

13강 Unit 24 본론 말하기 (IV) - 세부 사항 챙기기 ①

001 I need to check if ~. ~인지 확인을 해야 하는데요.

- I need to check if the copier is working.
- I need to check if you can meet with me next week.

002 Could you please send us ~? ~을 보내 주시겠습니까?

- Could you please send us a product sample?
- Could you please send us a picture of the new product?

003 I'm wondering if ~. 혹시 ~ 있나요?

- I'm wondering if you can help me.
- I'm wondering if you have time to review the report.

004 Have you ~? ~했습니까?

- Have you contacted Mr. Brown about the schedule?
- Have you made a phone call to Bill?

005 Would it be all right if ~? ~해도 괜찮을까요?

- Would it be all right if we met in my office?
- Would it be all right if I used your phone?

006 If you have any further questions, 추가 문의 사항이 있으시면

- If you have any further questions, please contact me.
- If you have any further questions, please visit our website.

007 ~ will[would] be convenient for ~은 ...이 좋겠습니다.

- It will be convenient for me to have a meeting at 3 p.m. tomorrow.
- It will be convenient for me to take a taxi.