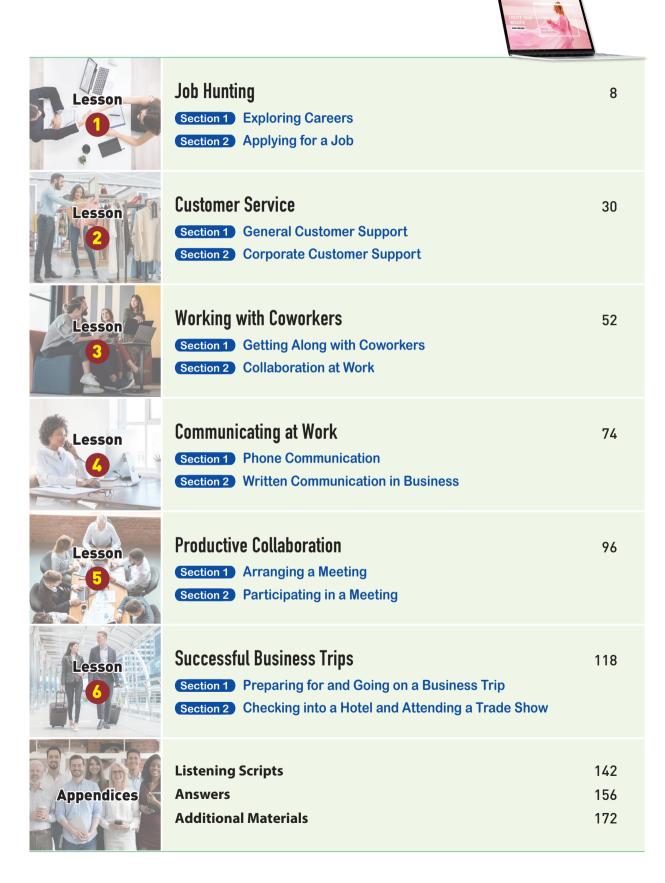
Table of Contents



| Lesson | Goals | Communicative Functions | Workplace Project | Culture |
|--|--|---|---|--|
| 1 Job Hunting | 구직 활동과 관련하여 자신의 의견을 표현하고, 이력서와 자기 소개서를 쓸 수 있다. | Giving advice You should send your résumé to a recruiter. | Writing a Résumé | Hard Skills vs. Soft Skills |
| | | Expressing opinions I believe that the company's focus on innovation matches my career goals. | Making a Video Résumé | Al Experts |
| 2 Customer Service | 개인 고객이나 기업 고객의 요청에 답하고, 고객의 불만에 대처할 수 있다. | Responding to a request May I see a green one, too? — Of course. | Responding to Customer Complaints | The Pan Am Smile and the Duchenne Smile |
| | | Providing personal information This is Mina Park, and she's our boss's secretary. | Responding to a Business Email | Alternative Energy Installers and Technicians |
| 3 Working with Coworkers | 직장 동료를 환영하고 격려하며, 동료와 협력하여 업무를 수행할 수 있다. | Encouraging colleagues You've got this! Emphasizing important points It's important for the wording to be clear and precise. | Orientation for Newcomers | Multinational Corporation Policies for Harmony Beyond Cultural Barriers |
| | | | Making a Presentation with Visual Aids | Professional Careers in Smart Agriculture |
| Communicating at Work | 전화, 이메일 등을 통해 업무를 수행하고, 업무에 필요한 서식을 작성할 수 있다. | Making a phone call Could you put me through to Ms. Gibson? Agreeing with others' opinions I'm with you. | Leaving a Message and Voicemail | Shortened Words in the Workplace |
| | | | Writing and Posting an Announcement at Work | Fintech Engineers |
| 5 Productive Collaboration | 회의를 정하거나 변경하고, 온라인/ 오프라인 회의에서 필요한 말을 할 수 있다. | Expressing (un)certainty I'm sure that won't be a problem. I'm not sure that works for everyone. Expressing curiosity I wonder if we should consider hiring a new salesperson. | Posting a Meeting Notice | Brainstorming: Sparking Creativity Through Teamwork |
| | | | Writing Meeting Minutes | Data Scientists |
| G Successful Business Trips | 출장에 필요한 업무를 수행하고, 출장 보고서를 쓸 수 있다. | Expressing obligations We need to bring some extra product samples. Expressing preferences Which view do you prefer? — Please give me a room with an ocean view. | Planning a Business Trip Itinerary | Cultural Misunderstandings on a Business Trip |
| | | | Writing a Business Trip Report | Promising Careers in the Silver Industry |