

18강. 22 인사하기 / 23 답장 보내기

22 문서 업무 기본 표현

인사하기

I hope this finds you well.

How are you doing? Is everything going well with you?

Hope everything is good.

It's been a while. / It's been a long time. / Long time no talk!

How have you been?

I've been okay.

I have been busy with work.

I was out of town for a month.

23 문서 업무 기본 표현

답장 보내기

Could you follow up on this?

- follow up 더 알아보다, 후속조치를 취하다

Let me know if you get this e-mail.

Thank you for your prompt reply.

Thank you for the update.

It's good to hear from you.

I'm sorry to be replying so late.

I will get in touch with you ASAP.

I will contact you upon arriving at a conclusion.

I will contact you upon taking care of the most urgent problem.