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day 14 we're hiring

Korean TOPIK 5 in 120 days
unit 3 · the new team

Read a job advert and talk about applicants, prospects and careers, and say what is worth doing with -을 만하다.

Job adverts and application rules are classic TOPIK II reading texts, and -을 만하다 (worth …ing) is how Koreans recommend anything from a film to a job.

words

word	romanisation	meaning	example
만하다	manhada	worth …ing, good enough to (-을 만하다)	그 영화는 한번 볼 만해요. That film is worth seeing.
구인	guin	recruiting, looking for staff	식당 앞에 구인 광고가 붙어 있었어요. There was a job ad on the front of the restaurant.
구직	gujik	job hunting, looking for work	졸업하고 1년 동안 구직 활동을 했어요. After graduating, I spent a year job hunting.
구직난	gujingnan	job shortage (for job seekers)	구직난 때문에 대학생들이 걱정이 많아요. University students worry a lot because jobs are so scarce.
구직자	gujikja	job seeker	올해는 구직자 수{su-2}가 더 늘었어요. The number of job seekers has grown again this year.
채용	chaeyong	hiring, recruitment	이번에 신입 직원 세 명을 채용했어요. We've just hired three new employees.
지원서	jiwonseo	application form	지원서는 이메일로 보내 주세요. Please send your application by email.
지원자	jiwonja	applicant	지원자가 생각보다 많았어요. There were more applicants than we expected.
면접시험	myeonjeopsiheom	interview (as a selection stage)	서류에 합격하면 면접시험을 봐요. If you pass the paper stage, you have an interview.
소개서	sogaeseo	letter of introduction; 자기소개서: cover letter	자기소개서를 쓰는 데 일주일이 걸렸어요. It took me a week to write my cover letter.
선발	seonbal	selection (of people)	이번 대회에 나갈 선수를 선발했어요. They've picked the players for the competition.
구비	gubi	having (papers) ready; required	구비 서류를 다 준비했어요? Have you got all the required documents ready?
서면	seomyeon	writing, paper (서면으로: in writing)	결과는 서면{seomyeon}으로 알려 드립니다. We will let you know the result in writing.

원본	wonbon	the original (document)	졸업 증명서 원본을 가져오세요. Please bring the original of your graduation certificate.
취득	chwideuk	getting, obtaining (a licence)	올해 목표는 자격증 취득이에요. My goal this year is to get a qualification.
취업률	chwieomnyul	employment rate	이 학과는 취업률이 높아요. This department has a high employment rate.
유망	yumang	promising	요즘 유망 직종이 뭐예요? What are the promising jobs these days?
직종	jikjong	type of job, line of work	어떤 직종에서 일하고 싶어요? What line of work would you like to be in?
장래성	jangnaeseong	prospects, a future	이 일은 장래성이 있다고 생각해요. I think this job has good prospects.
전문성	jeonmunseong	expertise, specialist knowledge	이 일은 전문성이 필요해요. This work needs specialist knowledge.
정규직	jeonggyujik	permanent (full-time) post	인턴이 끝나고 정규직이 됐어요. After the internship I got a permanent post.
평생직장	pyeongsaengjikjang	a job for life	요즘은 평생직장이라는 말을 잘 안 써요 {sseuda-3}. People hardly talk about a job for life any more.
이직	ijik	changing jobs	삼 년 일하고 다른 회사로 이직했어요. After three years I moved to another company.
사원	sawon	employee, staff member	신입 사원들이 오늘 처음 출근했어요. The new employees came in for their first day today.
신임	sinim	newly appointed	신임 사장님이 인사를 하셨어요. The newly appointed president gave a greeting.

pattern worth doing, good enough to: -을 만하다

verb | -을 / -ㄹ | 만하다

-을 만하다 says something is worth doing or good enough for it: 볼 만한 영화 (a film worth seeing), 믿을 만한 사람 (someone you can trust). After a stem with a final consonant use -을 (읽을 만해요), after a vowel -ㄹ (볼 만해요). With a feeling it means “understandable, no wonder”: 화가 날 만해요.

이 회사는 한번 지원해 볼 만해요. **i hoesa neun hanbeon jiwon hae bol manhaeyo** This company is worth applying to.

그 지원자는 믿을 만한 사람 같았어요. **geu jiwonja neun mideul manhan saram gatasseoyo** That applicant seemed like someone you could trust.

세 번이나 떨어졌으니 실망할 만하지요. **se beon ina tteoreojeosseuni silmang hal manhaji yo** She failed three times, so no wonder she’s disappointed.

dialogue thirty applications

subin 안나야, 구인 광고를 올리고 엿새 동안 지원서가 서른 개 넘게 들어왔어!

anna ya guin gwanggo reul olligo yeotsae dongan jiwonseo ga seoreun gae neomge deureowasseo · Anna, in the six days since we posted the job ad, we've had over thirty applications!

anna 와, 구직난은 여전하구나. 구직자들이 어디든 일단 지원하는 거야.

wa gujingnan eun yeojeonhaguna gujikja deul i eodi deun ildan jiwon haneun geo ya · Wow, the job market is as tough as ever. Job seekers apply anywhere, just in case.

subin 응. 취업률이 낮으니까. 구직 활동을 1년 넘게 하는 사람도 많대. 근데 자기소개서를 구석구석 읽어 보니까 전문성이 있는 사람이 꽤 있더라.

eung chwieomnyul i najeunikka gujik hwaldong eul nyeon neomge haneun saram do mantae geunde jagisogaeseo reul guseokguseok ilgeo bonikka jeonmunseong i inneun saram i kkwae itdeora · Yeah, with employment so low. Lots of people spend over a year job hunting, apparently. But reading the cover letters from top to bottom, quite a few of them have real expertise.

anna 이 사람 봐. 관광 관련 자격증을 세 개나 취득했어. 만나 볼 만하다.

i saram bwa gwangwang gwallyeon jagyeokjeung eul se gae na chwideuk haesseo manna bol manhada · Look at this one. She's got three tourism qualifications. She's worth meeting.

subin 근데 벌써 이직을 세 번이나 했어. 들어와서 금세 그만두면 어떡해? 좀 걱정되지 않아?

geunde beolsseo ijik eul se beon ina haesseo deureowaseo geumse geumandumyeon eotteokae jom geokjeong doeji ana · But she's already changed jobs three times. What if she joins and quits in no time? Doesn't that worry you a bit?

anna 요즘은 평생직장이 없잖아. 사람은 누구나 더 나은 곳을 찾는 법이야.

yojeum eun pyeongsaengjikjang i eopjana saram eun nuguna deo naeun got eul channeun beop iya · There's no such thing as a job for life now. Everyone looks for something better; that's just how it is.

subin 하긴, 동감이야. 자연 여행 가이드는 유망 직종이니까 장래성을 보고 온 사람도 많을 거야.

hagin donggam iya jayeon yeohaeng gaideuneun yumang jikjong inikka jangnaeseong eul bogo on saram do maneul geo ya · True, I agree. Nature-tour guiding is a promising field, so lots of them will have come for the prospects.

anna 근데 우리가 찾는 건 손님을 진심으로 대하는 사람이지 자격증이 많은 사람이 아니야.

geunde uri ga channeun geon sonnim eul jinsim euro daehaneun saram iji jagyeokjeung i maneun saram i aniya · But what we want isn't someone with lots of certificates: it's someone who really cares about the guests.

subin 맞아. 정규직 사원 한 명만 선발하니까 면접시험에서 신중히 봐야겠다. 구비 서류는 원본으로 받기로 했지? 서류의 정확성도 확인해야 하니까.

maja jeonggyujik sawon han myeong man seonbal hanikka myeonjeopsiheom eseo sinjunghi bwayagetda gubi seoryu neun wonbon euro batgi ro haetji seoryu ui jeonghwakseong do hwagin haeya hanikka · Right. We're only picking one permanent employee, so we'll have to look carefully at the interviews. We said we'd take the required documents as originals, didn't we? We need to check that the papers are accurate, too.

anna 응. 나도 신임 대리라서 면접을 보는 쪽은 처음이야. 좀 떨린다. 정 긴장되면 네가 먼저 질문해 줘.

eung na do sinim daeri raseo myeonjeop eul boneun jjok eun cheoeum iya jom tteollinda jeong ginjang doemyeon nega meonjeo jilmun hae jwo · Yes. I'm a newly appointed assistant manager, so it's my first time on the interviewing side too. I'm a bit nervous. If I really get too nervous, you ask the first questions.

good to know · 구인 (looking for staff) and 구직 (looking for a job) are mirror words: 구인 광고 is the employer's advert, 구직자 the person reading it. 구직난 is a job shortage for seekers; 구인난 is a shortage of workers. Proverb: 시작이 반이다, "starting is half the job". Koreans say it to cheer someone on before a big new project.

You can now read a job advert and say what is worth doing. Is this course 할 만해요? We hope so.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

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day 15 the organisation chart

Korean TOPIK 5 in 120 days
unit 3 · the new team

Read an organisation chart and talk about departments, ranks, promotions and who reports to whom.

Office Korean is full of ranks and departments, and the same prefixes and suffixes (부-, 총-, -장, -과, -실, -관, -꾼) build hundreds of words you can guess at a glance.

words

word	romanisation	meaning	example
조직	jojik	organisation, structure	회사 조직이 많이 바뀌었어요. The company's structure has changed a lot.
본사	bonsa	head office	본사는 서울에 있어요. Head office is in Seoul.
지사	jisa	branch (office)	부산 지사로 출장을 갔어요. I went on a business trip to the Busan branch.
통합	tonghap	merger, integration	두 팀이 하나로 통합됐어요. The two teams have been merged into one.
-과	-gwa	-과: section, department (인사과)	서류는 인사{insa-2}과{gwa-2}에 내세요. Hand the papers in to HR.
-실	-sil	-실: room, office (회의실, 사장실)	부장님은 지금 사장실{sil-2}에 계세요. Mr Park is in the president's office now.
-장	-jang	-장: head, chief (지사장)	지사장{jang-4}님이 서울에 오셨어요. The head of the branch has come to Seoul.
부-	bu-	부-: vice-, deputy (부사장)	부{bu-4}사장님이 회의를 하셨어요. The vice-president held the meeting.
총-	chong-	총-: general, chief (총책임자)	그분이 이 행사의 총{chong-3}책임자예요. She's in overall charge of this event.
-관	-gwan	-관: official, officer (면접관)	면접관{gwan-3}이 세 명이나 있었어요. There were as many as three interviewers.
직	jik	post, position	팀장 직{jik}은 아직 비어 있어요. The team leader post is still empty.
직위	jigwi	position, rank (formal)	직위가 높을수록 책임도 커요. The higher your position, the bigger your responsibility.
급	geup	level, rank (과장급: section-chief level)	과장{gwajang-2}급 이상{isang-2}만 회의에 들어가요. Only section-chief level and above go into the meeting.
진급	jingeup	promotion (to a higher rank)	올해 대리로 진급했어요. I was promoted to assistant manager this year.

차장	chajang	deputy head (of a department)	현우 씨가 차장이 됐어요. Hyunwoo has become deputy head.
팀장	timjang	team leader	팀장님께 먼저 여쭤볼게요. I'll ask the team leader first.
팀원	timwon	team member	우리 팀은 팀원이 다섯 명이에요. Our team has five members.
부하	buha	subordinate, someone under you	좋은 상사는 부하 직원의 말을 잘 들어요. A good boss listens to the people under them.
비서	biseo	secretary (assistant)	사장님 비서에게 전화했어요. I phoned the president's secretary.
원장	wonjang	director, head (of a clinic, school)	이 병원 원장님은 아주 친절하세요. The head doctor at this clinic is very kind.
인사	insa	personnel, HR	인사{insa-2}팀에 서류를 냈어요. I handed the papers in to HR.
경영자	gyeongyeongja	manager, executive (who runs a firm)	경영자는 회사의 미래를 생각해야 해요. Those who run a company have to think about its future.
소속	sosok	belonging to (a team, a group)	저는 영업팀 소속이에요. I'm on the sales team.
처	cheo	office (of a university, the government)	장학금 서류는 학생처{cheo}에 내세요. Hand in the scholarship papers at the student office.
-꾼	-kkun	-꾼: person who does ... a lot (일꾼)	우리 아버지는 동네에서 소문난 일꾼{kkun}이세요. My father is known in the neighbourhood as a hard worker.

pattern office words from small parts: 부-, 총-, -장, -과, -실, -관, -꾼

부- / 총- | noun | -장 / -과 / -실 / -관 / -꾼

Many office words are a noun with a small prefix or suffix. 부- is "vice-, deputy" (부사장), 총- "general, chief" (총책임자). -장 is the head of something (지사장), -과 a section (인사과), -실 a room or office (비서실), -관 an official (면접관), -꾼 a person who does something a lot (일꾼, a hard worker). Learn the part once and you can read the whole family.

부사장님은 지금 사장실에 계세요. **bu sajangnim eun jigeum sajang sil e gyeseyo** The vice-president is in the president's office right now.

이번 통합의 총책임자는 박 부장님이세요. **ibeon tonghap ui chong chaegimja neun bak bujangnim iseyo** Mr Park is in overall charge of this merger.

수빈 씨는 우리 팀 최고의 일꾼이에요. **subin ssi neun uri tim choego ui il kkun ieyo** Subin is the hardest worker on our team.

dialogue a year away

seoyeon 안나 씨, 1년 쉬고 왔더니 회사 조직이 완전히 바뀌었네요. 출근한 지 일주일이 지났는데도 우리 팀 이름조차 모르겠어요.

anna ssi nyeon swigo watdeoni hoesa jojik i wanjeonhi bakkwieonneyo chulgeun han ji iljuil i jinanneunde do uri tim ireum jocha moreugesseoyo · Anna, I've been away a year and the whole company structure has changed. I've been back a week and I still don't even know our team's name.

anna 지난달에 국내 여행팀과 해외 여행팀이 통합됐어요. 손님이 나날이 늘어서 제주도에 지사도 하나 생겼고요.

jinandal e gungnae yeohaeng tim gwa haeoe yeohaeng tim i tonghap dwaesseoyo sonnim i nanari neureoseo jejudo e jisa do hana saenggyeotgoyo · Last month the domestic and overseas tour teams were merged. And with customers growing day by day, we opened a branch in Jeju.

seoyeon 현우 씨는요? 아까 보니까 사무실 자리도 바뀌었던데요.

hyeonu ssi neunyo akka bonikka samusil jari do bakkwieotdeondeyo · What about Hyunwoo? I noticed his desk has moved, too.

anna 차장으로 진급하셨어요. 우리 자연 여행 팀도 이제 현우 차장님 소속이에요.

chajang euro jingeup hasyeosseoyo uri jayeon yeohaeng tim do ije hyeonu chajang nim sosok ieyo · He's been promoted to deputy head. Our nature-tour team now reports to him too.

seoyeon 안나 씨는 대리가 되니까 어때요? 이제 부하 직원도 있어요?

anna ssi neun daeri ga doenikka eottaeyo ije buha jigwon do isseoyo · And how is it, being an assistant manager? Do you have people under you now?

anna 하하, 부하는요. 팀원이라고 해야 수빈 씨하고 저, 둘뿐이에요. 팀장 직은 아직 비어 있고요. 그래도 일에 지장은 없어요.

haha buha neunyo timwon irago haeya subin ssi hago jeo dul ppun ieyo timjang jik eun ajik bieo itgo yo geuraedo il e jijang eun eopseoyo · Ha ha, people under me? The team is just Subin and me, two of us. And the team leader post is still empty. Still, it doesn't get in the way of the work.

seoyeon 그래요? 아까 인사과에 간다는 것이 비서실 문을 열었어요. 박 부장님 비서가 깜짝 놀라더라고요.

geuraeyo akka insa gwa e ganda neun geot i biseo sil mun eul yeoreosseoyo bak bujangnim biseo ga kkamjjak nolladeoragoyo · Really? Earlier I meant to go to HR and opened the door of the secretaries' office instead. Mr Park's secretary got quite a shock.

anna 하하, 인사과는 3층으로 옮겼어요. 과장급 이상은 다 5층이고요. 경영자들은 늘 뭔가 독창적인 것을 해 보려고 해요.

haha insa gwa neun cheung euro omgyeosseoyo gwajang geup isang eun da cheung igoyo gyeongyeongja deul eun neul mwonga dokchangjeogin geot eul hae boryeogo haeyo · Ha ha, HR has moved to the third floor. Everyone from section-chief level up is on the fifth. Management is always trying out something original.

seoyeon 어제 아기 병원 원장님도 그러시더라고요. 일을 다시 시작한 엄마들은 다 처음 한 달이 제일 힘들대요. 불행히도 우리 아기는 밤에 잘 안 자서 저도 편안히 못 자요.

eoje agi byeongwon wonjang nim do geureosideoragoyo il eul dasi sijak han eomma deul eun da cheoeum han dal i jeil himdeuldaeyo bulhaenghido uri agi neun bam e jal an jaseo jeo do pyeonanhi mot jayo · My baby's doctor said so yesterday, too: for mothers going back to work, the first month is always the hardest. Unfortunately our baby doesn't sleep well at night, so I can't sleep peacefully either.

anna 서연 씨는 우리 회사 최고의 일꾼이니까 금방 적응하실 거예요.

seoyeon ssi neun uri hoesa choego ui il kkun inikka geumbang jeogeung hasil geo yeyo · You're the hardest worker in this company. You'll settle in in no time.

write it trace the grey, then write your own

꾼 kkun -꾼: person who does … a lot (일꾼)														

good to know · In a Korean office people are called by title, not name: 현우 차장님, 박 부장님. The title goes after the name (or alone), and -님 is added for anyone senior. -장 after a place or group makes its head: 지사장 (branch head), 공장장 (factory manager), 원장 (head of a clinic or school). The 장 is a different word from 장 “sheet” or the -장 of 운동장 (a ground).

부-, 총-, -장, -과, -실, -관, -꾼: seven small parts, and a whole office of words opens up. 일꾼 of the day: you.

Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 16 getting it signed

Talk about paperwork, approvals and deadlines, and say that one thing happened the moment another did with -기가 바쁘게 / -기가 무섭게.

Approval chains (결재) run every Korean office, and -기가 무섭게 is a favourite of stories, news and TOPIK reading texts: “no sooner had …”.

words

word	romanisation	meaning	example
결재	gyeoljae	sign-off, approval (by a superior)	부장님 결재를 받아야 해요. I need Mr Park’s sign-off.
공문	gongmun	official letter, official document	시청에서 공문이 왔어요. An official letter has come from City Hall.
공고	gonggo	(public) notice, announcement	회사 홈페이지에 채용 공고{gonggo}가 올라왔어요. The job notice is up on the company website.
공고문	gonggomun	a notice (the text)	게시판에 공고문을 붙였어요. I put the notice up on the notice board.
건	geon	case, item (counter: 서류 네 건)	오늘 처리할 서류가 세 건{geon}이에요. There are three documents to deal with today.
건의	geonui	suggestion, proposal (to those above)	직원들의 건의로 회의 시간이 짧아졌어요. Meetings got shorter after staff suggestions.
안	an	proposal, plan	두 개의 안{an-3} 중에서 하나를 고르세요. Choose one of the two proposals.
상의	sangui	talking over, consultation	이 일은 부모님과 상의해 볼게요. I’ll talk this over with my parents.
실무	silmu	practical work, the actual work	실무 경험이 있는 사람을 찾아요. We’re looking for someone with hands-on experience.
작성자	jakseongja	author (of a document), writer	서류 맨 아래에 작성자 이름을 쓰세요{sseuda-2}. Write the author’s name at the very bottom of the document.
용지	yongji	(printing) paper, form paper	복사기에 용지가 떨어졌어요. The copier has run out of paper.
팩스	paekseu	fax	아직도 팩스로 서류를 받는 곳이 있어요. Some places still take documents by fax.
마감	magam	closing; deadline	지원서 마감은 금요일 6시예요. Applications close at 6 on Friday.
기한	gihan	time limit, deadline (a period)	기한 안에 숙제를 내세요. Hand your homework in within the time limit.
기일	giil	fixed date, due date	발표 기일을 꼭 지켜야 해요. We must keep to the date of the presentation.

완료	wallyo	completion	예약이 완료되었습니다{doeda-2}. Your booking is complete.
확정	hwakjeong	being fixed, confirmation (final)	여행 날짜가 확정됐어요. The date of the trip has been fixed.
체크	chekeu	check (checking)	떠나기 전에 여권을 한 번 더 체크하세요. Check your passport once more before you leave.
재촉	jaechok	hurrying (someone), pressing	손님이 음식을 빨리 달라고 재촉했어요. The customer kept pressing us to hurry with the food.
신속	sinsok	speed, speediness	신속한 답장 감사합니다. Thank you for your quick reply.
빠듯하다	ppadeutada	tight (a schedule, money)	이번 달은 생활비가 빠듯해요. Money is tight this month.
철저	cheoljeo	thoroughness	시험 준비를 철저하게 했어요. I prepared thoroughly for the exam.
치밀하다	chimilhada	meticulous, carefully worked out	그 사람은 계획이 아주 치밀해요. Her plans are very meticulous.
호출	hochul	call, summons (paging someone)	부장님이 저를 호출하셨어요. Mr Park has called me in.

pattern the moment …: -기가 바쁘게 / -기가 무섭게

verb | -기가 바쁘게 / -기가 무섭게 | what happened right after

-기가 바쁘게 and -기가 무섭게 mean “the moment …, no sooner … than”: the second thing follows at once, often eagerly or in a rush. They are like -자마자, but more vivid, and they tell what happened (or usually happens), so the second half is a statement, never an order or a suggestion.

수빈이는 회의가 끝나기가 바쁘게 제주도에 전화했어요. **subini neun hoeui ga kkeunnagiga bappeuge jejudo e jeonhwa haesseoyo** The moment the meeting ended, Subin phoned Jeju.

새 상품은 나오기가 무섭게 다 팔렸어요. **sae sangpum eun naogi ga museopge da pallyeosseoyo** The new tours sold out the moment they came out.

아기는 눕기가 무섭게 잠이 들어요. **agi neun nupgiga museopge jam i deureoyo** The baby falls asleep the moment she lies down.

dialogue before friday

subin 안나야, 차장님이 출근하시기가 무섭게 우리 기획안 어디 있냐고 재촉하셨어.

anna ya chajang nim i chulgeun hasigi ga museopge uri gihoek an eodi innyago jaechok hasyeosseo · Anna, the moment Hyunwoo walked in, he was asking where our proposal was.

anna 벌써? 마감 기한은 금요일이잖아. 차장님 말씀은 사실상 오늘까지 하라는 거야.

beolsseo magam gihan eun geumyoil ijana chajang nim malsseum eun sasilsang oneul kkaji ha raneun geo ya · Already? The deadline is Friday. So what he's saying, in effect, is have it done today.

subin 부장님 결재까지 받으려면 빠듯하대. 다음 주 발표 기일도 이미 확정됐고.

bujangnim gyeoljae kkaji badeuryeomyeon ppadeutadae daeum ju balpyo giil do imi hwakjeong dwaetgo · He says it's tight if we want Mr Park's sign-off too. And the date for next week's presentation is already fixed.

anna 알았어. 실무 내용하고 예시는 다 썼어. 작성자 이름하고 날짜만 체크하면 돼.

arasseo silmu naeyong hago yesi neun da sseosseo jakseongja ireum hago naljja man chekeu hamyeon dwae · OK. I've written all the practical parts and the examples. I just need to check the author's name and the date.

subin 그리고 제주도 마을에 보낼 공문도 있어. 거기는 아직도 팩스로 받는대. 요즘 관광객이 뜸한 편이라 우리 여행을 많이 기다리고 있대.

geurigo jejudo maeul e bonael gongmun do isseo geogi neun ajik do paekseu ro banneundae yojeum gwangwanggaek i tteumhan pyeon ira uri yeohaeng eul mani gidarigo itdae · And there's the official letter to the village in Jeju. They still take things by fax there. Tourists have been few and far between lately, so they're really looking forward to our tour.

anna 팩스? 하하. 그럼 회사 공문 용지에 뽑아서 보내야겠다. 지난 회의 때 나온 건의 세 건은 차장님과 상의해 볼게.

paekseu haha geureom hoesa gongmun yongji e ppobaseo bonaeyagetda jinan hoeui ttae naon geonui se geon eun chajang nim gwa sangui hae bolge · Fax? Ha ha. Then I'll print it on company letterhead and send it. And I'll talk the three suggestions from the last meeting over with Hyunwoo.

hyunwoo 안나 대리, 기획안 봤어요. 기발한 아이디어네요. 계획이 치밀할뿐더러 숫자도 철저하게 확인했네요. 자연 여행은 요즘 유망한 분야라서 경영자들도 관심이 많아요. 이 정도면 부장님께 올릴 만해요.

anna daeri gihoek an bwasseoyo gibalhan aidieo neyo gyehoek i chimilhalppundeoreo sutja do cheoljeo hage hwagin haenneyo jayeon yeohaeng eun yojeum yumang han bunya raseo gyeongyeongja deul do gwansim i manayo i jeongdo myeon bujangnim kke ollil manhaeyo · Anna, I've read the proposal. It's a brilliant idea. Not only is the plan meticulous, you've checked the figures thoroughly too. Nature tours are a promising field now, so management is very interested. It's good enough to go up to Mr Park.

anna 감사합니다, 차장님. 사실 회의 때는 다 아는 척했지만 예산은 수빈 씨가 다 짰어요.

gamsa hamnida chajang nim sasil hoeui ttae neun da aneun cheok haetjiman yesan eun subin ssi ga da jjasseoyo · Thank you. To be honest, in the meeting I pretended I knew it all, but Subin did the whole budget.

hyunwoo 하하, 솔직하네요. 신속하게 올릴게요. 공문 날짜에는 정확을 기해 주세요. 결재가 나면 바로 채용 공고문도 고쳐서 다시 올립시다.

haha soljikaneyo sinsok hage ollilgeyo gongmun naljja e neun jeonghwak eul gihae juseyo gyeoljae ga namyeon baro chaeyong gonggomun do gocheoseo dasi ollipsida · Ha ha, honest of you. I'll send it up quickly. Take great care that the date on the official letter is right. As soon as it's signed off, let's fix the job notice and post it again.

anna 네. 그런데 아까 저를 호출하신 건 이 일 때문이었어요?

ne geureonde akka jeo reul hochul hasin geon i il ttaemun ieosseoyo · Yes. But was this why you called me in earlier?

write it trace the grey, then write your own

팩 paek fax													

good to know · 결재 (sign-off by a superior) and 결제 (payment) sound almost the same and are often mixed up, even by Koreans: 결재를 받다 is getting a boss's approval; 카드로 결제하다 is paying by card. Idiom: 눈코 뜰 새 없다, "no time even to open your eyes and nose", means rushed off your feet: 마감 전에는 눈코 뜰 새 없이 바빠요.

The moment you finished this day, you could say "the moment". Sign-off granted.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 17 good at the job

Talk about skill, efficiency, results and teamwork at work, and say someone saw a hard thing through with -어 내다.

Praise and performance reviews need these words, and -어 내다 (manage to, pull off) is how Korean gives credit for effort: 결국 해냈어요!

words

word	romanisation	meaning	example
능률	neungnyul	efficiency (how much gets done)	아침에 일하면 능률이 높아요. I get more done when I work in the morning.
효율	hyoyul	efficiency	이 방법은 효율이 떨어져요. This method isn't very efficient.
능숙하다	neungsukada	skilled, practised	그분은 컴퓨터를 능숙하게 다뤄요. She's very skilled with computers.
요령	yoryeong	knack, the trick of it	한 달쯤 하니까 요령이 생겼어요. After about a month I got the hang of it.
발휘	balhwi	showing, displaying (ability)	시험에서 실력을 다 발휘하지 못했어요. I couldn't show what I can really do in the exam.
리더십	rideosip	leadership	팀장에게는 리더십이 필요해요. A team leader needs leadership.
실적	siljeok	results, (sales) record	이번 달 실적이 아주 좋아요. This month's results are very good.
공	gong	merit, credit (for a success)	이번 일은 민준 씨의 공{gong-3}이 커요. Minjun deserves a lot of the credit for this.
턱	teok	treat (meal you stand others)	합격 턱{teok-2}으로 친구들에게 저녁을 샀어요. I bought my friends dinner to celebrate passing.
성실히	seongsilhi	faithfully, diligently	그는 맡은 일을 늘 성실히 해요. He always does his work diligently.
협동	hyeopdong	cooperation, working together	이 일은 모두가 협동해야 끝낼 수 있어요. We can only finish this if everyone works together.
겸하다	gyeomhada	combine, double as	그는 사장과 요리사를 겸하고 있어요. He is both the owner and the cook.
떠맡다	tteomatda	take on (a job others leave), get stuck with	제가 그 일을 떠맡게 됐어요{doeda}. I ended up getting stuck with that job.
뒤처지다	dwicheojida	fall behind	아파서 수업에 뒤처졌어요. I fell behind in class because I was ill.
잡아내다	jabanaeda	spot, pick out (mistakes)	선생님이 제 실수를 다 잡아냈어요. The teacher spotted all my mistakes.

헛수고	heotsugo	wasted effort, all for nothing	가게가 문을 닫아서 헛수고만 했어요. The shop was closed, so it was all for nothing.
사무적	samujeok	businesslike, impersonal	그 직원은 너무 사무적으로 말해요. That member of staff talks in a very impersonal way.
양해	yanghae	understanding (forgiveness)	늦어서 죄송합니다. 양해 부탁드립니다. Sorry for the delay. Thank you for your understanding.
응하다	eunghada	accept, respond to (a request)	그 가수는 인터뷰에 응하지 않았어요. The singer didn't agree to an interview.
주관	jugwan	hosting, organising (an event)	이 대회는 시청 주관{jugwan-2}으로 열려요. This competition is run by City Hall.
연수	yeonsu	training (course)	신입 사원들은 일주일 동안 연수를 받아요. New employees have a week of training.
야유회	yayuhoe	(company) outing, picnic	봄에 회사 야유회를 가요. We go on a company outing in spring.
구내식당	gunaesikdang	staff canteen, cafeteria	점심은 구내식당에서 먹어요. I have lunch in the staff canteen.
갑	gap	the stronger party, the upper hand	손님이 늘 갑{gap-2}은 아니에요. The customer isn't always the one with the power.

pattern see it through, manage to: -어 내다

verb | -아 / -어 / -여 | 내다

-어 내다 after a verb says you got through something hard to the end, by your own effort: 견뎌 내다 (endure it), 이겨 내다 (overcome it), 설득해 내다 (win someone over). With verbs of finding it means "dig out, bring to light": 찾아내다, 알아내다, 잡아내다 (spot mistakes). It can be written apart (견뎌 내다) or, in common words, as one (해내다).

힘든 첫해를 잘 견뎌 냈어요. **himdeun cheot hae reul jal gyeondyeo naesseoyo** She got through a tough first year.

결국 문제의 원인을 알아냈어요. **gyeolguk munje ui wonin eul aranaesseoyo** In the end we worked out what caused the problem.

세 번이나 실패했지만 이번에는 해냈어요. **se beon ina silpae haetjiman ibeon e neun haenaesseoyo** We failed three times, but this time we pulled it off.

dialogue lunch is on subin

seoyeon 수빈 씨, 들었어요! 제주도 마을 주민들을 결국 설득해 냈다면서요?
subin ssi deureosseoyo jejudo maeul jumin deul eul gyeolguk seoldeuk hae naetdamyeonseoyo · Subin, I heard! You finally won over the villagers in Jeju?

subin 네. 처음에는 주민분들이 회의에 응하지도 않으셨어요. 반대하는 주된 사유는 관광객들이 버리는 쓰레기였어요. 세 번이나 헛수고만 했어요.
ne cheoeum e neun jumin bun deul i hoeui e eunghajido aneusyeosseoyo bandae haneun judoen sayu neun gwangwanggaek deul i beorineun sseuregi yeosseoyo se beon ina heotsugo man haesseoyo · Yes. At first the villagers wouldn't even agree to a meeting. Their main reason for objecting was the rubbish tourists leave behind. Three trips for nothing.

anna 우리가 보낸 공문이 너무 사무적이었대요. 그래서 수빈 씨가 직접 가서 먼저 양해를 구했어요. 그 뒤로도 매 주말 내려가서 주민들하고 같이 귤을 따곤 했어요. 그 공이 제일 커요.
uri ga bonaen gongmun i neomu samujeok ieotdaeyo geuraeseo subin ssi ga jikjeop gaseo meonjeo yanghae reul guhaesseoyo geu dwi ro do mae jumal naeryeogaseo jumin deul hago gachi gyul eul ttagon haesseoyo geu gong i jeil keoyo · Apparently the official letter we sent was too impersonal. So Subin went in person and asked for their understanding first. After that she'd go down every weekend and pick tangerines with them. That's what really did it.

seoyeon 역시 실적은 성실히 일하는 데서 나오는 것이지 요령에서 나오는 게 아니네요.
yeoksi siljeok eun seongsilhi il haneun deseo naoneun geot iji yoryeong eseo naoneun ge anine yo · So results come from working hard, not from tricks.

subin 회사가 갑이라는 태도로 가면 안 되더라고요. 주민들과 협동하는 여행이니까요. 그래서 쓰레기 문제의 대안도 주민들과 같이 만들었어요. 그리고 안나가 리더십을 발휘해 준 덕분이에요.
hoesa ga gap iraneun taedo ro gamyeon an doedeoragoyo jumin deul gwa hyeopdong haneun yeohaeng inikkayo geuraeseo sseuregi munje ui daean do jumin deul gwa gachi mandeureosseoyo geurigo anna ga rideosip eul balhwi hae jun deokbun ieyo · I found out you can't go in acting like the company holds all the cards. It's a tour we run together with the villagers. So we worked out an alternative for the rubbish problem with them, too. And it's thanks to Anna's leadership.

anna 아니야, 나는 팀장 일까지 겸하느라 뒤처지지 않으려고 쉴 겨를도 없이 뛰어다녔을 뿐이야.
aniya na neun timjang il kkaji gyeomhaneura dwicheojiji aneuryeogo swil gyeoreul do eopsi ttwieodanyeosseul ppun iya · No, I was just running around without a moment's rest, trying not to fall behind, doing the team leader's job as well.

seoyeon 그럼 오늘은 수빈 씨가 턱을 내야겠네요. 구내식당 말고 내일은 밖에서요. 하하. 이 팀은 정말 장래성이 있네요.
geureom oneul eun subin ssi ga teok eul naeyagenneyo gunaesikdang malgo naeil eun bakkeseo yo haha i tim eun jeongmal jangnaeseong i inneyo · Then you owe us a treat, Subin. Not the canteen, though: somewhere outside tomorrow. Ha ha. This team really has a future.

subin 좋아요. 아, 다음 달 연수 얘기 들으셨어요? 인사과 주관으로 새 대리들 리더십 연수가 있대요. 연수가 끝날 즈음에는 팀 야유회도 있고요.
joayo a daeum dal yeonsu yaegi deureusyeosseoyo insa gwa jugwan euro sae daeri deul rideosip yeonsu ga itdaeyo yeonsu ga kkeunnal jeueum e neun tim yayuhoe do itgo yo · Deal. Oh, have you heard about next month's training? HR is running a leadership course for new assistant managers. And around the time it ends there's the team outing.

anna 야유회 준비는 또 누가 떠맡지? 내가 예언할게. 또 나야. 이번에는 요령 있게 나눠서 하자.
yayuhoe junbi neun tto nuga tteomatji naega yeeon halge tto na ya ibeon e neun yoryeong itge nanwoseo haja · And who'll get stuck organising the outing this time? I'll make a prediction: me again. Let's split it up sensibly this time.

write it trace the grey, then write your own

헛

heot
wasted
effort, all
for nothing

good to know · 턱 is a treat you owe after good news: 승진 턱 (a promotion treat), 생일 턱. 턱을 내다 is to stand everyone a meal, and 한턱 내다 is the everyday phrase: 오늘은 제가 한턱 낼게요! 갑 and 을 are the two parties in a contract (A and B); in everyday talk 갑 is the side with the power and 갑질 is bossing the weaker side around.

You saw one more day through: 해냈어요. That's -어 내다 in action.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

wishyou.today learning

day 18 pay, hours and leaving

Korean TOPIK 5 in 120 days
unit 3 · the new team

Talk about pay, allowances, working hours and retirement, and say “before …” in formal notices and speeches with -기에 앞서.

Pay and working conditions fill job ads, contracts and the news, and -기에 앞서 is the “before” of speeches, notices and TOPIK reading texts.

words

word	romanisation	meaning	example
급여	geubyeo	pay, salary (formal)	급여는 매달 25일에 나와요. Pay comes in on the 25th of every month.
수당	sudang	allowance (on top of pay)	주말에 일하면 수당을 더 받아요. If you work at weekends, you get an extra allowance.
상여금	sangyeogeum	bonus	연말에 상여금이 나왔어요. We got a bonus at the end of the year.
퇴직금	toejikgeum	severance pay, retirement lump sum	1년 이상{isang-2} 일하면 퇴직금을 받을 수 있어요. If you work for over a year, you can get severance pay.
근로	geullo	work, labour (official)	근로 시간이 너무 길어요. The working hours are too long.
노동력	nodongnyeok	workforce, labour	농촌에 젊은 노동력이 부족해요. The countryside is short of young workers.
대우	daeu	treatment; pay and conditions	그 회사는 직원 대우가 좋아요. That company treats its staff well.
단축	danchuk	shortening, cutting (time)	공사 기간이 한 달 단축됐어요. The building work has been cut by a month.
재택	jaetaek	(working) from home	오늘은 재택근무를 해요. I’m working from home today.
조퇴	jotoe	leaving early (school, work)	열이 나서 학교에서 조퇴했어요. I had a temperature, so I left school early.
일과	ilgwa	daily routine, the day’s work	아침 운동은 제 일과 중의 하나예요. A morning workout is part of my daily routine.
바깥일	bakkannil	work outside the home	바깥일을 하면서 아이도 키우는 건 쉽지 않아요. Working outside the home and raising children isn’t easy.
숙식	suksik	room and board, meals and lodging	이 일은 숙식을 제공해요. This job comes with room and board.
실직	siljik	losing your job, unemployment	회사가 문을 닫아서 실직했어요. The company closed, so I lost my job.
해고	haego	dismissal, being laid off	이유 없이 직원을 해고하면 안 돼요. You can’t dismiss staff without a reason.

은퇴	euntoe	retirement	그 선수는 서른다섯 살에 은퇴했어요. The player retired at thirty-five.
정년퇴직	jeongnyeontoejik	retirement at the set age	아버지는 작년에 정년퇴직하셨어요. My father retired last year, at the set age.
경비	gyeongbi	security guard	택배는 경비{gyeongbi-2} 아저씨께 맡겼어요. I left the parcel with the security guard.
도우미	doumi	helper, assistant	행사장에서 도우미가 길을 안내해 줬어요. A helper showed us the way at the event.
조리사	jorisa	cook (qualified)	학교 식당에서는 조리사 다섯 명이 일해요. Five cooks work in the school kitchen.
주방장	jubangjang	head chef	이 식당 주방장은 중국 요리를 잘해요. The head chef here is good at Chinese food.
조종사	jojongsa	pilot	어릴 때 꿈은 비행기 조종사였어요. As a child I dreamed of being a pilot.
판매원	panmaewon	salesperson, shop assistant	판매원이 친절하게 설명해 줬어요. The shop assistant explained it kindly.
공사장	gongsajang	building site	공사장 소리 때문에 잠을 못 잤어요. I couldn't sleep because of the noise from the building site.

pattern before (formal): -기에 앞서

verb | -기에 앞서(서) | what is done first

-기에 앞서 means "before …", like -기 전에, but it belongs to formal Korean: speeches, notices, instructions and the news. After a noun use 에 앞서: 회의에 앞서 (before the meeting). In a chat with friends, stay with -기 전에.

발표를 시작하기에 앞서 감사의 말씀을 드립니다. **balpyo reul sijak hagi e apseo gamsa ui malsseum eul deurimnida** Before I begin my presentation, I'd like to say thank you.

여행을 떠나기에 앞서 날씨를 확인하시기 바랍니다. **yeohaeng eul tteonagi e apseo nalssi reul hwagin hasigi baramnida** Please check the weather before you set off.

그는 은퇴하기에 앞서 후배들에게 일을 가르쳤다. **geu neun euntoe hagi e apseo hubae deul ege il eul gareucheotda** Before he retired, he taught his juniors the job.

dialogue the job ads

jiho 안나야, 이것 좀 봐. 내 친구가 보낸 병원 구인 공고인데, 급여는 높은데 숙식은 따로 해결해야 된대.

anna ya igeot jom bwa nae chingu ga bonaen byeongwon guin gonggo inde geubyeo neun nopeunde suksik eun ttaro haegyeol haeya doendae · Anna, look at this. It's a hospital job ad a friend sent me: the pay is high, but you have to sort out your own room and meals.

anna 야간 수당은 있어? 간호사는 밤에도 일하잖아.

yagan sudang eun isseo ganhosa neun bam e do il hajana · Is there a night allowance? Nurses work nights too.

jiho 응, 수당하고 상여금은 있는데 근로 시간이 너무 길어. 쉬는 시간도 빠듯한 것 같고. 대우가 실제로 좋은 편인지 잘 모르겠어. 공고에도 '지원하기에 앞서 근무 조건을 꼭 확인하시기 바랍니다'라고 쓰여 있네.

eung sudang hago sangyeogeum eun inneunde geullo sigan i neomu gireo swineun sigan do ppadeutan geot gatgo daeu ga siljero joeun pyeon inji jal moreugesseo gonggo e do jiwon hagi e apseo geunmu jogeon eul kkok hwagin hasigi baramnida rago sseuyeo inne · Yes, there's an allowance and a bonus, but the hours are really long. And the breaks look tight. I can't tell if the conditions are really that good. Even the ad says, 'Before applying, please check the working conditions carefully.'

anna 계약서에 서명하기 전에 꼼꼼히 물어봐. 병원이 갑이라고 잠자코 서명하면 안 돼. 우리 회사는 이번에 근로 시간이 단축돼서 금요일에는 재택근무도 해.

gyeyakseo e seomyeong hagi jeon e kkomkkomhi mureobwa byeongwon i gap irago jamjako seomyeong hamyeon an dwae uri hoesa neun ibeon e geullo sigan i danchuk dwaeseo geumyoil e neun jaetaekgeunmu do hae · Ask lots of questions before you sign. Don't just sign without a word because the hospital holds the cards. At our company they've just cut the working hours, and we work from home on Fridays.

jiho 부럽다. 오늘도 집에 오기가 바쁘게 친구가 보낸 공고만 열 개를 봤어. 마음에 드는 게 없어서 헛수고였지만. 어제는 친구한테 답장을 보낸다는 것이 깜빡 잊어버렸고.

bureopda oneul do jip e ogi ga bappeuge chingu ga bonaen gonggo man yeol gae reul bwasseo maeume deuneun ge eopseoseo heotsugo yeotjiman eoje neun chingu hante dapjang eul bonaenda neun geot i kkamppak ijeobeoryeotgo · Lucky you. Today too, the moment I got home, I read ten ads my friend sent. None of them suited me, so it was all for nothing. And yesterday I meant to reply to her and completely forgot.

choi 요즘 젊은 사람들은 일과가 너무 바빠요. 우리 때는 이력서도 팩스로 보내고, 한 회사에 다니다가 정년퇴직하는 게 보통이었는데.

yojeum jeolmeun saramdeul eun ilgwa ga neomu bappayo uri ttae neun iryeokseo do paekseu ro bonaego han hoesa e danidaga jeongnyeontoejik haneun ge botong ieonneunde · Young people's days are so busy now. In my day, you sent your CV by fax, and people usually stayed at one company until they retired.

anna 요즘은 은퇴하고 나서도 다시 일하시는 분들이 많대요. 저희 회사 경비 아저씨도 예전에 공사장에서 일하셨던 분이래요.

yojeum eun euntoe hago naseo do dasi il hasineun bun deul i mantaeyo jeohui hoesa gyeongbi ajeossi do yejeon e gongsajang eseo il hasyeotdeon bun iraeyo · These days lots of people go back to work after they retire. The security guard at our office used to work on building sites, apparently.

choi 그렇지요. 실직이나 해고를 걱정하는 사람도 많고요. 식당도 조리사가 모자라서 요즘은 도우미 로봇까지 있대요. 머지않아 로봇이 사람 일을 다 할지도 몰라요. 바깥일 하는 사람은 다 힘들어요.

geureochiyo siljik ina haego reul geokjeong haneun saram do mankoyo sikdang do jorisa ga mojaraseo yojeum eun doumi robot kkaji itdaeyo meojiana robot i saram il eul da halji do mollayo bakkannil haneun saram eun da himdeureoyo · That's right. And lots of people worry about losing their jobs or being laid off. Restaurants are so short of cooks that some have helper robots now. Before long robots may do all our work. Everyone who works outside the home has it hard.

hajun 할머니, 나는 커서 비행기 조종사 할 거야! 아니, 주방장! 아니, 판매원!

halmeoni na neun keoseo bihaenggi jojongsa hal geo ya ani jubangjang ani panmaewon · Grandma, when I grow up I'm going to be a pilot! No, a head chef! No, a shop assistant!

jiho 하하, 하준이는 퇴직금 걱정은 없겠다. 아직 할 일이 너무 많으니까. 직업은 후일에 천천히 정해도 돼.

haha hajuni neun toejikgeum geokjeong eun eopgetda ajik hal il i neomu maneunikka jigeop eun huil e cheoncheonhi jeonghae do dwae · Ha ha, Hajun won't have to worry about his retirement pay. He's got far too many jobs to do first. You can pick one some other day, slowly.

good to know · 급여 is the formal word for pay (급여 명세서, a payslip); in talk people say 월급. 수당 is an allowance on top (야간 수당), 상여금 a bonus, and 퇴직금 the lump sum paid when you leave a job. Proverb: 티끌 모아 태산, "gather dust and you get a mountain": small savings from every pay packet add up.

Before you close this day, a formal note: -기에 앞서, 수고하셨습니다. You've earned your 상여금.
Do this day interactively, with audio and games, free at **wishyou.today/learning**

day 19 mission: the team's first pitch

Follow a team from hiring to its first pitch: talk through interviews and deadlines, give a formal presentation, answer questions on pay and hours, and read a job offer.

The whole of unit 3 in one week at work: recruiting, ranks, approvals, teamwork and pay, in the formal and casual Korean an office really uses.

chapter 1 who do we pick?

hyunwoo 오늘 면접시험을 본 지원자 다섯 명 중에서 누가 제일 나았어요?
oneul myeonjeopsiheom eul bon jiwonja daseot myeong jung eseo nuga jeil naasseoyo · Of the five applicants we interviewed today, who was the best?

subin 저는 3번 지원자요. 통역 자격증을 취득했을뿐더러 제주도에서 가이드로 일한 실무 경험도 있어요.
jeo neun beon jiwonja yo tongyeok jagyeokjeung eul chwideuk haesseulppundeoreo jejudo eseo gaideu ro il han silmu gyeongheom do isseoyo · Number 3, for me. Not only has she got an interpreting qualification, she has hands-on experience as a guide in Jeju.

anna 저도 같은 생각이에요. 자기소개서도 끝까지 읽을 만했고, 어려운 질문에도 능숙하게 대답했어요.
jeo do gateun saenggak ieyo jagisogaeseo do kkeut kkaji ilgeul manhaetgo eoryeoun jilmun e do neungsukage daedap haesseoyo · I think so too. Her cover letter was worth reading to the end, and she handled the hard questions skilfully.

hyunwoo 이직을 세 번 한 건 괜찮아요? 인사과에서는 그런 걸 많이 체크하던데요.
ijik eul se beon han geon gwaenchanayo insa gwa eseo neun geureon geol mani chekeu hadeondeyo · And the three job changes? HR tends to look closely at that.

anna 요즘은 평생직장이 없잖아요. 본인 말로는 자기가 찾는 건 장래성 있는 직종이지 높은 급여가 아니래요.
yojeum eun pyeongsaengjikjang i eopjanayo bonin mal ro neun jagi ga channeun geon jangnaeseong inneun jikjong iji nopeun geubyeo ga aniraeyo · There's no such thing as a job for life now. She says what she's looking for is a line of work with a future, not high pay.

subin 요즘 같은 구직난에 그런 지원자는 흔치 않아요. 전문성도 있고요.
yojeum gateun gujingnan e geureon jiwonja neun heunchi anayo jeonmunseong do itgo yo · You don't often see an applicant like that, with jobs so scarce. And she has real expertise.

hyunwoo 좋아요. 그럼 그분을 정규직 사원으로 선발합시다. 결과는 서면으로 알리고, 구비 서류 원본은 첫 출근 날 받기로 하지요.
joayo geureom geubun eul jeonggyujik sawon euro seonbal hapsida gyeolgwa neun seomyeon euro alligo gubi seoryu wonbon eun cheot chulgeun nal batgi ro hajiyo · Good. Then let's take her on as a permanent employee. We'll let her know in writing, and collect the original documents on her first day.

subin 와, 지원서가 서른 개나 들어왔는데 드디어 한 명을 뽑았네요.
wa jiwonseo ga seoreun gae na deureowanneunde deudieo han myeong eul ppobanneyo · Wow, thirty applications, and we've finally picked one.

hyunwoo 신임 대리가 뽑은 첫 팀원이네요. 안나 대리, 면접관 해 보니까 어때요?
sinim daeri ga ppobeun cheot timwon ineyo anna daeri myeonjeop gwan hae bonikka eottaeyo · The first team member chosen by our new assistant manager. Anna, how was it, being an interviewer?

anna 지원자들보다 제가 더 떨렸어요. 구직자의 마음을 조금 알 것 같아요.
jiwonja deul boda jega deo tteollyeosseoyo gujikja ui maeum eul jogeum al geot gatayo · I was more nervous than the applicants. I think I understand job seekers a bit better now.

chapter 2 one more check

subin 안나야, 내일 발표 자료 다 됐어?

anna ya naeil balpyo jaryo da dwaesseo · Anna, is everything ready for tomorrow's presentation?

anna 응. 차장님이 아침에 출근하시기가 무섭게 재촉하셔서 점심 전에 끝냈어. 기획안 결재도 어제 났고.

eung chajang nim i achim e chulgeun hasigi ga museopge jaechok hasyeoseo jeomsim jeon e kkeunnaesseo gihoek an gyeoljae do eoje natgo · Yes. Hyunwoo was chasing me the moment he walked in this morning, so I finished it before lunch. And the proposal was signed off yesterday.

subin 다행이다. 마감 기한이 빠듯해서 걱정했는데. 근데 자료 첫 장에 작성자 이름이 틀렸어. 내가 방금 잡아냈어.

dahaeng ida magam gihan i ppadeutaeseo geokjeong haenneunde geunde jaryo cheot jang e jakseongja ireum i teullyeosseo naega banggeum jabanaesseo · Thank goodness. The deadline was so tight I was worried. But the author's name on the first page is wrong. I just spotted it.

anna 어, 고마워. 오늘은 실수만 하네. 아까는 마을에 팩스를 보낸다는 것이 복사만 하고 왔어.

eo gomawo oneul eun silsu man hane akka neun maeul e paekseu reul bonaenda neun geot i boksa man hago wasseo · Oh, thanks. I'm making nothing but mistakes today. Earlier I meant to fax the village and only made a photocopy.

subin 하하. 그 마을에서 공문 답장은 왔어?

haha geu maeul eseo gongmun dapjang eun wasseo · Ha ha. Did the village answer our official letter?

anna 응, 주민분들이 협동해서 손님들 숙식까지 맡아 주신대. 다 네 덕분이야. 세 번이나 헛수고를 하고도 포기 안 했잖아.

eung jumin bun deul i hyeopdong haeseo sonnim deul suksik kkaji mata jusindae da ne deokbun iya se beon ina heotsugo reul hago do pogi an haetjana · Yes, the villagers will work together and even take care of the guests' room and board. It's all thanks to you. You went for nothing three times and didn't give up.

subin 처음에 우리가 너무 사무적으로 대해서 그랬던 거야. 사람은 누구나 진심을 알아보는 법이야.

cheoeum e uri ga neomu samujeok euro daehaeseo geuraetdeon geo ya saram eun nuguna jinsim eul araboneun beop iya · That was because we were too businesslike at first. People always see when you mean it.

anna 내일 질문이 많이 나오면 어떡하지? 부장님은 숫자를 철저하게 보시잖아.

naeil jilmun i mani naomyeon eotteokaji bujangnim eun sutja reul cheoljeo hage bosijana · What if they ask lots of questions tomorrow? Mr Park checks the figures so thoroughly.

subin 걱정 마. 우리 예산은 치밀해. 이번엔 네가 리더십을 발휘할 차례야. 용지나 넉넉하게 뽑아 가자.

geokjeong ma uri yesan eun chimilhae ibeonen nega rideosip eul balhwi hal charye ya yongji na neongneokage ppoba gaja · Don't worry. Our budget is watertight. This time it's your turn to show leadership. Let's just print plenty of copies.

chapter 3 anna presents the plan

anna 안녕하십니까? 자연 여행 팀의 안나입니다. 발표를 시작하기에 앞서 이 자리를 마련해 주신 부장님과 차장님께 감사드립니다. 저희 팀이 제안하는 상품은 '제주도 마을과 함께하는 자연 여행'입니다.

annyeong hasimnikka jayeon yeohaeng tim ui anna imnida balpyo reul sijak hagi e apseo i jari reul maryeon hae jusin bujangnim gwa chajang nim kke gamsa deurimnida jeohui tim i jean haneun sangpum eun jejudo maeul gwa hamkke haneun jayeon yeohaeng imnida · Good morning. I'm Anna from the nature-tour team. Before I begin, I'd like to thank Mr Park and Hyunwoo for giving us this opportunity. The product our team is proposing is 'A nature tour with a Jeju village'.

anna 지난달 저희 고객 500명에게 물어본 결과, 60%가 '환경을 생각하는 여행이라면 가 볼 만하다'고 답했습니다.

jinandal jeohui gogaek myeong ege mureobon gyeolgwa ga hwangyeongeul saenggak haneun yeohaeng iramyeon ga bol manhada go dap haetseumnida · When we asked 500 of our customers last month, 60% said that 'a trip that cares for the environment is worth going on'.

anna 이 여행에서 손님들은 마을 주민들과 함께 귤을 따고, 해변의 쓰레기를 줍고, 마을 음식을 먹어 봅니다. 숙식은 마을에서 맡습니다. 비용이 조금 높을지라도 손님들이 만족할 만한 경험이 될 것입니다.

i yeohaeng eseo sonnim deul eun maeul jumin deul gwa hamkke gyul eul ttago haebyeon ui sseuregi reul jupgo maeul eumsik eul meogeo bomnida suksik eun maeul eseo matseumnida biyong i jogeum nopeuljirado sonnim deul i manjok hal manhan gyeongheom i doel geot imnida · On this tour, guests pick tangerines with the villagers, collect rubbish from the beach and try the village food. The village provides room and board. Even if the cost is a little higher, it will be an experience the guests find worth it.

anna 또한 이 여행은 손님에게 좋을뿐더러 마을에도 도움이 됩니다. 주민들은 새로운 일자리를 얻고, 젊은 노동력이 도시로 떠나는 문제도 조금은 줄일 수 있습니다. 저희는 그 마을의 손님이지 갑이 아닙니다.

ttohan i yeohaeng eun sonnim ege joeulppundeoreo maeul e do doum i doemnida jumin deul eun saeroun iljari reul eotgo jeolmeun nodongnyeok i dosi ro tteonaneun munje do jogeum eun juril su itseumnida jeohui neun geu maeul ui sonnim iji gap i animnida · This tour is not only good for the guests; it helps the village too. The villagers will gain new jobs, and it may ease a little the problem of young workers leaving for the cities. We are the village's guests, not the party with the upper hand.

anna 가이드는 저희 회사의 정규직 사원이 맡습니다. 가이드의 급여와 대우도 중요합니다. 주말 근무에는 수당을 따로 드리고, 근로 시간이 길어지지 않도록 평일에 쉬는 날을 드리겠습니다.

gaideuneun jeohui hoesa ui jeonggyujik sawon i matseumnida gaideu ui geubyeo wa daeu do jungyo hamnida jumal geunmu e neun sudang eul ttaro deurigo geullo sigan i gireojiji antorok pyeongil e swineun nal eul deurigetseumnida · The guides will be permanent employees of our company. Their pay and conditions matter too. Weekend work will earn a separate allowance, and to keep working hours from getting too long, they will have days off during the week.

anna 마을 쪽 실무는 수빈 씨가 맡고 있습니다. 아직 실적은 없지만 장래성은 충분합니다. 본사와 제주도 지사가 협동하면 준비 기간을 한 달 단축할 수 있습니다. 결재해 주시면 일정을 확정하고 바로 준비를 시작하겠습니다. 감사합니다.

maeul jjok silmu neun subin ssi ga matgo itseumnida ajik siljeok eun eopjiman jangnaeseong eun chungbunhamnida bonsa wa jejudo jisa ga hyeopdong hamyeon junbi gigan eul han dal danchuk hal su itseumnida gyeoljae hae jusimyeon iljeong eul hwakjeong hago baro junbi reul sijak hagetseumnida gamsa hamnida · Subin is handling the practical work on the village side. We have no track record yet, but the prospects are good. If head office and the Jeju branch work together, we can cut the preparation time by a month. With your sign-off, we will fix the schedule and start preparing at once. Thank you.

chapter 4 we did it

hyunwoo 안나 대리, 수고했어요. 부장님이 회의가 끝나기가 바쁘게 사장실로 올라가셨어요. 좋은 소식이 있을 거예요.

anna daeri sugo haesseoyo bujangnim i hoeui ga kkeunnagiga bappeuge sajang sil ro ollagasyeosseoyo joeun sosik i isseul geo yeyo · Well done, Anna. Mr Park went up to the president's office the moment the meeting ended. There'll be good news.

subin 와, 진짜요? 안나야, 우리가 해냈어!

wa jinjjayo anna ya uri ga haenaesseo · Wow, really? Anna, we did it!

anna 차장님, 오늘은 수빈 씨 공이 제일 커요. 주민분들을 설득해 낸 것도, 예산을 짠 것도 다 수빈 씨예요.

chajang nim oneul eun subin ssi gong i jeil keoyo jumin bun deul eul seoldeuk hae naen geot do yesan eul jjan geot do da subin ssi yeyo · Hyunwoo, today Subin deserves the most credit. Winning the villagers over and drawing up the budget: that was all her.

hyunwoo 둘 다 잘했어요. 사실 신임 대리가 팀장 일까지 겸하면 뒤처질까 봐 걱정했어요. 그런데 능률도 효율도 다른 팀보다 높았어요.

dul da jalhaesseoyo sasil sinim daeri ga timjang il kkaji gyeom hamyeon dwicheojilkka bwa geokjeong haesseoyo geureonde neungnyul do hyoyul do dareun tim boda nopasseoyo · You both did well. To be honest, I was worried a new assistant manager doing a team leader's job as well would fall behind. But your team got more done, more efficiently, than the others.

anna 차장님이 다른 일을 떠맡아 주신 덕분이에요. 아, 다음 달 리더십 연수가 인사과 주관이라면서요?

chajang nim i dareun il eul tteomata jusin deokbun ieyo a daeum dal rideosip yeonsu ga insa gwa jugwan iramyeonseoyo · That's because you took on other work for us. Oh, I hear next month's leadership course is run by HR?

hyunwoo 네. 그리고 새 팀원이 오면 다 같이 야유회도 가요. 조직이 바뀐 뒤로 처음이니까요.

ne geurigo sae timwon i omyeon da gachi yayuhoe do gayo jojik i bakkwin dwi ro cheoeum inikkayo · Yes. And when the new member arrives, we'll all go on an outing. It'll be the first since the reorganisation.

subin 그럼 오늘은 차장님이 진급 턱을 내셔야죠! 구내식당 말고요.

geureom oneul eun chajang nim i jingeup teok eul naesyeoya jyo gunaesikdang malgo yo · Then today you should treat us to celebrate your promotion! Not in the canteen, though.

hyunwoo 하하, 수빈 씨는 요령이 늘었네요. 좋아요. 대신 저녁에 부장님 비서한테 호출이 오면 다 같이 성실히 일하러 돌아오는 거예요.

haha subin ssi neun yoryeong i neureonneyo joayo daesin jeonyeok e bujangnim biseo hante hochul i omyeon da gachi seongsilhi il hareo doraoneun geo yeyo · Ha ha, you've learned a few tricks, Subin. All right. But if Mr Park's secretary calls us in tonight, we all come back and work hard.

chapter 5 dear future colleague

anna “합격을 축하드립니다. 귀하는 저희 회사 자연 여행 팀의 정규직 사원으로 최종 선발되었습니다. 근로 조건은 다음과 같습니다. 급여는 매달 25일에 지급하며, 주말 근무에는 수당을 따로 드립니다. 상여금은 1년에 두 번 나오고, 1년 이상 근무하면 퇴직금을 받을 수 있습니다. 매주 금요일에는 재택근무를 할 수 있습니다. 제주도 출장 때의 숙식은 회사에서 제공합니다. 입사 후 첫 주에는 본사에서 신입 사원 연수를 받게 됩니다. 구비 서류의 원본은 첫 출근 날 인사과에 내 주시기 바랍니다. 자연 여행 팀 안나 드림”

hapgyeok eul chukha deurimnida gwiha neun jeohui hoesa jayeon yeohaeng tim ui jeonggyujik sawon euro choejong seonbal doeeotseumnida geullo jogeon eun daeum gwa gatseumnida geubyeo neun maedal il e jigeup hamyeo jumal geunmu e neun sudang eul ttaro deurimnida sangyeogeum eun nyeon e du beon naogo nyeon isang geunmu hamyeon toejikgeum eul badeul su itseumnida maeju geumyoil e neun jaetaekgeunmu reul hal su itseumnida jejudo chuljang ttae ui suksik eun hoesa eseo jegong hamnida ipsa hu cheot ju e neun bonsa eseo sinip sawon yeonsu reul batge doemnida gubi seoryu ui wonbon eun cheot chulgeun nal insa gwa e nae jusigi baramnida jayeon yeohaeng tim anna deurim · “Congratulations. You have been selected as a permanent employee of our nature-tour team. The terms of employment are as follows. Pay is made on the 25th of each month, and weekend work earns a separate allowance. A bonus is paid twice a year, and after a year’s service you are entitled to severance pay. You may work from home every Friday. Room and board on business trips to Jeju are provided by the company. In your first week you will attend new-staff training at head office. Please hand in the originals of the required documents to HR on your first day. From Anna, nature-tour team”

subin 좋다. 사무적이지 않고 따뜻해. 근데 ‘귀하’는 너무 딱딱하지 않아?

jota samujeok iji anko ttatteutae geunde gwiha neun neomu ttakttakaji ana · Nice. It’s warm, not businesslike. But isn’t ‘귀하’ a bit stiff?

seoyeon 합격 연락은 원래 그렇게 써요. 지원자는 그 한 줄을 몇 번이나 읽을걸요.

hapgyeok yeollak eun wollae geureoke sseoyo jiwonja neun geu han jul eul myeot beon ina ilgeulgeoryo · Offer letters are always written like that. She’ll read that line over and over, I bet.

anna 서연 씨도 처음 합격했을 때 그랬어요?

seoyeon ssi do cheoeum hapgyeok haesseul ttae geuraesseoyo · Did you do that too, Seoyeon, when you first got the job?

seoyeon 그럼요. 구직 활동만 1년을 했거든요. 그때는 판매원, 행사 도우미, 안 해 본 일이 없었어요.

geureomyo gujik hwaldong man nyeon eul haetgeodeunyo geuttae neun panmaewon haengsa doumi an hae bon il i eopseosseoyo · Of course. I’d been job hunting for a whole year. Back then I did every job going: shop assistant, event helper, you name it.

subin 와, 이 집 음식 정말 맛있다. 주방장님이 혹시 호텔 조리사 출신 아니에요?

wa i jip eumsik jeongmal masitda jubangjang nim i hoksi hotel jorisa chulsin anieyo · Wow, the food here is really good. Didn’t the head chef use to be a hotel cook?

seoyeon 맞아요. 은퇴하고 나서 이 식당을 여셨대요. 요즘은 정년퇴직하고 바깥일을 다시 시작하는 분들이 많아요.

majayo euntoe hago naseo i sikdang eul yeosyeotdaeyo yojeum eun jeongnyeontoejik hago bakkannil eul dasi sijak haneun bun deul i manayo · That’s right. He opened this place after he retired, apparently. A lot of people go back to work outside the home these days after retiring at the set age.

anna 실직이나 해고 걱정 없이 하고 싶은 일을 하는 거니까 좋겠어요. 저도 언젠가 제 여행사를 하고 싶어요.

siljik ina haego geokjeong eopsi hago sipeun il eul haneun geo nikka jokesseoyo jeo do eonjenga je yeohaengsa reul hago sipeoyo · No worries about losing your job or being laid off, and you do what you love. Sounds great. One day I’d like a travel company of my own.

seoyeon 그날이 오면 저부터 채용해 줘요. 하하. 자, 오늘의 일과는 끝! 다들 수고했어요.

geunal i omyeon jeo buteo chaeyong hae jwoyo haha ja oneul ui ilgwa neun kkeut da deul sugo haesseoyo · When that day comes, hire me first. Ha ha. Right, that’s the day’s work done! Well done, everyone.

Unit 3 done: you can hire, report, pitch and negotiate in level-5 Korean. Next unit we go home: the kitchen, the house, and a whole day of kimjang.
Do this day interactively, with audio and games, free at **wishyou.today/learning**