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day 25 the new recruit

Korean TOPIK 4 in 122 days
unit 4 · a full-time job

Introduce yourself on your first day at work, talk about careers, qualifications and experience, and state a formal aim with -고자.

Job applications, interviews and welcome speeches all use this vocabulary, and -고자 is the formal “in order to” of speeches, emails and TOPIK writing.

words

word	romanisation	meaning	example
신입사원	sinipsawon	new employee, new recruit	올해 신입사원은 두 명이에요. There are two new recruits this year.
-가	-ga	-가: -ist, expert (전문가)	저는 여행 전문가{ga-2}가 되고 싶어요. I want to become a travel expert.
갖추다	gatchuda	have, be equipped with	이 일에 필요한 능력을 갖췄어요. I have the skills this job needs.
경력	gyeongnyeok	(work) experience, career	그는 여행사에서 10년 경력이 있어요. He has ten years' experience at a travel agency.
면허	myeonheo	licence	작년에 운전 면허를 땄어요. I got my driving licence last year.
분야	bunya	field, area	어느 분야에서 일하고 싶어요? What field do you want to work in?
서툴다	seotulda	clumsy, not good at, new to	한국어가 아직 서툴지만 매일 연습해요. My Korean is still clumsy, but I practise every day.
원서	wonseo	application (form)	어제 회사에 원서를 냈어요. I sent my application to the company yesterday.
익다	ikda	get used to, be familiar (손에 익다)	새 일이 이제 손에 익었어요{ikda-3}. I've got the hang of my new job now.
인력	illyeok	manpower, staff	공장에 인력이 부족해요. The factory is short of workers.
인재	injae	talented person, talent	회사는 좋은 인재를 찾고 있어요. The company is looking for talented people.
입사	ipsa	joining a company	저는 작년에 이 회사에 입사했어요. I joined this company last year.
자격증	jagyeokjeung	certificate, qualification	통역 자격증을 따고 싶어요. I want to get an interpreting qualification.
적성	jeokseong	aptitude	이 일은 제 적성에 잘 맞아요. This job really suits me.
전문적	jeonmunjeok	professional, specialised	이 일에는 전문적인 교육이 필요해요. This work needs specialised training.
전문직	jeonmunjik	profession (doctor, lawyer …)	의사나 변호사 같은 전문직은 공부를 오래 해야 해요.

			Professions like doctor or lawyer need years of study.
진로	jillo	career path, future course	졸업 후의 진로를 고민하고 있어요. I'm thinking about what to do after I graduate.
초보	chobo	beginner level, novice	저는 요리 초보예요. I'm a beginner at cooking.
초보자	choboja	beginner	이 수업은 초보자를 위한 수업이에요. This class is for beginners.
추천서	chucheonseo	letter of recommendation	교수님께 추천서를 부탁드렸어요. I asked my professor for a reference.
취업	chwieop	getting a job, employment	언니가 드디어 취업했어요. My sister has finally got a job.
결근	gyeolgeun	absence from work	감기 때문에 하루 결근했어요. I missed a day of work because of a cold.

pattern in order to, with the aim of (formal): -고자

verb stem | -고자 | (하다) aim, intention: speeches, emails, essays

-고자 is a formal “in order to, with the aim of”, at home in speeches, emails, applications and essays. -고자 합니다 means “I intend to, I would like to”. In conversation you say -려고 instead: 소개하려고 했어요 means the same as 소개하고자 했습니다.

오늘은 회사 생활에 대해 설명하고자 합니다. **oneul eun hoesa saenghwal e daehae seolmyeong hagoja hamnida** Today I would like to explain what working life here is like.

저는 언젠가 여행 분야의 전문가가 되고자 합니다. **jeo neun eonjenga yeohaeng bunya ui jeonmunga ga doegoja hamnida** I aim to become an expert in the travel field one day.

더 많은 관광객에게 한국을 알리고자 이 상품을 만들었습니다. **deo maneun gwangwanggaek ege hanguk eul alligoja i sangpum eul mandeureotseumnida** We created this product to introduce Korea to more tourists.

dialogue day one

hyunwoo 여러분, 입사를 축하합니다. 요즘 외국인 관광객이 많아져서 인력이 부족했습니다. 올해는 젊은 인재들과 함께 새로운 여행 상품을 만들고자 신입사원 두 명을 뽑았습니다.

yeoreobun ipsa reul chukha hamnida yojeum oegugin gwangwanggaek i manajyeoseo illyeok i bujok haetseumnida olhae neun jeolmeun injae deul gwa hamkke saeroun yeohaeng sangpum eul mandeulgoja sinipsawon du myeong eul ppobatseumnida · Everyone, congratulations on joining us. With more and more foreign tourists, we've been short of staff. This year we've hired two new recruits so that we can create new travel products with young talent.

hyunwoo 앞으로 3개월 동안 전문적인 교육을 받을 거예요. 첫 달에는 최소한 지각이나 결근은 하지 않도록 조심하세요.

ap euro gaewol dongan jeonmunjeok in gyoyuk eul badeul geo yeyo cheot dal e neun choesohan jigak ina gyeolgeun eun haji antorok josim haseyo · For the next three months you'll get professional training. In your first month, at the very least, be careful not to be late or miss work.

subin 안녕하세요, 수빈입니다! 제주도에서 왔어요. 관광 통역 자격증은 있지만 아직 모든 게 서툴러요. 서툴지만 힘껏 하겠습니다.

annyeong haseyo subin imnida jejudo eseo wasseoyo gwangwang tongyeok jagyeokjeung eun itjiman ajik modeun ge seotulleoyo seotuljiman himkkeot hagetseumnida · Hello, I'm Subin! I'm from Jeju. I have a tourist-interpreting qualification, but I'm still new to everything. I may be clumsy, but I'll give it all I've got.

anna 안나입니다. 진로를 오래 고민하다가 문득 여행 일이 제 적성에 맞는다는 걸 깨달았어요. 잘 부탁드립니다.

anna imnida jillo reul orae gomin hadaga mundeuk yeohaeng il i je jeokseong e manneundaneun geol kkaedarasseoyo jal butak deurimnida · I'm Anna. I thought about my career for a long time, and then it suddenly struck me that travel work suits me. I look forward to working with you.

hyunwoo 처음에는 다들 초보예요. 일이 손에 익을 때까지 저나 서연 씨한테 뭐든지 물어보세요. 혼자 고민하는 것보다 물어보는 게 바람직해요.

cheoeum e neun da deul chobo yeyo il i son e igeul ttae kkaji jeo na seoyeon ssi hante mwo deunji mureoboseyo honja gomin haneun geot boda mureoboneun ge baramjikaeyo · Everyone's a beginner at first. Until you get the hang of things, ask me or Seoyeon anything. Asking is better than struggling on your own.

subin 안나 씨, 저는 안나 씨가 경력이 많은 사람인 줄 알았어요. 한국어를 너무 잘해서요!

anna ssi jeo neun anna ssi ga gyeongnyeok i maneun saram in jul arasseoyo hangugeo reul neomu jal haeseo yo · Anna, I thought you were someone with lots of experience. Your Korean is so good!

anna 하하, 아니에요. 저도 완전 초보자예요. 원서를 낼 때 추천서도 한국어 선생님께 부탁드렸어요.

haha anieyo jeo do wanjeon choboja yeyo wonseo reul nael ttae chucheonseo do hangugeo seonsaengnim kke butak deuryeosseoyo · Ha ha, no. I'm a complete beginner too. When I sent in my application, I even had to ask my Korean teacher for a reference.

subin 저는 취업 준비를 일 년 동안 했어요. 처음에는 전문직을 생각했는데, 사람을 만나는 일이 더 좋더라고요.

jeo neun chwieop junbi reul il nyeon dongan haesseoyo cheoeum e neun jeonmunjik eul saenggak haenneunde saram eul mannaneun il i deo joteoragoyo · I spent a year getting ready to find a job. At first I was thinking of a profession, but I found I prefer work where I meet people.

anna 수빈 씨는 아까 긴장하더니 지금은 표정이 한층 밝네요.

subin ssi neun akka ginjang hadeoni jigeum eun pyojeong i hancheung bangneyo · You looked nervous earlier, Subin, but now you look much more cheerful.

subin 네, 안나 씨 덕분이에요. 참, 운전 면허 있어요? 어쩌면 나중에 제주도 출장을 갈지도 모른대요.

ne anna ssi deokbun ieyo cham unjeon myeonheo isseoyo eojjeomyeon najung e jejudo chuljang eul galjido moreundaeyo · Yes, thanks to you. Oh, do you have a driving licence? They say we might go on a business trip to Jeju later.

write it trace the grey, then write your own

틀 tul clumsy, not good at, new to															

good to know · 잘 부탁드립니다 has no neat English equivalent: “please treat me well, I look forward to working with you”. Every Korean first day starts with it. -가 makes experts and artists: 전문가 (expert), 작가 (writer), 음악가 (musician). 손에 익다 is “to get the hang of”, literally “to ripen in the hand”. Proverb: 시작이 반이다, “starting is half of it” (well begun is half done). Say it to someone nervous on a first day: 시작이 반이라고 하잖아요.

First day done: you can introduce yourself, talk about careers and state your aims in formal Korean.
잘 부탁드립니다!
Do this day interactively, with audio and games, free at **wishyou.today/learning**

wishyou.today learning

day 26 in the office

Korean TOPIK 4 in 122 days
unit 4 · a full-time job

Find your way around an office: departments, who is in charge of what, shifts, rules and notices, and say what you do "as" someone with N(으)로서.

Every job starts with learning who does what, and (으)로서 is how Koreans talk about roles: 신입사원으로서, 부모로서, 친구로서.

words

word	romanisation	meaning	example
으로서	euroseo	as, in the role of: N(으)로서	부모로서 아이를 걱정하는 건 당연해요. As a parent, it's natural to worry about your child.
교대	gyodae	shift, taking turns	간호사들{deul}은 하루에 세 번 교대해요. The nurses change shifts three times a day.
담당	damdang	being in charge	저는 예약 업무를 담당해요. I'm in charge of bookings.
담당자	damdangja	person in charge	담당자와 통화하고 싶어요. I'd like to speak to the person in charge.
대리	daeri	assistant manager	서연 씨는 우리 팀 대리예요. Seoyeon is our team's assistant manager.
번갈다	beongalda	take turns	형과 번갈아 가며 운전했어요. My brother and I took turns driving.
부서	buseo	department	어느 부서에서 일하세요? Which department do you work in?
사무직	samujik	office job, clerical work	저는 사무직이라서 주로 앉아서 일해요. I have an office job, so I mostly work sitting down.
사회생활	sahoesaenghwal	working life, life in society	사회생활을 하면서 많이 배웠어요. I've learned a lot since I started working.
상사	sangsa	boss, superior	상사에게 보고서를 보냈어요. I sent the report to my boss.
실장	siljang	head (of an office or division)	실장님이 회의에 참석하셨어요. The head of department came to the meeting.
야간	yagan	night (time)	이 병원은 야간에도 문을 열어요. This hospital is open at night too.
일손	ilson	workers, (helping) hands	주말에는 일손이 많이 필요해요. We need a lot of hands at the weekend.
임시	imsi	temporary	이건 임시 회의실이에요. This is a temporary meeting room.
정식	jeongsik	official, formal, regular	다음 달부터 정식 직원이 돼요. I become permanent staff from next month.
지위	jiwi	position, status	그분은 회사에서 지위가 높아요. She holds a senior position at the company.

공지	gongji	notice, announcement	회사 홈페이지에 새 공지가 올라왔어요. A new notice has gone up on the company website.
과제	gwaje	task, assignment, project	이번 주 과제는 보고서 쓰기예요. This week's task is writing a report.
규정	gyujeong	rule, regulation	휴가를 신청하기 전에 회사 규정을 확인하세요. Check the company rules before you apply for leave.
기획	gihoek	planning	새 여행 상품을 기획하고 있어요. We're planning a new travel product.
다루다	daruda	handle, deal with; cover (a topic)	이 책은 한국 역사를 다뤄요. This book covers Korean history.
단계	dangye	stage, step	지금은 계획 단계예요. We're at the planning stage now.

pattern as, in the role of: n(으)로서

a role or position (으)로서 what you do or feel in that role

(으)로서 means “as”, in the sense of a role or a position: 신입사원으로서 (as a new employee), 부모로서 (as a parent), 친구로서 (as a friend). Use 로서 after a vowel or ㄹ: 대리로서. Don't mix it up with (으)로써, “by means of”, which comes later in the course.

서연 씨는 대리로서 신입사원 교육을 맡았어요. **seoyeon ssi neun daeri roseo sinipsawon gyoyuk eul matasseoyo** As assistant manager, Seoyeon is in charge of training the new staff.

외국인으로서 한국 회사에서 일하는 건 쉽지 않지만, 나름 재미있어요. **oegugin euroseo hanguk hoesa eseo il haneun geon swipji anchiman nareum jaemiisseoyo** Working at a Korean company as a foreigner isn't easy, but it's fun in its own way.

친구로서 하는 말인데, 너무 걱정하지 마. 처음엔 누구나 초보자야. **chingu roseo haneun mal inde neomu geokjeong haji ma cheoeumen nugu na choboja ya** I'm saying this as a friend: don't worry so much. Everyone's a beginner at first.

dialogue the office tour

seoyeon 안나 씨, 수빈 씨, 오늘은 제가 사무실을 안내할게요. 회사에서는 저를 '대리님'이라고 불러 주세요. 하하.

anna ssi subin ssi oneul eun jega samusil eul annae halgeyo hoesa eseo neun jeo reul daeri nim irago bulleo juseyo haha · Anna, Subin, today I'll show you round the office. At work, please call me '대리님'. Ha ha.

anna 네, 대리님! 회사에서 서연 씨를 만나니까 좀 색다르네요.

ne daeri nim hoesa eseo seoyeon ssi reul manna nikka jom saekdareuneyo · Yes, 대리님! It feels a bit different, meeting you at work.

seoyeon 여기는 우리 기획팀이에요. 새 여행 상품을 기획하는 부서예요. 저쪽은 예약팀이고, 실장님 방은 맨 안쪽에 있어요. 실장님은 우리 부서에서 지위가 제일 높으신 분이에요. 경력도 이십 년이 넘어요.

yeogi neun uri gihoek tim ieyo sae yeohaeng sangpum eul gihoek haneun buseo yeyo jeojjok eun yeyak tim igo siljang nim bang eun maen anjjok e isseoyo siljang nim eun uri buseo eseo jiwi ga jeil nopeusin bun ieyo gyeongnyeok do isip nyeon i neomeoyo · This is our planning team. It's the department that plans new travel products. Over there is the booking team, and the head of department's office is right at the back. She's the most senior person in our department. She has over twenty years' experience, too.

subin 기획팀에서는 어떤 일을 다루는지 궁금해요.

gihoek tim eseo neun eotteon il eul daruneunji gunggeumhaeyo · I'd like to know what kind of work the planning team handles.

seoyeon 상품 기획에는 여러 단계가 있어요. 먼저 조사를 하고, 그다음에 고객 입장을 고려해서 일정을 짜요. 두 사람의 첫 과제는 '외국인을 위한 서울 하루 여행'이에요.

sangpum gihoek e neun yeoreo dangye ga isseoyo meonjeo josa reul hago geu daeum e gogaek ipjang eul goryeo haeseo iljeong eul jjayo du saram ui cheot gwaje neun oegugin eul wihan seoul haru yeohaeng ieyo · Planning a product has several stages. First you do research, then you put together an itinerary with the customer in mind. Your first project is 'a day in Seoul for visitors from abroad'.

anna 와, 벌써 과제가 있네요. 그런데 벽에 붙은 이 공지는 뭐예요? '야간 근무 교대 시간 변경'?

wa beolsseo gwaje ga inneyo geureonde byeok e buteun i gongji neun mwo yeyo yagan geunmu gyodae sigan byeongyeong · Wow, a project already. But what's this notice on the wall? 'Change to night-shift handover times'?

seoyeon 아, 예약팀은 해외 손님 전화 때문에 밤에도 두 사람이 번갈아 가며 일해요. 요즘은 전화가 하루 종일 울려 대서 일손이 부족해요. 그래서 임시 직원도 있어요.

a yeyak tim eun haeoe sonnim jeonhwa ttaemun e bam e do du saram i beongara gamyeo il haeyo yojeum eun jeonhwa ga haru jongil ullyeo daeseo ilson i bujok haeyo geuraeseo imsi jigwon do isseoyo · Ah, because of calls from customers abroad, two people in the booking team take turns working at night. These days the phones never stop ringing, so we're short-handed. That's why we have temporary staff too.

subin 저희는 사무직이니까 밤에는 일 안 해도 되죠?

jeohui neun samujik inikka bam e neun il an haedo doejyo · We're office staff, so we don't have to work nights, right?

seoyeon 네. 그리고 3개월 후에 정식 직원이 돼요. 그때까지 회사 규정을 잘 지켜요. 상사가 말하는데 휴대폰을 슬쩍 보는 것도 안 되고요.

ne geurigo gaewol hu e jeongsik jigwon i dwaeyo geuttae kkaji hoesa gyujeong eul jal jikyeo yo sangsa ga mal haneunde hyudaepon eul seuljjeok boneun geot do an doego yo · Right. And in three months you become permanent staff. Until then, follow the company rules. And don't even sneak a look at your phone while your boss is talking.

anna 사회생활은 역시 쉽지 않네요. 신입사원으로서 열심히 하겠습니다!

sahoesaenghwal eun yeoksi swipji anneyo sinipsawon euroseo yeolsimhi hagetseumnida · Working life really isn't easy. As a new employee, I'll do my best!

subin 저도요! 첫 과제부터 최대한 잘해 봐요, 안나 씨.

jeodoyo cheot gwaje buteo choedaehan jal hae bwayo anna ssi · Me too! Let's do the very best we can, starting with our first project, Anna.

good to know · Korean office titles go up like this: 사원 → 대리 → 과장 → 차장 → 부장, and 실장 heads an office or a division. Colleagues call each other by title + 님: 대리님, 과장{gwajang-2}님, 실장님. 번갈아 (가며) means “taking turns”: 번갈아 운전하다 (take turns driving).

You know your way round a Korean office now: the teams, the titles, the notices and your role. 신입사원으로서, 화이팅!
Do this day interactively, with audio and games, free at **wishyou.today/learning**

wishyou.today learning

day 27 paperwork & meetings

Korean TOPIK 4 in 122 days
unit 4 · a full-time job

Follow a work meeting: tasks, documents, schedules, requests and events, and give a soft reason with -고 해서.

Meetings and emails run on these words (처리, 요청, 확보, 참석자), and -고 해서 is how Koreans politely explain a choice without over-explaining.

words

word	romanisation	meaning	example
마무리	mamuri	finishing (off), wrap-up	오늘 안에 일을 마무리할게요. I'll finish the work off today.
문서	munseo	document	이 문서를 복사해 주세요. Please copy this document.
스케줄	seukejul	schedule	다음 주 스케줄이 너무 바빠요. Next week's schedule is very busy.
예비	yebi	spare, back-up, preliminary	비가 오면 예비 날짜에 행사를 해요. If it rains, the event will be on the back-up date.
요약	yoyak	summary	이 기사{gisa-2}를 세 줄{jul}로 요약해 보세요. Sum up this article in three lines.
요청	yocheong	request	손님이 방을 바꿔 달라고 요청했어요. The guest asked to change rooms.
용건	yonggeon	business (what you've come about)	무슨 용건이세요? What can I do for you?
작업	jageop	work, task (in progress)	작업이 거의 끝났어요. The work is almost done.
점검	jeomgeom	inspection, check	출발 전에 차{cha-2}를 점검했어요. We checked the car before setting off.
조정	jojeong	adjustment	회의 시간을 조정할 수 있어요? Can we adjust the meeting time?
지시	jisi	instructions, orders	과장{gwajang-2}님의 지시대로 했어요. I did as the manager instructed.
처리	cheori	handling, processing	이 일은 제가 처리할게요. I'll deal with this.
해당	haedang	being relevant, applicable	해당 학생은 사무실로 오세요. Would the students concerned come to the office.
확보	hwakbo	securing	좋은 자리를 확보하려고 일찍 왔어요. I came early to get a good seat.
개최	gaechoe	holding (an event)	서울에서 국제 회의가 개최돼요. An international conference is being held in Seoul.
관계자	gwangyeja	person concerned, official	공연 관계자들이 무대를 준비하고 있어요. The people running the show are setting up the stage.

발표회	balpyohoe	presentation (event), recital	다음 주에 연구 발표회가 있어요. There's a research presentation next week.
세미나	semina	seminar	오늘 오후에 세미나가 있어요. There's a seminar this afternoon.
술자리	suljari	get-together with drinks	오늘 팀 술자리에는 못 갈 것 같아요. I don't think I can make the team get-together tonight.
참석자	chamseokja	participant, attendee	참석자는 모두 서른 명이에요. There are thirty participants in all.
초청	chocheong	invitation	유명한 가수를 학교에 초청했어요. We invited a famous singer to the school.

pattern because ... (among other reasons): -고 해서

one reason | -고 해서 | what you did

-고 해서 gives one reason and hints that there are others: “because ..., and so on”. It makes an excuse sound soft and natural: 피곤하고 해서 (I was tired and all, so ...). Often with 도: 날씨도 좋고 해서, 시간도 있고 해서.

일이 많고 해서 오늘 술자리에는 못 가요. **il i manko haeseo oneul suljari e neun mot gayo** I've got a lot of work and all, so I can't make it to the get-together tonight.

마침 시간도 있고 해서 세미나에 참석했어요. **machim sigan do itgo haeseo semina e chamseok haesseoyo** I happened to have some time, so I went to the seminar.

배도 고프고 해서 먼저 밥을 먹었어요. **bae do gopeugo haeseo meonjeo bap eul meogeosseoyo** I was hungry and all, so I ate first.

dialogue the monday meeting

hyunwoo 자, 회의를 시작하겠습니다. 오늘 회의에서 다룰 내용은 두 가지입니다. 아시다시피 다음 달에 외국인 관광 세미나를 개최합니다.
ja hoeui reul sijak hagetseumnida oneul hoeui eseo darul naeyong eun du gaji imnida asidasipi daeum dal e oegugin gwangwang semina reul gaechoe hamnida · Right, let's start the meeting. We have two items today. As you know, next month we're holding a seminar on tourism for foreign visitors.

hyunwoo 우리 팀은 세미나 준비를 맡고자 합니다. 먼저 장소를 확보하고, 참석자 명단을 정리하고, 공지도 올려야 합니다.
uri tim eun semina junbi reul matgoja hamnida meonjeo jangso reul hwakbo hago chamseokja myeongdan eul jeongni hago gongji do ollyeoya hamnida · Our team intends to take on the seminar preparations. First we need to secure a venue, put together the list of participants and put out a notice.

seoyeon 과장님, 해당 호텔에 회의실 예약을 요청했습니다. 다만 날짜 조정이 필요할 수 있어서 예비 날짜도 정해 두었습니다.
gwajang nim haedang hotel e hoeuisil yeyak eul yocheong haetseumnida daman naljja jojeong i piryo hal su isseoseo yebi naljja do jeong hae dueotseumnida · I've asked the hotel in question to book a conference room. But the date may need adjusting, so I've also set a back-up date.

hyunwoo 좋아요. 안나 씨는 여행사 관계자들에게 보낼 초청 메일을 써 주세요. 수빈 씨는 발표회 자료를 점검해 주고요.
joayo anna ssi neun yeohaengsa gwangyeja deul ege bonael chocheong meil eul sseo juseyo subin ssi neun balpyohoe jaryo reul jeomgeom hae jugo yo · Good. Anna, please write the invitation email to people from the travel companies. Subin, please check the materials for the presentation.

anna 네, 과장님. 지난 회의 내용도 요약해서 문서로 만들까요?
ne gwajang nim jinan hoeui naeyong do yoyak haeseo munseo ro mandeulkkayo · Yes. Shall I also sum up the last meeting in a document?

hyunwoo 네, 좋습니다. 작업이 끝나는 대로 저한테 보내 주세요. 금요일까지 마무리하면 됩니다.
ne joseumnida jageop i kkeunnaneun daero jeo hante bonae juseyo geumyoil kkaji mamuri hamyeon doemnida · Yes, good. Send it to me as soon as the work is done. Finishing by Friday is fine.

subin 과장님, 지시하신 일이 많아서 이 스케줄로 다 할 수 있을지 확신이 안 서요.
gwajang nim jisi hasin il i manaseo i seukejul ro da hal su isseulji hwaksin i an seoyo · Sir, you've given us a lot to do; I'm not sure we can get it all done on this schedule.

hyunwoo 하하, 처음엔 다 그래요. 저도 신입사원 때만 같아도 밤새 일했을 텐데, 이젠 그렇게 못 해요. 그러니까 서두르지 말고 한 단계씩 처리하세요.
haha cheoeumen da geuraeyo jeo do sinipsawon ttae man gata do bamsae il haesseul tende ijen geureoke mot haeyo geureonikka seodureuji malgo han dangye ssik cheori haseyo · Ha ha, everyone feels that at first. If I were still a new recruit, I'd have worked all night, but I can't do that any more. So don't rush; deal with things one step at a time.

seoyeon (퇴근 시간) 안나 씨, 오늘 저녁에 팀 술자리가 있어요. 같이 갈 거죠?
toegeun sigan anna ssi oneul jeonyeok e tim suljari ga isseoyo gachi gal geo jyo · (at the end of the day) Anna, there's a team get-together tonight. You're coming, right?

anna 저녁은 같이 먹을게요. 근데 내일 아침에 처리할 일도 있고 해서 일찍 들어가려고요.
jeonyeok eun gachi meogeulgeyo geunde naeil achim e cheori hal il do itgo haeseo iljjik deureogaryeogoyo · I'll come for dinner. But I've got things to deal with tomorrow morning and so on, so I'm planning to head home early.

seoyeon 괜찮아요. 요즘은 회식을 강요하지 않아요.
gwaenchanayo yojeum eun hoesik eul gangyo haji anayo · That's fine. Nobody forces people to stay at team dinners these days.

good to know · 회식 or 술자리? 회식 is any team meal or night out paid for by the company; 술자리 is a get-together where drinks are served. Nobody has to drink: ordering a soft drink is perfectly normal. Meeting words come in pairs with 하다: 요약하다 (sum up), 처리하다 (deal with), 요청하다 (request), 점검하다 (check), 확보하다 (secure), 개최하다 (hold an event).

Agendas, documents, requests and a polite exit: you can now survive a Korean work meeting. 수고하셨습니다!
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day 28 pay & working hours

Talk about pay, working hours and workers' rights, and give modest, formal thanks with -을 따름이다.

Pay day, contracts and the labour news use these words, and -을 따름입니다 is the humble phrase you will hear in every Korean thank-you speech.

words

word	romanisation	meaning	example
따름	ttareum	simply, only: -을 따름이다	그저 감사할 따름입니다. I'm simply grateful.
초청장	chocheongjang	invitation (card)	행사 초청장을 받았어요. I received an invitation to the event.
측	cheuk	side, party (호텔 측)	학교 측에서 연락이 왔어요. We heard from the school.
파트너	pateuneo	partner	그 회사는 우리의 좋은 파트너예요. That company is a good partner of ours.
협력	hyeomnyeok	cooperation	두 나라가 협력해서 문제를 해결했어요. The two countries worked together to solve the problem.
협조	hyeopjo	cooperation, help	여러분의 협조를 부탁드립니다. We ask for your cooperation.
고정	gojeong	being fixed	저는 아직 고정 수입{suip-2}이 없어요. I don't have a fixed income yet.
근로자	geulloja	worker, employee (official)	근로자의 날에는 많은 회사가 쉬어요. Many companies close on Workers' Day.
노동	nodong	labour, work	노동 시간이 너무 길어요. The working hours are too long.
노동자	nodongja	worker, labourer	공장 노동자들이 일찍 출근했어요. The factory workers came in early.
보상	bosang	compensation	회사가 피해를 보상해 줬어요. The company paid compensation for the damage.
보수	bosu	pay, fee, reward	그 일은 보수가 좋아요. That job pays well.
사표	sapyo	resignation (letter)	삼촌이 회사에 사표를 냈어요. My uncle handed in his notice.
실업	sireop	unemployment	실업 문제는 어느 나라에나 있어요. Every country has an unemployment problem.
연봉	yeonbong	annual salary	새 회사는 연봉이 더 높아요. The new company pays a higher salary.
요구	yogu	demand, request	손님이 환불을 요구했어요. The customer demanded a refund.
임금	imgeum	wage(s)	올해 임금이 조금 올랐어요. Wages went up a little this year.

지급	jigeup	payment (paying out)	보너스는 연말에 지급합니다. Bonuses are paid at the end of the year.
타다	tada	get, receive (pay, a prize)	어제 첫 월급을 탔어요{tada-4}. I got my first pay yesterday.
퇴직	toejik	retirement, leaving a job	아버지는 작년에 퇴직하셨어요. My father retired last year.
나서다	naseoda	step forward, come forward	아무도 나서지 않아서 제가 했어요. Nobody came forward, so I did it.
달성	dalseong	achievement (of a goal)	올해 목표를 달성했어요. We hit this year's target.

pattern simply, only (formal): -을 따름이다

verb stem | -을 따름입니다 | "that's all", modest and formal

-을 따름이다 means "I simply …, it's only that …": a formal, modest way to say there's nothing more to it. It's a favourite in speeches and thanks: 감사할 따름입니다 (I can only say thank you). For the past: -었을 따름이다. In everyday talk, -을 뿐이다 does the same job.

도와주셔서 감사할 따름입니다. **dowajusyeoseo gamsa hal ttareum imnida** I'm simply grateful for your help.

저는 과장님 지시대로 했을 따름입니다. **jeo neun gwajang nim jisi daero haesseul ttareum imnida** I only did as you told me.

작업이 잘 마무리돼서 기쁠 따름입니다. **jageop i jal mamuri dwaeseo gippeul ttareum imnida** I'm just happy that the work wrapped up well.

dialogue pay day

subin 안나 씨, 오늘 월급 들어오는 날이에요! 첫 월급 탔어요?

anna ssi oneul wolgeup deureooneun nal ieyo cheot wolgeup tasseoyo · Anna, today's pay day! Did you get your first pay?

anna 네! 통장에 돈이 들어왔어요. 근데 빠지는 돈이 이렇게 많다니! 정말 뜻밖이었어요.

ne tongjang e don i deureowasseoyo geunde ppajineun don i ireoke mantani jeongmal tteutbak ieosseoyo · Yes! The money's in my account. But I can't believe how much gets taken off! It was a real surprise.

subin 그래도 우리 회사는 연봉이 괜찮은 편이에요. 일은 힘들어도 보수가 나쁘지 않고, 야근을 하면 보상도 해 주고요.

geuraedo uri hoesa neun yeonbong i gwaenchaneun pyeonieyo il eun himdeureo do bosu ga nappeuji anko yageun eul hamyeon bosang do hae jugo yo · Still, the pay at our company is decent. The work's hard, but the money's not bad, and they make up for overtime too.

anna 아르바이트할 때와 달리 이제 매달 고정 수입이 있어서 좋아요. 캐나다 친구 중에는 회사가 어려워서 사표를 낸 친구도 있어요.

areubaiteu hal ttae wa dalli ije maedal gojeong suip i isseoseo joayo kaenada chingu jung e neun hoesa ga eoryeowoseo sapyo reul naen chingu do isseoyo · Unlike when I had part-time jobs, it's nice to have a fixed income every month now. One of my friends in Canada handed in her notice because her company was struggling.

subin 참, 뉴스 봤어요? '노동자들이 더 높은 임금과 짧은 노동 시간을 요구하고 있습니다.' 근로자 입장에서는 당연한 요구예요. 저도 공감해요.

cham nyuseu bwasseoyo nodongja deul i deo nopeun imgeum gwa jjalbeun nodong sigan eul yogu hago itseumnida geulloja ipjang eseo neun dangyeonhan yogu yeyo jeo do gonggam haeyo · Oh, did you see the news? 'Workers are calling for higher wages and shorter working hours.' From a worker's point of view, that's a fair demand. I'm with them.

hyunwoo 두 사람 다 여기 있었네요. 우리가 회의하는 사이에 호텔 측 담당 부서에서 연락이 왔어요. 세미나 파트너로 협력하고 싶대요.

du saram da yeogi isseonneyo uri ga hoeui haneun sai e hotel cheuk damdang buseo eseo yeollak i wasseoyo semina pateuneo ro hyeomnyeok hago sipdaeyo · There you both are. While we were in the meeting, the department in charge at the hotel got in touch. They want to work with us as the seminar's partner.

anna 와, 정말요? 그럼 호텔 측의 협조로 장소 확보 문제는 해결됐네요.

wa jeongmaryo geureom hotel cheuk ui hyeopjo ro jangso hwakbo munje neun haegyeol dwaenneyo · Wow, really? So with the hotel's help, the problem of securing a venue is solved.

hyunwoo 네. 덕분에 이번 달 목표도 달성했어요. 실장님이 신입사원들이 먼저 나서서 일해 줘서 고마울 따름이라고 하셨어요.

ne deokbun e ibeon dal mokpyo do dalseong haesseoyo siljang nim i sinipsawon deul i meonjeo naseoseo il hae jwoseo gomaul ttareum irago hasyeosseoyo · Yes. And thanks to that, we've hit this month's target. The head of department said she's simply grateful that the new recruits stepped up on their own.

subin 에이, 저희는 시키신 일을 했을 따름이에요.

e i jeohui neun sikisin il eul haesseul ttareum ieyo · Oh, we only did what we were asked.

hyunwoo 하하. 다음 달에 박 부장님이 퇴직하시는데, 신입사원으로서 송별회 참석자 명단 정리도 도와줄래요?

haha daeum dal e bak bujangnim i toejik hasineunde sinipsawon euroseo songbyeolhoe chamseokja myeongdan jeongni do dowajul raeyo · Ha ha. Mr Park, the department manager, retires next month. As our new recruits, could you help put together the guest list for his farewell party too?

write it trace the grey, then write your own

협 hyeop cooperation												

good to know · 월급을 타다 is the everyday way to say “get paid”: 타다 here means “receive”. 월급날 is pay day, and 연봉 is the yearly salary, the figure you negotiate. 측 (side) attaches to an organisation: 호텔 측 (the hotel), 회사 측 (the company side), 학교 측 (the school).

Pay, rights, partners and a modest thank-you: you can now talk money and work like a Korean colleague. 감사할 따름입니다!
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day 29 getting it done

Talk about tasks, challenges, results and responsibility, and say something got done completely (or went wrong) with -어 버리다.

Work reviews and success stories use these words, and -어 버리다 adds the feeling behind an action: relief (다 끝내 버렸어요!) or regret (지워 버렸어요…).

words

word	romanisation	meaning	example
도전	dojeon	challenge, having a go	올해는 마라톤에 도전할 거예요. This year I'm going to take on a marathon.
성공적	seonggongjeok	successful	행사가 성공적으로 끝났어요. The event ended successfully.
성과	seonggwa	result, achievement	노력한 만큼 성과가 있었어요. The results matched the effort.
수행	suhaeng	carrying out, performance	그는 어려운 일을 잘 수행했어요. He carried out a difficult task well.
시도	sido	attempt	새로운 방법을 시도해 봤어요. I tried a new method.
실천	silcheon	practice, putting into action	말보다 실천이 중요해요. Doing matters more than talking.
실현	silhyeon	realisation (of a dream, a plan)	드디어 꿈이 실현됐어요. My dream has finally come true.
안기다	angida	give, bring (a result, a win)	그 소식은 가족들에게 큰 기쁨을 안겼어요. The news brought the family great joy.
앞장서다	apjangseoda	take the lead	언니는 늘 어려운 일에 앞장서요. My sister always takes the lead when things get hard.
애쓰다	aesseuda	try hard, make an effort	행사를 준비하느라 다들 애썼어요. Everyone worked hard to prepare the event.
업적	eopjeok	achievement(s), accomplishment	그 과학자는 많은 업적을 남겼어요. That scientist left many achievements behind.
완벽	wanbyeok	perfection	완벽한 사람은 없어요. Nobody's perfect.
유능	yuneung	competence	그는 유능한 직원이에요. He's a capable employee.
이룩하다	irukada	achieve, accomplish	그 회사는 짧은 시간에 큰 발전을 이룩했어요. The company made great progress in a short time.
인정받다	injeongbatda	be recognised (for your work)	그 선생님은 실력을 인정받았어요. That teacher's skill was recognised.
임무	immu	mission, assignment, duty	저에게 중요한 임무가 주어졌어요. I was given an important assignment.
적극	jeokgeuk	active(ly)	회사는 직원들의 의견을 적극 받아들였어요. The company took the staff's suggestions

			on board wholeheartedly.
주어지다	jueojida	be given	주어진 시간 안에 끝내야 해요. We have to finish within the time we're given.
책임	chaegim	responsibility	이 일은 제 책임이에요. This is my responsibility.
책임감	chaegimgam	sense of responsibility	그는 책임감이 강해요. He has a strong sense of responsibility.
책임자	chaegimja	person in charge, manager	이 가게 책임자가 누구예요? Who's in charge of this shop?

pattern done completely; went and did: -어 버리다

verb + -아/어 | 버리다 | completely, with relief or regret

-어 버리다 says an action is done completely, usually with a feeling attached: relief (보고서를 다 써 버렸어요, got the whole report done!) or regret (파일을 지워 버렸어요, I went and deleted the file). 잊어버리다 and 잃어버리다 are so common that they're written as one word.

밤새 보고서를 다 써 버렸어요. **bamsae bogoseo reul da sseo beoryeosseoyo** I got the whole report written overnight.

제가 도착하기 전에 버스가 떠나 버렸어요. **jega dochak hagi jeon e beoseu ga tteona beoryeosseoyo** The bus had already left before I got there.

화가 나서 동료를 비난해 버렸는데 후회돼요. **hwa ga naseo dongnyo reul binan hae beoryeonneunde huhoe dwaeyo** I was angry and went and criticised my colleague, and now I regret it.

dialogue a late night

subin 안나 씨, 아직 퇴근 안 했어요? 벌써 아홉 시예요.
anna ssi ajik toegeun an haesseoyo beolsseo ahop si yeyo · Anna, you haven't gone home yet? It's already nine.

anna 과장님이 주신 첫 임무예요. '서울 하루 여행' 계획이요. 근데 실수로 파일을 지워 버렸어요!
gwajang nim i jusin cheot immu yeyo seoul haru yeohaeng gyehoek iyo geunde silsu ro pail eul jiwo beoryeosseoyo · It's my first assignment from Hyunwoo. The 'day in Seoul' plan. But I deleted the file by mistake!

subin 어머, 어떡해요! 처음부터 다시 해야 돼요?
eomeo eotteokaeyo cheoeum buteo dasi haeya dwaeyo · Oh no, what are you going to do? Do you have to start again from scratch?

anna 네. 그래도 저한테 주어진 일이니까 좀 늦더라도 제가 끝까지 해야지요. 제 책임이에요.
ne geuraedo jeo hante jueojin il inikka jom neutdeorado jega kkeut kkaji haeyajiyo je chaegim ieyo · Yes. But it's the job I was given, so even if it takes a while, I have to see it through. It's my responsibility.

subin 안나 씨는 책임감이 정말 강하네요. 집에 가도 할 일이 없고 해서 저도 같이 할게요. 둘이 나눠서 하면 금방 끝날 거예요.
anna ssi neun chaegimgam i jeongmal ganghaneyo jip e gado hal il i eopgo haeseo jeo do gachi halgeyo dul i nanwoseo hamyeon geumbang kkeunnal geo yeyo · You really do have a strong sense of responsibility. I've got nothing to do at home anyway, so I'll help. If we split it between us, we'll be done in no time.

hyunwoo (다음 날 아침) 안나 씨, 수빈 씨, 계획 봤어요. 처음 시도한 일인데 임무를 아주 성공적으로 수행했네요.
daeum nal achim anna ssi subin ssi gyehoek bwasseoyo cheoeum sido han il inde immu reul aju seonggongjeok euro suhaeng haenneyo · (the next morning) Anna, Subin, I've seen the plan. It's your first try, and you've carried out the assignment very successfully.

hyunwoo 실장님은 이 회사에서 큰 업적을 이룩하신 분인데, 두 사람을 보고 유능한 신입사원들이라고 하셨어요. 이렇게만 하면 회사에서 인정받는 건 시간 문제예요.
siljang nim eun i hoesa eseo keun eopjeok eul irukasin bun inde du saram eul bogo yuneung han sinipsawon deul irago hasyeosseoyo ireoke man hamyeon hoesa eseo injeongbanneun geon sigan munje yeyo · Our head of department has achieved great things in this company, and she called you two very capable recruits. Keep this up, and it's only a matter of time before you're recognised here.

anna 사실 어젯밤에 파일을 다 지워 버려서 수빈 씨랑 밤늦게까지 문서를 다시 만들었어요. 아직 완벽하지는 않아요.
sasil eojetbam e pail eul da jiwo beoryeoseo subin ssi rang bamneutge kkaji munseo reul dasi mandeureosseoyo ajik wanbyeok haji neun anayo · Actually, I wiped the whole file last night, so Subin and I made the document again till late. It's not perfect yet.

hyunwoo 그래도 포기하지 않고 끝까지 애썼네요. 좋은 성과예요. 이 계획이 우리 팀에 좋은 결과를 안겨 줄 것 같아요. 다음 달 세미나도 두 사람이 앞장서서 준비해 주세요. 초청장 작업도 두 사람한테 부탁할게요.
geuraedo pogi haji anko kkeut kkaji aesseonneyo joeun seonggwa yeyo i gyehoek i uri tim e joeun gyeolgwa reul angyeo jul geot gatayo daeum dal semina do du saram i apjangseoseo junbi hae juseyo chocheongjang jageop do du saram hante butak halgeyo · But you didn't give up; you saw it through. That's a good result. I think this plan will bring our team a good outcome. Please take the lead on next month's seminar too. And I'll ask you two to do the invitations.

subin 네! 준비가 되는 대로 보고 드릴게요.
ne junbi ga doeneun daero bogo deurilgeyo · Yes! We'll report back as soon as it's ready.

good to know · 책임 (responsibility) builds a family: 책임감 (a sense of responsibility), 책임자 (the person in charge), 책임을 지다 (take responsibility), 책임감이 강하다 (be very responsible). 인정받다 is "be recognised (for your work)": 회사에서 인정받다, 실력을 인정받다. It's the passive side of 인정하다 (recognise, admit). Idiom: 눈코 뜰 새 없다, "no time to open your eyes and nose": to be run off your feet. It's nearly always 눈코 뜰 새 없이 바쁘다 (새 here is a short 사이, "a moment").

Disaster, effort and a good result: you can now talk about work you're proud of (and the mistakes along the way). 드디어 다 끝내 버렸어요!
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day 30 what really matters

Talk about what is necessary, efficient or pointless, build words with 무-, 부-, 비-, 저-, -력 and -성, and set a condition with -는 한, "as long as".

Prefixes and suffixes unlock hundreds of written words at once (무표정, 비공식, 전문성), and -는 한 is the "as long as" of promises and rules.

words

word	romanisation	meaning	example
한	han	limit; -는 한: as long as	비가 오지 않는 한{han-2} 경기는 열려요. Unless it rains, the match goes ahead.
책임지다	chaegimjida	take responsibility for	제가 실수했으니까 제가 책임질게요. It was my mistake, so I'll take responsibility.
해내다	haenaeda	manage, pull off	어려운 일이었지만 결국 해냈어요. It was a hard job, but we pulled it off in the end.
힘쓰다	himsseuda	make an effort, work hard (at)	회사는 고객 만족을 위해 힘써요. The company works hard for customer satisfaction.
-력	-ryeok	-력: power, ability (표현력)	안나 씨는 표현력이 좋아요. Anna expresses herself well.
무-	mu-	무-: without, non- (무표정)	그 사람은 늘 무{mu-2}표정이에요. He's always expressionless.
무의미	muuimi	meaninglessness	이렇게 싸우는 건 무의미해요. Fighting like this is pointless.
부-	bu-	부-: not, un- (부정확)	제 발음이 아직 좀 부{bu-2}자연스러워요. My pronunciation still sounds a bit unnatural.
불가피하다	bulgapihada	unavoidable	바쁠 때는 야근이 불가피해요. When we're busy, overtime is unavoidable.
불충분	bulchungbun	insufficiency	설명이 불충분해서 이해가 안 돼요. The explanation isn't enough for me to understand.
불필요	bulpiryo	being unnecessary	불필요한 물건은 사지 마세요. Don't buy things you don't need.
불확실	bulhwaksil	uncertainty	내일 날씨가 불확실해요. Tomorrow's weather is uncertain.
비-	bi-	비-: non-, un- (비공식)	이건 비{bi-3}공식 모임이에요. This is an unofficial gathering.
-성	-seong	-성: -ness, quality (전문성)	이 일은 전문성{seong-2}이 필요해요. This work requires expertise.
유지	yuji	maintaining, keeping	건강을 유지하려고 매일 걸어요. I walk every day to stay healthy.
저-	jeo-	저-: low (저비용)	저{jeo-4}비용 여행 상품이 인기가 많아요. Low-cost travel products are very popular.

필수	pilsu	a must, essential	이 수업은 필수예요. This class is compulsory.
필수적	pilsujeok	essential	물은 생활에 필수적이에요. Water is essential to life.
필요성	piryoseong	need, necessity	운동의 필요성을 느꼈어요. I felt the need to exercise.
효과적	hyogwajeok	effective	이 방법이 더 효과적이에요. This method is more effective.
효율적	hyoyuljeok	efficient	시간을 효율적으로 써야{sseuda-3} 해요. You have to use your time efficiently.
까다롭다	kkadaropda	fussy, demanding, tricky	그 손님은 정말 까다로워요. That customer is really demanding.

pattern as long as, unless: -는 한

verb, 있다 / 없다 | -는 한 | what holds while the condition lasts

-는 한 means “as long as”: the second part holds while the condition lasts. 제가 있는 한 (as long as I'm here); with a negative it means “unless”: 특별한 일이 없는 한 (unless something comes up). 한 is a noun meaning “limit”, so it's written with a space.

제가 이 팀에 있는 한 최선을 다하겠습니다. **jega i tim e inneun han choeseon eul da hagetseumnida** As long as I'm on this team, I'll do my very best.

비가 많이 오지 않는 한 행사는 예정대로 진행합니다. **bi ga mani oji anneun han haengsa neun yejeong daero jinhaeng hamnida** Unless it rains heavily, the event goes ahead as planned.

건강을 유지하는 한 퇴직할 때까지 계속 일하고 싶어요. **geongang eul yuji haneun han toejik hal ttae kkaji gyesok il hago sipeoyo** As long as I stay healthy, I want to keep working until I retire.

dialogue what really matters

hyunwoo 오늘은 비공식 회의예요. 편하게 이야기해요. 첫 달이 거의 끝나 가는데, 회사 생활 어때요?
oneul eun bi gongsik hoeui yeyo pyeonhage iyagi haeyo cheot dal i geoui kkeunna ganeunde hoesa saenghwal eottaeyo · This is an unofficial meeting. Relax. Your first month is nearly over; how's working life?

subin 재미있어요. 근데 아직 초보라서 까다로운 손님을 만나면 힘들 때도 있어요. 어제는 한 손님이 일정이 불확실하다고 화를 내셨어요.
jaemiisseoyo geunde ajik chobo raseo kkadaroun sonnim eul mannamyeon himdeul ttae do isseoyo eoje neun han sonnim i iljeong i bulhwaksil hadago hwa reul naesyeosseoyo · It's fun. But I'm still a beginner, so it can be hard when I get a difficult customer. Yesterday a customer got angry because the itinerary wasn't certain.

hyunwoo 그럴 때는 설명이 불충분하지 않았는지 먼저 생각해 봐요. 정보를 효과적으로 전달하는 게 필수적이에요. 그리고 손님이 뭘 묻든지 친절하게 대답하고요.
geureol ttae neun seolmyeong i bulchungbun haji ananneunji meonjeo saenggak hae bwayo jeongbo reul hyogwajeok euro jeondal haneun ge pilsujeok ieyo geurigo sonnim i mwol mutdeunji chinjeol hage daedap hagoyo · When that happens, first ask yourself whether your explanation was enough. Getting information across effectively is essential. And whatever the customer asks, answer kindly.

anna 과장님, 이 일을 잘하려면 뭘 제일 갖춰야 해요? 저는 아직 한국어 표현이 좀 부자연스러워서 걱정이에요.
gwajang nim i il eul jalharyeomyeon mwol jeil gatchwoya haeyo jeo neun ajik hangugeo pyohyeon i jom bu jayeonseureowoseo geokjeong ieyo · What do you most need to have to be good at this job? I'm worried because my Korean still sounds a bit unnatural.

hyunwoo 안나 씨는 표현력이 좋아요. 외국어 실력이나 전문성도 중요하지만 제일 중요한 건 책임지는 태도예요. 제가 이 회사에 있는 한 이건 계속 강조할 거예요.
anna ssi neun pyohyeon ryeok i joayo oegugeo sillyeok ina jeonmun seong do jungyo hajiman jeil jungyo han geon chaegimjineun taedo yeyo jega i hoesa e inneun han igeon gyesok gangjo hal geo yeyo · You express yourself well, Anna. Language skills and expertise matter, but the most important thing is a responsible attitude. As long as I'm at this company, I'll keep saying that.

hyunwoo 그리고 손님 앞에서 무표정으로 있으면 안 돼요. 웃는 얼굴 하나가 팀 분위기도 유지해 줘요.
geurigo sonnim ap eseo mu pyojeong euro isseumyeon an dwaeyo unneun eolgul hana ga tim bunwigi do yuji hae jwoyo · And don't stand in front of customers with a blank face. One smile also keeps the team spirit up.

anna 불필요한 회의를 줄이는 것도 효율적일 것 같아요. 그리고 저는 나중에 학생들을 위한 저비용 여행 상품을 기획하고 싶어요.
bulpiryo han hoeui reul jurineun geot do hyoyuljeok il geot gatayo geurigo jeo neun najung e haksaeng deul eul wihan jeo biyong yeohaeng sangpum eul gihoek hago sipeoyo · Cutting unnecessary meetings would be efficient too, I think. And one day I'd like to plan low-cost travel products for students.

hyunwoo 좋은 생각이에요. 회의의 필요성을 먼저 따져 보고서 회의를 잡아요. 가끔 야근은 불가피하지만, 건강을 잃으면서까지 일하는 건 무의미해요.
joeun saenggak ieyo hoeui ui piryoseong eul meonjeo ttajyeo bogoseo hoeui reul jabayo gakkeum yageun eun bulgapihajiman geongang eul ireumyeonseo kkaji il haneun geon muuimi haeyo · Good idea. Think through whether a meeting is necessary before you call one. Overtime is sometimes unavoidable, but working until you lose your health is pointless.

subin 과장님 말씀을 듣고 힘이 났어요. 저희도 열심히 힘써서 다음 세미나를 꼭 성공적으로 해낼게요!
gwajang nim malsseum eul deutgo him i nasseoyo jeohui do yeolsimhi himsseoseo daeum semina reul kkok seonggongjeok euro haenaelgeyo · Hearing you say that has given me a boost. We'll work hard and make the next seminar a success, no matter what!

hyunwoo 두 사람은 이미 충분히 유능해요. 저는 옆에서 도울 따름이에요.
du saram eun imi chungbunhi yuneung haeyo jeo neun yeop eseo doul ttareum ieyo · You two are already very capable. I'm only here to help.

good to know · Prefixes make opposites and kinds: 무- (without: 무표정, 무계획), 부- (not: 부정확, 부자연스럽다), 비- (non-: 비공식), 불- (un-: 불필요, 불확실), and 저- (low: 저비용, 저학년). Two suffixes make abstract nouns: -력 (power, ability: 표현력, 경제력) and -성 (quality, nature: 전문성, 필요성, 가능성).

Necessary, efficient, pointless, unofficial: with a handful of prefixes and suffixes you can now read and build dozens of new words. As long as you keep going, 계속하는 한, you'll get there.
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day 31 problems & solutions

Deal with a problem at work: describe the situation, weigh solutions, and give a formal written reason with -기에.

Problem-and-solution texts are a TOPIK II favourite (문제점, 대책, 해결책), and -기에 is the written “because” of notices, emails and reports.

words

word	romanisation	meaning	example
대응	daeeung	response, reaction	회사가 문제에 빠르게 대응했어요. The company responded quickly to the problem.
대책	daechaek	measures, plan of action	학교가 안전 대책을 세웠어요. The school has put safety measures in place.
대처	daecheo	dealing with, coping	갑작스러운 일에 잘 대처했어요. We handled the sudden problem well.
만만하다	manmanhada	easy (to handle), a pushover	회사 생활은 만만하지 않아요. Working life is no picnic.
망치다	mangchida	ruin, spoil	비 때문에 소풍을 망쳤어요. The rain ruined our picnic.
무리	muri	too much, overdoing it	아플 때는 무리하지 마세요. Don't overdo it when you're ill.
문제점	munjejeom	problem, weak point	이 계획의 문제점이 뭐예요? What's wrong with this plan?
방안	bangan	way, plan, option	더 좋은 방안을 찾아봅시다. Let's look for a better way.
번거롭다	beongeoropda	troublesome, a hassle	서류를 다시 내는 건 번거로워요. Handing in the papers again is a hassle.
불리	bulli	disadvantage	비가 오면 우리 팀이 불리{bulli-2}해요. If it rains, it's bad for our team.
불이익	bulliik	disadvantage, penalty	늦게 신청하면 불이익이 있어요. Applying late counts against you.
사태	satae	situation (usually bad)	사태가 점점 심각해지고 있어요. The situation is getting more and more serious.
시달리다	sidallida	be plagued by, suffer from	요즘 두통에 시달리고 있어요. I've been plagued by headaches lately.
여건	yeogeon	conditions, circumstances	여건이 좋아지면 다시 시작할게요. I'll start again when things get better.
유리	yuri	advantage	외국어를 잘하면 취업에 유리{yuri-2}해요. Being good at languages helps you get a job.
장애	jangae	obstacle; disorder, disability	언어는 큰 장애가 되지 않았어요. Language wasn't a big obstacle.

제약	jeyak	restriction, limit	이 일은 시간 제약이 있어요. This job has a time limit.
처하다	cheohada	be faced with (a situation)	회사가 어려운 상황에 처했어요. The company is in a difficult situation.
큰일	keunil	a serious matter, trouble	지갑을 잃어버려서 큰일이에요. I've lost my wallet; I'm in trouble.
한계	hangye	limit	제 체력에도 한계가 있어요. Even my stamina has its limits.
해결책	haegyeolchaek	solution	좋은 해결책이 떠올랐어요. A good solution came to mind.

pattern because, since (written): -기에

reason: verb or adjective | -기에 | result (notices, emails, reports)

-기에 gives a reason in written or formal Korean: notices, emails, reports and the news. 태풍이 오기에 means the same as 태풍이 와서. Like -아서, it can't be followed by a command or a suggestion. For the past: 늦었기에; after a noun: 이기에.

태풍이 올 것으로 예상되기에 행사를 취소합니다. **taepung i ol geot euro yesang doegie haengsa reul chwiso hamnida** As a typhoon is expected, the event is cancelled.

여건이 좋지 않기에 세미나를 다음 달로 미루었습니다. **yeogeon i jochi anki e semina reul daeum dal ro mirueotseumnida** As conditions are not good, the seminar has been moved to next month.

손님이 많기에 임시 직원을 더 뽑았습니다. **sonnim i manki e imsi jigwon eul deo ppobatseumnida** Because there are many customers, we have hired more temporary staff.

dialogue typhoon warning

hyunwoo 다들 들었어요? 금요일에 제주도에 태풍이 온대요. 이번 주말 제주도 여행이 큰일이에요.
da deul deureosseoyo geumyoil e jejudo e taepung i ondaeyo ibeon jumal jejudo yeohaeng i keunil ieyo · Have you all heard? A typhoon is hitting Jeju on Friday. This weekend's Jeju tour is in trouble.

seoyeon 벌써 비행기 취소 소식이 나오고 있어요. 손님 스무 명이 갑자기 어려운 사태에 처하게 됐어요. 게다가 아침부터 문의 전화에 시달리고 있어요.
beolsseo bihaenggi chwiso sosik i naogo isseoyo sonnim seumu myeong i gapjagi eoryeoun satae e cheohage dwaesseoyo gedaga achim buteo munui jeonhwa e sidalligo isseoyo · News of cancelled flights is already coming in. Twenty customers are suddenly in a difficult situation. On top of that, I've been swamped with calls since this morning.

subin 제주도는 제 고향이라서 잘 알아요. 태풍이 오면 배도 비행기도 다 멈춰 버려요.
jejudo neun je gohyang iraseo jal arayo taepung i omyeon bae do bihaenggi do da meomchwo beoryeoyo · Jeju's my home, so I know it well. When a typhoon comes, the ferries and the planes all just stop.

hyunwoo 빨리 대책을 세워야 해요. 손님들이 불이익을 받지 않도록 대응 방안을 찾아봅시다. 여행 일이 만만하지 않지요?
ppalli daechaek eul sewoya haeyo sonnim deul i bulliik eul batji antorok daeeung bangan eul chajabopsida yeohaeng il i manmanhaji anchiyo · We need to come up with a plan, fast. Let's find a way to respond so the customers don't lose out. Travel work isn't easy, is it?

anna 제가 해결책을 두 가지 제시해 볼게요. 여행을 일주일 미루거나, 날씨가 좋은 부산으로 바꾸는 건 어때요?
jega haegyeolchaek eul du gaji jesi hae bolgeyo yeohaeng eul iljuil mirugeona nalssi ga joeun busan euro bakkuneun geon eottaeyo · Let me suggest two solutions. How about postponing the tour by a week, or switching to Busan, where the weather's fine?

seoyeon 부산은 여건이 좋지만 비용이 문제예요. 호텔 측에 새로 예약을 요청해야 해서 번거롭고요. 우리 회사에 불리한 점도 있어요.
busan eun yeogeon i jochiman biyong i munje yeyo hotel cheuk e saero yeyak eul yocheong haeya haeseo beongeoropgoyo uri hoesa e bulli han jeom do isseoyo · Busan has good conditions, but cost is the problem. We'd have to ask the hotels for new bookings too, which is a hassle. And it's not great for the company.

subin 손님 입장에서 생각할수록 날짜를 미루는 게 더 유리할 것 같아요. 하지만 혼자 여행하는 손님들한테는 일정 변경이 장애가 될지도 몰라요.
sonnim ipjang eseo saenggak halsurok naljja reul miruneun ge deo yuri hal geot gatayo hajiman honja yeohaeng haneun sonnim deul hante neun iljeong byeongyeong i jangae ga doeljido mollayo · The more I think about it from the customers' side, the better it seems to postpone. But for customers travelling alone, a change of dates could be an obstacle.

hyunwoo 좋아요. 시간의 제약이 있으니까 손님들께 바로 메일을 보내요. 안나 씨가 상황을 간단히 요약해서 써 볼래요?
joayo sigan ui jeyak i isseunikka sonnim deul kke baro meil eul bonaeyo anna ssi ga sanghwang eul gandanhi yoyak haeseo sseo bollaeyo · Good. We're short of time, so let's email the customers right away. Anna, will you write it, with a short summary of the situation?

anna '고객님께. 이번 주말 제주도에 태풍이 올 것으로 예상되기에 여행 일정을 변경하게 되었습니다. 다음 주 토요일로 날짜를 바꾸시거나, 언제든지 환불을 받으실 수 있습니다. 불편을 드려 죄송합니다.'
gogaek nim kke ibeon jumal jejudo e taepung i ol geot euro yesang doegie yeohaeng iljeong eul byeongyeong hage doeeotseumnida daeum ju toyoil ro naljja reul bakkusigeona eonje deunji hwanbul eul badeusil su itseumnida bulpyeon eul deuryeo joesonghamnida · 'Dear customer. As a typhoon is expected in Jeju this weekend, we have had to change the tour schedule. You can move to next Saturday or get a refund at any time. We apologise for the inconvenience.'

hyunwoo 완벽해요. 날씨는 우리 힘의 한계 밖이지만 대처는 우리가 할 수 있어요. 제가 이 팀에 있는 한 손님들이 불이익을 받는 일은 없을 거예요. 문제점은 다음 회의에서 다시 정리합시다.
wanbyeok haeyo nalssi neun uri him ui hangye bak ijiman daecheo neun uri ga hal su isseoyo jega i tim e

inneun han sonnim deul i bulliik eul banneun il eun eopseul geo yeyo munjejeom eun daeum hoeui eseo dasi jeongni hapsida · Perfect. The weather is beyond our control, but how we deal with it isn't. As long as I'm on this team, no customer will lose out. We'll go over what went wrong at the next meeting.

subin 손님들이 일정 조정에 다 동의해 주시면 좋겠어요.

sonnim deul i iljeong jojeong e da dongui hae jusimyeon jokesseoyo · I hope all the customers agree to the change of dates.

good to know · Solutions come in a family: 대책 (measures, a plan of action), 방안 (a way, an option), 해결책 (a solution). Problems too: 문제점 (the problem, the weak point), 사태 (a situation, usually a bad one). 큰일 is “a big problem”: 큰일 났어요! (We're in trouble!). Careful: 큰 일 with a space is just “a big job”.

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chapter 1 a letter to ms kim

anna 지호야, 김 선생님께 메일을 썼는데 표현이 자연스러운지 봐 줄래? 용건은 세미나 초청이야. 초청장도 같이 보내 드리려고.

jiho ya gim seonsaengnim kke meil eul sseonneunde pyohyeon i jayeonseureounji bwa jullae yonggeon eun semina chocheong iya chocheongjang do gachi bonae deuriryeogo · Jiho, I've written an email to Ms Kim. Can you check whether it sounds natural? It's to invite her to the seminar. I'm sending an invitation card with it.

anna '김 선생님께. 안녕하십니까? 안나입니다. 선생님께서 써 주신 추천서 덕분에 여행사에 입사한 지 벌써 한 달이 되었습니다. 저는 기획팀의 신입사원으로서 외국인을 위한 여행 상품을 기획하고 있습니다. 입사 동기인 수빈 씨는 제주도에서 왔는데, 관광 통역 자격증도 갖춘 유능한 인재입니다.'

gim seonsaengnim kke annyeong hasimnikka anna imnida seonsaengnim kkeseo sseo jusin chucheonseo deokbun e yeohaengsa e ipsa han ji beolsseo han dal i doeeotseumnida jeo neun gihoek tim ui sinipsawon euroseo oegugin eul wihan yeohaeng sangpum eul gihoek hago itseumnida ipsa donggi in subin ssi neun jejudo eseo wanneunde gwangwang tongyeok jagyeokjeung do gatchun yuneung han injae imnida · 'Dear Ms Kim. How are you? It's Anna. Thanks to the reference you wrote for me, it's already been a month since I joined the travel company. As a new recruit on the planning team, I'm planning travel products for visitors from abroad. Subin, who joined with me, comes from Jeju; she's a very capable person and even has a tourist-interpreting qualification.'

anna '처음에는 일이 서툴고 실수도 많았습니다. 첫 과제를 하다가 파일을 지워 버린 날도 있었습니다. 그래도 이제 일이 조금씩 손에 익고 있습니다. 회사 생활은 만만하지 않지만 이 일이 제 적성에 잘 맞는다는 것을 깨달았습니다.'

cheoeum e neun il i seotulgo silsu do manatseumnida cheot gwaje reul hadaga pail eul jiwo beorin nal do isseotseumnida geuraedo ije il i jogeumssik son e ikgo itseumnida hoesa saenghwal eun manmanhaji anchiman i il i je jeokseong e jal manneundaneun geot eul kkaedaratseumnida · 'At first I was clumsy at the work and made plenty of mistakes. One day I even deleted a file while doing my first project. But now I'm slowly getting the hang of things. Office life is no easy matter, but I've realised this job really suits me.'

anna '다음 주 금요일에 저희 팀이 외국인 관광 세미나를 개최하는데, 선생님을 초청하고자 이 메일을 드립니다. 시간이 되시면 꼭 와 주십시오. 안나 올림'

daeum ju geumyoil e jeohui tim i oegugin gwangwang semina reul gaechoe haneunde seonsaengnim eul chocheong hagoja i meil eul deurimnida sigan i doesimyeon kkok wa jusipsio anna ollim · 'Next Friday our team is holding a seminar on tourism for foreign visitors, and I am writing to invite you. If you have time, please do come. Yours, Anna'

jiho 완벽해. 부자연스러운 데가 하나도 없어. 선생님이 정말 좋아하시겠다. 근데 너 첫 월급 탔다며? 맛있는 거 사 줘!

wanbyeok hae bu jayeonseureoun de ga hana do eopseo seonsaengnim i jeongmal joahasigetda geunde neo cheot wolgeup tatdamyeo masinneun geo sa jwo · It's perfect. There's nothing unnatural in it at all. Ms Kim will be so pleased. But I hear you got your first pay? Buy me something nice!

anna 알았어. 월급이 지급되는 날 정말 기뻤어. 연봉이 높지는 않지만 고정 수입이 생겨서 좋아. 이번 주말에 고기 먹으러 가자.

arasseo wolgeup i jigeup doeneun nal jeongmal gippeosseo yeonbong i nopji neun anchiman gojeong suip i saenggyeoseo joa ibeon jumal e gogi meogeureo gaja · Okay. I was so happy on the day the pay came in. The salary isn't high, but it's nice to have a fixed income. Let's go for barbecue this weekend.

jiho 좋아! 근데 회사 일은 어때? 상사가 까다롭지는 않아?

joa geunde hoesa il eun eottae sangsa ga kkadaropjineun ana · Great! So how's work? Your boss isn't difficult, is he?

anna 과장님이 정말 좋으셔. 책임감도 강하시고. 지난번에 과장님 말씀을 듣고서 일에 대한 태도가 많이 바뀌었어.

gwajang nim i jeongmal joeusyeo chaegimgam do ganghasigo jinanbeon e gwajang nim malsseum eul deutgoseo il e daehan taedo ga mani bakkwieosseo · Hyunwoo is really nice. He has a strong sense of responsibility too. After I listened to him the other day, my attitude to work changed a lot.

jiho 벌써 사회생활 선배 같은 말을 하네. 한 달 동안 한 번도 결근 안 했지?

beolsseo sahoesaenghwal seonbae gateun mal eul hane han dal dongan han beon do gyeolgeun an haetji · You already sound like a working-life veteran. You haven't missed a single day in a month, have you?

anna 응. 아무리 피곤하더라도 지각도 결근도 안 했어. 그게 신입사원의 첫 번째 임무래.

eung amuri pigon hadeorado jigak do gyeolgeun do an haesseo geuge sinipsawon ui cheot beonjjae immu rae · Nope. However tired I was, I was never late and never missed a day. That's a new recruit's first duty, apparently.

chapter 2 the opening speech

hyunwoo 안녕하십니까. 오늘 세미나에 참석해 주신 여행사 관계자 여러분께 감사할 따름입니다.
annyeong hasimnikka oneul semina e chamseok hae jusin yeohaengsa gwangyeja yeoreobun kke gamsa hal ttareum imnida · Good morning. I can only thank all of you from the travel companies for attending today's seminar.

hyunwoo 아시다시피 요즘 외국인 관광객이 크게 늘었기에 우리 모두에게 새로운 도전이 주어졌습니다. 관광 산업은 많은 노동자에게 일자리를 주고 실업 문제를 줄이는 데에도 도움이 됩니다. 오늘은 앞으로의 방향을 함께 찾고자 이 자리를 준비했습니다.
asidasipi yojeum oegugin gwangwanggaek i keuge neureotgie uri modu ege saeroun dojeon i jueojyeotseumnida gwangwang saneop eun maneun nodongja ege iljari reul jugo sireop munje reul jurineun de e do doum i doemnida oneul eun ap euro ui banghyang eul hamkke chatgoja i jari reul junbi haetseumnida · As you know, the number of foreign tourists has risen sharply, so all of us face a new challenge. Tourism gives jobs to many workers and helps reduce unemployment too. Today we have brought you together to look for the way forward.

hyunwoo 이번 행사는 파트너인 호텔 측의 협조와 협력 덕분에 가능했습니다. 다시 한번 감사드립니다.
ibeon haengsa neun pateuneo in hotel cheuk ui hyeopjo wa hyeomnyeok deokbun e ganeung haetseumnida dasi hanbeon gamsa deurimnida · This event was made possible by the support and cooperation of our partner, the hotel. Thank you once again.

seoyeon (작은 소리로) 안나 씨, 참석자 명단 확인했어요? 해당 손님들한테 자료를 나눠 드려야 해요. 호텔에 마이크도 하나 더 요청했어요.
jageun sori ro anna ssi chamseokja myeongdan hwagin haesseoyo haedang sonnim deul hante jaryo reul nanwo deuryeoya haeyo hotel e maikeu do hana deo yocheong haesseoyo · (quietly) Anna, have you checked the list of participants? We need to hand out the materials to the guests on it. I've also asked the hotel for another microphone.

anna 네, 대리님. 벌써 다 처리했어요. 수빈 씨가 문서도 다 점검해 줬어요.
ne daeri nim beolsseo da cheori haesseoyo subin ssi ga munseo do da jeomgeom hae jwosseoyo · Yes, all done. Subin checked all the documents too.

subin 실장님이 맨 앞에 앉아 계시네요. 떨려서 죽겠어요. 제 얼굴, 완전 무표정이죠?
siljang nim i maen ap e anja gyesineyo tteollyeoseo jukgesseoyo je eolgul wanjeon mu pyojeong ijyo · The head of department is sitting right at the front. I'm so nervous. My face has gone completely blank, hasn't it?

anna 괜찮아요. 우리는 준비한 대로 할 따름이에요. 어떤 질문이든 답할 수 있어요.
gwaenchanayo uri neun junbi han daero hal ttareum ieyo eotteon jilmun ideun dap hal su isseoyo · It's okay. We'll just do it the way we prepared. We can answer any question.

kim (뒤에서) 안나 씨, 수빈 씨! 초청해 줘서 고마워요. 둘 다 정말 전문적으로 보이네요. 전문성이 느껴져요.
dwi eseo anna ssi subin ssi chocheong hae jwoseo gomawoyo dul da jeongmal jeonmunjeok euro boineyo jeonmun seong i neukkyeojyeoyo · (from the back) Anna, Subin! Thank you for inviting me. You both look so professional. I can feel your expertise.

anna 선생님, 와 주셨네요! 정말 오실 줄 몰랐어요.
seonsaengnim wa jusyeonneyo jeongmal osil jul mollasseoyo · Ms Kim, you came! I really didn't know you'd come.

kim 제 학생의 첫 발표회인데 당연히 와야지요. 마땅히 와야 할 자리예요.
je haksaeng ui cheot balpyohoe inde dangyeonhi wayajiyo mattanghi waya hal jari yeyo · It's my student's first presentation; of course I had to come. It's exactly where I should be.

chapter 3 thirty minutes to fill

hyunwoo 큰일이에요. 다음 순서에 발표하실 분이 비행기가 늦어서 30분 늦는대요. 빨리 대응하지 않으면 세미나를 망칠 수 있어요.

keunil ieyo daeum sunseo e balpyo hasil bun i bihaenggi ga neujeoseo bun neunneundaeyo ppalli daeeung haji aneumyeon semina reul mangchil su isseoyo · We're in trouble. The next speaker's flight is late, so he'll be thirty minutes late. If we don't act fast, it could ruin the seminar.

seoyeon 게다가 노트북에 장애가 생겨서 화면이 안 나와요. 예약팀 직원들은 교대 근무라서 지금 일손도 없어요. 제가 임시로 도울게요.

gedaga noteubuk e jangae ga saenggyeoseo hwamyeon i an nawayo yeyak tim jigwon deul eun gyodae geunmu raseo jigeum ilson do eopseoyo jega imsi ro doulgeyo · On top of that, there's a fault with the laptop and the screen isn't working. And the booking team are on shifts, so there's nobody free. I'll help out for now.

subin 30분이나 늦는다니! 정말 어려운 사태에 처했네요. 그럼 그동안 어떻게 해요?

bun ina neunneundani jeongmal eoryeoun satae e cheohaenneyo geureom geudongan eotteoke haeyo · Thirty minutes late? We really are in a tight spot. So what do we do in the meantime?

anna 과장님, 제가 먼저 나서서 우리 '서울 하루 여행' 기획을 발표해 볼게요. 완벽하지 않더라도 시도해 보고 싶어요.

gwajang nim jega meonjeo naseoseo uri seoul haru yeohaeng gihoek eul balpyo hae bolgeyo wanbyeok haji anteorado sido hae bogo sipeoyo · Hyunwoo, let me step in and present our ‘day in Seoul’ plan. Even if it's not perfect, I'd like to try.

subin 그럼 저는 노트북을 점검할게요. 화면이 안 나오든지 소리가 안 나든지 제가 바로 처리할게요. 제가 책임질게요.

geureom jeo neun noteubuk eul jeomgeom halgeyo hwamyeon i an naodeunji sori ga an nadeunji jega baro cheori halgeyo jega chaegimjilgeyo · Then I'll check the laptop. Whether it's the screen or the sound, I'll sort it out right away. Leave it to me.

hyunwoo 좋아요. 스케줄을 조정해서 안나 씨 발표를 먼저 합시다. 시간의 제약이 있으니까 요약해서 10분만 해요. 혼자 다 하려고 무리하지는 마요.

joayo seukejul eul jojeong haeseo anna ssi balpyo reul meonjeo hapsida sigan ui jeyak i isseunikka yoyak haeseo bun man haeyo honja da haryeogo muri haji neun mayo · Good. Let's adjust the schedule and put your presentation first, Anna. We're short of time, so summarise it and keep it to ten minutes. Don't push yourself trying to do it all alone.

hyunwoo (참석자들에게) 여러분, 이 행사의 책임자로서 사과드립니다. 순서를 바꾸어 저희 신입사원의 발표를 먼저 듣겠습니다.

chamseokja deul ege yeoreobun i haengsa ui chaegimja roseo sagwa deurimnida sunseo reul bakkueo jeohui sinipsawon ui balpyo reul meonjeo deutgetseumnida · (to the audience) Ladies and gentlemen, as the person in charge of this event, I apologise. We'll change the order and hear from one of our new recruits first.

anna (발표 중) 외국인 손님들은 무엇을 원하는지 저희가 직접 조사했습니다. 짧은 시간에도 한국의 오늘날과 옛날을 함께 볼 수 있는 효율적인 여행이 필요했습니다. 저비용으로도 충분히 효과적인 여행을 만들 수 있습니다.

balpyo jung oegugin sonnim deul eun mueot eul wonhaneunji jeohui ga jikjeop josa haetseumnida jjalbeun sigan e do hanguk ui oneullal gwa yennal eul hamkke bol su inneun hyoyuljeok in yeohaeng i piryo haetseumnida jeo biyong euro do chungbunhi hyogwajeok in yeohaeng eul mandeul su itseumnida · (presenting) We researched for ourselves what our foreign guests want. They needed an efficient trip where you can see both Korea today and Korea of old, even in a short time. A really effective trip can be made at low cost too.

subin (작은 소리로) 화면 나왔어요! 안나 씨, 계속하세요!

jageun sori ro hwamyeon nawasseoyo anna ssi gyesok haseyo · (quietly) The screen's working! Keep going, Anna!

hyunwoo 참석자들 반응이 정말 좋네요. 두 사람이 이렇게 잘 대처하는 한 걱정할 게 없어요.

chamseokja deul baneung i jeongmal jonneyo du saram i ireoke jal daecheo haneun han geokjeong hal ge eopseoyo · The audience's reaction is really good. As long as you two handle things like this, there's nothing to worry about.

chapter 4 one month in

hyunwoo 안나 씨, 수빈 씨, 잠깐 이야기할까요? 첫 달 평가예요. 세미나는 아주 성공적이었어요. 두 사람의 대처가 우리 팀에 큰 성과를 안겨 줬어요. 덕분에 이번 달 목표도 달성했고요.

anna ssi subin ssi jamkkan iyagi halkkayo cheot dal pyeongga yeyo semina neun aju seonggongjeok ieosseoyo du saram ui daecheo ga uri tim e keun seonggwa reul angyeo jwosseoyo deokbun e ibeon dal mokpyo do dalseong haetgoyo · Anna, Subin, can we have a quick chat? It's your first-month review. The seminar was a great success. The way you two handled things brought our team a big result. Thanks to that, we hit this month's target too.

hyunwoo 실장님도 두 사람이 주어진 임무를 책임감 있게 수행했다고 하셨어요. 제가 지시하지 않아도 먼저 움직였고, 질문에도 적극 답변했지요. 세미나 마무리 작업까지 다 잘했어요. 회사에서 이렇게 빨리 인정받는 신입사원은 드물어요.

siljang nim do du saram i jueojin immu reul chaegimgam itge suhaeng haetdago hasyeosseoyo jega jisi haji ana do meonjeo umjigyeotgo jilmun e do jeokgeuk dapbyeon haetjiyo semina mamuri jageop kkaji da jalhaesseoyo hoesa eseo ireoke ppalli injeongbanneun sinipsawon eun deumureoyo · Our head of department also said you carried out your assignment responsibly. You moved before I even told you, and you answered questions keenly. You even did the seminar wrap-up well. New recruits who are recognised this quickly are rare.

anna 감사합니다. 하지만 문제점도 있었어요. 예비 계획이 불충분했고, 발표 자료에도 불필요하고 무의미한 내용이 많았어요. 예비 계획의 필요성을 느꼈어요.

gamsa hamnida hajiman munjejeom do isseosseoyo yebi gyehoek i bulchungbun haetgo balpyo jaryo e do bulpiryo hago muuimi han naeyong i manasseoyo yebi gyehoek ui piryoseong eul neukkyeosseoyo · Thank you. But there were problems too. Our back-up plan wasn't good enough, and there was a lot of unnecessary, pointless material in the presentation. I felt how much we need a back-up plan.

hyunwoo 맞아요. 계획보다 실천이 어려운데, 두 사람은 바로 실천했어요. 작은 실수는 불가피해요. 다음에는 대책을 미리 세워 두면 더 효율적일 거예요. 날씨처럼 불확실한 일은 늘 있으니까요.

majayo gyehoek boda silcheon i eoryeounde du saram eun baro silcheon haesseoyo jageun silsu neun bulgapihaeyo daeum e neun daechaek eul miri sewo dumyeon deo hyoyuljeok il geo yeyo nalssi cheoreom bulhwaksil han il eun neul isseunikka yo · Right. Doing is harder than planning, and you two did it straight away. Small mistakes are unavoidable. Next time, it'll be more efficient to plan for problems in advance. There's always something uncertain, like the weather.

subin 저희 같은 초보자가 한계를 많이 느꼈어요. 앞으로 더 열심히 힘쓰겠습니다.

jeohui gateun choboja ga hangye reul mani neukkyeosseoyo ap euro deo yeolsimhi himsseugetseumnida · As beginners, we really felt our limits. We'll work even harder from now on.

hyunwoo 결국 해냈잖아요. 외국어 실력은 필수지만 두 사람은 표현력도 좋아요. 이 수준을 유지하는 게 중요해요.

gyeolguk haenaetjanayo oegugeo sillyeok eun pilsu jiman du saram eun pyohyeon ryeok do joayo i sujun eul yuji haneun ge jungyo haeyo · But you pulled it off. Language skills are a must, but you both express yourselves well too. Keeping up this standard is what matters.

hyunwoo 다음 달부터 안나 씨는 외국인 고객 담당, 수빈 씨는 제주도 상품 담당이에요. 단계마다 담당자를 정해서 공지로 알릴게요. 제주도 상품도 기획해야 하고 해서 일이 많을 거예요. 일손이 필요하면 언제든지 말해요.

daeum dal buteo anna ssi neun oegugin gogaek damdang subin ssi neun jejudo sangpum damdang ieyo dangye mada damdangja reul jeonghaeseo gongji ro allilgeyo jejudo sangpum do gihoek haeya hago haeseo il i maneul geo yeyo ilson i piryo hamyeon eonje deunji mal haeyo · From next month, Anna is in charge of foreign customers and Subin of the Jeju products. I'll name someone in charge of each stage and post a notice. With the Jeju products to plan, among other things, there'll be a lot of work. If you need help, say so any time.

subin 제주도는 가을 날씨가 좋아서 여행에 유리해요. 태풍 때문에 불리한 점도 있지만, 호텔 예약이 번거롭더라도 손님들이 불이익을 받지 않게 미리 확보해 둘게요.

jejudo neun gaeul nalssi ga joaseo yeohaeng e yuri haeyo taepung ttaemun e bulli han jeom do itjiman hotel yeyak i beongeoropdeorado sonnim deul i bulliik eul batji anke miri hwakbo hae dulgeyo · Jeju has good weather in autumn, which is an advantage for travel. Typhoons are a drawback, but even if booking hotels is a hassle, I'll secure them early so customers don't lose out.

hyunwoo 좋아요. 이렇게만 하면 3개월 후에 정식 직원이 되는 건 문제가 없을 거예요. 제가 이 팀에 있는 한 두 사람을 믿어요.

joayo ireoke man hamyeon gaewol hu e jeongsik jigwon i doeneun geon munje ga eopseul geo yeyo jega i tim e inneun han du saram eul mideoyo · Good. Keep this up, and becoming permanent staff in three months won't be a problem. As long as I'm on this team, I'll trust you two.

anna 과장님 덕분이에요. 앞으로도 잘 부탁드립니다!

gwajang nim deokbun ieyo ap euro do jal butak deurimnida · It's all thanks to you. We look forward to working with you!

chapter 5 two new friends

seoyeon 오늘은 신입사원 환영 회식이에요! 비공식 자리니까 편하게 해요. 술자리라고 해서 꼭 술을 마셔야 하는 건 아니에요. 음료수든 차든 마음대로 마셔요.

oneul eun sinipsawon hwanyeong hoesik ieyo bi gongsik jari nikka pyeonhage haeyo suljari rago haeseo kkok sul eul masyeoya haneun geon anieyo eumnyosu deun cha deun maeumdaero masyeoyo · Tonight's dinner is to welcome our new recruits! It's unofficial, so relax. Just because it's a get-together doesn't mean you have to drink. Juice, tea, have whatever you like.

hyunwoo 그리고 이 자리는 다음 달에 퇴직하시는 박 부장님 송별회이기도 해요. 부장님은 이 회사에서 큰 업적을 이룩하신 분이에요.

geurigo i jari neun daeum dal e toejik hasineun bak bujangnim songbyeolhoe igi do haeyo bujangnim eun i hoesa eseo keun eopjeok eul irukasin bun ieyo · And tonight is also a farewell for Mr Park, our department manager, who retires next month. He has achieved great things at this company.

subin 부장님은 언제 입사하셨어요? 처음부터 우리 부서에 계셨어요?

bujangnim eun eonje ipsa hasyeosseoyo cheoeum buteo uri buseo e gyesyeosseoyo · When did you join the company, Mr Park? Have you been in our department from the start?

hyunwoo (부장님 대신) 삼십 년 전에 경력도 없는 초보 사무직으로 입사하셨대요. 그때는 임금도 낮고 노동 시간도 길었대요. 부장님은 근로자들의 요구를 회사에 전하는 데 늘 앞장서셨어요. 야근 보상도 그때 생겼대요.

bujangnim daesin samsip nyeon jeon e gyeongnyeok do eomneun chobo samujik euro ipsa hasyeotdaeyo geuttae neun imgeum do nat go nodong sigan do gireotdaeyo bujangnim eun geulloja deul ui yogu reul hoesa e jeon haneun de neul apjangseosyeosseoyo yageun bosang do geuttae saenggyeotdaeyo · (answering for him) He says he joined thirty years ago as a beginner office clerk with no experience. Back then wages were low and working hours were long. He always led the way in taking the workers' requests to the company. That's when overtime pay started, apparently.

seoyeon 지위가 높아진 후에도 직원들과 번갈아 가며 야간 근무를 하셨대요. 어떤 문제든 잘 다루셨고요.

jiwi ga nopajin hu e do jigwon deul gwa beongara gamyeo yagan geunmu reul hasyeotdaeyo eotteon munje deun jal darusyeotgoyo · Even after he became senior, he took turns with the staff on night shifts. And he handled any problem well.

anna 와, 삼십 년이라니! 정말 대단하세요. 저도 진로 고민을 많이 했는데, 이 분야에서 제 꿈을 실현하고 싶어요.

wa samsip nyeon irani jeongmal daedanhaseyo jeo do jillo gomin eul mani haenneunde i bunya eseo je kkum eul silhyeon hago sipeoyo · Wow, thirty years! That's amazing. I thought hard about my career too, and I want to make my dream come true in this field.

subin 저는 취업 원서를 스무 번이나 냈어요. 처음에는 전문직도 생각했고요. 지난주에는 문의 전화에 시달렸지만, 그래도 이 회사에 오길 잘했어요. 여건도 좋고 사람들도 좋아요.

jeo neun chwieop wonseo reul seumu beon ina naesseoyo cheoeum e neun jeonmunjik do saenggak haetgoyo jinanju e neun munui jeonhwa e sidallyeotjiman geuraedo i hoesa e ogil jalhaesseoyo yeogeon do joko saramdeul do joayo · I sent off twenty job applications. At first I even thought about a profession. Last week I was swamped with enquiry calls, but I'm still glad I came here. The conditions are good and so are the people.

subin 안나 씨, 우리 입사 동기잖아요. 이제 말 놓을까요?

anna ssi uri ipsa donggi janayo ije mal noeulkkayo · Anna, we joined together. Shall we drop the formalities now?

anna 좋아! 수빈아, 앞으로 잘 부탁해. 힘든 날이 오더라도 같이 힘내자. 다들 우리 같은 초보를 키우느라 애쓰셨어요. 감사합니다!

joa subin a ap euro jal butak hae himdeun nal i odeorado gachi himnaeja da deul uri gateun chobo reul kiuneura aesseusyeosseoyo gamsa hamnida · Sure! Subin, here's to us. Even when hard days come, let's keep each other going. Thank you, everyone, for all the effort you've put into training beginners like us!

subin 하하, 알았어. 그리고 여름 휴가 때 우리 고향 제주도에 같이 가자. 내가 운전 면허가 있으니까 다 안내해 줄게. 바다든 산이든 다 보여 줄게!

haha arasseo geurigo yeoreum hyuga ttae uri gohyang jejudo e gachi gaja naega unjeon myeonheo ga isseunikka da annae hae julge bada deun san ideun da boyeo julge · Ha ha, deal. And in the summer holidays, come to Jeju with me, my home island. I've got a driving licence, so I'll show you round. The sea, the mountains, I'll show you everything!

seoyeon 둘이 벌써 친구가 됐다니 보기 좋네요. 자, 다들 고기 먹어요!

dul i beolsseo chingu ga dwaetdani bogi jonneyo ja da deul gogi meogeoyo · You two are friends already? Lovely to see. Right, everyone, eat up!

That's unit 4: Anna's first month, from day one to her first review, in emails, speeches, meetings and dinners. You can now work in Korean. 수고하셨습니다!
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