**Phụ lục số 2b**

# NỘI DUNG ÔN TẬP THI THĂNG HẠNG VIÊN CHỨC HÀNH CHÍNH
## TỪ CHUYÊN VIÊN LÊN CHUYÊN VIÊN CHÍNH NĂM 2017
## MÔN NGOẠI NGỮ- TIẾNG ANH

*(Ban hành kèm theo Quyết định số 2031 /QĐ-HĐTTH VCHC ngày 14/6/2018*
*của Hội đồng Thi thăng hạng viên chức hành chính)*

**I. Phương thức làm bài:**

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

- Thời gian làm bài: 90 phút.

- Trình độ Bậc 3 (B1) theo Khung năng lực ngoại ngữ 6 bậc dành cho Việt Nam ban hành kèm theo Thông tư số 01/2014/TT-BGDĐT ngày 24/01/2014 của Bộ Giáo dục và Đào tạo.

**II. Nội dung ôn tập:**

**1. Category:**

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

**1.1.1 Verbs (Động từ):**

- to be, to have, to do, to make…

- Separable phrasal verbs

- Inseparable phrasal verbs

- Prepositional phrasal verbs

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

- Possibility: Might, may, will, probably; Must/can't (deduction)

- Obligation & necessity: Must/have to; Ought to; Need to

- Modals (past): Should have, might have/etc.

- can *(ability now, request)*

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

- should, shouldn't *(advice)*

- have *to (must do smt)*

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

- Imperatives

- Infinitives *(with and without to)* after verbs and adjectives

- Gerunds *(-ing* form) after verbs and prepositions

### 1.2. Nouns (Danh từ)

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

### 1.3. Adjectives (Tính từ):

- Colors, size, shape, quality, nationality
- Cardinal and ordinal numbers
- Possessive: *my, your, his, her, etc*
- Quantitative: *some, any, many, much, a few, a lot of, every.*
- *-ing/ -ed*
- Comparative, equality and superlative (regular and irregular)
- Distributive adjectives
- Order of adjectives

### 1.4. Adverbs (Trạng từ):

- Regular and irregular forms
- Manner *(quickly, carefully, etc.)*
- Frequency *(often, never, twice a day, etc.)*
- Definite time *(already, just, yet, etc.)*
- Degree *(very, too.)*
- Place *(here, there, etc)*
- Describing verbs
- Degree (almost, much, nearly, quite, really, so)

### 1.5. Pronouns (Đại từ):

- Personal *(subject, object)*
- Impersonal: *it, there*
- Demonstrative: *this, that, these, those*
- Indefinite: *something, everybody, some, any, etc.*
- Reciprocal Pronouns: one another, each other
- Reflexive Pronouns: myself, yourself, herself, himself, itself, ourselves, yourselves, themselves

### 1.6. Articles (Mạo từ/Quán từ):

- *a*/an + countable nouns
- *the* + countable/ uncountable nouns

### 1.7. Prepositions (Giới từ):

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

### 1.8. Connectors (Từ nối):

- and, but, although
- when, while, until, before, after, as soon as
- because, since, if
- Connecting words expressing cause and effect, contrast, etc...

### 1.9. Interrogatives (Từ để hỏi):

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

### 2. Tenses (Các thì/thời):

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

- Present perfect continous
- Present perfect/past simple

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

- Type 0: If + present simple, present simple
- Type 1: If + present simple, future simple
- Type 2: If + were/ V-ed, would/wouldn't... + V
- Type 3: If + past perfect, wouldwouldn't ......+ have + past participle

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

- defining *which, who, whom* in relative clauses
- non defining *which, who* in relative clauses
- Whose, where

**5. Verb Patterns:**

- Gerunds after *prepositions*
- Verbs followed by *the gerund*          **(common only)**
- Verbs followed by *an infinitive*

**6. Passive voice (Câu bị động):**

- Affirmative Passive of: Present Simple, Past Simple
- Simple passive

**7. Reported speech**

- Reported statement          **(common only)**
- Reported questions
- Reported orders, requests

**8. Reading topics:**

Cuộc sống, công việc hàng ngày, Các hoạt động giải trí, Thủ đô Hà Nội, Giao thông, Môi trường, Các thành tựu khoa học, Khoa học và công nghệ, y tế và bảo vệ sức khỏe, ngôn ngữ, quan điểm, kinh nghiệm và tình cảm cá nhân.

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

   - What + be + the price of + noun?
   - How much + be + noun?/ How much + do/does + noun cost?
   - show the way to, how to get to
   - have + noun,  There + be + noun
   - S + be + adj + pre. + V.
   - S + V + adverb.
   - spend time + V-ing
   - It takes/took smb + time + to-V
   - remember to-V,  don't forget to-V

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- like to-V/ V-ing
- be fond of/ keen on + V-ing
- To- V/ gerund + be + adj.
- It's + adj + to-V.
- too + adj/adv + to-V
- so + adj/adv + that + negative/ possitive
- adj/adv + enough + to-V
- Combine sentences by using relatives: who, whom, which, where, whose...
- Conditional sentences.
- Past situation → Conditional sentence Type 3
- Zero conditional type
- Present situation → Conditional sentence Type 2.
- Active → Passive
- Comparisons.
- Embedded questions
- Reported speech
- neither ....nor/ either....or
- it/this/that + be + superlative + S + have/ has + ever + past participle
- S + have/has + never + past participle + such + N.
- If not → Unless
- wish: present → past subjuntive
- wich: future → would if
- It's time since +clause (past simple)
- remember V-ing, forget V-ing
- Superlatives
- suggest that clause
- verb → noun
- adj→verb