

## สรุปเนื้อหา Conversation, Grammar และ Paragraph Organization ที่ควรรู้

### Part 1: Conversation

#### 1.1 Situation

Most popular situations สถานการณ์สุดฮิต			
กล่าวทักทายสวัสดิ์ - ตอบรับ คำทักทาย	กล่าวคำอำลา คำอาลัย แสดงความเสียใจ	ขอให้อีกฝ่ายพูดซ้ำๆ พูดอีกครั้ง เพราะฟังไม่ทัน ฟังไม่เข้าใจ	ถามอาชีพ การทำงาน
เราช่วยเขา - เขาช่วยเรา (ขอความช่วยเหลือ - ให้ความ ช่วยเหลือ)	การให้กำลังใจ ให้ผู้ต่อไป เห็นอกเห็นใจ	การถามความคิดเห็น - แสดง ความคิดเห็นในทางบวกและ ลบ	การขอโทษ - ตอบรับคำ ขอโทษ
การเสนอแนะ หรือขออนุญาต และการตอบรับ	การพูดโทรศัพท์ - ฝาก ข้อความ	ถามและบอกเวลา	แสดงความตื่นเต้นตกใจ ด้วยความประหลาดใจหรือ เสียใจ

#### กล่าวทักทายสวัสดิ์

How are you?	How have you been?
How are you doing/going/keeping?	How is it going?
How is your day? / How's life?	How is everything? / How are things?
How do you do? ตอบแบบเดิม	What are you up to?
What's up?	Good day, isn't it?

#### ตอบรับคำทักทายสวัสดิ์

I am doing good/great. Thanks.	Very well. Thank you.	Fine. Thank you.
Thanks.	Can't be better.	Pretty good.
Not too bad	As usual	Can't complain.

#### การกล่าวอำลา

Goodbye / Bye / See you later.	Take care. / Take good care of yourself.	Have a pleasant flight.
See you around.	It's pleasure to meet you.	Have a nice trip / day.

การทักทายคนที่ไม่ได้เจอกันนาน

I haven't seen you for ages! How are you?	Long time no see.
How have you been lately?	Where have you been?
What have you been up to?	

ขอให้อีกฝ่ายพูดซ้ำๆ หรือพูดซ้ำ

I beg your pardon?	Pardon? / Excuse me?	What did you (just) say?
I am sorry. I didn't catch that.	I am sorry. I missed that.	Come again?

ถามอาชีพ

What do you do?	What do you do for a living?
How do you make your living?	How do you earn your living?
What's your job/career/profession/work?	Are you a nurse/doctor/...?

เราไปช่วยเขา (เสนอความช่วยเหลือ)

Can/May I help you?	Is there anything I can do for you?	What can I do for you?
Do you need a hand?	Care for some help?	Anything I can help you with?
Let me know if there's anything I can do.	I am here for you.	If you need me, call (me).
I will always be there for you.	If there's anything I can do to help, please let me know.	

กล่าวตอบรับคำขอบคุณ

You're welcome.	You're most welcome.	My pleasure.
It is my pleasure.	The pleasure is mine.	It was nothing.
Don't mention it.	No problem.	No sweat. (slang)

ขอให้เขามาช่วยเรา (ขอความช่วยเหลือ)

Can you give me a hand?	Can you lend me a hand?	Can you help me?
Could you do me a favor?	Can I get some help?	Do you mind giving me some help?

ให้กำลังใจ สนับสนุน

I will stand by you.	I am 100% behind you.	I am with you.	I am on your side.
I've got your back.	You can count on/ lean on me.	You can put your faith in me.	Stick with it. / Stay at it.
Give it a try/shot.	Go for it.	Hang in there. / Hang tough.	Stick it out.

การถามความคิดเห็น

What do you think (about this)?	How do you find it?
How do you like it?	What's your thoughts/opinion?

คำกล่าวให้อภัย

I forgive you.	You're forgiven.	That's all right.
Don't worry about it.	It's ok.	Think on it no more. (formal)
Don't give it another thought.	Forget about it.	I won't hold it against you.

1. (สามัญ) Dialog

Kevin: Hi, Manee. \_\_\_1.1\_\_\_

Manee: Hi, I'm great. I'm going to visit my uncle in Songkhla.

Announcement: "Ladies & Gentlemen. Attention please! Train 2637, Hualumpong Express, bound for Hadyai will leave at 21.30 hours from platform 3."

Manee: I'm sorry, Kevin. \_\_\_1.2\_\_\_ I'll see you later. There is an announcement about your train also. Bye!

- 1.1 a. How's it like?  
 b. How about you?  
 c. How do you do?  
 d. How have you been?  
 e. How long have you been here?

- 1.2 a. Keep your time.  
 b. Someone is calling me.  
 c. You can wait for me here.  
 d. My train is always delayed.  
 e. My train is about to leave.

2. (Onet) Situation: A foreign tourist wants to take a bus to Ratchaburi, so he asks a man for directions to the bus terminal. The man says: \_\_\_\_
- a. Let's take a taxi to Ratchaburi.
  - b. There are several buses going to the bus terminal.
  - c. You need to go by train because it's faster.
  - d. It's on your right, just after you pass the next intersection.
  - e. Ratchaburi's about 95 kilometers from Bangkok.

3. (GAT) Situation

You are thirsty. You say to your friend: \_\_\_\_\_

- a. Would you mind having a drink?
- b. Shall we get something to drink?
- c. What do you think about cold drinks?
- d. Why don't you get me some soft drinks?

4. (Onet) Situation: Joe has just bought a sports car and Jeff is admiring it. He says to Joe: \_\_\_\_

- a. What a marvelous car!
- b. How much is it?
- c. What a shocking color!
- d. Why don't you get another sports car?
- e. What kind of sports car do you like?

5. (Onet) Situation: Suda is travelling aboard for a company meeting. Her father is saying goodbye to her at the airport. He says: \_\_\_\_\_

- a. Nice talking to you. When are you returning?
- b. My best regards to you. Have a safe flight.
- c. Well, I think I might be going somewhere.
- d. See you some other time, Suda. Good-bye.
- e. Look after yourself. Have a safe trip.

## Part 2: Grammar

### 2.1 Conjunction

Coordinators คำเชื่อมประโยคความรวม		
,for	,and	,nor ,but ,or ,yet ,so
AND และ	BUT แต่	SO ดังนั้น

Subordinators คำเชื่อมประโยคความซ้อน			
บอกเหตุ-ผล	บอกขัดแย้ง	บอกเวลา	บอกเงื่อนไข

คำอื่นๆ ที่แปลว่า \_\_\_ เนื่องจาก เพราะว่า สืบเนื่องจาก อ้างอิงตามที่\_\_\_

คำอื่นๆ ที่แปลว่า \_\_\_ เช่น ตัวอย่างเช่น รวมไปถึง\_\_\_

คำอื่นๆ ที่แปลว่า \_\_\_ โดยสรุป พูดอีกอย่างก็คือ\_\_\_

8. (Gat) We will take a plane to Taak \_\_\_\_\_.  
a. if all the air tickets are sold out  
b. if the flight attendants are still on strike  
c. unless the flight is fully booked  
d. unless the hotel rooms are available
9. (Gat) Because Sammy was very angry with her sister, she \_\_\_\_\_.  
a. moved in with her instead  
b. ignored her entirely for a whole week  
c. decorated her room with her sister's photos  
d. told her how much she enjoyed their time together
10. (Gat) For more than 100 years, scientists have argued over exactly what a panda is. Now, \_\_\_\_\_, with the help of DNA testing, the panda has been admitted to the bear family.  
a. moreover  
b. accordingly  
c. as a result  
d. finally
11. (Gat) People once thought of fungi as plants; \_\_\_\_\_, biologists now classify them as a separate kingdom.  
a. in addition  
b. moreover  
c. however  
d. as a result

## 2.2 If Clause (Conditionals)

12. (Onet) If we take a bus, the admissions office \_\_\_\_\_ by the time we get to the university.  
a. would close  
b. is closing  
c. will have closed  
d. has already been closed  
e. had already been closed

สรุป If Clause (Conditionals)

2.3 Verb tense/ verb form

13. Yesterday, John had watched Sung-Thong before his mom asked him to go buy some vegetables.

- a. had watching
- b. watches
- c. had watched
- d. has been watching
- e. watch

14. According to the news reporter, the firefighters \_\_\_\_\_ the forest fire by this afternoon.

- a. extinguished
- b. are extinguishing
- c. have extinguished
- d. will have extinguished
- e. would be extinguishing

ตารางผัน Tense & Aspect				
Tense/Aspect	Simple	Continuous	Perfect	Perfect-Conti
Present				
Past				
Future				

ตารางผัน Tense & Aspect				
Tense/Aspect	Simple	Continuous	Perfect	Perfect-Conti
Present	I study every day.	I am studying right now.	I have studied.	I have been studying for two hours.
Past	I studied last night.	I was studying when you called.	I had studied drawing before I began to study painting.	I had been studying for two hours when my friends came over.
Future	I will study tomorrow.	I will be studying when you arrive.	He will have finished reading by the time you arrive.	I will have been studying for two hours by the time you arrive.

## 2.4 Subject-verb agreement rules

15. (Onet) Winai, along with his friends, \_\_\_\_\_ from Bangkok to Paris at the end of this year.
- is planning to cycle
  - are planning to cycle
  - have been planning for cycling
  - plans for cycling
  - plan to cycle



สรุป Subject-verb agreement	
1. Someone, something, somebody, anyone, anything, anybody, no one, nobody, nothing, every, each, everything...	
2. in addition to, as well as, together with, along with	
3. Several, both__and, many, some, a few	
4. Scissors, pants, trousers, sunglasses, jeans	
5. Neither__nor, either__or, not only__but also ____	
6. None of, all of, some of, most of	
7. The number of VS a number of	
8. Time, money, weight	
9. Mathematics, physics, economics, electronics, statistics, civics, news, ethics, politics	

## 2.5 Participles (as adjectives; V-ing, V3)

16. (GAT) People around the small farming town of Bates City,

a

seemed puzzled about the uniformed men who came to dig

b

c

of glass jars.

d

17. (ONET) \_\_\_\_home from the football field when it started to rain.

- The boys walked with boredom
- Boringly, walked the boys
- Boring, the boys walked
- Bored, the boys walked
- The boys, boring, walked

สรุป Participles

V-ing

V3 (Ved)

V ทำให้

To amaze

To embarrass

To please

To amuse

To excite

To shock

To annoy

To frustrate

To surprise

To depress

To inspire

To satisfy

To disappoint

To interest

To bore

To frighten

To scare

ตาราง Adjectives + Preposition เฉพาะ

Amazed, surprised, excellent, good, bad, terrible

at

Delighted, (dis)pleased, (dis)satisfied, disappointed, bored, fed up, crowded

with

Known, famous, responsible

for

Equal, similar, superior, inferior, committed, dedicated, married, engaged, related, used, accustomed

to

Kind, nice, polite, impolite, generous, good, rude, mean

To someone, of someone to do something

Excited, worried, upset, puzzled

about

Sorry, angry, furious, annoyed

About something, with someone for doing something

Jealous, envious, suspicious, aware, afraid, frightened, scared, fond, full, capable, proud, ashamed, tired, typical, short

of

## 2.6 Inversion

18. (Onet) I wanted to make cake for my mom, but there was no more milk in the fridge, \_\_\_\_\_ left.
- a. and was there not any sugar
  - b. or there was not any sugar
  - c. nor there was not any sugar
  - d. nor was there any sugar
  - e. not there was any sugar

สรุป Inversion

## 2.7 So VS Neither

19. The chairs that our school ordered two months ago have not arrived yet, \_\_\_\_\_.
- a. but the stationery hasn't as well
  - b. but the stationery has either
  - c. and so hasn't the stationery
  - d. and neither has the stationery
  - e. and neither the stationery has, too

สรุป So VS Neither

## 2.8 Special rules

20. (Onet) The general manager requested \_\_\_\_\_ overtime to prepare the documents for tomorrow's meeting.
- a. that his secretary working
  - b. his secretary would work
  - c. that his secretary works
  - d. his secretary worked
  - e. that his secretary work
21. (Onet) Mr. Kim's students all agree to \_\_\_\_\_ by a professional photographer.
- a. have taken the class pictures
  - b. having taken the class pictures
  - c. have the class pictures taken
  - d. having had the class pictures taken
  - e. have the class take pictures
22. (Onet) The receptionist of the hotel admitted \_\_\_\_\_ to give the message to the guest in Room 50.
- a. forgot
  - b. to forget
  - c. forgetting
  - d. had forgotten
  - e. to have forgotten

สรุปกฎ Special rules	
ต้องตามด้วย _____	Avoid, admit, delay, prevent, postpone, give up, put off, finish, miss, get through, forgive, take up, excuse, resume, enjoy, cannot help, have a good time, resist, have fun, spend time, waste time, deny, be busy, have difficulty, mind, appreciate, suggest, recommend, risk, oppose to, discuss, be accustomed to, imagine, be used to, understand, get used to, recall, practice, look forward to
ต้องตามด้วย _____	Say, arrange, agree, consent, manage, refuse, wish, learn, hope, seek, deserve, strive, tend, struggle, swear, claim, resolve, seem, fail, appear, offer, wait, volunteer
ต้องตามด้วย _____	Prefer, propose, like, intend, love, attempt, cannot bear, threaten, cannot stand, stand, demand, hate, afford, begin, start, continue
โครงสร้างประโยคอื่นๆ ที่ควรรู้	<p><i>Someone =กรรมของประโยค อาจเป็นชื่อคน สรรพนาม</i></p> <p><i>To do something = V infinitive TO</i></p> <p><i>Doing something = V gerund</i></p> <p><i>Do something = Verb1</i></p> <p><i>Done = Verb3</i></p> <p>I used to do something. ฉันเคยทำอะไรมาก่อน</p> <p>I am used to/accustomed to doing something. ฉันคุ้นเคยกับการทำอะไร</p> <p>I make someone do something. ฉันให้ใครทำอะไร</p> <p>I make myself done. ฉันทำอะไรกับตัวเอง</p> <p><b>I need something done. ฉันต้องการทำอะไรให้เสร็จ</b></p> <p><b>I make something done. ฉันทำอะไรให้เสร็จ</b></p> <p>I remember doing something. ฉันจำได้ว่าทำอะไรไปแล้ว</p> <p>I remember to do something. ฉันจำได้ว่าต้องทำอะไรต่อ</p> <p>I stop to do something. ฉันหยุดเพื่อจะทำบางอย่าง</p> <p>I stop doing something. ฉันล้มเลิกการทำบางอย่าง</p> <p>I stop someone doing something. ฉันห้ามมิให้ใครทำบางอย่าง</p> <p>I have/get something done. ฉันเอาบางอย่างไปทำจนเสร็จ เช่น ฉันตัดผม</p> <p>I get someone to do something. ฉันสั่งหรือให้ใครทำอะไรบางอย่าง</p> <p>I get Adjective (V3).</p> <p>I help someone to do something. ฉันช่วยใครทำบางอย่าง</p> <p>I help someone do something. ฉันช่วยใครทำบางอย่าง</p> <p>I spend time doing something. ฉันใช้เวลาทำบางอย่าง</p> <p>I look forward to doing something. ฉันเฝ้ารอที่จะได้เจอบางอย่าง</p> <p>I ask someone to do something. ฉันขอให้ใครทำบางอย่าง</p>

I avoid doing something/ avoid something. ฉันหลีกเลี่ยงบางอย่าง

I forget doing something. ฉันลืมไปแล้วว่าทำบางอย่างไปแล้ว

I forget to do something. ฉันลืมที่จะทำบางอย่าง

I am busy doing something. ฉันกำลังยุ่งกับบางอย่าง

I consider doing something. ฉันพิจารณาจะทำบางอย่าง

It is important to do something. มันสำคัญที่จะทำบางอย่าง

It is required that someone do something. เป็นสิ่งจำเป็นที่ใครสักคนต้องทำบางอย่าง

I allow/permit someone to do something ฉันอนุญาตให้ใครทำบางอย่าง

I allow/permit doing something. ฉันอนุญาตให้ใครทำบางอย่าง

I am required to do something. ฉันจำเป็นต้องทำบางอย่าง

I suggest that someone do something. ฉันแนะนำให้ใครทำอะไรบางอย่าง

I suggest something to someone. ฉันแนะนำบางอย่างให้ใครสักคน

I suggest (not) doing something. ฉันแนะนำว่า (ไม่) ควรทำบางอย่าง

I insist on (not) doing something. ฉันยืนยันกรณว่า (ไม่) ควรทำบางอย่าง

I insist that someone do something. ฉันยืนยันกรณให้ใครทำบางอย่าง

I take time doing something. ฉันใช้เวลาทำบางอย่าง

I refuse to do something. I deny doing something. ฉันปฏิเสธทำบางอย่าง

I admit doing something. ฉันยอมรับว่าทำบางอย่าง

It is worth doing something. มันคุ้มค่าที่จะทำบางอย่าง

Would you mind doing something? จะถือสาไหมที่จะทำบางอย่าง

Would you mind if I did something?

Do you mind if I do something?

I had better do something. ฉันควรทำบางอย่าง

I advise doing something. ฉันแนะนำให้ทำบางอย่าง

I advise someone to do something. ฉันแนะนำใครให้ทำบางอย่าง

I appreciate doing something.

I can't help/resist/stand/bear/endure doing something.

I forgive someone for doing something. ฉันยกโทษที่ใครทำบางอย่าง

I risk doing something. ฉันเสี่ยงทำบางอย่าง

I request someone to do something. ฉันเรียกร้องให้ใครทำบางอย่าง

I request that someone do something. ฉันเรียกร้องว่าใครควรทำบางอย่าง

## 2.9 Wish

23. Ben wishes \_\_\_\_\_ awake to watch the comet last night.
- a. he had stayed
  - b. that he stayed
  - c. that he was staying
  - d. he must have stayed
  - e. that he should stay

สรุปกฎ Wish

## 2.10 Relative clause

24. \_\_\_\_\_ are able to buy whatever they want rarely have sympathy for the poor.
- a. Rich people are those who
  - b. Rich people those who
  - c. Those people are rich who
  - d. Those rich people who
  - e. Those who are rich people

สรุป Relative clause

## Paragraph structure (Gat)

### Paragraph 1

Directions: Choose the best answer (Items 25 to 29).

Recently, a woman from Bangkok went to her doctor. For days, she hadn't been able to sleep \_\_\_25\_\_\_ in her ear. The doctor told her that this was common. \_\_\_26\_\_\_, when he looked into her ear, he got the shock of his life. He saw something moving – a large spider. The woman was \_\_\_27\_\_\_. The doctor said that it was the first time he had ever found a spider \_\_\_28\_\_\_ ear. He thought it was probably looking for somewhere warm \_\_\_29\_\_\_ its eggs.

25. a. because of noises  
c. according to noise
- b. resulting in the noises  
d. caused by noise
26. a. Despite  
c. On the contrary
- b. However,  
d. In contrast
27. a. extreme terrify  
c. extremely terrified
- b. terrifying extremely  
d. terrifyingly extreme
28. a. lived in someone  
c. living in someone's
- b. living into someone  
d. living into someone's
29. a. so that it laid  
c. in case it laid
- b. in order to lay  
d. due to laying

### Paragraph 2

Directions: Choose the best answer (Items 30 to 34).

(สามัญ) Everyone these days should know how to use a computer. Normally, basic computer courses \_\_\_30\_\_\_ most continuing education programs. They \_\_\_31\_\_\_ and usually reasonably priced. These courses can usually be found in your district schools or community college, on evenings and weekends. Career retraining programs often offer computer courses for free or at a low fee for \_\_\_32\_\_\_ qualify. Check with your local Labor Department Office \_\_\_33\_\_\_ on these programs.

There are both online tutorials \_\_\_34\_\_\_. Don't worry if you don't have a computer. Many public libraries allow patrons \_\_\_35\_\_\_. Here are two websites that offer \_\_\_36\_\_\_.

30. a. offer  
b. offered at  
c. are offered  
d. are offering  
e. are offered by



31. a. convenient scheduled  
b. conveniently schedule  
c. scheduled conveniently  
d. are convenient schedules  
e. are conveniently scheduled
32. a. that who  
b. those are  
c. which are  
d. those who  
e. those who are
33. a. for more information  
b. for many informations  
c. with much information  
d. about information more  
e. with many more information
34. a. or available courses  
b. and course available  
c. but courses available  
d. and courses available  
e. but an available course
35. a. used computers  
b. using computers  
c. use the computer  
d. to use their computers  
e. to be used the computers
36. a. course online free  
b. course free online  
c. online courses free  
d. online-free courses  
e. free online courses