



3강 목적 EXAMPLE 01 다목적실의 단독 사용에 대한 협조 요청

- *request for cooperation in the sole use of multipurpose rooms*



- ① To the Student Council, We are the members of the 11th grade band.
- ② Currently, since we have no practice room of our own, we have to practice twice a week in the multipurpose room.
- ③ For the past two weeks, band practice has been canceled because other groups needed to use the room.
- ④ Since the band tournament is only one month away, we are asking to be the only group to use the multipurpose room after school for this entire month.
- ⑤ Principal Cooper has said that the entire student council must vote on our proposal.
- ⑥ We hope that you will understand our situation and vote in our favor.
- ⑦ Sincerely, The 11th Grade Ban.



3강 목적 EXAMPLE 02 식품 회사 신입 사원 모집 지원

- *recruitment of new food company employees*



- 〈1〉 As a recent college graduate, I am very excited to move forward with my career in marketing and gain additional experience in a food sales environment specifically.
- 〈2〉 I have heard wonderful things about your company and would love to join your team.
- 〈3〉 While my prior experience has been in retail, I have always wanted to move in the direction of food sales.
- 〈4〉 My volunteer experience has allowed me to work with people from all walks of life, and I know how much they appreciate your company's contributions to the local charity.
- 〈5〉 If hired as a member of your Marketing Department, my goal would be to get new clients and to ensure that current customers continue to feel excited about their purchases.



3강 목차 PRACTICE 01 보고서 제출 요청



- *report submission request*

① Dear Sir: Our records show that you have not complied with the legal obligation to file your report for the Survey of Specialized Agriculture.

② I must remind you that this report is required by law (Title 13, United States Code).

③ We mailed you our first request for cooperation (with form enclosed) early in January.

④ A second copy of the form was sent to you with my letter dated March 14.

⑤ Please complete one of these forms and mail it to us right away.

⑥ If you fail to do so, we will not be able to complete the survey tabulations on schedule.

⑦ Thank you for your cooperation.

⑧ Sincerely, J. Thomas Bree.



3강 목차 PRACTICE 02 어머니의 진주 반지



- *mother's pearl ring*

- <1> Dear Monica, It was good to see you at the funeral service for my mother last week; it was comforting to be surrounded by family and friends.
- <2> At the end of the day you told me that my mother had promised you her pearl ring.
- <3> It was not the appropriate time for me to discuss your request, but I did want to let you know my thoughts now.
- <4> That lovely ring is of special meaning in my family.
- <5> My father bought it when he was stationed in the Pacific in World War II.
- <6> My mother proudly wore it for more than forty years.
- <7> After my daughter Tina was born, we used to say that someday when she married someone it would be hers.
- <8> My mother never said otherwise, and there is no mention of giving it to you in her will.
- <9> I am sure you will understand that we want this remembrance of my mother to remain in the family.
- <10> Sincerely, Chris Walke.



3강 목차 PRACTICE 03 공사 일정 공지

- *construction schedule notice*



- ① Dear Homeowner / Resident: Beginning around mid-April, 2017, contractors for the City of Southfield will perform water main and pavement replacement in your area.
- ② Consumers Energy will also perform selective gas service renewal as part of the work.
- ③ A map is attached to this letter which shows areas of water main replacement and road replacement.
- ④ The proposed road improvements are made possible thanks to the City's \$99 million Street Improvements Bond which was approved by voters in 2016.
- ⑤ The water main will be replaced under the water fund.
- ⑥ Work is scheduled to begin during April 2017.
- ⑦ The majority of work will be completed by November 15, 2017.
- ⑧ Some minor restoration of lawn areas that is not completed in the 2017 growing season will be completed in early spring of 2018.



3강 목차 PRACTICE 04 학교 주변의 교통안전 문제 해결

- *Resolve traffic safety issues around schools*



- ① I am writing to draw your attention to a matter of great importance.
- ② Mayor Doe pledged to address the traffic problems that have plagued our community.
- ③ He has failed, however, to take even the first steps toward reducing the dangerous conditions of many of the intersections surrounding our children's schools.
- ④ I hope you will join me in voicing your concern over this immediate peril.
- ⑤ Write Mayor Doe and tell him, in no uncertain terms, that it is his responsibility to protect the children by installing crosswalks and traffic lights at dangerous intersections.
- ⑥ Let him understand that your support depends on his fulfillment of his promises to keep our streets efficient and our children safe.