



교육부
국립국제교육원 글로벌역량지원센터

애봉 사원의 고군분투기 at 글로벌 기업(Banana)

Business English

1주차 두근두근 회사 첫날 적응하기



Class Orientation

Course Title	<i>Business English</i>
Course Duration	<i>July 31 (Wednesday) to October 2(Wednesday), 9 weeks (*No class on September 18 due to chuseok)</i>
Textbook	<i>Printouts</i> *Course Materials Link: https://jejueec.moe.go.kr/distance/data.php
Weekly Topics	<p>1주차(5/8) 두근두근 회사 첫날 적응기</p> <p>2주차(5/22) 우당탕탕 첫 업무 임하기</p> <p>3주차(5/29) 송글송글 첫 보고하기</p> <p>4주차(6/5) 아찔아찔 회의 참석하기</p> <p>5주차(6/12) 다사다난 실수 해결하기</p> <p>6주차(6/19) 소곤소곤 다른 팀과 소통하기</p> <p>7주차(6/26) 남남 동료들과 점심 먹으며 정보 줍줍하기</p> <p>8주차(7/3) 이메일 작성하기(*이메일 과제)</p> <p>9주차(7/10) 이메일 피드백 및 전체 복습</p>

Introduction

At 27, Kim Aebong finally lands a job at Banana, not Apple—a leading global company in Korea. After two long years of job hunting, her sweet success brings happiness mixed with nerves. So jittery is she about her first day at work that she manages only three hours of sleep.

Her new team is a vibrant mix of global talent: Jacob, the team leader from the USA; Lily, the Irish senior staff; Naya, the Indian assistant manager; and Amelia, a fellow newcomer from the UK.

Join Aebong as she navigates her first day in the melting pot of Banana, where cultures clash, coffee flows, and office adventures await!

Course Guidelines

1. 수업자료는 다음 경로에서 다운로드 가능
: 글로벌역량지원센터 홈페이지(jeueec.moe.go.kr) 접속 > “글로벌 원격 연수” 클릭 > “교육 자료실” 클릭
*링크: <https://jeueec.moe.go.kr/distance/data.php>
*업데이트 날짜: 수업 전날 오후 6시 이후
2. 이수증 발급 기준: (1) 출석률 70% 이상 (2) 사전/사후 평가 완료
* 두 가지 조건을 만족해야 이수증 발급 가능.
3. 이수증 발급 방법: 교육자료실 공지 확인 및 9주차 수업 때 안내 예정

Today's Class Goals

- Learn how to introduce myself.
- Learn various expressions meaning ‘전달하겠습니다’

Dictation I

Introducing New comer Aebong to the Marketing Team!

Lily: Hello, you must be Aebong and Amelia, our _____.

Aebong: Yes, that's right. I'm Aebong. I also _____ Bong. It's great to be here.

Lily: Welcome to the team! Our team leader, Jacob, and our senior staff member, Naya, are currently in a meeting. Let me show you around the office.

Aebong: Sorry, I _____ the senior staff's name. _____ **you** _____ saying it again, _____?

Lily: Oh, sure. Her name is Naya. She will help you get settled in once she's back.

(30 minutes later)

Lily: Alright, let's wrap up the office tour here. Please take a seat and read through these materials and try to _____ our workflow? Oh my gosh, I just realized I left your access badges on my desk! I'll _____ them _____ to you after my Zoom meeting.

Aebong&Amelia: _____. Thanks!

Today's Dialogue I

Lily: Hello, you must be Aebong and Amelia, our new hires.

Aebong: Yes, that's right. I'm Aebong. I also **go by** Bong. It's great to be here.

Lily: Welcome to the team! Our team leader, Jacob, and our senior staff member, Naya, are currently in a meeting. Let me show you around the office.

Aebong: Sorry, I didn't catch the senior staff's name. **Would you mind** saying it again, **please**?

Lily: Oh, sure. Her name is Naya. She will help you get settled in once she's back.

(30 minutes later)

Lily: Alright, let's wrap up the office tour here. Please take a seat and read through these materials and try to **get the hang of** our workflow? Oh my gosh, I just realized I left your access badges on my desk! I'll hand them over to you after my Zoom meeting.

Aebong&Amelia: **Got it.** Thanks!

Vocabularies

- go by sth* *sth*이라 불리다
- wrap sth up* *sth*을 마무리하다
- get the hang of sth* *sth*을 알게 되다
- new comer* 신입사원

Dialogue I - Useful Expressions

1. 별명 알려주기.

- 1) I'm called [Name].
- 2) I prefer [Name]
- 3) You can call me [Name]
- 4) People call me [Name]
- 5) I go by [Name]

2. 괜찮으시다면...

- 1) Would you mind ~?
[ex] Would you mind if I joined the meeting a few minutes late?
제가 회의에 몇 분 늦게 들어가도 괜찮을까요?
- 2) Could you please ~?
[ex] Could you please send me the report by tomorrow?
내일까지 보고서를 보내주실 수 있나요?
- 3) Would it be possible to ~?
[ex] Would it be possible to reschedule our meeting?
회의를 다시 일정 잡는 것이 가능할까요?
- 4) May I ask you to ~?
[ex] May I ask you to review this document?
이 문서를 검토해 주시겠어요?
- 5) I would appreciate it if you could ~?
[ex] I would appreciate it if you could provide feedback on this proposal.
이 제안서에 대해 피드백을 주시면 감사하겠습니다.

3. 넵! 알겠습니다!

- 1) Noted.
- 2) Got it.
- 3) Will do.
- 4) Understood.
- 5) I'm on it.

4. 전달할게요.

- 1) make sure somebody gets something
 - 2) hand something over
 - 3) drop something off
 - 4) pass something on
- [ex] Please make sure the client gets the finalized contract by the end of the day.
고객이 오늘 안에 최종 계약서를 받을 수 있도록 해주세요.
- [ex] The manager will hand over the report to the CEO during the meeting.
매니저가 회의 중에 CEO에게 보고서를 전달할 것입니다.
- [ex] Could you drop off these samples at the front desk on your way out?
나가시는 길에 이 샘플들을 접수처에 맡겨주시겠어요?
- [ex] If you hear any important updates, please pass them on to the rest of the team.
중요한 업데이트 사항을 들으시면 팀원들에게 전달해 주세요.

Dialogue (Korean ver.)

Lily: 안녕하세요, 새로 오신 에봉과 아멜리아 맞으시죠?

Aebong: 네, 맞아요. 저는 에봉이고, 봉이라고 불러주셔도 됩니다. 여기 오게 되어 기쁩니다.

Lily: 팀에 오신 걸 환영합니다! 저희 팀 리더 제이콥과 선임 직원 나야는 지금 회의 중이에요. 사무실을 안내해 드릴게요.

Aebong: 죄송하지만, 선임 직원 이름을 못 들었어요. 다시 말해주실 수 있나요?

Lily: 물론이죠. 이름은 나야예요. 돌아오면 여러분이 잘 적응할 수 있도록 도와줄 거예요.

Lily: 좋아, 사무실 투어는 여기서 마치죠. 자리에 앉아서 이 자료들을 읽어보시고 저희 업무 흐름을 익혀주세요. 아, 이런, 방금 여러분의 출입증을 제 책상에 두고 왔다는 걸 깨달았어요! 줌 회의가 끝나고 나서 여러분께 전달해드릴게요.

Amelia & Aebong: 네, 감사합니다!

Activities

Let's apply today's expressions! Please tell me what Aebong could say in the following situations using today's expressions.

- A:** Hi, I'm new here. I'm c_____ John. Nice to meet you.
B: Nice to meet you, John. I'm Sarah, the team leader. If you need anything, feel free to ask.
- A:** Hi, my name is Elizabeth, but I p_____ Liz.
B: Nice to meet you, Liz. I'm Mark. Let's work well together!
- A:** Hello, my name is Benjamin, but y_____ c_____ c_____ me Ben.
B: Great to meet you, Ben. I'm Clara, your project manager.
- A:** Hi, my full name is Jonathan, but p_____ c_____ me Jon.
B: Nice to meet you, Jon. I'm Lisa from the HR department.
- A:** Hi, I'm Alexander, but I g_____ b_____ Alex.
B: Nice to meet you, Alex. Welcome to the team!
- A:** W_____ y_____ m_____ i_____ we reschedule our meeting to tomorrow?
B: Not at all, that works for me.
- A:** C_____ y_____ p_____ send me the updated report by this afternoon?
B: Sure, I'll have it to you by 2 PM.
- A:** W_____ it b_____ p_____ to get an extension on the deadline?
B: I'll check with the team and get back to you.
- A:** M_____ I a_____ y_____ to review this proposal before our client meeting?
B: Absolutely, I'll review it this afternoon.

10. **A:** I w_____ a_____ i_____ i_____ you could provide feedback on the presentation by tomorrow.
B: Of course, I'll send you my comments by the end of the day.
11. **A:** The meeting has been moved to 3 PM.
B: N_____, I'll be there.
12. **A:** Please ensure that the budget report is accurate.
B: G_____ i_____, I'll double-check everything.
13. **A:** Can you send the invitation to all department heads?
B: W_____ d_____. I'll send it out shortly.
14. **A:** We need to prioritize the client requests.
B: U_____, I'll focus on that right away.
15. **A:** Can you prepare the slides for the presentation?
B: I_____ o_____ i_____, they'll be ready by this afternoon.
16. **A:** Please m_____ s_____ the client g_____ the contract by the end of the day.
B: I'll handle it and confirm once it's delivered.
17. **A:** Could you h_____ o_____ the project files to the new manager?
B: Yes, I'll hand them over after lunch.
18. **A:** Can you d_____ o_____ these documents at the legal department?
B: Sure, I'll drop them off on my way to the meeting.
19. **A:** If you hear any updates from the client, p_____ them o_____ to me.
B: Will do, I'll keep you in the loop.

Answers

A: Hi, I'm new here. I'm called John. Nice to meet you.

B: Nice to meet you, John. I'm Sarah, the team leader. If you need anything, feel free to ask.

1. **A:** Hi, my name is Elizabeth, but I prefer Liz.
B: Nice to meet you, Liz. I'm Mark. Let's work well together!
2. **A:** Hello, my name is Benjamin, but you can call me Ben.
B: Great to meet you, Ben. I'm Clara, your project manager.
3. **A:** Hi, my full name is Jonathan, but people call me Jon.
B: Nice to meet you, Jon. I'm Lisa from the HR department.
4. **A:** Hi, I'm Alexander, but I go by Alex.
B: Nice to meet you, Alex. Welcome to the team!
5. **A:** Would you mind if we reschedule our meeting to tomorrow?
B: Not at all, that works for me.
6. **A:** Could you please send me the updated report by this afternoon?
B: Sure, I'll have it to you by 2 PM.
7. **A:** Would it be possible to get an extension on the deadline?
B: I'll check with the team and get back to you.
8. **A:** May I ask you to review this proposal before our client meeting?
B: Absolutely, I'll review it this afternoon.
9. **A:** I would appreciate it if you could provide feedback on the presentation by tomorrow.
B: Of course, I'll send you my comments by the end of the day.
10. **A:** The meeting has been moved to 3 PM.
B: Noted, I'll be there.

11. **A:** Please ensure that the budget report is accurate.
B: Got it, I'll double-check everything.
12. **A:** Can you send the invitation to all department heads?
B: Will do. I'll send it out shortly.
13. **A:** We need to prioritize the client requests.
B: Understood, I'll focus on that right away.
14. **A:** Can you prepare the slides for the presentation?
B: I'm on it, they'll be ready by this afternoon.
15. **A:** Please make sure the client receives the contract by the end of the day.
B: I'll handle it and confirm once it's delivered.
16. **A:** Could you hand over the project files to the new manager?
B: Yes, I'll hand them over after lunch.
17. **A:** Can you drop off these documents at the legal department?
B: Sure, I'll drop them off on my way to the meeting.
18. **A:** If you hear any updates from the client, pass them on to me.
B: Will do, I'll keep you in the loop.

Global Mindset

Let's reflect on what we've learned today and answer the following questions.

Q1. Do you remember your first day? How was it? Do you recall the excitement and a bit of nervousness? Share your first day experience with us.

(첫 출근 날을 기억하시나요? 그때 어떠셨나요? 설레임과 약간의 두려움이 기억나시나요? 첫 날 경험을 공유해 주세요.)

Q2. Have you ever met people from diverse backgrounds who are different from you? How did that experience influence your understanding of diversity?

(나와 다른 다양한 배경을 가진 사람들을 만난 적이 있나요? 그 경험이 당신의 다양성에 대한 이해에 어떤 영향을 미쳤나요?)

Q3. How can we embrace and support the diversity of people within the company, and what experiences have you had in promoting an inclusive workplace?

(회사의 다양한 사람들을 어떻게 포용하고 지원할 수 있을까요? 또한, 포용적인 근무 환경을 조성하는 데 있어 어떤 경험을 하셨나요?)