

11강 Unit 22 본론 말하기 (II) - 요청하고 강조하기 ②

001 We'd be grateful to have the opportunity to ~. ~할 기회를 갖게 된다면 감사하겠습니다.

- We'd be grateful to have the opportunity to work for your company.
- We'd be grateful to have the opportunity to work with you.

002 Please ~ as soon as possible. 가능한 한 빨리 ~해 주십시오.

- Please answer my question as soon as possible.
- Please send me the file as soon as possible.

003 Please inform us (about/if ~). (~에 대해/~하면) 알려 주십시오.

- Please inform us about your special offer.
- Please inform us about any changes of your address.

004 If possible, I'd like to ~. 가능하다면 ~하고 싶습니다.

- If possible, I'd like to take a 5-minute break.
- If possible, I'd like to meet with you in L. A.

005 We require ~. ~을 요청합니다.

- We require you to submit the application form.
- We require you to test the sample by next week.

006 I'd like to remind you ~. ~을 상기시켜 드리고 싶습니다.

- I'd like to remind you that I'll visit your office next Monday.
- I'd like to remind you that you have to confirm your order.