

DETAILED OUTLINE OF ENGLISH SUBJECTS

I. MODULE 1

1. PRONUNCIATION PRACTICE

Periods: 60

Credits: 4

Aims:

- teach students international English phonemic transcript and how to pronounce correctly.

Materials:

Main course book: Sounds English – J. D. O'Connor & Clare Fletcher

Ship or Ship – Ann Baker

Detailed contents: Vowels + Consonants

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

2. GRAMMAR 1

Periods: 60

Credits: 4

Aims:

- help students review English grammar and use in business contexts

Materials:

Main course book: Business Grammar Practice – Michael Duckworth

Supplementary material: Fundamentals of English Grammar – Betty Schramper Azar

Detailed contents: Units 21 – 45

Units	Contents
35	Countable And Uncountable Nouns
36	Articles: A/An, The Or ∅ (No Article)
37	Some And Any
38	Adjectives And Adverbs
39	Comparison (1): Comparing Adjectives
40	Comparison (2): Comparing Adverbs And Nouns
41	Degree: Too, Not Enough, So Such
1	Present Simple
2	Present Continuous
3	Present Simple Vs Present Continuous
4	Past Simple
5	Present Perfect (1)
6	Present Perfect (2): Ever, Never, Already, Yet
7	Present Perfect (3): For And Since
8	Present Perfect (4): Continuous And Simple

9	Past Simple, Present Perfect And Present Perfect Continuous
10	Past Continuous
11	Past Perfect
12	The Future (1): Will
13	The Future (2): Present Continuous And Going To
14	The Future (3): Other Future Tenses
15	The Future (4): Possibility And Probability
16	The Passive (1): Actions, Systems And Processes
17	The Passive (2): Other Tenses
18	The Passive (3): Passive Verbs And Infinitives, Have Something Done

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

3. INTEGRATED SKILLS 1

Periods: 60

Credits: 4

Aims:

- help students grasp and use language skills and working techniques in the basic extent

Materials:

Main course book: Business Basics – David Grant & Robert McLarty

Detailed contents:

Units	Contents
1	You And Your Company
2	Preparing A Trip
3	Away On Business
4	Meeting People
5	New Developments
6	Arrangements
7	Describing And Comparing
8	Life Stories
9	Dealing With Problems
10	People At Work
11	Getting A Job
12	The World Of Work

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

II. MODULE 2

1. LISTENING - SPEAKING 1

1.1. Periods: 90

1.2. Credits: 6

1.3. Aims:

-develop student's listening and speaking skills in business contexts of elementary or pre-intermediate level

1.4. Materials:

Main course book: Business Listening and Speaking – Pre-intermediate – David Riley

Supplementary material: Listen In 1 – David Nunan

1.5. Detailed contents:

Units	Contents
1	Introduction to the course Arriving for an appointment
2	First Conversations
3	Names and numbers
4	Telephone messages
5	Schedules
6	Sales Figures
7	Making appointments
8	Prices and Discounts
9	Company Profiles
10	Business Trips
11	Instructions
12	Competition

1.6 Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

2. GRAMMAR 2

2.1 Periods: 60

2.2 Credits: 6

2.3 Aims:

- help students review English grammar and use in business contexts

2.4 Materials:

Main course book: Business Grammar Practice – Michael Duckworth

Supplementary: Fundamentals of English Grammar – Betty Schramper Azar

2.5 Detailed contents:

Units	Contents
19	Conditionals (1): if you go ...
20	Conditionals (2): if, unless, etc
21	Conditionals (3): if you went ...

22	Conditionals (4): if you had gone ...
23	Modal verbs (1): suggestions, advice, obligation and criticism
24	Modal verbs (2): ability, possibility and permission
25	Modal verbs (3): obligation and necessity
26	Modal verbs (4): speculation
27	-ing and infinitive (1): verbs + -ing or infinitive
28	-ing and infinitive (2): verbs and objects
29	-ing and infinitive (3): changes in meaning
30	-ing and infinitive (4): other uses
31	Reported Speech (1): statements, thoughts, commands, requests
32	Reported Speech (2): questions and reporting verbs
33	Relative clauses (1): who, that, which, whose, whom
34	Relative clauses (2): where, with, what and non-defining clauses
42	Adjectives + Preposition combinations
43	Noun + Preposition combinations
44	Verb + Preposition combinations
45	Phrasal verbs

2.6 Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

3. INTEGRATED SKILLS 2

3.1 Periods: 60

3.2 Credits: 4

3.3 Aims:

- help students grasp and use language skills and working techniques in the intermediate extent

3.4 Materials:

Main course book: Business Opportunities – Vicki Hollett

3.5 Detailed contents:

Units	Contents
1	Jobs And Responsibilities
2	Telephoning To Make Arrangements
3	Organizations
4	Planning Ahead
5	Growth And Development
6	Problem Solving
7	Telephoning To Exchange Information
8	Visitors
9	Reporting On Progress
10	Describing Trends
11	Products And Services
12	Comparing Options

13	Meetings
14	Presentations

3.6 Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

III. MODULE 3

1. LISTENING - SPEAKING 2

Periods: 135

Credits: 9

Aims:

- develop student's listening and speaking skills in business contexts of elementary or pre - intermediate level

Materials:

Main course book: Business Listening and Speaking – Intermediate – Jane Singleton & Wendy Teraoka

Supplementary material: Listen In 2 – David Nunan

Detailed contents:

Units	Contents
1	On The Telephone
2	Figures
3	Staying In Control
4	Talking About Where You Work
5	Presentations
6	Asking Questions
7	Explanations
8	Money And Markets
9	The European Market
10	Socializing At A Conference
11	Meeting I
12	Meeting II

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

2. READING 1

Periods: 60

Credits: 4

Aims:

- supply students basic knowledge, skills as well as useful strategies applied in reading

Materials:

Main course book: Focusing on IELTS: Reading & Writing Skills – Kerry O’Sullivan & Jeremy Lindeck

Supplementary materials: BEC 1 & 2

Detailed contents: Unit 1: Reading

Students’ duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

3. WRITING 1

Periods: 60

Credits: 4

Aims:

- Supply students with all kinds of clauses and sentences.
- Train students how to write correct sentences

Materials:

Main course book: Writing Academic English (3rd edition) – Alice Oshima & Ann Hogue

Supplementary material: Introduction to Academic Writing (3rd edition) – Alice Oshima & Ann Hogue

Detailed contents:

	Chapters	Contents
Part 3 Sentence Structure	10	Types of sentences
	11	Noun Clauses
	12	Adverbial Clauses
	13	Relative Clauses
	14	Participial Phrases

Students’ duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

IV. MODULE 4

1. LISTENING - SPEAKING 3

1.1. Periods: 135

1.2. Credits: 9

1.3. Aims:

- Develop students’ listening and speaking skills in 5 main aspects of communication: socializing, using telephones, presentations, attending meetings and negotiation.
- Develop language knowledge of these 5 aspects

1.4. Materials:

Main course book: Communicating In Business – Simon Sweeney

Supplementary material: Listen In 3 – David Nunan

1.5. Detailed contents:

Modules	Contents	Units	Contents
1	Cultural diversity & Socializing	1	Building a relationship
		2	Culture & Entertainment
2	Using a telephone	3	Could I leave a message?
		4	Good to hear from you again
		5	Unfortunately there's a problem
3	Presentations	6	Planning & Getting started
		7	Image, impact & making an impression
		8	The middle of the presentation
		9	The end is near ... this is the end
4	Meetings	10	Making meeting effective
		11	Sorry to interrupt, but ...
		12	What do you mean by?
5	Negotiations	13	Know what you want
		14	Getting what you can
		15	Not getting what you don't want

1.6 Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

2 READING 2

Periods: 60

Credits: 4

Aims:

- Supply students with business language, jargons and methods to express ideas in business
- Help students apply their knowledge and skills with Workbook

Materials:

Main course book: Head for Business – Intermediate – Jon Naunton

Detailed contents:

Units	Contents
1	A Common Language
2	Work To Live, Live To Work
3	Transitions
4	Company Culture
5	Free To Trade
6	Let's Talk Marketing
7	Shopping Around
8	Staying Ahead
9	The Innovators

10	Money Talks
11	Tell Me What You Want
12	The Art Of Persuasion
13	A Good Investment
14	A Calculated Risk
15	Talking About The Sequences

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

3. WRITING 2

Periods: 60

Credits: 4

Aims:

- supply students with basic knowledge and techniques in writing process which consist of 4 main stages (prewriting, planning, writing & revising drafts and writing the final copy)
- develop students' skills of writing sentences
- supply students with methods to write paragraphs and practice

Materials:

Main course book: Writing Academic English (3rd edition) – Alice Oshima & Ann Hogue

Supplementary material: Introduction to Academic Writing (3rd edition) – Alice Oshima & Ann Hogue

Detailed contents:

	Chapters	Contents
Part 1 Writing a paragraph	1	The Process Of Academic Writing
	2	What Is A Paragraph? An Overview
	3	Unity And Outlining
	4	Coherence
	5	Kinds Of Logical Order
	6	Concrete Support I
	7	Concrete Support Ii

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

4. INTERPRETING 1

Periods: 60

Credits: 4

Aims:

- supply students with vocabulary, sentence structures and interpreting techniques to express their ideas in some contexts.
- develop their ability to express and convey the English meaning into Vietnamese and vice versa in spoken style.

Materials:

- Newspapers and magazines
- Thợc hành phiên dịch Anh – Việt Việt – Anh, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Giao tiếp bằng Tiếng Anh trong thế kỷ 21, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- 365 tình huống đàm thoại Tiếng Anh, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Tiếng Anh trong hội thảo kinh doanh, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Tiếng Anh trong hội thảo khoa học công nghệ, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Thuyết trình bằng Tiếng Anh những vấn đề trong kinh doanh, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Từ vựng Tiếng Anh theo chủ đề, Võ Công Thông, NXB Giáo Dục
- Functions of English, Leo Jones, CUP
- Speaking naturally, Bruce Tillitt & Mary Newton Bruder, CUP

Detailed contents:

Number	Topics	Language	Grammar focus
1.	Introduction	Greeting, self introduction, introducing somebody, personality, socializing, company introduction...	Verb tenses
2.	Entertainment	Different types of entertainment: TV, radio programs, music, books, newspapers, magazines, movies, plays...	Verbs/Expressions + Gerunds/ to inf./ would rather
3.	Shopping	Stores conversations, store announcement, face-to-face inquiries, shopping items, prices, faulty goods and complaint...	Numbers, determiners/quantifiers + nouns
4.	Clothes, fashion and look	Preferences, personal attitude to fashion, uniforms, store conversations, describing people and clothes...	Descriptive words, expressions, Relative clauses
5.	Food	Different kinds of food and drink, favorite food and drink, eating out, food ordering and taking menu ...	Modal verbs in polite requests, would like
6.	Family	Family structures, memories, relatives,	Verb tenses, used to inf. / There + be

		special celebrations, routine, house...	
7.	Jobs	Preferences, description of jobs, company, business data, working conditions, working place conversations, routine...	Verb tenses, frequency adverbs, prepositions, numbers, time

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

5. TRANSLATION 1

Periods: 60

Credits: 4

Aims:

- Supply students with basic translation theories and techniques
- Train their translation skills from English sentences and paragraphs into Vietnamese and vice versa

Materials:

- Bí Quyết Dịch Câu Từ Tiếng Anh Sang Tiếng Việt, Từ Anh, NXB Giáo Dục
- Phương Pháp Dịch Báo Chí Tiếng Anh, Lê Ninh Bì, NXB Văn Nghệ TP HCM
- Trau dồi Kỹ Năng Dịch Tiếng Anh, Dennis Hill Chamberlin, Lê Văn Tân (Dịch), NXB Nông Nghiệp
- Phương Pháp Dịch Anh – Việt, Nguyễn Thanh Chương, Trông Bài Trác, NXB Long An
- Phương Pháp Luyện Dịch Anh – Việt, Việt – Anh, Đông Ngọc Dũng, NXB Nhà Họa Quốc Gia, TP HCM
- Bồi dưỡng Nhà Họa Dịch Việt – Anh, Nguyễn Hữu Dồi, NXB Nông Nghiệp
- Luyện Dịch Việt – Anh, Hoàng Văn Hoan, NXB Nhà Ngôn Ngữ
- Luyện Nói Văn Phấn Dịch Báo Chí Anh, Mỹ Phạm Xuân Thái, NXB Nông Nghiệp
- Từ Vựng Tiếng Anh Theo Chủ đề, Với Công Thức, NXB Giáo Dục
- Saigon Times Weekly

Detailed contents:

Translation tasks chosen range from these topics : Society, Culture, Festivals – Holidays, Tourism, Sports, Health, Economics, Science

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

V. MODULE 5

1. INTEGRATED SKILLS 3

Periods: 60

Credits: 4

Aims:

- supply students with business jargons, case studies to develop their language competence and skills
- supply students with integrated exercises to develop their listening, reading, writing skills as well as discussion and role-play.

1.4 Materials:

Main course book: New International Business English – Leo Jones

1.5 Detailed contents:

Units	Contents
1	Face to face
2	Letters, faxes and memos
3	On the phone
4	Summaries, notes, reports
5	Working together
6	International trade
7	Money matters
8	Dealing with problems

1.6 Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

2. READING 3

Periods: 60

Credits: 4

Aims:

- Teach students how to master writers' meaning by analyzing paragraphs for main ideas, note taking and inference.
- Develop their ability of reading basic business components.

Materials:

Main course book: You are in Business - John Thomas French

Detailed contents:

Units	Contents
1	Basic Factors In Business
2	Legal Forms Of Organization
3	Production
4	Factory Layout
5	Personnel
6	Marketing

Students' duties:

- Prepare lessons before class
- Do homework

- Attend class regularly
- Take mid-term and final tests

3. WRITING 3

Periods: 60

Credits: 4

Aims:

- help students make outlines, analyze paragraphs, and write complete essays of all kinds such as narration, description, argumentation.

Materials:

Main course book: Intermediate Composition Practice: Book 2 – Linda Lonon Blanton

Detailed contents:

Units	Contents
1	Describing Physical Details
2	Framing Events In Time
3	Analyzing Patterns
4	Making Meaning Clear
5	Posing Hypothetical Situations
6	Seeing Differences And Similarities
7	Arguing A Point
8	Describing An Operational Process
9	Observing Cause And Effect

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

4. INTERPRETING 2

Periods: 60

Credits: 4

Aims:

- supply students with vocabulary, sentence structures and interpreting techniques to express their ideas in some contexts.
- develop their ability to express and convey the English meaning into Vietnamese and vice versa in spoken style.

Materials:

- Newspapers and magazines
- 365 tình huống đàm thoại Tiếng Anh, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Tiếng Anh trong hội thảo kinh doanh, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Tiếng Anh trong hội thảo khoa học công nghệ, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Thuyết trình bằng Tiếng Anh những vấn đề trong kinh doanh, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Từ vựng Tiếng Anh theo chủ đề, Vui Cùng Thông, NXB Giáo Dục

- Functions of English, Leo Jones, CUP
- Speaking naturally, Bruce Tillitt & Mary Newton Bruder, CUP

Detailed contents:

1.	Office work	Telephone conversations, office conversations, discussions, short presentations, reports..	Modal verbs in polite requests, asking for information and repetition
2.	Education	Schools, learning styles, memories, subjects, examinations, extra-course activities, policies...	Verbs tenses, most/best/worst/ spend + V-ing/ It + take + sb + some time + to do sth, time expressions
3.	Sports	Different sports, ability, equipment, games, commentaries, reports, news, broadcast, exercise	Word collocation: play, go, do, time expressions
4.	Travel	Vacations, tours, sight seeing, adventure: personal experience, features of vacations, ways of traveling, accommodation, food, weather, season, geography, countries, cities...	Verb tenses, be + adj, adj. order before nouns
5.	Future plans	Different kinds of plans, short-term and long-term plans, end-of-course celebration, future changes in society...	Future verb forms, time expressions
6.	Directions	Asking and giving directions, instruction, advice...	Imperative sentences, modal verbs, It + be + adj (important/ essential..)
7.	Health	Medical problems, consultation, common illnesses, conversations at clinics, stress and relaxation	Should/ It + be + useful/ good idea../ had better

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

5. TRANSLATION 2

Periods: 60

Credits: 4

Aims:

- Supply students with basic translation theories and techniques
- Train their translation skills from English sentences and paragraphs into Vietnamese and vice versa

Materials:

- Bí Quyết Dịch Câu Từ Tiếng Anh Sang Tiếng Việt , Từ Anh, NXB Giáo Dục
- Phương Pháp Dịch Báo Chí Tiếng Anh , Lê Ninh Bì, NXB Văn Nghệ TP HCM
- Trau dồi Kỹ Năng Dịch Tiếng Anh , Dennis Hill Chamberlin, Lê Văn Tân (Dich), NXB Nông Nai
- Phương Pháp Dịch Anh – Việt, Nguyễn Thanh Chông, Trông Bài Trác, NXB Long An
- Phương Pháp Luyện Dịch Anh – Việt, Việt – Anh, Đông Ngọc Dũng, NXB Nhà Học Quốc Gia, Tp HCM
- Bồi Dưỡng Học Dịch Việt – Anh, Nguyễn Hữu Dôi, NXB Nông Nai
- Luyện Dịch Việt – Anh, Hoàng Văn Hoang, NXB Nhà Xuất Bản Trẻ
- Luyện Nói Và Phiên Dịch Báo Chí Anh, Mỹ, Phạm Xuân Thảo, NXB Nông Nai
- Từ Vựng Tiếng Anh Theo Chủ Đề, Võ Công Thông, NXB Giáo Dục
- Saigon Times Weekly

Detailed contents:

Translation tasks chosen range from these topics: Society, Culture, Festivals – Holidays, Tourism, Sports, Health, Economics, Science

Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

VI. MODULE 6

1. INTEGRATED SKILLS 4

1.1 Periods: 60

1.2 Credits: 4

1.3 Aims:

- supply students with business jargons, case studies to develop their language competence and skills
- supply students with integrated exercises to develop their listening, reading, writing skills as well as discussion and role-play.

1.4 Materials:

Main course book: New International Business English – Leo Jones

1.5 Detailed contents:

Units	Contents
9	Visitors And Travellers
10	Marketing
11	Meetings
12	Processes And Operations

13	Jobs And Careers
14	Sales And Negotiation
15	A Special Project

1.6 Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

2 READING 4

2.1 Periods: 60

2.2 Credits: 4

2.3 Aims:

- Teach students how to master writers' meaning by analyzing paragraphs for main ideas, note taking and inference.
- Develop their ability of reading basic business components.

2.4 Materials:

Main course book: You are in Business - John Thomas French

2.5 Detailed contents:

Units	Contents
7	Distribution
8	Promotion
9	Financial Statement
10	International Business
11	Computers

2.6 Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

3 WRITING 4

3.1 Periods: 60

3.2 credits: 4

3.3 Aims:

- supply students with necessary writing skills in business correspondence

3.4 Materials:

Main course book: Writing Business Letters (3rd edition) – Anthony Cheung & Emma Munroe

Supplementary material: Commercial Correspondence – Workbook – A. Ashley

Detailed contents: Write business correspondence

Students' duties:

- Prepare lessons before class
- Do homework

- Attend class regularly
- Take mid-term and final tests

2. INTERPRETING 3

4.1 Periods: 60

4.2 Credits: 4

4.3 Aims:

- supply students with vocabulary, sentence structures and interpreting techniques to express their ideas in some contexts.
- develop their ability to express and convey the English meaning into Vietnamese and vice versa in spoken style.

4.4 Materials:

- Newspaper and magazines
- 365 tình huống đàm thoại Tiếng Anh, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Tiếng Anh trong môi trường kinh doanh, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Tiếng Anh trong môi trường khoa học công nghệ Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Thuyết trình bằng Tiếng Anh những vấn đề trong kinh doanh, Nguyễn Thanh Yên (biên dịch), NXB TPHCM
- Từ vựng Tiếng Anh theo chủ đề, Vui Cùng Thông, NXB Giáo Dục
- Functions of English, Leo Jones, CUP
- Speaking naturally, Bruce Tillitt & Mary Newton Bruder, CUP

4.5 Detailed contents:

1.	Interviews	Job interviews, survey questions, interviews with famous people...	Polite questions and responses, reported speech
2.	Advertising	Understanding advertising messages on TV, radio, newspapers, magazines, leaflets, brochures	Reduced sentences, descriptive adj, so, very, too, quite..
3.	Technology	Internet and learning, asking and giving instruction...	Expressing likelihood, possibility
4.	History, politics, law	Important and/ or controversial events, basic knowledge about law	Passive voice
5.	Culture	Greeting, gift-giving, religion, traditional festivals, custom...	Conditional sentences
6.	Meetings	Agenda, negotiation, decision making process, finding solution	Interrupting, asking for repetition, agreeing and disagreeing, stating opinions
7.	Presentation	Products, sales, marketing strategies, company performance, academic	Linking words/ Transitional expressions

4.6 Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

5 TRANSLATION 3

5.1 Periods: 60

5.2 Credits: 4

5.3 Aims:

- Supply students with basic translation theories and techniques
- Train their translation skills from English sentences and paragraphs into Vietnamese and vice versa

5.4 Materials:

- Bí Quyết Dịch Câu Từ Tiếng Anh Sang Tiếng Việt , Từ Anh, NXB Giáo Dục
- Phương Pháp Dịch Báo Chí Tiếng Anh , Lê Ninh Bì, NXB Văn Nghệ TP HCM
- Trau Dũa Kỹ Năng Dịch Tiếng Anh , Dennis Hill Chamberlin, Lê Văn Tân (Dich), NXB Nông Nghiệp
- Phương Pháp Dịch Anh – Việt, Nguyễn Thanh Chông, Trông Bài Trác, NXB Long An
- Phương Pháp Luyện Dịch Anh – Việt, Việt – Anh, Đông Ngọc Dũng, NXB Nhà Học Quốc Gia, Tp HCM
- Bồi Dưỡng Nhà Học Dịch Việt – Anh, Nguyễn Hữu Dõi, NXB Nông Nghiệp
- Luyện Dịch Việt – Anh, Hà Văn Hoa, NXB Nhà Nghiệp
- Luyện Nói Văn Phấn Dịch Báo Chí Anh, My, Phạm Xuân Thái, NXB Nông Nghiệp
- Từ Vựng Tiếng Anh Theo Chủ Đề, Vui Công Thông, NXB Giáo Dục
- Saigon Times Weekly

5.5 Detailed contents:

Translation tasks chosen range from these topics: Society, Culture, Festivals – Holidays, Tourism, Sports, Health, Economics, Science

5.6 Students' duties:

- Prepare lessons before class
- Do homework
- Attend class regularly
- Take mid-term and final tests

VII. TRANSLATION PRACTICE :

Students practise translating texts of different topics given by supervisors.