



교육부
국립국제교육원 글로벌역량지원센터

애봉 사원의 고군분투기 at 글로벌 기업(Banana)

Business English

2주차 우당탕탕 첫 업무 임하기



Class Orientation

Course Title	<i>Business English</i>
Course Duration	<i>August 6th(Wednesday)</i>
Textbook	<i>Printouts</i> *Course Materials Link: https://jejueec.moe.go.kr/distance/data.php
Weekly Course Topics	<p>1주차(7/31) 두근두근 회사 첫날 적응기</p> <p>2주차(8/7) 우당탕탕 첫 업무 임하기</p> <p>3주차(8/14) 송글송글 첫 보고하기</p> <p>4주차(8/21) 아찔아찔 회의 참석하기</p> <p>5주차(8/28) 다사다난 실수 해결하기</p> <p>6주차(9/4) 소곤소곤 다른 팀과 소통하기</p> <p>7주차(9/11) 남남 동료들과 점심 먹으며 정보 줍줍하기</p> <p>8주차(9/25) 이메일 작성하기(*이메일 과제)</p> <p>9주차(10/2) 이메일 피드백 및 전체 복습</p> <p><i>*No class on September 18th due to the Chuseok holiday.</i></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!

Today's Class Goals

- Learning how to engage in small talk
- Learning various expressions meaning '설명해주세요'

Dictation I

Naya: Hi, Aebong. Did you do _____ over the weekend?

Aebong: _____, just relaxed and _____ on some sleep. Weekends are too short. How was yours?

Naya: My in-laws came from California. They don't visit us often, so everyone was happy and excited. Haha.

Aebong: That sounds nice! We _____ up _____; I have to _____ now.

Naya: Sure, talk to you later!

Today's Dialogue I

Naya: Hi, Aebong. **Did you do anything special over the weekend?**

Aebong: **Not really**, just relaxed and **caught up on some sleep**. Weekends are too short. How was yours?

Naya: My in-laws came from California. They don't visit us often, so everyone was happy and excited. Haha.

Aebong: That sounds nice! We **should catch up later**; I **have to run to a meeting** now.

Naya: Sure, talk to you later!

Vocabularies

- catch up on ~을 따라잡다, 보충하다
- in-laws 시댁 식구, 처가 식구

Dialogue I - Useful Expressions

1. 주말에 뭐했는지 스몰토크하기

Questions

[ex] Did you do anything special over the weekend?

주말에 특별한 일이라도 했어요?

[ex] How was your weekend? Did you do anything fun?

주말 어땠어요? 재미있는 일이라도 했나요?

[ex] How did you spend your weekend?

주말을 어떻게 보냈어요?

[ex] Anything interesting happen over the weekend?

주말에 재미있는 일이 있었나요?

Answers

[ex] Not really, just relaxed and caught up on some sleep.

별로 특별한 건 없었어요, 그냥 쉬면서 잠 좀 많이 잤어요.

[ex] I just stayed in and binge-watched a new show.

그냥 집에 있으면서 새로 나온 드라마를 몰아서 봤어요.

[ex] I attended a family gathering. It was nice to see everyone.

가족 모임에 갔어요. 모두를 만나서 좋았어요.

[ex] I went out for dinner with some friends.

친구들과 외식하러 나갔어요.

Responses to their answers

[ex] That's great to hear! I've always wanted to try that.

좋네요! 저도 그걸 해보고 싶었어요.

[ex] Sounds like you had a busy weekend! How did you find time for everything?

바쁜 주말을 보낸 것 같네요! 모든 일에 어떻게 시간을 찾았어요?

[ex] That sounds interesting! What was the highlight of your weekend?

흥미롭네요! 주말의 하이라이트는 뭐였어요?

[ex] Sometimes it's nice to have a low-key weekend. Did you get a chance to relax?

가끔은 조용한 주말이 좋기도 해요. 좀 쉴 기회가 있었나요?

[ex] I understand. I had a pretty relaxed weekend too. I spent some time catching up on a book.

이해해요. 저도 꽤 여유로운 주말을 보냈어요. 책을 읽는 데 시간을 좀 보냈어요.

2. 상대방이 말을 거는데 답할 여유가 없거나 피하고 싶다면?

1) 지금 좀 바빠서요.

[ex] I'm running to a meeting.

회의에 가느라 바빠요.

[ex] I need to see my boss for a moment.

지금 잠시 상사를 만나야 해요.

[ex] I'm in the middle of something right now.

지금 뭐 좀 하고 있어서요.

[ex] I have to handle something urgent.

좀 급한 일을 해야 해서요.

[ex] I'm currently tied up with work.

지금 일이 좀 바빠서요.

2) 나중에 이야기할까요?

[ex] Can we chat another time?

[ex] Can we talk later?

[ex] Can we catch up later?

[ex] Can we discuss this another time?

Dialogue I (Korean ver.)

Naya: 안녕하세요, 애봉님. 주말에 뭐 특별한 일 있으셨나요?

Aebong: 딱히.. 그냥 쉬면서 밀린 잠 좀 보충했어요. 주말은 너무 짧아요. 어떻게 보내셨어요?

Naya: 시부모님이 캘리포니아에서 오셨거든요. 자주 못 오시거든요. 그래서 모두가 행복하고 신났어요.

Aebong: 좋았겠다! 저희 나중에 더 얘기해요. 지금 회의에 가야 하거든요.

Naya: 그래, 나중에 얘기해!

Dictation 2

Aebong: Hi, Jacob, do you _____ ?

Jacob: Sure, come on in. What's up?

Aebong: _____

_____ my first task related to the marketing project. **Could you** _____ **me**

_____ this analysis again, please?

Jacob: _____ now. Can I give you a call in 5 minutes?

Aebong: Sure. I'll be at my desk, but it's not urgent. **When** _____

_____ **you**?

Jacob: I have a full schedule this morning. How about after lunch?

Today's Dialogue 2

Aebong: Hi, Jacob, **do you have a minute?**

Jacob: Sure, come on in. What's up?

Aebong: **I wanted to talk to you about** my first task related to the marketing project. **Could you walk me through** this analysis again, please?

Jacob: **I'm tied up now.** Can I give you a call in 5 minutes?

Aebong: Sure. I'll be at my desk, but it's not urgent. **When would be convenient for you?**

Jacob: I have a full schedule this morning. How about after lunch?

Aebong: Perfect. Please give me a call when you are available.

Dialogue 2 - Useful Expressions

1. 업무 문의를 할 때

- 1) I wanted to talk to you about ~ .
- 2) I wanted to have your opinions on ~ .
- 3) I wanted to get your thoughts on ~ .

2. 좀만 더 자세히 설명해주실래요?

- 1) walk[guide] someone through
- 2) elaborate (on)
- 3) fill someone in

[ex] I totally understand if you don't know much about it. I'll **walk you through** the details step by step.

아무것도 모르는 거 다 이해하죠. 제가 자세히 하나하나 설명해 드릴게요.

[ex] Could you **elaborate on** the strategy for the upcoming marketing campaign?

다가오는 마케팅 캠페인에 대한 전략을 좀 더 자세히 설명해 주실 수 있나요?

[ex] I can't **elaborate on** that right now off the top of my head. Can I discuss it at the next meeting?

그 부분에 대해서는 지금 바로 자세히 설명하기 어렵습니다. 다음 회의 때 말씀드려도 될까요?

* explain vs. elaborate

[ex] Since you're new to the team, let me **fill you in** on the current status of the project.

팀에 새로 합류하셨으니, 현재 프로젝트 상태에 대해 설명해 드릴게요.

3. 직접 올라가기 전에 전화로 잠깐 올라가도 될지 물을 때

- Can I catch up with you in 5 minutes?
- Can I swing by your desk?

Dialogue 2 (Korean ver.)

Aebong: 제이콥, 잠깐 시간 있으신가요?

Jacob: 물론이지, 들어오세요. 무슨 일이죠?

Aebong: 첫 업무 관련해서 마케팅 프로젝트에 대해 얘기하고 싶은데요. 이 분석 다시 한번 설명해 줄 수 있으실까요?

Jacob: 지금은 좀 바쁘는데, 5분 후에 전화해도 될까?

Aebong: 네, 제 자리에서 기다릴게요. 근데 급한 건 아니거든요. 언제가 편하신가요?

Jacob: 오전에는 일정이 꽉 차 있거든요. 점심 먹고 나서 어때요?

Activities

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

- A:** It's Monday. Did you d_____ a_____ s_____ o_____ t_____ w_____ ?
B: Not really, just stayed home and relaxed. How about you?
- A:** How was your weekend?
B: I s_____ i_____ a_____ b_____ -w_____ the latest series. How about you?
- A:** What did you do over the weekend?
B: I h_____ a l_____ -k_____ , just relaxed at home. What about you?
- A:** Can you help me with this report?
B: I'm i_____ t_____ m_____ o_____ s_____ right now. Can we discuss it later?
- A:** I wanted to go over the new project with you.
B: I'm busy at the moment. C_____ we c_____ a_____ t_____ ?
- A:** Hey, Nina. We should c_____ u_____ l_____ .
B: Definitely! Let's plan for coffee this week.
- A:** I have to r_____ t_____ a m_____ now. Can we discuss this later?
B: Sure, just let me know when you're free.
- A:** I w_____ to t_____ to y_____ about the new project.
B: Oh, okay. What's the matter?
- A:** C_____ you w_____ me t_____ the analysis again?
B: Of course, let's go over it step by step.
- A:** Can we meet now to discuss the report?
B: I'm t_____ u_____ now, but how about in an hour?
- A:** Hey, just a quick question.
B: Sure, what do you need?
A: I'm sorry, but could you w_____ me t_____ the budget proposal again?

12. **A:** Can you explain the new process to me?
B: Sure, I can e_____ o_____ the details. What specifically do you need to know?
13. **A:** I missed the team meeting. Can you f_____ m_____ i _____ ?
B: We discussed the upcoming deadlines and new assignments.
14. **A:** I need to review the budget with you. When can I s_____ b_____ your desk?
B: I'll be available after lunch. Swing by then.

Answer

1. **A:** It's Monday. *Did you do anything special over the weekend?*
B: Not really, just stayed home and relaxed. How about you?
2. **A:** How was your weekend?
B: I *stayed in and binge-watched* the latest series. How about you?
3. **A:** What did you do over the weekend?
B: I *had a low-key weekend*, just relaxed at home. What about you?
4. **A:** Can you help me with this report?
B: *I'm in the middle of something* right now. Can we discuss it later?
5. **A:** I wanted to go over the new project with you.
B: I'm busy at the moment. *Can we chat another time?*
6. **A:** Hey, Nina. We *should catch up later*.
B: Definitely! Let's plan for coffee this week.
7. **A:** I *have to run to a meeting* now. Can we discuss this later?
B: Sure, just let me know when you're free.
8. **A:** *I wanted to talk to you about* the new project.
B: Oh, okay. What's the matter?
9. **A:** *Could you walk me through* the analysis again?
B: Of course, let's go over it step by step.
10. **A:** Can we meet now to discuss the report?
B: *I'm tied up* now, but how about in an hour?
11. **A:** Hey, just a quick question.
B: Sure, what do you need?
A: I'm sorry, but *could you walk me through* the budget proposal again?
12. **A:** Can you explain the new process to me?
B: Sure, I can *elaborate on* the details. What specifically do you need to know?
13. **A:** I missed the team meeting. *Can you fill me in?*
B: We discussed the upcoming deadlines and new assignments.
14. **A:** I need to review the budget with you. When can I *swing by* your desk?
B: I'll be available after lunch. Swing by then.

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

Q1. Do you remember your first task at work? Can you describe the excitement and nerves you felt when you started your first job?

(당신의 첫 업무를 기억하십니까? 첫 업무를 시작할 때 느꼈던 설렘과 긴장감을 설명해 주시겠어요?)

Q2. When you need to ask a colleague for a favor at work, how do you approach them and present your request?

(직장에서 동료에게 부탁을 해야 할 때, 어떻게 접근하시고 요청하시나요?)