

15강 Unit 25 강조하고 끝맺기

001 Please let me know your opinion about ~. ~에 대한 의견을 알려 주세요.

- Please let me know your opinion about the new product.
- Please let me know your opinion about the plan.

002 Do not hesitate to ~. 주저하지 마시고 ~하세요.

- Do not hesitate to visit our website.
- If you have any questions, do not hesitate to contact me.

003 I'm eagerly awaiting ~. ~을 간절히 기다리고 있습니다.

- I'm eagerly awaiting your help.
- I'm eagerly awaiting your feedback.

004 Please keep in mind ~. ~을 유념해 주십시오.

- Please keep in mind what I said.
- Please keep in mind what our goals are.

005 Please note that ~. ~에 유의해 주십시오.

- Please note that the deadline is December 15.
- Please note that you should finish it by tomorrow.

006 I've attached ~. ~을 첨부했습니다.

- I've attached two files to this email.
- I've attached the information you requested.

007 Please contact ~. ~에게 연락 주십시오.

- If you need any further information, please contact us.
- Please contact me at extension 123 in the marketing department.

008 Please reply ~. ~ 답장 주십시오.

- Please reply to my email.
- Please reply as soon as possible.

009 I look forward to ~. ~을 기대하겠습니다.

- I look forward to hearing from you.
- I look forward to your reply.

010 Thank you for your ~. 당신의 ~에 감사 드립니다.

- Thank you for your help.
- Thank you for your invitation.