파트 4-p267

7 번.

According to your business trip itnerary, you will be arriving in Los Angeles at 5:40 p.m on Flamingo Airline 587.

8 번.

I am afraid not. You have a buisness meeting with Mr. Jack Brown, not with Ms. Anna Jackson, but the meeting has been cancelled.

9 번.

First of all, you will have a factory tour in the morning, and it is scheduled from 9:30 a.m to 10:30 a.m, and then, you will have lunch with Ms. Jane Carter at 12 p.m. After that, you will be departing from Los Angeles at 3:30 p.m on Brington Airline 113, and you will be arriving in Seattle at 9:40 p.m.

파트 5-p224

Hello, Tom. This is Jennifer. I am returning your voice message regarding the problem. According to your message, customers can't easily find the item that they want due to merchandise rearrangement. So, you need my advice on how to solve the problem. Here is suggestion for you.

First of all, why don't you hire some part-time stafft to assist customers? This is because as you know, getting a help from one of our staff is quick and easy when our customers can't find some itmes that they want. I think it is the most effective way to solve the problem. (In addition, it is a good idea to install some computers inside the store so that customers can easily find the items that they want by checking the database on the computers.) I hope this will help you solve the problem. If you need more help, please call me back anytime. Bye.

파트 5-p248

Hello, Bill Morrison. This is Jennifer Jackson. I am returning your voice message regarding your problem. According to your message, the number of tickets sold for the soccer event didn't reach the ticket sales goal. So, you need my advice on how to solve the problem. Here is my suggestion for you.

First of all, why don't you use social meida like Facebook or Twitter as an advertising tool? This is because as you know, nowadays, many people have easy access to social media through their smart phones or tablets. So, in this regard, people are likely to inform their family or friends of your soccer event via SNS. I think it is the most effective way to spread the information about your company's soccer event. I hope this will help you solve the problem. If you need more help, please call me back anytime. Bye.

파트 6-카페자료-직장인 직장에서 성공하기 위한 요소

Which of the following do you think is the most important thing an employee should have to be successful at work?

Business knowledge, communication skills, social skills, enthusiam

I think willingness to work hard is the most important thing an employee should have to be successful at work. There are some reasons to support my opinion. First of all, an employees with willingness to work hard tends to work hard, and as a result, he usually gets better achievements. After all, it is good for the company as well as for the employee. Let me give you an example. when I worked as an intern at a department store last summer, I worked hard to get a regular job. After the Internship, I was offered a full-time position because of my willingness to work hard. For the reason, I choose willingness to work hard.

파트 6-196

I agree with the statement that nowadays, having a website is important for a successful business. There are some reasons to support my opinion. First of all, websites are essential for the success of today's business due to the Interent. As you know, the Internet has changed the way people buy and sell products and services. In addition, many people have easy access to the Internet through their smart phones or tablets. So, in this regard, a company's website is the easiest and fastest tool for people to find information about products and services that they want. For example, when I want to buy some electronic devices online, I check the company's website first. If the company doesn't have a website, or it has a website with poor quality, I wouldn't buy any products because I can't trust the company. For these reasons, I agree with the statement.