

- Daily Dialogue: A Dinner Reservation, part 1. Listen to the conversation - Good evening, Starlight Café - Yes, I'd like to make a reservation for this evening - For how many people? - Four people - And at what time? - Eight o'clock - Listen and repeat.

Unit 63

- Question of the Week! - It's time to answer last week's question. The question was: When do they do it? Are you ready to play, Kathy? - Let's go - OK. The first question is: When do most Americans eat dinner? Do they eat at one o'clock in the afternoon or at six o'clock in the evening? - Well, let's see. Most Americans eat dinner in the evening, after work and school is over. So... six o'clock in the evening - That's right. Americans eat dinner in the evening. Question 2: When do most Americans work? Do they work Monday through Friday or Monday through Saturday? - Well, some Americans work on the weekends, on Saturday or Sunday. But most Americans work Monday through Friday. So, my answer is: Monday through Friday - Right. Now the last question: When do most Americans watch television? Do they watch television in the morning or in the evening? - OK. I know that some Americans watch television in the morning. But most Americans.... most Americans watch in the evening - Yes, that's right. Thanks for playing - You're welcome, Max.

Kathy tells about her dinner at a vegetarian restaurant = Kathy nói chuyện về bữa ăn tối của cô ở một nhà hàng bán đồ ăn chay

The meeting took place at the train station in Washington, D.C = Câu chuyện xảy ra ở nhà ga xe lửa ở Washington, D.C.

The front page = trang nhất tờ báo

A dessert /di'zæ:t/ = món ăn tráng miệng

A piazza = bánh mì nướng lò kiểu Ý

Pepperoni /,pepə'rouni/ = xúc xích bò và heo rắc thêm tiêu

Grated cheese = phô mát vụn; Mushroom /'mʌʃrʊm/ = nấm (n)

Tomato sauce = sốt cà chua; Cheese = phô mát (n)

How was your dinner? = bữa tối của bạn ra sao?

The industrial spies are in jail = những người gián điệp kỹ nghệ hiện ở trong nhà giam.

Jail /dʒeɪl/ = nhà giam, nhà tù (n); Thank goodness! = cảm ơn trời đất!

Lasagna = bánh mì Ý mềm, gồm nhiều lớp, có sốt cà-chua, thịt nghiền, và phô mát

- A-a-a-nd that's it. We're off the air - Well, what a weekend! Did you see the newspaper? - Yes, I did. The two industrial spies were on the front page. When I told my friend Anne about it, she couldn't believe it - She's your friend... she's moving to San Diego, right? - Yes, that's her - How was your dinner? - At the vegetarian restaurant... The Garden? Oh, it was delicious - What did you have? - I had a vegetarian lasagna, and Anne had some fish - How was it? - Well, everything was delicious. The desserts were wonderful, too - Sounds great. Maybe my wife and I will try it sometime. But I don't think we could take our son. There's nothing for him to eat there! - Oh, I saw some good-looking pizzas. Big pizzas with lots of cheese - Pizza, huh? He loves pizza! - Elizabeth! I want to know all about you, and Boris, and the industrial spies! - Hi, folks. Well, I can't tell you much. Really, it's all over. Boris is fine. The industrial spies are in jail. Thank goodness. So it's on with the show - Alri-i-ght. Quiet please, everyone. Ready for Functioning in Business. Cue Music.

Offering an opinion = cho ý kiến

June 11 = June the eleventh = June eleventh

Today we are going to listen to your meeting with Mr. Epstein on Tuesday, June 11 last year = hôm nay chúng ta sẽ nghe cuộc nói chuyện của bạn với ông Epstein hôm thứ ba, 11 tháng 6, năm ngoái

Mr. Epstein had met with Mr. Blake earlier that day = hôm ấy trước khi gặp bà thì ông Epstein đã gặp ông Blake.

And they had discussed your plans to build a new factory = và họ đã thảo luận về dự án của bà xây một xưởng máy mới.

Had + past participle [past perfect để tả hành động hay tình trạng xảy ra trước một hành động khác trong quá khứ]

I wanted to be sure that Mr. Blake was aware of my concerns about the October deadline and aftersales service = tôi muốn biết chắc rằng ông Blake biết rõ mối quan tâm của tôi về hạn chót vào tháng 10 và các dịch vụ sau khi giao hàng.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Confirming plans, part 4". This program focuses on Offering an Opinion.

- Interview - On today's program I'll be talking with Shirley Graham. She is calling from her office at Advanced Technologies in San Jose, California - How are you, Ms. Graham? - Fine, thanks - Today we are going to listen to your meeting with Mr. Epstein on Tuesday, June 11th last year. Mr. Epstein had met with Mr. Blake earlier that day. And they had discussed your plans to build a new factory - Yes, that's right. And I wanted to be sure that Mr. Blake was aware of my concerns about the October deadline and aftersales service - Let's listen to the conversation - Okay.

Deadline = hạn chót (n)

Excellent meeting = buổi họp có kết quả tốt đẹp

To impress = có ấn tượng tốt, cảm phục

Flexibility /ˈfleksəˈbɪlɪti/ = mềm dẻo, linh động (n); Flexible /ˈfleksəbəl/ (adj)

To work things out = To solve; Find out the solution = tìm ra giải pháp

As long as = provided that = miễn là, chừng nào; To go ahead = tiến hành, khởi sự

Reservation /ˌrezəˈveɪʃən/ = sự dè dặt, dành chỗ trước (n)

The technology of their product is excellent = kỹ thuật của sản phẩm của họ rất tốt.

Let's discuss further tomorrow = mai chúng ta sẽ lại bàn thêm.

I think I can work things out with him = tôi nghĩ là tôi có thể tìm ra giải pháp cho vấn đề khó khăn với ông ta.

- Dialog - Mr. Epstein is meeting with Ms. Graham in her office - Now, have you already discussed any of the project with him? - Yes, I had an excellent meeting with him this afternoon - And did you tell him about my main concerns? - Do you mean the October deadline? - Yes, and the fact that they have no aftersales service in the States - Yes, I did, and again I was very impressed with his flexibility. I think that we can work things out with him - Okay. As long as it's clear to both of you that it has to be worked out, and before October, because that's our deadline - Well, again, I understand your reservations, Shirley, but again the technology of their product is really excellent. I think we really have to go ahead with this - Yes. All right. Well, let's discuss it further tomorrow. All right? - Okay. All right. Thank you. We'll see you tomorrow - We'll see you around 12:00 - Okay.

I was impressed with his flexibility = tôi có ấn tượng tốt về thái độ mềm dẻo của ông ta.

- Listen and Repeat - Have you discussed the project with him? - Did you tell him about my main concerns? - Do you mean the October deadline? - I was very impressed with his flexibility - I think that we can work things out with him

To deliver = giao, phân phát

To install /in'stɔ:l/ = ráp, lắp máy vào

Begin operation = bắt đầu hoạt động; Adequate maintenance = bảo trì đầy đủ

To be convinced = tin; I'm convinced of his honesty = tôi tin ở sự thành thật của ông ta.

I wanted to be sure that the robots could be delivered and installed on time = tôi muốn chắc là người máy tự động sẽ được giao và ráp đúng hạn.

Able /'eɪbəl/ = có tài, có năng lực (adj); Ability /ə'biləti, ə'biliti/ = khả năng (n)

- Interview - Ms. Graham, let's talk about your conversation with Mr. Epstein. Your main concerns were with the October deadline and aftersales service - Yes, that's right. I wanted to be sure that the robots could be delivered and installed on time - By October - Yes. The factory had to begin operation in October. I also was concerned about aftersales service. International Robotics is a Chinese company. I wasn't sure that they would be able to provide adequate maintenance and repair service - Mr. Epstein seemed pleased with Mr. Blake's responses to these questions - Yes. Mr. Epstein was convinced that we should buy Mr. Blake's robots. I wasn't so sure - I see. Well, thank you very much for being on our show - It's been my pleasure - Let's take a short break.

Unit 64

An issue /'isju:/ = vấn đề cần bàn thảo hay quyết định.

The October deadline and the aftersales service are two issues that Ms. Graham wanted Mr. Epstein to work out with Mr. Blake = phải giao hàng trước hạn chót tháng mười và phải có dịch vụ sau khi giao hàng là hai vấn đề bà/cô Graham muốn ông Epstein tìm cách giải quyết với ông Blake.

- Questions. Listen to the question - Has Mr. Epstein already met with Mr. Blake? - Now listen to the dialog - Now, have you already discussed any of the project with him? - Yes, I had an excellent meeting with him this afternoon - Has Mr. Epstein already met with Mr. Blake? - Yes. They met earlier that afternoon - Listen to the question - Did Mr. Epstein discuss the October deadline and aftersales service with Mr. Blake? - Now listen to the dialog - And did you tell him about my main concerns? - Do you mean the October deadline? - Yes, and the fact that they have no aftersales service in the States - Yes, I did, and again I was very impressed with his flexibility - Did Mr. Epstein discuss the October deadline and aftersales service with Mr. Blake? - Yes, he did. He discussed these issues with Mr. Blake

Structure /'strʌktʃə/ = cơ cấu (n)

Organizational structure = cơ cấu, hệ thống tổ chức.

Manager = quản đốc, trưởng phòng (n)

A department /di'pa:tmənt/ = một sở trong một công ty

Personnel Department = sở nhân viên

To be laid off = bị cho nghỉ việc

To lay off = sa thải; A layoff /'lei,ɔ:f/ = một vụ sa thải, sự sa thải

To promote /prə'moʊt/ = thăng chức; Promotion /prə'mouʃn/ (n)

It's clear who does what = rõ là ai chịu trách nhiệm về việc nào.

Flexible structure = cơ cấu mềm dẻo; High-tech world = thế giới điện tử

High-tech = High technology = kỹ thuật máy móc cao cấp, như kỹ thuật điện tử.

Team /ti:m/ = nhóm (n); Temporary /'tempərəri, -pərəri, -reri/ = tạm thời (adj)

That makes sense = điều đó hữu lý.

A worker can be promoted to a better job within the company = một nhân viên có thể được thăng lên chức tốt hơn trong một công ty.

People can change jobs, but the company structure does not change = nhân viên có thể thay đổi công việc, nhưng cơ cấu tổ chức của công ty không thay đổi.

- Culture Tips - Welcome once again to "Culture Tips". We're here with our business language expert Gary Engleton. Gary, we have an e-mail question about the structure of American companies. The question is "How are American companies organized?" - Well, most traditional American companies have a clear organizational structure. It's clear who does what. People can change jobs, but the company structure does not change. For example, a salesperson can become a sales manager - Or the manager of a department can become a vice president - Yes, that's right. A worker can be promoted to a better job within the organization. The organization doesn't change - I see - Newer companies sometimes have a more flexible structure, especially in the high-tech world. These companies may be organized into project teams. These teams may be temporary - Temporary? - Yes, they may work together only for a short time. Then the workers may be moved to other teams for different projects - And what if there is no new project? - In many companies, these workers may be laid off. The president or vice-presidents may not change, but the managers and workers will change jobs much more than in the past - Why does a company adopt a flexible structure? - The world of business is changing very quickly. A flexible structure helps a company move quickly - That makes sense. Thank you again, Gary, for your interesting information - I'm always glad to help.

- True or False. Listen. Is this statement true or false? - Newer companies may have a flexible structure - True. Newer companies, especially high-tech companies, often have a more flexible structure than traditional companies - When a project ends, there will always be a new project for the workers - False. When a project ends, some workers may be laid off - In newer companies, workers often move from one team to another - True. This is part of the flexible structure.

I really think that... = tôi thực sự nghĩ rằng...

I really think that we need to spend more money on research = tôi thực sự nghĩ rằng chúng ta cần chi tiêu nhiều tiền hơn vào việc nghiên cứu.

We need more computer technology to keep up with competition = chúng ta cần nhiều kỹ thuật điện tử hơn để bắt kịp mức cạnh tranh.

That's a good point = đó là một ý hay; Keep up with = theo kịp

Research /ri'sə:tʃ/ = nghiên cứu (n, v); Research = người nghiên cứu (n)

We have to focus on keeping costs down = chúng ta phải chú trọng vào việc giảm chi phí.

Next year's budget = ngân sách cho năm tới

High-end market = thị trường mà sản phẩm đắt tiền, tinh xảo, và phẩm chất rất tốt.

[High-end = tính từ kép tương tự expensive, sophisticated and of high quality]

Lexus is one of Toyota's high-end products = hiệu xe hơi Lexus là một sản phẩm đắt tiền và rất tốt của hãng Toyota

Director of Marketing = giám đốc thị trường; In my opinion... = theo ý tôi...

It seems to me that... = theo tôi thì...; I think... = tôi nghĩ rằng...

That's a great idea = That's a good point = thật là một ý hay.

- Business Dialog: Offering an Opinion - Let's listen to today's Business Dialog. The President and Vice-President of United Motor Corporation are discussing next year's budget - I really think that we need to spend more money on research. We need more computer technology to keep up with the competition - That's a good point, but in my opinion, we have to focus on keeping costs down. It seems to me that computer technology greatly increases the price of a car - But I think that we need to move into the high-end market. And that means selling more cars to rich people in the U.S. and overseas - Perhaps we should talk to our Director of Marketing - I think that's a wonderful idea!

- Focus on Functions: Offering an Opinion - Now let's focus on Offering an Opinion. Here are some useful expressions to offer an opinion - Listen and repeat - I think...- I think that's a wonderful idea! - I really think that... - I really think that we need to spend more money on research - In my opinion... - In my opinion, we have to focus on keeping costs down - It seems to me that... - It seems to me that computer technology greatly increases the price of a car

Offer an opinion = đưa ra ý kiến;

State a fact = nói một sự kiện có thật

It seems to me...= hình như là đối với tôi thì.. = theo tôi thì....

To differ /'dɪfə/ = khác, không giống

Different /'dɪfərənt, 'dɪfrənt / (adj); Difference (n)

Soften the difference of opinion = làm nhẹ đi ý kiến khác nhau

Soft /sɒft/ = mềm (adj); To soften /'sɒfən/ = làm dịu đi

Keep the conversation going...= giữ cho cuộc nói chuyện tiếp diễn...

When personal opinions are presented as opinions (and not as facts), people are more comfortable offering opinions = khi ý kiến cá nhân được trình bày như ý riêng (và không phải là sự kiện có thật), thì người ta cảm thấy thoải mái hơn khi đưa ra ý kiến.

This free discussion can also lead to new ideas = cuộc thảo luận tự do này có thể đưa đến nhiều ý tưởng mới.

American culture values the free expression of ideas = văn hoá Hoa Kỳ coi trọng sự tự do diễn tả ý tưởng.

This is an example of a fact = đây là một thí dụ về sự kiện

This is an example of an opinion = đây là một thí dụ về ý kiến

Important /ɪm'pɔ:tənt/ = quan trọng (adj)

Importance /ɪm'pɔ:təns/ = sự quan trọng, tầm quan trọng (n)

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth. Today I'll be talking about how to offer an opinion. When you give an opinion, it is a good idea to use an expression like "I think" or "in my opinion." In this way, you show that you know you are offering an opinion, not stating a fact. In the Business Dialog we heard earlier, the company president and vice president have different ideas about the importance of new technology. The President thinks that more money should be spent on research, but the Vice President thinks it is more important to keep costs down. They use the expressions "I really think" and "in my opinion" when they give their opinions - I really think that we need to spend more money on research. We need more computer technology to keep up with the competition - That's a good point, but in my opinion, we have to focus on keeping costs down - Both executives try to soften the difference of opinion and keep the conversation going. The Vice President also uses the expression "It seems to me..." to offer his opinion - It seems to me that computer technology greatly increases the price of a car - Using the expression "It seems to me" is a good way to offer an opinion. American culture values the free expression of ideas. When personal opinions are presented as opinions (and not as facts), people are more comfortable offering different opinions. This free discussion can also lead to new ideas, which are good for business. Thanks for joining us today for Gary's Tips. We'll see you again next time - Thanks, Gary.

Unit 65

How long is her lesson? = bài học của cô ấy dài bao lâu?

This unit introduces duration and comparison = bài học này cũng giới thiệu về khoảng thời gian và so sánh

I'm two years older than John = tôi lớn hơn John hai tuổi.

My lesson lasts for an hour, from 4:00 to 5:00 = bài học của tôi kéo dài một giờ đồng hồ, từ 4 giờ đến 5 giờ.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "How long is her lesson?"

- Hi, Max. How are you today? - Not bad. How are you? - I'm OK - Who's our guest today? - Today's guest is Collette Harris - John's sister - That's right. She's John's sister. She's going to tell us about her daily schedule - Sounds good.

Collette compares her daily schedule to her brother's schedule = Collette so sánh thời biểu hằng ngày của cô với thời biểu hằng ngày của em cô là John.

John gets up earlier than she does, and he leaves the house first = John dậy trước cô ấy, và rời khỏi nhà trước.

In the morning, who gets up first? = buổi sáng, ai dậy trước?

John gets up earlier = John dậy sớm hơn.

I don't leave the house until 8:00 o'clock = mãi đến 8 giờ tôi mới rời khỏi nhà.

Not ...until = mãi đến ...mới...

The party lasted so long that it was not until eleven o'clock that we came home = bữa tiệc lâu quá mãi đến 11 giờ đêm chúng tôi mới về nhà

- Interview - Now it's time for today's interview. Our guest today is Collette Harris. Hi, Collette - Hello. It's nice to be here - You and your brother, John, both go to high school, don't you? - That's right - Who's older, you or John? - I am. I'm two years older than John. He's sixteen and I'm eighteen - Tell me, who gets up first, you or John? - John does. He gets up first. He usually gets up at 6:15. I get up fifteen minutes later, at 6:30 - How about breakfast? Do you eat together? - We all eat breakfast together, John and I, Mom and Dad - And then what? What happens after breakfast? Collette: Well, John leaves the house first. He leaves at 7:30. I don't leave until 8:00. School starts at 8:45 - Okay. Thank you, Collette. Our guest today is Collette Harris. We'll talk more after our break. This is New Dynamic English.

Older than = nhiều tuổi hơn; earlier than = sớm hơn

- Listen and Repeat - Collette is 18 years old - John is 16 years old - Collette is older than John - John gets up at six fifteen - Collette gets up at six thirty - John gets up earlier than Collette - John leaves the house at seven thirty - Collette leaves the house at eight - John leaves the house earlier than Collette.

I have a lesson once a week = mỗi tuần tôi học một bài.

How long is the lesson? = bài học kéo dài bao lâu?

It lasts one hour = bài học kéo dài một giờ; To last = kéo dài

My mom drives me to my music lesson = mẹ tôi lái xe đưa tôi đi học nhạc.

Collette practices the violin every day for about an hour = mỗi ngày Collette tập đàn vĩ cầm chừng một giờ.

- Interview - Our guest today is Collette Harris. I understand you're a musician, Collette - Yeah, but not like my Mom. She's really good - You play the violin, right? - Yes, I'm studying violin - How often do you practice? - I practice every day.... for about an hour - Do you practice at school? - No, I don't. I practice at home.... after school. After school I come home and practice... from 4:30 to 5:30 - Are you taking lessons? - Yes. I have a lesson once a week - When is that? - My lesson is on Tuesday afternoons... at 4:00 - How do you get there? How do you get to your

lesson? - My mom usually drives me, but sometimes I go by bus - How long is the lesson? - It lasts an hour... until 5:00. From 4 to 5 - Is your teacher good? - Yes. I have a great teacher - So you're very busy - Yes, I guess I am - Our guest today is Collette Harris. We'll talk more after our break. This is New Dynamic English.

To start /stɑ:t/ = bắt đầu; To stop /stɒp/ = chấm dứt, ngừng

To start practicing = bắt đầu tập; To stop practicing = ngưng tập

[To start + V-ing/To V = bắt đầu làm gì]

[To stop + V-ing = ngưng làm điều gì; To stop + to V = ngưng lại để làm điều gì]

- Listen and Repeat - She practices the violin every day for one hour, from four thirty to five thirty - How often does she practice? - She practices every day - When does she start practicing? - She starts practicing at four thirty - When does she stop practicing? - She stops practicing at five thirty - How long does she practice? - She practices for an hour - She has a violin lesson once a week from four to five - How often does she have a lesson? - She has a lesson once a week - What time does the lesson start? - The lesson starts at four o'clock - What time does the lesson finish? - The lesson finishes at five o'clock - How long does the lesson last? - It lasts an hour.

On the weekend, Collette likes to do things with her friends and with her family = vào cuối tuần, Collette thích cùng làm những công việc với bạn cô và gia đình cô.

Go shopping = đi mua hàng, sắm đồ; Play tennis = đánh quần vợt

Go to church = đi lễ ở nhà thờ; Do my homework = làm bài tập ở nhà

- Telephone - We're back with our guest Collette Harris. Collette is a high school student and she studies violin. Now let's take a phone call. Hello. You're on the air with New Dynamic English - Hello. My name is Peter. I'm from North Carolina. I have a question for Collette - Yes, go ahead - What do you do on the weekend? Collette: Well, on Saturdays I like to do things with my friends. Sometimes we go shopping. Sometimes we play tennis or just talk - What about Sundays? What do you do on Sundays? - I usually spend Sundays with my family. Sometimes we go to church. On Sunday nights, we usually have a big family dinner. And then I do my homework - Thank you for calling.

Older = nhiều tuổi hơn; Get up earlier = dậy sớm hơn; Early = sớm; Earlier = sớm hơn

- Listen and Answer. Listen for the bell, then say your answer - Collette is eighteen years old - John is sixteen years old - Who is older? - Collette is - Collette is older than John - John gets up at six fifteen - Collette gets up at six thirty - Who gets up earlier? - John does - John gets up earlier than Collette - After school, Collette practices from four thirty ... to five thirty - How long does she practice? - For an hour - She practices for an hour - Her violin lesson starts at four o'clock - Her violin lesson finishes at five o'clock - How long does her lesson last? - An hour - It lasts an hour.

Making dinner reservations = dành chỗ trước cho bữa ăn tối ở tiệm ăn

Café /kæ'fei/ = tiệm ăn nhỏ có bán đồ ăn và thức uống, kể cả rượu ngoài cà phê

- Daily Dialogue: A dinner reservation, part 2. Listen to the conversation - Good evening, Starlight Café - Yes, I'd like to make a reservation for this evening - For how many people? - Four people - And at what time? - Eight o'clock - Yes, we have a table at that time - Could I have your name? - Yes, it's Sara Johnson - Thank you, Ms. Johnson - Listen and repeat - Yes, we have a table at that time - Could I have your name? - Yes, it's Sara Johnson - Thank you, Ms. Johnson.

Unit 66

Tourist /'tuərist/ = du khách (n); A tour bus = xe buýt chở du khách

Traffic sounds = tiếng xe cộ; Get onto a tour bus = lên xe buýt du lịch

A garden /'ga:dn/ = vườn; Farm /fɑ:m/ = trang trại (n)

To farm = nuôi trồng, trồng trọt; Farming /'fɑ:miŋ/ = nghề nông trại (n)

Washington Monument = đài kỷ niệm tổng thống George Washington

How long does it take to see everything at Mt. Vernon? = muốn xem hết Đồi Vernon thì phải mất bao lâu?

- Man on the Street - This is the Dynamic English Man on the Street, Kent Moss. Today I'm standing near the Washington Monument in Washington, D.C. A lot of people are getting onto a tour bus. Excuse me, ma'am - Yes? - Where are you going? - We're going to Mount Vernon - George Washington's home? - That's right. I'm very interested in George Washington - How long does it take to get there? - To Mount Vernon? Oh, it's not very far. It's about 15 miles from Washington. It takes about half an hour, by bus - What do you want to see at Mount Vernon? - I want to see George Washington's house and the beautiful gardens. And his farm. I also want to learn more about George Washington's life - How long does it take to see everything at Mount Vernon? - Oh, it takes about two or three hours - Well, have a good time at Mount Vernon - Thank you. I'm sure we will.

A birthday party = tiệc sinh nhật

A birthday cake = bánh mừng sinh nhật.

A candle /'kændəl/ = nến; Ice cream = cà-rem

Putting up the decorations = trang hoàng

To bake a cake = nướng bánh ngọt; Stuff /stʌf/ = Things = các món (n)

John is having a birthday party = John sắp có bữa tiệc sinh nhật.

[Be + V-ing: present progressive chỉ một việc đang hoặc sắp xảy ra (chỉ một chuyện sắp xảy ra có thể dùng be + going to hay be about to)]

John is having a birthday party hay John is going to have a birthday party = John is about to have a birthday party

It's not a birthday if you don't have candles on the birthday cake! = không phải là sinh nhật nếu không có nến cắm trên bánh sinh nhật.

I've got to pick up some movies = tôi phải đi thuê về vài cuốn phim.

Wow /wau/ = ôi chao, ô (interj)

Wow, you'd better get going, then! = ồ, vậy bạn nên đi ngay đi chứ!

- That's it, folks! We're done - Well, I've got to go. I'm leaving early today - Oh, okay, Max. What's up? - Today is my son John's birthday. We're having a birthday party this afternoon after school - That's great! How old is he? - He's eight years old - So, have you got the birthday cake yet? - Well, my wife is baking the birthday cake. And she's putting up the decorations. I have to pick up the other stuff on the way home. I have to get some candles for the birthday cake - It's not a birthday if you don't have candles on the birthday cake! - And there's the rest of the food. Pizza and ice cream. And I've got to pick up some movies, too - Wow, you'd better get moving, then! - All right then, see you later - Quiet please, everyone. Ready for Functioning in Business. Cue Music...

To agree /ə'gri:/ = đồng ý; To disagree /,disə'gri:/ = không đồng ý

Doubt = sự nghi ngờ (n); To doubt /daʊt/ = nghi ngờ

To have some doubts = nghi ngờ; Confident /'kɒnfɪdənt/ = tin tưởng (adj)

Work things out = cùng tìm giải pháp giải quyết vấn đề

Concern /kən'sə:n/ = sự quan tâm, lo ngại (n); To be concerned about = lo về chuyện gì

To be impressed with = có ấn tượng tốt, có hảo ý về chuyện gì hay người nào.

I was very impressed with Mr. Blake's company, but Ms. Graham had some doubts = tôi có hảo ý về công ty của ông Blake, nhưng bà Graham có điều nghi ngờ về công ty ấy.

Memory /'meməri/ = trí nhớ (n); Memorise /'meməraɪz/ = ghi nhớ; học thuộc lòng (v)

Memorable /'memərəbəl/ = đáng ghi nhớ (adj); Issue /'ɪʃu:/ = vấn đề cần giải quyết (n)

His words are strongly impressed on my memory = tôi còn nhớ rõ lời ông ấy nói.

The book did not impress me at all = tôi không cho là cuốn sách đó hay.

She told me she was concerned about aftersales service and about the October deadline = bà cho tôi biết bà lo ngại về dịch vụ sau khi giao hàng và hạn chót tháng mười của công ty ấy.

Aftersales service = dịch vụ sau khi giao hàng

That's not an issue = đó không phải là chuyện phải lo

To raise a new issue = nêu ra một vấn đề mới để bàn cãi.

I was confident that we would be able to work things out = tôi tin là chúng ta có thể cùng tìm ra giải pháp cho những vấn đề.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "Confirming plans, part 5". This program focuses on Disagreeing Politely.

- Interview - On today's program I'll be talking with Mr. Mike Epstein. We'll be speaking with Mr. Epstein by phone from his office in San Jose, California - Welcome, Mr. Epstein. On our last program, we spoke with Ms. Graham about your meeting on June 11 - Yes, we met together after my meeting with Mr. Blake. I was very impressed with Mr. Blake's company, but Ms. Graham had some doubts - She told us that she was concerned about aftersales service and about the October deadline - Yes. She was quite concerned about those issues. And I was confident that we would be able to work things out - Let's listen to the conversation.

Project /'prɑ,dʒekt, -dʒikt/ = dự án (n)

To project /'prɑ,dʒekt/ = đặt dự án, đặt kế hoạch

Fact /fækt/ = sự kiện, sự việc (n); *My main concern* = điều lo ngại chính của tôi

Discuss = thảo luận, bàn (n); *Flexibility* = sự uyển chuyển, linh động, mềm dẻo

Mr. Epstein and Ms. Graham are meeting in Ms. Graham's office = ông Epstein và bà Graham đang họp ở văn phòng bà Graham.

As long as it's clear to both of you that it has to be worked out = miễn là hai ông hiểu rõ là hai ông phải lo cùng tìm ra giải pháp.

I understand your reservations, Shirley, but the technology of their product is really excellent = tôi hiểu là bà dè dặt, nhưng kỹ thuật của sản phẩm của họ rất tốt.

I think we really have to go ahead with this = tôi nghĩ chúng ta nên tiến hành với dự án này.

Let's discuss it further tomorrow = mai ta lại bàn thêm về chuyện này.

- Dialog - Now, have you already discussed any of the project with him? - Yes, I had an excellent meeting with him this afternoon - And did you tell him about my main concerns? - Do you mean the October deadline? - Yes, and the fact that they have no aftersales service in the States - Yes, I did and again I was very impressed with his flexibility. I think that we can work things out with him - Okay. As long as it's clear to both of you that it has to be worked out, and before October, because that's our deadline - Well, again, I understand your reservations, Shirley, but again the technology of their product is really excellent. I think we really have to go ahead with this - Yes. All right. Well, let's discuss it further tomorrow. All right? - Okay. All right. Thank you. We'll see you tomorrow - We'll see you around 12:00 - Okay.

As long as = miễn là

To work things out = To find a solution = tìm ra giải pháp cho vấn đề

As long as it's clear to both of you = As long as both of you understand = miễn là hai ông hiểu rõ.

- Variations. Listen to these variations - I think that we can work things out with him - I think we can work with him to find a solution - As long as it's clear to both of you - As long as you both understand - I understand your reservations - I can see why you don't agree - I think we really have to go ahead with this - I really think this is the right thing to do.

Unit 67

Flexible /'fleksəbəl/ = mềm dẻo, linh động (adj)

To comment = bình luận, chú thích

Comment /'kɒment/ = Opinion /ə'pinjən/ = lời nhận định, ý kiến (n)

Commentary = sự tường thuật, bài tường thuật (n)

To work out a solution = To work things out = tìm ra giải pháp

- Interview - So Ms. Graham still had doubts about Mr. Blake's ability to meet the deadline - Yes, she did. I knew she was worried that Mr. Blake's company would not be able to install the robots on time, by the October deadline - But you disagreed - Yes. I was very impressed by the quality of the industrial robots. I knew that Mr. Blake's company had the best technology. And I saw that Mr. Blake was very flexible. I was sure he could deliver on time - What about aftersales service? - Again, I felt that we could work out a solution with Mr. Blake - Thank you very much for being on our show. Your comments have been very interesting - It's been my pleasure - Let's take a short break.

As long as it's clear to both of you... = miễn là hai ông hiểu rõ là...

That is has to be worked out, and before October, because that's our deadline... ..= rằng phải tìm ra giải pháp, và (phải giao hàng) trước tháng 10, vì đó là hạn chót của chúng ta.

To purchase = To buy = mua; I understand your reservations = tôi hiểu sự dè dặt của bạn

The technology of their product is really excellent = kỹ thuật của sản phẩm của họ rất tốt

Let's sleep on it = để tối về suy nghĩ, mai sẽ tính.

Let's discuss it further tomorrow = mai chúng ta lại bàn luận thêm về chuyện này.

- Questions. Listen to the question - What does Mr. Epstein think about the quality of Mr. Blake's robots - Now listen to the dialog - Okay. As long as it's clear to both of you that it has to be worked out, and before October, because that's our deadline - Well, again, I understand your reservations, Shirley, but again the technology of their product is really excellent. I think we really have to go ahead with this - What does Mr. Epstein think about the quality of Mr. Blake's robots? - He thinks the technology of their product is excellent - Listen to the question - Does Ms. Graham agree to purchase Mr. Blake's robots? - Now listen to the dialog - Well, let's discuss it further tomorrow. All right? - Okay. All right. Thank you - Does Ms. Graham agree to purchase Mr. Blake's robots? - No, she doesn't. She says they will discuss it again tomorrow.

This Culture Tip discusses when it is OK for subordinates to disagree with their bosses in American companies = phần mách giúp văn hoá này bàn về khi nào thì người thuộc viên có thể bất đồng ý với cấp chỉ huy của họ trong các công ty Hoa Kỳ.

To disagree = bất đồng ý; A boss = người xếp, cấp chỉ huy, ông/bà chủ.

A subordinate /sə'bu:dni:t/ = người dưới quyền, thuộc viên

An opinion /ə'pinjən/ = ý kiến; A decision /di'si:ʒən/ = một quyết định

To decide /di'said/ = To make a decision

To communicate with bosses /kə'mju:nikeit/ = nói với cấp chỉ huy

To encourage /in'kʌri:dʒ/ = khuyến khích

Encouragement /in'kʌri:dʒmənt/ (n); Encouraging /in'kʌri:dʒɪŋ/ (adj)

Policy /'pɒlisi/ = điều lệ, chính sách, qui luật (n)

Bad atmosphere = bầu không khí khó chịu; Limits = giới hạn (n)

To argue /'ɑ:gju:/ = cãi, tranh luận, trình bày lý lẽ

An argument /'ɑ:gjumənt/ = một lời lý luận

To support /sə'pɔ:t/ = ủng hộ, hỗ trợ; Stupid /'stju:pid/ = Dumb /dʌm/ = ngu, dại (adj)

Good bosses want to listen to different opinions and then make a decision = cấp chỉ huy giỏi muốn nghe những ý kiến khác nhau rồi mới quyết định.

After the final decision is made, everyone has to support it, even the people who disagreed with it = sau khi quyết định cuối cùng đã đưa ra thì mọi người, kể cả người bất đồng ý, cũng phải hỗ trợ quyết định ấy.

Sometimes I hear American workers arguing with their bosses = thỉnh thoảng tôi thấy nhân viên Mỹ lý luận với xếp của họ.

Good bosses want their subordinates to tell them when they are wrong = những cấp chỉ huy giỏi muốn người dưới quyền cho họ biết khi nào họ nhầm lẫn.

The subordinate can help the boss by keeping him or her from doing something stupid = thuộc cấp có thể giúp cấp chỉ huy tránh khỏi phạm điều thiếu suy xét.

- Culture Tips - Hello and welcome again to "Culture Tips". Gary Engleton, our business language expert, is here with us again - Welcome everybody! - We have an e-mail question about communicating with bosses. The question: "Sometimes I hear American workers arguing with their bosses." "Is this normal in American companies?" - Well, I would say that good bosses encourage their subordinates to disagree with them - Why is that? - Well, think about it. Let's say that the boss is going to make a new policy. A subordinate feels strongly that the new policy will cause big problems. If the subordinate is right, the boss will look very bad - I think that I understand. The subordinate can help the boss by keeping him or her from doing something stupid - Yes, that's it exactly. That's why good bosses want their subordinates to tell them when they are wrong. Of course, the bosses want to hear strong facts and reasons to support the disagreement - So they only want intelligent disagreement - Yes. Good bosses want to listen to different opinions and then make a decision. But there are limits - What kind of limits? - Well, after the final decision is made, everyone has to support it, even the people who disagreed with it. If they don't support it, there will be a really bad atmosphere in the office - So it's OK to disagree before the decision is made, but afterwards, you have to be quiet - Yes - Well, once again we've learned a lot. Thanks, Gary! - My pleasure!

Henry is talking to Amy about their project schedule = Henry và bà xếp Amy về thời biểu của dự án

A day off = nghỉ một ngày.; We've got to = We have to = We must = chúng ta phải

I think we've got to give them a couple of days off = tôi nghĩ ta phải cho nhân viên nghỉ đôi ngày.

I can understand your concern, but the project is almost finished = tôi hiểu rằng ông lo, nhưng dự án sắp xong rồi.

To complete /kəm'pli:t/ = hoàn thành, làm xong; Complete = đầy đủ (adj)

Completion /kəm'pli:ʃən/ = kết thúc, hoàn thành, làm xong (n)

- Business Dialog - Let's listen to today's Business Dialog. Henry is talking to Amy about their project schedule - I'm really worried about the team. They're working so much that they're too tired to think clearly. I think we've got to give them a couple of days off! - I can understand your concern, but the project is almost finished. If we can keep everyone working for three or four more days, we'll be able to complete it on time. Then they can take a break for a day or two - I hope you're right, but I don't know if they can keep going for three or four more days - Henry, I understand what you're saying, but I think that you're a bit too worried. They're stronger than you think, and they know the importance of this deadline. Let's help them get through it, okay? - Okay. I'll do what I can.

I understand your concern, but... = tôi biết bạn lo, nhưng...

A bit too worried = hơi lo quá.

I hope you're right, but.. = tôi hy vọng bạn đúng, nhưng...

I don't know if they can keep going for three or four days... = tôi không biết họ còn tiếp tục làm thêm ba hay bốn hôm nữa hay không.

- Focus on Functions: Disagreeing Politely - Now let's focus on Disagreeing Politely. Here are some expressions which will help you disagree politely - Listen and repeat - I can understand your concern, but - I can understand your concern, but the project is almost finished - I hope you're right, but - I hope you're right, but I don't know if they can keep going - I understand what you're saying, but - I understand what you're saying, but I think that you're a bit too worried.

Recognize the other person's feeling = nhận biết cảm nghĩ của người khác

Position = vị trí, lập trường (n); Reservations = sự dè dặt (n)

Too tired to think clearly = mệt quá không còn suy nghĩ mình nữa được nữa

He's too tired to go any further = anh ta mệt quá không còn đi thêm được nữa.

Business situations = những hoàn cảnh trong thương trường

Social situations = những hoàn cảnh giao thiệp thông thường

Treat people with respect = đối xử với người khác một cách kính trọng

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth. Today I'll be talking about how to disagree politely - In business, it is sometimes necessary to disagree, even with your boss - When you disagree, it's important to recognize the other person's feeling. In American business or social situations, it is very impolite to say directly "You're wrong." Instead you should use expressions for polite disagreement, as we hear in today's Business Dialog. It is always a good idea to show that you understand the other person's position. For example, Amy says to Henry that she can understand his concern - I'm really worried about the team. They're working so much that they're too tired to think clearly. I think we've got to give them a couple of days off! - I can understand your concern, but the project is almost finished - In a similar way, Mr. Epstein, shows that he understands Ms. Graham's position - Well, again, I understand your reservations, Shirley, but again the technology of their product is really excellent - Even if you don't agree with people, you should let them know that you understand their idea. Here is an example from the Business Dialog - Henry, I understand what you're saying, but I think that you're a bit too worried - If you want to resolve a disagreement and find the best solution, you want to keep communication open. The best way to do this is to treat the other person with respect. Using the expressions we've discussed today is one way to show this respect for the other person's ideas. Thanks for joining us today for Gary's Tips. We'll see you again next time - Thanks, Gary - Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 68

Adverbs of frequency = trạng từ chỉ mức thường xuyên

Always /'ɔ:lweiz, -wiz/ = luôn luôn, bao giờ cũng (adv); Usually /'ju:ʒuəli/ = thường

Sometimes /'sʌmtaimz/ = thỉnh thoảng, đôi khi; Never /'nevə/ = không bao giờ

Grandmother = Grandma = bà (n); Grandchild = cháu trai/gái; Grandson = cháu trai (n)

Granddaughter = cháu gái; Mother-in-law = mẹ chồng/vợ; Daughter-in-law = con dâu

Son-in-law = con rể; Daughters-in-law = các con dâu; Sons-in-law = các con rể (n)

How do you spend the rest of your day? = phần còn lại của ngày hôm nay bà tính sẽ làm gì?

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "How do you spend the rest of your day?"

- Hi, Kathy. How are you? - Great. And you? - Fine. Just fine. Who is today's guest? - Today's guest is Martha Harris - Martha Harris? - Yes, Martha Harris is Bob Harris's mother - His mother? - Yes. His mother - Oh, so she's Collette and John's grandmother - That's right.

- Listen and Repeat - Grandmother - Martha Harris is John and Collette's grandmother - Grandson - John is Mrs. Harris's grandson - Granddaughter - Collette is Mrs. Harris's granddaughter - Mother - Mrs. Harris is Bob's mother - Mother-in-law - Mrs. Harris is Sandra's mother-in-law - Daughter-in-law - Sandra is Mrs. Harris's daughter-in-law

A mystery writer = nhà văn viết chuyện bí ẩn

A mystery story = truyện bí ẩn; Detective story = truyện trinh thám

Martha Harris writes mystery stories = bà Martha Harris viết truyện bí ẩn.

She writes for four or five hours each morning = mỗi ngày bà viết 4 hay 5 tiếng vào buổi sáng.

I sometimes have a cup of tea = thỉnh thoảng tôi dùng một tách trà.

I never write in the afternoon or at night = không bao giờ tôi viết vào buổi chiều hay ban đêm.

Writing schedule = thời biểu viết văn

Oh, please call me Martha = ồ, xin gọi tôi là Martha cho thân.

- Interview - Now it's time for today's interview. Our guest today is Martha Harris. Welcome to our show - It's very nice to be here - Mrs. Harris - Oh, please call me Martha - OK, Martha. You're a writer - Yes, that's right. I write mystery stories - That sounds interesting. Could you tell us a little about your writing schedule? - Well, I always get up early... at 5:30 or 6:00. Then I begin to work - No coffee? Nothing to eat? - Well, I sometimes have a cup of tea. I usually work for two or two and a half hours. Then I stop and eat breakfast with my husband - Who makes breakfast? - My husband usually makes breakfast, but sometimes I do. After breakfast, I work for another two or three hours - So you write for four or five hours a day? - That's right. I never write in the afternoon or at night - Thank you, Martha. Our guest today is Martha Harris. We'll talk more after our break. This is New Dynamic English.

Martha Harris usually gets up early = bà Martha Harris thường dậy sớm.

I have never sung in public = tôi chưa từng bao giờ hát trước công chúng.

Have you ever been to San Diego? = bạn đã từng đến San Diego bao giờ chưa?

[Adverbs of frequency đứng trước động từ chính, dù có trợ động từ thì nó vẫn đứng trước động từ chính]

- Listen and Repeat - Always - Martha Harris always gets up early - Usually - Her husband usually makes breakfast - Sometimes - She sometimes makes breakfast - Never - She never writes in the afternoon or at night.

Martha has a very full schedule = bà Martha rất bận

Photography /fə'tɒɡrəfi, fə'ta-/ = thuật nhiếp ảnh, nghề nhiếp ảnh (n)

To take a class = theo một lớp học

Full schedule = thời biểu kín, ghi đầy những việc làm

Astronomy /əs'trɒnəmi/ = thiên văn học (n); Volunteer /vɒlən'tiə/ = tình nguyện (n, v)

I volunteer at George Washington Hospital three days a week = tôi làm việc thiện nguyện (tình nguyện) ở Bệnh viện George Washington mỗi tuần ba ngày.

She does volunteer work and she also likes to read, watch television, and listen to music = bà Martha làm việc tình nguyện, và bà cũng thích đọc sách, xem vô tuyến truyền hình và nghe nhạc.

It sounds like you have a full schedule = bà có vẻ rất bận.

The rest of the day = phần còn lại trong ngày

To explore the Internet = tìm tin tức trên liên mạng Internet.

To the internet explore /ik'splɔ:/ = To search for information = tìm tin tức

- Interview - Our guest today is Martha Harris. You never write in the afternoon. What do you do? How do you spend the rest of your day? - Well, I volunteer at George Washington Hospital three days a week - What else do you do? - Well, my husband and I read a lot of books. Sometimes we watch television in the evening or explore the internet. We also listen to the radio a lot, usually classical music - It sounds like you have a full schedule - We also take evening classes at American University, two evenings a week. I'm taking a photography class, and my husband, Tom, is taking Astronomy - Thank you, Martha. Our guest today is Martha Harris. We'll talk more after our break. This is New Dynamic English.

Ever /'evə/ = có bao giờ, có từng bao giờ (adv)

Does Martha ever get up late? = có bao giờ bà Martha dậy trễ không?

Have you ever been to San Francisco? = bạn đã từng đến San Francisco bao giờ chưa?

- Listen and Answer. Listen for the bell, then say your answer - Does Martha ever get up late? - No, she doesn't - She always gets up early - Does she ever make breakfast? - Yes, she does - She sometimes makes breakfast - Does her husband ever make breakfast? - Yes, he does - He usually makes breakfast - Does she ever write in the afternoon? - No, she doesn't - She never writes in the afternoon.

My eightieth birthday = sinh nhật thứ 80 của tôi; Eighty = 80; Eightieth = thứ 80

I don't see them very often = tôi không thường gặp các cháu của tôi.

How often do you see your grandchildren? = bà thường thăm các cháu bao lâu một lần?

- E-mail - It's time to check our e-mail. We have an e-mail from Carol in Kansas - Her question is: How often do you see your grandchildren? - John and Collette? Oh, I see them three or four times a year. They live in Florida, and I live in Washington. So I don't see them very often - How often do you go to Florida? - I go there... once or twice a year - And how often do your grandchildren come to Washington? - They come here two or three times a year - They're in Washington now, aren't they? - That's right. They're here for my eightieth birthday - Your eightieth birthday? You're eighty years old? - Yes, I am - You look so young! - Thank you for saying that - Well, it's been a pleasure talking with you, Martha - It's been my pleasure. Thank you for having me as your guest - Let's take a short break.

- Listen and Repeat - Martha sees her grandchildren three or four times a year - How often does Martha see her grandchildren? - She sees them three or four times a year - Martha goes to Florida once or twice a year - How often does Martha go to Florida? - She goes to Florida once or twice a year.

Unit 69

How long does it take? = mất bao lâu?

Stalling = Delaying a decision = trì hoãn quyết định

2574 First Avenue = two five seven four First Avenue = Twenty-five seventy-four First Avenue.

- Daily Dialogue: A Dinner Reservation, part 3 - Listen to the conversation - Good evening, Starlight Cafe - Yes, I'd like to make a reservation for this evening - For how many people? - Four people - And at what time? - Eight o'clock - Yes, we have a table at that time - Could I have your name? - Yes, it's Sara Johnson - Thank you, Ms. Johnson - Could you please tell me the address of your restaurant? - Certainly, it's 2574 First Avenue - That's 25.. 74.. First Avenue - Yes, that's right - Thank you - Thank you for calling the Starlight Café - Listen and repeat = Could you please tell me the address of your restaurant? - Certainly, it's 2574 First Avenue - That's 25.. 74.. First Avenue - Yes, that's right - Thank you - Thank you for calling the Starlight Café.

How long does it take = mất bao lâu...?

Mile /mail/ = một dặm anh, chừng 1.6 kilometers; One mile = 1609 meters.

Mileage /'mailidʒ/ = tổng số dặm đường dài số dặm đường xe chạy được mỗi gallon xăng)

This car has good mileage = xe hơi này chạy đỡ tốn xăng

Gallon /'gælən/ = Four quarts = Four and a half liters = bốn lít rưỡi

- Question of the Week! The Question of the Week is How long does it take? - This week's question is How long does it take? Question 1. How long does it take... to bake a pizza? How long does it take to bake a pizza? Question 2. How long does it take... to fly from San Francisco to New York? How long does it take to fly from San Francisco to New York? Question 3. How long does it take... to walk a mile? How long does it take to walk a mile? We'll have the answers on our next show.

My favorite = món hay vật tôi thích

A chocolate cake = bánh ngọt có trộn bột Sô cô la

To present /pri'zent/ = trình bày; Presentation = sự trình bày (n)

Present /'prezənt/ = quà, hiện tại (n); A birthday present = quà sinh nhật

A computer game = trò chơi trên máy điện tử (vi tính)

A fork /fɔ:k/ = cái nĩa; A pet monkey = con khỉ nuôi làm vật cưng.

Max talks about his son's birthday party = Max nói chuyện về buổi tiệc sinh nhật của con trai ông.

To believe /bi'li:v/ = tin, tin tưởng ; Belief /bi'li:f/ = sự tin, niềm tin, lòng tin (n)

Believe it or not, they couldn't eat it all = khó tin nhưng có thật là chúng nó không ăn hết.

There was some cake left over = còn thừa một ít bánh.

Delicious /di'li:ʃəs/ = ngon miệng (adj); Wild /waɪld/ = náo loạn, lộn xộn (adj)

Some /səm/ = vài; I brought some forks, too = tôi cũng mang đến vài cái nữa.

- And... we're off the air! - So, Max, how was your son's birthday party yesterday? You look a little tired - Yes, well, we had twelve boys at the party. It was wild! But guess what I have for you all? - What? - Some birthday cake! - Chocolate cake, my favorite! - I brought some forks, too. Here - Mmmm. This is good, Max. Your wife made this? - Yes, she's a good cook - Wait a minute. You had twelve boys at the party, and you have cake left over? How did that happen? - Well, believe it or not, they couldn't eat it all. We had three large pizzas, and ice cream, and my wife baked two birthday cakes! So there was some cake left over - Well, it's delicious. So what did John get for his birthday present? - We got him a new computer game - All boys like computer games - Well, he also wanted a pet monkey - A pet monkey? I guess the computer game is better - Hi, everyone. Well, it's showtime....hey, chocolate cake, mmm! - Quiet please. Ready for Functioning in Business. Cue Music.

To stall /stɔ:l/ = To delay a decision = trì hoãn quyết định

Delay /di'lei/ = trễ, trì hoãn (n, v)

There was one thing I wasn't sure about = có một điều mà tôi chưa biết chắc

I left a message on his voice mail = tôi để lại lời nhắn trong máy điện thoại của ông ta.

Let's discuss it further tomorrow = mai ta sẽ bàn tiếp.

Let's sleep on it = tôi về suy nghĩ, mai sẽ tính sau

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture - Today's unit is "Confirming plans, part 6 - This program focuses on Stalling.

- Interview - On today's program I'll be talking with Mr. Mike Epstein. Mr. Epstein will be with us by phone from his office at Advanced Technologies - Welcome, Mr. Epstein. On our last show, we listened to your conversation with Ms. Graham. There was one thing I wasn't sure about - Yes, what was it? - You wanted to buy robots from Mr. Blake's company - Yes - And you said, "I think we really have to go ahead with this" - Unh-huh - Well, Ms. Graham replied "Yes. All right." But she didn't really agree with you, did she? - No, she didn't - Let's listen to the conversation - Well, again, I understand your reservations, Shirley, but again the technology of their product is really excellent. I think we really have to go ahead with this - Yes. All right. Well, let's discuss it further tomorrow. All right? - Okay. All right - Why does she say, "Yes. All right." if she doesn't agree with you? - She is stalling - Excuse me? - She's stalling. She is delaying her decision until later. That's why she says, "Let's discuss it further tomorrow." - I see - She understood my position, but she didn't want to talk about it any more - Oh, now I understand. Thank you - So, what did you do after your meeting with Ms. Graham? - I called Mr. Blake at his hotel to confirm the meeting - Did you speak to him? - No, I didn't. I left a message on his voice mail - Let's listen to that telephone call.

To connect /kə'nekt/ = nói; Voice /voɪs/ = giọng, lời (n); Mail /meɪl/ = thư (n)

Please hold = One moment, please = xin giữ máy chờ một chút.

Voice mail = máy ghi lời nhắn trong điện thoại (n)

To confirm = xác nhận; ; Party /'pa:ti/ = Person /'pɜ:sən/ = người (n)

To leave a message on the voice mail = để lại lời nhắn trong máy điện thoại.

Could you please connect me with Mr. Charles Blake? = xin cho tôi nói chuyện với ông Charles Blake.

Please leave a message at the sound of the tone = xin để lại lời nhắn khi nghe tiếng chuông.

I'm sorry, but your party is not answering = tôi tiếc là người ông muốn nói chuyện không trả lời máy điện thoại.

The party you are calling is not available at this time = người ông gọi điện thoại nói chuyện không có mặt lúc này.

- Dialog. Mr. Epstein calls Mr. Blake's hotel to leave a message - Embassy Suites Hotel - Yes, could you please connect me with Mr. Charles Blake? - Do you have his room number? - No, I don't - One moment, please - I'm sorry but your party is not answering. Would you like to leave a message? - Yes, please - One moment and I'll connect you to his voice mail - The person you are calling is not available at this time. Please leave a message at the sound of the tone - This is Mike Epstein. I wanted to confirm your meeting with Ms. Graham, for tomorrow, Wednesday June 12. We will meet you at your hotel a few minutes after twelve, and we'll have lunch together. I look forward to seeing you then. Good-bye.

- Variations. Listen to these variations - Could you please connect me with Mr. Charles Blake? - I'd like to speak to Mr. Charles Blake - I'm sorry but your party is not answering - I'm sorry but there's no one in the room - One moment, and I'll connect you to his voice mail - Please hold, and I'll connect you to his voice mail - Please leave a message at the sound of the tone - Please wait for the tone, and then leave your message.

- Questions. Listen to the question - Does Mr. Epstein know Mr. Blake's room number? - Now listen to the dialog - Embassy Suites Hotel - Yes, could you please connect me with Mr. Charles Blake? - Do you have his room number? - No, I don't - One moment, please - Does Mr. Epstein know Mr. Blake's room number? - No, he doesn't - Listen to the question - Is Mr. Blake in his room? - Now listen to the dialog - I'm sorry but your party is not answering. Would you like to leave a message? - Yes, please - One moment and I'll connect you to his voice mail - Is Mr. Blake in his room? - No, he isn't.

Unit 70

Aspect /'æspekt/ = khía cạnh (n); Information communication = truyền đạt tin tức

Corporate communication = cách thức truyền đạt tin tức trong một công ty.

Corporate /'kɔ:pərit/ = thuộc về liên hợp công ty (adj)

Corporation /,kɔ:pə'reiʃən/ = công ty cổ phần (n); Meetings = những buổi họp (n)

Memo /'memou/ = Memorandum /,memə'rændəm/ = thư ngắn (n)

Memoranda /,memə'rændə/ = Memorandums = những thư ngắn

Policy = điều lệ, chính sách, quy luật chung (n)

E-mail is really popular now = bây giờ điện thư rất phổ thông.

Personal communication = cách truyền đạt có tính cách cá nhân [gặp thẳng]

Formal /'fɔ:məl/ = nghiêm trang, trịnh trọng, lễ nghi (adj)

Informal = không nghiêm trang (adj); Friendly = thân mật (adj, adv)

Meetings take up a lot of time = những buổi họp tốn nhiều thì giờ

E-mail is fast and you can do it from your desk = điện thư thì nhanh và có thể viết, gửi hay nhận từ bàn giấy của mình.

Fact = sự kiện (n); Efficient /i'fi:ʃənt/ = hữu hiệu (adj)

Method /'meθəd/ = phương pháp (n); To call a meeting = triệu tập một buổi họp

Methodical /mi'θɔ:dikəl/ = Methodic = có phương pháp (adj)

In this lesson, we will study how information is communicated in American companies = trong bài học này quý vị sẽ học về những cách truyền đạt tin tức trong các công ty Hoa Kỳ.

- Culture Tips - Welcome once again to "Culture Tips" with Gary Engleton - Welcome everybody! - Well, Gary, today we have an e-mail question about another important aspect of American business culture - Great! What's the question? - The question is: "How is information communicated in an American business?" - Well, let's start with meetings. If there is information that really needs to be discussed, Americans usually call a meeting - Uh-huh - But in many

American companies, people don't like meetings - Why is that? - Well, they take up a lot of time. Everyone has to stop working and sit together - I understand. What else can you do? - Well, you can write a memo and give everyone a copy - That's convenient - Yes, it's a good method when you want to give simple information to many people. But if you want to communicate with only one or two people, it is easier just to walk over and talk to them - Personal communication can be very nice - Yes, it's not as formal. It's friendly. Many Americans prefer that method. But e-mail is really popular now - Why? - Well, it's fast and you can do it from your desk - That is convenient, but not as personal. Well, thanks again, Gary - I'm glad that I could help.

Contact /'kan,tækt, 'kɒn-/ = liên lạc (n, v); Personal contact = gặp thẳng

- True or False - Listen. Is this statement true or false? - Everyone in American companies likes meetings - False. Many people think that meetings take up too much time - Memos are good for communicating facts - True. They are very good for communicating simple facts and policies - E-mail is good for personal contact - False. E-mail is efficient, but there is no personal contact.

To Stall = To delay a decision = trì hoãn quyết định

To make an appointment = xin hẹn gặp

This dialog shows a person making an appointment = phân đàm thoại cho thấy một người xin hẹn gặp.

A team /ti:m/ = nhóm. Board of Directors = hội đồng giám đốc công ty

Summary /'sʌməri/ = tóm tắt (adj, n); Word /wɜ:d/ = lời, chữ, từ (n)

May I have a word with you? = May I speak to you? = cho phép tôi thưa chuyện với ông/bà.

Way behind = bị bỏ lại rất xa, rất trễ; Way /wei/ = Far = Very = rất, xa (adv)

He's way behind on the project = anh ta trễ lắm trong dự án.

I can't wait = tôi không chờ được; Sigh = tiếng thở dài; Big sigh = tiếng thở dài mạnh

Let's sleep on it = để tôi về suy nghĩ mai sẽ tính; Problem = vấn đề khó khăn.

A problem employee = một nhân viên có vấn đề, gây khó khăn cho công việc.

A Board of Directors = hội đồng giám đốc của một công ty

He's way behind on the project = anh ta trễ nhiều trong dự án.

It can't wait = tôi không thể chờ được; Let's sleep on it = để tôi về suy nghĩ, mai hãy tính.

- Let's listen to today's Business Dialog. Frank and Joan are discussing a problem employee - Frank, can I talk to you? - Is it about Joe again? - Yes, it is. He's way behind on the project - Joan, I'm really busy right now. Let's discuss it tomorrow - Frank, it can't wait. He's hurting the whole team! - Joan, I don't think that this is the best time to talk about it. I have to speak to the Board of Directors in 30 minutes - But it has been going on for weeks! - Look. Let's sleep on it. We'll talk again tomorrow afternoon - All right.

To stall = To put off a discussion = To delay a decision = trì hoãn bàn về một vấn đề hay trì hoãn quyết định

Let's discuss it tomorrow = mai chúng ta sẽ bàn chuyện này.

I don't think this is the best time to talk about it = tôi không cho rằng bây giờ là lúc tốt nhất để bàn về chuyện đó = bây giờ nói không tiện

I'm really busy right now = bây giờ tôi rất bận

Let's sleep on it = Let's give it more time to think about it = tôi về suy nghĩ, mai hãy tính.

To use /ju:z/ = sử dụng; Use /ju:s/ = sử dụng hoặc được sử dụng (n)

Useful = hữu ích, có ích (adj); Useless = vô ích, vô dụng (adj)

- Focus on Functions: Stalling - Now let's focus on Stalling. Here are some useful expressions for stalling - Listen and repeat - I'm really busy right now - Let's discuss it tomorrow - I don't think that this is the best time to talk about it - Let's sleep on it - We'll talk again tomorrow afternoon.

To stall = To delay a decision = trì hoãn quyết định

To put off a discussion = hoãn một cuộc thảo luận, hay bàn cãi

Can we talk about this tomorrow? = mai chúng ta bàn về chuyện này được không?

I don't think it is the best time to talk about it = tôi không nghĩ bây giờ là lúc tốt nhất để bàn về chuyện này

To hurt /hə:t/ = làm thương tổn, làm hại

He's hurting the whole team = anh ta làm trở ngại cho cả nhóm

But it's going on for weeks = nhưng chuyện này kéo dài mấy tuần rồi.

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth. Today I'll be talking about the Language Function: Stalling - What do you mean by stalling? - Well, sometimes you want to delay a discussion or a decision. Maybe you want more time to think or to get more information. Or you may just be too busy to talk. Today's Business Dialog introduces a number of useful expressions for stalling. In the dialog, Joan wants to talk with Frank, but Frank is too busy - Frank, can I talk to you? - Is it about Joe again? - Yes, it is. He's way behind on the project - Joan, I'm really busy right now. Let's discuss it tomorrow - Frank explains why he can't talk now, and he suggests a time when they can talk. Joan feels the discussion is too important to delay. She uses the expression "It can't wait" to say that something must be done now - Frank, it can't wait. He's hurting the whole team! - Joan, I don't think that this is the best time to talk about it. I have to speak to the Board of Directors in 30 minutes - Again, Frank stalls, and he gives his reason for the delay. Joan tries one more time, and again, Frank puts off the discussion - But it has been going on for weeks! - Look. Let's sleep on it. We'll talk again tomorrow afternoon - All right - Frank makes it clear that he does not want to talk about the situation until tomorrow - In her conversation with Mr. Epstein, Ms. Graham uses a similar expression to put off discussion - I think we really have to go ahead with this - Yes. All right. Well, let's discuss it further tomorrow. All right? - Thanks for joining us today for Gary's Tips. We'll see you again next time - Thanks, Gary - Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 71

What do you do in the summer? = mùa hè bạn làm gì?

January /'dʒænjuəri/ = tháng giêng; February /'februəri/ = tháng hai

March /mɑ:tʃ/ = tháng ba; April /'eɪprəl/ = tháng tư; May /meɪ/ = tháng năm

June /dʒu:n/ = tháng sáu; July /dʒu:'lai/ = tháng bảy; August /'ɔ:gəst/ = tháng tám

September /sep'tembə/ = tháng chín; October /ɒk'təʊbə/ = tháng mười

November /nou'vembə/ = tháng mười một; December /di'sembə/ = tháng mười hai

Season /'si:zən/ = mùa (n); Spring /sprɪŋ/ = xuân

Summer /'sʌmə/ = hạ; Fall /fɔ:l/ = Autumn /'ɔ:təm/ = thu; Winter /'wɪnt/ = đông

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "What do you do in the summer?"

- Hi, Kathy. How are you today? - Pretty good. How are you? - Fine. Who's our guest today? - Today's guest is Pat Miller - Pat Miller...Oh, yes! The college student. She goes to American University - That's right - I'm looking forward to seeing her again - Me too.

- Listen and Repeat - January - February - March - January, February, March - April - May - June - April, May, June - July - August - September - July, August, September - October - November - December - October, November, December.

Vacation /və'keɪʃən, vei-/ = dịp nghỉ (n)

A two week vacation = dịp nghỉ kéo dài hai tuần

To ski /ski:/ = trượt tuyết; To go swimming = đi bơi

To go skiing = trượt tuyết; To go to the beach = ra bờ biển

I like hot weather = tôi thích thời tiết nóng; Stay inside = ở trong nhà.

Our summer vacation begins in June = mùa nghỉ hè của chúng tôi bắt đầu vào tháng sáu dương lịch.

Pat Miller talks about her school vacations = Pat Miller nói về những dịp nghỉ trong năm học.

In the summer, she goes to the beach, and in the winter, she sometimes goes skiing = về mùa hè, cô Pat đi ra bờ biển, và về mùa đông thỉnh thoảng cô ấy đi trượt tuyết.

- Interview - Now it's time for today's interview. Our guest today is Pat Miller - Hello, Kathy. Hi, Max - Pat, how's school going? - It's going well. I'm working hard but I enjoy it - Do you get a vacation? - Sure I do. Our summer vacation begins in June. It lasts until September. We also have a two-week vacation in December - What do you do during your summer vacation? - In the summer, I like to go swimming. I like hot weather, and I love going to the beach - How about winter? What do you do in the winter? - I sometimes go skiing, but I don't like cold weather. When it's cold, I prefer to stay inside - Sure. Me too! Our guest today is Pat Miller. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Go swimming - I like to go swimming - In the summer, I like to go swimming - Go skiing - I like to go skiing - In the winter, I like to go skiing.

Favorite /'feivərit/ = ưa thích (adj, n)

Like best = thích nhất; Hate = ghét (n, v)

She likes spring best = cô ấy thích mùa xuân nhất.

The flowers bloom in the spring = hoa nở về mùa xuân.

The leaves on the trees turn green = lá cây đổi thành màu xanh

Warm /wɔ:m/ = ấm (adj); Cool /ku:l/ = mát (adj); Hot /hɒt/ = nóng (adj)

Cold /kould/ = lạnh (adj); Cherry blossoms = hoa anh đào

Turn colors = đổi màu; What's your favorite season? = mùa nào bạn thích nhất?

Pat talks about her favorite season, spring = Pat nói về mùa xuân là mùa cô thích nhất.

She likes spring best because it's warm and the flowers bloom in the spring = cô thích mùa xuân nhất vì thời tiết ấm và hoa nở về mùa xuân.

- Interview - We're back with our guest, Pat Miller. What's your favorite season, Pat? - My favorite season? Well, I like summer a lot, but I think my favorite season is spring - Why is that? - Well, it's warm. The flowers bloom and the leaves on the trees turn green. In spring, people come here to see the cherry blossoms - Do you like fall? - I like fall. I like to see the leaves turn color. It's a beautiful time of the year, but it starts to get cool. I don't like cool weather very much - What about winter? - Oh, I hate winter! It's cold and dark. I hate it! - Thanks, Pat. Our guest today is Pat Miller. We'll take a short break, and then we'll talk some more. This is New Dynamic English.

How's the weather in the summer? = về mùa hè, thời tiết ra sao?

It's hot in the summer = mùa hè trời nóng; It's cold in the winter = mùa đông trời lạnh.

It's warm in the spring = mùa xuân trời ấm; It's cool in the fall = mùa thu trời mát.

- Language Focus: Jazz chant. Listen to the Chant - How's the weather in the summer? - It's hot. It's hot - How's the weather in the winter? - It's cold. It's cold - How's the weather in the spring? - It's warm. It's warm - How's the weather in the fall? - It's cool. It's cool - It's hot in the summer - And it's cold in the winter - It's warm in the spring. And it's cool in the fall - Now let's chant.

To wake somebody up = đánh thức ai dậy

To Wake /Woke/Woken up = thức dậy

What time do you usually wake up? = bạn thường dậy lúc mấy giờ?

I woke up at six o'clock this morning = sáng nay tôi dậy lúc sáu giờ.

How long does it take? = mất bao lâu?

Has the baby woken yet? = em bé đã thức dậy chưa?; To go for a walk = đi bộ

- Daily Dialogue: In the Morning part 1. Listen to the conversation - Wake up, George - What is it? - Let's go for a walk - It's too early! - It's 8:00! - Yes, but it's Sunday morning. I want to

sleep! - Listen and repeat - Wake up, George - What is it? - Let's go for walk - It's too early! - It's 8:00! - Yes, but it's Sunday morning. I want to sleep!

- Question of the Week. It's time to answer last week's question. The question was: How long does it take? Question number one: How long does it take to bake a pizza? Does it take three minutes, ten minutes, or thirty minutes? Okay, Kathy? What's your answer? - Three, ten, or thirty. Well, three minutes seems too short. And I think thirty minutes is too long. I think the answer is ten minutes. It takes ten minutes to bake a pizza - That's right. It takes ten minutes. Very good. Ready for another one? - OK. Question number two. How long does it take to fly from San Francisco to New York? - Could you please repeat that? - Sure. How long does it take... to fly from San Francisco to New York? Does it take one hour, two hours, or five hours? - Let's see. It's pretty far from San Francisco to New York. So I think it takes five hours - That's right. It takes about five hours to fly from San Francisco to New York. Are you ready for Question Number 3? - Go ahead - Okay. How long does it take to walk a mile? Does it take five minutes, twenty minutes, or two hours? - Let's see. I think twenty minutes. I think it takes about twenty minutes to walk a mile - Yes, that's it. It takes about twenty minutes to walk a mile. Very good - Thank you. This was fun.

Unit 72

To go on a picnic = đi chơi và ăn ngoài trời

To attend /ə'tend/ = tham dự; Attendance = sự dự, sự có mặt (n)

Attentive (adj); Attention (n); To go shopping = đi mua sắm đồ

School teacher = giáo viên; To grow up = lớn lên

A long way from here = cách đây rất xa

A birthday party = tiệc sinh nhật; Parents /'peərənt/ = cha mẹ (n)

A museum = bảo tàng viện; Retired /ri'taiəd/ = đã về hưu (adj)

To retire /ri'taiə/ = về hưu; Retired businessman = nhà kinh doanh đã về hưu

West Coast = bờ phía tây (California, Washington, Oregon)

East Coast = bờ phía đông (New York, Maryland, North Carolina)

Portland = tên thành phố ở Tây bắc tiểu bang Oregon, miền tây Hoa Kỳ (n)

Max's parents have come to Washington to attend his son's birthday party = cha mẹ ông Max đến Washington để dự buổi tiệc sinh nhật của con ông.

During the weekend, they went on a picnic and went shopping = vào cuối tuần họ đi chơi và ăn ngoài trời và đi mua đồ.

On Sunday, we went on a picnic = hôm chủ nhật, chúng tôi đi chơi và ăn ngoài trời.

I grew up in Portland, but I live in Washington, D.C now = tôi lớn lên ở Portland, nhưng bây giờ tôi ở Washington, D.C.

My father is a retired businessman = cha tôi là một thương gia nay đã về hưu.

- We're off the air - So, how was your weekend, Max? - My weekend was good. Do you remember the birthday party for my son? - Yes, I remember. It was last Friday - Well, my parents came for the party. They stayed with us for the weekend - What did you do on Saturday and Sunday? - On Saturday, we went to a museum. On Sunday, we went on a picnic - It was such a beautiful day. Where do your parents live? - They live in Portland, Oregon. I grew up in Portland, but I live in Washington, D.C now - Portland is a long way from here. Portland is on the West Coast and Washington is on the East Coast. How old are your parents? - My father is 67 years old. My mother is 65 years old - What do they do? - They're retired. My father is a retired businessman. My mother is a retired school teacher - Well, I hope they have a good time in Washington - I'm sure they will - Oh, hi Elizabeth. Have a good show - Thanks - Alri-i-i-ght. Ready for Functioning in Business. Cue Music.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "An Important Introduction part 1." This program focuses on Introductions.

We are following three people involved in business meetings and negotiations. They are Charles Blake, of International Robotics, Michael Epstein of Advanced Technologies, and Shirley Graham, also of Advanced Technologies. This program focuses on Introductions = chúng ta theo dõi ba người tham gia vào những cuộc họp và thương lượng. Đó là Charles Blake thuộc Công ty International Robotics, Michael Epstein thuộc hãng Advanced Technologies và Shirley Graham cũng làm cho hãng này. Chương trình này chú trọng vào cách giới thiệu.

- Interview - On today's program I'll be talking with Michael Epstein. Mr. Epstein is in his office in San Jose, California - Hello, Mr. Epstein - Hello - Today we are going to talk about the first time Ms. Graham met Mr. Blake - On Wednesday, June 12, of last year - That's right. They met in the lobby of Mr. Blake's hotel, and you introduced Mr. Blake to Ms. Graham. Let's listen to the first part of that conversation. You had just arrived at the hotel and you were looking for Mr. Blake. Let's listen.

This is Charles Blake of International Robotics.

Pleased to meet you = It's nice to meet you

Nice to meet you, too = Same here

Lobby /'lɒbi/ = phòng đợi của khách sạn (n)

This is a common form of introduction = đây là hình thức giới thiệu thông thường

This is a good thing to say when you first meet someone = đây là một câu nên dùng khi lần đầu gặp ai

This is our Vice President, Shirley Graham = đây là Shirley Graham, phó chủ tịch công ty chúng tôi.

- Dialog - Let's listen as Mr. Epstein introduces Mr. Blake to Ms. Graham - Now, let's see. Where is he? Oh, there he is, over there reading the newspaper. Mr. Blake! - Oh, hi Mike. How are you today? - It's good to see you, Charles. This is our Vice President, Shirley Graham. Shirley, this is Charles Blake from International Robotics - It's nice to meet you, Mr. Blake - Pleased to meet you, Ms. Graham.

- Listen and Repeat - This is our Vice President, Shirley Graham - Shirley, this is Charles Blake from International Robotics - It's nice to meet you, Mr. Blake - Pleased to meet you, Ms. Graham.

A trade show = cuộc triển lãm thương mại

Trade /treɪd/ = thương mại (n)

Trading = sự kinh doanh, việc mua bán (n)

Show = buổi triển lãm, trình diễn (n)

Getting the first impression of = có ấn tượng đầu tiên

- Mike Epstein - Mr. Blake and Ms. Graham had never met before, is that right? - Yes, that's right. Mr. Blake and I met in Beijing at a trade show. But Ms. Graham had never met Mr. Blake - So they were getting a first impression of each other! - Yes, that's right. It was important - On our next show, we'll listen to more of this conversation - Okay - Thank you very much for being on our show - It's been my pleasure - Let's take a short break.

This is Charles Blake = I'd like you to meet Charles Blake.

- Variations. Listen to these variations - This is our Vice President, Shirley Graham - I'd like to introduce our Vice President, Shirley Graham - This is Charles Blake - I'd like you to meet Charles Blake - It's nice to meet you - How do you do? - Pleased to meet you - Nice to meet you.

Unit 73

How can I introduce a colleague to an American? = tôi dùng những câu nào để giới thiệu bạn đồng nghiệp với một người Mỹ?

I'd like you to meet... = tôi muốn giới thiệu bạn với....

Colleague /kɔ'li:g/ = Co-worker = đồng nghiệp (n)

Harry just got back from Singapore = Harry vừa ở Tân Gia Ba về.

Business introductions = những cách giới thiệu trong môi trường thương mại

Responsibility/Responsibilities = trách nhiệm, nhiệm vụ

A person's name = tên người; *Business title* = chức vụ nghề nghiệp

Standard language = ngôn ngữ tiêu chuẩn

Standard /'stændəd/ = tiêu chuẩn, chính thức (adj, n)

To value /'vælju:/ = ước tính, định giá, đánh giá

Value = giá trị (n); *Valuable* /'væljuəbəl/ = quý giá, có giá trị lớn (adj)

Valueless /'væljulis/ = không có giá trị, không đáng giá; *Invaluable* = vô giá (adj)

Valuable information = tin tức giá trị; *Small talk* = chuyện mào đầu

How do you like the city? = bạn có thích thủ đô này không?

Have you been to any museums? = bạn đã thăm bảo tàng viện nào chưa?

Have you visited Mount Vernon? = bạn đã thăm Mount Vernon chưa?

To make small talk = chào hỏi mào đầu; *Comfortable* = thoải mái, dễ chịu (adj)

- Culture Tips - Welcome once again to "Culture Tips". We're here with Gary Engleton - Welcome, everybody! - Today we're going to talk about business introductions in American companies. The e-mail question is: "How should I introduce a colleague to an American?" - Well, just remember, you have two responsibilities. First, you have to make sure that each person learns the other person's name and business title. That's the easy part - Why is that the easy part? - Because you can use standard language like, "Harry, I'd like you to meet Sally." "Sally is our Vice President of Marketing." - Saying "I'd like you to meet..." is pretty standard - But after you've introduced the two people, you should try to help them continue the conversation - Because when two people meet for the first time, they may not know what to say to each other? - Yes, that's exactly right. So you can add some information that will help them start talking. For example, you can say, "Harry just got back from Singapore." Then Sally can say, "How was your trip?" or "How did you like Singapore?" - So you help them to begin to make small talk? - Yes, exactly. Small talk makes everyone very comfortable - Thanks, again, Gary, for your valuable information! - I'm always glad to help.

- True or False. Listen. Is this statement true or false? - "Sally, I'd like you to meet Harry" is standard language for introductions - True. Another standard phrase is "Harry, this is Sally" - When business people meet for the first time, they should only talk about business - False. When two people first meet, they often begin with small talk - When you introduce two people, you should help them find something to talk about - True. You should help begin a topic like their trip or their experiences in the city.

Inc = Incorporated /in'kɔ:pə,reitid/ = tổ hợp công ty (adj)

I'd like to introduce you to Harry Abrams = tôi muốn giới thiệu cô với ông Harry Abrams.

I'd like you to meet Mary Jenkins = tôi muốn giới thiệu ông với cô Mary Jenkins.

We'd better move on = chúng tôi phải đi chỗ khác.

[*We'd* = *We had*; *We had better* = *We should*]

It was nice to meet you = hân hạnh gặp bạn

Move on = đi chỗ khác, tiếp sang chuyện khác

Office manager = quản đốc văn phòng

Global /'gloubəl/ = Worldwide /'wɜ:ldwaid/ = toàn cầu, quốc tế (adj)

Global Electronics = tên hãng sản xuất điện tử

To mention /'menʃən/ = đề cập đến, nhắc đến

To ski = trượt tuyết; Skier = người trượt tuyết; To go skiing = đi trượt tuyết

I'm sorry to interrupt you = tôi xin lỗi ngắt lời, hay làm gián đoạn công việc bạn đang làm.

- Business Dialo - Let's listen to today's Business Dialog. We'll hear the president of Intercon, Inc. introducing new employee to Harry, the Vice President of Marketing - Now I'd like to introduce you to Hary Abrams. Harry is our Vice President of Marketing - Yes. Come in - Harry, I'm sorry to interrupt you, but I'd like you to meet Mary Jenkins, our new Office Manager - It's nice to meet you, Mary - Nice to meet you too, Mr. Abrams - Mary was Office Manager at Global Electronics with your old friend Bob - Oh really, how is Bob? - He's doing very well. He's a Vice President now - I'm glad to hear it - Mary, you mentioned that to like to ski. Well, Harry is an excellent skier! - I'd be glad to talk to you later about some good places to ski - Sounds great! - Well, we'd better be moving on. We have a lot more introductions to make today - It was nice to meet you - Same here.

It's nice to meet you = I'm pleased to meet you = Pleased to meet you.

- Focus on Functions: Introductions - Now let's focus on Introductions - Listen and repeat - I'd like to introduce you to Harry Abram - Harry is our Vice President of Marketing - I'd like you to meet Mary Jenkins, our new Office Manager - It's nice to meet you, Mary - Nice to meet you too, Mr. Abrams.

It's nice to meet you = hân hạnh gặp bạn (gặp lần đầu).

It's nice to see you = hân hạnh gặp bạn (gặp lần sau).

Making introductions is more than giving a name and job title = giới thiệu không phải chỉ nói tên và chức vụ mà thôi.

You can also help people feel comfortable with each other through small talk = bạn cũng giúp cho họ cảm thấy dễ chịu (tự nhiên, thoải mái) bằng những câu hỏi thăm mào đầu.

This is ... = I'd like you to meet.. = I'd like to introduce you to...[giới thiệu ai]

How do you do? = Pleased to meet you = It's nice to meet you.

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth! Today I'll be talking about how to make introductions. Sometimes you will need to introduce one of your business colleagues or co-workers to another. And sometimes you will be introduced to someone else. So it is very useful to know the expressions to use in these situations. Earlier, we listened as Mr. Epstein introduced Ms. Graham and Mr. Blake. He first introduced Ms. Graham to Mr. Blake, using the expression "This is..." - This is our Vice President, Shirley Graham - He introduces her by her title - Vice President - And by her full name - Shirley Graham. Then he introduces Mr. Blake to Ms. Graham. Again he uses the expression "This is..." - Shirley, this is Charles Blake from International Robotics - Mr. Epstein calls Ms. Graham by her first name, Shirley, because they work together and are comfortable using first names. Mr. Blake and Ms. Graham are meeting for the first time, so they use last names. They say "Mr. Blake" and "Ms. Graham." - It's nice to meet you, Mr. Blake - Pleased to meet you, Ms. Graham - And in today's Business Dialog, we learn some other expressions for making introductions. To begin the introduction, the President tells Mary the name and title of the company Vice President - Now I'd like to introduce you to Harry Abrams. Harry is our Vice President of Marketing - The expression "I'd like to introduce you to..." can be used when you introduce someone or before you introduce them - Let's listen again - Now I'd like to introduce you to Harry Abrams. Harry is our Vice President of Marketing - Yes. Come in - Harry, I'm sorry to interrupt you, but I'd like you to meet Mary Jenkins, our new Office Manager - The company president uses the expression "I'd like you to meet...". "I'd like you to meet..." and "I'd like to introduce you to..." are two common ways to make introductions. Notice that Mary calls Harry Abrams "Mr. Abrams" because he is company Vice President - It's nice to meet you, Mary - Nice to meet you too, Mr. Abrams - They say "It's nice to meet you" because they are meeting for the first time. When they see each other again, they will say "It's nice to see you." The President then gives some additional information about Mary - Mary was Office Manager at Global Electronics with your old friend Bob - Oh

really, how is Bob? - He's doing very well. He's a Vice President now - I'm glad to hear it - Making an introduction is more than giving a name and job title. You can also help people feel comfortable with each other through small talk. I hope today's tips were helpful! Thanks for joining us today for Gary's Tips. We'll see you again next time! - Thanks Gary!

Unit 74

There Are Stars in the Sky = trên bầu trời có sao.

Action verbs = động từ chỉ những động tác (walk, go, drive, talk)

A photographer = nhiếp ảnh gia; A photograph = bức hình, ảnh

A show = cuộc triển lãm; To describe /di'skraib/ = mô tả

I see you have some photographs with you = tôi thấy ông có mang theo vài tấm hình.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English course and an introduction to American people and culture. Today's unit is "There Are Stars in the sky".

- Hi, Kathy. How's it going? - Very well, thanks. And you? - Oh, I'm just fine. Who's our guest today? - Today's guest is Simon Tompkins. He's a photographer. He has a show at the American Museum of Art - Really? - Yes. He has some of his photographs with him - So we can describe them for our listeners - Right. That will be interesting.

Simon Tompkins is a photographer = Simon Tompkins là một nhiếp ảnh gia.

He talks about his series of photographs: 24 hours on the Farm = ông nói về một loạt những bức hình có chủ đề: 24 giờ trên nông trại.

Morning /'mɔ:nɪŋ/ = buổi sáng (n); The rooster is crowing! = gà đang gáy

A series /'siəri:z, -riz/ = A group /gru:p/ = A number /'nʌmbə/ = một loạt

[series hình thức số ít và số nhiều viết như nhau]

Afternoon /'ɑ:ftənu:n/ = buổi chiều (n); A farm = nông trại

A farm animal = gia súc nuôi trong trại; A chicken = gà; Rooster /'ru:stə/ = gà trống (n)

To pick /pɪk/ = hái; They're picking tomatoes = họ đang hái cà chua.

Hen /hen/ = gà mái (n); To crow /krou/ = gáy; To cackle /'kækəl/ = cục tác

The people are working in the field = người ta đang làm việc ngoài đồng.

And the farm animals are waking up = và súc vật trong trại đang thức dậy.

In the yard, the chickens are looking for food = trên sân, gà đang tìm thức ăn.

- Interview - Our guest today is Simon Tompkins. Good morning, Mr. Tompkins - Simon. Call me Simon - I see you have some photographs with you, Simon. Can you tell us about them? - Certainly. These photographs are from my new series: Twenty Four Hours on the Farm. They show the farm at different times of the day. For example, here is a photo of a farm in early morning. It's six a.m., the beginning of the day. The sun is very low in the sky. Through the window, we can see the farmer and his family - Right. They are eating breakfast - And the farm animals are waking up - I see. In the yard, the chickens are looking for food. And the rooster is crowing! - Let's look at another photo - What's this one? - Can you guess? - Well, the sun is high in the sky. The people are working in the field. What are they doing? - They're picking tomatoes - Is it in the afternoon? - Yes, it is. It's about two o'clock in the afternoon - It's a nice picture, Simon. Thank you. Our guest is Simon Tompkins. We'll talk more after our break. This is New Dynamic English.

The sun is low in the sky = mặt trời xuống thấp trên bầu trời.

The sun sets in the West = mặt trời lặn ở phương tây.

The sun is setting = mặt trời đang lặn.

The sun is high in the sky = mặt trời lên cao trên bầu trời.

The sun rises in the East = mặt trời mọc ở phương Đông.

The sun has risen = mặt trời đã mọc; To Rise/Rose/Risen = mọc

Sunrise /'sʌnraɪz/ = bình minh (n); *Sunset* /'sʌnset/ = hoàng hôn (n)

- Listen and Repeat - It's morning - It's six o'clock in the morning - The sun is low in the sky - The farmer is eating breakfast with his family - It's afternoon - It's two o'clock in the afternoon - The sun is high in the sky - The people are working in the field.

Evening /'iːvniŋ/ = buổi tối (n)

Night /naɪt/ = ban đêm (n); *Star* /staː/ = sao (n)

The moon = trăng; *Everyone is asleep* = mọi người đang ngủ.

The sun is going down and the sky is beautiful = mặt trời đang xuống thấp và bầu trời đẹp.

There are stars in the sky and the house is dark = trên bầu trời có sao và căn nhà trông tối.

Some of the workers are leaving = một số thợ đang rời ngoài đồng trở về trại.

Barn /bɑːn/ = chuồng, gian trại làm nơi chứa dụng cụ, thóc lúa và chuồng gia súc (n)

The animals are going back to the barn = súc vật đang về chuồng.

- Interview - We're back with our guest Simon Tompkins. Mr. Tompkins is a photographer. We're talking about photographs from his new series: Twenty-Four Hours on the Farm. What about this one? This is in the evening, isn't it? - Yes. The sun is going down and the sky is beautiful. The animals are going back to the barn - Some of the workers are leaving - I like this picture a lot - Thank you - Let's look at one more - OK. In this one, everything is dark. There are stars in the sky and the house is dark. Everyone is asleep - Look. There's the moon! - Yes, you can see the moon behind that tree. The moon is just coming up - Our guest is Simon Tompkins. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - It's evening - The sun goes down in the evening - People eat dinner in the evening - It's night - There are stars in the sky at night - People go to sleep at night.

His favorite time of day is early morning = ông thích nhất là sáng sớm.

What's your favorite time of day? = bạn thích lúc nào trong ngày nhất?

It's quiet and you can hear the birds singing = cảnh vật yên lặng và bạn có thể nghe thấy tiếng chim hót.

- E-mail - Welcome back. We're back with our guest, Simon Tompkins. It's time to check our e-mail. We have an e-mail from Malcolm in Louisiana. His question is: What's your favorite time of day? - My favorite time of day? That's a good question. My favorite time of day is morning. Early morning - Why is that? - Mornings are very beautiful. It's quiet and you can hear the birds singing. It's a very special time of day for me - Simon, thank you for being on our show - My pleasure. Thank you for having me - Let's take a short break.

- Listen and Answer. Listen for the bell, then say your answer - The farmer is eating breakfast with his family. What time of day is it? - It's morning - There are stars in the sky and the houses are dark. What time of day is it? - It's night - The sun is going down and the sky is beautiful. What time of day is it? - It's evening - The sun is high in the sky. What time of day is it? - It's afternoon.

An umbrella /ʌm'brelə/ = ô, dù; *Raincoat* /'reɪnkəʊt/ = áo đi mưa (n)

It's raining and it's cold outside = bên ngoài trời đang mưa và lạnh.

- Daily Dialogue: In the Morning, part 2 . Listen to the conversation - Wake up, George - What is it? - Let's go for a walk - It's too early! - It's 8:00! - Yes, but it's Sunday morning. I want to sleep! - Oh, come on, George. Get up - But it's raining! - You can take an umbrella - But it's cold outside! - You can wear a raincoat - I want to sleep! - Listen and repeat - Oh, come on, George. Get up - But it's raining! - You can take an umbrella - But it's cold outside! - You can wear a raincoat - I want to sleep!

Unit 75

To park /pɑːk/ = đậu xe; *A parking place* = *Parking lot* = chỗ đậu xe

Strategies to avoid silence = thăm hỏi và tránh những giây yên lặng

There's too much traffic on the road today = hôm nay đông xe quá.

Are you on your way to work? = bạn đang trên đường đến sở làm phải không?

To walk to work = đi bộ đến sở; Except /ik'sept/ = không kể, ngoại trừ (prep)

When the weather is good, I usually walk to work = khi thời tiết tốt, tôi thường đi bộ đến sở làm.

In the winter, the sun sets early, so it gets very dark = mùa đông trời mặt trời lặn sớm nên trời rất tối.

On rainy days, I take the bus = vào những hôm trời mưa, tôi đi xe buýt.

I walk home at night, except in winter when it gets dark = tôi đi bộ về nhà, trừ khi mùa đông khi trời tối.

- Man on the Street - This is the New Dynamic English Man on the Street, Kent Moss. Today I'm on Wisconsin Avenue in Georgetown. Excuse me - Yes - I'm Kent Moss, the New Dynamic English Man on the Street. Do you mind if I ask you a few questions? - No, not at all - Are you on your way to work? - Yes, I am. I'm walking to work - Do you always walk to work in the morning? - When the weather is good, I usually walk to work. On rainy days, I take the bus - Do you walk home at night, too? - Yes, I do, except in winter. In the winter, the sun sets early, so it gets very dark. I don't like to walk after dark. So in the winter, I take the bus home at night - But I usually walk to work in the morning - Isn't it cold in the winter? - Yes, it is, but it's not too cold to walk. It helps me to wake up. And it only takes me 20 minutes to walk to work - What do you do when it snows? - When it snows, I take the bus - Do you ever drive? Do you ever drive to work? - No, never. There's too much traffic. And I can't find a parking place! - Thank you for taking the time to talk with me - My pleasure.

- A Question for you. Now here's a question for you. Listen for the bell, then say your answer - What is your favorite time of day? - OK. Thanks!

To retire /ri'taia/ = về hưu

Retirement /ri'taiəmənt/ = sự về hưu (n)

Warm and sunny = ấm và có nắng

You're too young to retire = bạn còn trẻ quá chưa về hưu được

To move = dọn nhà; To flip pages = lật, dở trang sách

To flip a coin = tung đồng xu lên xem khi rơi xuống mặt xấp hay ngửa.

- OK. We're off the air. Good show, Kathy, Max - Thanks, Larry. Well, another interesting show - Yes, it was a good show today. Say, Kathy, look at this. Look at this brochure - Okay. Oh, nice pictures. Where is this? - It's a new city in Arizona. It's called Sun City. It's a retirement community - Retirement community? But Max, you're too young to retire - Oh, it's not for me. My parents want to move there. My parents are retired. They don't work anymore - Your parents live in Oregon now, right? - Yes, but it rains a lot in Oregon, and it's cool there. Now they want to live in a place where it's warm and sunny - Well, Arizona has warm weather, and lots of sun - That's why it's called Sun City! - Hi, Elizabeth, look at these pictures! - I'd like to, but it's time to start my show - OK. See you later - Alri-i-i-ght. Ready for Functioning in Business. Cue Music.

Nervous /'nə:vəs/ = hồi hộp, bồn chồn, lo lắng (adj); Friendly = thân mật (adj, adv)

Impression /im'preʃn/ = ấn tượng (n); Concern /kən'sə:n/ = điều quan tâm (n)

I was a little nervous about meeting her = tôi thấy hơi bồn chồn khi sắp gặp bà ta lần đầu.

Establish a good impression with somebody = gây được ấn tượng tốt với ai

I knew that Mr. Epstein wanted to do business with me = tôi biết Ông Epstein muốn kinh doanh với tôi.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "An Important Introduction, part 2." This program focuses on Introductions and Greetings.

- Interview - On today's program I'll be talking with Charles Blake. Mr. Blake is in his office at International Robotics in Beijing - Hello, Mr. Blake - Hello - On our last show, we spoke with Mr. Epstein. We talked about your first meeting with Shirley Graham - Yes. I was a little nervous about meeting her. I knew that Mr. Epstein wanted to do business with me. But I knew that Shirley Graham had some concerns. So it was very important to me to establish a good personal relationship with her - Well, today we're going to listen to your first conversation with her - In the lobby of my hotel? - That's right - OK.

Fisherman's Wharf = khu chợ cá và các thực phẩm khác ở bến tàu ở Cựu Kim Sơn

Fish /fɪʃ/ = cá; Fisherman /'fɪʃməŋ/ = người đánh cá (n)

Angler /'æŋglə/ = người câu cá (n); Fishmonger /'fɪʃməŋgə/ = người bán cá (n)

A bit = một mẩu nhỏ, một chút; Fishes = những loại cá khác nhau (n)

Lots of fish = nhiều cá [Fish cũng là hình thức số nhiều của a fish]

Fish and chips = món cá rán và khoai tây chiên ròn rất phổ thông ở Anh

Fish sauce = nước mắm (n); Wharf /wɔːf/ = cầu tàu, bến tàu (n)

Took you around = Drove you around = đưa đi xem thành phố

I saw a bit of the city = tôi được xem vài khu trong thành phố.

I have a little bit more time to see some of the city = tôi có thêm một chút thì giờ để xem vài khu trong thành phố.

Is this your first trip to the West Coast? = có phải đây là lần đầu tiên ông sang thăm miền Tây không?

This scene takes place in the lobby of Mr. Blake's hotel = cảnh diễn ra ở phòng đợi của khách sạn nơi Ông Blake đang trọ.

- Dialog. This scene takes place in the lobby of Mr. Blake's hotel - Now, let's see. Where is he? Oh, there he is, over there reading the newspaper. Mr. Blake! - Oh, hi Mike. How are you today?

- It's good to see you, Charles. This is our Vice President, Shirley Graham - Shirley, this is Charles Blake from International Robotics - It's nice to meet you, Mr. Blake - Pleased to meet you, Ms. Graham - How are you today? - Fine. And you? - Just fine. Mike tells me that he took you around San Francisco yesterday - We had a great time yesterday. We went down to Fisherman's Wharf, and we had lunch, and then we drove around San Francisco and saw a bit of the city - Is this your first trip to the West Coast? - Well, not really. I was here about seven years ago, just for a very brief visit. And now I have a little bit more time to see some of the city.

- Variations. Listen to these variations - How are you today? - How are you doing today? - Fine - Great, thanks - And you? - How about you? - Just fine - Not bad.

Issue /'ɪʃuː/ = vấn đề (n); To convince /kən'vɪns/ = thuyết phục

To discuss /dɪ'skʌs/ = thảo luận (n); Industrial robots = người máy dùng trong kỹ nghệ

A negotiation = cuộc thương lượng; To negotiate = thương lượng

I knew there were several issues we needed to discuss = tôi biết có nhiều vấn đề chúng tôi cần thảo luận.

We'll see how our negotiations went as our show continues = chúng ta sẽ xem các cuộc thương lượng tiến hành ra sao khi chương trình của chúng ta tiếp diễn.

- Interview - What did you think of Ms. Graham? - Oh, I thought she was very friendly - So you felt that you could do business with her? - Well, I didn't know, but I hoped so. I knew there were several important issues we needed to discuss. But I felt that I could convince her to buy our industrial robots - Well, we'll see how the negotiations went as our show continues. Thank you very much for being our guest - It's been my pleasure - Let's take a short break.

Unit 76

- Questions. Listen to the question - What did Mr. Blake and Mr. Epstein do after they had lunch in San Francisco? - Now listen to the dialog - Mike tells me that he took you around San Francisco yesterday - We had a great time yesterday - We went down to Fisherman's Wharf, and we had lunch, and then we drove around San Francisco and saw a bit of the city - What did Mr. Blake and Mr. Epstein do after they had lunch in San Francisco? - They drove around San Francisco - Listen to the question - Has Mr. Blake been to the West Coast before? - Now listen to the dialog - Is this your first trip to the West Coast? - Well, not really. I was here about seven years ago, just for a very brief visit. And now I have a little bit more time to see some of the city - Has Mr. Blake been to the West Coast before? - Yes, he has. He came to San Francisco seven years ago.

Bored /bɔːrd/ = chán (adj); *To bore* /bɔː/ = chán, buồn

To die /daɪ/ = chết, từ trần; *Death* /deθ/ = sự chết, cái chết (n)

Dead /ded/ = chết (adj); *Lecture* /'lektʃə/ = bài diễn thuyết (n)

Lecturer /'lektʃərə/ = người diễn thuyết (n); *His long lecture was boring.*

His long lecture bored me to death = bài thuyết giảng dài của ông ta làm tôi chán muốn chết.

Silence in Business Conversations = yên lặng khi nói chuyện trong môi trường kinh doanh
Americans use a variety of strategies to avoid silence = người Mỹ dùng nhiều cách khác nhau để tránh những khoảng yên lặng khi nói chuyện.

Americans keep talking in conversations because silence makes a bad impression on most Americans = trong khi đàm thoại, người Mỹ nói liên tục vì yên lặng gây ấn tượng xấu đối với phần đông người Mỹ.

Uh-huh /ʌ'hʌ/ = dạ, dạ phải, dạ vâng (interj); *Really?* /'riəli, 'rili/ = thực vậy ư? (interj)

Hmmmm = Let me see [nếu cần nhiều thì giờ để suy nghĩ thêm thì dùng]

This Culture Tip answers the question: "Why do Americans talk so much?" = phần mách giúp này trả lời câu hỏi "tại sao người Mỹ nói nhiều vậy?"

If you are silent, the other people may think that you are bored = nếu bạn yên lặng, người khác tưởng bạn chán.

- Culture Tips. Welcome once again to "Culture Tips". We're here with Gary Engleton - Hello, everybody! - Today we're going to talk about business conversations. The e-mail question is: "Why do Americans talk so much?" "When I'm with American businessmen, they never stop talking!" - Well, it's true. Most Americans do talk a lot. Americans keep talking in conversations because silence makes a bad impression on most Americans - Do you think so? - Yes, I do. If you are silent, the other people may think that you are bored. They may even think that you don't like them - So it makes a bad impression - Yes. So Americans use a variety of strategies to avoid silence - Really! - Yes. For example, listeners use a lot of expressions like "Uh-huh" and "Really?" These expressions tell the speaker that we are interested in what they are saying. "Uh-huh" is a little word, but it is better than being silent - I see - And if we need time to think, "Hmmmm..." or "Let me see...." tells the listeners, "I will say something soon." "Hmmmm...." is better than thinking in silence - Hmmmm..... that's very interesting information, Gary. Thanks again! - My pleasure!

- True or False. Listen. Is this statement true or false? - Americans like silence - False. Silence makes most Americans feel uncomfortable, especially in business situations - Americans may use little words like "Uh-huh" to avoid silence - True. Americans use little words like "Uh-huh" and "Hmmmm..." to avoid silence.

I'm Sandra Powers = tên tôi là Sandra Powers.

I work with Mr. Malone = tôi làm với ông Myers.

Ms. Powers. How do you do?; It's nice to meet you.

[How do you do? = xin chào (khi được giới thiệu lần đầu)]

- Business Dialog - Let's listen to today's Business Dialog - We'll hear Ms. Sandra Powers introducing herself to Mr. Myers - Mr. Myers? - Yes. That's right - I'm Sandra Powers. I work with Mr. Malone - Ms. Powers. How do you do? I've been looking forward to meeting you - It's nice to meet you, Mr. Myers. You've come a very long way on this trip, so I hope things are going well - Welcome to San Francisco!

- Listen and Repeat - I'm Sandra Powers - I work with Mr. Malone - Ms.. Powers. How do you do? - I've been looking forward to meeting you - It's nice to meet you, Mr. Myers.

If there is no one to introduce you, you will have to introduce yourself = nếu không có ai giới thiệu bạn, thì bạn phải tự giới thiệu.

She has to confirm that the person she sees is really Mr. Myers = cô ấy phải hỏi lại cho chắc là người cô gặp đúng là ông Myers.

Are you Mr. Myers? = Mr. Myers? = bạn là ông Myers?

Sorry to bother you = xin lỗi đã làm phiền ông/bà.

To page /peɪdʒ/ = gọi tên, báo hay cho người đi tìm

A page = thiếu niên mặc đồng phục, chuyển thư hay giấy tờ ở khách sạn hay nghị viện.

Why don't you ask reception to page him? = tại sao cô không nhờ quầy tiếp khách của khách sạn để gọi ông ta dùm cho cô?

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth! Today I'll be talking about how to introduce yourself. Sometimes you will arrange a meeting with someone that you've never met before. If there is no one to introduce you, you will have to introduce yourself. In today's Business Dialog, Ms. Powers has never met Mr. Myers before. So first of all, she has to confirm if the person she sees is really Mr. Myers. She could say, "Excuse me. Are you Mr. Myers?" Instead, she confirms in a different way. She says his name as if it were a question... "Mr. Myers?" Let's listen - Mr. Myers? - Yes. That's right - After she confirms that the man is Mr. Myers, Ms. Powers introduces herself - I'm Sandra Powers. I work with Mr. Malone - Ms.. Powers. How do you do? I've been looking forward to meeting you - It's nice to meet you, Mr. Myers - Mr. Myers uses the formal expression "How do you do?" You should only use the expression "How do you do?" when you meet someone for the first time. At other times, you can say "How are you?" - Ms. Powers. How do you do? - I've been looking forward to meeting you - It's nice to meet you, Mr. Myers - Now let's listen to a different conversation. Ms. Powers is looking for Mr. Myers of Dover Limited. But this time she talks to someone who is not Mr. Myers - Mr. Myers? - Excuse me? - Are you Mr. Myers from Dover Limited? - No, I'm afraid not. Why don't you ask reception to page him? - Oh, thank you. I'll do that. Sorry to bother you - Oh, not at all - The man uses the polite expression "No, I'm afraid not" to tell Ms. Powers that he is not Mr. Myers - Are you Mr. Myers from Dover Limited? - No, I'm afraid not - Ms. Powers apologizes to the man, using the expression "Sorry to bother you." - Sorry to bother you - Oh, not at all - His response-- "Oh, not at all" means that it's OK. It's no problem. I hope today's tips were helpful! Thanks for joining us today for Gary's Tips. We'll see you again next time! - Thanks Gary! - Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 77

Does it ever snow in Florida? = có bao giờ có tuyết ở tiểu bang Florida không?

This lesson focuses on weather, and introduces clauses using "when" = trong bài học hôm nay, quý vị sẽ học về thời tiết, và học cách dùng mệnh đề với chữ "When" (khi).

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English course and an introduction to American people and culture. Today's unit is "Does it ever snow in Florida?"

- Hi, Kathy. How are you? - Good. And you? - Just great. Who's our guest today? - Today we're going to talk with Sandra Harris - I remember Sandra. She's a music teacher, isn't she? - Yes, she is. She lives in Florida. Today we're going to talk about her life in Florida - Sounds good.

Weather /'weθə/ = thời tiết (n); *Rainy* /'reini/ = mưa (adj)

Sunny /'sʌni/ = có nắng; *Cloudy* /'klaudi/ = có mây

Windy /'windi/ = có gió (adj); *Sailboat* /'seilbout/ = thuyền buồm (n)

A beach /bi:tʃ/ = bờ biển; *Surfing* = môn lướt sóng trên một ván mỏng (n)

To surf /sə:f/ = lướt sóng trên ván mỏng; *To go surfing* = đi lướt sóng trên ván mỏng

What do you do when the weather is bad? = bạn làm gì khi thời tiết xấu?

I like to stay home and read a good book, or watch a video = tôi thích ở nhà đọc một cuốn sách hay, hay xem một phim thu băng.

Video /'vidiə/ = Videocassette = phim thu băng (n)

On windy days, we like to go sailing = vào hôm trời có gió, chúng tôi thích đi thuyền.

- Interview - Now it's time for today's interview. Our guest today is Sandra Harris. Sandra is a music teacher. She lives with her husband and two children in Miami, Florida. Sandra, it's nice to have you back with us - It's nice to be back - Do you like Florida? Do you like living in Florida? - Yes, I do. It's a nice place to live - Why do you think so? - Well, I love the weather. I like warm, sunny days - What kind of things do you do on sunny days? - On sunny days, I like to go to the beach. We live near the beach. We swim in the ocean, and my daughter, Collette, loves to go surfing - Is it often warm and sunny in Florida? - Yes, it is sunny most of the time. Of course, sometimes it's cloudy or rainy - What do you do when the weather is bad? - I like to stay home and read a good book, or watch a video - What else do you like to do? - Well, my husband, Bob, and I have a sailboat. On windy days, we like to go sailing - Thank you, Sandra. Our guest is Sandra Harris. We'll talk more after our break. This is New Dynamic English.

Comma /'kɒmə/ = dấu phẩy (n)

When it's sunny, we like to go to the beach; We like to go to the beach when it's sunny

[mệnh đề phụ bắt đầu bằng "when" đi trước thì có dấu phẩy phân cách với mệnh đề chính nhưng mệnh đề phụ bắt đầu bằng "when" đi sau mệnh đề chính thì không có dấu phẩy]

- Listen and Repeat - We like to go to the beach - When it's sunny, we like to go to the beach - We like to go swimming - When it's warm, we like to go swimming - We like to go sailing - When it's windy, we like to go sailing.

A storm /stɔ:m/ = cơn bão; *Hurricane* /'hʌrɪkən/ = bão lớn, giông tố (n)

To snow /snu/ = tuyết rơi; *Snow* = tuyết (n); *Rain* /rein/ = mưa (v, n)

Sandra talks about rain and snow in Florida = Sandra nói về mưa và tuyết ở Florida

It sometimes rains in Miami, but it never snows = đôi khi trời mưa ở Miami, nhưng không bao giờ có tuyết.

- Telephone - Now let's go to our phones. Hello. You're on the air with New Dynamic English - Hello. My name is Robin. I'm from Idaho. Does it ever rain in Florida? - Yes, it does. It sometimes rains. And of course, sometimes we have big storms... hurricanes - Does it ever get cold in Florida? - Sometimes, but not very often. In Florida, the weather is almost always warm.... even when it rains - How about snow? Does it ever snow in Florida? - Not in Miami, where we live. It never snows in Miami. It's too warm - I see. Thank you - Thank you for calling - Kathy, I have question for you - Yes? - Does it ever snow in Washington? - Yes. It usually snows two or three times a year in Washington - That must be very beautiful - Yes, it is. Very beautiful and very cold! Not at all like Florida. Sandra, thank you for being on our show - My pleasure. I've enjoyed being here - Let's take a short break.

Does it ever ... = có bao giờ...

- Listen and Answer. Listen for the bell, then say your answer - Does it ever rain in Florida - Yes, it does. It sometimes rains - In Florida, does it ever get cold? - Sometimes, but not very often - Does it ever snow in Miami? - No, it doesn't. It never snows in Miami.

You can go back to sleep = bạn có thể ngủ lại đi.

- Daily Dialogue: In the morning, part 3. Listen to the conversation - Wake up, George - What is it? - Let's go for a walk - It's too early! - It's eight o'clock! - Yes, but it's Sunday morning. I want to sleep! - Oh, come on, George. Get up - But it's raining! - You can take an umbrella - But it's cold outside! - You can wear a raincoat - I want to sleep! - Come on, George. Get up! - Look! It's not raining any more - OK. Then get up - It's snowing! - Oh, all right. You can go back to sleep - Listen and repeat.

Clues /klu:s/ = các đầu mối (n); What season is it? = mùa này là mùa gì?

It's autumn = mùa thu; It's cool = trời mát; The leaves are turning colors = lá cây đổi màu

People are having a Thanksgiving dinner = người ta ăn tiệc mừng Lễ Tạ Ôn

- Question of the Week! - This week we will ask What season is it? Listen carefully to these clues. We'll have the answers on the next show. Question 1. What season is it? - It is cool. The leaves are turning colors. People are having a Thanksgiving dinner - What season is it? Question 2. What season is it? Larry: It is hot. The days are long and the nights are short. People are going swimming. Question 3. What season is it? - It is warm. The grass is green. The flowers are blooming. Question 4. What season is it? - It is cold. People are skiing. There is snow on the ground - What season is it? We'll have the answers on next week's show.

- A Question for you - Now here's a question for you - Listen for the bell, then say your answer - Does it ever snow in your country? - Oh, really?

Unit 78

The first impression is very important in business = ấn tượng đầu tiên rất quan trọng trong thương trường.

Larry is going on a fishing trip this weekend = Larry sắp đi câu cuối tuần này.

A fishing trip = chuyến đi câu; Fish = cá (n)

At this time of year, the rivers are full of fish = vào lúc này trong năm, sông đầy cá.

Fishing pole = cần câu cá; Fishhook /'fi:ʃhuk/ = lưỡi câu (n); Bait /beit/ = mồi câu (n)

Fishing hat = mũ đội để đi câu; To Catch/Caught/Caught = bắt được

Mountain /'maʊntən/ = núi (n); River /'rivə/ = sông (n)

Chuckle /'tʃʌkləl/ = cười khà (n, v); Lucky = may mắn, hên (adj)

When I wear this hat, I always catch lots of fish = khi tôi đội mũ này bao giờ tôi cũng bắt được nhiều cá.

Going alone = đi một mình; To go with some friends = đi với vài người bạn.

- OK. We're off the air. Good show, Kathy, Max - Thanks, Larry - Well, folks, that's it for today - Thanks, Larry. Psst! Max. Ask him. Ask him! - Okay. Uh, Larry? - Yes, Max? - Ah, what's that over there? - Oh, that? That's my fishing pole - Fishing pole? But Larry, there aren't any fish around here. We're in the middle of the city! - Oh, I'm going on a fishing trip this weekend - A fishing trip, huh? Where are you going? - I'm going up to the mountains. In West Virginia. At this time of year, the rivers are full of fish - Larry, you're not going alone, are you? - Oh, no, I'm going with some friends - And what is that on your desk? A hat? - Yes, that's my fishing hat. It's the most important thing - Why is that? - Because it's my lucky fishing hat - Really? - Yes, when I wear this hat, I always catch lots of fish. And when I don't wear this hat, I don't catch any fish - Oh, Larry! - It's true. This is my lucky fishing hat - Elizabeth enters - Oh hi, Elizabeth. Larry is going fishing this weekend - Well, good luck. Catch lots of fish - I'll try! Oh, it's time to start the show. Quiet please, everyone. Cue Music.

To speak highly of = khen, ca tụng

Mr. Epstein had spoken very highly of both Mr. Blake and his company = ông Epstein ca tụng Ông Blake và công ty của ông.

I was looking forward to meeting him and finding more about his company = tôi mong gặp ông Blake và tìm hiểu thêm về công ty của ông ấy.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "An Important Introduction, part 3." This program focuses on Interrupting Politely.

- Interview - On today's program I'll be talking with Shirley Graham. Ms. Graham is in her office at Advanced Technologies in San Jose, California - Hello, Ms. Graham - Hello - On our show, we've been talking with Mr. Epstein and Mr. Blake about the first time you met Mr. Blake - Yes, I remember that meeting very well. Mr. Epstein had spoken very highly of both Mr. Blake and his company. But I still needed to find out more about Mr. Blake and his robots. That's why we scheduled this lunch meeting. I was looking forward to meeting him and finding out more about his company - Well, let's listen to your conversation with Mr. Blake.

Mr. Blake talks about his sightseeing visit to San Francisco = ông Blake nói về cuộc đi thăm những nơi danh lam ở Cựu Kim Sơn.

Fisherman's Wharf = khu chợ cá và các thực phẩm ở ngoài cầu tàu ở San Francisco.

Lobby /'lɒbi/ = phòng đợi (n); Wharf/Wharves = bến tàu; The West Coast = bờ phía

Well, I hate to interrupt, but we have a car outside... = tôi không muốn ngắt lời, nhưng chúng ta đang có xe chờ bên ngoài...

- Dialog - This scene takes place in the lobby of Mr. Blake's hotel - Mike tells me that he took you around San Francisco yesterday - We had a great time yesterday. We went down to Fisherman's Wharf, and we had lunch, and then we drove around San Francisco and saw a bit of the city - Is this your first trip to the West Coast? - Well, not really. I was here about seven years ago, just for a very brief visit. And now I have a little bit more time to see some of the city - Well, I hate to interrupt, but we have a car outside, and we have reservations at 12:15 - So why don't we get over to the restaurant, and we can continue our conversation there? Okay? - Okay - Sounds fine to me - Okay. Let's go!

Well, I hate to interrupt, but we have a car outside, and we have reservations at 12:15 (twelve fifteen).

So why don't we get over to the restaurant, and we can continue our conversation there?

- Listen and Repeat - Well, I hate to interrupt - Well, I hate to interrupt, but we have a car outside - Well, I hate to interrupt, but we have a car outside, and we have reservations at 12:15 - So why don't we - So why don't we get over to the restaurant - So why don't we get over to the restaurant, and we can continue our conversation there?

Handshake /'hændʃeɪk/ = bắt tay (n)

Eye /aɪ/ = mắt (n); Contact /'kɑn,tækt, 'kɒn-/ = liên lạc, tiếp xúc (n, v)

Eye contact = nhìn vào mắt người đối thoại

Establish eye contact = nhìn vào mắt người đối thoại

Ms. Graham describes her impression of Mr. Blake = bà Graham mô tả ấn tượng của bà về Ông Blake.

He seemed very friendly and very professional = ông tỏ ra thân mật và rất chuyên nghiệp.

He had a good handshake, and his eye contact was good = ông ta bắt tay chặt và giữ được ánh mắt nhìn thẳng vào người đối thoại.

He gave a good impression = ông ta gây được ấn tượng tốt (gây được cảm tình).

- Interview - What were your first impressions of Mr. Blake? - Well, he seemed very friendly and very professional. He had a good handshake, and his eye contact was good. He gave a good first impression - I see. Thank you for talking with us today - It's been my pleasure - Let's take a short break.

- Questions. Listen to the question - Where will Mr. Blake and Ms. Graham continue their conversation? - Now listen to the dialog - Well, I hate to interrupt, but we have a car outside, and we have reservations at 12:15 - So why don't we get over to the restaurant, and we can continue our conversation there? - Where will Mr. Blake and Ms. Graham continue their conversation? - They'll continue their conversation at the restaurant.

Unit 79

How to interrupt politely = cách ngắt lời lịch sự

To interrupt /,ɪntəˈrʌpt/ = ngắt lời;

Visual /ˈvɪʒʒuəl/ = thuộc về thị giác (adj)

To get someone's attention = khiến ai lưu ý

To point your index finger up = giơ ngón trỏ lên

To establish eye contact = nhìn vào mắt người nói.

Well, I hate to interrupt, but we have a car ouside, and we have reservations at 12:15 = tôi thật không muốn ngắt lời, nhưng chúng ta có xe đang chờ và có hẹn ở nhà hàng lúc 12 giờ 15 phút.

The best time to interrupt someone is between sentences = lúc tốt nhất để ngắt lời ai là chờ người ấy nói hết một câu.

You can move closer to the person, establish eye contact, and open your mouth a little = bạn hãy lại gần người đang nói, nhìn mắt người ấy, và hé miệng một chút.

Excuse me for interrupting.. = xin lỗi ngắt lời...

You don't want to interrupt someone in the middle of a sentence = đừng ngắt lời khi người ấy chưa nói hết một câu.

It's usually easier to get the person's attention visually so that he or she will stop talking = ra dấu hiệu cho người nói lưu ý để người ấy ngừng nói thì thường dễ hơn.

- Culture Tips - Welcome once again to "Culture Tips". We're here with our business language expert Gary Engleton - Welcome, everybody! - Today we're going to talk about interrupting - The e-mail question is: "I have trouble interrupting in English. Can you help me?" - Well, interrupting is sometimes necessary, but it can be rather difficult - Why? - Because you don't want to interrupt someone in the middle of a sentence. The best time to interrupt someone is between sentences - Why is that difficult? - Because the time between sentences is often very short, less than one second - That's a really short time! - Yes, you have to say something like "I'm sorry to interrupt", but you have to say it really fast! It's usually easier to get the person's attention visually so that they will stop talking - How do you do that? - Well, you can move close to the person, establish eye contact and open your mouth a little. That shows that you want to say something and they may stop talking - That's a good idea! - One last strategy is to point up with the index finger and say "Uhhhh....." or "Uh, excuse me." Then the person may stop talking long enough for you to interrupt - Those are wonderful strategies for a very difficult skill. Thanks Gary! - I'm always happy to help.

- True or False. Listen. Is this statement true or false? - You should never interrupt - False. Interrupting is sometimes necessary - The best place to interrupt someone is in the middle of a sentence - False. The best place is between sentences - Establishing eye contact, pointing your index finger up and saying "Uhhhhh....." are good strategies for interrupting - True. They will get the person's attention. Then you can talk.

Urgent /ˈɜːdʒənt/ = khẩn cấp (adj)

A board meeting = buổi họp của ban giám đốc

You'll have to find a way = bạn phải tìm ra cách mà giải quyết vấn đề.

There's a Mr. Walters waiting to see you = có một ông tên là Walters đang chờ gặp bà.

He says it's urgent = ông ta bảo đây là chuyện khẩn cấp.

I've got to take this call = tôi phải nghe cú điện thoại này.

Production meeting = buổi họp về sản xuất hay của nhân viên lo về sản xuất.

UCLA = University of California in Los Angeles.

I'm sorry to interrupt... = tôi xin lỗi đã ngắt lời...

Excuse me for interrupting... = xin lỗi phải ngắt lời...

Uh, excuse me... = à, xin lỗi...; *Thanks for reminding me* = cảm ơn đã nhắc cho tôi biết.

- Business Dialog. These dialogs give examples of how to interrupt - Dialog 1: Mary and Bob are discussing a project they are working on. Listen for the expression, "I'm sorry to interrupt" - But Mary, we can't possibly finish by Tuesday! - But that's our deadline. You'll have to find a way - I'm sorry to interrupt, but there's a Mr. Walters waiting to see you. He says he has a two o'clock appointment - Oh, is it two o'clock already? Sorry, Bob, we'll have to continue this some other time - Dialog 2: Joseph is talking about his vacation in Los Angeles. Listen for the expression, "excuse me for interrupting" - And then I flew to Los Angeles and stayed with my wife's sister. She took us around the city. We went shopping in Beverly Hills and visited UCLA - Uh, excuse me for interrupting, but it's time for the production meeting - I thought the meeting was tomorrow - No, it's today - Oh, thanks for reminding me - Dialog 3: Two colleagues are discussing a business decision. In this dialog, the woman uses the expression "Uh, excuse me" to interrupt - And so I think we should delay the decision until after the Board Meeting - But it can't wait until then - Uh, excuse me, Ms. Harris, but Mr. Diego is on the phone. He says it's urgent - OK. Sorry, Sam. I've got to take this call. We'll talk about it later - No problem.

- Focus on Functions: Interrupting - Now let's focus on Interrupting - Listen and Repeat - I'm sorry to interrupt - I'm sorry to interrupt, but there's a Mr. Walters waiting to see you - Uh, excuse me for interrupting - Uh, excuse me for interrupting, but it's time for the production meeting - Uh, excuse me, Ms. Harris - Uh, excuse me, Ms. Harris, but Mr. Diego is on the phone.

Gary comments on the language used to interrupt in business situations = Gary nhận xét về ngôn ngữ dùng để ngắt lời trong khi làm việc.

Immediate action = phải hành động ngay; Word = lời, chữ, từ (n)

May I have a word with you? = xin cho tôi được thưa chuyện với ông/bà.

Whenever possible, you should wait until it is your turn to speak = bất cứ khi nào có thể, bạn nên chờ đến lượt mình rồi hãy nói.

But when you need immediate action, you may have to interrupt = nhưng khi cần hành động ngay, thì bạn có thể phải ngắt lời.

In each of these cases, the person uses a polite expression to interrupt and to give the important news = mỗi trường hợp, người ngắt lời dùng lời nhã nhặn, và báo tin quan trọng.

A two o'clock appointment = buổi hẹn lúc hai giờ.

To make an appointment = xin hẹn gặp ai; To delay the decision = hoãn quyết định

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth! Today I'll be talking about how to interrupt. Sometimes when people are talking, you may need to interrupt them. Of course, whenever possible, you should wait until it is your turn to speak. But when you need immediate action, you may have to interrupt. For example, Mr. Epstein interrupts Mr. Blake and Ms. Graham to let them know that it is time to leave. Mr. Epstein uses the polite expression "I hate to interrupt, but..." - Well, I hate to interrupt, but we have a car outside, and we have reservations at 12:15. So why don't we get over to the restaurant, and we can continue our conversation there? - He suggests that they continue their conversation at the restaurant. In today Business Dialogs, we see other examples of interruptions. In the first Dialog, Bob and Mary are talking about an important deadline. Sam has to interrupt to let Mary know that someone is waiting to see her - But Mary, we can't possibly finish by Tuesday! - But that's our deadline. You'll have to find a way! - I'm sorry to interrupt, but there's a Mr. Walters waiting to see you. He says he has a two o'clock appointment - Oh, is it two o'clock already? Sorry, Bob, we'll have to continue this some other time - Sam uses the polite expression "I'm sorry to interrupt, but..." He uses this expression to get Mary's attention and to interrupt the conversation. In Business Dialog 2, Joseph is telling Tara about his trip to California. She interrupts his story to remind him that the production meeting is going to begin - And then I flew to Los Angeles and stayed with my wife's sister. She took us around the city. We went shopping in Beverly Hills and visited UCLA - Uh, excuse me for interrupting, but it's time for the production meeting - I thought the meeting was tomorrow - No, it's today - Oh, thanks for reminding me - She uses the small sound "Uh" and the expression "Excuse me for interrupting but..." to get his attention. In this case,

Joseph didn't know there was a meeting, and he thanks Tara for reminding him. In Dialog 3, the young woman uses the expression "Uh, excuse me" and the person's name to interrupt the conversation - And so I think we should delay the decision until after the Board Meeting - But it can't wait until then - Uh, excuse me, Ms. Harris, but Mr. Diego is on the phone. He says it's urgent - OK. Sorry, Sam. I've got to take this call. We'll talk about it later - No problem - In each of these cases, the person uses a polite expression to interrupt and to give the important news. If your news is important, the person will be happy that you have interrupted. I hope today's tips were helpful! Thanks for joining us today for Gary's Tips. We'll see you again next time! - Thanks Gary!

- Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 80

I work with small children = tôi làm việc với các em nhỏ.

Tag questions = câu hỏi láy [nhóm chữ "có phải không?" ở cuối câu]

It also introduces the names of parts of the body = bài học cũng học về tên các phần cơ thể.

She works in a hospital, doesn't she? = cô ấy làm trong bệnh viện, có phải không?

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "I work with small children".

- Hi, Kathy. How are you? - Just fine. And you? - I'm doing great - Who's our guest today? - Today's guest is Sara Scott - And what are we going to talk about? - We're going to talk about her work - She works in a hospital, doesn't she? - Yes, she does. She's a doctor.

- Listen and Repeat - Sara's a doctor - She works in a hospital, doesn't she? - Yes, she does - Sara lives in Chicago - She lives with her sister, doesn't she? - Yes, she does - She works very hard - She likes her work, doesn't she? - Yes, she does.

Sara talks about her life in Chicago = Sara nói về cuộc sống của cô ở Chicago.

Her parents also live in Chicago = cha mẹ cô cũng sống ở Chicago.

A nurse /nə:s/ = y tá; A clinic /'klinik/ = phòng mạch

It's very windy in Chicago, isn't it? = có nhiều gió ở Chicago, phải không?

They call Chicago the Windy City = họ gọi thành phố Chicago là thành phố nhiều gió.

- Interview - Now it's time for today's interview. Our guest today is Doctor Sara Scott. Welcome back, Sara - Nice to see you again - How's your sister? - My sister Chris? Oh, she's fine. She's back home in Chicago - Do you like living in Chicago? - Yes, but I don't like the weather. It's very cold in the winter. And we get lots of snow - It's very windy in Chicago, isn't it? - Yes, it is. They call Chicago the Windy City - Why do you stay in Chicago? - Well, my parents live here - Oh, what do they do? - My father is retired. My mother is a nurse. She works in a small clinic - Thank you, Sara. Our guest is Sara Scott. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Sara is a doctor, isn't she? - Yes, she is - Sara's mother is a nurse, isn't she? - Yes, she is - Sara's father is retired, isn't he? - Yes, he is - Sara's sister is a teacher, isn't she? - No, she isn't. She's a dancer.

Ears /iəz/ = tai (n); Eyes = mắt (n)

Sara talks about her work as a doctor in a large hospital = Sara nói về việc làm bác sĩ ở một bệnh viện lớn.

A medical problem = bệnh; A hearing problem = nghe không rõ

Most children learn to read when they are five or six = phần đông các em nhỏ học đọc khi các em lên 5 hay 6.

When they can't hear very well, they have trouble reading = khi chúng không nghe rõ, thì chúng gặp trở ngại về đọc.

You work in hospital, don't you? = bạn làm việc ở bệnh viện, phải không?

- Interview - We're back with our guest, Sara Scott. You work in a hospital, don't you? - That's right. I work mostly with children - With children? - Yes, children with medical problems - Can you give us an example? - Certainly. Most children learn to read when they are five or six. But some don't. Sometimes they have problems with their eyes or their ears - With their ears? - Yes. Sometimes they have a hearing problem. Something is wrong with their ears, and they can't hear very well. And when children can't hear very well, they have trouble reading - So you help these children. Very interesting work! - Our guest is Doctor Sara Scott. We'll talk more after our break. This is New Dynamic English.

Children with medical problems = trẻ em bị bệnh

Something is wrong with = có gì trở ngại, trục trặc

Something is wrong with their ears, and they can't hear very well = tai của các em làm sao nên các em nghe không rõ.

- Listen and Repeat - When they are five or six years old - Most children learn to read when they are five or six years old - When do most children learn to read? - Most children learn to read when they are five or six years old.

Legs = chân

Sara talks about her work with older people = Sara nói về công việc của cô với những người lớn tuổi, già.

Do you ever work with older people? = có bao giờ bác sĩ chữa trị người già không?

When people get older, they often have problems with their eyes or ears = khi người ta già, người ta thường nhìn kém hay nghe không rõ.

- E-mail - Welcome back. It's time to check our e-mail. We have an e-mail from Sam in Las Vegas. His question is: Do you ever work with older people? - Yes, I do. When people get older, they often have problems with their eyes or ears. I try to help them - That's wonderful. Sara, thank you for being on our show - I was happy to be here - Let's take a short break.

- Listen and answer. Listen for the bell, then say your answer - When people can't hear, something is wrong with their - Ears - Something is wrong with their ears - When people can't see, something is wrong with their - Eyes - Something is wrong with their eyes.

What's the problem? = ông hay bà đau ở đâu?; My leg hurts = chân tôi đau.

- Daily Dialogue: At the Doctor's Office, part 1 - Listen to the conversation - Good morning, Natalie - Good morning, Doctor - How are you today? - Just fine, thanks - So what's the problem? - My leg hurts - Listen and repeat.

Unit 81

Clues = các đầu mối (n)

Thanksgiving dinner = bữa ăn tối mừng Lễ Tạ Ơn.

To bloom /blu:m/ = nở; The flowers are blooming = hoa nở

- Question of the Week! - It's time to answer last week's question. The question was: What Season is It? Are you ready to play? - Yes, I am - OK. Listen carefully to these clues. Question 1: What season is it? It is cool. The leaves are turning colors. People are having a Thanksgiving dinner - What season is it? - Thanksgiving? Americans have Thanksgiving in the fall - That's right. It's fall - Question 2: What season is it? It is hot. The days are long and the nights are short. People are going swimming - What season is it? - Let's see. It's hot. And people are swimming. It's summer! - That's it! Now question 3: Again, what season is it? - It is warm. The grass is green. The flowers are blooming - What season is it? - That's easy. It's spring - Right. Now for the last question. What season is it? - It is cold. People are skiing. There is snow on the ground. What season is it? - Winter. It's winter - Right. People go skiing in the winter. Thanks for playing - I had fun.

- A question for You. Now here's a question for you. Listen for the bell, then say your answer - In your country, when do most children learn to read? - Hmm. Thanks for telling us.

It scares the fish! = nói to làm cho cá sợ

To scare /skeə/ = làm sợ; Scared /'skeəd/ (adj)

I'm scared = tôi sợ; *Jokes* = chuyện khôi hài

Did you have fun with your friends = ông và bạn ông có vui không?

To tell a joke = kể một chuyện buồn cười

The best way to fish = cách câu được nhiều cá nhất.

Larry talks about his fishing trip = Larry nói về chuyến đi câu của ông ta.

Did you wear your lucky fishing hat? = bạn có đội cái mũ đi câu may mắn của bạn không?

It's bad luck to talk when you are fishing = trong khi đang câu, nếu nói chuyện thì xui.

- A-a-a-nd that's it. We're off the air - So, Larry, tell us. How was your weekend? - Yes, how was your fishing trip? - I had a great time - Larry, what about your lucky hat? Did you wear your lucky fishing hat? - Of course! - And did it work? Did you catch a lot of fish? - Oh, yes. The fishing was very good - Did you have fun with your friends? - Oh, we always have fun! - What do you do? - Well, we always talk about the best way to fish. And we tell lots of jokes. But we only talk at the end of the day, in the evening - Why is that? - It's bad luck to talk when you are fishing! It scares the fish! - Oh hi Elizabeth. Are you ready for your show? - Yes, thanks. We're about to begin - OK. Good luck - Alri-i-ght. Quiet please, everyone. Cue Music.

To offer /'ɔfə/ = mời, đề nghị; An offer = lời mời, đề nghị

Formal = có vẻ trình trọng, trang nghiêm; *Trade show* = cuộc triển lãm thương mại

I offered two thousand dollars for his old car = tôi đề nghị trả hai ngàn mỹ kim cho các xe hơi cũ của ông ta.

It was nice, but not too formal = tiệm ăn lịch sự, nhưng không quá trang nghiêm.

We wanted a comfortable place to discuss business = chúng tôi muốn một nơi ấm cúng để bàn công chuyện.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "At the Restaurant, part 1." This program focuses on Accepting and Refusing Offers.

- Interview - On today's program I'll be talking with Mike Epstein. Mr. Epstein is at a trade show in Florida. He is talking to us by phone - Hello, Mr. Epstein - Hello, Elizabeth - How's the weather down there? - Warm and sunny, as always - Last time we listened to your conversation at Mr. Blake's hotel. ... when Mr. Blake first met Ms. Graham - Yes. After that, we went from his hotel to the restaurant - Was it a nice restaurant? - Yes, it was nice, but not too formal. We wanted a comfortable place to discuss business - Today, we're going to listen to your conversation with the waiter at the restaurant - OK.

To order /'ɔ:də/ = gọi món ăn

An order = một món khách gọi; *Order* = hàng đã đặt (n)

Ordering in a restaurant = gọi các món ăn ở nhà hàng

Salad dressing = dầu trộn rau sống; *Lowfat Italian* = dầu trộn rau sống kiểu Ý

Olive oil = dầu ôliu; *Cream /kri:m/* = váng sữa (n)

Rich /ritʃ/ = béo, giàu (n); *Large green salad* = món rau sống đĩa lớn

Are you ready to order? = bạn đã sẵn sàng gọi món ăn chưa?

I'm watching my weight = tôi phải để ý đến sức nặng của tôi.

Blue cheese = phô mát mềm có nham màu xanh như phô mát rô-cơ-fo.

Blue cheese is a rich cheese = Blue cheese là món phô mát nhiều chất béo.

Seafood sauté = món đồ biển xào lẫn

New York steak = thịt bò nướng kiểu New York

Sauté = Fry quickly = xào nhanh trên chảo mỡ hay bơ

[chữ sauté gốc từ chữ Pháp sauter (nghĩa là nhảy); quá khứ phân từ viết là sautéed]

Pesto pasta = món mì Ý có đổ nước sốt nghiền kiểu Ý.

Basil /'beizəl/ = rau húng quế (n); *Garlic* /'ga:lik/ = tỏi (n)

Dressing /'dresɪŋ/ = dầu hay phó mát lỏng để trộn rau sống (n)

Medium rare = thịt nướng chín vừa bên ngoài nhưng còn hơi hồng trong

Well done /wel'dʌn/ = chín kỹ (adj); *Medium* /'mi:diəm/ = chín vừa (adj)

Rare /reə/ = còn sống bên giữa (adj)

The waiter comes to their table = người hầu bàn lại chỗ họ ngồi.

Waiter /'weɪtə/ = người hầu bàn nam (n); *Waitress* /'weɪtrɪs/ = người hầu bàn nữ (n)

- Dialog. Ms. Graham, Mr. Blake, and Mr. Epstein order their meals at the restaurant - Are you ready to order? - Yes, I think we're all ready. I'll have the large green salad - And what kind of dressing would you like? - Just oil and vinegar please - Ok - Which do you recommend, Ms. Graham: the seafood sauté or the pesto pasta? - Hmmm, do you like rich sauces? - Yes, very much, but I'm watching my weight - I understand. I suggest the pesto pasta. It has olive oil and no cream - Good idea! And I'll also take a small salad with the lowfat Italian dressing - I'll have the small green salad and the New York steak, medium rare - And what dressing would you like? - I'd like blue cheese dressing - Thank you.

- Variations. Listen to these variations - Are you ready to order? - Can I take your order? - I'll have the large green salad - I'd like the large green salad - What kind of dressing would you like? - What kind of dressing would you prefer? - I suggest the pesto pasta - I recommend the pesto pasta.

A lot of choices = có nhiều món cho khách chọn

Business discussions = cuộc thảo luận về công việc kinh doanh.

- Interview - They seem to have a nice variety of food at that restaurant - Yes, they do. They have a lot of choices. But I always order the steak. It's always very good - After you ordered, you began discussing business - That's right - We'll listen to those business discussions on our next show. Thank you very much for being with us today - It's been my pleasure - Let's take a short break.

Unit 82

Dressing = dầu hay phó mát lỏng trộn rau sống (n)

Lowfat Italian dressing = dầu dấm kiểu Ý, ít chất béo

Pesto pasta = mì kiểu Ý có nước sốt rau húng, dầu ôliu, rắc bột phó mát Parmesan

- Questions. Listen to the question - What does Ms. Graham order? - Now listen to the dialog - Are you ready to order? - Yes, I think we're all ready. I'll have the large green salad - And what kind of dressing would you like? - Just oil and vinegar please - What does Ms. Graham order? - She orders a large green salad, with oil and vinegar dressing - Listen to the question - Does Mr. Blake order the seafood sauté? - Now listen to the dialog - Which do you recommend, Ms. Graham: The seafood sauté or the pesto pasta? - Hmmm, do you like rich sauces? - Yes, very much, but I'm watching my weight - I understand. I suggest the pesto pasta; it has olive oil and no cream - Good idea! And I'll also take a small salad with the lowfat Italian dressing - Does Mr. Blake order the seafood sauté? - No, he doesn't. He orders the pesto pasta. He also orders a small salad.

Freedom /'fri:dəm/ = sự tự do (n)

Individual /,ɪndɪ'vɪdʒuəl/ = cá nhân; *As long as* = miễn là, với điều kiện là

A choice /tʃɔɪs/ = một sự lựa chọn; *To Choose/Chose/Chosen* = chọn

When I go to an American restaurant, why does the waitress ask me a lot of questions? = tại sao khi tôi vào một nhà hàng Mỹ, người hầu bàn lại hỏi tôi nhiều câu hỏi?

For most Americans, having choices is a kind of freedom = đối với phần đông người Mỹ, có nhiều lựa chọn là một thứ tự do.

Most Americans don't want to be exactly the same as everyone else = phần lớn người Mỹ không muốn giống y như những người khác.

- Culture Tips - Hello, everyone and welcome again to "Culture Tips" with Gary Engleton. Today we have an e-mail question about American restaurants. The question is: "When I go to an American restaurant, why does the waitress ask me a lot of questions?" "Why are there so many choices?" - That's a very important question, because it is part of the larger issue of choice in American culture. For most Americans, having choices is a kind of freedom. Most Americans don't want to be exactly the same as everyone else - They want to be individuals - That's right. So Americans like to have a lot of choices when they go to a restaurant - Can you give an example? - Sure. When you go to a restaurant in the United States, the waiter or waitress will ask you what kind of dressing you want on your salad. You may be able to choose from five or six different dressings - That many? - Yes, the more choices the better. You know, as an American, I sometimes feel strange when I go to restaurants in other countries - Why? - In many foreign restaurants, you don't have a lot of choices. For example, everyone has the same salad dressing. Maybe I don't like that kind of salad dressing - Gary, that's very important information. After the show, why don't we go out for a salad and discuss it some more? - Great idea, as long as we go to a place that has blue cheese dressing. I only eat blue cheese dressing.

- True or False. Listen. Is this statement true or false? - In American restaurants, the waiters or waitresses may ask a lot of questions - True. For example, they may ask what kind of salad dressing you want - Most Americans want to be exactly like other Americans - False. Most Americans want to be individuals - For most Americans, having choices is having a kind of freedom - True. For example, Americans like to have a lot of choices when they go to a restaurant.

A diner /'daɪnə/ = quán ăn nhỏ, thực khách, toa tàu có nhà hàng

Sunny side up = món trứng rán một mặt, còn lòng đỏ lộ bên trên

Plain toast = bánh mì nướng không có quết bơ

I'll have the one-egg and toast special = tôi muốn món đặc biệt có một quả trứng và bánh mì nướng.

How would you like your egg? = bạn muốn trứng của bạn làm kiểu gì?

Would you like butter and jam on your toast? = bạn có muốn quết bơ và mứt trên bánh mì không?

I like it plain = tôi không muốn bánh mì quết bơ hay mứt.

Plain /pleɪn/ = giản dị (adj); Large /lɑːdʒ/ = lớn (adj)

Medium /'miːdiəm/ = trung bình (adj); Small /smɔːl/ = nhỏ (adj)

What kind of toast would you like? = bạn thích thử bánh mì gì?

White, whole wheat or rye? = trắng, toàn bột mì hay có hạt lúa mạch đen(rye)

Whole wheat bread = bánh mì có trộn cả cám (bran)

- Business Dialog - Let's listen to today's Business Dialog. Jane Tucker, a businesswoman, is ordering breakfast in a diner - Excuse me! Could I order now? I'm in a little bit of a hurry - Certainly. Would you like to start with some coffee? - No, thanks. Could I have some orange juice? - Sure. Large, medium, or small? - Medium, please. And I'll have the one egg and toast special - Ok - How would you like your egg? - Sunny side up, please - And what kind of toast would you like: white, whole wheat, or rye? - Whole wheat, please - And would you like butter or jam on your toast? - Neither. I'd like it plain - Very good. I'll be right back with your orange juice.

Menu /'menjuː/ = thực đơn (n); A customer = khách hàng

I'd like it black = cà phê đen không có đường hay sữa.

Orange juice = nước cam tươi (n); Toast /təʊst/ = bánh mì nướng (n)

The choices are usually listed on the menu = các món để khách chọn thường có liệt kê trên thực đơn.

The waiter first asks the customer if she would like to start with some coffee = người hầu bàn thoạt tiên hỏi khách hàng có muốn bắt đầu bằng cách gọi trước một ly cà-phê không.

- Focus on Functions: Offering - Now let's focus on Offering - Listen and repeat - Would you like to start with some coffee? - No, thanks - And what kind of toast would you like: white, whole wheat, or rye? - Whole wheat, please - And would you like butter or jam on your toast? - Neither. I'd like it plain.

The language focuses on accepting or refusing offers = phần ngôn ngữ chú trọng vào các cách nhận hay từ-chối những đề nghị.

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth! Today I'll be talking about making choices in restaurants. In American restaurants, you have many choices. Waiters will often ask you questions such as "What would you like?" "What kind would you like?" and "How would you like it prepared?" The choices are usually listed on the menu. Or you can ask "What are my choices?" or "What kind do you have?" The waiter or waitress will often offer you some choices, as in today's Business Dialog. The waiter first asks the customer if she would like to start with some coffee. She refuses, using the expression "No, thanks" - Would you like to start with some coffee? - No, thanks - When she asks for orange juice, he offers her three choices: large, medium, or small - Could I have some orange juice? - Of course. Large, medium, or small? - Medium, please - Saying "Please" makes her response more polite. After she orders her egg, the waiter offers her three kinds of toast - And what kind of toast would you like: white, whole wheat, or rye? - Whole wheat, please - And then he offers her butter or jam for her toast - And would you like butter or jam on your toast? - Neither. I'd like it plain - She says "Neither." This is a short way to say "I don't want either butter or jam." I hope today's tips will help you the next time you go to an American restaurant. Thanks for joining us today for Gary's Tips. We'll see you again next time! - Thanks, Gary!

- Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 83

I'm a fashion model = tôi là người mẫu thời trang.

Very /'veri/ = rất, lắm (adv); Too /tu:/ = quá (adv)

A fashion model = người mẫu thời trang

She's very busy = cô ấy bận lắm; Too busy to = bận quá không thể...

This lesson focuses on physical description = bài học hôm nay chú trọng về mô tả hình dáng.

I'm glad she's not too busy to be on our show = tôi mừng là cô ấy không quá bận đến mức không thể xuất hiện trên chương trình của chúng ta.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "I'm a fashion model".

- Hi, Max - Hi, Kathy - Who's with us today? - Today's guest is Jenny Chen - Chen? Is she married to Richard Chen? - Yes, she's his wife - I'll be happy to meet her. And what's our topic for today? - Jenny's going to talk to us about her work - What does she do? - She's a fashion model - A fashion model? - Yes, she's a fashion model and a mother. She's very busy - I'm glad she's not too busy to be on our show - I am too.

A magazine /'mægə'zi:n/ = tạp chí; A newspaper /'nju:z,peipə/ = nhật báo

A model /'mɒdəl/ = người mẫu; To model = làm mẫu; Pictures = những hình, ảnh (n)

Pay = Salary = lương (n); Pay increase = Pay raise = sự tăng lương

Do you like modeling? = bạn có thích làm mẫu không?

I model clothes = tôi làm mẫu quần áo; The pay is very good = lương rất khá.

Jenny Chen talks about her work as a fashion model = Jenny Chen nói về việc cô làm người mẫu thời trang.

- Interview - Now it's time for today's interview. Our guest today is Jenny Chen. Hello, Jenny. It's nice to meet you - It's nice to meet you too, Kathy. Max, it's nice to meet you - A pleasure - You're a model, aren't you? - That's right - What kind of model are you? - I'm a fashion model. I model clothes - Are your pictures in magazines? - Yes, they are. In magazines and newspapers - Do you like modeling? - Yes, I like it a lot. And the pay is very good - Do you travel a lot? - Not very much. I don't like to travel. I like to be with my family - You have a son, don't you? - Yes, I have one son. He's five years old. His name is Jason - Ok. Thanks, Jenny. Our guest today is Jenny Chen. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Jenny is a fashion model, isn't she? -Yes, she is - Her pictures are in magazines, aren't they? - Yes, they are - She likes modeling, doesn't she? - Yes, she does - She travels a lot, doesn't she? - No, she doesn't - Her son is five years old, isn't he? - Yes, he is - Her son's name is Richard, isn't it? - No, it isn't. His name is Jason.

Physical appearance = mô tả hình dạng

Tall /tɔ:l/ = cao (adj); Short /ʃɔ:t/ = thấp (adj)

Thin /θin/ = gầy (adj); Fat /fæt/ = mập, béo (adj)

They look like toothpicks = họ gầy như que tăm.

To weigh /wei/ = cân, cân nặng; Weight /'weit/ = trọng lượng, sức nặng (n)

Weighty /'weiti/ = rất nặng (adj); Weightless /'weitlis/ = không trọng lượng (adj)

Weightlessness /'weitlɪsnɪs/ = tình trạng không trọng lượng (n)

I'm watching my weight = tôi phải ăn kiêng cho khỏi mập.

How much does he weigh? = anh ta cân nặng bao nhiêu?

Jenny is tall but she's not very thin = cô Jenny cao nhưng không gầy lắm.

Many models are tall, but not all of them are = nhiều người mẫu cao, nhưng không phải tất cả người mẫu đều cao.

In my opinion, some models are too thin = theo ý tôi, vài người mẫu gầy quá.

- Interview - Our guest today is Jenny Chen. Jenny is a fashion model. Jenny, I see that you're tall. Are most models tall? - Well, many models are tall, but not all of them are tall. Some models are short - What about weight? Are most models thin? - No. As you can see, I'm not very thin - But many models are thin, aren't they? - Of course, some models are very thin - In my opinion, some models are too thin - I agree. Some models are too thin. They look like toothpicks! - Yes, that's right, Jenny. Our guest today is Jenny Chen. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Many models are tall - Many models are tall, but not all of them are tall - Some models are short - Many models are thin, aren't they? - Some models are very thin - Some models are too thin.

When you model a dress, can you keep the dress? = khi cô làm mẫu một kiểu áo dài thì cô có được giữ chiếc áo đó không?

Most of the time, the dresses are very expensive = phần lớn các áo dài rất đắt.

They're too expensive for me to buy = áo dài mắc quá tôi mua không nổi.

- Telephone - We're back with Jenny Chen. Now let's go to our phones. Hello. You're on the air with New Dynamic English - Hello. My name is Winifred. I'm calling from Phoenix, Arizona. My question is: When you model clothes, can you keep the clothes? - No. Not usually. Most of the time, the clothes are usually very expensive. They're too expensive for me to buy - I see. Thank you - Thank you for calling.

...too + adjective + to + verb... = ... không...[nghĩa phủ định]

The dress is too expensive for me to buy = cái áo đó đắt quá tôi không mua nổi.

Too hot to work = nóng quá làm việc không được.

Some summer days are too hot to work = vài ngày hè nóng quá làm việc không được.

- Listen and Repeat - Expensive - Some clothes are too expensive - They're too expensive for Jenny to buy - Thin - Some models are too thin - They look like toothpicks!

Famous /'feɪməs/ = nổi danh (adj)

She's six feet tall = cô ấy cao sáu bộ Anh (gần 1.83 meters).

[tả chiều cao của người, dùng "tall" chứ không dùng "high"]

One foot = 0.3048 meter;

3 Feet = one yard = 0.9144 meter; One inch = 0.0254 m

What color hair does Inga have? = tóc Inga màu gì?

She has long blond hair = cô ấy có tóc dài màu vàng.

She has big blue eyes = cô ấy có mắt to màu xanh.

- E-mail - Welcome back. It's time to check our e-mail. We have an e-mail from Margaret in Atlanta, Georgia. Her question is: "Do you know Inga Wilson, the famous model?" - Yes, I do. In fact, Inga and I are friends. I'm tall, but she's very tall. She's six feet tall - Really? - Yes. And she has long blond hair. And big blue eyes. She's very beautiful! - I think you both are very beautiful!
- Thank you - Jenny, thank you for being on our show. Please say hello to your husband Richard - I'll do that. Thanks for inviting me - Let's take a short break.
- Listen and Answer. Listen for the bell, then say your answer - What color hair does Inga have?
- Inga has blond hair - Does she have long hair or short hair? - She has long hair - Does she have green eyes? - No. She has blue eyes.

Unit 84

Where does it hurt? = đau ở đâu?

It hurts right here = đau ở ngay chỗ này.

It hurts when I walk = tôi thấy đau khi bước đi.

A woman talks to her doctor about a pain in her knee = một bà nói với bác sĩ về chỗ đau ở đầu gối.

- Daily Dialogue: At the doctor's office, part 2 - Listen to the conversation - Good morning, Natalie - Good morning, Doctor - How are you today? - Just fine, thanks - So what's the problem? - My leg hurts - Where does it hurt? - Right here. In my knee - Does it hurt when you walk? - Yes, it does. It hurts when I walk - Listen and repeat.

Ken talks with a security guard at the Lincoln Memorial = Ken Moss phỏng vấn một nhân viên an ninh ở đài kỷ niệm Abraham Lincoln.

The guard shows Ken how to turn on the lights = người nhân viên an ninh chỉ cho Ken cách bật đèn lên.

Turn on the lights = bật đèn lên; Turn off the lights = tắt đèn đi

Statue /'stætju:/ = bức tượng (n); Control panel = bàn kiểm soát có các nút bấm.

To control = kiểm soát; Button /'bʌtn/ = nút bấm (n); Knob /nɒb/ = nút vặn (n)

It's time to turn on the lights = tới giờ bật đèn; Take your time = cứ nhẩn nha, đừng gấp.

When I push this button, the outside lights go on = khi tôi ấn nút này, đèn bên ngoài sáng.

When I turn the knob this way, the lights get stronger = khi tôi vặn nút cách này, đèn sáng rõ thêm.

- Man on the Street - This is the New Dynamic English Man on the Street, Kent Moss. Today I'm standing inside the Lincoln Memorial in Washington, D.C - Excuse me, sir? - Yes - Do you work here? - Yes, I do. I'm the security guard. I work here every night - What do you do? - Mostly I help visitors and answer questions about the Lincoln Memorial - I think the Lincoln Memorial is the most beautiful building in Washington - Many people think so - Especially at night, when the lights are on - Well, it's seven o'clock now. It's time to turn on the lights. Do you want to see? - I sure do - Ok. Here's the control panel. When I push this button, the outside lights go on. See? - Yes. What happens when you turn this knob? - This knob controls the lights on the statue of Abraham Lincoln. When I turn the knob this way, the lights get stronger. When I turn it the other way, the lights get weaker - Oh, the building looks so beautiful when the lights are on! - I think so too. Please take your time and look around - Thank you - You're welcome.

Baseball /'beɪsbɔ:l/ = bóng chày (n); *A fan* = người hâm mộ; *A team* = đội

I'm a big fan of the Yankees = tôi là khán giả hâm mộ đội banh chày Yankees (New York).

There's a baseball game today on the radio = hôm nay có trận đấu bóng chày baseball trên đài phát thanh.

Who's playing? = đội banh nào đấu?; *I hope they win* = tôi hy vọng họ thắng.

- A-a-a-nd we're off the air. That's it - Thanks. Thanks, Larry - Max, do you like baseball? There's a baseball game today on the radio - Well, I'm not a baseball fan. But my son John loves baseball. Who's playing? - It's two of my favorite teams... New York and Baltimore - Did somebody say baseball? - Hi, Elizabeth! Yes, we are talking about the baseball game today - That's right. It's New York against Baltimore. I love baseball. I'm a big fan - Which team do you like, Elizabeth? - I like Baltimore - Well, I'm from New York. So I like the New York team best. I hope they win - Well, I think Baltimore is going to win! They have the best team! Well, let's listen to the game after the show, Ok? - Sounds good! - Oh. It's time to begin my show - Ok. Good luck - Quiet please. Ready for Functioning in Business. Cue Music.

Ms. Graham talks about her concerns about doing business with Mr. Blake's company = bà Graham nói về những mối quan tâm về việc giao thương với công ty của ông Blake.

She's specially concerned about aftersales service = bà đặc biệt quan tâm đến dịch vụ sau khi giao hàng.

Make a good impression = gây được cảm tình tốt

The quality of his robots is very high = phẩm chất của người máy điện tử của ông ta rất cao.

But I was concerned about what could happen after we bought the robots = nhưng tôi lo những gì có thể xảy ra sau khi chúng ta đã mua máy điện tử.

Mechanical = thuộc về máy móc; *Mechanical problems* = trục trặc về máy móc

Install = thiết bị, đặt hệ thống, ráp máy; *Plant* = xưởng máy, thực vật (n)

To plant /plænt/ = trồng, gieo; *Support* /sə'pɔ:t/ = hỗ trợ (v, n)

What if there were mechanical problems after the robots were installed in our plant? = thế nhờ có trục trặc máy móc sau khi máy điện tử đã được ráp thì sao?

So you were primarily concerned about aftersales service? = vậy là bà quan tâm chính về dịch vụ sau khi giao hàng phải không?; *Primarily* = quan trọng nhất, chính

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit "At the restaurant, part 2". This program focuses on Confirming Understanding.

- Interview - On today's program I'll be talking with Shirley Graham. Ms. Graham is in her office at Advanced Technologies in San Jose, California - Hello, Ms. Graham - Hello, Elizabeth - You said last time that Mr. Blake made a good first impression. Graham: Yes, he did. Eliz: Then why were you concerned about doing business with him? Graham: Well, I knew that the quality of his robots was very high. But I also was concerned about what could happen after we bought the robots. What if there were mechanical problems after the robots were installed in our plant? - Why were you concerned? - Well, Mr. Blake's company is based in China. How could they give us the kind of aftersales service we need? - So you were primarily concerned about aftersales service? - That's right. About service and support. Mr. Blake couldn't do it all by himself - Ok. Now let's listen to the beginning of your discussions with Mr. Blake.

This scene takes place in a restaurant = chuyện này xảy ra ở một tiệm ăn.

Aggressive /ə'ɡresɪv/ = tích cực, mạnh, hung hăng, hùng hổ (adj)

We plan to be very aggressive selling them in North America = chúng tôi dự tính sẽ tích cực bán người máy điện tử ở Bắc Mỹ.

Well-engineered = được chế tạo rất kỹ lưỡng (adj)

There's no doubt = không có gì nghi ngờ là...

Your robots are very competitive = máy điện tử của ông tốt và giá vừa phải.

To compete /kəm'pi:t/ = cạnh tranh

Competitive /kəm'petitiv/ = có thể cạnh tranh với đối thủ khác (adj)

Reasonable /'ri:zənəbəl/ = phải chăng, hợp lý (adj)

- Dialog - This scene takes place at a restaurant - Well, we were very impressed by your presentation, Mr. Blake. Your robots are very competitive - I'm glad you think so, Ms. Graham. We plan to be very aggressive selling them in North America - I'm sure you'll be very successful. However, that brings me to my main concern - Yes? - There's no doubt that your robots are well-engineered. And the price is quite low, very reasonable. But it's the other details that worry me - You mean about service and support? - Exactly. Aftersales service and support are very important too.

- Variations. Listen to these variations - I'm glad you think so - I'm happy to hear that - We plan to be very aggressive selling them - We plan to sell them very aggressively - There's no doubt that your robots are well-engineered - I agree that your robots are well-engineered - You mean about service and support? - Are you referring to service and support?

Have doubts about = nghi ngờ về chuyện gì

To operate /'ɒpə'reit/ = điều hành, hoạt động

Operation /,ɒpə'reiʃən/ = sự điều hành, sự hoạt động (n)

Plant = xưởng máy (n); Construction /kən'strʌkʃən/ = xây dựng (n)

After the plant began operation = sau khi xưởng máy chạy rồi

- Interview - So you had doubts about Mr. Blake's ability to provide aftersales support and service - I wasn't sure if his company could provide those services. I was responsible for both the construction and the operation of the new plant. I didn't want things to go wrong, either before or after the plant began operation - I see. Thank you very much for being on our show - It's been my pleasure - Let's take a short break.

Unit 85

- Questions. Listen to the question - Does Ms. Graham think that Mr. Blake's robots are too expensive? - Now listen to the dialog - There's no doubt that your robots are well-engineered. And the price is quite low, very reasonable - Does Ms. Graham think that Mr. Blake's robots are too expensive? - No, she doesn't. She thinks the price of the robots is quite low - Listen to the question - What are her main concerns? - Now listen to the dialog - But it's the other details that worry me - You mean about service and support? - Exactly. Aftersales service and support are very important too - What are her main concerns? - Her main concerns are aftersales service and support.

A negotiation = một cuộc thương lượng

Negotiators = người thương lượng; To negotiate = thương lượng

To propose /prə'pouz/ = đề nghị ; A proposal /prə'pouzəl/ = một đề nghị

To restate /ri:'steit/ = nhắc lại, lập lại hay tóm tắt lại điều mình hiểu

To confirm the information = hỏi lại cho biết chắc tin tức là đúng

- Culture Tips - Welcome to "Culture Tips" with Gary Engleton - Hello everyone! - Today we have a question about negotiations. The question is "When I'm negotiating with Americans, I'm not always sure that I understand their proposals." "What should I do to be sure I understand?" - Good question. In negotiations, two people will sometimes think that they understand each other. Later, they discover that they didn't really understand - What can they do to avoid that? - Well, good negotiators ask a lot of questions to check their understanding. And they often restate what the other person has said - Restate? - Yes. They say it again with different words. They confirm the information - Okay. So, let's say someone wants to sell you a product. You think the price is \$50, but you're not sure. What can you say? - You can restate the idea and say, "So...you will sell them to us at \$50 each. Is that right?" Or you can ask a direct question like "Do you mean you will sell them to us at \$50 each?" - And the other person will say something like "Yes, that's

right” or “No, that’s not right.” - Exactly. And then you know whether or not you’ve understood them correctly - Thanks, Gary, for the important information - My pleasure.

- True or False - Listen. Is this statement true or false? - In negotiations, sometimes people think they understand each other, but they really don’t understand - True. This can cause big problems in negotiations - It is impolite to restate what the other person says - False. Restating what the other person says is an excellent strategy for confirming understanding.

Wallace is negotiating pay increases for his subordinates with this boss = Wallace thương lượng về việc tăng lương cho người dưới quyền của ông ta với bà Margaret là xếp của ông.

A pay increase = một sự tăng lương; To increase /in'kri:s/ = tăng lên, lớn thêm

An increase /'inkri:s/; Increasing = ngày càng tăng, tăng dần (adj)

A subordinate /sə'bɔ:dnit/ = nhân viên dưới quyền; A bonus /'bounəs/ = tiền thưởng

Our profits are down from last year = lợi tức của chúng ta năm nay thấp hơn năm ngoái.

We can't afford a pay increase = chúng ta không thể đủ khả năng tăng lương.

To afford /ə'fɔ:d/ = có đủ khả năng; Top management = nhân viên quản trị cao cấp

To oppose /ə'pouz/ = chống đối, phản đối; Opposed (adj)

Opposition /,ɒpə'ziʃən, ,apə-/ (n); Permanent increase = tăng lương vĩnh viễn

Expense /ik'spens/ = chi phí (n); Expensive /ik'spensiv/ = đắt, mắc (adj)

- Business Dialog - Let’s listen to today’s Business Dialog. Wallace is negotiating pay increases for his subordinates with his boss Margaret - My team has worked really hard and they deserve a pay increase - I agree that they have worked hard, but our profits are down from last year. We can’t afford a pay increase - So are you saying that there isn’t enough money? - I’m saying that top management is going to oppose any permanent increase in expenses - What if the expense were for this year only? - You mean like a bonus that would be paid only once? - Yes. In other words, a one-time-only bonus - That would be much more acceptable.

Confirming understanding = kiểm chứng lại để hiểu rõ

So are you saying... = vậy điều bạn muốn nói là...

You mean... = bạn nói vậy là có ý muốn nói...; In other words... = nói khác đi...

- Focus on Functions: Confirming Understanding - Now let’s focus on Confirming Understanding - Listen and Repeat - So... -So are you saying that there isn’t enough money? - You mean... - You mean like a bonus? - I’m saying that... - I’m saying that top management is going to oppose any increase - In other words...- In other words, a one-time-only bonus.

To restate or clarify your position or the other person’s position = nhắc lại hay làm sáng tỏ lập trường của mình hay lập trường của người khác

- Gary’s Tips - Now it’s time for Gary’s Tips with Gary Engleton! - Hello, Elizabeth! Today I’ll be talking about confirming understanding. In a business discussion or negotiation, it is often necessary to restate or clarify your position or the other person’s position. This will help you confirm your understanding. Let’s look at some useful expressions from today’s Business Dialog - My team has worked really hard and they deserve a pay increase - I agree that they have worked hard, but our profits are down from last year. We can’t afford a pay increase - So are you saying that there isn’t enough money? - Wallace uses the expression “So you are saying...” to confirm his understanding. And Margaret then restates her idea more clearly, using the expression “I’m saying...” - I’m saying that top management is going to oppose any permanent increase in expenses - This conversation provides excellent examples of both people working hard to understand each other’s position. And as they talk, they begin to agree. When Wallace suggests a one-time only payment, Margaret confirms her understanding using the expression “You mean.” - What if the expense were for this year only? - You mean like a bonus that would be paid only once? - Yes. In other words, a one-time-only bonus - That would be much more acceptable - By confirming understanding and restating each other’s position, they reach some agreement. Thanks for joining us today for Gary’s Tips. We’ll see you again next time! - Thanks, Gary.

- Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 86

Activity/Activities = hoạt động (n)

What do you do in your free time? = bạn làm gì khi rảnh rỗi?

This lesson focuses on evening and weekend activities = bài học hôm nay cũng chú trọng vào những hoạt động vào buổi tối và cuối tuần.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture - Today's unit is what do you do in your free time?

- Hi, Kathy. How are you? - I'm fine. And you? How are you today? - Great, thanks - Who's our guest today? - Today's guest is Henry Thornton - The businessman from Seattle? - That's right. He's going to talk about his weekend and evening activities - Sounds interesting.

Henry Thornton talks about his free time activities = Henry Thornton nói về những hoạt động khi rảnh rỗi của ông.

He likes to go out to dinner with friends = ông thích ra ngoài ăn tối với bạn.

A steak house = nhà hàng chuyên bán thịt bò nướng

Steak = Beefsteak = thịt bò bít-tết (n); Steak knife = dao cắt thịt bò nướng

To wonder /'wʌndə/ = thắc mắc, tự hỏi, tò mò, muốn biết

I was wondering, what do you do when you're not working? = tôi muốn biết, ông làm gì khi rảnh rỗi?

- Interview - Now it's time for today's interview. Our guest today is Henry Thornton. Hello, Mr. Thornton. Welcome back to our show - It's my pleasure to be here - You live in Seattle, don't you? - That's right - Do you like Seattle? - Yes, I do, but it rains a lot - I was wondering, what do you do in your free time? - In my free time? - That's right. When you're not working. What do you do when you're not working? - Oh, I go out to dinner, usually with friends - When you go out to dinner, where do you usually go? - What kind of restaurant? - That's right - Well, I usually go to a steak house - When you go to a steak house, what do you usually eat? - Steak, of course! - Our guest is Henry Thornton. We'll talk more after our break. This is New Dynamic English.

- Language Focus: Jazz chant. Listen to the chant - What do you do/ when you're not working? When you're not working, what do you do? - I go out to dinner/ when I'm not working. I go out to dinner. That's what I do - What do you eat/ when you go out to dinner? When you go out to dinner, what do you eat? - I eat steak/ when I go out to dinner. That's what I eat. I eat steak - Now say the chant with Kathy and Max - What do you do/ when you're not working? When you're not working, what do you do? - I go out to dinner/ when I'm not working. I go out to dinner. That's what I do - What do you eat/ when you go out to dinner? When you go out to dinner, what do you eat? - I eat steak/ when I go out to dinner. That's what I eat. I eat steak.

A garden /'gɑ:dən/ = vườn; Watch TV (television) = xem vô tuyến truyền hình

He likes to work in his garden = ông ấy thích làm vườn.

I spend a lot of time in my house = tôi để ra nhiều thì giờ ở nhà tôi.

To stay inside = ở trong nhà; I like to watch the news = tôi thích xem tin tức.

Mr. Thornton talks about spending time at home = ông Thornton nói về thời gian ông ở nhà.

- Interview - Our guest today is Henry Thornton. We're talking about free time activities. What else do you do in your free time? - Well, I spend a lot of time in my house - What do you do when you're at home? - Well, I listen to music. I also like to work in my garden - What do you do when it's raining? - Well, I stay inside and watch TV. I like to watch the news - Our guest is Henry Thornton. We'll talk more after our break. This is New Dynamic English.

I'm home = I'm at home.

When I'm home, I listen to music and work in my garden = I listen to music and work in my garden when I'm home = tôi nghe nhạc và làm vườn khi ở nhà.

*When you go out to dinner, what do you eat? = What do you eat when you go out to dinner?
= khi ra ngoài ăn bạn ăn gì?*

*When you're not working, what do you do? = What do you do when you're not working? =
khi không đi làm, thì bạn làm gì?*

*When I go out to dinner, I usually eat steak = I usually eat steak when I go out to dinner =
khi ra ngoài ăn tối, tôi thường ăn thịt bò.*

[nếu mệnh đề phụ bắt đầu bằng when đi trước mệnh đề chính, thì có dấu phẩy (comma) ngăn cách với mệnh đề chính]

- Listen and Repeat - When you're home - What do you do when you're home? - When I'm home, I listen to music and work in my garden - When it's raining - What do you do when it's raining? - When it's raining, I stay inside and watch TV.

Comfortable /'kʌmfətəbəl/ = thoải mái, dễ chịu (adj)

Uncomfortable /ʌn'kʌmfətəbl/ = bồn chồn, lo lắng (adj)

Mr. Thornton talks about travel = ông Thornton nói về du lịch.

An airplane = phi cơ; Do you like to travel? = ông có thích đi du lịch không?

When I'm in an airplane, I'm very uncomfortable = khi tôi ở trên phi cơ tôi cảm thấy rất bồn chồn.

- E-mail - Welcome back. It's time to check our e-mail. We have an e-mail from Tanya in New Orleans. Her question is: Do you like to travel? - No, I don't. I don't like to travel. I don't like airplanes. When I'm in an airplane, I'm very uncomfortable - So you don't like to fly - No, I don't - Mr. Thornton, thank you for being on our show - My pleasure. Thank you for having me - Let's take a short break.

- Listen and Answer. Listen for the bell, then say your answer - Does Henry listen to music when he's at home? - Yes, he does. He listens to music - Does Henry work in his garden when it's raining? - No, he doesn't. He stays inside - Does Henry feel comfortable when he's in an airplane? - No, he doesn't. He feels very uncomfortable.

Unit 87

It hurts on rainy days = chân tôi đau vào những hôm trời mưa.

Not at all = không chút nào; Her leg hurts when it rains = một chân bà ấy đau khi trời mưa.

It doesn't hurt at all on sunny days = hôm nào trời nắng, chân tôi không đau tí nào.

Natalie talks with her doctor about her leg = Natalie nói với bác sĩ của bà về chân đau của mình.

- Daily Dialogue: At the doctor's office, part 3 - Listen to the conversation - Good morning, Natalie - Good morning, Doctor - How are you today? - Just fine, thanks - So what's the problem? - My leg hurts - Where does it hurt? - Right here. In my knee - Does it hurt when you walk? - Yes, it does. It hurts when I walk - Can you tell me anything else about it? - Yes, it hurts when it rains - When it rains? - Yes, it hurts on rainy days - What about on sunny days? - It's fine. It doesn't hurt at all - Listen and repeat.

When do they do it? = họ làm một hoạt động ở tuổi nào?

Start first grade = bắt đầu học lớp một [đồng âm]

To retire /ri'taɪə/ = về hưu

Retiree /,ritaɪə'ri/ = người đã về hưu (n)

Retirement age /ri'taɪəmənt 'eɪdʒ/ = tuổi về hưu (n)

[Bên Mỹ, từ tiểu học đến hết trung học có 12 năm: tiểu học từ first grade đến hết sixth grade; sơ trung, junior high từ lớp 7, seventh grade, đến hết lớp 8, eighth grade; cao trung, high school, từ lớp 9, ninth grade, đến hết lớp 12, twelfth grade. Học sinh lớp 9 cao trung gọi là freshman, lớp 10 gọi là sophomore, lớp 11 gọi là junior và lớp 12 gọi là senior]

At what age do most people learn to drive a car? = tuổi nào phần lớn mọi người học lái xe?

- Question of the Week! - This week we will ask When do they do it? Listen carefully to these clues. We'll have the answers on the next show. Question 1. In the United States, when do most people learn to drive a car? At what age do most people learn to drive a car? Question 2. In the United States, when do most children start first grade? At what age do most children start first grade? Question 3. In the United States, when do most people retire? At what age do most people retire? We'll have the answers on next week's show.

Kathy is going to Boston to visit her parents = Kathy sắp về Boston thăm cha mẹ.

She's going to take the train from Union Station = cô ấy sẽ đi xe lửa từ ga chính Union Station.

A train station = ga xe lửa; As a matter of fact, I have to hurry = đúng ra, tôi phải đi gấp.

As a matter of fact = The truth is, actually = sự thật là, đúng ra là.

To hurry /'hʌri/ = vội vàng, làm gấp; Hurry = sự vội vàng, gấp rút (n)

I have to hurry = I'm in a hurry = tôi vội; Hurry up! = nhanh lên

I need to get to Union Station right away = tôi phải tới ga Union Station ngay lập tức.

I don't mind = tôi không phiền, không cảm thấy trở ngại.

I don't mind waiting = tôi chờ cũng không sao

To relax /rɪ'læks/ = nghỉ ngơi, thoải mái, làm bớt căng thẳng

Relaxation /,rɪ:læk'seɪʃən/ = sự nghỉ ngơi, thoải mái (n) Relaxed = thoải mái (adj)

Would you mind if I opened the window? = bạn có phiền lòng nếu tôi mở cửa sổ không?

[khi nghe câu Do you mind, hay would you mind, nếu không phiền ngại, thì ta trả lời là "No, hay Not at all, hay Certainly not." Còn nếu trả lời "Yes" thì có nghĩa là ta không muốn cho mở cửa sổ.]

To enjoy /en'dʒɔɪ, ɪn-/ = thích thú; Enjoyable /en'dʒɔɪəbəl, ɪn-/ = thú vị, thích thú (adj)

- Well, that's it, folks. Good show. Enjoy your weekend - Thanks, Larry - So, what are you doing this weekend? - I'm going to Boston. I'm going to visit my parents - When are you leaving? - Soon. As a matter of fact, I have to hurry. I need to get to Union Station right away - Union Station? - Yes, I'm going to take the train - You're taking the train to Boston? - That's right - Why don't you fly? - I don't like to fly. I prefer to travel by train. On a train, you can relax. And you can walk around on the train - But it takes longer! - I know, but I don't mind. Well, I've got to go! - Oh hi Elizabeth. See you all later. Eliz: Bye Kathy. Have a nice trip! - Quiet please, everyone. Ready for Functioning in Business. Cue Music...

To concede /kən'si:d/ = nhường

Spare parts = đồ phụ tùng thay thế

This program focuses on conceding a point = phần này chú trọng vào nhượng một điểm.

The warehouse = kho chứa hàng; To warehouse /'weəhaus/ = chứa hàng vào kho

Ms. Graham expressed concerns about aftersales service and support = bà Graham diễn tả sự quan tâm về dịch vụ sau khi giao hàng và dịch vụ hỗ trợ.

She was worried that we didn't have any warehouses in the United States = bà ấy lo ngại chúng tôi không có nhà kho nào ở Hoa Kỳ.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "At the restaurant, part 3." This program focuses on Conceding a Point.

- Interview - On today's program I'll be talking with Charles Blake - Hello, Charles - Hello - In your business lunch with Ms. Graham, she expressed concerns about aftersales service and support - That's right. And she was worried that we didn't have any warehouses in the United States - Warehouses? - Yes, warehouses to provide spare parts for our industrial robots. You see, Ms. Graham already had a good working relationship with an American company - You mean United Industries, right? - That's right. And United Industries had warehouses in California. So she was nervous about doing business with a new company - Especially with a company based outside the United States - Exactly - Well, let's listen to more of your conversation at the restaurant - Good idea.

Nearby /'niəbai/ = ở gần (adj, adv)

Ms. Graham is concerned that Mr. Blake's company does not have nearby warehouses for spare parts = bà Graham lo rằng công ty của Ông Blake không có kho chứa đồ phụ tùng thay thế ở gần xưởng bà.

Mr. Blake offers to sell spare parts directly to Ms. Graham's factory = ông Blake đề nghị bán phụ tùng thay thế thẳng cho xưởng của bà Graham.

Your company has no facilities nearby, not even a warehouse for spare parts = công ty của ông không có cơ xưởng ở gần, ngay cả kho chứa phụ tùng thay thế cũng không có.

We can send you spare parts ahead of time = chúng tôi có thể gửi phụ tùng thay thế trước.

Ahead of time = trước khi cần; *I see your point* = tôi hiểu ý của bạn.

We don't want to warehouse spare parts here = chúng tôi không muốn chứa phụ tùng ở đây.

It's just asking for trouble = như vậy gây thêm khó khăn.

And it also adds to our cost = và chứa sẵn phụ tùng lại tăng thêm phí tổn cho chúng tôi.

On the other hand = về mặt khác, ngược lại; *Facilities* = cơ xưởng, máy móc (n)

- Dialog. This conversation takes place at a restaurant in San Mateo, California - As Mr. Epstein has told you, we have a good relationship with United Industries. And we know we can depend on them. On the other hand, your company has no facilities nearby, not even a warehouse for spare parts. That makes me very nervous - I understand. As I told Mike, I'm sure we can work out a satisfactory arrangement. For example, we can send you spare parts ahead of time - I appreciate that, Mr. Blake, but we don't want to warehouse spare parts here. It's just asking for trouble, and it also adds to our cost - Yes, I see your point - Oh, here's our food. Why don't we take a break for a moment?

To work out a satisfactory arrangement = tìm ra một cách dàn xếp ổn thỏa.

- Listen and Repeat - As Mr. Epstein has told you - As Mr. Epstein has told you, we have a good relationship with United Industries - On the other hand - On the other hand, your company has no facilities nearby - As I told Mike - As I told Mike, I'm sure we can work out a satisfactory arrangement - I appreciate that - I appreciate that, but we don't want to warehouse spare parts here.

To raise the issue = nêu lên vấn đề

On hand = có sẵn; *Local warehouses* = kho chứa đồ ở ngay trong vùng

That way they could have spare parts on hand whenever they needed them = theo cách đó họ có sẵn phụ tùng thay thế bất cứ khi nào họ cần.

- Interview - I see that Ms. Graham raised the issue of spare parts - That's right. Providing spare parts is an important part of aftersales service - And she was concerned that your company didn't have local warehouses for spare parts - That's true, but I proposed that we send her additional spare parts. That way they could have spare parts on hand whenever they needed them. Eliz: I see. Well, thank you for being with us again today - It's been my pleasure - We'll be back with Culture Tips after a short break.

Unit 88

To depend on = *To trust* = *To rely on* = tin ai

That makes me very nervous = điều đó làm tôi rất áy náy, lo ngại.

- Questions. Listen to the question - Does International Robotics have a nearby warehouse for spare parts? - Now listen to the dialog - As Mr. Epstein has told you, we have a good relationship with United Industries. And we know we can depend on them. On the other hand, your company has no facilities nearby, not even a warehouse for spare parts. That makes me very nervous - Does International Robotics have a nearby warehouse for spare parts? - Mr. Blake's company has no facilities nearby, not even a warehouse for spare parts - Listen to the question - Why doesn't Ms. Graham want to keep spare parts in her warehouse? - Now listen to the dialog - As I told Mike,

I'm sure we can work out a satisfactory arrangement. For example, we can send you spare parts ahead of time - I appreciate that, Mr. Blake, but we don't want to warehouse spare parts here. It's just asking for trouble, and it also adds to our cost - Why doesn't Ms. Graham want to keep spare parts in her warehouse? - She thinks it would cause trouble and add to her costs.

This culture tip is about what to do at the beginning of a negotiation = phần mách giúp này nói về cách phải làm lúc đầu trong một cuộc thương lượng.

To negotiate /ni'gou.ʃi,eit/ = thương lượng

A negotiator /ni'gou.ʃi,eitə/ = người thương lượng

Negotiation /ni,gou.ʃi'eɪʃən/ = cuộc thương lượng (n)

Common ground = điểm tương đồng; Ground /graund/ = vùng đất, mặt đất (n)

Common ground is an interest which both of you share = điểm tương đồng là điều ích lợi mà cả hai cùng chia sẻ.

Being honest will allow you to build long term relationships = thành thật giúp bạn gây dựng được liên hệ dài hạn.

A high quality piece of equipment = một dụng cụ trang bị có phẩm chất cao.

At all times = luôn luôn, lúc nào cũng.

Probably the best advice I can give is to be honest at all times = có lẽ lời khuyên tốt nhất tôi có thể giúp là lúc nào cũng thành thật.

- Culture Tips - Welcome once again to "Culture Tips" with Gary Engleton. Gary, our e mail question today is about beginning a negotiation. Our question is "Sometimes I have trouble starting negotiations with Americans." "What should I do?" - Well, the first important thing to do is to focus on common ground - Common ground? - Yes. Common ground is an interest which you both share. For example, you may want to buy a high quality piece of equipment from Company X. You want to buy it; they want to sell it. That's common ground - That is a good way to start - The second thing is to be very honest about any problems you see. For example, you may want to buy their product, but it may be too expensive. First, you can say that they have an excellent product, and then state your problem about the price. For example, you can say "There's no doubt that your product is excellent." "However, the price is too high for us". After you have stated your position clearly, you have to encourage the other side to state their position clearly too. Probably the best advice I can give you is to be honest at all times. Being honest will allow you to build long term relationships. These relationships will help you in future negotiations - Thanks for the excellent advice, Gary! - My pleasure!

- True or False - Listen. Is this statement true or false? - In negotiations, you should focus on interests that you share - True. If you can't find any common ground, there is nothing to negotiate - You shouldn't tell the other side about problems you see - False. You should be very honest about problems - That way, you have a chance to solve the problems - Building long term relationships is an important part of most negotiations - True. Long term relationships are important to success in business.

To concede /kən'si:d/ = nhường một điểm trong cuộc tranh luận

A concession /kən'se.ʃən/ = một sự nhượng bộ; Conceding a point = nhượng một điểm

We're falling behind in our work = chúng ta trễ trong công việc của chúng ta.

Fall behind = trễ hạn; A complaint /kəm'pleɪnt/ = một điều khiếu nại, than phiền

To complain /kəm'pleɪn/ = than phiền; Orders = hàng đã đặt mua (n)

- Business Dialog - Let's listen to today's Business Dialog. Jennifer is trying to convince her boss, Joe, to buy new computers for the office - The computers we have now are three years old! They're so slow that we can't get any work done! - Jennifer, of course I understand your concerns, but... - Joe, they're more than concerns; these are big complaints! We can't get our work done because the computers are so slow! - Jennifer, there's no doubt in my mind that you are right, but we just don't have the money for new computers! - Joe, if we don't get some new computers soon, we'll lose business - You have a good point, Jennifer, but... - Joe, we're falling behind in our work. And our customers are not receiving their orders on time - That is very

serious. I want to assure you that I understand what you have said - But what are you going to do about it? - Ok. I'll talk to the boss one more time - Thanks, Joe. I knew you'd understand.

- Focus on Functions: Conceding a Point - Now let's focus on Conceding a Point - Listen and Repeat - Of course I understand your concerns, but.... - Of course I understand your concerns, but.... - There's no doubt in my mind that you are right, but ... - There's no doubt in my mind that you are right, but ... - You have a good point, but..... - You have a good point, but..... - I want to assure you that I understand what you have said - I want to assure you that I understand what you have said.

Even though Joe is conceding a point, he follows each concession with the word "but" = tuy Joe nhượng bộ một điểm, nhưng ông dùng chữ "nhưng" sau mỗi điểm nhượng bộ.

He lets Jennifer know that he understands her position, even if he can do nothing about it = ông để cô Jennifer biết rằng ông hiểu lập trường của cô, tuy ông không giúp gì được.

I see your point = tôi hiểu lập trường (ý) của cô.

You have a good point = cô có một ý hay; We'll lose business = chúng ta sẽ mất khách.

Focusing on understanding is a good strategy in negotiations = chú trọng vào việc tìm hiểu lập trường của người khác là một cách tốt trong những cuộc thương lượng.

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth! Today I'll be talking about conceding a point as part of a negotiation. When you are in a negotiation, you want to establish common ground. Often this means conceding some parts of the other side's position. In today's Business Dialog, Joe recognizes that many of Jennifer's points are correct. One expression he uses is "I understand your concerns." - The computers we have now are three years old! They're so slow that we can't get any work done! - Jennifer, of course I understand your concerns, but.... - Joe also uses other expressions to make concessions, for example: "You have a good point". Let's listen again - Jennifer, there's no doubt in my mind that you are right, but we just don't have the money for new computers! - Joe, if we don't get some new computers soon, we'll lose business - You have a good point, Jennifer, but..... - Joe, we're falling behind in our work. And our customers are not receiving their orders on time - Even though Joe is conceding a point, he follows each concession with the word "but." He lets Jennifer know that he understands her position, even if he can do nothing about it. Focusing on understanding is a good strategy in negotiations. He says: - I want to assure you that I understand what you have said - In Mr. Blake's conversation with Ms. Graham, Mr. Blake also shows that he understands Ms. Graham's position. First he uses the expression "I understand" when Ms. Graham says she is nervous - That makes me very nervous - I understand - Then he uses the expression "I see your point" - It's just asking for trouble, and it also adds to our cost - Yes, I see your point - Mr. Blake builds trust by showing that he understands Ms. Graham's concerns. And a sense of trust is essential to any negotiation. I hope today's tips were helpful! Thanks for joining us today for Gary's Tips - Thanks, Gary!

- Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 89

What's your favorite food? = bạn thích món ăn nào nhất?

Meat = thịt (n); Fish = cá (n); Swordfish /'sɔ:d'fɪʃ/ = cá mũi kiếm (n)

Beef = thịt bò; Steak = thịt bò nướng (n); What do you like to eat? = bạn thích ăn món gì?

This lesson focuses on likes and dislikes and on classifications = bài này chú trọng vào những điều mình thích hay không thích và các phân loại.

A vegetarian /ˌvedʒi'teəriən/ = người cử ăn thịt, người ăn chay; A meat eater = người ăn thịt

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "What's your favorite food?".

- Hi, Max. What's up? - Not much. How are you doing? - Pretty good - Who's our guest today? - Today's guest is Maria Alvarez - She manages a clothing store, doesn't she? - That's right. In San Jose, California - And what's our topic for today? - Today, we're going to talk about food - Food? Good. I like to talk about food - Ok, Max, what's your favorite food? - I'm a meat eater. I like beef, especially steak. How about you, Kathy? What do you like to eat? - Oh, I like fish, especially swordfish. Do you like fish, Max? - No, I don't like fish very much - Well, let's take a short break, and then we'll talk with our guest.

- Listen and Repeat - What's your favorite food? - Beef - I like beef, especially steak - What's your favorite food? - Fish - I like fish, especially swordfish

Spaghetti /spə'geti:/ = mì kiểu Ý có trộn sốt cà chua và thịt băm, rắc phô mát

Italian food = món ăn kiểu Ý; Mexican food = món ăn kiểu Mỹ Tây Cơ

Pizza = bánh mì mềm nướng lò kiểu Ý trên mặt có bày thịt xúc xích thái mỏng, hay thịt băm và phô mát.

Hamburger = món thịt bò nghiền nướng, kẹp giữa một cái bánh mì mềm tròn, gốc ở thành phố Hamburg bên Đức

Enchilada = bánh đa cuộn nhân thịt hay phô mát; khi ăn chấm nước sốt cay (chili sauce)

Taco = bánh đa ngô tròn, cuộn nhân thịt hay phô mát.

Tamale = bánh ngô cuộn nhân thịt băm, gói bằng áo ngô (corn husks) và hấp chín

A cook = người nấu bếp; To cook = nấu nướng

Cooker = nồi cơm, nồi nấu (n): Rice cooker = nồi cơm điện (n)

I prefer my mother's cooking = tôi thích món ăn do mẹ tôi nấu.

- Interview - Now it's time for today's interview. Our guest today is Maria Alvarez. Maria lives in San Jose, California. Hello, Maria - Hello, Kathy. Nice to see you again - Today we're going to talk about food. Maria, do you like American food? - American food? - Yes. Steak, hamburgers, and so on - Well, I like American food, but it's not my favorite kind of food - What is your favorite kind of food? - Italian. I love Italian food - So you like spaghetti and pizza, right? - Oh, yes. I love pizza! - How about Mexican food? Do you like Mexican food? - Yes, I do. My parents are both from Mexico. And they're both excellent cooks - What do they cook? - Oh, they cook all kinds of Mexican food: enchiladas, tacos, tamales - How about you? Do you cook Mexican food? - Sure... but I prefer my mother's cooking - Thank you, Maria. Our guest is Maria Alvarez. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Does Maria like American food? - Yes, she does, but it's not her favorite - What's her favorite kind of food? - Her favorite kind of food is Italian food - What kinds of Italian food does she like? - She likes spaghetti and pizza.

I often go to Chinese restaurants with my friends = tôi thường cùng bạn đi ăn cơm Tàu.

She likes Chinese food very much = cô ấy thích ăn cơm Tàu lắm.

Spicy /'spaisi/ = có nêm gia vị cay, như cà ri (adj); Hot = cay (adj)

Indian food is pretty hot = món ăn kiểu Ấn Độ khá cay.

- E-mail - Welcome back. It's time to check our e-mail. We have an e-mail from Deborah in Michigan. Her question is: Do you like Chinese food? - Yes, I do. I like Chinese food very much. I often go to Chinese restaurants with my friends - What other kinds of food do you like? - I like Indian food - Indian food is pretty hot - Do you mean, spicy hot? - Yes. Spicy hot - Oh, I like hot food - What kinds of food don't you like? - Well, I don't like Thai food - Why not? - Thai food is really hot! It's too hot for me! - Ok, Maria, thank you for being with us again - My pleasure. Thanks for having me on your show - Let's take a short break.

- Listen and answer. Listen for the bell, then say your answer - Does Maria like Chinese food? - Yes, she does - She likes Chinese food - Does Maria like hot food? - Yes, she does - She likes hot food - Does Maria like Thai food? - No, she doesn't - Thai food is too hot for her.

Mark invites his friend Debby to have dinner with him = anh Mark mời bạn là cô Debby đi ăn tối với mình.

Debby likes Italian food, but Mark thinks it's too fattening = Debby thích ăn món ăn kiểu Ý, nhưng anh Mark cho là món ăn nhiều chất béo.

Student Union = toà nhà dùng làm nơi hội, có phòng cho các hoạt động và ăn uống của sinh viên trong khuôn viên đại học.

- Daily Dialogue: A dinner invitation, part 1 - Listen to the conversation - Would you like to go out to dinner tonight? - Sure. I'd love to, Mark! - What kind of food do you like? - Oh, I love Italian food! - Uh, Italian food is too fattening - Listen and repeat.

To drive a car = lái xe; Start first grade = bắt đầu vào lớp 1; To retire = về hưu

Most Americans retire when they are about sixty five = phần đông người Mỹ về hưu khi họ được gần 65 tuổi.

Some still work even when they are over 65 = một số người vẫn làm việc dẫu đã quá 65 tuổi.

- Question of the Week! - It's time to answer last week's question. The question was: When do they do it? Are you ready to play our game, Kathy? - Yes, I am - Ok. Question 1. In the United States, when do most people learn to drive a car? - Could you please repeat the question? - At what age do most Americans learn to drive a car? - Let's see. I think... most people learn to drive a car when they are sixteen years old - That's right. Most Americans learn to drive when they are sixteen. Ok. Here's your second question. In the United States, when do most children start first grade? - Let me think. When do most children start first grade? Most children start first grade when they are five years old - Not quite. Most children start first grade when they are six years old. Question number 3. In the United States, when do most people retire? - At what age do most people retire? - Yes - That's hard to say. Some Americans retire when they are pretty young... fifty or fifty five years old. And other people still work when they are seventy or seventy five. But most Americans... I think most Americans retire when they are about sixty five years old - Yes, that's right. Most Americans retire when they are sixty five - You did very well - Thank you. I enjoyed it.

- A Question for You. Now here's a question for you. Listen for the bell, then say your answer - What kinds of food do you like? - Mmmm. Sounds good! - Well, our time is up. So until next time... This is Kathy - And this is Max - Good luck in your English studies! - Good bye.

Unit 90

The Raven /'reivən/ = con quạ đen

Mystery stories = truyện bí ẩn hay kinh dị

Nevermore! /,nevə'mɔ:/ = không bao giờ còn nữa!

To quoth /kwouθ/ = To said = nói, đáp; Famous = nổi tiếng (adj)

Quoth the raven, "Nevermore" = con quạ đen đáp lại, "không bao giờ gặp lại nữa"

Max talks about a movie that he saw = Max nói về cuốn phim anh đã xem.

It's playing in Georgetown = phim đang chiếu ở khu Georgetown

The movie was about the life of the American writer, Edgar Allan Poe = cuốn phim tả cuộc đời của nhà văn Mỹ Edgar Allan Poe.

- We're off the air - So, Max, did you have a good weekend? - Yes, I did. I saw a movie - A movie? Which one? - It was called "Poe" - Poe? Edgar Allan Poe? The famous American writer? - Yes - Oh, I love his poems. Especially "The Raven." "Quoth the Raven: 'Nevermore!'" And his stories! He wrote great stories! Mystery stories! Is the movie about one of his stories? - No, the movie isn't about his stories. The movie is about Edgar Allan Poe himself. It's the story of his life - Really? Did you like it? - Yes, it was great. But it was very sad. Poe had a very unhappy life! - Oh, I'd love to see it! - It's playing in Georgetown - Ok. I'll go this weekend! - Oh, hi Elizabeth. Have a good show! - Thanks - Alright. Quiet please, everyone. Cue Music.

Business lunch = bữa ăn trưa bàn công chuyện.

This program focuses on offering = chương trình này chú trọng vào những đề nghị đưa ra.

To offer /'ɔfə/ = đề nghị, mời

Offer = Offering = đề nghị đưa ra; Offers = Offerings

I offer him a drink = tôi mời ông ta uống; Spare parts = phụ tùng thay thế

Aftersales services = dịch vụ sau khi giao hàng; Issues = vấn đề cần thảo luận (n)

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "A Business Lunch, part 1." This program focuses on Offering.

- Interview - Hello, Mr. Epstein - Hello, Elizabeth - Today we'll listen to more of your conversation with Mr. Blake - Ok - Ms. Graham had concerns about doing business with Mr. Blake's company - That's right. She was concerned about spare parts and aftersales service. We talked about those issues. Then when the food came, we stopped talking business for a while - When did you start talking about business again? - At the end of the meal, after we had our coffee - Ok. Let's listen to your conversation, just before you started talking about business again - Ok.

Delicious /di'liʃəs/ = ngon miệng (adj)

At the end of their meal = khi họ đã ăn xong.

Well, that was a good meal = chà, thật là một bữa ăn khá ngon.

Waiter /'weɪtə/ = người hầu bàn nam (n); Waitress /'weɪtrɪs/ = người hầu bàn nữ (n)

- Dialog - Well, that was a pretty good meal - Um, it was delicious - Would anyone like some more coffee? Shirley? - Not for me. No, thank you - Yes. I'd like a little bit more please - Okay. There's the waiter. Waiter, could we get another cup of coffee over here, please? Thank you.

To like = To care for = thích, muốn

Would anyone like some more coffee? = Would anyone care for some more coffee? = có ai muốn uống thêm cà phê không?

- Variations. Listen to these variations - Would anyone like some more coffee? - Would anyone care for some more coffee? - Not for me. No, thank you - None for me, thanks - I'd like a little bit more, please - I'll have some, please.

Host /'həʊst/ = người chủ bữa tiệc nam (n)

Hostess /'həʊstɪs/ = người chủ bữa tiệc nữ (n)

The check = biên lai tính tiền

Who paid the check? = ai trả tiền ăn?

On company account = trả bằng quỹ của công ty;

Make sure = lo sao cho tươm tất

Everyone gets what they want = ai nấy nhận được món ăn mình muốn.

Everyone was happy = ai nấy đều vui mừng.

Everyone gets what he or she wants.

Everyone gets what they want; All get what they want

Everyone gets what he or she wants; Everyone gets what they want.

[khi nói người Mỹ dùng Everyone theo sau bởi they]

I made sure that everyone got what they wanted to eat and drink = tôi lo sao cho ai cũng có món ăn và đồ uống mình muốn.

- Interview - You were the host at this lunch, weren't you? - Yes, that right. I invited Mr. Blake to lunch, and I was the host. I made sure that everyone got what they wanted to eat and drink - Who paid the check? - I did. On the company account, of course - I see. Thanks again for being with us - Again it's been my pleasure - Let's take a break.

- Questions. Listen to the question - Did Ms. Graham enjoy the meal? - Now listen to the dialog - Well, that was a pretty good meal - Um, it was delicious - Did Ms. Graham enjoy the meal? - Yes, she did. She thought it was delicious - Listen to the question. Eliz: Who wants more coffee? - Now listen to the dialog - Would anyone like some more coffee? Shirley? - Not for me. No, thank you - Yes. I'd like a little bit more please - Okay. There's the waiter. Waiter, could we get another cup of coffee over here, please? - Who wants more coffee? - Mr. Blake would like another cup of coffee.

Unit 91

Alcohol /'ælkə,hɔl/ = rượu (n); *Beer* /biə/ = bia (n)

Wine /wain/ = rượu vang (n); *Moderation* /,mɒdə'reiʃən/ = sự vừa phải, chừng mực (n)

You order whatever you like = bạn gọi bất cứ món gì bạn thích.

Business lunch is for business = bữa ăn trưa bàn công việc là để bàn công việc.

What do you recommend? = bạn đề nghị món gì?

To make an individual choice = chọn riêng cho mình

Each person makes an individual choice = ai nấy chọn món mình thích.

To look to the host for guidelines = hãy nhờ người chủ bữa tiệc chỉ dẫn tổng quát.

To look to somebody for something = *To rely on somebody for something* = nhờ ai chuyện gì

Should I order the same thing that the host orders? = tôi có nên gọi cùng một món người chủ bữa ăn gọi không?

It would make a very bad impression if you couldn't talk clearly = nếu bạn không nói mình bạch được thì sẽ gây ấn tượng rất xấu.

Generally, the host pays for the meal = thông thường người chủ đứng ra mời trả tiền bữa ăn.

- Culture Tips - Welcome once again to "Culture Tips" with Gary Engleton. Today's e-mail question is about American business lunches. The question is: "When I'm invited to a business lunch by an American, who pays for the meal?" - Generally, the host pays for the meal - Uh huh - And how do you know who is the host? - The host is the person who organized the lunch and who invited the people - Our second question today is: "At a business lunch, how do I know what to order?" - Usually you can order whatever you like. A good host will make sure that everyone gets what they want to eat and drink - Should I order the same thing that the host orders? - Only if you want to! Usually each person makes an individual choice. As we said earlier, Americans like to have individual choices - What about ordering a glass of beer or wine? Is it OK to order alcohol - If you want to drink beer or wine with your meal, that's usually OK. Especially if your host is also having beer or wine. However, a business lunch is for business. Moderation is important - Moderation? You mean don't eat or drink too much? - Exactly! If you eat a big meal or drink a lot of alcohol, you might not be able to do business. It would make a very bad impression if you couldn't talk clearly - Or if you fell asleep! - That's certainly true! Generally, look to the host for guidelines. And if you're not sure what to eat or drink, it's OK to say, "What do you recommend?" - Thanks Gary! This has been very helpful - My pleasure.

- True or False - Listen. Is this statement true or false? - At a business lunch, Americans eat what the host eats - False. Americans eat whatever they want to eat - You should never drink alcohol at a business lunch - False. A glass of beer or wine is usually OK, especially if your host is having some too - If you are invited to a business lunch, the person who invited you should pay for the meal - True. The host should pay.

Client = thân chủ (n); *Main course* = món ăn chính

Helen has invited two of her best clients, Sam and Rose, to a business lunch = Helen mời hai người trong số thân chủ thân nhất là Sam và Rose đi ăn trưa và bàn công chuyện.

Entrée = món ăn chính của bữa ăn [US, xứ khác món ăn dọn trước món ăn chính]

Appetizer /'æpitaizə/ = món ăn đầu bữa, trước món ăn chính, món khai vị, món ăn chơi

I'm absolutely stuffed = tôi ăn no lắm; *To stuff* /stʌf/ = *To eat too much* = ăn no quá.

To persuade /pə'sweɪd/ = thuyết phục, làm cho tin; *Persuasion* /pə'sweɪʒən/ (n)

You talked me into it! = *You persuaded me to accept the offer* = bạn thuyết phục tôi rồi

The chocolate cake looks delicious = cái bánh sô cô la trông ngon quá.

Would you like something to drink? = bạn có muốn uống gì không?

- Business Dialog - Let's listen to today's Business Dialog. Helen has invited two of her best clients to a business lunch. They have finished the main course - Would anyone like dessert? - None for me, thanks! I'm absolutely stuffed! That fish was delicious - Yes, the food was

excellent, especially the chicken! - I'm glad to hear it! Rose, would you like some dessert? - Well, I don't know... I don't think so - Are you sure? The chocolate cake looks delicious; it has a raspberry sauce! - Well, Ok, you talked me into it! - Good! I'll have some too. Sam, would you like something to drink? - Well, I have to do some work this afternoon, so I'll just have some coffee - Rose? - Hot tea, please - Ok. I'll call the waiter over.

- Listen and Repeat - Would anyone like dessert? - None for me, thanks! - Would you like some dessert? - Well, I don't think so - Are you sure? The chocolate cake looks delicious - Well, Ok, you talked me into it! - Would you like something to drink? - Yes, I'll have some coffee - Rose? - Hot tea, please.

How to make and accept offers = cách mời và nhận lời mời hay đề nghị.

Would anyone like dessert? = Dessert, anyone? = có ai muốn ăn tráng miệng không?

Not for me = None for me = tôi không muốn.

In the United States, when someone refuses something, it may not be offered again = ở Hoa Kỳ, khi ai đã từ chối lời mời món gì, thì người ta không mời lại lần nữa.

Raspberry sauce = nước sốt làm bằng trái raspberry, để đổ lên trên bánh ngọt

Raspberry /'ra:zbəri/ = Ramboise = quả mâm xôi (n)

You talked me into it! = nghe bạn thuyết phục, tôi mới nhận lời.

To talk into = To persuade someone to do something = thuyết phục ai làm gì

To talk out of = To dissuade someone from doing something = khuyên ai bỏ làm chuyện gì

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth! Today I'll be talking about how to make and accept offers. In our Business Dialog, Helen is hosting a meal for two of her clients, Sam and Rose. At the end of the main course, Helen asks if anyone wants dessert. In making this offer, she uses the polite form "Would anyone like dessert?" - Would anyone like dessert? - None for me, thanks! I'm absolutely stuffed! - Sam refuses, saying "None for me, thanks." Another way to refuse an offer is to say "No, thank you." Shirley Graham uses this expression when Mr. Epstein offers her more coffee: - Would anyone like some more coffee? Shirley? - Not for me. No, thank you - In the United States, when someone refuses something, it may not be offered again. So if you want something, it is a good idea to accept an offer the first time. For example, Mr. Blake accepts Mr. Epstein's offer to have more coffee: - Yes. I'd like a little bit more please - What if someone refuses your offer, but you think they really want it? - That's a good question. Sometimes people refuse an offer, but they use weak language. They say "I think not" or "Maybe not." Then it is a good idea to offer again. For example, in the Business Dialog, at first Rose does not accept Helen's offer to have dessert. But Rose doesn't sound very sure. So Helen offers again by asking, "Are you sure?" and talking about one of the desserts - Rose, would you like some dessert? - Well, I don't know... I don't think so - Are you sure? The chocolate cake looks delicious; it has a raspberry sauce! - Well, OK, you talked me into it! - Good! I'll have some too - So Rose accepts Helen's second offer and she decides to have dessert - Offers usually use the polite form "Would," as in "Would anyone like some more coffee?" In less formal situations, there are other expressions you can use to make offers. For example, you can say "More coffee, anyone?" or "How about some more coffee? I hope today's tips were helpful! Thanks for joining us today for Gary's Tips. We'll see you again next time! - Thanks Gary!

Unit 92

Do you like baseball? = bạn có thích môn đã cầu (bóng chày) không?

Baseball is my favorite sport = tôi thích đã cầu nhất.

Sports /spɔ:ts/ = các môn thể thao (n); A baseball fan = người hâm mộ bóng chày.

I'm a big baseball fan = tôi là người rất hâm mộ bóng chày.

American football = bóng bầu dục kiểu Mỹ; Soccer = túc cầu, bóng tròn

I prefer American football = tôi thích bóng bầu dục Mỹ hơn.

VOA - New Dynamic English

This lesson focuses on sports and ability = bài học này chú trọng vào những môn thể thao và khả năng.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is do you like baseball?

- Hi, Kathy. How are you? - Fine, thanks. And you? - I'm Ok. Who's our guest today? - Today's guest is John Harris - I remember John. He's Bob Harris's son, isn't he? - That's right - And what's our topic today? - Today we're going to talk about sports - I know you're a big baseball fan, Kathy - That's right. Baseball is my favorite sport. What about you? Do you like baseball? - Not very much. I prefer football - Do you mean American football? - That's right. I mean American football, not soccer - Do you play football? - Play it? No. I only watch it on television - Well, let's take a short break and then we'll be back with our guest, John Harris.

- Listen and Repeat - My favorite sport is football - I like to watch football on TV - Do you mean American football? - Yes, I mean American football - I like to watch American football on TV.

Gymnastics /dʒim'næstiks/ = môn thể dục thẩm mỹ (n)

Horizontal bar = môn nhảy xà ngang (n); Parallel bars = môn nhảy xà kép (n)

Vault /vɔ:lt/ = nhảy qua ngựa gỗ (n); Floor /flɔ:/ = sàn nhà, tầng nhà (n)

Basketball = bóng rổ (n); It's too slow for me = môn chơi đó, tôi cho là quá chậm.

I like more action = tôi thích hoạt động nhiều hơn.

John talks about his favorite sports = John nói về những môn thể thao anh thích.

- Interview - Now it's time for today's interview. Our guest today is John Harris. John is a high school student. Hi, John - Hi, Kathy - Today we're talking about sports. Your favorite sport is gymnastics, isn't it? - Yes, it is. I love gymnastics. I practice every day at school - Do you like any other sports? - Well, I like basketball. I play basketball with my friends - How about baseball? - I play baseball sometimes, but I don't like it very much - Oh, why not? - It's too slow for me. I like more action - Thank you, John. Our guest is John Harris. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - John plays basketball - Does he like to play basketball? - Yes, he does - He likes to play basketball - John plays baseball sometimes - Does he like to play baseball? - No, he doesn't - He doesn't like to play baseball

Tennis /'tenis/ = môn quần vợt; To Win/Won/Won = thắng

Win /win/ = sự thắng (n); Winner /winə/ = người thắng (n)

Which team won? = đội nào thắng?; To beat/beat/beaten = đánh bại, đánh ai thua

She usually beats me at tennis = cô ấy thường thắng tôi khi chơi quần vợt.

His sister, Collette, is a good tennis player = em gái anh John là Collette chơi quần vợt giỏi.

- Interview - Our guest today is John Harris. We're talking about sports. How about tennis, John? Do you play tennis? - I play a little, but I'm not very good. Sometimes I play tennis with my sister, Collette - How good is she? - She's pretty good - Does she usually win when you play? - Yes, she does. She usually beats me - Our guest is John Harris. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - John plays tennis - How good is he - He's not very good - Collette plays tennis - How good is she? - She's pretty good.

I don't know how to play golf = tôi không biết chơi gôn. [To know + how to]

Do you ever watch golf on TV? = bạn có bao giờ xem đánh gôn trên truyền hình không?

I think it's boring = tôi nghĩ môn chơi đó tẻ nhạt.

- Telephone - We're back with John Harris. Now let's go to our phones. Hello. You're on the air with New Dynamic English - Hello. My name is Winston. I'm calling from Portland, Oregon. John, do you play golf? - No, I don't. I don't know how to play golf - Do you ever watch golf on TV? - No, I don't. I think it's boring. I don't like to watch sports on television - Thank you - Thank you for calling, Winston. John, thank you for being our guest today - You're very welcome - Let's take a short break.

- Listen and Answer. Listen for the bell, then say your answer - Does John know how to play basketball? - Yes, he does - He knows how to play basketball - Does John know how to play golf? - No, he doesn't - He doesn't know how to play golf - Does John ever watch golf on television? - No, he doesn't - He doesn't like to watch sports on television

Debby doesn't like hot food = Debby không thích ăn món ăn cay.

A vegetarian = người ăn chay; Mark's a vegetarian = Mark ăn chay.

He doesn't eat meat = Mark không ăn thịt.

Debby likes Italian food, but Mark thinks it's too fattening = Debby thích món ăn kiểu Ý, còn Mark lại cho món ăn nấu kiểu Ý nhiều chất béo

Debby doesn't like Thai food. It's too hot for her = Debby không thích món ăn Thái Lan. cô ấy cho là món ăn Thái cay quá đối với cô.

- Daily Dialogue: A dinner invitation, part 2 - Listen to the conversation - Would you like to go out to dinner tonight? - Sure. I'd love to, Mark! - What kind of food do you like? - Oh, I love Italian food! - Uh, Italian food is too fattening - How about Thai food? - I'm sorry, but Thai food is too hot for me - Do you like steak? - I know a great steak restaurant! - Uh, I don't eat meat - I'm a vegetarian - Listen and repeat.

Unit 93

A zoo /zu:/ = sở thú; A rabbit /'ræbit/ = con thỏ

A lion /'laɪən/ = sư tử; A tiger /'taɪgə/ = hổ; Monkey House = chuồng khỉ

What are their favorite animals? = chúng thích những con vật nào nhất?

Karen wants to have a pet monkey = Karen thích nuôi một con khỉ làm vật cưng.

She likes the bears best, especially the polar bears = cháu nó thích những con gấu nhất, nhất là thú gấu trắng sống ở bắc cực.

- Man on the Street - This is the New Dynamic English Man on the Street, Kent Moss. Today I'm at the Washington Zoo. Excuse me? - Oh, hello - Would you like to be on our radio show? - Sure. That sounds like fun - Are these your children? - Yes. This is Dana. She's three years old. And this is her sister Karen. Karen is six. And my name is Linda - Nice to meet you, Linda. I'm Kent. Are you having a good time today? - Oh, yes. Dana and Karen love the zoo! - What are their favorite animals? - Well, Dana likes the smaller animals. She likes the rabbits best - What about Karen? - Karen prefers the larger animals. For example, the lions and the tigers. But she likes the bears best, especially the polar bears - What about the monkeys? Do they like the monkeys? - Oh, they both love the monkeys. Karen wants to have a pet monkey. And Dana wants to be a monkey! - Well, I hope you all have a good time today! Where are you going now? - We're going to the Monkey House - Well, have fun. And thanks!

A fundraising dinner = bữa tiệc tối gây quỹ

To raise /reɪz/ = nâng lên; To raise funds (for) = quyên, gây thêm quỹ (cho)

Anniversary /,æni'vɜ:səri, ,ænə-/ = lễ kỷ niệm hàng năm; To raise prices = tăng giá

To raise a question = nêu lên một câu hỏi, hay vấn đề.

A hospital = bệnh viện; You're dressed up today = hôm nay bạn diện quá.

You're wearing a suit and a tie = bạn mặc đồ bộ com lê và có thắt cà vạt.

This is the hospital's hundredth anniversary = đó là dịp kỷ niệm của bệnh viện năm thứ 100

To take care of = săn sóc; Children's Hospital = bệnh viện nhi đồng

The Children's Hospital takes care of many kinds of sick children = bệnh viện nhi đồng săn sóc nhiều loại trẻ em bị bệnh.

- Okay, folks, that's it - Thanks, Larry - Say, Larry, you're dressed up today. You're wearing a suit and a tie. Is there a special reason? - Well, I'm going to a special dinner with my wife. Everyone at the dinner will give some money to Children's Hospital - Oh, I've heard about that hospital - Yes, it's the oldest hospital for children in Washington. They take care of many kinds

of sick children - Has the Children's Hospital been open for a long time? - Yes, it's been open for a hundred years! This year is the hospital's hundredth anniversary - One hundred years! That's a long time - Yes. That's why we want to help them - Oh, hi Elizabeth. Larry's going to a big dinner tonight! - Have a great time, Larry - Thanks, I will. Oh, it's time for our show - Alright. Ready for Functioning in Business. Cue Music.

Quickly enough = đủ nhanh, kịp thời

After dinner, Mr. Blake summarizes his understanding of Ms. Graham's position = sau bữa ăn, ông Blake tóm lược điều mình hiểu về lập trường của bà Graham.

To summarize /'sʌməraɪz/ = tóm tắt; *A summary* /'sʌməri/ = bản tóm tắt; *Summary* (adj)

Her basic problem is that International Robotics cannot provide adequate maintenance or spare parts quickly enough = vấn đề căn bản của bà là hãng International Robotics không thể cung cấp đầy đủ việc bảo trì hay phụ tùng thay thế kịp thời.

Let me see if I understand you correctly on this = để xem tôi có hiểu đúng lời bà nói về điểm này không.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "A Business Lunch, part 2." This program focuses on Confirming and on Asking for Permission.

- Interview - On today's program I'll be talking with Charles Blake - Hello, Mr. Blake - Hello, Elizabeth - Today we'll listen to more of your conversation with Ms. Graham - Yes - We'll begin where Mr. Epstein asks if anyone wants more coffee - Then we began talking business - Right. Let's listen - Dialog - Would anyone like some more coffee? Shirley? - Not for me. No, thank you - Yes. I'd like a little bit more please - Okay. There's the waiter. Waiter, could we get another cup of coffee over here, please? Thank you - Okay. Ms. Graham, let me see if I understand you correctly on this. Now, your basic problem is that we at International Robotics cannot provide adequate maintenance or spare parts quickly enough - Yes. That's right. That's my main concern - Okay.

- Listen and Repeat - Let me see - If I understand you - Correctly on this - Let's listen again - Let me see ... if I understand you ... correctly on this - Listen and repeat - Your basic problem - Is that we at International Robotics - Cannot provide adequate maintenance or spare parts - quickly enough - Let's listen again - Your basic problem ... is that we at International Robotics ... cannot provide adequate maintenance or spare parts ... quickly enough.

Aftersales service = dịch vụ sau khi giao hàng

Additional cost = phí tổn thêm; *Problem of storage* = vấn đề chỗ chứa đồ trong kho

Ms. Graham was worried about the additional cost and the problem of storage = bà Graham lo ngại về phí tổn thêm và vấn đề chỗ chứa đồ trong kho.

- Interview - So she's still concerned about the problem of aftersales service - Yes, that right. Ms. Graham was concerned about how quickly we could provide maintenance and spare parts - Earlier you suggested that your company could send additional spare parts to Ms. Graham - Yes, but she didn't seem to like that idea very much. She was worried about the additional cost and the problem of storage - I see - It's been my pleasure - Let's take a break.

To be responsible for = chịu trách nhiệm

Who is responsible for providing spare parts? = ai chịu trách nhiệm cung phụ tùng thay thế?

In Ms. Graham's opinion, Mr. Blake's company is responsible for providing spare parts = theo ý bà Graham, thì hãng của Ông Blake chịu trách nhiệm cung cấp phụ tùng thay thế.

- Questions. Listen to the question - In Ms. Graham's opinion, who is responsible for providing spare parts? - Now listen to the dialog - Okay. Ms. Graham, let me see if I understand you correctly on this. Now, your basic problem is that we at International Robotics cannot provide adequate maintenance or spare parts quickly enough. Graham: Yes. That's right. That's my main concern - Okay - In Ms. Graham's opinion, who is responsible for providing spare parts? - Mr. Blake's company, International Robotics, is responsible for providing spare parts.

Unit 94

To smoke /smouk/ = hút thuốc lá; Smoking = sự hút thuốc lá (n)

No smoking = cấm hút thuốc; A public place = nơi công cộng

But Americans smoke less than people in most other countries = nhưng người Mỹ hút thuốc lá ít hơn phần lớn người các xứ khác.

I like to have a cigarette after dinner = tôi muốn hút một điếu thuốc lá sau bữa ăn tối.

In many American cities it is illegal to smoke in a restaurant = ở nhiều thành phố ở Mỹ, hút thuốc lá trong nhà hàng (tiệm ăn) là trái luật.

Law /lɔ:/ = luật (n); Legal /'li:gəl/ = hợp pháp (adj)

Illegal /i'li:gəl/ = Against the law = trái luật (adj)

It depends on the local laws and customs = tùy luật địa phương và tập tục.

Recent /'ri:sənt/ = gần đây, mới đây (adj)

I went to a business lunch in America recently and nobody was smoking = mới đây tôi dự một bữa ăn trưa bàn công chuyện ở Mỹ và không có ai hút thuốc lá.

Most big corporations have special places for smoking = phần lớn các công ty lớn dành chỗ riêng để hút thuốc.

And some companies don't allow it at all = và một số công ty thì lại không cho phép hút thuốc.

Whatever you do, don't light a cigarette before you know the rules = dù bạn làm gì chẳng nữa, đừng châm thuốc trước khi biết những luật lệ.

You should ask someone who lives or works there = bạn nên hỏi người sống ở đó hay làm việc ở đó.

To Light/Lit/Lit (Lighted) = châm thuốc, châm nến

A lighted (lit) cigaret = điếu thuốc đang cháy

To light a bonfire = đốt lửa; A lighter = bật lửa

Nobody /'nou,bədi, -badi, -bʌdi/ = không có ai (pron)

It is illegal to smoke on an airplane = hút thuốc trên máy bay là trái luật.

If you are caught with a lighted (lit) cigarette in an elevator, you may be fined \$25 = nếu bạn bị bắt đang cầm một điếu thuốc đang cháy trong thang máy, bạn có thể bị phạt 25 Mỹ kim.

- Culture Tips - Welcome once again to "Culture Tips" with Gary Engleton. Gary: Welcome, everybody! Eliz: Today's e mail question is about smoking. The question is, "I like to have a cigarette after dinner." "I went to a business lunch in America recently and nobody was smoking!" "Don't Americans smoke? - Actually, many American business men and women do smoke. But Americans smoke less than people in most other countries - Really? - Yes, and in many American cities it is illegal to smoke in restaurants - Illegal? - Yes, San Francisco is a good example. It is illegal to smoke in restaurants in San Francisco - And what about other public places and in companies? When is it Ok to smoke? - It depends on the local laws and customs. Most big corporations have special places for smoking. And some companies don't allow it at all - Really! So how do you know if it is Ok to smoke? - Whenever you aren't sure, you should ask someone who lives or works there. Whatever you do, don't light a cigarette before you know the rules - Good advice! Thanks Gary! - My pleasure!

- True or False. Listen. Is this statement true or false? - Americans smoke more than people in other countries - False. In America, people smoke less than in many other countries - In many American cities, it is illegal to smoke in restaurants - True. Smoking in restaurants is against the law in many American cities - Before you smoke, you should always make sure it is Ok - True. In the U.S., local laws and customs are different in different states.

To take off = cất cánh

To land /lænd/ = To touch down = hạ cánh

A programmer /'prou,græmə/ = lập trình viên; Strict /strikt/ = khắt khe (adj)

Do you mind if I smoke? = bạn có phiền nếu tôi hút thuốc không?

Not at all = không sao; No, it doesn't bother me = chuyện ấy không phiền gì tôi.

Actually, I do mind = thực ra, tôi rất phiền.

The non smoking area is over there = khu cấm hút thuốc ở đằng kia.

A flight attendant /ə'tendənt/ = nữ (nam) tiếp viên hàng không

I know they're pretty strict about smoking in this city = thành phố này khá ngặt về việc cấm hút thuốc.

Smoking is illegal on all domestic and international flights = cấm hút thuốc ở các đường bay nội xứ và quốc tế.

We announced it before we took off = chúng tôi đã loan báo cấm hút thuốc trước khi máy bay cất cánh.

- Business Dialog - Let's listen to today's Business Dialog. Bill is drinking coffee at a table in a conference center. Jennifer asks permission to join him - Do you mind if I sit here? - No, not at all! Please do - My name is Jennifer - Hi, I'm Bill. Are you here for the computer conference? - Yes, I am. I'm a programmer - Do you mind if I smoke? - No, I don't mind. But isn't this a non smoking area? - Let's see. No, the non smoking area is over there - Good. I know they're pretty strict about smoking in this city - Now let's listen to another conversation. Augusto, a businessman from Argentina, is flying from Boston to Los Angeles. He begins a conversation with Mary, an American woman in the seat next to him - Hello, I'm Augusto - I'm Mary - Do you know how long this flight is? - I think that it's about 6 hours - I hope that there's a movie - There is - Do you mind if I smoke? - Well, yes. Actually, I do mind. And I believe that smoking is illegal on all flights in America - Really? - Yes, but let's check. There's the flight attendant - Excuse me - Can I help you? - Yes, this gentleman has a question - May I smoke on this flight? - Oh no! Smoking is illegal on all domestic flights. We announced it before we took off - Oh, sorry.
- Focus on Functions: Permission. Now let's focus on Asking for Permission. Listen and repeat - Do you mind if I sit here? - No, not at all! Please do - Do you mind if I smoke? - No, I don't mind - Do you mind if I smoke? - Well, yes - Actually, I do mind.

Do you mind if I? = bạn có phiền nếu tôi...

No, not at all = It doesn't bother me = không sao, không phiền.

Yes, I do mind = Actually, I do mind = vâng, tôi phiền

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth! Today I'll be talking about asking for permission - Asking for permission? - Yes. Sometimes you need to ask if it is Ok to do something. You need to ask permission. One of the most polite ways to ask permission is to ask "Do you mind...?" In today's first Business Dialogue, Jennifer asks Bill if it is Ok for her to sit down: - Do you mind if I sit here? - Not at all! Please do - Bill gives her permission to sit down using the negative expression "No, not at all" - Why does he use a negative expression? Why doesn't he say Yes? - Well, "Do you mind?" means "Does it bother you?" So your answer "No, not at all," means "No, it doesn't bother me" - That can be a little confusing - Yes. It can be confusing. So it is good to say something more to make your meaning clear. In this case, Bill says "Please do." In other words, "Please sit here." Let's listen again: - Do you mind if I sit here? - No, not at all! Please do - He gives her permission to sit there - That's right. When Bill asks Jennifer if it is OK to smoke, he also uses the expression "Do you mind?" - Do you mind if I smoke? - No, I don't mind - She says "No, I don't mind." Her negative answer means that it is Ok for him to smoke; she doesn't mind - Now let's listen to the second Business Dialog. Augusto is on an airplane. He asks the woman sitting next to him if it is Ok to smoke - Do you mind if I smoke? - Well, yes. Actually, I do mind - She doesn't want him to smoke. In this case, Yes means "Yes, I do mind if you smoke. Yes, it will bother me." She makes her meaning very clear by saying "Actually, I do mind." I hope today's tips were helpful! Thanks for joining us today for Gary's Tips. We'll see you again next time! - Thanks Gary!
- Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Unit 95

Can you play the piano? = bạn có biết chơi đàn dương cầm không?

This lesson focuses on music and dancing and on degrees of ability = bài này chú trọng về âm nhạc, khiêu vũ và mức độ khả năng.

Dancer /'da:nsə/ = vũ công (n); Ballet dancer = vũ công múa vũ cổ điển ballet

Degrees of ability /ə'biliti/ = những mức độ khả năng

I've got a cold = tôi bị cảm; I'm a pretty good dancer = tôi nhảy khá giỏi.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is can you play the piano?

- Hi, Kathy. How are you? - Not so good. I've got a cold - I'm sorry to hear that - Thanks, but I'll be Ok - Well, who's our guest today? - Today's guest is Chris Scott - Sara Scott's sister? - That's right. She's a ballet dancer. Do you remember her? - Oh, yes. Is she going to talk about dancing? - Yes. Dancing and some other things - What about you, Kathy? Do you like to dance? - Yes, I do - Are you a good dancer? - I'm not bad. I'm a pretty good dancer. You like to dance, don't you, Max? - Well, I like to dance, but I'm not a very good dancer - Let's take a short break, and then we'll be back with our guest, Chris Scott.

- Listen and Repeat - Max likes to dance - I like to dance - I'm not a very good dancer - I like to dance, but I'm not a very good dancer - Kathy likes to dance - I like to dance - I'm a pretty good dancer - I like to dance and I'm a pretty good dancer

Chris is a ballet dancer = Chris là vũ công nhảy ballet

A ballet company = vũ đoàn ballet; Director = giám đốc;

To perform /pə'fɔ:m/ = biểu diễn, thi hành

Performance /pə'fɔ:məns/ = buổi trình diễn, sự thi hành (n)

We're ready for a performance next month = chúng tôi đã sẵn sàng cho một buổi trình diễn tháng tới.

We're performing several short ballets = chúng tôi sắp diễn nhiều đoạn vũ ballets ngắn.

I wish you the best of luck = chúc bạn nhiều may mắn.

[present progressive (be + V-ing) chỉ một hành động sắp xảy ra (a near future)]

A ballet company = đoàn vũ cổ điển ba lê

Do you dance with a ballet company in Chicago? = chị nhảy trong vũ đoàn ba lê ở Chicago phải không?

Some of the dancers are excellent = một vài vũ công nhảy giỏi.

- Interview - Now it's time for today's interview. Our guest today is Chris Scott. Chris a ballet dancer. She lives in Chicago with her sister Sara. Hello, Chris. Welcome back to our show - It's nice to be here - Chris, I'd like to talk to you about your dancing - Certainly - Do you dance with a ballet company in Chicago? - Yes, I do. We're a small company, but we're pretty good - We have a great director. She's a wonderful dancer. She dances with the Chicago Ballet - How good are the dancers in your company? - Oh, some of the dancers are excellent - How often do you practice? - We practice four times a week for several hours. We're getting ready for a performance next month - Oh, what ballet are you performing? - We're performing several short ballets - Oh, that sounds interesting. I wish you the best of luck - Thank you - Our guest is Chris Scott. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - The ballet company is small - It's a small company - The director of the company is great - She's a great director - The dancers are excellent - They are excellent dancers.

Classical music = nhạc cổ điển; Rock music = nhạc rock

She also likes to dance to rock music = cô ấy thích nhảy theo nhịp nhạc rock.

To dance to rock music = nhảy theo điệu nhạc rock

Samba /'sæmbə/ = tên điệu nhảy Ba Tây Samba, nguồn gốc ở Phi châu.

I listen to classical music all the time = tôi thường nghe nhạc cổ điển.

Latin music = nhạc Nam Mỹ (n); Latin dances = điệu nhảy Nam Mỹ

- Interview - Our guest today is Chris Scott. She's a ballet dancer. Chris, what's your favorite kind of music? - Classical music. I listen to classical music all the time. When I dance ballet, I usually dance to classical music - What other kinds of music do you like? - Well, I like rock music too - Rock music! - Yes. I like to dance to rock music, when I go out with my friends - How about samba and other kinds of Latin music? - I like to listen to Latin music, but I don't know any Latin dances - Thank you, Chris. Our guest is Chris Scott. We'll talk more after our break. This is New Dynamic English.

- Listen and Repeat - Chris listens to classical music all the time - It's her favorite kind of music - She also likes rock music - She likes to dance to rock music - She likes to listen to Latin music - She doesn't know any Latin dances.

Chris can play the piano and the guitar, but she can't sing at all = Chris biết đánh đàn dương cầm và Tây ban cầm (ghi ta) nhưng không biết ca.

I'm a terrible singer! = tôi hát rất tệ.

Can you play a musical instrument? = cô có biết chơi nhạc cụ nào không?

How well can you play the piano? = cô chơi dương cầm thạo đến mức nào?

I can play pretty well = tôi chơi khá thạo.

Chris also plays the guitar = cô Chris cũng chơi đàn tây ban cầm

[dùng "the" trước tên nhạc cụ]

- E-mail - Welcome back. It's time to check our e-mail. We have an e-mail from Marvin in Dallas, Texas. His question is: You like music. Can you play a musical instrument? - I can play the piano. And I can play the guitar a little - How well can you play the piano? - Pretty well. I can play pretty well - Can you sing? - No, I can't. I can't sing at all - Not at all? - No. I'm a terrible singer! - Chris, thank you for being on our show - My pleasure. Thank you for having me - Let's take a short break.

- Listen and Answer. Listen for the bell, then say your answer - Can Chris play the piano? - Yes, she can - She can play the piano pretty well - Can Chris play the guitar? - Yes, she can - She can play the guitar a little - Can Chris sing? - No, she can't - She can't sing at all.

Some other time = vào dịp khác

Italian food is too fattening = món ăn kiểu Ý nhiều chất béo.

I have a lot of homework to do to night = tối nay tôi có nhiều bài tập phải làm.

Let's go out to dinner some other time = chúng ta hãy đi ăn tối vào dịp khác.

- Daily Dialogue: A dinner invitation, part 3. Listen to the conversation - Would you like to go out to dinner tonight? - Sure. I'd love to, Mark! - What kind of food do you like? - Oh, I love Italian food! - Uh, Italian food is too fattening - How about Thai food? - I'm sorry, but Thai food is too hot for me - Do you like steak? - I know a great steak restaurant! - Uh, I don't eat meat - I'm a vegetarian - You know, I have a lot of homework tonight - Me too - Let's go out to dinner some other time - Yeah. That sounds good - Listen and repeat.

Unit 96

Baseball /'beɪs,bɔ:l/ = dĩa cầu, bóng chày (n); Pitcher /'pɪtʃə/ = người ném trái banh (n)

Batter /'bætə/ = người dùng chày gỗ đánh vào trái banh (n)

Catcher /'kætʃə/ = cầu thủ bắt banh; Basketball /'bɑ:skɪt,bɔ:l, 'bæs-/ = bóng rổ (n)

To pass the ball = truyền trái banh; To Shoot/ Shot/Shot = bắn, ném trái banh vào rổ

Tennis /'tenɪs/ = quần vợt (n); Racket /'rækɪt/ = vợt (n); Net /net/ = lưới (n)

To win the point = thắng điểm; To Swing/Swung/Swung = đánh đu

Home run = bàn thắng lớn, khi cầu thủ đánh banh batter đánh trúng trái banh và đủ thì giờ chạy đạp chân vào đủ các vị trí trên sân banh.

Suarez swings her racket and hits the ball back to Fleming = Suarez vung vợt lên, đánh trái banh về phía Fleming.

- Question of the Week! - This week we will ask What Sport is It? Listen carefully. Question 1: What sport is it? - The pitcher throws the ball. The batter swings his bat and hits the ball. It's a home run! - What sport is it? Question 2. What sport is it? - Wilson passes the ball to Cary. Cary looks at the basket and shoots. The ball hits the basket... and goes in! Three points for Boston! - What sport is it? - Question 3. What sport is it? - Fleming hits the ball over the net. Suarez swings her racket and hits the ball back to Fleming. Fleming hits the ball into the net. Suarez wins the point! - What sport is it? - We'll have the answers on next week's show.

Mayor /'meɪə, 'meə/ = thị trưởng (n)

Speech /spi:tʃ/ = bài diễn văn (n); It was a success = buổi lạc quyền thành công!

The mayor gave a speech = ông (bà) thị trưởng đọc một bài diễn văn.

Did they raise much money for the hospital? = họ có quyền được nhiều tiền cho bệnh viện không?

They'll use the money to pay for more doctors and nurses, and for new equipment = họ sẽ dùng tiền quyền được để mướn thêm bác sĩ và y tá và mua dụng cụ mới.

- And... we're off the air - So, Larry, how did things go last night? How was the dinner for Washington Children's Hospital? - We had a great time! It was a big event. Over one thousand people were there. The mayor of Washington was there, too. He gave a speech. The dinner was great, and then there was music and dancing - That sounds nice! Did they raise much money for the hospital? - Yes, they did. Everyone at the dinner last night gave some money to the hospital - How will they use the money? - They'll use the money to pay for more doctors and nurses, and for new equipment - I'm glad it was a success! - Oh hi Elizabeth. I'm just going - So long, Kathy. See you later! - Quiet please. Ready for Functioning in Business. Cue Music.

A warehouse = nhà kho chứa đồ

To warehouse = chứa đồ trong kho

Problem of spare parts = vấn đề dụng cụ thay thế

Approach /ə'prəʊtʃ/ = Method /'meθəd/ = cách (n)

An approach to the problem = cách giải quyết vấn đề

Clarifying = hỏi hay nói lại cho rõ (n); Storage space = chỗ chứa đồ

Quantity /'kwɒntəti/ = số lượng (n); Size /saɪz/ = khổ lớn, kích thước (n)

To reject the proposal = bác đề nghị; To approve the proposal = chấp thuận đề nghị

Space is limited, and it would depend very much on the quantity of parts, the size, etc... = chỗ chứa thì giới hạn và tùy thuộc rất nhiều vào số lượng đồ phụ tùng thay thế và cỡ lớn. v.v...

I wanted to know how they could get spare parts to us when we needed them = tôi muốn biết họ làm cách nào chở phụ tùng thay thế tới hãng chúng tôi khi chúng tôi cần.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! - Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "A business lunch, part 3". This program focuses on Clarifying.

- Interview - On today's program I'll be talking with Shirley Graham - Hello, Ms. Graham - Hello, Elizabeth - During your lunch with Mr. Blake, you discussed the problem of spare parts - That's right. Mr. Blake's company does not have warehouses in California. I wanted to know how they could get spare parts to us when we needed them - Mr. Blake proposed that you store spare parts in your own warehouses - Yes. That was his proposal. But I had questions about that approach to the problem - Let's listen to your conversation with Mr. Blake.

Mr. Blake and Ms. Graham discussed the problem of spare parts = ông Blake và bà Graham bàn về vấn đề phụ tùng thay thế.

Mr. Blake would like to store spare parts in Ms. Graham's warehouse = ông Blake muốn chứa đồ phụ tùng thay thế ở kho chứa hàng của Bà Graham.

You've rejected the proposal that we use your warehouse for storage space for spare parts = bà đã bác đề nghị rằng chúng tôi dùng kho chứa hàng của bà để chứa đồ phụ tùng thay thế.

Let me clarify that a little = xin để tôi nói rõ thêm một chút về điểm này.

That's my main concern = đó là mối quan tâm chính của tôi.

To reject /riˈdʒekt/ = bác bỏ, loại bỏ; *Reject* /'riːdʒekt/ = vật bị loại, phế phẩm (n)

I would need more detail on that = tôi cần thêm chi tiết về vấn đề đó.

- Dialog - Okay. Ms. Graham, let me see if I understand you correctly on this. Now, your basic problem is that we at International Robotics cannot provide adequate maintenance or spare parts quickly enough - Yes. That's right. That's my main concern - Okay. Now you've rejected the proposal that we use your warehouse for storage space for spare parts - Well, not entirely, Mr. Blake. Let me clarify that a little. Space is limited, and it would depend very much on the quantity of parts, the size, etc. I would need a lot more detail on that - I can certainly understand your concerns.

Let me clarify that a little = I'll be more specific on that = tôi sẽ nói rõ hơn về điểm đó.

- Variations. Listen to these variations - Let me see if I understand you correctly on this - Let me confirm what you've said - Let me clarify that a little - I'll be more specific on that - I would need a lot more detail - I would need some more information

To reject a proposal = bác bỏ một đề nghị

I need to make my point clearer = Let me clarify it a little = Let me explain it in detail = tôi cần nói cho rõ hơn điểm tôi đang nói.

Make a decision = quyết định; *I need more information* = tôi cần thêm tin tức.

Information = tin tức, thông tin (n); *Much information* = nhiều tin tức

Little information = ít tin tức; *An important piece of information* = một tin quan trọng

- Interview - Mr. Blake thought that you had rejected his proposal - That's right. That's what he thought. I needed to make my position clearer - So you hadn't rejected his proposal entirely? - No, I hadn't. Before I could make a decision, I needed more information - I see. Thank you again for joining us on our program - It's been my pleasure - Let's take a short break.

***Be willing to* = sẵn lòng, muốn**

She's still willing to consider Mr. Blake's proposal = bà Graham vẫn sẵn lòng xét đề nghị của Ông Blake.

- Questions. Listen to the question - Has Ms. Graham rejected Mr. Blake's proposal? - Now listen to the dialog - Now you've rejected the proposal that we use your warehouse for storage space for spare parts - Well, not entirely, Mr. Blake. Let me clarify that a little. Space is limited, and it would depend very much on the quantity of parts, the size, etc - Has Ms. Graham rejected Mr. Blake's proposal? - No, she hasn't. She is still willing to consider it - Listen to the question - Will there be a large amount of storage space in Ms. Graham's new factory? - Now listen to the dialog - Let me clarify that a little. Space is limited, and it would depend very much on the quantity of parts, the size, etc. I would need a lot more detail on that - Will there be a large amount of storage space in Ms. Graham's new factory? - No, there won't be. As Ms. Graham says, "Space is limited."

Unit 97

To strengthen /'streŋθn/ = làm cho mạnh

Strength /'streŋθ/ = sức mạnh, sức khỏe (n)

Strong /strɔŋ/ = khỏe, mạnh (adj); *To state* /steit/ = nói, diễn tả

A statement /'steitmənt/ = một lời nói hay tuyên bố; *Aggressive* /ə'gresiv/ = bạo (adj)

Aggressive marketing = quảng cáo tích cực cho sản phẩm của hãng

The American style seems very aggressive to me = phong cách người Mỹ diễn tả ý kiến có vẻ bạo quá đối với tôi.

Why do Americans state their opinions so strongly? = tại sao người Mỹ diễn tả ý kiến của mình mạnh bạo như vậy?

For Americans, being direct is not being aggressive; it's telling the truth = đối với người Mỹ, nói thẳng không phải là nói bạo; đó là nói thật.

In my country, people are less direct = ở xứ tôi, người ta không nói thẳng như vậy.

But this direct style may seem aggressive to other people = nhưng cách nói thẳng này có vẻ là bạo đối với những người khác.

Style /stail/ = phong cách, lối (n); Direct /di'rekt, dai-/ = trực tiếp (adj)

Position /pə'ziʃən/ = lập trường, quan điểm, vị trí (n); Opinion /ə'pinjən/ = ý kiến (n)

That's not what I'm saying = That's not what I mean = tôi không có ý nói như vậy.

Budget /'bʌdʒit/ = ngân khoản (n); To Lead/Led/Led = đưa, dẫn đến

I need to clarify my position = tôi cần nói rõ thêm về lập trường của tôi.

This year's budget = ngân khoản dành cho năm nay.

Confirming and clarifying are skills which lead to successful negotiations = biết xác nhận và biết nói rõ thêm là tài khéo dẫn đến các cuộc thương lượng thành công.

- Culture Tips - Welcome once again to "Culture Tips" with Gary Engleton. Today's e mail question is: "Why do Americans state their opinions so strongly?" "In my country, people are less direct." "The American style seems very aggressive to me" - That's a good question. Americans often think that stating their opinions very directly is a good business strategy - Why is that? - Well, if you say what you mean as clearly as possible, there's a better chance that people will understand you. This is especially true if you are doing business with people whose first language is not English - I see. But this direct style may seem aggressive to other people - Yes, that can be a problem. Let me give you an example. Let's say you want to sell me some products. but I think that they are too expensive. I can use very polite language and say, "We will have to decide whether or not we have enough money for your products." This is very polite but is also difficult to understand. Or I can say, "I think that your products are too expensive." This is a short sentence with simple grammar - I see. The second sentence is more direct. It is easier to understand, but it may sound a bit aggressive - Yes. For Americans, being direct is not being aggressive; it's telling the truth - Interesting point. And now, to tell the truth, we're out of time. Thank you, Gary, for another interesting culture point - My pleasure.

Simple /'simpləl/ = giản dị, đơn giản (adj)

Simply /'simpli/ = một cách giản dị, đơn giản (adv); Grammar /'græmə/ = văn phạm (n)

- True or False. Listen. Is this statement true or false? - Stating your opinions directly may make them easier to understand - True, especially when the sentences are short and the grammar is simple - All Americans are aggressive when they give their opinions - False. Americans may seem aggressive when they use direct language to state their opinions.

Clarifying = làm sáng tỏ vấn đề; To negotiate = thương lượng

Automobile salesman = người bán xe hơi (nam); Saleswoman = cô hay bà bán sản phẩm

[salesperson = sales rep (rep = representative) thay cho salesman và saleswoman]

Fleet /fli:t/ = đoàn xe (n); Sales fleet = đoàn xe dùng cho nhân viên mãi vụ của hãng.

Total /'təʊtəl/ = toàn bộ, tổng số (adj, n); To total = tính tổng; Totally = hoàn toàn (adv)

I don't doubt that it's a good price, but the total amount is still too high = tôi không nghi ngờ là giá đó là giá hời, nhưng tổng số giá tiền vẫn còn quá cao.

To doubt /daʊt/ = nghi ngờ

Incredibly /in'kredibli/ = Unbelievably = không thể tin được (adv) ; Incredible (adj)

I don't doubt = I'm certain = I'm sure = I believe = tôi không nghi ngờ

Fay Thomas is negotiating with Tom Johnson, an automobile salesman, to buy some cars for her company's sales fleet = Fay Thomas đang thương lượng với Tim Johnson, một người bán xe hơi, để mua một đoàn xe hơi dùng cho nhân viên mãi vụ của công ty của bà ta.

What I mean is the total amount is more than this year's budget = điều tôi có ý muốn nói là tổng giá tiền cao hơn ngân khoản năm nay.

I think your products are too expensive = tôi nghĩ là sản phẩm của ông quá đắt (mắc).

- Business Dialog - Let's listen to today's Business Dialog. Fay Thomas is negotiating with Tom Johnson, an automobile salesman, to buy some cars for her company's sales fleet - ... So that means that we could sell you the cars for only \$23,000 each. That's incredibly cheap, about \$5000 cheaper than the usual price - Well, Tom, I don't doubt that it's a good price, but the total amount is still too high - So you've decided not to buy our cars? - No, that's not what I'm saying. What I mean is that the total amount is more than this year's budget - But you're still interested in these cars? - Yes, definitely. Their quality is excellent and the price is reasonable. But we might have to buy fewer cars this year - And buy the rest in next year's budget? - Exactly!

Yes, definitely / 'defənɪtli, 'defi-/ = chắc chắn là vậy.

So you decided not to buy our cars? = vậy là bà quyết định không mua xe hơi của chúng tôi phải không?

But you're still interested in these cars? = nhưng bà vẫn còn muốn mua những xe hơi này chứ?

- Focus on Functions: Clarifying - Now let's focus on Clarifying - Listen and repeat - So you've decided not to buy our cars? - No, that's not what I'm saying - What I mean is that the total amount is more than this year's budget - But you're still interested in these cars? - Yes, definitely.

Good price = giá hời

Not entirely /in'taɪəli/ = không phải hoàn toàn như vậy.

I don't doubt that's a good price = tôi không nghi ngờ là đó là giá hời.

But the total amount is still too high = nhưng tổng số giá tiền vẫn còn quá cao.

What I mean is the total amount is more than this year's budget = ý tôi muốn nói là tổng số giá tiền nhiều hơn ngân sách chi tiêu năm nay của chúng tôi.

Now you've rejected the proposal that we use your warehouse for storage space for spare parts = nay thì bà đã bác bỏ đề nghị là dùng nhà kho để làm chỗ chứa đồ phụ tùng thay thế.

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth! Today I'll be talking about clarifying. In business discussions, sometimes the other person may misunderstand what you say. It is necessary for you to correct this misunderstanding. You need to clarify your position. For example, in the Business Dialog, Tom thinks that Fay has decided not to buy his cars: - Well, Tom, I don't doubt that it's a good price, but the total amount is still too high - So you've decided not to buy our cars? - In fact, Fay is still interested in buying the cars. She needs to explain her position more clearly. She uses the expression: "What I mean is..." to clarify her idea. Let's listen: - So you've decided not to buy our cars? - No, that's not what I'm saying. What I mean is that the total amount is more than this year's budget - But you're still interested in these cars? - Yes, definitely - In Ms. Graham's conversation with Mr. Blake, she also needs to clarify her position. Mr. Blake thinks that Ms. Graham has rejected his proposal: - Now you've rejected the proposal that we use your warehouse for storage space for spare parts - Well, not entirely, Mr. Blake. Let me clarify that a little. Space is limited, and it would depend very much on the quantity of parts, the size, etc - Ms. Graham uses the expression "Let me clarify that a little" and then she explains her position more clearly. Confirming and clarifying are skills which lead to successful negotiations. Thanks for joining us today for Gary's Tips. We'll see you again next time! - Thanks, Gary!

Unit 98

Do you like to read mystery stories? = bạn có thích đọc truyện bí ẩn không?

A Mystery stories = A mystery = một truyện bí ẩn, kinh dị

I'm on vacation = tôi đang đi nghỉ mát; Mystery /'mɪstəri/ = sự bí mật

Mystery stories = Mysteries = những một truyện bí ẩn, kinh dị

Likes = những gì mình thích (n); To like = thích

Dislikes = những điều mình không thích (n); To dislike = không thích

Edgar Allan Poe was a great American mystery writer = Edgar Allan Poe là nhà văn viết truyện bí ẩn Hoa Kỳ đại tài.

Stephen King is also a well known American mystery writer = Stephen King cũng là một nhà văn viết truyện kinh dị Hoa Kỳ nổi danh.

I love to sit on the beach and read mysteries = tôi thích ngồi trên bãi biển và đọc truyện bí ẩn.

- Hi, I'm Max - Hello. My name is Kathy - Welcome to New Dynamic English! - New Dynamic English is a basic English language course and an introduction to American people and culture. Today's unit is "Do you like to read mystery stories?"

- Hi, Kathy. How are you? - I'm fine. Yourself? - Just great. Who's our guest today? - Today's guest is Martha Harris - The mystery writer? - That's right. She writes mystery stories - And what are we going to talk about? - We're going to talk about books and reading. Max, do you like to read mystery stories? - Yes, I do. I like to read mystery stories, especially when I'm on vacation - Me too. I love to sit on the beach and read mysteries. I also like to read mysteries when I'm on an airplane - Not me. When I'm on an airplane, I like to listen to music - Well, let's take a short break, and then we'll talk with our guest.

- Listen carefully - What does Kathy like to do when she's on an airplane? - She likes to read mysteries - She likes to read mysteries when she's on an airplane - What does Max like to do when he's on an airplane? - He likes to listen to music - He likes to listen to music when he's on an airplane.

A mystery writer = nhà văn viết truyện bí ẩn

A mystery story = A mystery = một truyện bí ẩn hay kinh dị

A capital crime = tội tử hình [capital gốc tiếng La tinh capitalis nghĩa là "thủ, đầu"]

Capital crime = Capital offense = tội chém đầu (xưa)

To decapitate /di 'kæpiteit/ = chém đầu; To take place = xảy ra, diễn ra

Capital = chính, quan trọng nhất (adj); Capital = thủ phủ hay thủ đô (n)

Capital punishment = phạt tử hình; Capital city = thành phố chính

A man who committed a capital offense used to be decapitated = người phạm tội tử hình ngày xưa bị chém đầu.

Capitol = Quốc Hội Mỹ [tên đền thờ thần Jupiter ở Rome], toà dân biểu của tiểu bang

Capitol Hill = tên tòa Quốc Hội Mỹ

Your stories usually take place in Washington, D.C., don't they? = truyện bà viết thường lấy bối cảnh là Washington, D.C phải không?

I also like to read books about history = tôi cũng thích đọc sách viết về lịch sử.

American presidents = các tổng thống Hoa Kỳ.

Abraham Lincoln = tổng thống Hoa Kỳ thứ 16 (1809 1865)

- Interview - Now it's time for today's interview. Our guest today is Martha Harris. Hello, Martha. You write mystery stories, don't you? - Yes, I do. Right now I'm writing a story called "A Capital Crime" - Your stories usually take place in Washington, D.C., don't they? - That's right. I live in Washington and I like to write about Washington - Do you like to read mystery stories? - Certainly - Who's your favorite mystery writer? - Edgar Allan Poe - What other kinds of books do you read? - I also like to read books about history. Especially books about American presidents. Right now I'm reading a book about Abraham Lincoln - That sounds interesting - Yes, it is - Our guest is Martha Harris. We'll talk more after our break. This is New Dynamic English.

- Listen Carefully - Writes - Martha writes mystery stories - Is writing - Right now, she's writing a story called "A Capital Crime" - Likes to read - She likes to read books about American presidents - Is reading - Right now, she's reading a book about Abraham Lincoln.

To play cards = chơi bài; A card player = người chơi bài

Card games = các trò chơi bài; Poker = bài xì; Bridge = bài brít; Chess = cờ

We play cards with our friends every Saturday night = mỗi tối thứ bảy, chúng tôi chơi bài với bạn.

- Interview - Our guest today is Martha Harris. She is a mystery writer and she lives in Washington, D.C. You like to read mystery stories. What else do you like to do in your free time?
- Well, my husband and I take classes at American University, here in Washington. We also like to play cards. We play cards with our friends every Saturday night - What kinds of card games do you play? - Our favorite game is bridge, but we like all kinds of card games - How about poker? Can you play poker? - I can't, but my husband can. He's a fairly good poker player. He plays poker with his friends every Thursday night - Ok. Thank you, Martha. Our guest is Martha Harris. We'll talk more after our break. This is New Dynamic English.

Can /kæn, kən/ = có thể; Can't /kɑ:nt/ = không thể; To know = biết làm gì

She doesn't know how to play poker = bà ấy không biết chơi bài xì.

- Listen Carefull. Can or can't? - Martha's husband can play poker - He likes to play poker with his friends - His friends can play poker - They play poker every Thursday night - Martha can't play poker - She doesn't know how to play poker.

I enjoy playing chess = tôi thích chơi cờ.

He doesn't play very well = ông ấy không chơi giỏi lắm.

I always win = I always beat him = bao giờ tôi cũng thắng.

I'm too good for him = tôi chơi giỏi hơn ông ấy nhiều lắm.

- E-mail - Can you play chess? - Welcome back. It's time to check our e-mail. We have an e-mail from Lois in Detroit. Her question is: My favorite game is chess. Can you play chess? - Yes, I can. I enjoy playing chess. I'm a pretty good chess player - Does your husband play chess? - Yes, he does, but he doesn't play very well - Do you ever play chess with your husband? - Once in a while. But he doesn't like to play with me - Why not? - I'm too good for him. I always win - Thank you. Martha, thank you for being on our show - My pleasure - Let's take a short break.

- Listen and Answer - Does Martha know how to play chess? - Yes, she does - How well does she play? - She plays pretty well - Does her husband know how to play chess? - Yes, he does - How well does he play? - He doesn't play very well.

To recommend /,rekə'mend/ = giới thiệu

At a travel agent = ở văn phòng nhân viên du lịch

I'd like to go to Hawaii next month = tháng tới tôi muốn đi Hạ Uy Di.

Can you recommend a place to stay? = ông có thể giới thiệu cho tôi một nơi trọ không?

To relax /ri'læks/ = nghỉ ngơi cho thoải mái, thư giãn

- Daily Dialogue: At a travel agent, part 1. Listen to the conversation - Can I help you? - Yes, I'd like to go to Hawaii next month - Can you recommend a place to stay? - What do you like to do when you're on vacation? - Nothing. Mostly I like to relax - Listen and repeat.

Unit 99

What sport is it? = đó là môn thể thao gì?

The pitcher throws the ball = cầu thủ ném banh ném trái banh.

To Swing/Swung/Swung = vung lên; To Hit/Hit/Hit = đánh

To Shoot/Shot/Shot = Shoot a basket = ném banh vào rổ

The batter swings his bat and hits the ball = người cầu thủ đánh banh vung cái chày và đánh trúng trái banh.

To hit the ball into the net = đánh banh vào lưới; A pitcher = cầu thủ ném banh

A home run = bàn thắng lớn trong dã cầu baseball; To shoot a basket = ném banh vào rổ

A tennis racket = vợt đánh quần vợt; To pass the ball = truyền banh

The batter swings his bat and hits the ball = cầu thủ đánh banh vung cái chày và đánh trúng trái banh

Fleming hits the ball into the net = Fleming vọt trái banh vào lưới.

- Question of the Week! - It's time to answer last week's question. The question was: What Sport is it? Are you ready, Kathy? - Yes, I am. Let's go - Ok, listen carefully. Question 1. What sport is it? - The pitcher throws the ball. The batter swings his bat and hits the ball. It's a home run! - What sport is it? - Well, let's see. A batter and a pitcher. The batter hits the ball. It's a home run. It's baseball. They're playing baseball - Right. They're playing baseball - Ok, question 2. What sport is it? Listen carefully - Wilson passes the ball to Cary. Cary looks at the basket and shoots. The ball hits the basket... and goes in! Three points for Boston! - What sport is it? - The ball hits the basket... and goes in. It goes in the basket. That's easy. It's basketball - Exactly! It's basketball. And now question 3 - Fleming hits the ball over the net. Suarez swings her racket and hits the ball back to Fleming. Fleming hits the ball into the net. Suarez wins the point - What sport is it? - Ok. She has a racket. She hits the ball over the net. I think it's tennis - Yes, it's tennis. They're playing tennis. Very good - Thank you. I liked this game!

A club /klʌb/ = câu lạc bộ

A dancing club = phòng khiêu vũ, hộp đêm

Swing /swɪŋ/ = điệu nhảy swing (n)

To swing dance = nhảy điệu swing

Swing dancing = nhảy điệu swing (n)

1940's = The nineteen forties = The forties = thập niên 40

Big band = ban nhạc Jazz gồm ít nhất 10 nhạc sĩ, chơi nhạc Jazz, và những điệu phổ thông

Swing is a style of dancing from the 1940's = điệu swing là một lối nhảy có từ thập niên 1940's.

- Ok. We're off the air. Good show, Kathy, Max - Thanks, Larry - Max! Guess what I did this weekend - What did you do? - I went dancing - Really? Where did you go? - I went to a new club with my friend Bill. We tried swing dancing! - Swing dancing? What's that? - It's a style of dancing from the 1940's. It was popular about 50 years ago. And now it's very popular again - Oh, I know swing dancing - I've seen it in old movies. They always had a big band to play the music - Yes, the music from that time is called swing music - How did you learn swing dancing? - Oh, there are dance teachers at the club. Each night, they start with a short dance class. They teach people how to swing dance. Then, people dance all night! - Just like in the movies? - Yes! But I'm not as good as the dancers in a movie! - Oh, hi Elizabeth - Hi, Kathy, Max. It's time to begin my show - Ok. Good luck - Ready for Functioning in Business. Cue Music.

A report = bản tường trình, báo cáo

A fax = điện thư; To fax = gửi điện thư bằng máy fax

To promise /'prə-mis, 'prɔ-/ = hứa

A promise = lời hứa; To keep a promise = giữ lời hứa

I'm going to put this information in a report after I fax Beijing = tôi sẽ trình bày tin tức này trong bản tường trình sau khi gửi fax cho (văn phòng sở tôi ở) Bắc Kinh.

Now you've rejected the proposal that we use your warehouse for storage space for spare parts = nay thì bà bác bỏ đề nghị dùng kho chứa hàng của sở bà làm chỗ chứa phụ tùng thay thế.

Well, not entirely that, Mr. Blake = thực ra, không phải hoàn toàn như vậy, thưa ông Blake.

Let me clarify that a little = để tôi nói rõ thêm một chút.

I would need a lot more detail on that = tôi cần thêm nhiều chi tiết về điểm này.

I can certainly understand your concerns = tôi rất hiểu mối quan tâm của bà.

And maybe we can come up with a solution to the problem = và có thể chúng ta sẽ tìm ra cách giải quyết vấn đề.

I'll have the report ready for you tomorrow = mai tôi sẽ làm xong báo cáo và đưa bà.

- Hello, I'm Elizabeth Moore. Welcome to Functioning in Business! Functioning in Business is an intermediate level business English course with a focus on American business practices and culture. Today's unit is "A Business Lunch, part 4." This program focuses on Promising.

- Interview - Today we'll be talking by phone with Charles Blake of International Robotics - Hello, Charles - Hello, Elizabeth - Today we'll listen to more of your lunchtime discussions with Ms. Graham. In this discussion, Ms. Graham clarified her position about the storage of spare parts - That's right. I thought that she had rejected my proposal. But I was wrong. In fact, she was willing to consider it, but she needed more information - Let's listen to more of the conversation. In this part of the conversation, you promise to get her the additional information.

- Dialog - Now you've rejected the proposal that we use your warehouse for storage space for spare parts - Well, not entirely, Mr. Blake. Let me clarify that a little. Space is limited, and it would depend very much on the quantity of parts, the size, etc. I would need a lot more detail on that - I can certainly understand your concerns. I'm going to put this information in a report after I fax Beijing - Okay - And I'll have the report ready for you tomorrow. And maybe we can come up with a solution to the problem - Okay. Well, that sounds fine.

- Listen Carefully - I'm going to... - I'm going to put this information in a report - I'm going to put this information in a report after I fax Beijing - I'll have the report ready - I'll have the report ready for you - I'll have the report ready for you tomorrow - And maybe... - And maybe we can come up with a solution - And maybe we can come up with a solution to the problem.

To satisfy /'sætɪs,fai/ = thỏa mãn

To store /stɔ:/ = chứa; Storage /'stɔ:riɔ:/ = chỗ chứa (n)

You promised to prepare a report for Ms. Graham = ông hứa sẽ làm một bản tường trình cho bà Graham.

After I got the details, I needed to put them into a report = sau khi tôi nhận được những chi tiết, tôi sẽ viết vào bản tường trình.

I knew we had to satisfy her concerns about the storage of spare parts = tôi biết là chúng tôi phải giải đáp thỏa đáng mối quan tâm của bà ấy về chỗ chứa phụ tùng thay thế.

To satisfy the concerns = giải đáp thỏa đáng mối quan tâm (làm yên lòng)

- Interview - You promised to prepare a report for Ms. Graham - Yes. First I needed to fax my office in Beijing for the information she needed - Regarding the quantity of spare parts, the size, and so on - That's right. After I got the details, I needed to put them into a report - How did you feel about the discussions so far? - Well, I knew we had to satisfy her concerns about the storage of spare parts - I hoped that we could provide good answers to her questions - We'll listen to more of this conversation in another program. Thank you for being my guest today - You're very welcome.

Unit 100

Head office = văn phòng chính (n)

Etc = Et cetera /it'setərə/ = And so on = vân vân

Space is limited, and it would depend very much on the quantity of parts, the size, etc = chỗ trống có giới hạn và tùy thuộc rất nhiều vào số lượng đồ phụ tùng, và cỡ lớn, vân vân.

- Questions. Listen to the question - What does Mr. Blake have to do before he can prepare his report for Ms. Graham? - Now listen to the dialog - Space is limited, and it would depend very much on the quantity of parts, the size, etc - I would need a lot more detail on that - I can certainly understand your concerns. I'm going to put this information in a report after I fax Beijing - Okay - What does Mr. Blake have to do before he can prepare his report for Ms. Graham? - He has to fax his head office in Beijing - Listen to the question - When will Mr. Blake's report be ready? - Now listen to the dialog - I'm going to put this information in a report after I fax Beijing - Okay - And I'll have the report ready for you tomorrow - When will Mr. Blake's report be ready? - It will be ready tomorrow.

An oral agreement = lời thỏa thuận

A written contract = bản giao kèo; A lawyer = luật sư

Americans really respect people who keep their promises = người Mỹ trọng người giữ lời hứa.

To make a promise = hứa; To keep a promise = giữ lời hứa

Serious /'siəriəs/ = quan trọng (adj); Fulfill a promise = thực hiện điều mình hứa

Do Americans make a lot of promises in business? = người Mỹ có hứa nhiều trong việc kinh doanh không?

If business people want to make an oral agreement, they may shake hands = nếu các nhà kinh doanh muốn thoả thuận bằng lời, thì họ có thể bắt tay.

I'll see what I can do = I'll do what I can = tôi sẽ cố làm trong khả năng mình

It's not a promise that they will succeed = đó không phải là lời hứa rằng chắc sẽ thành công

Spoken promises = lời hứa miệng

But for important agreements between companies, spoken promises are usually not enough = nhưng đối với những thoả thuận quan trọng giữa các công ty, hứa miệng thường không đủ.

In the final stages, agreements must be written down in a contract and checked by lawyers = trong những giai đoạn cuối cùng, những thoả thuận phải được viết thành một giao kèo và kiểm soát lại bởi luật sư.

Stage /steɪdʒ/ = giai đoạn (n); Check /tʃek/ = kiểm tra, kiểm soát lại (v, n)

Good strategy = phương cách hay; ; To trust /trʌst/ = tin

Trust = sự tin cậy (n); Legal problems = các vấn đề pháp lý, chuyện kiện tụng

It's to avoid misunderstandings and legal problems in the future = đó là để tránh hiểu nhầm và kiện tụng trong tương lai.

Trust is very important in business relationships = sự tin cậy rất quan trọng trong các liên hệ thương mại

- Culture Tips - Welcome once again to "Culture Tips" with Gary Engleton - Hello everyone! - Today's e mail question is "Do Americans make a lot of promises in business?" - Yes, they do. And Americans really respect people who keep their promises - Because you can trust them? - Yes. Trust is very important in business relationships. If business people want to make an oral agreement, they may shake hands - Why do they shake hands? - It shows that both people are really serious. Good managers only make promises that they can keep - If they're not sure, they may say something like "I'll see what I can do" or "I'll do what I can". This means that they will try, but it's not a promise that they will be successful - That's a good strategy - Managers may also make spoken promises to each other as part of business discussions. But for important agreements between companies, spoken promises are usually not enough. In the final stages, agreements must be written down in a contract and checked by lawyers - Why is that? - It's to avoid misunderstandings and legal problems in the future. If there's a problem, everyone can read the contract! - Gary, thanks again for your great information - My pleasure.

- True or False. Listen. Is this statement true or false? - Good managers make a lot of promises - False. Good managers only make promises that they can keep - Americans sometimes shake hands when they make an oral agreement - True. Shaking hands shows that both people are really serious - Important agreements between companies are usually written down in a contract - True. Companies write contracts to avoid misunderstandings and legal problems.

Embarrassing /im'bærəsɪŋ/ = ngượng (adj)

To embarrass /im'bærəs/ = làm cho ai ngượng

Disgraceful /dis'greɪsfəl, -fəl/ = xấu hổ, hổ thẹn (adj)

Office furniture = bàn ghế, tủ dùng trong văn phòng

June wants her boss to talk to the Vice President about the office furniture = June muốn ông xếp nói với ông Phó Chủ tịch công ty về việc xin thay thế bàn ghế văn phòng.

She promises to replace everything, but nothing happens = bà ấy hứa sẽ thay thế mọi món đồ văn phòng, nhưng chưa thấy kết quả gì cả.

I can't promise that it will do any good, but I'll see what I can do = tôi không cam kết là sẽ có kết quả, nhưng tôi sẽ cố làm xem.

She says the Accounting Department won't give her the money = bà ấy bảo sở kế toán không cho tiền mua.

It's embarrassing when we have important visitors = thật là ngượng khi chúng ta có khách quan trọng đến thăm.

- Business Dialog - Let's listen to today's Business Dialog. June wants her boss to talk to the Vice President about the office furniture - The condition of our furniture is disgraceful! - I know it's bad! - My desk is at least twenty five years old. It looks terrible! - I've already talked to the office manager about the furniture three times this year. Each time she promises to replace everything, but nothing happens - Uh huh - She says the Accounting Department won't give her the money - Can't you talk to George about it? As Vice President, he should be able to do something - I'll try, but he's so busy all the time! He always says, "Talk to the office manager!" - Ira, it's embarrassing when we have important visitors - All right. I promise that I'll talk to George about it - Great - I can't promise that it will do any good, but I'll see what I can do - Thank you very much, and good luck! We need new desks!

- Focus on Functions: Promising - Now let's focus on Promising - Listen carefully - Can't you talk to George about it? - I'll try, but he's so busy all the time! - I promise that I'll talk to him - I can't promise that it will do any good - I'll see what I can do.

A promise /'prə-mis, 'prɔ-/ = lời hứa

To make promise = hứa; To keep a promise = giữ lời hứa

Gary will be talking about promises = Gary nói về lời hứa sẽ làm một điều gì.

To fulfill a promise = thực hiện lời hứa; Office manager = trưởng phòng (n)

- Gary's Tips - Now it's time for Gary's Tips with Gary Engleton! - Hello, Elizabeth! Today I'll be talking about promises. Promises are very important in business. And it's very important to keep your promises if you want to build good relationships. In today's Business Dialog, June is unhappy about the condition of her furniture. The office manager has promised to replace the furniture, but nothing has happened - I've already talked to the office manager about the furniture three times this year. Each time she promises to replace everything, but nothing happens - Uh huh - She says the Accounting Department won't give her the money - She asks Ira to talk to George, the Vice President. At first, Ira uses the expression "I'll try." This is a promise to try, but nothing more. It only means that he'll try to talk to George about the furniture - Can't you talk to George about it? As Vice President, he should be able to do something - I'll try, but he's so busy all the time! He always says, "Talk to the office manager!" June wants a more definite answer and finally Ira promises to speak to George. Notice that he uses the expression "I promise." - Ira, it's embarrassing when we have important visitors - All right. I promise that I'll talk to George about it - Great - Ira promises to talk to George, but he does not promise that June will get new furniture. Let's listen: - I can't promise that it will do any good, but I'll see what I can do - Thank you very much, and good luck! - He says that he can't promise that it will do any good, but he says he will try - He uses the expression, "I'll see what I can do." In business discussions, it is important to understand the difference between a promise to do something and a promise to try to do something - In Mr. Blake's conversation with Ms. Graham, he promises to have the report ready for her tomorrow - I'm going to put this information in a report after I fax Beijing - Okay - And I'll have the report ready for you tomorrow - Mr. Blake uses the expressions "I'm going to" and "I will" to make his promises. Before you make a promise in business, be sure that you can keep it. If you do this, you will build successful relationships. Hope today's tips were helpful! Thanks for joining us today for Gary's Tips - Thanks Gary!

- Well, our time is up. Tune in again next time for Functioning in Business. See you then!

Date: 26/11/2010

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