

LEVEL
3

U can



Speak

Strategic HRD Partner



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Conversation

Take turns with your student reading this dialogue out loud.

HR Manager: **Congratulations**, Mr. Ahn. You're hired!

Jiho: Thank you. **I'm ready to** start working!

HR Manager: That's good! But there's paperwork to be done first.

Jiho: Ah, of course! I will get it done. Now, when do I start working?

HR Manager: Well, **one thing at a time**. Let me show you how much paperwork I'm talking about.

Jiho: Wow, **am I supposed to** fill out all that?

HR Manager: Yes. Each has its own rules for completion. Are you good at following directions?

Jiho: Yes, I am. I will read these instructions thoroughly.

Key Expressions

Review these key expressions as they are used in the context of the dialogue.

1. congratulations 축하합니다

'~를 축하한다'고 구체적으로 말할 때는 뒤에 on 을 사용

I heard you got a job. **Congratulations!**

Congratulations on getting a job!

취업했다고 들었어요. 축하합니다!

취업을 축하합니다!

2. I'm ready to ~ ~할 준비가 되어 있습니다

to 다음에는 동사원형 형태를 사용한다.

I'm ready to turn in my paperwork.

Are you ready to sign up?

서류를 제출할 준비가 되었습니다.

신청하실 준비가 되었나요?

3. one thing at a time 한 번에 한 가지씩, 한 번에 한 가지만

한 번에 여러 가지 일을 하려고 하지 말라는 의미

I always try to do only **one thing at a time**.

This is too much. Let's do **one thing at a time**.

나는 항상 한 번에 한 가지 일만 하려고 해.

너무 많네요. 한 번에 한 가지씩 합시다.

4. am I supposed to ~ 제가 ~해야 하나요?

Be supposed to ~ 가 '~하기로 되어 있다', '~해야 한다'의 의미

Am I supposed to come tomorrow morning?

I didn't know **I was supposed to** go to the meeting.

제가 내일 아침에 와야 하나요?

회의에 가야 하는 것인 줄 몰랐어요.

New Words

Learn these new words. Discuss any vocabulary that needs further explanation.

hire	채용하다, 고용하다	to employ someone or pay someone to do a particular job
paperwork	서류, 문건	the written records connected with a particular job, deal, journey, etc.
fill out	(양식 등을) 작성하다	to write or type information in spaces that are provided for it
completion	완성, 완료	to finish doing something
thoroughly	꼼꼼히, 철저히	in a detailed and careful way

Grammar Point

Review this grammar pattern. Make more well-constructed sentences using the pattern.

사역동사 let

- '주어 + 동사 + 목적어 + 목적보어'의 5형식 문장을 만드는 동사
- 사역동사의 목적보어로는 동사원형만 사용된다!
- 사역동사의 다른 예로는 make나 have가 자주 쓰인다.

Let me show you how much paperwork I'm talking about.
 Let me do this by myself.
 Don't make him go there.
 I'll have Harry help you.

서류가 얼마나 많다는 이야기인지 보여 드릴게요.
 이 일은 저 혼자 하게 해 주세요.
 그 사람 거기 가라고 하지 마세요.
 Harry에게 당신을 도와라고 할게요.

What about You?

Using any time left, discuss the answers to these questions.

1. Have you had to fill out a lot of paperwork before?
2. Tell me how you felt when you got your first job. Were you ready to start working?

Conversation

Take turns with your student reading this dialogue out loud.

HR Manager: Good morning, Jiho. How are you doing?

Jiho: Good, thank you. Do you have any tasks for me yet?

HR Manager: This is only your first day at work! Let's not **get too ahead of ourselves**. I'm going to show you around first.

Jiho: Sounds good. Do I get a desk? When will I **get to** meet my co-workers?

HR Manager: **Why don't we** slow down a little bit? You're going to start with some entry-level work, helping out people at different departments.

Jiho: Got it. What kind of work would that be?

HR Manager: Making copies, **for one**. Let's head to the copy room.

Jiho: OK. Do people make a lot of copies here?

Key Expressions

Review these key expressions as they are used in the context of the dialogue.

1. get ahead of ourselves 앞서 나가다

get ahead of oneself 의 형태로 사용한다. 약간 부정적인 어감이 들어 있는 표현이다.

I know I'm **getting ahead of myself**.

You're **getting too ahead of yourself**.

제가 앞서 나간다는 것 알고 있어요.

넌 너무 앞서가고 있어.

2. get to ~ ~하게 되다, ~할 기회를 얻다

to 다음에는 동사원형 형태를 사용한다.

I never **get to** pick what to eat for lunch.

Did you ever **get to** see the actual event?

나에게는 점심 메뉴를 고를 기회가 전혀 오지 않는다.

실제 행사를 한 번이라도 보게 되신 적이 있나요?

3. why don't we ~? ~하는 것이 어떨까요?, ~하는 게 좋겠다

상대방에게 완곡하게 제안하고자 할 때 쓰는 표현

Why don't we do this for you this time?

Why don't we eat out tonight?

이번에는 이 일을 저희가 해 드리는 것이 어떨까요?

오늘 저녁은 나가서 먹는 게 어떨까?

4. for one 한 가지 예로는, 예를 들면

for example 하고 비슷한 의미로 사용되는 표현

I have a lot to do: sending out invitations, **for one**.

I have a list of agenda items. We need to discuss the new privacy policy, **for one**.

회의 안건들을 목록으로 만들어 놓았어요. 그 중 새로운 프라이버시 정책에 대해 논의하는 것을 한 예로 들 수 있겠습니다.

할 일이 많아. 초대장 보내는 것부터 해서.

New Words

Learn these new words. Discuss any vocabulary that needs further explanation.

task	과제, 업무	any piece of work that is undertaken or attempted
co-worker	동료, 함께 일하는 사람	an associate that one works with
entry-level	초보적인, 입문 수준의	at the lowest level in an employment hierarchy
make a copy	복사하다, 복사본을 만들다	to make something that is the same as the original
head to	~로 향하다, ~로 가다	go in a particular direction

Grammar Point

Review this grammar pattern. Make more well-constructed sentences using the pattern.

be going to

- '주어 + be동사 + going to + 동사원형'의 문장 형태
- To 다음에는 동사원형만 사용된다!
- 가까운 미래를 나타내는 어감이다.

I'm going to show you around first.
Are you going to attend the meeting?
Hank is going to go there by himself.
Nobody is going to offer help.

이 곳 구경을 먼저 시켜 드리죠.
회의에 참석하실 건가요?
Hank는 그 곳에 혼자 갈 겁니다.
아무도 도와주겠다는 사람이 없을 거예요.

What about You?

Using any time left, discuss the answers to these questions.

1. What do you remember about your first day at work?
2. Tell me how you felt on the first day at work. Were you nervous or intimidated? Or did you feel confident and ready to work?