



380

BÀI LUẬN

MẪU

TIẾNG ANH

Phần 4

341. POLLUTION

NẠN Ô NHIỄM

Pollution has been defined as the addition of any substance or form of energy to the environment at a rate faster than the environment can accommodate **dispersion**,¹ breakdown, recycling or storage in some harmless form. In simpler terms, pollution means the poisoning of the environment by Man.

Pollution has accompanied mankind ever since groups of people settled down in one place for a long time. It was not a serious problem during primitive times when there was more than ample space available for each individual or group. As the human population **boomed**,² pollution became a major problem and has remained one ever since. Cities of ancient times were often unhealthy places, fouled by human wastes and **debris**.³ Such unsanitary conditions favoured the outbreak of diseases that killed or **maimed**⁴ many people living in those times.

The rapid advancement of technology and industrialization today is something that Man can be proud of. However, it has brought along with it many undesirable results, one of which is the pollution of our environment. Humanity today is threatened by the dangers of air, water, land and noise pollution.

The air that we breathe is heavily polluted with toxic gases, chemicals and dust. These consists of the discharge from industrial factories and motor vehicles. The **emission**⁵ of tetraethyl lead and carbon monoxide from exhaust fumes is a major cause for concern too. Outdoor burning of trash and forest fires have also contributed to air pollution. They cause the smarting of the eyes, bouts of coughing and respiratory problems. Owing to the burning of fossil fuels, the level of carbon monoxide in the air is more than desirable. Too high a level of carbon dioxide will cause the Earth's temperature to rise. The heat will melt the polar caps, thus raising the sea level and causing massive flood around the world. The burning of fuels also produces gases which form acid rain. Acid rain has a damaging effect on water, forest and soil, and is harmful to our health.

Man has reached the moon and invented supersonic crafts that can travel faster than the speed of sound. However, these inventions emit pollutants which contribute to the depletion of the ozone layer. This depletion of ozone, which absorbs the harmful rays of the sun and prevents them from reaching the Earth, will have drastic effects on all living things. It will lead to a rise in the number of people suffering from skin cancer.

Water pollution has become widespread too. Toxic waste has found its way into our lakes, streams, rivers and oceans. This waste is released by factories and sea-going vessels. **Spillage**⁶ of oil by tankers and during the recent Gulf War has caused **irreparable**⁷ damage to **marine**⁸ life. Thousands of sea animals have died or were poisoned by the pollutants in their natural habitat. As such, it is dangerous for humans to consume sea food caught in polluted waters.

Dumping of used cars, cans, bottles, plastic items and all other kinds of waste material is an eyesore. Much of the **refuse**⁹ is not **biodegradable**¹⁰ and this interferes with the natural breakdown process of converting substances from a harmful form to a non harmful one. As such, it becomes a hazard to one's health.

We are often faced with noises from construction sites, jet planes and traffic jam. We may be unaware of it but noise pollution has been attributed to causing a loss of hearing, mental disturbances and poor performance at work.

To control environmental pollution, substances which are hazardous and can destroy life must not be allowed to escape into the environment. This calls dangers of pollution.

1. dispersion /dɪ'spɜːʃn/ (n) sự tán sắc
2. boom /buːm/ (v) bùng nổ, bộc phát
3. debris /'deɪbrɪː/ (n) mảnh vỡ, vật đổ nát
4. maim /meɪm/ (v) làm tàn tật, làm tàn phế
5. emission /'ɪmɪʃn/ (n) sự tỏa ra, sự thải ra
6. spillage /'spɪlɪdʒ/ (n) sự đổ ra
7. irreparable /ɪ'repərəbəl/ (adj) (về tổn thất, vết thương, v.v...) không thể đền bù hay hồi phục
8. marine /mə'riːn/ (adj) thuộc về biển, do biển sinh ra
9. refuse /'refjuːs/ (n) rác rưởi, vật phế thải
10. biodegradable /baɪəʊdɪ'greɪdəbəl/ (adj) (về những chất) có thể bị thối rửa do vi khuẩn

342. MAN IS POLLUTING HIS ENVIRONMENT. DISCUSS *CON NGƯỜI ĐANG LÀM Ô NHIỄM MÔI TRƯỜNG SỐNG. HÃY THẢO LUẬN*

Ever since the first atom bomb was burst in the Arizona desert, scientists have become aware of the **radioactive fall-outs**¹ from the bursting of megaton bombs by nuclear nations and subsequently the pollution of water by nuclear reactors. But this is not the first time that air and water are being polluted. For quite a long time it has been going on, especially, since the coming of the petroleum to be used in the **internal combustion engines**.² Oil in whatever form consumes the life-giving oxygen of the air and the end products mainly carbon dioxide fills up the atmosphere. The green parts of plants clear up this debris, consume the carbon in the process of **photosynthesis**³ and bring back the oxygen. There is a limit to this reaction. When the percentage of carbon dioxide in the atmosphere grows beyond some tolerance level, even all the green plants of the world will not be up to the task. Add to it the careless denudation of forest and wooded areas which are destroyed for the sake of industries.

The results of such pollution are something like this. The atmospheres gets heated and the average temperature may go beyond what it is ; as a result ice in the oceans may melt increasing the level of the seas and so the low-lying areas may be submerged. The water in the seas get **evaporated**⁴ sooner and upset the balance.

Another thing that pollutes the air is dust **particles**.⁵ Dust particles and smoke in the air act as **nucleus**⁶ for the water vapour in the atmosphere to condense and form what is called 'smog'. This causes poor visibility to the motor car drives and is a great handicap for aeroplanes to land and take off.

The pollution of water is equally serious, still it is growing at a rapid pace. Chemical wastes from factories and nuclear reactors are drained into rivers, lakes and seas. At first the water becomes unfit for drinking. Where the water has not been properly sterilised, it has led to serious **epidemics**⁷ like **jaundice**.⁸ Furthermore it tells on the aquatic life, both plants and animals. Fishes die or they carry small doses of radioactive elements in them that those who consume them may die ; so too in the case of plants.

This has caught the eye of the public in the U.S.A. that recently the Americans observed what is called the Earth Day or Environment Control Day. They have become aware of it and the government, the labour force, students and artists are involved in fighting against such pollution. In many of the States, they raised loud voices that the government has come forward to do something. For instance, in his State of the Union address once President Nixon said : "The great question of the seventies is, shall we **surrender**⁹ to our surroundings or shall we make our peace with nature and begin to make reparations for the damage we have done to our air, land and water."

There was much talk on Earth Day about closing the loop. The terms will have much significance in the future as science and technology turn more attention to progress that will take man's waste and recycle it into the system thereby making better use of what already had been taken from the earth and conserving the resources that are left.

If man does not act now, the **ecological**¹ systems will breakdown creating diseases man cannot resist, loss of food supplies from lakes and seas, the necessity of gas masks whenever one goes outside. Can it happen ? Obviously, it can and will, if man fails to act right from now.

1. radioactive fall-out /reɪdɪəʊ,æktɪv 'fə:ləʊt/ (n) *bụi phóng xạ*
2. internal combustion engine /ɪn,tɜ:nl kəm,bʌstʃɪn 'endʒɪn/ (n) *động cơ đốt trong*
3. photosynthesis /fəʊtəʊ'sɪnθəʊsɪs/ (n) *sự quang hợp*
4. evaporated /ɪ'væpəreɪtɪd/ (adj) *bị bốc hơi*
5. particle /'pɑ:tɪkl/ (n) *một phần tử nhỏ (của cái gì)*
6. nucleus /'nju:klɪəs/ (n) *hạt nhân*
7. epidemic /epɪ'demɪk/ (n) *bệnh dịch*
8. jaundice /'dʒɔ:ndɪs/ (n) *bệnh vàng da, bệnh hoàng đản*
9. surrender /sə'rendə(r)/ (v) *đầu hàng, từ bỏ*
10. ecological /i:kə'lɒdʒɪkl/ (adj) *thuộc về sinh thái học*

343. POLLUTION-HOW TO REDUCE IT NẠN Ô NHIỄM VÀ BIỆN PHÁP HẠN CHẾ

The world that we live in now is badly affected by pollution. The rivers and seas are polluted. The air is polluted. The land is polluted. Consequently the things we drink, breathe in and eat are all polluted.

This sad state of affairs do not good for our health and well-being. Pollution is virtually destroying the place we live in - Earth. If pollution is allowed to go on and on we will surely destroy ourselves too. We ought to value our planet for it is only place we can live in. If we destroy it then we are also finished.

Eliminating pollution completely is impossible. So it is important that we try to keep pollution to a minimum. There are many things that we can do to reduce it.

The very first thing for everyone is to stop **dumping**¹ rubbish anywhere they like. Throwing rubbish seems to be the favourite pastime of everyone. So we see piles of rubbish on road sides, in ditches and drains, in backlanes and often on main roads too.

What rubbish do people throw away ? Empty cans and bottles, sweet wrappers, plastic bags full of smelly stuff, dead animals, broken toys, broken TV sets, food, old cars and kitchen sinks are item that can be found in the rubbish dumps. Perhaps we could recycle the things we use instead of simply throwing them away. We could, for example, reuse glass, metals and plastics. We could cook only what is necessary instead of throwing what we could not eat. We could keep our cars and sinks in good working order instead of abusing them as many of us do now. Then we would have less rubbish to throw. Consequently there would be less rubbish dumps and less pollution.

Motor vehicles are a major cause of air pollution. They emit much exhaust fumes. In big cities this pollution has reached levels that **pose**² a **threat**³ to the health of the city dwellers. Some cities have already advised their residents to wear gas masks when they venture onto the streets. The only way to reduce this pollution is obviously to reduce the number of vehicles on the roads. This is easier said than done for very few people would want to sacrifice the convenience of having one's own transport.

Factories and industrial plants are largely responsible for pollution of the air, water and land. The waste they **discharge**⁴ into the rivers and land destroy both. The smoke they emit pollutes the air. What they must do is to find ways to reduce their wastes. Also they have to treat their wastes so that they emit. All these things are required if we are to see any reduction of pollution. At the rate things are going however, we see increase in pollution instead.

Whether we can really reduce pollution and thus save our planet is up to us. Pollute it more and we shall perish.

1. dump /dʌmp/ (v) vứt bỏ
2. pose /pəʊz/ (v) làm cho (cái gì) xuất hiện, tạo ra hoặc đưa ra
3. threat /θret/ (n) sự đe dọa
4. discharge /dɪstʃɑ:dʒ/ (v) tuôn ra (chất lỏng, hơi, v.v...)

344. MEN'S ENEMIES IN THE WORLD OF NATURE

KẺ THÙ CỦA NHÂN LOẠI TRONG THẾ GIỚI TỰ NHIÊN

Somebody has observed that man is born free but everywhere he is in chains. Though this was said in some other circumstances, man is not so free. From birth to death he has to **contend**¹ with his enemies. Where the enemy is known, man has always found ways and means of combating it. If it is disease, he has medicines for it. He would set up **snares**² and catch certain types of enemies. He would kill them with slings, bows and arrows, spears and guns and so on. But the story of man, when he cannot fight his enemy, is helplessness as in the case of a big storm.

Among the animate enemies, the bacteria and virus are the worst for one does not know when they may strike for they are lurking everywhere only to enter the human system and play havoc. Long, long tried to appease them by offering sacrifices and by worshipping them. Now thanks to the advance of science and invention of scientific instruments especially the microscope and the X-Ray machines, man knows diseases are caused by bacteria and virus. He knows also how to prevent falling prey to those diseases. He has in his **repertoire**³ sulpha drugs and antibiotics, vaccines and serums. Almost all epidemic diseases have become things of the past. For instance, small pox, the scourge which was taking away a toll of men has been eradicated practically from the face of the earth. Only cancer is defying all treatment.

Man has to be **wary**⁴ about insects that bite because he cannot hope to eradicate them. From experience he has come to know of medicines for such stings, for example snake bites can be treated with serum.

Man has enemies among animals such as the tigers, wolves and foxes. They don't attack man unless he interferes with them. These animals have their part to play in the ecological balance. Even the dog, man's best friend, can prove as an enemy especially when it becomes mad. The bite of mad dog causes rabies, thanks to the pioneering effort of Louis Pasteur and anti-rabies, vaccine has been prepared and has proved a blessing in healing dog bites.

There are also other type of enemies which destroy man's food. For example, rats and other **rodents**⁵ destroy sizeable quantities of grains and fruits. But man from experience and scientific skills has overcome these enemies. He builds rat proof warehouses where grains are dusted with chemicals so that they don't rot. He keeps food items in cold storage and thus preserve them.

There are then the enemies from the very elements themselves. The life giving atmosphere may prove fearsome when it turns into a storm or tornado. With scientific instruments man is able to forecast a coming storm. Similarly, the rain, snow, ice and frost may prove to be enemies when they occur. Rain destroys life and property and leaves destruction when it recedes. Fog has caused many a disaster on land and water such as ships colliding, air crashes and land accidents. Ice was known to have broken ships. But the dangers from them are being minimised because of sophisticated apparatus man has at his command. Mother earth herself very often makes up her mind to heave and shake. These earthquakes do cause a heavy loss almost every year.

The worst enemy of man is death. One does not know what death is except that all the organs fail to function. Man may argue as to how death is caused, but nevertheless it

does occur at every age and in all places at all times. There is none who is not afraid of death. People carry **mascots**⁶ and **talismans**⁷ to avoid death.

The mystery of death is so deep that a lot of theories have sprung up about it. It may be a friend in certain cases and it may appear cruel in other cases. Whether death is an enemy or friend depends on how one views it.

So one can conclude that man is always surrounded by enemies and if at all he survives, it is indeed a miracle.

1. contend /kən'tend/ (v) *đấu tranh (để chiến thắng một đối thủ, một khó khăn, v.v...)*
2. snare /sneə(r)/ (n) *cái bẫy (dùng bẫy chim hoặc các con thú nhỏ)*
3. repertoire /'repətwa:(r)/ (n) *kho, vốn*
4. wary /'weəri/ (v) *cảnh giác*
5. rodent /'rəʊdnt/ (n) *loài gặm nhấm*
6. mascot /'mæskət/ (n) *vật lấy phước*
7. talisman /'tælizmən/ (n) *bùa, phù*

345. THE HARVEST OF THE SEA *THU HOẠCH TỪ LÒNG BIỂN CÁ*

Ordinarily harvest refers to the return or income which a farmer gets from the field. There may be a bumper harvest. Nevertheless the harvest is the end product of long waiting, back breaking operations, involving a lot of skill and patience. In the case of the sea also there is a similarity connected with the harvest in the field; the only difference being there is not a question of ploughing, preparing the field and sowing. But a good harvest in the sea means a great deal of risk and danger. It means pluck and courage on the part of those who take to sea life.

Let us take a look at the exact harvest of the sea. The foremost thing that comes into the mind is the fish. Fishing in the sea is a major industry of the world and maritime countries and their people depend on fish for food. There are major fishing grounds of the world, notably the North Sea, off the coast of New Foundland and British, Columbia and the sea of Japan. In these countries they have mechanised fishing. Fish is caught on a large scale and canned to be sent to the markets.

Besides fish, the **whale**¹ is hunted for its flesh and **blubber**² as well as it's bones. Whale hunting is a dangerous job because that mammal, yes, whale is not a fish in the real sense, can destroy a boat if it strikes. A whole novel 'Moby Dick' had been dedicated to whale hunting.

The floor³ of the sea has not been exploited. There is a belief that the deep floors of the seas must be rich in minerals. When the minerals on the land is exhausted, perhaps man may turn to the sea bed for his resources. There is, of course, mineral oil found in some places in the sea bed. Already some countries have taken up the idea and have started prospecting for oil in the sea.

Beside the economic value of the life from the sea, children enjoy picking the beautiful shells deposited on the shore by waves.

The sea too can be used for producing food. The green **plankton**⁴ which produces starch can be exploited to stem the hunger of the world.

If the harvest of the sea is taken to mean in a wider sense, water transport then can also be the bloodstream of the world's commerce. Wide **arteries**⁵ of shipping lines have liners loaded with the world's merchandise. Till the advent of the aeroplane, the ship was the only link connecting countries divided by the seas. For transporting heavy cargo there is nothing better than sea transport.

Another important item of harvest is the energy that could be produced by using the tidal waves. There are countries where these tidal waves play havoc. But these waves could be suitably **harnessed**⁶ to produce power. This possibility has not been ruled out and there are attempts afoot to tap this source. This is how man gets a good harvest from the sea.

1. whale /weɪl/ (n) cá voi

2. blubber /'blʌbə(r)/ (n) mỡ (cá voi và của các động vật khác ở biển/dùng để thắp sáng)

3. floor /flɔ:(r)/ (n) đáy (biển, thung lũng, v.v...)

4. plankton /'plæŋktən/ (n) sinh vật phù du

5. artery /'ɑ:təri/ (n) đường giao thông chính

6. harness /'hɑ:nɪs/ (v) chế ngự, khai thác (để sản xuất năng lượng)

**346. DISCUSS THE PART PLAYED BY SCIENCE IN THE PROMOTION OF
PUBLIC HEALTH DURING THE LAST HUNDRED YEARS**
**HÃY THẢO LUẬN VAI TRÒ CỦA KHOA HỌC TRONG VIỆC NÂNG CAO SỨC
KHỎE QUÂN CHÚNG SUỐT MỘT TRĂM NĂM QUA**

One of the most striking features of the present century is the progress of science and its effects on almost every aspect of social life. Building on the foundations laid by their **predecessors**¹ the scientists of today are carrying their investigation into ever widening fields of knowledge.

The contribution of science to the promotion of public health in the last hundred years has indeed been tremendous. The unceasing work and experiments of scientists during this time have led to numerous discoveries and removed many misconceptions that many people had before, regarding health illness. The causes of many of the diseases have become generally known. Indeed, many of the facts relating to public health, which are now regarded as common knowledge, were unknown even to the doctors of those days. The fact that germs were the cause of most of the common diseases was not realised by doctors of high repute in the not very distant past. Today, however, even a pupil of a primary school has some knowledge of the destruction that germs can cause. The discovery of germs has indeed revolutionised all medical concepts of disease and illness. Everywhere people have come to realise the importance of cleanliness in the prevention of disease.

The researchers or scientists of all countries have also revealed other secrets. It is now known that illness and diseases can be caused by other living creatures also, such as flies, insects and even birds, animals and human beings. Their discoveries have contributed to the progress of medical science. Today, people in all parts of the world are doing their utmost to destroy the creatures that carry diseases. At the same time, however, scientists have also discovered that certain animals and creatures could provide some cure for a variety of diseases that are dangerous to human beings. Even the **curative**² value of certain plants has been discovered.

An important result of the discoveries of scientists has been that, they have also found the cure of almost every disease. It is a practice of the scientists to work for the discovery of a cure as soon as they have discovered the causes of a certain disease. This service of the scientists has promoted the welfare of the human race. In this field of research, scientists make no distinction between races. Whatever they discover is used for the advantage of men everywhere. The progress of humanity is their main aim.

The work of medical scientists also reduced pain to great extent. In the past, **operations**³ were performed on individuals in a very crude manner. **Amputation**⁴ was a very painful affair. Today, however, the whole body of a man could be cut open without his feeling any pain by the use of chloroform. In this way science has relieved the misery of men tremendously.

Another very important discovery has been that, water, without which life cannot exist, sometimes contains the elements of destruction as well. Impure water could spread disease and death at tremendous speed. This knowledge has led people in all parts of the world to use only pure water for all domestic and other purposes. Water is

considered so important a factor in public health that all the governments of the world control its use for drinking purposes.

All these discoveries have indeed promoted public health during the last hundred years.

1. predecessor /'pri:disesə(r)/ (n) người đi trước, người tiền nhiệm
2. curative /'kjʊərətɪv/ (adj) có khả năng hoặc dùng để chữa bệnh
3. operation /ɒpə'reɪʃn/ (n) việc phẫu thuật; ca mổ
4. amputation /æmpjʊ'teɪʃn/ (n) việc cắt bỏ (tay, chân) bằng phẫu thuật

347. "ADVERTISEMENTS ARE BORING, USELESS AND OFTEN MISLEADING." HOW FAR DO YOU AGREE WITH THIS OPINION ?
"QUẢNG CÁO RẤT NHÀM CHÁN, VÔ DỤNG VÀ THƯỜNG GÂY LẦM LÃN". BẠN ĐỒNG Ý VỚI Ý KIẾN NÀY Ở MỨC ĐỘ NÀO ?

Advertisement is highly developed nowadays. To some extent, nature itself advertises her wares; for instance, the colour and smell of flowers is nothing but advertisement to attract the attention of insects and birds and the promise of honey is the gift.

Advertising is one of the media to draw the attention of the public and to educate them regarding a particular product. This is called the psychology of persuasion in converting people to a way of life or thinking. For example, to introduce a new drink, it is not enough if the product is good, the public should be made to realize its existence. The manufacturer adopts subtle ways of advertising. It must appeal visually. Since advertisement has become very important and the methods used are many, it has become a very professionalised trade today. In fact advertising agencies do good business. Since they employ specialists like artists and script writers, the advertiser can have expert service at a price.

There are hundreds of ways of advertising. Generally they may have visual, audio and audio-visual appeal. Leaflets and brochures are produced describing a colourful product. Free samples are given, so that new customers may be found. Calendars are quite common and there are very plain ones to **picturesque**¹ ones. Some fine calendars are being preserved. So calendar manufacturing during the end of the year season is a big business.

Perhaps one of the most popular medium of advertisements is the newspaper, since they reach a very wide section of the public. Some products are advertised throughout the year and they generate a source of income for the newspaper. Here the picture and the script play a very important part. Nowadays small gifts like key chains, purses, table wares and so on are used to advertise.

If the same advertisements are **issued**² for too long they become boring. The advertiser knows this, so he changes the mode of advertisement from time to time. Either the pictures may be changed or the script. Sometimes subtle sex appeal is thrown in by advertising agencies. Whether this is **ethically**³ correct is a debatable point.

Any advertisement cannot be useless. It has got a purpose. An advertiser can use a ton of paper for printing his advertisement and distributing it to various houses to get the message of his product across. Throwing to the public just like throwing some mud on the wall, some of it is sure to stick. So too with advertisement which brings the prospective buyer and the product man nearer. With a complex market with dozens of products competing, advertisement is one of the ways of winning the market.

Of course there are advertisements which are really misleading. Some medicines that are advertised claim to be panacea for all bodily ills but very few products claim that honour. Some of the products are not of that high quality as claimed by the advertisement. Take for instance, some of the advertisements for toothpaste. They claim to give all protection to the teeth but they are proven otherwise. In USA this subtle way of persuading the public has been questioned and number of products advertised did not stand the test of proof.

We can conclude here that in spite of its limitations, advertisement is a powerful media that has come to stay.

1. picturesque /pɪktʃə'resk/ (*adj*) *đẹp đẽ, xinh đẹp*
2. issue /'ɪʃuː/ (*v*) *phát hành, đưa ra*
3. ethical /'eθɪkəl/ (*adj*) *đúng đắn về đạo đức*

348. HOW TO SHOP WISELY

CÁCH THỨC MUA SẴM KHÔN NGOAN

All of us, except for some very few, use money to buy what we need in this world. We do our shopping in various places. Sometimes we are satisfied with what we buy. Sometimes though we do not get our money's worth and we feel cheated. To avoid being cheated we have to know how to shop wisely.

To shop wisely simply means not wasting our money on useless goods. We have to be careful with what we buy. While we cannot make absolutely sure that what we buy are really worth our money, we can reduce our risks of buying faulty goods to a minimum. Here are some suggestions on how to do it.

It is good practice to check the price of the goods first. Shops are required by law to display price **tags**¹ for all items. Goods that have no price tags are suspect and ought to be avoided. Also it is better if we compare the prices of the goods at various places. We will probably be shocked by the price differences. The money saved on finding the best deal is usually worth the time spent on it.

Next the **expiry**² date of perishable goods should be checked. Items without expiry dates or that have expired should not be bought. It is silly to buy a cheap can of sardines at a much reduced price only to discover that the contents are inedible when we open it.

The condition of the goods that we intend to buy should be checked. For example, cans should be examined for **dents**³ and **rust**.⁴ If the cans show any of these signs then they should not be bought. Often the contents of such cans will be unsatisfactory too. Vegetables and meat should be examined for freshness. Do not be fooled by the attractive packaging. See the item itself and make sure it is worth the money.

When buying something that has to be weighed, it is a good idea to witness the weighing ourselves. Also ensure that the needle reads zero when there is nothing on the balance. It is all too easy to be short-weighted.

When paying for things bought at the counter, it is good practice to make sure that the prices are correctly entered. Keep the receipt in case we want to return or exchange anything. Count the change after paying for what we buy. There are many unscrupulous traders who short-change customers.

Finally we should only buy what we need. All too often we are taken in by attractive sales gimmick and buy things we never use. This is sheer waste of money. Also perishable goods will perish if kept too long. It is better to buy fresh things than to discard old useless ones. In this way we spend our hard-earned money wisely and not waste it.

1. tag /tæg/ (n) nhãn hàng, bảng giá

2. expiry /ɪk'spaɪəri/ (n) sự hết hạn - expire /ɪk'spaɪə(r)/ (v) hết hạn, mãn hạn

3. dent /dent/ (n) vết lõm

4. rust /rʌst/ (n) rỉ, rỉ sét

349. WHAT CLOTHES TELL ABOUT PEOPLE *Y PHỤC PHẢN ÁNH CON NGƯỜI*

Clothes can tell us a great deal about a person's background, his social status, his aesthetic taste, his mood and also about the climatic conditions he ordinarily lives in. They can also indicate whether he has been recently bereaved or not; at times it is possible to find out the **marital status**¹ of women by the way they dress. If a person is wearing black it is indicative of some bereavement. Of course now black bands are also worn to indicate resentment of the policies of a firm or an association. White is associated with a large number of emotional states. In many Asian societies it is considered to be a colour of mourning and amongst the orthodox Hindus white is the colour of widowhood. At the same time white stands for purity and chastity. White is the colour for bridal dress in the West. In tropical countries it is a colourful scene that meets the eye. The lush greenery of the landscape in Malaysia, in Singapore and in Burma is matched by the floral designs of the sarong and the bright colours of the blouses and the umbrellas. Bright coloured clothes besides providing a contrast to the greenery, also absorb the heat and are cooler to wear. Similarly it has been noticed that people living in sand coloured surroundings of the desert are inclined to dress up gaily and are **conspicuous**² amidst their surroundings.

The quality of the material used and the tailoring at once indicate the social status of the man. If the clothes are of a good quality but are worn and threadbare then obviously the man has fallen on evil times. If they are new but not well cut and the wearer doesn't carry them with ease then it would be fair to say that here is an upstart who is learning the ways of the rich. Poets and bohemians carry clothes with a subtle indifference and cultured women impart a grace all their own to the clothes they wear **irrespective of**³ the quality or the cost of the clothes. It should be understood that in the tribal world, the **aborigines**⁴ do not pay excessive heed to clothes. They belong to the world of civilization and consciousness ; they belong to the post-lapsarian period when Adam and Eve had become acquainted with good and evil. The European gypsies - though colourfully dressed do not make dress their prime concern. In the civilized and highly sophisticated societies, however, clothes have acquired a disproportionate importance.

Sartorial⁵ differences have been minimized to a very great extent. The use of synthetic fibres and cheaper imitations of expensive garments have flooded the market. Imitation furs and jewellery add to this effort of camouflaging. It is not always possible to judge correctly the social background of a person due to these reasons. People are consciously dressing according to the accepted standard in order to benefit from class prejudices. Though this may pass in many cases, the truly **naive**⁶ and the truly sophisticated don't join in this effort and even if the naive do they are not successful. For when a man fresh from a rural background tries to acquire an urban exterior, the rest of his behaviour will give him away.

Clothes, like language, can be used both for deception and expression. They can express a personallity transparently : they can also help achieve a disguise and carry through a deception. If the attempt is to deliberately deceive people, clothes can go a long way in doing this and this hypocritical behaviour may one day become the reality. As far as

human integrity is concerned it is best to follow Thoreau's advice : "Beware of all enterprises that require new clothes", for clothes may well destroy the man within.

1. marital status /,mæritl 'steitəs/ (n) *tình trạng hôn nhân*
2. conspicuous /kən'spɪkjʊəs/ (adj) *dễ thấy, thu hút sự chú ý*
3. irrespective (of) /ɪrɪ'spektɪv/ (prep) *không kể, bất chấp*
4. aborigines /æbə'ri:dʒəni:z/ (n) *thổ dân*
5. sartorial /sɑ:'tɔ:riəl/ (adj) *thuộc cách ăn mặc*
6. naive /naɪ'i:v/ (n) *người ngây thơ, cả tin, khờ khạo*

350. "GOOD DESIGN MUST SUIT THE MATERIAL USED." DISCUSS THE STATEMENT WITH REFERENCE TO ANY ONE ART OR CRAFT "KIỂU DÁNG ĐẸP PHẢI PHÙ HỢP VỚI CHẤT LIỆU SỬ DỤNG". THẢO LUẬN QUAN ĐIỂM NÀY VÀ LIÊN HỆ VỚI MỘT NGÀNH THỦ CÔNG MỸ NGHỆ NÀO ĐÓ

Good dressing adds to a person's personality. When an ordinary man goes in for something costly, people think that he is in borrowed glories even though he may have bought those things out of his own hard earned money. The opposite is also true. When a rich man appears in really borrowed **garb**¹ or ordinary clothes people think highly of him. We have a certain measure of standard by which we appraise things.

So too in the case of designs. Its value is enhanced when it is transposed on to a good base. A statuette of fine workmanship in clay may not be so much appreciated as one done in ivory. The value of the design appears more because of the material used. In the same way an idol in bronze or alloy may be valued more than if it is done in stone. Even there we apply a different scale. If the stone is marble instead of granite, the statue is highly valued. This is only to show that the same design in different materials has different values.

Now let us take the case of jewellery. Many kinds of materials are used and the value varies from a few cents to a few thousands of dollars. In making a jewel the artist uses the material according to the price he can get. Thus the costume jewellery used by **cine-artists**² is cheap. In front of foot-lights they glitter like expensive jewellery. Cheap metals and polished glass are used in them. Beautiful items like necklaces, **bangles**,³ **pendants**⁴ and so on are made like the original pieces but their value is very low. On the other hand, we see beautiful and magnificent designs in gold and silver but because of the material used the design is appreciated.

This has a moral. One is known by the company he keeps. If he is found among **ruffians**,⁵ scoundrels and villains he is also one of them, though he may be different and may be a good one. There is a saying, 'If one drinks milk under the plamyra tree, he is taken to drink toddy'. So too in the case of designs. Good design and good material should go together.

1. garb /gɑ:b/ (n) (kiểu) quần áo (được một lớp người nào đó mặc)
2. cine-artist /'sɪnɪ ɑ:tɪst/ (n) diễn viên điện ảnh
3. bangle /'bæŋɡl/ (n) vòng trang sức đeo ở cổ tay/chân
4. pendant /'pendənt/ (n) mặt dây chuyền
5. ruffian /'rʌfɪən/ (n) đứn côn đồ, vô lại, lưu manh

351. "WHY BOTHER TO PAINT WHEN YOU CAN PHOTOGRAPH ?"

COMMENT

"TẠI SAO PHẢI MẤT CÔNG VẼ KHI TA CÓ THỂ CHỤP ẢNH ?" HÃY BÌNH LUẬN

The statement deals with two aspects of art namely photography and painting. They are complementary to each other.

Photography, nowadays has supplanted painting because it is a more faithful reproduction of the model, person, thing or scenery. Photography is based on a scientific principle, and **provided**¹ the mechanism in a camera does not fail, excellent results are produced. The camera has been improved to a very great extent so that more life like pictures could be taken even by an amateur photographer. Photography saves time. In a matter of minutes pictures are taken. Nowadays colour pictures are taken. Fast films and powerful **lenses**² make it easy to take pictures even in the darkness. The cine industry has added a momentum to the growth of photography. If the chemicals are properly treated on a film a photograph can be kept to the end of time. That is why great documents and books in the national archives are being photographed. Whereas paper spoils too soon, films do not.

With all its favourable points, photography cannot score over painting. The latter is something personal and in great master-pieces, we see the personality of the painter. The painter sets the tone in colour, creates moods and he is a student of emotions in that he could reproduce them in his paintings. In order to do that he must be a student of human nature. Every facial expression, every movement of the muscle, every twinkle in the eye or the contortion of the lips catches his trained eye. The expressions in the human face are **kaleidoscopic**,³ still once the painter catches an expression, he will never forget it and given the chance, he immortalizes it in his pictures.

In short the painter is a creative artist. He knows the value of his colours and he is master of every stroke of his brush. He is an actual creator. One or two examples would illustrate this point. In Mysore in India, there is a picture of a woman with an oil lamp in her hand. The flame illumines her face. Unless you look at it twice you won't understand it. But if you look at it from a distance a whole world of art is before you. What a lovely expression. This painting has won the appreciation of the whole world. After all, this painting has no **riot**⁴ of colours. Still it can bring out a whole world of emotions.

The camera may do the same job but it is devoid of emotions. We get a feast of good photography in famous cinema pictures. A cameraman must wait to take particular scenes. The shots may come up or may not when developed. There are chances for mechanical failures. A photographer may spoil a picture which cannot be caught at that precise moment again. He may bring about distortions by taking at wrong angles.

Photography cannot displace the painting for a painted picture is a reflection of the personality of the painter and subject. The same can never be said of photography. That is why we speak of "schools" of painting and not "schools" of photography.

1. provided (that) /prə'vaɪdɪd/ (conj) miễn là, với điều kiện là

2. lens /lenz/ (n) thấu kính

3. kaleidoscopic /kəlaɪdəs'kɒpɪk/ (adj) sự biến ảo thường xuyên về mẫu hình

4. riot (of sth) /'raɪət/ (n) sự phô bày thừa thãi (cái gì)

352. THE ONLY THING PEOPLE ARE INTERESTED TODAY IS EARNING MORE MONEY. DISCUSS

ĐIỀU DUY NHẤT CON NGƯỜI QUAN TÂM TỚI TRONG THỜI ĐẠI NGÀY NAY LÀ KIẾM ĐƯỢC NHIỀU TIỀN HƠN. HÃY THẢO LUẬN

Once upon a time there lived a beautiful young woman and a handsome young man. They were very poor, but as they were deeply in love, they wanted to get married. The young people's parents shook their heads. "You can't get married yet" they said. "Wait till you get a good job with good prospects". So the young people waited until they found good jobs with good prospects and they were able to get married. They were still poor, of course. They didn't have a house to live in or any furniture, but that didn't matter. The young man had a good job with good prospects, so large organizations lent him the money he needed to buy a house, some furniture, all the latest electrical appliances and a car. The couple lived happily ever after paying off debts for the rest of their lives. And so ends another modern romantic fable.

We live in a materialistic society and are trained from our earliest years to be acquisitive. Our possessions, "mine" and "yours" are clearly labelled from early childhood. When we grow old enough to earn a living, it does not surprise us to discover that success is measured in terms of the money you earn. We spend the whole of our lives keeping up with our neighbours, the Joneses. If we buy a new television set, Jones is bound to buy a bigger and better one. If we buy a new car, we can be sure that Jones will go one better and get two new cars : one for his wife and one for himself. The most amusing thing about this game is that the Joneses and all the neighbours who are struggling frantically to keep up with them are spending borrowed money kindly provided, at a suitable rate of interest, of course, by friendly banks, insurance companies, etc...

It is not only affluent societies that people are obsessed with the idea of making more money. Consumer goods are desirable everywhere and modern industry deliberately sets out to create new markets. Gone are the days when industrial goods were made to last forever. The wheels of industry must be kept turning "**built-in obsolescence**"¹ provides the means : goods are made to be discarded. Cars get **tinnier**² and tinnier. You no sooner acquire this year's model that you are thinking about is replacement.

This materialistic outlook has seriously influenced education. Fewer and fewer young people these days acquire knowledge only for its own sake. Every course of studies must lead somewhere : i.e. to a bigger wage packet. The demand for skilled personnel far exceeds the supply and big companies compete with each other to **recruit**³ students before they have completed their studies. Tempting salaries and "fringe benefits" are offered to them. Recruiting **tactics**⁴ of this kind have led to the "brain drain", the process by which highly skilled people offer their services to the highest bidder. The wealthier nations deprive their poorer neighbours of their most able citizens. While common is worshipped as never before, the rich get richer and the poor, poorer.

1. built-in obsolescence /ˌbɪltɪn ɒbsəˈlesns/ (n) tính lỗi thời đã được hoạch định trước (của một sản phẩm), tức là được người chế tạo chủ tâm thiết kế để không bền lâu, nhằm khuyến khích khách hàng lại mua nữa

2. tiny /'tɪni/ (*adj*) (về đồ bằng kim loại) không bền hoặc không chắc chắn
3. recruit /rɪ'kru:t/ (*v*) tuyển (nhân viên, v.v...)
4. tactics /'tæktɪks/ (*n*) chiến thuật

353. MONEY IS THE ROOT OF ALL EVIL. DISCUSS *TIỀN BẠC LÀ CỘI NGUỒN CỦA MỌI TỘI LỖI. THẢO LUẬN*

Money is the instrument of exchange, helping in buying and selling and also in fixing a value on things and commodities. It may be in metal or in paper. With the market getting more and more complicated there are other negotiable instruments which are as good as the **minted**¹ coins absolute as it is on various factors. In such a case it is **termed**² currency and according to their purchasing power they are termed hard, soft and weak. Though coins and notes are issued by the Government of the country, there is a limit to their minting.

Let us see why money is needed. Simply because it helps the possessor to buy things. The days of bartering are gone though it is indirectly resorted to at international level. Money is helpful as a standard of price. Money helps the owner to have power, not only in buying things but also in influencing many human activities. Money is used to good things such as using it to build a temple, a church or a museum. Great educational institutions can be built. Students can be helped by providing them with scholarships in furthering their studies. The Nobel Prize would not have been there but for the huge sum of money earned by Alfred Nobel.

Money can buy men as it does things. Thus money play an important role in fighting and winning elections. Money mars men's and women's morals. It is the evil influence in corrupting peoples. "Sell out" is the new term used for bribery. There are people who could do anything for the sake of money. Moneyed people can buy many things which the poor cannot do.

With the power of money, individuals as well as states can dictate terms. The Middle East countries have found new wealth because of their oil deposits and they have become a very powerful group.

This kind of power should not go to one's head. One should remember that the money coming into him was by chance. He must not use it for evil purposes. But wherever there is evil there is usually money involved. Other motivating forces for evil action are jealousy, vengeance, hatred and so on.

Money is normally the fruit of labour. The question is how one spends that money. Great thinkers have suggested that one who has money enough and enough to spare must look upon himself as the trustee of the money and see to it that it is spent in a wise and useful way. There is nothing good or evil about money. It depends on how one puts it to. The same money which could help bring relief to the suffering millions, can be used to build up armaments. The hope of getting money spurs one into action. The power decides how to spend the money. Money can be used morally or immorally. A morally strong man may not use money in evil ways and vice versa.

1. mint /mint/ (v) làm (đồng tiền) bằng cách dập kim loại; đúc (tiền)
2. term /tɜ:m/ (v) đặt lên là, cho là, gọi là

354. HEALTH OR WEALTH : WHICH IS BETTER?

SỨC KHỎE VÀ CỦA CẢI – CÁI NÀO QUÝ HƠN ?

"Look to your health ; and if you have it, praise God, and value it next to a good conscience ; for health is the second blessing that we mortals are capable of ; a blessing that money cannot buy".

- Izaak Walton

These are the words of wisdom and none would question their validity. But there are times when people do value money over health. When a person has been deprived of a thing for too long, he longs for it ; and as money is the commodity most in demand people want money to fulfil their needs. It can help rent or build a house. It can buy medicines, clothes, fruit and food ; it can pay for the small pleasures of life as well as the big ones - may be a cup of tea or a holiday abroad. Aesthetic and cultural enjoyment - tickets for the latest play, an evening at the opera, an expensive book, the latest L.P. - all these money alone can buy. There are far too many things which are out of the reach of the middle and the working classes. A good education, expensive sports and games like skating and golf, travelling in comfort, owning the gadgets which add comfort to life - these are things which people with limited incomes cannot buy. The unprecedented unemployment of the thirties was responsible for a great deal of human misery and resulted in the loss of self-respect and dignity. It also forced people to recognize the worth of money and resulted in a disproportionate attachment to the material world.

There is no denying the value of money and the pleasure of enjoying it ; but there are basic issues involved. If money can be got only after a huge amount of sacrifice, is it worth it ? Is it really necessary for human beings to go on increasing their needs and temporary pleasures ? Or would it be wiser to **impose**¹ a **self-restraint**² on one's needs ? People get so busy in getting money, man has no time for his family or his friends and at times no time even for his health. On the other hand, the pursuit of money may **adversely**³ affect both his physical and spiritual health. He may overcome his initial scruples in his desire for power and money. The question then is how much evil is justified to get to the good.

If one has to choose and even if there is no choice, health is better than wealth. A healthy person can look after not only himself but also others. He can be a useful member of society and of a family. He can be generous and sympathetic and be constructive in his thinking. An ailing person whether man or woman is a drain on others. And money can buy medicines, pay for a visit to a health resort or long hospitalization but it can neither buy health nor happiness. It is immaterial that a man can buy an expensive pair of shoes, if he has no shoes. Ultimately it is equally irrelevant whether a man is dressed up in the most expensive clothes, or drives the latest model of an expensive car. What is important is how good a human being he is. And for this he needs health. If he is healthy, his whole approach to life will be governed by this factor. Ask a man who has been through a long illness and an equally long **spell**⁴ of poverty and he will chose health. Money is the value of the man-made world-not of the world God created. Health is a god-given grace and let us be grateful for it.

1. impose /ɪm'pəʊz/ (v) áp đặt
2. self-restraint /self rɪ'streɪnt/ (n) sự tự kiềm chế
3. adverse /'ædvɜːs/ (adj) có hại - adversely /-lɪ/ (adv)
4. spell /spel/ (n) khoảng thời gian (mà một cái gì đó kéo dài)

355. "ALL WORK AND NO PLAY MAKES A DULL LIFE"
LÀM VIỆC MÀ KHÔNG CHƠI TẠO NÊN MỘT CUỘC SỐNG BUỒN TẼ

Imagine a world without leisure and enjoyment ! We would all be drudges and consequently would be no better than animals. I can only imagine people with bowed shoulders and lowered eyes, people who have no light in their eyes and no hope in their world. As it is things are pretty bad. People are always busy - busy with work and busy with idleness. No - no ; I'm not trying to be witty but people are busy with nothing to do because they do not know how to make use of their leisure. But of that later, for the time being let me stick to the point - all work and no play would be a monotonous existence.

Man has always been busy with the effort of fulfilling his needs. In the early stages man spent his time hunting and then ploughing, but these activities did not fill up his whole day. Today man is busy keeping up with the Joneses ; he is the company of his kind in the rat race that he runs. It is no longer a question of survival but a question of acquisition - acquiring more worldly goods, having more money to **hoard**¹ and to spend.

Most of us do not feel happy when there is nothing to do. Those who are able to enjoy what they do and those who are able to do what they enjoy are indeed very lucky. But even these people need a change. A person who is doing an office job or busy with books welcomes a walk in the evening, half an hour in the garden, a drink with a friend. And a person who has been working in a factory or in a field would definitely enjoy a visit to a restaurant, an hour to go through the newspaper, watch the television. It is not only the nature of one's work which conditions one's choice of recreative activity ; intellectual and cultural development is also an important factor.

Those people who do not know how to enjoy their leisure and do not allow themselves to **recoup**² lose their efficiency. No one can continue at the same rate of efficiency over an indefinite period. Just as the body needs sleep, the mind needs rest and change. That is why the hobbies which one cultivates and the activities which keep one busy are referred to as recreative ; they help to recreate something which has been spent and utilised. People who only know about their work and are perpetually engrossed in it do not recreate that part of themselves which is spent. Thus they either break down under the strain or merely **tag along**³ automatically. They make very poor conversationalists and do not have well-integrated personalities. Over the years they lose their mental alertness and become confined to the narrow limits of their job. This is not to **decry**⁴ hard work. Work is necessary and only those who work hard are able to achieve something. But at the same time one must know how to relax no matter for how short a period. Relaxation does not mean only sleeping or idling ; it also means finding something satisfying and meaningful to do. Otherwise life becomes monotonous and dull.

1. hoard /hɔ:d/ (v) *thu thập và tích trữ*

2. recoup /rɪ'ku:p/ (v) *tự bù đắp*

3. tag along /tæg/ (v) *theo như hình với bóng, theo lẽ dĩ nhiên*

4. decry /dɪ'kraɪ/ (v) *chê bai, dèm pha*

356. METHOD OF WORKING *PHƯƠNG PHÁP LÀM VIỆC*

Method in work means a certain wise orderliness in doing the work. It is working according to some plan which experience has proved to be sound. It involves **mapping out**¹ one's time, taking things in their turn, finishing one job before we tackle another. No really satisfactory or successful work can be accomplished in a haphazard way. Lack of method spells worry, overwork, waste of time, inefficiency, and often failure.

A businessman must have method in his work, or his affairs will soon be in a **muddle**.² A successful businessman, being asked how he could get through the enormous amount of work he had to do, said, "I always keep a clean table." He meant that he never allowed correspondence and files and bills to accumulate on his desk. However late he had to work, he always finished all the work the day brought before he left his office, so that his table was clear. He never **put off**³ till tomorrow what should be done today.

A good clerk will always have his files in order and kept daily up-to-date. He will have a place for everything, and everything in its place ; so that he can put his hand on a letter, a bill, a reference, at once without any waste of time. He will plan out his day's work, so that every hour will have its **allotted**⁴ task. And though the work of his office be heavy, he will **get through**⁵ it with ease and comfort; whereas an unmethodical clerk will always be in a muddle and his work half-done, even though the work of his office is comparatively light.

For a student, method in study is very important. Lazy students, who take it easy in their first year at college, get hopelessly behind with their work, and at last have to take to feverish **cramming**⁶ as the examination approaches, and generally fail as a result. On the other hand, there are over-eager and impatient students, who want to run before they have learnt to walk, and who, instead of doing each day's work thoroughly as it comes, are rushing on to the advanced parts of their subjects, only muddling their brains for their pains. The wise student will content himself with thoroughly mastering each day's work as it comes. He will prepare for the lectures the night before ; that will give his whole mind to the lectures in the classroom next day ; and will the same evening revise the work done in the classroom in the morning, before he turns to tomorrow's lectures. Such a student, by methodical and orderly work, will master his subject, step by step : and when the time for final preparation comes, his revision will be simply refreshing his memory about things thoroughly learnt.

1. map out /mæp aʊt/ (v) *xếp đặt, lập kế hoạch*
2. muddle /'mʌdl/ (n) *tình trạng rối rắm, hỗn độn*
3. put off /put ɒf/ (v) *trì hoãn, khất lần, xếp qua*
4. allotted /ə'ləʊtɪd/ (adj) *được chỉ định*
5. get through /get θru:/ (v) *hoàn tất, làm xong*
6. cramming /'kræmɪŋ/ (n) *việc học gạo, học nhồi nhét*

357. "NEVER LEAVE TILL TOMORROW WHAT YOU CAN DO TODAY." HOW DO YOU EXPLAIN THIS MAXIM?

**“ĐỪNG BAO GIỜ ĐỂ ĐẾN NGÀY MAI NHỮNG GÌ CÓ THỂ LÀM HÔM NAY”.
BẠN GIẢI THÍCH THẾ NÀO VỀ CÂU CHÂM NGÔN NÀY ?**

One of the many weaknesses of which man must be warned is procrastination or putting off things that can be done today till a later date. There is some natural **inertia**¹ in man which makes him **lethargic**.² He knows he must work but he doesn't want to unless he is goaded, very often leaves things where they are. If it doesn't affect him personally he doesn't act immediately. He would rather bask in idleness. To make him work and act, many incentives are offered. Thus we see in business, what is called an incentive **bonus**.³ In regular services they are offered increments.

Man knows that putting off till tomorrow what one can do today is bad. So there are many maxims like "Time and tide wait for no man"; "Take time by the forelock"; "Make hay while the sun shines." These idioms go to show how society realize the value of time and doing thing in time. For time lost is a loss forever and it can't be brought back. Hence the proverb "procrastination is a thief of time".

Time is a factor which is very important, the more so nowadays. In the jet-age or the "Supersonic-age", everything takes place at a speed which the ancients would never have dreamed of. A generation or so ago it took many days to reach Malaysia from India. Now it is a matter of less than four hours. In order to keep pace with the speed with which things move, man also must know how to act quickly. Suppose one has to fly on a mission or business to a distant place he has to be at the airport very early. A delay of even five minutes would see the plane taken off and his whole programme would be causing a lot of chain reactions. Suppose a man fails to turn up at the hour he has fixed for an engagement he would not only lose his face but it may also tell on his future with which his whole life is tied up. The more complex and technological the society grows, the value of time grows equally acute.

Work **falls in arrears**,⁴ means he has to work harder and even faster the next day. This is found among students who often postpone doing their homework and wait for the weekend holiday to come. But when the holiday comes they find it difficult to sit and do their homework while their friends are playing outside. The next day they have to think of ways and means to deceive their teachers when homework has to be passed up.

There is a sense of fulfillment for those people who are punctual and regular in their work. They enjoy a guiltfree conscience. A forcibly true example is the case of health. If there is any ailment one should attend to it immediately. Some people hide their ailments only to suffer later, when it is too late. When one is regular and punctual it adds to his dignity and brings him peace at heart.

It requires principles, discipline and will power to do one's duty on hand at once. If only one were to keep a record of idle hours it would be astounding to see the sum total of the time. One must develop the philosophy of life quoted in the "Village Blacksmith", "Something attempted, something done, earned him a night's repose".

1. inertia /ɪˈnɜːʃə/ (n) tính ì, tính trì trệ

2. lethargic /ləˈθɑːdʒɪk/ (adj) uể oải, lơ đãng, thờ ơ

3. bonus /'bʌnəs/ (n) tiền thưởng, lợi tức chia thêm

4. fall in arrears /ə'riəz/ (idm) chậm làm một công việc cần thiết; (việc) chưa làm xong

358. TIDE AND TIME WAIT FOR NO MAN *THỜI GIAN KHÔNG CHỜ ĐỢI AI*

A story is told of Canute, the Danish King of England in the 11th century, that one day, when he and his **courtiers**¹ were walking on the shore at Southampton, the courtiers were flattering him and speaking of his power and greatness. The king ordered that a chair should be placed on the sand near the water's edge, and, sitting down on it, he said to the sea, "O sea, I am thy lord and master; my ships sail over thee whither I will and this land against which thou dashest is mine ; stay thou thy waves, and dare not to wet the feet of thy master and lord." But the waves came on, as the tide was now coming in, and presently washed round the chair where Canute was sitting and wetted his feet and clothes. Then the king **rebuked**² his courtiers for their flattery, saying, "Ye see how weak is the power of kings and of all men, for ye see that the waves will not **hearken**³ to my voice. Honour God only, for Him only do all things obey".

We do not need this story to remind us that we cannot control the tides of the sea, which **wait upon**⁴ no man's convenience ; but we do often need to be reminded, especially when we are young, that if we miss our opportunities in life we may never find them again. Time will not stand still and wait until we make up our minds ; it is ever flowing on, and every moment the present is becoming the past ; and the past can never be recalled.

Time is often represented as an old man with a single **lock of hair**⁵ on his nities, and it lasts but a very short time. To give one illustration : if a boy wastes his time at school, he is missing the golden opportunity of a sound education. And he will find later that he will suffer all his days for lack of the mental training he should have got at school. It is a chance that can never be fully recovered. The time for it has passed, and will never return.

1. courtier /'kɔ:tɪə(r)/ (n) *quan ở triều đình; triều thần*
2. rebuke /rɪ'bjʊ:k/ (v) *mắng, khiển trách*
3. hearken /'hɑ:kən/ (v) *chịu nghe, lắng nghe*
4. wait on (upon) /wet/ (v) *hầu hạ, phục dịch*
5. lock of hair /lɒk əv heə(r)/ (n) *lọn tóc*
6. forelock /'fɔ:lɒk/ (n) *món tóc mọc (và xõa) xuống trán*

359. MORE HASTE, LESS SPEED

DỤC TỐC BẤT ĐẠT

This proverb seems at first sight to be a **contradiction**¹ in terms: for "haste" and "speed" mean the same, namely, swift movement. So that the saying would seem to mean, the more you hurry the less quickly you will go - which seems absurd. However, the word "speed" has got another shade of meaning, which has now almost gone out of use ; but we find it still in such phrases, as "to speed the parting guest" and "God speed you !" In such phrases, "to speed" means to wish a person a quick and prosperous journey, or to give him success in what he undertakes. If we take "speed" here with this meaning the proverb says - The more you hurry, the less successful you will be ; the more anxious you are to finish a piece of work quickly, the less likely you are to do it well.

The proverb is therefore a warning against impatience, and eagerness to get a task done quickly. To do a thing thoroughly and well takes time and thought and patience ; and if we hurry matters in our impatience to get them over, we shall fall in our work.

This truth can be illustrated in several ways. I once saw an unfinished house that the local people called "Smith's **Folly**"². It was so called because a certain Mr. Smith began to build himself a fine mansion ; but before he had got the walls half way up, his money was exhausted, and he had to leave it as it was, a standing example of undertaking a thing without carefully calculating what it would cost. If he had not been in too great a hurry to begin before counting the cost, he might have succeeded in building and finishing a less **pretentious**³ house.

It is a great mistake to make important decisions in a hurry. We should wait and think the matter over thoroughly, and not decide until our minds are quite clear. Second thoughts are best. If we act in haste, we may regret our decision all the days of our life. "Marry in haste, **repent**⁴ at leisure".

So in learning and education, hurry defeats its own object. Students sometimes want to fly before they can walk ; to get degrees before they are fit for the **Matriculation examination**.⁵ Hurry in learning leads to **scamped**⁶ lessons, and superficial knowledge. A thorough education must always be a slow and patient business.

1. contradiction /kɒntrə'dɪkʃn/ (n) sự mâu thuẫn - contradictory (adj)
2. folly /'fɒli/ (n) theo ngữ cảnh ta phải hiểu từ này theo hai nghĩa: (1) tòa nhà to lớn nhưng vô dụng và (2) hành động ngu xuẩn, thiếu khôn ngoan
3. pretentious /prɪ'tenʃəs/ (adj) có vẻ phô trương, kiêu căng
4. repent /rɪ'pent/ (v) sám hối, hối hận
5. Matriculation examination /mə'trɪkjʊ'leɪʃn ɪgzæmɪ'neɪʃn/ (n) kỳ thi tuyển vào đại học
6. scamped /skæmpt/ (adj) hời hợt, chẳng ra gì

360. NO PAINS, NO GAINS *KHÔNG KHỔ NHỌC, KHÔNG THẮNG LỢI*

This proverb means that we cannot achieve success in anything without effort and sacrifice. At first sight this may seem to be not quite true ; for we can think of examples of people who have gained much without any trouble to themselves. A man who happens to have been born the son of a millionaire, will get great wealth on the death of his father, without any effort on his part ; and people sometimes win a large sum of money in a lottery without the slightest effort. But such cases of luck are exceptional, and cannot be **counted on**¹. For most people it remains true that success can be won only at the cost of hard work.

It is certainly true in education and **scholarship**.² As the philosopher told the king, "There is no royal road to learning." A student can never become a scholar unless he works hard, denies himself, ease and pleasure, and devotes himself to books. No idler ever achieved fame as a scholar.

Some men are born with great artistic gifts. They have a natural genius for music, painting, poetry, literature, or **acting**³. One would think there would be no need for such geniuses to work. But experience teaches that no natural genius has ever become the master of his art and achieved complete success, who has not cultivated and perfected his gift by untiring industry and constant practice.

In business life success certainly depends very largely on hard work - on **taking pains**.⁴ The man who goes to his office late and goes home early, who leaves the work to his subordinates and spends his time in amusements, will never be a successful business man. The men who have made fortunes have all been hard workers. "No pains, no gains", is certainly true of business.

It is true, too, in a more important matter - in character - buildings. Few men are naturally good ; and a fine, noble character is **as a rule**⁵ the result of effort and struggle. It requires **ceaseless**⁶ moral effort to form good habits, to break bad habits, to resist temptation to develop virtues. No one becomes good in his sleep.

1. count on /kaʊnt ɒn/ (v) *tin cậy vào, tin chắc vào*

2. scholarship /'skɒləʃɪp/ (n) *sự uyên bác*

3. acting /'æktɪŋ/ (n) *tái diễn kịch*

4. take pains /teɪk peɪnz/ (v) *chịu vất vả, khổ nhọc*

5. as a rule (idm) *theo thông lệ, thông thường*

6. ceaseless /'si:sls/ (adj) *không ngừng, liên miên*

361. WHERE THERE'S A WILL, THERE'S A WAY CÓ CHÍ THÌ NÊN

"Where there's a will, there's a way" ; that is, when we are determined to do a thing, however difficult it may be, and even **apparently**¹ impossible, we shall find a way to do it.

The real reason why we do not try to do certain things, or fail to do them when we try, is often because we do not really want to do them ; or, if we really want a thing, our desire for it is **feeble**.² When we do not really want to do it, we set to work to find excuses, and **make mountains out of mole hills**.³ Every difficulty is exaggerated and we so fill our minds with the **obstacles**⁴ in the way, that we think it is impossible of attainment. Our desire is like a thin, feeble stream of water which is turned aside or blocked by every small obstacle. But a rushing torrent simply sweeps rocks and trees and banks out of its way and forces itself through or over every **obstruction**⁵. In the same way, a fierce desire, and a strong determination, will **make light of**⁶ difficulties, and will discover the way to success.

Take the story of Pallissy, the French potter in the 17th century. He made up his mind to discover a pure white **glaze**⁷ for china. He was a poor man, and had had but little education ; but for twenty years he worked at his task, trying hundreds of experiments and failing in all. But he never **gave in**.⁸ His wife and neighbours called him a **lunatic**⁹, for he ruined himself in his efforts. At last, to get wood to feed his furnace in the final experiment, he burnt up all the furniture in his house. But he succeeded in the end, and became a famous man. He had the will, and he found the way.

Many a man who became famous as a scholar, artist or business man had a similar struggle against apparently **insuperable**¹⁰ obstacles. But their determination to succeed brought them success. Napoleon said the word "impossible" was not found in his dictionary.

1. apparently /ə'pærəntli/ (adv) nhìn bề ngoài, hình như, có vẻ
2. feeble /'fi:bl/ (adj) yếu ớt
3. make mountains out of a mole hill (idm) việc bé xé ra to
4. obstacle /'ɒbstəkl/ (n) chướng ngại vật, trở ngại
5. obstruction /əb'strʌkʃn/ (n) sự cản trở
6. make light of /meɪk laɪt ɒv/ (v) coi nhẹ, coi thường
7. glaze /gleɪz/ (n) nước men tráng đồ sứ, đồ gốm
8. give in /gɪv ɪn/ (v) chịu thua, nhượng bộ
9. lunatic /'lu:nətɪk/ (n) người điên, người mất trí
10. insuperable /ɪn'su:pərəbl/ (adj) không thể vượt qua

362. A ROLLING STONE¹ GATHERS NO MOSS

HÒN ĐÁ LĂN KHÔNG BÁM RONG RÊU

I have always regarded this as a rather **pointless**² proverb ; for, when all is said and done, why should a stone gather moss ? A covering of green moss certainly beautifies a stone in our eyes ; but it is of no use to the stone. However, the proverb is an old one, and everyone knows what it means. The "rolling stone" is the man who is always changing his occupation and pursuits, and never **settles down**³ steadily to anything ; and popular wisdom says that such a fickle person makes little out in life.

No doubt there is a good deal of truth in this, as a few illustrations will show. Take business life, for example. In these days of keen competition and specialisation, a man must choose a trade or profession and stick to it, if he is to achieve any success. Steady application and hard work at one job are essential. A man who starts one kind of business and gets tired of it and tries another, and gives that up for a third, cannot hope to get on and succeed in any. Constantly chopping and changing he cannot expect to produce any satisfactory result by his **dissipated**⁴ efforts. As the saying says, "He who hunts two hares, loses both"

The same is true of studies. After he has received a good general education, a student who wishes to become a scholar must specialise in one subject, or even one branch of one subject ; and he must devote all his time and energy to it, if he is ever to become an **authority**⁵ on that subject. The student who takes up mathematics, and then goes in for history, and, tiring of that, takes up philosophy, and drops this again for economics, will be "Jack of all trades and master of none".

The typical "rolling stone" is the man who never keeps any situation in his own trade or profession long. When you receive an **application**⁶ from him for a post, and find from his testimonials that he has had many posts but has never stayed in any of them more than a few months, you say, "Ah ! This fellow is a "rolling stone" : he will never stick to this job even if I give it to him. He is no good". Such men seem to have restless natures, and are incapable of settling down anywhere.

At the same time, there is something to be said for some "rolling stones". Adventurers, explorers, travellers, and discoverers are generally people of restless energy who could never settle down to any steady monotonous occupation. And yet the world owes much to such "rolling stones" who can never stand still ; for even if they gather no "moss" for themselves, they certainly gather much for the world, in the shape of new knowledge.

1. rolling stone /'rɔʊlɪŋ stəʊn/ (n) người không ổn định cuộc sống và việc làm ở một nơi – người nay đây mai đó

2. pointless /'pɔɪntlɪs/ (adj) không có nghĩa, mục đích hoặc ý định – vu vơ

3. settle down /'setl daʊn/ (v) ổn định (cuộc sống; công việc, v.v...)

4. dissipate /'dɪsɪpeɪt/ (v) phung phí (sức lực, tiền của, v.v...)

5. authority /ɔ:'θɔ:ərətɪ/ (n) người có uy tín về chuyên môn

6. application /,æplɪ'keɪʃn/ (n) đơn xin việc

363. THE IMPORTANCE OF RIGHT IDEALS TẦM QUAN TRỌNG CỦA LÝ TƯỞNG ĐÚNG ĐẮN

An ideal is some desirable thing we seek to achieve. It is always beyond our present attainment ; for when we realise it, it ceases to be an ideal. Because it is beyond us, and because we desire it, our ideal, what ever it is, rouses us to put forth effort to reach it. A man who wants to reach the top of a mountain, climbs.

Different people have different ideals, high and low. An artist has before his mind a standard of excellence in his art, and strives to reach it ; a politician sets himself to reach a position of power and influence ; a **devout**¹ man puts before him a lofty height of **saintliness**² and will never be satisfied till he attains it ; a business man devotes all his energies to making a fortune. In all cases, the ideal a man sets before him determines the sort of life he will live and the sort of man he will become ; hence the importance of choosing a right ideal.

Many people, however, seem to have no definite ideal in life. They are like ships without compasses, sailing to no definite port, and blown **hither and thither**³ by every change of wind. They live an aimless life, and what they do, and what they become, is largely a matter of chance, determined by the circumstances in which they **happen**⁴ to be placed. Such people, because they aim at nothing, achieve nothing.

To make anything of life, we must have an ideal of some sort. A man striving to realise a definite ideal, is like a steamship steaming by the compass to a known destination. It does not depend on the wind, but **forges ahead**⁵ by its own innate energy **in the teeth of**⁶ wind and wave. But if it is necessary to have an ideal in life, it is of the utmost importance that that ideal should be the right one. For the more earnestly we strive after our ideal, the more swiftly shall we realise it ; and if it is low or wrong, the more swiftly shall we ruin ourselves. If our ideal is simply to become rich, or to enjoy pleasure, we shall lose the best things of life. But if our ideal is to serve our God, to do our duty and to develop our gifts for the good of humanity, we shall make the best of this life, and of the life to come.

1. devout /dɪ'vaʊt/ (*adj*) sùng đạo, mộ đạo
2. saintliness /'seɪntlɪnəs/ (*n*) vẻ thánh thiện, thần thánh
3. hither and thither /'hɪðə ænd 'θɪðə/ (*n*) đây đó, khắp nơi
4. happen to /'hæpən tu/ (*v*) ngẫu nhiên, tình cờ
5. forge ahead /fɔ:dʒ ə'hed/ (*v*) tiến tới, tiến bộ nhanh chóng
6. in the teeth of /ɪn:'ti:θ/ (*idm*) bất chấp (cái gì), ngược với (cái gì)

364. CONDITIONS OF TRUE FRIENDSHIP ĐIỀU KIỆN PHẢI CÓ CỦA MỘT TÌNH BẠN ĐÍCH THỰC

Every one has a number of **acquaintances**¹ ; but no one has many friends. For true **intimate**² friendship is not common ; and there are many people who seem to be incapable of it. For a friendship to be intimate and lasting, both the friends must have some very special qualities.

First comes unselfish love, which is the very essence of friendship. A man who is engrossed in his own interests and feelings, may, no doubt, like to have an unselfish who will admire him, serve him and always study his interests. But friendship is a two-sided affair, and lives by give-and-take, and no friendship can last long which is all give on one side and all take on the other. A selfish person is incapable of true friendship. The love and serve must be **mutual**.³

Constancy⁴ is another important condition of friendship. But some people are constitutionally fickle. They take up an interest with enthusiasm, but they soon tire of it, and feel the attraction of some new object. Such changeable and uncertain people are constitutionally incapable of a lifelong friendship with any one.

Two friends must be loyal to each other, and they must know each other so well that there can be no suspicions between them. We do not think much back ; nor of the man who readily believes rumour and gossip against his friend. Suspicious natures, and those who are easily influenced by reports and whispers, can never make good friends.

There must be **implicit**⁵ confidence between friends, so that each can feel that he can tell the other his most intimate secrets without any fear of his being misunderstood or **betrayed**.⁶ But there are talkative and communicative people, who cannot keep a secret, either their own or those of others, to save their lives ; and such will never keep a friend long.

Lastly, there must be perfect sympathy between friends - sympathy with each other's aims, likes, joys, sorrows, pursuits and pleasures. And where such mutual sympathy does not exist, friendship is impossible.

1. acquaintance /ə'kweɪntəns/ (n) người quen biết, không thân thiết
2. intimate /'ɪntɪmət/ (adj) thân thiết; riêng tư
3. mutual /'mju:tʃʊəl/ (adj) hỗ tương; có đi có lại
4. constancy /'kɒnstənsɪ/ (n) sự bất biến, sự kiên định
5. implicit /ɪm'plɪsɪt/ (adj) tuyệt đối, không hoà nghi
6. betray /bɪ'treɪ/ (v) phản bội

365. MIND YOUR OWN BUSINESS

HÃY QUAN TÂM ĐẾN CÔNG VIỆC CỦA RIÊNG MÌNH

Have you ever heard of somebody called Nosey Parker ? Or one Mrs. Grundy ? If you have not I am sure one day you will. One thing most of us cannot successfully do is mind our own business. If you ask me the truth I would say we are in some measure fond of being busy bodies ; people who take interest in what is happening to others and interfering with suggestions and advice. We live under the **delusion**¹ that we are very wise and capable, while others round us are not. Therefore we are liberal with advice, sometimes genuinely required, at other times not needed and perhaps all the time not heeded.

The worst of it is that when our help or advice is needed we are afraid to give it. There may be various reasons. We are afraid perhaps because the person who is in need of it is some person of significance and thus we are not willing to bell the cat even if the cat is raising a storm round its head. At other times we find it convenient to mind our own business if giving advice or help involves danger or the risk of disfavour. We keep ourselves to ourselves and do not extend some friendly human warmth or understanding. Similarly if there has been a roadside accident and someone is badly injured most of us are afraid of being involved in a police case and therefore do not attach importance to the person who may be dying. Similarly, if there is a fight or a theft, or some other episode requiring physical courage, many people stay away. The cases which I have cited above are not the ones justifying the keeping of oneself to oneself. Where courage and support are required we should not find a convenient excuse by saying that we are minding our own business.

Minding one's own business is important in many other **spheres**.² It is no concern of ours if the little boy in the neighbouring house has broken somebody's pane, or the boss's daughter is marrying a factory hand. It is no concern of ours if the lady across the street is a year older than her husband or the local grocer is a millionaire. We should not really be bothered if Nancy has failed in the examination. These are insignificant things in life and if we **interfere**³ we will only be adding fuel to the fire and causing a great deal of trouble. In such affairs one should be reserved and stick to one's own affairs.

But there is also a time and a place not to mind one's own business. Emotional or social reserve should not bind one to the needs of the others. In Western society, there is an **undue**⁴ emphasis on strictly sticking to one's business and this has resulted in the loneliness of the old people who live either by themselves or in homes for old people. It is a matter of concern and also of deep regret that men have not yet learnt to discriminate when to speak up for others, when to interfere and advise and when not to do so. For those of us who lack the finer sense of judgment, it would be wise to mind one's own business.

1. delusion /dɪ'luːʒn/ (n) ảo tưởng
2. sphere /sfɪə(r)/ (n) phạm vi, lĩnh vực
3. interfere /ɪntə'fɪə(r)/ (v) can thiệp vào
4. undue /ʌn'djuː/ (adj) thái quá, quá đáng

VĂN VIẾT THƯ

Văn viết thư là một hình thức viết, trong vài trường hợp đó là hình thức viết duy nhất, mà hầu hết mọi người sử dụng đến trong đời sống hàng ngày. Tuy nhiên, trong thời đại thông tin hiện đại ngày nay, khi mà các phương tiện liên lạc, nhất là điện thoại, đã trở nên hết sức thông dụng, thì những tình huống đòi hỏi phải viết thư rõ ràng là những tình huống cực kỳ quan trọng. Do đó, rất cần thiết phải học cách viết những thể loại thư tín để giao dịch trong kinh doanh hoặc để giao tiếp trong các hoạt động xã hội.

Mỗi một lá thư bạn gửi đi đại diện cho *cá nhân bạn*. Bạn sẽ muốn người đọc thư có được ấn tượng tốt đẹp nhất về bạn. Một phương pháp để tạo được ấn tượng tốt trong giao tiếp qua thư từ là phải tuân theo đúng những hình thức thư tín đã được thừa nhận. Việc này sẽ làm người đọc nhận ra ngay rằng bạn biết cách viết thư. Và người đọc sẽ không bực mình vì nội dung thư quá nghèo nàn hoặc lá thư có hình thức khác với hình thức thông thường. Tuy nhiên, cho dù hình thức lá thư rất quan trọng, nhưng đó chỉ là một phần của việc viết thư. *Nội dung* lá thư và *cách thức* thể hiện nội dung đó mới quyết định liệu lá thư mà bạn đã viết có thể hiện được mục đích của bạn không, tức là nhằm giao tiếp một cách rõ ràng và khéo léo với người khác.

A. THƯ TỬ TRONG GIAO DỊCH CÔNG VIỆC VÀ KINH DOANH

I. Về mặt hình thức:

1. Một lá thư giao dịch công việc và kinh doanh gồm 7 phần chính, như được minh họa trong bức thư mẫu dưới đây: (1) địa chỉ người gửi và ngày tháng, (2) địa chỉ người thân, (3) lời chào đầu thư, (4) nội dung thư, (5) câu kết thư, (6) chữ ký, (7) địa chỉ trên phong bì.

(1) 23 North Morris Avenue
Atlantic, Tennessee
May 22, 19--

(2) Thomas Fitch Company
789 Madison Avenue
Elmwood 3, Nevada

(3) Gentlemen :

The Greenway tennis racket, model 12-A, which you mailed to me parcel post on May 10 was delivered today with two strings broken.

(4) The racket is being returned to you by parcel post.

I shall appreciate your replacing the damaged racket with one in good condition.

(5) Yours very truly,

Harry J. Allen

(6) Harry J. Allen

Harry J. Allen
23 North Morris Avenue
Atlantic, Tennessee

(7)

Thomas Fitch Company
789 Madison Avenue
Elmwood 3
Nevada

Ngoài ra còn có những phần khác, có thể có hoặc có thể không: (1) dòng ghi mã số tham chiếu (Ref. No), (2) lời ghi chú cá nhân (*Confidential* hoặc *Personal*), (3) dòng người nhận (Attn : Mr...), (4) ghi chú về tài liệu đính kèm (Enclosure), (5) tái bút (P.S. và P.P.S.).

2. Mặc dù các hình thức sử dụng trong thư từ giao dịch công việc và kinh doanh đã được tiêu chuẩn hóa, nhưng vẫn có những biến thể mà bạn phải nắm vững, đó là biến thể trong cách viết địa chỉ người nhận, lời chào đầu thư và câu kết thư.

a. Địa chỉ người nhận:

– Dùng số cho tất cả các số nhà. Không viết tắt tên thành phố, trừ phi đó là cách dùng chuẩn mực, chẳng hạn *St. Louis* hoặc *St. Paul*. Nếu địa chỉ không có tên đường, hãy viết tên thành phố, tên quốc gia và mã số (nếu có) trên cùng một dòng.

– Không viết tắt các tước vị chỉ chức vụ, chẳng hạn như *president*, *sale manager*, v.v...

Viết *Mrs.*, *Ms.*, *Mrs.*, *Miss.* trước tên một cá nhân cho dù có tước vị kèm theo. Ví dụ:

Mr. George F. Moore
Advertising Manager
Price & Patterson
234 Seventh Avenue
New York, NY10023

Tuy nhiên, khuynh hướng hiện đại là bỏ đi chức vụ (trong kinh doanh) nếu địa chỉ dài hơn 4 dòng. Chẳng hạn có thể bỏ *Advertising Manager* trong ví dụ trên.

– Nếu có hai người nhận trở lên, viết tên của người có chức vụ cao nhất trước, nếu hai người có chức vụ ngang nhau thì viết theo thứ tự chữ cái:

Mr. Rod Boyleston
Ms. Janie Smith
Computer Consultants, Inc.
1811 First Avenue
Milwaukee, WI 12346

b. Lời chào đầu thư:

– Viết hoa từ đầu tiên, chức vụ và tên. Không viết hoa từ *dear* khi có *My* đứng trước (*My dear Mr. Jones*). Dùng dấu hai chấm sau câu chào. Chỉ dùng dấu phẩy khi viết thư tay.

– Kiểu chào thông dụng nhất là *Dear Mr.*, kiểu này hay hơn kiểu trịnh trọng *My dear Mr.* hoặc kiểu lỗi thời *My dear Sir*. Nếu thư đề địa chỉ công ty thì dùng *Ladies and Gentlemen*; cũng dùng cách tương tự nếu gửi cho một nhóm người cả nam lẫn nữ. Nếu gửi một nhóm người ta biết chắc là chỉ có nữ thì dùng *Dear Mesdames* hoặc *Ladies* (ngược lại *Dear Sirs* hoặc *Gentlemen*). Nếu thư không đề địa chỉ một người hay một cơ quan cụ thể nào, chẳng hạn như trong một lá thư giới thiệu chung chung, lời chào đầu

thư sẽ là *To Whom It May Concern*. Nếu gửi cho một đôi vợ chồng có họ giống nhau, dùng *Dear Mr. and Mrs. Marsh*. Dưới đây là kiểu chào dùng cho cả hai vợ chồng đều có tước vị, hoặc người vợ có tước vị nhưng người chồng thì không và ngược lại:

Dear Drs. Marsh : (cả hai đều có tước vị)

Dear Dr. and Mrs. Marsh : (người vợ không có tước vị)

Dear Dr. and Mr. Marsh : (người chồng không có tước vị)

Khi không biết rõ giới tính của một người, hãy ghi tên gọi (first name) hoặc tên tắt của người đó (*Dear M.L. Watson* :).

c. *Câu kết thư*:

– Chỉ viết hoa từ đầu tiên. Tiếp theo câu kết thư là dấu phẩy.

– Cũng như lời chào đầu thư, khuynh hướng đang thịnh hành trong nước đang sử dụng lối kết thúc thân mật như *Sincerely* hay *Sincerely Yours*, hoặc nồng nhiệt như *Cordially*, *Cordially Yours*, *Regards*, *Best Regards* hay *Best wishes*. Đối với thư tín quốc tế, nên dùng *Sincerely* hoặc *Sincerely yours*. Khi viết thư cho một công ty, *Sincerely* thường được dùng hơn *Cordially*. Trong thư từ có tính trọng hoặc hình thức, dùng lối kết thúc trang trọng hơn như *Yours very truly*, *Yours truly*, *Very truly yours*, *Very cordially yours*, *Very sincerely yours* hoặc *Respectfully yours*.

II. Nội dung thư:

1. Nội dung thư hiển nhiên là phần quan trọng nhất của bức thư. Bức thư bạn viết có thành công hay không tùy thuộc vào mức độ rõ ràng, chính xác, đúng đắn và lịch sự mà bạn thể hiện trong phần nội dung. Đặc biệt câu đầu tiên và câu cuối cùng phải rõ ràng và dứt khoát.

Dưới đây là một số đoạn mẫu minh họa:

a. Không rõ ràng và chính xác:

I read about the model airplane outfit in this magazine I was reading the other night. How much does it cost ? Can you send me one at once ? I am interested in model airplanes. I have already built many of them. Now I want to built another kind.

b. Không lịch sự:

The dress does not fit me. I am going to mail its back to you. If you don't have a bigger size, I want you to refund what I paid for it. Hoping to hear from you soon.

c. Đạt yêu cầu:

Please send me tickets for two \$3.30 balcony seats for any Friday or Saturday evening performance during the month of January of I Hired a Dead Man.

Enclosed are a check for \$6.60 and a self-addressed, stamped envelope.

2. Nội dung thư phải bao gồm mọi thông tin và các yếu tố nhận diện cần thiết để người đọc biết rõ phải thực hiện điều gì.

Có nhiều kiểu thư trong giao dịch công việc và kinh doanh, nhưng tiêu biểu và thông dụng nhất là *thư xin việc* (letter of application), *thư đặt hàng* (order letter) và *thư yêu cầu cung cấp thông tin* (letter of inquiry). Dưới đây là ba bức thư mẫu:

366. A LETTER OF APPLICATION

82 Middle Road
Singapore
17 Oct. 19--

The editor
Straits Times
Singapore

Dear Sir :

I understand from your advertisement columns that there is a vacancy for a reporter in your esteemed paper. I wish to offer my services.

I am 19 years old and I am a Diploma holder in journalism. Even as a student I had developed a taste for reporting especially in the forum column in your paper (photocopies of the Newspaper cuttings enclosed).

I have a vigorous news sense, a flair for quick and easy writing and am well known as "an ear to the ground".

I hope you will be kind enough to fix with me an appointment at your convenience. You can call me at 7777224.

Thanking you.
Yours faithfully,

Patrick

367. AN ORDER LETTER

Caleb D. West
123 Elm Street
Aiken, Kentucky
June 24, 19--

Rachel Coopers, Inc.
55 Fifth Avenue
Aiken, Kentucky

Dear Sirs :

Please send me the following items as advertised in The Gainesville Press of June 22 :

1 pair of young men's tan rayon slacks, size 32, inseam 30, \$5.99

3 pairs of men's brown cotton argyle socks, size 11, \$2.79

Enclosed is a money order for \$8.78

Sincerely yours

Caleb

368. A LETTER OF INQUIRY

29 Bishop Street,
Singapore 6.

22nd July, 1993.

The Principal,
City Tutorial School,
10, Victoria Avenue,
Singapore 8.

Dear Sir,

Ref : Tuition In Mathematics And English

I am preparing to sit for the G.C.E. "O" Level Examination at the end of this year.

As I have only a short time left, I wish to enrol myself in your school for tuition in Mathematics and English, the subjects in which I am weak.

I should therefore be pleased if you would let me know how soon I could commence my attendance and the fees I have to pay upon enrolment.

Yours faithfully,

John Tan

B. THƯ TỬ TRONG GIAO TIẾP XÃ HỘI

1. Một lá thư dùng trong giao tiếp xã hội gồm 6 phần, như được minh họa dưới đây: (1) phần đầu thư (địa chỉ người gửi và người nhận), (2) lời chào đầu thư, (3) nội dung thư, (4) câu kết thư, (5) chữ ký, (6) địa chỉ trên phong bì. Đôi khi người viết thư không đề địa chỉ của mình, tuy nhiên không bao giờ được quên ghi ngày tháng.

244 East Broad Street

(1) *Plainville 21, Michigan*

January 1, 19--

(2) *Dear Uncle Jack,*

As I sit at my desk, I can look out the window and see Broad Street frozen with ice and sleet this first day of the New Year. And I picture you looking out a window Miami, or better yet, sitting under a palm tree, gazing at white sands, blue skies, and inviting surf. What a life !

Our Christmas present all arrived safely, and the beautiful cards, too. Thanks so much for the skates you gave me. I've put them to good use several times already. But tomorrow school opens again, and I'll have less time for skating. Vacations always end too soon.

Thanks again for the skates and my Christmas card. You have really been too generous to me.

We are all looking forward to seeing you on your return North in April. For the present, however, "Happy New Year !"

(4) Sincerely,

(5) Ted

2. Năm loại thư thường được sử dụng nhất trong giao tiếp xã hội là *thư trò chuyện* (conversation letter), *thư cảm ơn* (thank-you letter), *thư mời* (letter of invitation), *thư nhận lời mời* (letter accepting an invitation), *thư khước từ lời mời* (letter declining an invitation).
3. Các qui tắc cần nhớ:
 - a. Tránh viết tắt
 - b. *Lời chào đầu thư* thường có tính thân mật và theo sau luôn luôn là *dấu phẩy*.
 - c. Câu kết *thư* cũng có tính chất thân mật, và có thể chấp nhận nhiều hình thức khác nhau, nhưng không bao giờ được dùng từ *truly*.
 - d. Trong *thư trò chuyện*, bạn phải biểu lộ sự quan tâm đến người đọc thư bằng cách cung cấp tất cả những thông tin người đó cần đến và tỏ ra quan tâm đến công việc của người này.
 - e. Khi viết *thư cảm ơn*, bạn phải thể hiện sự biết ơn và trân trọng đối với món quà tặng hoặc lòng tốt bằng cách đề cập đến những chi tiết này thật cụ thể.
 - f. *Thư mời* phải nêu dữ kiện về ngày tháng, giờ giấc và địa điểm một cách rõ ràng, chính xác.
 - g. *Thư nhận lời mời* phải cho thấy rằng bạn đánh giá cao lời mời, đồng thời đề cập lại các yếu tố về thời gian và nơi chốn.
 - h. Trong *thư khước từ lời mời*, bạn phải biểu lộ lòng biết ơn khi được mời, và nêu rõ ràng, cụ thể lý do khước từ lời mời.

Dưới đây là một số bức thư minh họa.

369. A CONVERSATION LETTER

171 East 16th Avenue
Denver, Colorado
August 20, 19--

Dear Tom,

I was very glad to hear that you have been having a grand summer at the shore. We all enjoyed your letter, particularly the details of the fishing trip, and the trouble you had with that motor.

There has been a lot of activity at the lake this summer. Many new houses have been built up here, and that means, of course, many new families. Butch and I were eager to see if that meant new girls, too, and it does. We have had a lot of fun with several of them at the club dances. Most of them are attractive, and good sports as well as good dancers. I'm afraid we have neglected the girls whom we dated last season. And so don't think that the seashore is the only place for bathing beauties.

I have not done any fishing this year, but I've been playing tennis almost every day and riding several times each week.

You'll be interested to know that Gladys has been asking about you. Bill and his sister Mary did not come up this year. They are both working, for a change. I see their parents, though, almost every day. Bill is driving a bakery truck, and Mary is working in an office. I think they'll be up for a couple of week ends later in the summer.

You had better be practising your backhand. I'm getting so hot on the courts that I may take you over 6-0, 6-0 when we're home in September.

Write again, Tom, when you can pull yourself away from all those admiring mermaids for a moment or two. It's always good to hear from you.

Your loving friend,

David

370. A THANK-YOU LETTER

June 10, 19--

Dear Mary,

Thank you very much for the fine sweater you sent me for my birthday. The fit is perfect, and it's just the right color to wear with my sport jacket.

I wore it to school the day after it arrived, and many of my friends complimented me about it.

We are all well. Mother will be writing to you soon.

Yours lovingly,

Jennifer

371. A LETTER OF INVITATION

15 December, 19--

Blk 293, # 04-409
Tampines St 33
Singapore 1547

Dear Leong,

I am having a New Year's Eve party at my house December 31, at ten o'clock. How should you like to come ?

Most of the gang have been invited, too. There will be plenty of refreshments, of course, dancing to records and the radio, and some surprises I'm cooking up.

Please let me know by Monday whether you can come.

Yours friendly,

Catherine

372. A LETTER ACCEPTING AN INVITATION

Blk 41, # 11-1879
Talan Rumah. Tinggi
Singapore 1545

18 December, 19--

Dear Catherine,

Thank you for your invitation for New Year's Eve. I will certainly be there at ten o'clock. It sounds like a good way to welcome in the New Year. I'll bring some new records that I received for Christmas that I know you will like.

Many apologies

Yours lovingly,

Kate

373. A LETTER DECLINING AN INVITATION

20 December, 19--

Dear Catherine,

Thank you for your kind invitation to attend your birthday party and dinner dance December 25.

I regret that I cannot accept because of a previous engagement. My cousin from Ohio will be visiting us that week, and we have theater tickets for December 25.

I know you'll have a wonderful time. Cong ratulations on your birthday, and may you have many, many more !

Many apologies

Yours lovingly,

Kate

C. NGOÀI CÁC THỂ LOẠI THƯ TÍN NÊU TRÊN, CÒN CÓ NHIỀU THỂ LOẠI KHÁC ĐƯỢC SỬ DỤNG TÙY THEO TÌNH HUỐNG CỤ THỂ. XIN GIỚI THIỆU CHO CÁC BẠN VÀI THỂ LOẠI THAM KHẢO.

374. LETTER OF ACKNOWLEDGMENT
THƯ XÁC NHẬN ĐÃ NHẬN ĐƯỢC THƯ GỬI ĐẾN

Brixton Enterprise
8 Clive Street
Kuala Lumpur
January 5, 19--

Mr Roberts P. Harrow
7 Green Avenue
Eastern Park
Kuala Lumpur

Dear Mr. Roberts :

Your letter asking Ms. Ainsworth to speak before the Business Club of Jackson on January 14 arrived a few days after she left down on a business trip.

However, after checking her schedule for January 14, I see that she is scheduled to make a special report to the Board of Directors on that day ; apparently, it will therefore be impossible for her to address the members of your club at that time.

I know that Ms. Ainsworth will nevertheless appreciate your kind invitation and will write to you as soon as she returns to Kuala Lumpur.

Sincerely yours,

Samir Nandy

375. LETTER OF APOLOGY
THƯ XIN LỖI

May 20, 19--

Ms Mary
Lambert & Woolf Company
1005 Tower Street
Cleveland, OH 44900

Dear Ms. Morton :

I hope you will accept a sincere apology for my absence from the Credit Association meeting yesterday afternoon.

When I promised earlier in the week that I would be there, I fully intended to be present. But a meeting of our own credit department staff yesterday afternoon lasted much longer than expected, and it was impossible for me to get away.

When I see Jim Davis at lunch tomorrow, I will ask him to bring me up to date on yesterday's developments.

Sincerely yours,

Harold Jay

376. LETTER OF APPOINTMENT
THƯ HẸN GẶP

Rachel Coopers, Inc.
55 Fifth Avenue
Aiken, Kentucky

27 February, 19--

Mr. Harry J. Allen
23 North Avenue
Aiken, Kentucky

Dear Mr. Rhoades :

Mr. Ricotti will be glad to see you some time during the week of March 3 to talk over the installation of the elevator in his residence at 20 West Street.

If you will telephone me at 353-9200 we can arrange a time that will be convenient for you and Mr. Ricotti.

Sincerely yours,

Betty Carter

377. LETTER OF COMPLAINTS
THƯ PHÀN NÀN

February 15, 19--

Mr. A.J. Schiavone
Telecommunications Equipment Ltd
85 Yersin
Ho Chi Minh City

Dear M. Schiavone :

We were disappointed to discover that your Model 290FM copier, which we leased from you on February 9, is not at all suitable for our needs. We are, therefore, asking that you replace it immediately with the larger model 291 FM.

As we had emphasized to you before leasing the 290FM, our copy volume exceeds 1,000 copies a month, and we copy in quantities of 500 to 600 at a time. The 290 FM that you recommended, however, is not able to handle this volume. The lengthy cool-down period required after only twenty to thirty pages has made it impossible for us to complete our runs of 500 to 600 copies in adequate time. This delay is causing problems not only for us but for our clients.

We would like to exchange the Model 290FM for a 291FM before March 7, when our next run will occur. Please telephone me at 279-6000 on Monday, March 3, to discuss the adjustments in our lease. Thank you.

Sincerely,

J.M. Aldine

378. LETTER OF RECOMMENDATION

THƯ GIỚI THIỆU

Mr. Dexter T. Wilson, Manager
Make-Do Manufacturing Company
123 Green Street
Centertown, Minnesota

May 28, 19--

M.E.I. Project Engineering Inc.
789 Madison Avenue
Elmwood 3, Nevada

To Whom It May Concern :

Jennifer King was employed as our office manager from 1984 to 1987. During this time she was responsible for the management of word processing, telecommunications, filing and records management, and other office functions.

Ms. King supervised a staff of fourteen and is credited with raising employee morale and efficiency to the highest level ever experienced during my association with this company. At all times she demonstrated a thorough and expert knowledge of office skills and procedures and maintained a steady, constant flow of high-quality work.

Ms. King would be a great asset to any organization desiring smooth and efficient office functioning, and I am happy to recommend her for any position in the area of office management and administration.

Sincerely,

Mr. Dexter T. Wilson

379. LETTER OF BIRTHDAY GREETINGS TO FRIEND
THƯ CHÚC MỪNG SINH NHẬT BẠN

27th December 1989
23 Sheffield Road
Pudsey
Yorkshire, LS28 6EB

Dear Johnson,

It is your birthday on 7th of January and I am sending you through this letter my best wishes and happiness ever to follow you. Kindly accept it with my best wishes.

Yours lovingly,

Christopher

380. LETTER OF CONDOLENCES
THƯ CHIA BUỒN

Sept 20, 19--

Dear Mrs. Echols :

It was with a very real sense of loss that I heard today of the death of your husband. I valued his friendship for many years. I don't believe I've ever known another man who was so loved and respected by all who knew him. It was a privilege to know Jack, whose place in our company can never be fully taken by anyone else.

My heartfelt sympathy goes out to you and your family. If there is any way in which I can be of assistance in the weeks ahead, please do not hesitate to call on me.

Sincerely,

Kelvin Jones