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day 17 looking for a job

Korean TOPIK 3 in 88 days
unit 3 · work & the office

Say what someone else wants with -고 싶어 하다, read a job notice and fill in a CV: name, date of birth, gender, skills.

In Korean you can't simply say “he wants” with -고 싶다: other people's wishes need -고 싶어 하다. And job hunting, for you or a friend, is all forms and interviews.

words

word	romanisation	meaning	example
구하다	guhada	look for, seek (a job, a room)	요즘 아르바이트를 구하고 있어요. I'm looking for a part-time job these days.
면접	myeonjeop	(job) interview	내일 오전에 회사 면접이 있어요. I've got a job interview tomorrow morning.
명단	myeongdan	list (of names)	명단에 제 이름이 없어요. My name isn't on the list.
명함	myeongham	business card	여기 제 명함이에요. Here's my business card.
모집	mojip	recruitment, hiring	학교 앞 식당에서 아르바이트를 모집해요. The restaurant in front of the school is hiring part-timers.
생년월일	saengnyeonworil	date of birth	여기에 생년월일을 쓰세요. Write your date of birth here.
성명	seongmyeong	(full) name (on forms)	성명과 생년월일을 쓰십시오. Write your full name and date of birth.
성별	seongbyeol	sex, gender (on forms)	이력서에 성별도 써야 돼요? Do I have to put my gender on the CV too?
이력서	iryeokseo	CV, résumé	이력서를 세 회사에 보냈어요. I sent my CV to three companies.
이름표	ireumpyo	name tag, name badge	회의 때 이름표를 꼭 하세요. Make sure you wear your name tag at the meeting.
일자리	iljari	job, position, opening	좋은 일자리를 찾기가 어려워요. It's hard to find a good job.
자격	jagyeok	qualification, eligibility	지원 자격이 뭐예요? What are the requirements for applying?
지원	jiwon	applying (for a job, a school)	이 회사에 지원하고 싶어요. I want to apply to this company.
특기	teukgi	special skill, strong point	제 특기는 요리예요. My special skill is cooking.
검토	geomto	review, looking over	서류를 검토하고 연락할게요. We'll look over your papers and get in touch.
관리	gwalli	management, upkeep, looking after	요즘 건강 관리를 잘하고 있어요. I'm looking after my health well these days.

근무	geunmu	work, being on duty	근무 시간은 아홉 시부터 여섯 시까지예요. Working hours are from nine to six.
미루다	miruda	put off, postpone	오늘 할 일을 내일로 미루지 마세요. Don't put off till tomorrow what you can do today.
방해	banghae	disturbance, getting in the way	공부할 때 휴대폰은 방해가 돼요. A phone gets in the way when you study.
보고	bogo	report (to a boss)	회의 결과를 사장님께 보고{bogo}했어요. I reported the results of the meeting to the boss.
보고서	bogoseo	(written) report	금요일까지 보고서를 내야 돼요. I have to hand in the report by Friday.
복사	boksa	copy(ing), photocopy	이 서류 좀 복사해 주세요. Could you copy this document, please?

pattern he wants, she wants: -고 싶어 하다

someone else | 은/는 | verb stem | -고 싶어 해요

-고 싶어요 is for your own wishes (and for asking “you”). Korean doesn't claim to know what's inside someone else's head, so for a third person you say what they show: -고 싶어 하다. 민준 씨는 쉬고 싶어 해요, Minjun wants to rest. Feelings work the same way: 좋다 → 좋아하다, 싫다 → 싫어하다.

동생은 강아지를 키우고 싶어 해요. **dongsaeng eun gangaji reul kiugo sipeo haeyo** My little brother wants to get a puppy.

톰은 한국 방송국에서 일하고 싶어 해요. **tom eun hanguk bangsongguk eseo il hago sipeo haeyo** Tom wants to work at a Korean TV station.

할머니께서 우리를 보고 싶어 하세요. **halmeoni kkeseo uri reul bogo sipeo haseyo** Grandma wants to see us.

dialogue half a cv

minjun 안나 씨, 이 모집 안내 좀 보세요. 제가 정말 가고 싶은 회사예요.
anna ssi i mojip annae jom boseyo jega jeongmal gago sipeun hoesa yeyo · Anna, look at this job ad. It's the company I really want to join.

anna 와, 좋은 일자리네요! 지원 자격이 뭐예요?
wa joeun iljari neyo jiwon jagyeok i mwo yeyo · Wow, that's a great job! What are the requirements?

minjun 올해 졸업 예정이면 돼요. 근데 이력서를 계속 미뤘거든요. 아직 반밖에 못 썼어요.
olhae joreop yejeong imyeon dwaeyo geunde iryeokseo reul gyesok mirwotgeodeunyo ajik ban bakke mot sseosseoyo · You just have to be graduating this year. But I kept putting off my CV. I've only written half of it.

anna 이번 금요일까지 내야 되잖아요! 더 미루면 안 돼요.
ibeon geumyoil kkaji naeya doejana yo deo mirumyeon an dwaeyo · You have to hand it in by this Friday! You can't put it off any longer.

minjun 알아요. 당장 오늘 밤에 다 쓸게요. 면접은 내달 중순이라고 하니까 그 전에 연습도 해야 해요.
arayo dangjang oneul bam e da sseulgeyo myeonjeop eun naedal jungsun irago hanikka geu jeon e yeonseup do haeya haeyo · I know. I'll finish it tonight, right away. They said the interview is in the middle of next month, so I have to practise before then too.

seoyeon 민준이는 대학교 때부터 이 회사에 들어가고 싶어 했어요. 민준아, 내가 검토해 줄게. 성명, 생년월일, 성별… 특기는 "요리"?
minjuni neun daehakgyo ttae buteo i hoesa e deureogago sipeo haesseoyo minjun a naega geomto hae julge seongmyeong saengnyeonworil seongbyeol teukgi neun yori · Minjun's wanted to join this company since university. Minjun, I'll look it over for you. Name, date of birth, gender… special skill: "cooking"?

minjun 응, 요리가 내 특기잖아. 면접에서 그 얘기를 꼭 하고 싶어.
eung yori ga nae teukgi jana myeonjeop eseo geu yaegi reul kkok hago sipeo · Yeah, cooking's my thing. I really want to talk about it in the interview.

seoyeon 좋아. 그리고 면접 날에는 명단을 보고 이름표를 받아. 시간 관리도 잘하고.
joa geurigo myeonjeop nal e neun myeongdan eul bogo ireumpyo reul bada sigan gwalli do jalhago · Good. And on interview day they check the list and give you a name tag. Manage your time well, too.

anna 서연 씨는 회사 일도 바쁘잖아요. 방해가 안 돼요?
seoyeon ssi neun hoesa il do bappeujanayo banghae ga an dwaeyo · Seoyeon, you're busy with work too. Isn't this getting in the way?

seoyeon 괜찮아요. 오늘은 보고서 하나만 쓰고 서류를 복사하면 돼요. 근무 시간도 짧아요.
gwaenchanayo oneul eun bogoseo hana man sseugo seoryu reul boksa hamyeon dwaeyo geunmu sigan do jjalbayo · It's fine. Today I only have to write one report and copy some papers. It's a short working day, too.

minjun 고마워, 누나. 합격하면 명함이 나오잖아. 첫 명함은 누나한테 줄게!
gomawo nuna hapgyeok hamyeon myeongham i naojana cheot myeongham eun nuna hante julge · Thanks, sis. If I get in, I'll get business cards. You'll get the first one!

good to know · At work, -고 싶어 하다 is how you pass on what a customer wants: 손님이 창가에 앉고 싶어 하세요, the customer would like to sit by the window. 보고 alone is also 보다 + -고 (see and …). For the report, say 보고를 하다 or 보고하다; 보고서 is the written report.

CV done, interview booked. Tomorrow at the travel company: meetings, copies and -어 두다, getting things ready in advance.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 18 at the office

Say what you've done in advance with -어 두다, read a weekly office timetable (월 화 수 목 금 토 일) and talk about meetings: attending, postponing, extending, revising and passing things on.

Offices run on preparation: copies made, rooms booked, plans drawn up. -어 두다 says “it's done and ready”, and the short day names are on every Korean timetable.

words

word	romanisation	meaning	example
복사기	boksagi	photocopier	복사기가 또 고장 났어요. The photocopier's broken again.
사무	samu	office work, clerical work	저는 여행사에서 사무 일을 해요. I do office work at a travel agency.
사무소	samuso	office (of a firm, an agent)	여행사 사무소는 명동에 있어요. The travel agency's office is in Myeongdong.
-소	-so	-소: office, centre, place	지호 언니는 연구소{so-2}에서 일해요. Jiho's older sister works at a research institute.
수정	sujeong	correction, revision	보고서를 한 번 더 수정했어요. I revised the report once more.
야근	yageun	working late, overtime	이번 주에는 매일 야근해요. I'm working late every day this week.
업무	eommu	work, duties, business	제 업무는 손님 예약 관리예요. My job is managing customer bookings.
연기	yeongi	postponement	회의가 다음 주로 연기됐어요. The meeting's been postponed to next week.
연장	yeonjang	extension (of time)	회의 시간을 30분 연장했어요. We extended the meeting by 30 minutes.
전달	jeondal	passing on, delivery (of a message)	제가 현우 씨에게 전달할게요. I'll pass it on to Hyunwoo.
진행	jinhaeng	progress; running (an event)	오늘 회의는 서연 씨가 진행해요. Seoyeon is running today's meeting.
짜다	jjada	draw up (a plan); knit	여행 계획을 같이 짜{jjada-2} 봐요. Let's plan the trip together.
참석	chamseok	attendance (at a meeting, an event)	내일 회의에 참석할 수 있어요? Can you make tomorrow's meeting?
확인	hwagin	check, confirmation	예약을 다시 확인해 주세요. Please check the booking again.
회의실	hoeuisil	meeting room	회의실에 아무도 없어요. There's no one in the meeting room.
금	geum	Fri (on timetables)	월, 수, 금 오전에 수업이 있어요. I have classes on Monday, Wednesday and Friday mornings.

년대	nyeondae	the …s (decade)	1990년대 노래를 좋아해요. I love songs from the 1990s.
목	mok	Thu (on timetables)	회의: 목{mok-2} 오후 2시 Meeting: Thu 2 pm
세기	segi	century	한글은 15세기에 만들어졌어요. Hangul was created in the 15th century.
수	su	Wed (on timetables)	야근: 월{wol-2}, 수{su-3} Late shifts: Mon, Wed
월	wol	Mon (on timetables)	근무: 월{wol-2}~금 Work: Mon to Fri
일	il	Sun (on timetables)	일{il-4}: 쉬는 날 Sun: day off

pattern do it now, ready for later: -어 두다

verb stem | -어 / -아 두다 | (it stays done)

두다 means “put, keep”. After a verb, -어 두다 says you did something ahead of time and it stays that way, ready for later: 예약해 뒀어요, I've booked it (so we're set). 미리 (in advance) often comes with it. In talk, 두었어요 shortens to 뒀어요.

여행 가기 전에 호텔을 예약해 뒀어요. **yeohaeng gagi jeon e hotel eul yeyak hae dwosseoyo** I booked the hotel before the trip.

중요한 번호는 수첩에 적어 두세요. **jungyo han beonho neun sucheop e jeogeo duseyo** Write important numbers down in a notebook.

내일 먹을 반찬을 만들어 둘게요. **naeil meogeul banchan eul mandeureo dulgeyo** I'll make some side dishes for tomorrow.

dialogue the week's plan

hyunwoo 안나 씨, 어느새 월요일이네요. 게시판에 이번 주 계획을 붙여 뒀어요. 한번 확인해 보세요.
anna ssi eoneusae woryoil ineyo gesipan e ibeon ju gyehoek eul butyeo dwosseoyo hanbeon hwagin hae boseyo · Anna, it's Monday already. I've put this week's plan on the notice board. Have a look.

anna "월: 오전 10시 손님 회의, 3층 회의실. 수: 여행 계획 수정. 목: 서류 전달. 금: 야근. 일: 쉬는 날." 와, 금요일에 야근이 있어요?
wol ojeon si sonnim hoeui cheung hoeuisil su yeohaeng gyehoek sujeong mok seoryu jeondal geum yageun il swineun nal wa geumyoil e yageun i isseoyo · "Mon: 10 am client meeting, 3rd-floor meeting room. Wed: revise the tour plan. Thu: deliver the papers. Fri: late shift. Sun: day off." Wow, we're working late on Friday?

hyunwoo 미안해요. 업무가 많거든요. 근데 오늘 회의는 목요일로 연기됐어요. 그쪽 사장님이 참석하셔야 회의를 진행할 수 있거든요.
mian haeyo eommu ga mankeodeunyo geunde oneul hoeui neun mogyoil ro yeongi dwaesseoyo geujjok sajangnim i chamseok hasyeoya hoeui reul jinhaeng hal su itgeodeunyo · Sorry. There's a lot on. But today's meeting has been moved to Thursday. We can only hold it if their director attends.

anna 손님들은 어떤 사람들이에요?
sonnim deul eun eotteon saramdeul ieyo · Who are the clients?

hyunwoo 외국 대학 연구소 사람들이에요. 옛날 서울을 보고 싶어 해요. 1970년대 서울 거리하고 19세기 한옥 마을에 가요.
oeguk daehak yeongu so saramdeul ieyo yennal seoul eul bogo sipeo haeyo nyeondae seoul geori hago segi hanok maeul e gayo · People from a foreign university's research institute. They want to see old Seoul: the streets of 1970s Seoul and a 19th-century hanok village.

seoyeon 계획은 지난주에 다 짜 뒀어요. 근데 여행을 하루 연장하고 싶어 해요. 그래서 조금 수정해야 돼요.
gyehoek eun jinanju e da jja dwosseoyo geunde yeohaeng eul haru yeonjang hago sipeo haeyo geuraeseo jogeum sujeong haeya dwaeyo · We drew up the plan last week. But they'd like to make the trip one day longer, so it needs a few changes.

anna 그럼 제가 수정해서 현우 씨에게 전달할게요. 서류도 제시간에 낼 수 있게 미리 복사해 둘게요.
geureom jega sujeong haeseo hyeonu ssi ege jeondal halgeyo seoryu do jesigan e nael su itge miri boksa hae dulgeyo · Then I'll revise it and pass it on to Hyunwoo. I'll copy the papers in advance too, so we can hand them in on time.

seoyeon 아, 우리 복사기가 또 고장 났어요. 옆 사무소 복사기를 쓰세요. 제가 말해 뒀어요.
a uri boksagi ga tto gojang nasseoyo yeop samuso boksagi reul sseuseyo jega mal hae dwosseoyo · Oh, our copier's broken again. Use the one in the office next door. I've already asked them.

hyunwoo 좋아요. 수정이 끝나면 사장님께 확인을 받아 두세요. 사장님이 보셔야 보낼 수 있어요. 사장님은 틈틈이 메일을 확인하세요. 그러니까 메일로 미리 보내 드리세요.
joayo sujeong i kkeunnamyeon sajangnim kke hwagin eul bada duseyo sajangnim i bosyeoya bonael su isseoyo sajangnim eun teumteumi meil eul hwagin haseyo geureonikka meil ro miri bonae deuriseyo · Good. When the revision is done, get the boss's OK. We can only send it after the boss has seen it. The boss checks email in spare moments, so email it in advance.

anna 네. 예상보다 일이 많지만 한 번에 하나씩 할게요.
ne yesang boda il i manchi man han beon e hana ssik halgeyo · Yes. There's more work than I expected, but I'll do one thing at a time.

good to know · On timetables and notices the days are one syllable: 월 화 수 목 금 토 일. In speech you say the whole word: 월요일, 화요일 … 연기되다 (be postponed) and 연장하다 (extend) are easy to mix up: a meeting 연기돼요, moves later; a visa or a stay 연장해요, gets longer.

Plans pinned up, copies made. Tomorrow the office goes online: emails, files, printers and -는 중이다.
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day 19 the week online

Say what's going on right now with -는 중이다 and get round a computer in Korean: log in, search, download, print, delete, email and text.

"She's in a meeting", "it's downloading", "I'm on my way": -는 중이다 is the office's favourite answer, and computer words are half borrowed from English, so they come fast.

words

word	romanisation	meaning	example
주간	jugan	weekly; (of the) week	월요일마다 주간 회의가 있어요. There's a weekly meeting every Monday.
토	to	Sat (on timetables)	근무: 화{hwa-2}~토 Work: Tue to Sat
화	hwa	Tue (on timetables)	화{hwa-2}, 목{mok-2}: 한국어 수업 Tue, Thu: Korean class
가입	gaip	joining, signing up	이 사이트에 가입하면 할인을 받아요. If you sign up to this site, you get a discount.
가입자	gaipja	member, subscriber	가입자가 벌써 만 명이에요. There are already ten thousand members.
검색	geomsaek	(online) search	인터넷으로 검색해 보세요. Try searching online.
노트북	noteubuk	laptop	노트북을 회사에 두고 왔어요. I left my laptop at the office.
다운로드	daullodeu	download	이 파일을 다운로드해 주세요. Please download this file.
디지털	dijiteol	digital	요즘은 디지털 사진을 많이 찍어요. These days people take lots of digital photos.
로그인	rogeuin	logging in, login	먼저 사이트에 로그인하세요. First log in to the website.
마우스	mauseu	(computer) mouse	마우스가 안 움직여요. The mouse won't move.
모니터	moniteo	(computer) monitor, screen	모니터가 커서 일하기 편해요. The monitor's big, so it's easy to work.
문자	munja	text message	도착하면 문자 보내 주세요. Text me when you arrive.
사이트	saiteu	(web)site	회사 사이트에서 신청하세요. Apply on the company website.
삭제	sakje	deleting, deletion	실수로 사진을 다 삭제했어요. I deleted all my photos by mistake.
이메일	imeil	email	자세한 내용은 이메일로 보낼게요. I'll send the details by email.

인쇄	inswae	printing	이 자료를 열 장 인쇄해 주세요. Please print ten copies of this.
자료	jaryo	materials, data, documents	회의 자료를 미리 읽어 두세요. Read the meeting papers in advance.
정보	jeongbo	information	여행 정보를 인터넷에서 찾았어요. I found travel information online.
통신	tongsin	telecommunications, (phone) network	산에서는 통신이 잘 안 돼요. The phone signal is bad in the mountains.
파일	pail	(computer) file	파일 이름을 바꿨어요. I changed the file name.
프린터	peurinteo	printer	프린터에 종이가 없어요. The printer's out of paper.

pattern in the middle of it: -는 중이다

verb stem | -는 중이에요 | or noun + | 중이에요

중 means “the middle”. Verb stem + -는 중이에요 says you're in the middle of doing it right now: 가는 중이에요, I'm on my way. With an action noun, just add 중: 회의 중, 통화 중 (on the phone), 근무 중 (at work). It sounds a little more “busy, don't interrupt” than -고 있어요.

지금 점심을 먹는 중이에요. **jigeum jeomsim eul meongneun jung ieyo** I'm having lunch at the moment.

민준 씨는 일자리를 구하는 중이에요. **minjun ssi neun iljari reul guhaneun jung ieyo** Minjun is looking for a job.

서연 씨는 지금 통화 중이에요. **seoyeon ssi neun jigeum tonghwa jung ieyo** Seoyeon's on the phone right now.

dialogue the new booking site

anna 서연 씨, 현우 씨는 어디 있어요?

seoyeon ssi hyeonu ssi neun eodi isseoyo · Seoyeon, where's Hyunwoo?

seoyeon 사장님하고 회의하는 중이에요. 아, 오늘부터 새 예약 사이트를 써요. 제가 보여 줄게요.

sajangnim hago hoeui haneun jung ieyo a oneul buteo sae yeyak saiteu reul sseoyo jega boyeo julgeyo · He's in a meeting with the boss. Oh, we start using the new booking site today. I'll show you.

anna 네. 먼저 로그인해야 돼요?

ne meonjeo rogeuin haeya dwaeyo · OK. Do I have to log in first?

seoyeon 네, 이 노트북으로 하세요. 회사 이메일로 로그인하고 손님 이름을 검색하면 돼요.

ne i noteubuk euro haseyo hoesa imeil ro rogeuin hago sonnim ireum eul geomsaek hamyeon dwaeyo · Yes, use this laptop. Log in with your work email and search for the customer's name.

seoyeon 손님 이름을 깜빡 잊어버렸어요? 그럼 예약 번호로 검색해도 돼요.

sonnim ireum eul kkamppak ijeobeoryeosseoyo geureom yeyak beonho ro geomsaek haedo dwaeyo · Have you clean forgotten the guest's name? Then you can search by booking number.

anna 와, 손님 정보가 다 나오네요. 이 파일은 뭐예요?

wa sonnim jeongbo ga da naone yo i pail eun mwo yeyo · Wow, all the customer details come up. What's this file?

seoyeon 주간 회의 자료예요. “주간 예약: 화 12명, 토 30명.” 다운로드해서 인쇄해 주세요.

jugan hoeui jaryo yeyo jugan yeyak hwa myeong to myeong daullodeu haeseo inswae hae juseyo · It's the papers for the weekly meeting. “Weekly bookings: Tue 12, Sat 30.” Download it and print it, please.

anna 어? 프린터가 안 돼요. 모니터에 “종이를 넣으세요”라고 나와요.

eo peurinteo ga an dwaeyo moniteo e jongi reul neoeuseyo rago nawayo · Huh? The printer isn't working. The screen says, “Load paper.”

seoyeon 종이는 프린터 밑에 있어요. 그리고 마우스 옆에 있는 파란 파일은 삭제하면 안 돼요. 손님들 정보예요.

jongi neun peurinteo mit e isseoyo geurigo mauseu yeop e inneun paran pail eun sakje hamyeon an dwaeyo sonnim deul jeongbo yeyo · The paper's under the printer. And don't delete the blue file next to the mouse. That's the customers' details.

anna 알겠어요. 아, 톰한테서 문자가 왔어요. 디지털 사진 동아리에 가입하고 싶어 해요. 저도 같이 하자고 하네요.

algesseoyo a tom hanteseo munja ga wasseoyo dijiteol sajin dongari e gaip hago sipeo haeyo jeo do gachi hajago haneyo · Got it. Oh, a text from Tom. He wants to join a digital photography club, and he's asking me to do it with him.

seoyeon 하하, 답장은 일 끝나고 하세요. 지금은 근무 중이잖아요. 몰래 문자하지 말고요!

haha dapjang eun il kkeunnago haseyo jigeum eun geunmu jung ijanayo mollae munja haji malgo yo · Ha ha, reply after work. You're on the clock right now. And no texting on the sly!

write it trace the grey, then write your own

털
teol
hair, fur (of an animal), body hair

삭
sak
deleting, deletion

쇄 swae printing														

good to know · Many computer words are English with Korean sounds: 노트북 (a laptop, from "notebook"), 다운로드, 로그인, 마우스, 모니터, 파일, 프린터. 다운받다 (download) is common in talk. 문자 is a text message: 문자 보낼게요, I'll text you. 메시지 is any message, including chat apps.

Logged in, searched, printed. Tomorrow Minjun starts his new job: colleagues, bosses, a welcome dinner and -어 드리다.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

wishyou.today learning

day 20 colleagues & bosses

Korean TOPIK 3 in 88 days
unit 3 · work & the office

Do things for people politely with -어 드리다 and talk about the people at work: colleagues, managers, new staff, roles, promotions, welcome and farewell parties.

When you help someone older or senior, -어 주다 becomes -어 드리다. It's in every office, shop and family, and Korean work life comes with its own events: 회식, 환영회, 송별회.

words

word	romanisation	meaning	example
홈페이지	hompeiji	website, homepage	자세한 내용은 홈페이지를 보세요. See the website for details.
휴대	hyudae	carrying (with you)	신분증을 꼭 휴대하세요. Be sure to carry your ID.
과장	gwajang	section chief, manager	과장{gwajang-2}님, 보고서 다 썼습니다. Manager, I've finished the report.
대표	daepyo	representative; head (of a firm)	우리 반 대표는 유키 씨예요. Our class rep is Yuki.
동료	dongnyo	colleague, co-worker	회사 동료들과 점심을 먹었어요. I had lunch with colleagues.
맡다	matda	take on, be in charge of; look after	이번 일은 제가 맡을게요. I'll take this job on.
보너스	boneoseu	bonus	연말에 보너스를 받았어요. I got a bonus at the end of the year.
부	bu	department, division (of a firm)	저는 해외 여행부{bu}에서 일해요. I work in the overseas travel department.
송별회	songbyeolhoe	farewell party	금요일에 현우 씨 송별회가 있어요. There's a farewell party on Friday.
승진	seungjin	promotion	승진 축하해요! Congratulations on your promotion!
신입	sinip	new (member, recruit)	신입 직원이 두 명 들어왔어요. Two new staff have joined.
역할	yeokhal	role, part	제 역할은 손님 안내예요. My role is to look after the customers.
이끌다	ikkeulda	lead (a team, a group)	서연 씨가 우리 팀을 이끌어요. Seoyeon leads our team.
인원	inwon	number of people	참석 인원이 몇 명이에요? How many people are attending?
직장인	jikjangin	office worker, someone with a job	직장인들은 점심시간이 짧아요. Office workers have short lunch breaks.
환영회	hwanyeonghoe	welcome party	신입 직원 환영회를 해요. We're having a welcome party for the new staff.
회식	hoesik	staff dinner, work night out	오늘 저녁에 회사 회식이 있어요. We have a team dinner tonight.

회장	hoejang	chairman, president (of a firm, a club)	동아리 회장이 누구예요? Who's the club president?
강사	gangsa	instructor, lecturer	수영 강사가 아주 친절해요. The swimming instructor is really kind.
경찰관	gyeongchalgwan	police officer	길을 잃어서 경찰관에게 물어봤어요. I got lost, so I asked a police officer.
기사	gisa	driver (of a bus, a taxi)	기사님, 명동에서 내려 주세요. Driver, please drop me off in Myeongdong.
기술자	gisulja	technician, engineer	기술자가 와서 복사기를 고쳤어요. A technician came and fixed the copier.

pattern do it for someone senior: -어 드리다

someone senior | 께 | verb stem | -어 / -아 드리다

-어 주다 is doing something for someone. When that someone is older, senior or a customer, swap 주다 for its humble form 드리다: 도와 드릴게요, let me help you. 에게 becomes 께 too. Asking a favour is still -어 주세요: you never ask someone to "드리다" for you.

할머니께 편지를 읽어 드렸어요. **halmeoni kke pyeonji reul ilgeo deuryeosseoyo** I read the letter to Grandma.

손님, 제가 가방을 들어 드릴게요. **sonnim jega gabang eul deureo deurilgeyo** Let me carry your bag for you, sir.

사장님께 차를 준비해 드렸어요. **sajangnim kke cha reul junbi hae deuryeosseoyo** I made tea for the boss.

dialogue minjun's first week

minjun 누나! 안나 씨! 저 왔어요.
nuna anna ssi jeo wasseoyo · Sis! Anna! I'm here.

seoyeon 민준아, 첫 주는 어땠어?
minjun a cheot ju neun eottaesseo · Minjun, how was your first week?

minjun 너무 바빴어. 신입이 나까지 다섯 명이야. 우리 부는 인원이 많아서 이름 외우기도 힘들어.
neomu bappasseo sinip i na kkaji daseot myeong iya uri bu neun inwon i manaseo ireum oeugi do himdeureo · Really busy. There are five new people, me included. My department's so big it's hard even to learn the names.

anna 동료들은 어때요?
dongnyo deul eun eottaeyo · What are your colleagues like?

minjun 다 좋아요. 과장님이 팀을 잘 이끄세요. 어제 우리 환영회를 해 주셨어요. 동료 몇몇하고 이런저런 이야기도 했어요. 회식 때 제가 과장님께 고기를 구워 드렸어요.
da joayo gwajang nim i tim eul jal ikkeuseyo eoje uri hwanyeonghoe reul hae jusyeosseoyo dongnyo myeonmyeot hago ireonjeoreon iyagi do haesseoyo hoesik ttae jega gwajang nim kke gogi reul guwo deuryeosseoyo · They're all nice. The section chief leads the team well. Yesterday he threw us a welcome party. I chatted about this and that with a few colleagues. At the dinner I grilled meat for the section chief.

hyunwoo 하하, 신입은 원래 그래요. 저도 첫 회식 때 회장님께 노래를 불러 드렸거든요.
haha sinip eun wollae geuraeyo jeo do cheot hoesik ttae hoejang nim kke norae reul bulleo deuryeotgeodeunyo · Ha ha, that's what new people do. At my first team dinner I sang a song for the chairman.

seoyeon 참, 민준아, 현우 씨가 이번에 승진했어. 이제 과장님이야. 보너스도 받았다고 들었어.
cham minjun a hyeonu ssi ga ibeon e seungjin haesseo ije gwajang nim iya boneoseu do badatdago deureosseo · Oh, Minjun, Hyunwoo's just been promoted. He's a manager now. And I heard he got a bonus, too.

hyunwoo 보너스는 작아요. 일은 더 많고요. 그리고 다음 주 금요일에 버스 기사님 송별회가 있어요. 우리 회사에서 20년 동안 일하셨거든요.
boneoseu neun jagayo il eun deo mankoyo geurigo daeum ju geumyoil e beoseu gisa nim songbyeolhoe ga isseoyo uri hoesa eseo nyeon dongan il hasyeotgeodeunyo · The bonus is small. And there's more work. And next Friday there's a farewell party for our bus driver. He's worked with us for 20 years.

hyunwoo 안나 씨, 송별회 준비를 맡아 줄 수 있어요? 참석하는 사람은 대여섯 명쯤이에요. 선물은 제가 미리 사 뒀어요.
anna ssi songbyeolhoe junbi reul mata jul su isseoyo chamseok haneun saram eun daeyeoseot myeong jjeum ieyo seonmul eun jega miri sa dwosseoyo · Anna, could you take charge of preparing the farewell party? About five or six people are coming. I've already bought the present.

anna 네, 제가 맡을게요. 기사님께 카드도 써 드릴게요.
ne jega mateulgeyo gisa nim kke kadeu do sseo deurilgeyo · Yes, I'll do it. I'll write the driver a card, too.

write it trace the grey, then write your own

홈
hom
website, homepage

맡
mat
take on, be in charge of; look after

승
seung
promotion

끌 kkeul lead (a team, a group)													

good to know · At a 회식 the newest staff often pour drinks, grill the meat and hand out spoons and chopsticks. Saying 제가 할게요 (let me do it) wins hearts. Address people at work by job title + 님: 과장님, 사장님, 대표님, 기사님. Using a senior colleague's name alone sounds rude.

Welcomed, promoted, and in charge of a party. Tomorrow: jobs, business, customers and -도록, "so that".
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 21 jobs & business

Say what something is for with -도록 (so that, so as not to), name jobs and talk business: customers, products, imports and exports, sales, contracts, seals and formal letters.

-도록 turns up in every instruction and notice (늦지 않도록 하세요), and business words are what you need for work, the news and TOPIK reading.

words

word	romanisation	meaning	example
미용사	miyongsa	hairdresser	미용사가 머리를 예쁘게 잘라 줬어요. The hairdresser gave me a nice cut.
-사	-sa	-사: (professional) person	제 친구는 사진사{sa-2}예요. My friend is a photographer.
사업가	saeopga	businessperson, entrepreneur	삼촌은 성공한 사업가예요. My uncle is a successful businessman.
소방관	sobanggwan	firefighter	소방관들이 불을 껐어요. The firefighters put out the fire.
외교관	oegyogwan	diplomat	외교관이 되고 싶어서 외국어를 배워요. I'm learning languages because I want to be a diplomat.
전문	jeonmun	specialty, speciality	여기는 냉면 전문 식당이에요. This place specialises in cold noodles.
전문가	jeonmunga	expert, specialist	전문가에게 물어보는 게 좋겠어요. It'd be best to ask an expert.
고객	gogaek	customer, client	고객 센터에 전화했어요. I called customer service.
기업	gieop	company, business, firm	민준 씨는 큰 기업에 취직했어요. Minjun got a job at a big company.
늘리다	neullida	increase, add to; stretch	운동 시간을 조금씩 늘리세요. Increase your exercise time little by little.
무역	muyeok	(international) trade	아버지는 무역 회사에 다니세요. My father works for a trading company.
-물	-mul	-물: product, thing, -ware	인쇄물{mul-2}은 책상 위에 있어요. The printouts are on the desk.
산업	saneop	industry	한국은 관광 산업이 중요해요. Tourism is an important industry in Korea.
소-	so-	small (as a prefix)	작은 회의는 소{so-3}회의실에서 해요. Small meetings are held in the small meeting room.
수입	suip	import(s)	이 과일은 외국에서 수입해요. This fruit is imported from abroad.
수출	suchul	export(s)	한국은 자동차를 많이 수출해요. Korea exports a lot of cars.
제공	jegong	providing, supply	호텔에서 아침을 제공해요. The hotel provides breakfast.

제품	jepum	(manufactured) product	이 제품은 정말 편해요. This product is really handy.
판매	panmae	sale(s), selling	이 상품은 인터넷에서만 판매해요. This item is only sold online.
계약	gyeyak	contract	다음 주에 계약을 해요. We sign the contract next week.
귀하	gwiha	Dear ... ; to Mr / Ms ... (formal)	안나 귀하 To: Anna
도장	dojang	(name) seal, stamp	여기에 도장을 찍어 주세요. Please stamp here.

pattern so that, so as not to: -도록

verb stem | -도록 | what you do for it

-도록 says what an action is aimed at: the result you want. 늦지 않도록 일찍 가세요, go early so you're not late. It's very common with -지 않도록 (so as not to) and with -을 수 있도록 (so that someone can). -도록 하세요 is a polite, slightly formal "please do": 다음부터는 늦지 않도록 하세요.

아프지 않도록 따뜻하게 입으세요. **apeuji antorok ttatteutage ibeuseyo** Dress warmly so you don't get ill.

뒤에 있는 사람도 들을 수 있도록 크게 말해 주세요. **dwi e inneun saram do deureul su itdorok keuge mal hae juseyo** Please speak up so the people at the back can hear too.

다음부터는 늦지 않도록 하세요. **daeum buteo neun neutji antorok haseyo** Please don't be late from now on.

dialogue a big contract

hyunwoo 안나 씨, 좋은 소식이 있어요. 지금 큰 무역 회사하고 계약을 하는 중이에요.
anna ssi joeun sosik i isseoyo jigeum keun muyeok hoesa hago gyeyak eul haneun jung ieyo · Anna, good news. We're in the middle of signing a contract with a big trading company.

anna 와! 어떤 회사예요?
wa eotteon hoesa yeyo · Wow! What kind of company?

hyunwoo 외국 제품을 수입하고 한국 제품을 수출하는 기업이에요. 직원 여행을 우리 회사하고 하고 싶어 해요.
oeguk jepum eul suip hago hanguk jepum eul suchul haneun gieop ieyo jigwon yeohaeng eul uri hoesa hago hago sipeo haeyo · A firm that imports foreign products and exports Korean ones. They want to do their staff trips with us.

seoyeon 그래서 고객을 늘릴 수 있도록 새 상품을 만들었어요. 호텔하고 식사를 다 제공해요.
geuraeseo gogaek eul neullil su itdorok sae sangpum eul mandeureosseoyo hotel hago siksa reul da jegong haeyo · So we've made a new package to win more customers. Hotels and meals are all included.

anna 단체 여행이네요. 버스 정원은 몇 명이에요?
danche yeohaeng ineyo beoseu jeongwon eun myeot myeong ieyo · So it's a group trip. How many people does the bus hold?

hyunwoo 마흔 명이에요. 정원을 넘지 않도록 확인해 주세요. 오후 2시에 소회의실에서 그 회사 사람들을 만나요. 계약 서류도 실수가 없도록 두 번 봐 주세요.
maheun myeong ieyo jeongwon eul neomji antorok hwagin hae juseyo ohu si e so hoeuisil eseo geu hoesa saramdeul eul mannayo gyeyak seoryu do silsu ga eopdorok du beon bwa juseyo · Forty. Please make sure we don't go over capacity. At 2 p.m. we meet the people from that company in the small meeting room. Please look over the contract papers twice too, so there are no mistakes.

anna 네. 인쇄물도 준비해 둘게요. 근데 편지 첫 줄의 "귀하"는 무슨 뜻이에요?
ne inswae mul do junbi hae dulgeyo geunde pyeonji cheot jul ui gwiha neun museun tteut ieyo · OK. I'll get the printouts ready too. But what does "귀하" on the first line of the letter mean?

seoyeon 회사 편지에서 쓰는 높임말이에요. 이름 뒤에 "님" 대신에 써요.
hoesa pyeonji eseo sseuneun nopimmal ieyo ireum dwi e nim daesin e sseoyo · It's a polite word for business letters. You use it after a name instead of "님".

hyunwoo 그리고 마지막 쪽에 회사 도장을 찍어야 돼요. 도장은 사장님 책상에 있어요.
geurigo majimak jjok e hoesa dojang eul jjigeoya dwaeyo dojang eun sajangnim chaeksang e isseoyo · And the company seal has to go on the last page. It's on the boss's desk.

anna 판매 계획에 대해서도 설명해야 돼요?
panmae gyehoek e daehaeseo do seolmyeong haeya dwaeyo · Do we have to explain the sales plan too?

hyunwoo 그건 제가 할게요. 관광 산업 전문가가 쓴 자료가 있거든요. 안나 씨는 모두 잘 볼 수 있도록 모니터만 준비해 주세요.
geugeon jega halgeyo gwangwang saneop jeonmunga ga sseun jaryo ga itgeodeunyo anna ssi neun modu jal bol su itdorok moniteo man junbi hae juseyo · I'll do that. I've got a report written by a tourism-industry expert. You just set up the monitor so everyone can see.

good to know · Job names often end in -사 (요리사, 간호사, 미용사), -관 (경찰관, 소방관, 외교관) or -가 (사업가, 전문가, 소설가). -관 jobs usually serve the state. 도장 is a name seal. Koreans used to sign contracts and bank papers with one; today a signature (서명) is accepted almost everywhere, but companies still stamp official papers.

Contract checked, seal stamped. Tomorrow: forms, certificates, goals and -은 결과, "as a result of".
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 22 forms & goals

Say what came of your efforts with -은 결과, fill in an application form (sign, submit, ask) and talk about goals, effort, pressure and giving up.

Every Korean office has forms, and every learner has goals. -은 결과 is how written Korean links effort to result, in reports, news and TOPIK essays.

words

word	romanisation	meaning	example
문의	munui	inquiry, question	문의는 이메일로 해 주세요. Please send any questions by email.
발급	balgeup	issuing (a card, a certificate)	학생증을 다시 발급받았어요. I got my student card reissued.
사인	sain	signature; autograph	여기에 사인해 주세요. Sign here, please.
사항	sahang	matters, points, items	궁금한 사항이 있으면 물어보세요. If you have any questions, just ask.
서명	seomyeong	signature (formal)	여기에 서명하십시오. Please sign here.
신청서	sincheongseo	application form	신청서를 다 쓰면 저한테 주세요. When you've filled in the form, give it to me.
양식	yangsik	form, format (for documents)	이 양식{yangsik-2}에 맞게 쓰세요. Write it in this format.
접수	jeopsu	receiving (applications); reception desk	신청서 접수는 금요일까지예요. Applications close on Friday.
증명서	jeungmyeongseo	certificate (of …)	졸업 증명서가 필요해요. I need a graduation certificate.
고생	gosaeng	hardship, trouble, hard work	그동안 정말 고생 많았어요. You've worked so hard all this time.
그만하다	geumanhada	stop (doing), quit	이제 일 그만하고 쉬세요. Stop working now and have a rest.
뛰어나다	ttwieonada	be outstanding, excellent	유키 씨는 한국어 실력이 뛰어나요. Yuki's Korean is excellent.
목표	mokpyo	goal, target	올해 목표는 한국어 시험 합격이에요. This year's goal is to pass the Korean exam.
보람	boram	reward, sense of worth	힘들었지만 보람이 있었어요. It was hard, but it was worth it.
부담	budam	burden, pressure	너무 비싼 선물은 부담이 돼요. A very expensive present feels like too much.
실력	sillyeok	ability, (real) skill	매일 연습해서 실력이 늘었어요. I practised every day, so my skills improved.

어려움	eoryeoum	difficulty, hardship	처음에는 어려움이 많았어요. There were many difficulties at first.
완성	wanseong	completion, finishing	드디어 보고서를 완성했어요! At last I've finished the report!
이루다	iruda	achieve, accomplish (a goal, a dream)	꿈을 이루기 위해 열심히 일해요. I work hard to make my dream come true.
이루어지다	irueojida	be achieved, come true	제 꿈이 이루어졌어요. My dream came true.
최선	choeseon	(one's) best	결과보다 최선을 다하는 게 중요해요. Doing your best matters more than the result.
포기	pogi	giving up	어려워도 포기하지 마세요. Even if it's hard, don't give up.

pattern as a result of: -은 결과

verb stem | -은 / -ㄴ 결과 | what came of it

결과 is “result”. After a past verb form (한, 먹은), -은 결과 says “having done this, the result was …”: 열심히 공부한 결과 합격했어요, all that studying paid off and I passed. It belongs to reports, news and formal talk; in chat you'd more often say -어서 or -었더니.

열심히 공부한 결과 시험에 합격했어요. **yeolsimhi gongbuhan gyeolgwa siheom e hapgyeok haesseoyo** All that studying paid off: I passed the exam.

의사와 상담한 결과 큰 문제는 없었어요. **uisa wa sangdam han gyeolgwa keun munje neun eopseosseoyo** After talking to the doctor, it turned out to be nothing serious.

회의를 한 결과 여행을 다음 달로 연기했어요. **hoeui reul han gyeolgwa yeohaeng eul daeum dal ro yeongi haesseoyo** After the meeting, we postponed the trip to next month.

dialogue forms and goals

anna 선생님, 재학 증명서를 발급받고 싶어요. 회사에 내야 되거든요.
seonsaengnim jaehak jeungmyeongseo reul balgeup batgo sipeoyo hoesa e naeya doegeodeunyo · Ms Kim, I'd like to get a certificate of enrolment. I have to give one to my company.

kim 그럼 이 신청서를 쓰세요. 같은 양식이 홈페이지에도 있어요.
geureom i sincheongseo reul sseuseyo gateun yangsik i hompeiji e do isseoyo · Then fill in this application form. The same form is on the website too.

anna 필요한 사항을 다 쓰고 마지막에 서명하면 돼요?
piryo han sahang eul da sseugo majimak e seomyeong hamyeon dwaeyo · Do I fill in everything that's needed and sign at the end?

kim 네, 도장 대신에 사인해도 돼요. 접수는 1층 사무실에서 해요. 다른 문의 사항이 있으면 저한테 물어보세요.
ne dojang daesin e sain haedo dwaeyo jeopsu neun cheung samusil eseo haeyo dareun munui sahang i isseumyeon jeo hante mureoboseyo · Yes, and you can sign instead of using a seal. Hand it in at the office on the ground floor. If you have any other questions, ask me.

yuki 안나야, 같이 가자. 나도 장학금 신청서를 내야 돼. 선생님, 짐이 많으시네요. 제가 들어 드릴게요.
anna ya gachi gaja na do janghakgeum sincheongseo reul naeya dwae seonsaengnim jim i maneusineyo jega deureo deurilgeyo · Anna, let's go together. I have to hand in my scholarship form too. Ms Kim, you've got a lot to carry. Let me take that for you.

kim 고마워요, 유키 씨. 유키 씨는 지난 학기에 정말 뛰어났어요. 매일 반복해서 공부한 결과 실력이 많이 늘었어요.
gomawoyo yuki ssi yuki ssi neun jinan hakgi e jeongmal ttwieonasseoyo maeil banbok haeseo gongbuhan gyeolgwa sillyeok i mani neureosseoyo · Thank you, Yuki. You were really outstanding last term. As a result of studying and going over things every day, your skills have grown a lot.

yuki 감사합니다. 처음에는 어려움이 많았어요. 기말시험 때는 포기하고 싶을 때도 있었어요.
gamsa hamnida cheoeum e neun eoryeoum i manasseoyo gimalsiheom ttae neun pogi hago sipeul ttae do isseosseoyo · Thank you. At first there were a lot of difficulties. During the final exam there were even times I wanted to give up.

kim 고생 많았어요. 그래도 최선을 다한 결과 목표를 이뤘잖아요.
gosaeng manasseoyo geuraedo choeseon eul da han gyeolgwa mokpyo reul irwotjanayo · You worked so hard. But you did your best, and you reached your goal.

anna 저도 올해 목표가 있어요. 한국어 시험에 합격하기 위해 매일 한 시간씩 집중해서 공부할 거예요.
jeo do olhae mokpyo ga isseoyo hangugeo siheom e hapgyeok hagi wihae maeil han sigan ssik jipjung haeseo gongbu hal geo yeyo · I have a goal this year too. To pass the Korean exam, I'm going to study with focus for an hour every day.

kim 좋아요. 너무 부담은 갖지 마세요. 안나 씨 꿈도 꼭 이루어질 거예요.
joayo neomu budam eun gatji maseyo anna ssi kkum do kkok irueojil geo yeyo · Good. Don't put too much pressure on yourself. Your dream will come true too.

good to know · 사인 and 서명 both mean signature. 서명 is the word printed on forms (서명란: the signature box); in talk people say 사인: 여기에 사인해 주세요. 발급받다 = get (a document) issued: 증명서를 발급받다, 카드를 발급받다. The office 발급해요, you 발급받아요.

Forms in, goals set. Tomorrow, the last learn day of the unit: problems, solutions, prior plans and -고 나서.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 23 no problem!

Say what you do after finishing something with -고 나서 and what you found after with -고 나니 (까), and talk through a problem: serious or not, possible or not, prior plans, guesses and solutions.

"Once I've finished, ..." is how you plan a busy day, and problem words (곤란하다, 상관없다, 선약이 있다) get you out of awkward spots politely.

words

word	romanisation	meaning	example
해결	haegyeol	solution, solving	문제가 다 해결됐어요. The problem's all sorted.
가능	ganeung	possibility	가능하면 오늘 오세요. Come today if you can.
곤란	gollan	difficulty, awkwardness	갑자기 물어보면 곤란해요. It's awkward if you ask me out of the blue.
관계없다	gwangyeeopda	be unrelated; not matter	그 일은 저하고 관계없어요. That has nothing to do with me.
관계없이	gwangyeeopsi	regardless (of)	나이와 관계없이 누구나 신청할 수 있어요. Anyone can apply, whatever their age.
관계있다	gwangyeitda	be related, have to do with	이 일은 제 전공과 관계있어요. This job is related to my major.
방식	bangsik	way, method	공부 방식을 바꿔 봤어요. I tried changing the way I study.
볼일	bollil	something to do, an errand	오후에 은행에 볼일이 있어요. I've got something to do at the bank this afternoon.
사전	sajeon	in advance, beforehand	사전{sajeon-3}에 연락해 주세요. Please let us know in advance.
상관없다	sanggwaneopda	not matter, be all right	늦게 와도 상관없어요. It's fine even if you're late.
선약	seonyak	prior engagement	미안해요, 그날은 선약이 있어요. Sorry, I already have plans that day.
심각하다	simgakada	be serious, grave	문제가 생각보다 심각해요. The problem is more serious than I thought.
없이	eopsi	without	우산 없이 나갔어요. I went out without an umbrella.
여유	yeoyu	spare (time, money), room to breathe	요즘은 시간 여유가 좀 있어요. I have a bit of spare time these days.
예측	yecheuk	prediction, forecast	날씨는 예측하기 어려워요. The weather is hard to predict.
일상생활	ilsangsaenghwal	daily life, everyday life	일상생활에서 쓰는 한국어를 배우고 싶어요. I want to learn the Korean used in daily life.

일정	iljeong	fixed, regular, set	매일 일정한 시간에 자는 게 좋아요. It's good to go to bed at the same time every day.
적응	jeogeung	adapting, getting used to	새 회사에 잘 적응하고 있어요. I'm settling in well at the new company.
정신없다	jeongsineopda	be hectic, frantic	아침부터 너무 정신없어요. It's been crazy since this morning.
정신없이	jeongsineopsi	frantically, in a rush	하루 종일 정신없이 일했어요. I worked flat out all day.
추측	chucheuk	guess, speculation	그건 그냥 제 추측이에요. That's just my guess.

pattern after finishing: -고 나서, -고 나니(까)

verb stem | -고 나서 | next step | / -고 나니(까) | what you found

-고 나서 says one action is completely finished before the next starts: 숙제를 하고 나서 놀아요, I'll play once I've done my homework. -고 나니(까) is what you notice or feel after finishing: 다 하고 나니까 기분이 좋아요, now that it's all done, I feel great. Both are stronger than plain -고.

수업이 끝나고 나서 같이 밥 먹어요. **sueop i kkeunnago naseo gachi bap meogeoyo** Let's eat together once class is over.

일을 다 하고 나니까 벌써 밤이에요. **il eul da hago nanikka beolsseo bam ieyo** By the time I'd finished everything, it was already night.

그 사람 이야기를 듣고 나서 생각이 바뀌었어요. **geu saram iyagi reul deutgo naseo saenggak i bakkwieosseoyo** After hearing what he had to say, I changed my mind.

dialogue two plans, one saturday

jiho 안나야, 왜 그래? 얼굴이 안 좋아.

anna ya wae geurae eolgul i an joa · Anna, what's up? You don't look great.

anna 오늘 정말 정신없는 하루였어. 아침부터 정신없이 일하고 나서 바로 수업에도 갔거든. 말하기 발표에서는 집중이 안 돼서 실수를 많이 했어.

oneul jeongmal jeongsineomneun haru yeosseo achim buteo jeongsineopsi il hago naseo baro sueop e do gatgeodeun malhagi balpyo eseo neun jipjung i an dwaeseo silsu reul mani haesseo · Today was such a frantic day. I worked in a rush from the morning and then went straight to class. In my speaking presentation I couldn't concentrate, so I made lots of mistakes.

jiho 무슨 문제 있어? 심각해?

museun munje isseo simgakae · Is something wrong? Is it serious?

anna 심각하지는 않은데 좀 곤란해. 토요일에 현우 씨가 일을 부탁했는데, 그날 톰하고 선약이 있어. 톰 생일 파티야.

simgakaji neun aneunde jom gollan hae toyoil e hyeonu ssi ga il eul butak haenneunde geunal tom hago seonyak i isseo tom saengil pati ya · It's not serious, but it's awkward. Hyunwoo's asked me to work on Saturday, but I already have plans with Tom that day. It's his birthday party.

jiho 톰은 뭐라고 했어?

tom eun mwo rago haesseo · What does Tom say?

anna 나 없이 해도 상관없다고 했어. 근데 생일 파티잖아. 꼭 가고 싶어.

na eopsi haedo sanggwaneopdago haesseo geunde saengil pati jana kkok gago sipeo · He says it's fine to do it without me. But it's his birthday party. I really want to go.

jiho 그럼 오전에 일하고 나서 오후에 가면 되잖아. 그게 가능한지 현우 씨한테 사전에 물어봐.

geureom ojeon e il hago naseo ohu e gamyeon doejana geuge ganeung hanji hyeonu ssi hante sajeon e mureobwa · Then work in the morning and go in the afternoon. Ask Hyunwoo beforehand if that's possible.

anna 좋은 방법이네! 내 추측으로는 현우 씨도 괜찮다고 할 거야. 일요일은 여유가 있거든.

joeun bangbeop ine nae chucheuk euro neun hyeonu ssi do gwaenchantago hal geo ya iryoil eun yeoyu ga itgeodeun · Good idea! My guess is Hyunwoo will say it's fine. Things are quieter on Sunday.

jiho 예측은 어렵지만 물어봐야 알지. 일하고 관계있는 문제는 빨리 이야기하는 게 좋아. 이야기하고 나면 대부분 해결돼. 그게 내 방식이야.

yecheuk eun eoryeopjiman mureobwaya alji il hago gwangyeinneun munje neun ppalli iyagi haneun ge joa iyagi hago namyeon daebubun haegyeol dwae geuge nae bangsik iya · Hard to predict, but you won't know unless you ask. Work problems are best raised early. Most things get sorted once you've talked about them. That's my way.

anna 맞아. 현우 씨가 계획을 바꿀 수 있도록 지금 문자를 보내야겠어. 고마워, 지호야!

maja hyeonu ssi ga gyehoek eul bakkul su itdorok jigeum munja reul bonaeyagesseo gomawo jiho ya · True. I'd better text Hyunwoo now so he can change his plans. Thanks, Jiho!

write it trace the grey, then write your own

측												
cheuk prediction, forecast												

good to know · 상관없어요 and 괜찮아요 both say “that's fine”. 상관없어요 means “it makes no difference to me”: 저는 아무거나 상관없어요, anything's fine with me. 선약이 있어요 (I have a prior engagement) is the polite way to turn down an invitation without giving details.

Problem solved, party saved. Tomorrow is the unit mission: a whole month at the travel company, with every grammar point of the unit.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 24 mission: a month at the travel company

Follow a month at a Korean workplace: write a job notice, help with interviews, rescue a contract file, toast a farewell and talk about your own results and goals.

Jobs, office work, computers, colleagues, business, forms, goals and problems: this is all of unit 3, with every grammar point of the unit, in one story.

chapter 1 wanted: one new colleague

hyunwoo 안나 씨, 다음 달부터 사무실 일이 더 많아요. 그래서 신입 직원을 한 명 모집하려고 해요.
anna ssi daeum dal buteo samusil il i deo manayo geuraeseo sinip jigwon eul han myeong mojip haryeogo haeyo · Anna, from next month there's more work in the office. So we're going to hire one new member of staff.

seoyeon 잘됐네요. 요즘 인원이 부족해서 다들 매일 야근하잖아요.
jaldwaenneyo yojeum inwon i bujok haeseo da deul maeil yageun hajanayo · Great. We're short of people these days, so everyone's working late every day.

anna 와, 새 동료가 생기네요! 모집 안내는 어디에 올려요?
wa sae dongnyo ga saenggineyo mojip annae neun eodi e ollyeoyo · Oh, a new colleague! Where will the job ad go?

hyunwoo 회사 홈페이지하고 일자리 사이트에 올릴 거예요. 안나 씨가 써 줄 수 있어요? 내용은 미리 메모해 뒀어요.
hoesa hompeiji hago iljari saiteu e ollil geo yeyo anna ssi ga sseo jul su isseoyo naeyong eun miri memo hae dwosseoyo · On the company website and a jobs site. Could you write it? I've already jotted down what goes in it.

anna "사무 직원 모집. 업무: 고객 예약 관리, 여행 정보 검색 및 자료 인쇄, 전화 문의 전달. 근무 시간: 월~금, 오전 9시~오후 6시. 자격: 대학교 졸업생 및 올해 졸업 예정인 사람, 외국어를 잘하는 사람. 나이와 관계없이 지원 가능합니다. 지원: 이력서와 졸업 증명서를 이메일로 보내십시오. 이력서에는 성명, 생년월일, 성별, 특기를 쓰십시오. 신청서 양식은 홈페이지에서 다운로드하십시오. 서명 또는 도장이 필요합니다. 접수: 이번 달 20일까지. 서류를 검토하고 나서 면접 날짜를 문자로 알려 드립니다. 문의: 사무소 대표 전화."
samu jigwon mojip eommu gogaek yeyak gwalli yeohaeng jeongbo geomsaek mit jaryo inswae jeonhwa munui jeondal geunmu sigan wol geum ojeon si ohu si jagyeok daehakgyo joreopsaeng mit olhae joreop yejeong in saram oegugeo reul jal haneun saram nai wa gwangyeeopsi jiwon ganeung hamnida jiwon iryeokseo wa joreop jeungmyeongseo reul imeil ro bonaesipsio iryeokseo e neun seongmyeong saengnyeonworil seongbyeol teukgi reul sseusipsio sincheongseo yangsik eun hompeiji eseo daullodeu hasipsio seomyeong ttoneun dojang i piryo hamnida jeopsu ibeon dal il kkaji seoryu reul geomto hago naseo myeonjeop naljja reul munja ro allyeo deurimnida munui samuso daepyo jeonhwa · "Office assistant wanted. Duties: managing customer bookings, searching for travel information and printing materials, passing on phone inquiries. Hours: Mon–Fri, 9 am to 6 pm. Requirements: university graduates or students graduating this year, good foreign languages. Applicants of any age welcome. To apply: email your CV and graduation certificate. Include your full name, date of birth, gender and special skills on the CV. Download the application form from our website. A signature or seal is required. Closing date: the 20th of this month. After reviewing applications, we will text you an interview date. Questions: call the office's main number."

hyunwoo 좋아요. 근데 졸업 증명서를 미리 발급받는 건 지원하는 사람들에게 부담이 되잖아요. 면접 날 가져오면 돼요.
joayo geunde joreop jeungmyeongseo reul miri balgeup banneun geon jiwon haneun saramdeul ege budam i doejana yo myeonjeop nal gajyeoomyeon dwaeyo · Good. But getting a graduation certificate issued in advance is a hassle for applicants. They can just bring it on interview day.

anna 아, 그렇네요. 그 부분은 수정할게요.
a geureonneyo geu bubun eun sujeong halgeyo · Oh, right. I'll change that part.

seoyeon 그리고 외국어 실력에 대해서도 꼭 쓰라고 하세요. 우리 회사에서는 그게 제일 중요하거든요.
geurigo oegugeo sillyeok e daehaeseo do kkok sseurago haseyo uri hoesa eseo neun geuge jeil jungyo hageodeunyo · And tell them to write about their language skills, too. That's what matters most here.

anna 알겠어요. 수정하고 나서 현우 씨한테 보내 드릴게요. 현우 씨가 확인해야 올릴 수 있잖아요.
algesseoyo sujeong hago naseo hyeonu ssi hante bonae deurilgeyo hyeonu ssi ga hwagin haeya ollil su itjanayo · Got it. Once I've revised it, I'll send it to you, Hyunwoo. It can only go up once you've checked it.

hyunwoo 고마워요. 사장님이 좋은 사람을 빨리 구하고 싶어 하세요.
gomawoyo sajangnim i joeun saram eul ppalli guhago sipeo haseyo · Thanks. The boss wants to find someone good, fast.

chapter 2 five names on the list

seoyeon 안나 씨, 지원한 사람이 마흔 명이 넘어요!
anna ssi jiwon han saram i maheun myeong i neomeoyo · Anna, more than forty people applied!

hyunwoo 서류를 검토한 결과 다섯 명을 면접에 부르기로 했어요. 면접은 오후 2시, 소회의실이에요.
seoryu reul geomto han gyeolgwa daseot myeong eul myeonjeop e bureugiro haesseoyo myeonjeop eun ohu si so hoeuisil ieyo · After going through the applications, we've decided to invite five to interview. It's at 2 pm in the small meeting room.

anna 이름표하고 명단은 제가 준비해 둘게요. 명함도 필요해요?
ireumpyo hago myeongdan eun jega junbi hae dulgeyo myeongham do piryo haeyo · I'll get the name tags and the list ready. Do you need business cards too?

hyunwoo 명함은 제가 가지고 있어요. 그리고 면접 중에는 휴대폰을 보면 안 된다고 미리 말해 주세요.
myeongham eun jega gajigo isseoyo geurigo myeonjeop jung e neun hyudaepon eul bomyeon an doendago miri mal hae juseyo · I've got my cards. And please tell them beforehand that they mustn't look at their phones during the interview.

seoyeon 첫 번째 사람은 아버지가 외교관이라서 외국에서 오래 살았다고 했어요. 영어하고 불어가 뛰어나요.
cheot beonjjae saram eun abeoji ga oegyogwan iraseo oeguk eseo orae saratdago haesseoyo yeongeo hago bureo ga ttwieonayo · The first one said her father's a diplomat, so she lived abroad for a long time. Her English and French are excellent.

hyunwoo 두 번째 사람은 무역 회사에서 1년 동안 근무했어요. 고객 관리 경험이 많아요.
du beonjjae saram eun muyeok hoesa eseo nyeon dongan geunmu haesseoyo gogaek gwalli gyeongheom i manayo · The second one worked at a trading company for a year. He has lots of experience looking after clients.

anna 둘 다 좋네요. 근데 이 사람은 특기가 "머리 자르기"예요. 전에 미용사로 일했다고 했어요.
dul da jonneyo geunde i saram eun teukgi ga meori jareugi yeyo jeon e miyongsa ro il haetdago haesseoyo · They're both good. And this one's special skill is "cutting hair". She says she used to work as a hairdresser.

anna 이 사람은 전에 경찰관이었어요. 역할을 맡으면 팀을 잘 이끌 것 같아요.
i saram eun jeon e gyeongchalgwan ieosseoyo yeokhal eul mateumyeon tim eul jal ikkeul geot gatayo · This one used to be a police officer. If he takes on a role, I think he'd lead a team well.

hyunwoo 하하, 재미있네요. 근데 우리 일은 정신없을 때가 많잖아요. 어려움이 있어도 포기하지 않는 사람이 필요해요.
haha jaemiinneyo geunde uri il eun jeongsineopseul ttae ga manchanayo eoryeoum i isseo do pogi haji anneun saram i piryo haeyo · Ha ha, interesting. But our work is often hectic. We need someone who doesn't give up when things get hard.

seoyeon 그럼 두 사람에 대해 사장님께 보고하고 나서 정해요. 제 추측으로는 사장님이 첫 번째 사람을 고르실 거예요.
geureom du saram e daehae sajangnim kke bogo hago naseo jeonghaeyo je chucheuk euro neun sajangnim i cheot beonjjae saram eul goreusil geo yeyo · Then let's report to the boss on those two, and then decide. My guess is the boss will pick the first one.

chapter 3 delete, download, print

hyunwoo 안나 씨, 무역 회사 계약 회의가 다음 주로 연기됐어요. 그쪽 회장님이 꼭 참석하고 싶어 하세요.

anna ssi muyeok hoesa gyeyak hoeui ga daeum juro yeongi dwaesseoyo geujjok hoejang nim i kkok chamseok hago sipeo haseyo · Anna, the contract meeting with the trading company has been put back to next week. Their chairman really wants to attend.

anna 잘됐네요. 그럼 여행 계획을 다시 짤 시간이 있어요.

jaldwaenneyo geureom yeohaeng gyehoek eul dasi jjal sigan i isseoyo · That's lucky. Then there's time to rework the trip plan.

seoyeon 네. 그 회사는 제품을 수입하고 수출하는 기업이라서 외국 손님이 많아요. 그래서 여행을 하루 연장하고 싶어 해요. 호텔하고 식사는 우리가 다 제공해요.

ne geu hoesa neun jepum eul suip hago suchul haneun gieop iraseo oeguk sonnim i manayo geuraeseo yeohaeng eul haru yeonjang hago sipeo haeyo hotel hago siksa neun uri ga da jegong haeyo · Yes. They're a company that imports and exports products, so they have a lot of foreign visitors. That's why they want the trip one day longer. We provide all the hotels and meals.

anna 지금 계획을 수정하는 중이에요. 끝나면 파일을 보내 드릴게요.

jigeum gyehoek eul sujeong haneun jung ieyo kkeunnamyeon pail eul bonae deurilgeyo · I'm revising the plan right now. I'll send you the file when it's done.

anna 어? 노트북에 파일이 없어요! 실수로 삭제했나 봐요.

eo noteubuk e pail i eopseoyo silsu ro sakje haenna bwayo · Huh? The file's gone from my laptop! I must have deleted it by mistake.

seoyeon 걱정하지 마세요. 심각한 문제 아니에요. 회사 사이트에 로그인하면 지난 파일이 다 있어요. 검색해서 다운로드하면 돼요.

geokjeong haji maseyo simgakan munje anieyo hoesa saiteu e rogeuin hamyeon jinan pail i da isseoyo geomsaek haeseo daullodeu hamyeon dwaeyo · Don't worry. It's nothing serious. If you log in to the company site, all the old files are there. Just search for it and download it.

anna 아, 찾았어요! 그럼 인쇄하고 나서 복사기로 열 장 복사해 둘게요.

a chajasseoyo geureom inswae hago naseo boksagi ro yeol jang boksa hae dulgeyo · Oh, found it! Then once I've printed it, I'll make ten copies on the copier.

anna 어? 이번에는 프린터가 안 돼요. 모니터에 "종이가 없습니다"라고 나와요.

eo ibeon e neun peurinteo ga an dwaeyo moniteo e jongi ga eopseumnida rago nawayo · Huh? Now the printer isn't working. The screen says "Out of paper."

hyunwoo 종이는 프린터 밑에 있어요. 그리고 계약 서류 마지막 쪽에는 회사 도장을 찍어야 돼요. 첫 장에는 회장님 이름 뒤에 "귀하"라고 쓰고요. 회의는 제가 진행할게요.

jongi neun peurinteo mit e isseoyo geurigo gyeyak seoryu majimak jjok e neun hoesa dojang eul jjigeoya dwaeyo cheot jang e neun hoejang nim ireum dwi e gwiha rago sseugo yo hoeui neun jega jinhaeng halgeyo · The paper's under the printer. And the company seal goes on the last page of the contract. And on the first page, write "귀하" after the chairman's name. I'll run the meeting.

seoyeon 이번 계약이 잘되면 고객을 많이 늘릴 수 있어요. 관광 산업 전문가들도 앞으로 이런 직원 여행이 인기가 많을 거라고 했어요.

ibeon gyeyak i jaldoemyeon gogaek eul mani neullil su isseoyo gwangwang saneop jeonmunga deul do ap euro ireon jigwon yeohaeng i ingi ga maneul geo rago haesseoyo · If this contract goes well, we can win a lot more clients. Tourism experts say staff trips like this will be really popular in the future.

chapter 4 one dinner, two parties

hyunwoo 자, 오늘은 기사님 송별회하고 신입 직원 환영회를 같이 해요.
ja oneul eun gisa nim songbyeolhoe hago sinip jigwon hwanyeonghoe reul gachi haeyo · Right, tonight is our driver's farewell party and the new staff member's welcome party in one.

seoyeon 기사님, 20년 동안 우리 버스를 운전해 주셔서 정말 감사합니다. 그동안 고생 많으셨어요.
gisa nim nyeon dongan uri beoseu reul unjeon hae jusyeoseo jeongmal gamsa hamnida geudongan gosaeng maneusyeosseoyo · Thank you so much for driving our bus for twenty years. You've worked so hard all this time.

anna 기사님께 드릴 카드는 제가 미리 사 뒀어요. 모두 한 줄씩 써 주세요.
gisa nim kke deuril kadeu neun jega miri sa dwosseoyo modu han jul ssik sseo juseyo · I've bought a card for him. Everyone, please write a line each.

hyunwoo 고기는 제가 구워 드릴게요. 오늘은 신입이 아니라 과장이 굽는 날이에요!
gogi neun jega guwo deurilgeyo oneul eun sinip i anira gwajang i gumneun nal ieyo · I'll grill the meat for everyone. Tonight it's the manager, not the new recruit, doing the grilling!

seoyeon 현우 씨가 승진하고 나서 많이 바뀌었네요. 하하.
hyeonu ssi ga seungjin hago naseo mani bakkwieonneyo haha · You've really changed since your promotion, Hyunwoo. Ha ha.

anna 근데 한국 직장인들은 회식을 자주 해요?
geunde hanguk jikjangin deul eun hoesik eul jaju haeyo · So do Korean office workers have team dinners a lot?

seoyeon 옛날보다는 적어요. 회식 방식도 많이 바뀌었어요. 그리고 다음 날 일에 방해가 되지 않도록 일찍 끝내는 회사가 많아요.
yennal boda neun jeogeoyo hoesik bangsik do mani bakkwieosseoyo geurigo daeum nal il e banghae ga doeji antorok iljjik kkeunnae neun hoesa ga manayo · Less than they used to. The way they do them has changed a lot, too. And lots of companies finish early so it doesn't get in the way of the next day's work.

hyunwoo 맞아요. 우리도 9시에 끝내요. 내일 아침에 볼일이 있는 사람은 먼저 가도 상관없어요.
majayo uri do si e kkeunnaeyo naeil achim e bollil i inneun saram eun meonjeo gado sanggwaneopseoyo · Right. We'll finish at nine too. Anyone with something to do tomorrow morning can leave early, no problem.

anna 좋아요. 저는 지호하고 선약이 있어서 9시에 가야 되거든요.
joayo jeo neun jiho hago seonyak i isseoseo si e gaya doegeodeunyo · Good. I've got plans with Jiho, so I have to leave at nine anyway.

hyunwoo 참, 기사님은 이제 아들 식당에서 일하신다고 해요. 아들이 사업가거든요.
cham gisa nim eun ije adeul sikdang eseo il hasindago haeyo adeul i saeopga geodeunyo · Oh, and our driver says he's going to work at his son's restaurant now. His son runs his own business.

chapter 5 results and goals

hyunwoo 안나 씨, 한 달 동안 정말 고생했어요. 주간 보고서하고 이번 달 업무 보고서를 다 읽었어요.
anna ssi han dal dongan jeongmal gosaeng haesseoyo jugan bogoseo hago ibeon dal eommu bogoseo reul da ilgeosseoyo · Anna, you've worked so hard this month. I've read your weekly reports and your monthly report.

anna 어떠셨어요? 제가 처음 혼자 완성한 보고서예요.
eotteosyeosseoyo jega cheoeum honja wanseong han bogoseo yeyo · What did you think? It's the first report I've finished on my own.

hyunwoo 아주 좋았어요. 특히 고객 조사에 대한 부분이 구체적이었어요. 조사한 결과를 표로 잘 정리했어요. 손님 문의 사항도 잘 해결했고요.
aju joasseoyo teuki gogaek josa e daehan bubun i guchejeok ieosseoyo josa han gyeolgwa reul pyo ro jal jeongni haesseoyo sonnim munui sahang do jal haegyeol haetgoyo · It was very good. The part on the customer survey was especially concrete. You set out the results in a table really well. And you dealt with customers' questions well, too.

anna 감사합니다. 처음에는 정신없었는데 이제 회사 생활에 조금 적응했어요. 일상생활에도 여유가 좀 생겼어요.
gamsa hamnida cheoeum e neun jeongsineopseonneunde ije hoesa saenghwal e jogeum jeogeung haesseoyo ilsangsaenghwal e do yeoyu ga jom saenggyeosseoyo · Thank you. It was chaos at first, but I've settled in a bit now. I've got a bit more breathing space in everyday life, too.

hyunwoo 실력도 많이 늘었어요. 그래서 다음 달부터 일본 손님 여행은 안나 씨가 맡아 줄 수 있어요? 가능해요?
sillyeok do mani neureosseoyo geuraeseo daeum dal buteo ilbon sonnim yeohaeng eun anna ssi ga mata jul su isseoyo ganeung haeyo · Your skills have grown a lot, too. So could you take charge of the Japanese customers' trips from next month? Could you?

anna 제가요? 조금 부담은 되지만 해 보고 싶어요. 김 선생님이 늘 “포기하지 마세요”라고 하셨거든요. 최선을 다할게요.
jega yo jogeum budam eun doeji man hae bogo sipeoyo gim seonsaengnim i neul pogi haji maseyo rago hasyeotgeodeunyo choeseon eul dahalgeyo · Me? It's a bit of pressure, but I'd like to try. Ms Kim always says, “Don't give up.” I'll do my best.

seoyeon 축하해요, 안나 씨! 사장님도 안나 씨가 일을 잘한다고 하셨어요. 이번 달에는 보너스도 준다고 하셨어요.
chukha haeyo anna ssi sajangnim do anna ssi ga il eul jal handago hasyeosseoyo ibeon dal e neun boneoseu do jundago hasyeosseoyo · Congratulations, Anna! The boss said you're doing a great job too. And she said there's a bonus this month.

anna 정말요? 힘들었지만 보람이 있네요.
jeongmaryo himdeureotjiman boram i inneyo · Really? It was hard, but it was worth it.

hyunwoo 다음 달 목표는 뭐예요?
daeum dal mokpyo neun mwo yeyo · What's your goal for next month?

anna 일본어요! 일본 손님들하고 이야기하기 위해 유키한테 배워야겠어요.
ilboneo yo ilbon sonnim deul hago iyagi hagi wihae yuki hante baewoyagesseoyo · Japanese! I'd better learn from Yuki so I can talk to the Japanese customers.

Unit 3 done: jobs, the office, computers, colleagues, business, forms and problems, with -고 싶어 하다, -어 두다, -는 중이다, -어 드리다, -도록, -은 결과 and -고 나서. Next, unit 4: home, rooms and neighbours, and Minjun moves out.
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