



교육부
국립국제교육원 글로벌역량지원센터

애봉 사원의 고군분투기 at 글로벌 기업(Banana)

Business English

3주차 송글송글 첫 보고하기



Class Orientation

Course Title	<i>Business English</i>
Course Duration	<i>August 14th(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 Expressions

- Learning various expressions meaning '시간이 나실 때'
- Learning various expressions meaning '검토해주세요'
- Learning various expressions meaning '보고하겠습니다'

Today's Dialogue I

Dictation I

Aebong: Hello, Naya. _____, could I ask you to _____ the draft plan we discussed at last week's weekly meeting before I report it to our boss, Jacob? I would appreciate your insights on any aspects I might have missed. Also, _____ analysis file for your reference.

Naya: Sure. Aebong. I can _____ it. Can you send me a copy via email?

Aebong: Thank you. Oh, I was planning to send the plan to Jacob this afternoon, but I've been asked to join a conference call at three. _____ me getting back to Jacob after the call?

Naya: Is it absolutely necessary for you to join? I thought we were _____ about getting back to Jacob being a priority.

Dialogue I

Aebong: Hello, Naya. **If time allows**, could I ask you to **review** the draft plan we discussed at last week's weekly meeting before I report it to our boss, Jacob? I would appreciate your insights on any aspects I might have missed. Also, **please find the attached** analysis file for your reference.

Naya: Sure. Aebong. I can **take a look at** it. Can you send me a copy via email?

Aebong: Thank you. Oh, I was planning to send the plan to Jacob this afternoon, but I've been asked to join a conference call at three. **Are you okay with** me getting back to Jacob after the call?

Naya: Is it absolutely necessary for you to join? I thought we were on the same page about getting back to Jacob being a priority.

Vocabularies

<input type="checkbox"/> <i>draft</i>	초안
<input type="checkbox"/> <i>discuss</i>	논의하다
<input type="checkbox"/> <i>appreciate</i>	고마워하다, 환영하다, 인식하다, 진가를 알아보다
<input type="checkbox"/> <i>insight</i>	통찰력
<input type="checkbox"/> <i>aspect</i>	측면, 관점, 양상
<input type="checkbox"/> <i>for your reference</i>	참고로
<input type="checkbox"/> <i>absolutely</i>	전적으로, 틀림없이(사실임을 강조함)
<input type="checkbox"/> <i>necessary</i>	필요한, 필연적인
<input type="checkbox"/> <i>priority</i>	우선 사항, 우선, 우선권

Dialogue I - Useful Expressions

1. 쿠션어-시간 나실 때

- 1) At your convenience 편하실 때(formal)
- 2) When you get a chance 기회가 되실 때
- 3) Whenever it's convenient for you 편하실 때
- 4) If you have a moment - 잠깐 시간이 있으실 때

[ex] Please review the attached document **at your convenience** and let us know if you have any feedback.

첨부된 문서를 편하실 때 검토해 주시고, 의견이 있으시면 알려주시기 바랍니다.

[ex] **When you get a chance**, could you provide an update on the project status?
기회가 되실 때, 프로젝트 진행 상황을 업데이트해 주실 수 있으신가요?

[ex] Let's schedule a meeting **whenever it's convenient for you**. Just let me know your availability.

편하실 때 미팅 일정을 잡으시죠. 가능한 시간을 알려주세요.

[ex] **If you have a moment**, could you please review the final draft before we send it out?
잠깐 시간이 있으실 때, 최종 초안을 발송하기 전에 검토해 주실 수 있으신가요?

2. 검토하다

- | | | |
|-------------------|-----------------|--------|
| 1) review | (계약서 등을) 검토하다 | formal |
| 2) have a look at | 한번 검토하다 | casual |
| 3) look over | 쓰욱 훑어보다 | casual |
| 4) consider | (가능성, 옵션을) 검토하다 | formal |
| 5) go through | (쪽 읽어보며) 검토하다 | casual |

[ex] I need to **review** the contract terms before we move forward with the agreement.
계약을 진행하기 전에 계약 조건을 검토해야 합니다.

[ex] I'll **have a look** at the contract tonight and send you my comments in the morning.
오늘 밤에 계약서를 한번 검토하고, 내일 아침에 제 의견을 보내드릴게요.

[ex] **Do you have a chance** to **look over** the **deck** before our meeting later today?
오늘 회의 전에 자료를 한번 훑어볼 시간이 있으신가요?

*PPT 대신 _____, _____!

[ex] Please **consider** all the potential risks before making a final decision on the project.
프로젝트에 대한 최종 결정을 내리기 전에 모든 잠재적인 위험을 고려해 주세요.

[ex] Before we launch, let's **go through** the user interface one last time to check for any potential issues.
출시하기 전에 사용자 인터페이스를 마지막으로 한번 점검하여 잠재적인 문제를 확인해 봅시다.

Dialogue I (Korean ver.)

Aebong: 안녕하세요, 나야. 시간이 되신다면, 지난주 주간 회의에서 논의한 계획안 초안을 제이콥 상사에게 보고하기 전에 검토해 주실 수 있을까요? 제가 놓친 부분이 있는지 의견 부탁드립니다. 또한 참고하실 수 있도록 분석 파일을 첨부했으니 확인해 주세요.

Naya: 물론이죠, 애봉. 살펴보겠습니다. 이메일로 복사본을 보내주실 수 있나요?

Aebong: 감사합니다. 아, 그리고 제이콥에게 계획안을 이번 오후에 보낼 계획이었는데, 오후 세 시에 컨퍼런스 콜에 참석하라는 요청을 받았어요. 전화 후에 제이콥에게 연락드려도 괜찮을까요?

Naya: 반드시 참석해야만 하나요? 제이콥에게 연락드리는 것이 우선이라는 데 우리가 같은 생각이었다고 생각했어요.

Today's Dialogue 2

Dictation 2

Aebong: Jacob, the Zoom meeting with the Paris branch this morning _____ .
You wanted me to _____ how it went, right?

Jacob: Yes, Aebong. I was wondering when you were planning to come into my office to _____ that.

Aebong: I'm actually available right now. Can I grab my notes and _____ them with you? Oh, and about the draft plan, I was planning to _____ to you this afternoon. However, would it be alright if I present it tomorrow morning instead? I've _____ by Naya, and there are some revisions that need to be incorporated.

Jacob: Alright, then please start with the Paris office update first.

Today's Dialogue 2

Aebong: Jacob, the Zoom meeting with the Paris branch this morning went well. You wanted me to **brief** you on how it went, right?

Jacob: Yes, Aebong. I was wondering when you were planning to come into my office to **talk to me about** that.

Aebong: I'm actually available right now. Can I grab my notes and **go over** them with you? Oh, and about the draft plan, I was planning to **report** to you this afternoon. However, would it be alright if I present it tomorrow morning instead? I've had it reviewed by Naya, and there are some revisions that need to be incorporated.

Jacob: Alright, then please start with the Paris office update first.

Dialogue 2 - Useful Expressions

1. 보고하다

1) report	보고하다	formal
2) brief	(간략하게) 보고하다	formal
3) update	업데이트하다, 상황을 보고하다	casual
4) notify	알리다, 보고하다	formal
5) touch base	간단히 논의하다, 확인하다	casual

[ex] I'll report and escalate the case to the IT department to ensure it's resolved quickly.
제가 이 문제를 IT 부서에 보고하고, 신속하게 해결될 수 있도록 조치하겠습니다.

[ex] Please brief me on the weekly plan.
주간 계획을 간단히 보고해 주세요.

[ex] Could you update the client and give a heads-up about the potential delay?
고객에게 현재 상황을 업데이트하고, 잠재적인 지연에 대해 미리 알려줄 수 있나요?

[ex] Please notify me of any changes by EOD.
오늘 업무 종료 전(EOD)까지 변경 사항을 알려 주세요.

[ex] I just wanted to quickly touch base with you: did you get an email from my secretary about the meeting?
간단히 확인하고 싶어서요: 제 비서가 보낸 회의 관련 이메일을 받으셨나요?

Dialogue 2 (Korean ver.)

Aebong: 제이콥, 오늘 아침에 파리 지사와의 줌 미팅이 잘 진행됐어요. 어떻게 진행됐는지 간단히 보고드리길 원하셨죠?

Jacob: 네, 애봉. 언제 제 사무실로 와서 그 일에 대해 이야기할 계획이었는지 궁금했어요.

Aebong: 지금 당장 가능해요. 제 노트를 가지고 와서 설명드릴까요? 아, 그리고 계획안 초안에 대해서는 오늘 오후에 보고드릴 예정이었는데요. 내일 아침에 보고드려도 괜찮을까요? 나야 주임님께 검토를 받았는데 반영해야 할 수정사항이 좀 있어서요.

Jacob: 그래요. 그럼 먼저, 파리 지사 관련해서 알려주세요.

Activities

Please fill in the blanks using today's expressions.

- A:** Could you please send me the finalized report at y_____ c_____?

B: Sure, I'll get that to you by the end of the day.
- A:** When you g_____ a c_____, could you have a look at the marketing proposal?

B: Of course, I'll review it this afternoon.
- A:** Let's schedule the next meeting whenever it's c_____ f_____ y_____.

B: How about Thursday morning? Does that work for you?
- A:** If you h_____ a m_____, could we touch base about the new project?

B: Sure, let's meet in my office in five minutes.
- A:** I've sent over the draft contract. Could you r_____ it before our meeting tomorrow?

B: Yes, I'll make sure to review it thoroughly tonight.
- A:** Can you h_____ a l_____ at the presentation slides before the meeting?

B: Sure, I'll take a look right after lunch.
- A:** Could you l_____ o_____ the financial report when you get a chance?

B: Absolutely, I'll look over it this afternoon.
- A:** Please c_____ the new proposal and let me know your thoughts.

B: I'll review the details and get back to you by tomorrow.
- A:** I need to g_____ t_____ the project plan one more time before we finalize it.

B: Let me know if you find anything that needs changing.
- A:** I'll r_____ the issue to the IT department and escalate it if necessary.

B: Good idea. We need to ensure it's handled quickly.
- A:** Could you b_____ the team on the new policy changes during tomorrow's meeting?

B: Absolutely, I'll prepare a quick overview for them.
- A:** Can you u_____ me on the project status by EOD?

B: I'll send you a summary with all the key points before then.

13. **A:** Please n_____ the client of the schedule change as soon as possible.
B: I'll make sure they're informed by the end of the day.
14. **A:** Let's t_____ b_____ after lunch to go over the final details.
B: Sounds good, I'll be in my office around 1 PM.

Answer

1. **A:** Could you please send me the finalized report at your convenience?
B: Sure, I'll get that to you by the end of the day.
2. **A:** When you get a chance, could you have a look at the marketing proposal?
B: Of course, I'll review it this afternoon.
3. **A:** Let's schedule the next meeting whenever it's convenient for you.
B: How about Thursday morning? Does that work for you?
4. **A:** If you have a moment, could we touch base about the new project?
B: Sure, let's meet in my office in five minutes.
5. **A:** I've sent over the draft contract. Could you review it before our meeting tomorrow?
B: Yes, I'll make sure to review it thoroughly tonight.
6. **A:** Can you have a look at the presentation slides before the meeting?
B: Sure, I'll take a look right after lunch.
7. **A:** Could you look over the financial report when you get a chance?
B: Absolutely, I'll look over it this afternoon.
8. **A:** Please consider the new proposal and let me know your thoughts.
B: I'll review the details and get back to you by tomorrow.
9. **A:** I need to go through the project plan one more time before we finalize it.
B: Let me know if you find anything that needs changing.
10. **A:** I'll report the issue to the IT department and escalate it if necessary.
B: Good idea. We need to ensure it's handled quickly.
11. **A:** Could you brief the team on the new policy changes during tomorrow's meeting?
B: Absolutely, I'll prepare a quick overview for them.
12. **A:** Can you update me on the project status by EOD?
B: I'll send you a summary with all the key points before then.
13. **A:** Please notify the client of the schedule change as soon as possible.
B: I'll make sure they're informed by the end of the day.
14. **A:** Let's touch base after lunch to go over the final details.
B: Sounds good, I'll be in my office around 1 PM.