

PHỤ LỤC SỐ 2.1
DANH MỤC NỘI DUNG ÔN TẬP MÔN NGOẠI NGỮ - TIẾNG ANH
KỶ THI TUYỂN CÔNG CHỨC HÀNH CHÍNH NĂM 2024

*(Ban hành kèm theo Quyết định số 23747/QĐ-HĐTT ngày 24/5/2024 của Hội đồng
tuyển dụng công chức thành phố Hà Nội năm 2024)*

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.
- Nội dung: Ngoại ngữ dùng để giao tiếp hàng ngày.
- Giáo trình tham khảo: Life lines, New Headway, New English File (Pre-Intermediate)

II. Nội dung ôn tập và các ví dụ:

1. Category:

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

1.1.1 Verbs (Động từ):

- to be, to have, to do, to make, to answer, to bring, to hope, to get, to discuss, to change, to dress, to eat, to follow...
- phrasal verbs: call back, get back, get off, get on, grow up, pick up, put on, stand up, take off, try on, turn on, turn off...

Eg:

- Students a lot of homework in the evening. (do, answer, teach, learn)
- I often..... the dishes after dinner. (wash, clean, make, brush)
- She English very well. (speaks, says, tells, answers)
- He the television to watch a football match. (turns on, turns off, gets on, gets off)
- My mother on a farm in the countryside. (picked up, stood up, grew up, got up)

1.1.2 Modal verbs (Động từ khuyết thiếu):

- can (*ability now, request*)
- could (*ability in the past, possibility; polite request, suggestions*)
- should, shouldn't (*advice*)
- have to (*must do smt*)
- may/might (*weak possibility at present or in the future*)
- would (*wishes, preferences*)

Eg:

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

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

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

Eg:

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

1.2. Nouns (Danh từ)

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

Eg:

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

- Do you have(some, any, many, a lot) money? Can I borrow(any, some, much, many)?
- I always wait for a bus at the (bus stop, post office, police station, traffic light)
- How much (money, moneys, moneyes, moneies) do you need?

1.3. Adjectives (Tính từ):

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

Eg:

- Tom is from England. He is(England, English, Germany, German).
- I would like to buy thisbook. (interesting, interested, boring, bored)
- My room isthan yours. (biger, bigger, more big, more bigger)
- Among my friends, Lan is theof all. (most interesting, more interesting, so interesting as, as interesting as)
- His task is asas mine. (difficult, more difficult, the most difficult, most difficult)
- Billy is thestudent in his class. (good, gooder, best, better)

1.4. Adverbs (Trạng từ):

- Regular and irregular forms
- Manner (*quickly, carefully, etc.*)
- Frequency (*often, never, twice a day, weekly, etc.*)
- Definite time (*now, yesterday, already, just, yet, etc.*)
- Degree (*with adjectives/adverbs: very, too, so, quite, so much, a lot, etc.*)
- Place (*here, there, etc.*)
- Sequencing (*first, then, after that, etc.*)
- Certainty (*maybe, perhaps*)
- Attitude, viewpoint (*actually, unfortunately, of course, etc.*)

Eg:

- He can run very No one can catch him. (fast, fastly, slow, slowly)
- Linh does her work very She is a good worker. (careful, carefully, bad, badly)

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

1.5. Pronouns (Đại từ):

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

Eg:

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

1.6. Articles (Mạo từ/Quán từ):

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

Eg:

- I haveaunt in America. (a, the, an, Ø)
- They live in(a, an, the, Ø) house in the countryhouse is large. (A, An, The, Ø)
- His wife playspiano beautifully. (a, that, the, this)
- Nowadays, we use.....computers to do our work. (a, an, the, Ø)

1.7. Prepositions (Giới từ):

- Location: *to, on, inside, next to, at (home), etc.*
- Time: *at, on, in, etc.*
- Direction: *to, into, out of, from, etc.*
- Instrument: *by, with*
- Prepositions following:

* adjectives: *afraid of, interested in...*

* verbs: *laugh at, ask for, etc.*

Eg:

- We always go(on, in, at, of) holiday(on, at, in, of) summer.
- Do you have to gowork at weekends? (at, to, in, on)
- They arrived here(on, at, in, of) August 1st.
- I'll see you there(on, at, in, Ø) tomorrow.
- She went to work(by, with, in, of) car.
- "How did you travel to France?" "We went.....plane." (on, in, by, of)
- My children go to schoolfoot everyday. (on, by, in, of)
- My son doesn't like asking his Mumpocket money. (to, at, for, of)
- We're leaving3 o'clock this Sunday. (on, in, at, of)
- Don't be latethe meeting. (to, in, for, of)
- It takes him four hours to goHanoiPhu Tho. (from/to, from/from, from/in, to/in)

1.8. Connectors (Từ nối):

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

Eg:

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

1.9. Interrogatives (Từ để hỏi):

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

Eg:

-from Hanoi to Da Nang? (How far, How far it is, How far is it, How far is)
- ".....do you work?" "In Hanoi". (What, How, Where, When)

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

1.10. Quantifiers (Từ chỉ số lượng)

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

E.g.:

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

2. Tenses (Các thì/thời):

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

Eg:

- The Earthround the Sun. (goes, is going, went, was going)
- Weofficials of Hanoi People’s Committee. (are being, are, is being, is)
- She usuallyto work late. (go, goes, went, was going)
- At the moment, all of usfor the exam on 27th of October. (prepare, are preparing, prepared, were preparing).
- Wethe exam on 4th of August. (take, are taking, will take, have taken)
- “Wherethe Head?” “Shenow in the Hall, making a speech.” (is/is, is/is being, was/was, was being/ was)

- Imy work. I'm on the way home. (have just finished, just finish, just finished, am just finishing)
- you ever.....to England? (Did/be, Were/ Ø, Have/been, Will/be)
- Hein this company for ten years. (worked, has worked, works, have worked)
- They have been there since(last Saturday, at 6 o'clock, a week, tomorrow)
-at home yesterday? (Do you stay, Did you stay, Have you stayed, Will you stay)
- Ia new TV two days ago. It costs 7 million. (buy, bought, have bought, will buy)
- Thomasbusy last Saturday. (is, has been, was, will be)
-you at school yesterday morning? (Were, Are, Do, Did)
- At this time last weekends, sheher holiday in a luxury resort in Nha Trang. (spent, was spending, has spent, is spending)
- Wethe museum this afternoon. Will you go with us? We have enough tickets for us. (visit, are going to visit, will visit, have visited)
- The Governmenta new bridge across this river next year. (build, shall build, is going to build, have built)
- How oftenyour grandparents? (did you visit, will you visit, do you visit, are you visiting)
- How longin this city? (does she live, is she living, has she lived, shall she live)
- What last Sunday? (did you do, do you do, have you done, will you do)
- In the year 2050, peopleunder the sea. (live, will live, are going to live, have lived)
-Paul? (Are you going to marry, Shall you marry, Do you marry, Are you marrying)

3. Conditional sentences (Câu điều kiện):

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

Eg:

- If it rains a lot, trees in our garden (will die, dies, is going to die, would die)
- If itfine tomorrow, wecamping. (is/will go, is/go, will be/go, will be/will go)
- You can get high evaluation from the Director Board if youyour best. (try, tried, are trying, were trying)

- I wouldn't do that if Iyou. (am, was, were, are)
- If we were here now, we tennis with you. (could play, play, played, will play)
- Whereif you move to Ho Chi Minh City next month? (did you work, would you work, will you work, could you work)
- Whatif you had much power? (will you do, can you do, would you do, did you do)

4. Relative clauses (Mệnh đề quan hệ):

- defining *which, who, that* in relative clauses
- non-defining with *which, who* in relative clauses

Eg:

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

5. Verb Patterns:

- | | |
|--|---------------|
| - Gerunds after <i>prepositions</i> | (common only) |
| - Verbs followed by <i>the gerund</i> | |
| - Verbs followed by <i>an infinitive</i> | |

Eg:

- I am bored withat home all day. (stay, staying, to stay, to staying)
- I enjoyat weekends. (to fish, fishing, fish, to fishing)
- They decidedmarried. (get, got, getting, to get)
- Tony went to the post officea bill. (pay, paying, paid, to pay)
- She was working while I passed by. She stoppedand we talked about her last holiday. (working, to work, work)
- She was working while I passed by. I asked her about the way to London. She stopped me the way. (showing, to show, show)
- Rememberthe lights after work. (turn off, turning off, to turn off, to turning off)

6. Passive voice (Câu bị động):

- Affirmative Passive of: Present Simple, Past Simple

Eg:

- Flowersin the early morning. (cut, cuts, are cut, is cut)

- My caryesterday in a good garage. (was repaired, repaired, is repaired, repairs)
- Whereyour watch.....? (is....made, does.....make, do.....make, aremade)
- My computerin America. (was make, made, makes, was made)
- The childrento school every morning by a careful driver. (are taken, take, took, is taken)
- Until 9 last night, the workvery well. (is finished, was finished, finishes, finished)

7. Question tags (Câu hỏi đuôi):

- Limited range of question tags

E.g:

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

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.

Eg:

A morning in the life of Paula Radcliffe - Marathon Runner

8.30 a.m.

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

9.30 a.m.

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

12.30 p.m.

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

Questions:

- What is the passage about?/ What is the main idea of the passage?
- + Paula's morning
- + Paula's life
- + Paula's family
- + Paula's work

- What does Paula Radcliffe have for breakfast?
- + a drink and a snack
- + cereal and fruit
- + rice and salmon
- + toast and peanut butter
- Why does she always check her pulse after getting up?
- + Listening to her body is important.
- + She wants to rest for a day.
- + She checks it to have a big breakfast.
- + She likes it to be high.
- How often does she have a cold bath or go for a swim after training?
- + every week
- + four times a week
- + every day
- + four times a day
- What time does she pick up her daughter?
- + 8.30 a.m.
- + 9.30 a.m.
- + 12.30 p.m.
- + 2.00 p.m.
- Which is TRUE about Paula Radcliffe?
- + Isla, her daughter, wakes her and husband up every morning.
- + She takes Isla to nursery at 9.30 a.m.
- + While she runs, Gary rides his bike next to her and gives her drinks.
- + She eats a big lunch of cereal and fruit.

9. Sentence- structures for rewriting:

- What + be + the price of + noun?
- How much + be + noun?/ How much + do/does + noun cost?
- show the way to, how to get to
- have + noun / There + be + noun
- S + be + adj + pre. + V.
- S + V + adverb.
- spend time + V-ing

- It takes/took smb + time + to-V
- remember to-V, don't forget to-V
- like to-V/ V-ing
- be fond of/ keen on + V-ing
- To- V/ gerund + be + adj.
- It's + adj + to-V.
- too + adj/adv + to-V
- so + adj/adv + that + negative/ positive
- adj/adv + enough + to-V
- Combine sentences by using relatives: who, whom, which...
- Conditional sentences.
- Present situation → Conditional sentence Type 2.
- Active → Passive
- Comparisons.
- Shall....? (as offers)
- be sure + clause
- Let's ... (as suggestions)
- What a/an + noun phrase (+ clause)

Eg:

1. I cut these flowers yesterday morning.
→ These flowers
2. Somebody cleans the room everyday.
→The room
3. They built this villa 200 years ago.
→This villa
4. She took **him** to the cinema on time.
→**He**
5. That skirt is too small for my daughter to wear.
→That skirt is so
6. Why don't you stay in bed for a few days?
→ If I were you,
7. It's warm enough for children to walk outside.
→ It's so warm

8. Barbara is the tallest girl in her class.

→ Nobody in Barbara's class

9. Linh is 170 cm tall. Her husband is 170 cm, too.

→ Linh is as

10. This bag costs 2 million and that one is 3 million.

→ That bag is more

11. No country in the world is larger than Russia.

→ Russia is the

12. The man is my boss. You met him at the cinema yesterday.

→ The man that

13. The woman is my aunt. She works as a plastic surgeon.

→ The woman who

14. The school is very old. He is studying in that school.

→ The school which

15. Can you tell me the way to the nearest station?

→ Can you tell me how?

16. Remember to do all your homework before class.

→ Don't forget

17. What is the price of this computer?

→ How much is?/ How much does?

18. Our office has five printers.

→ There are

19. He is a good football player.

→ He plays

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

→ If I were you,

21. They will spend twenty months building this bridge.

→ It will take

22. Young people like listening to Korean music.

→ Young people are interested

23. Taking exercises everyday is good for our health.

→ It's good

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

→ If we weren't in the room now,

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

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