

바로 써먹는

Real Office Talk!

Lecture 3

<Office Phone Talk>

Lesson 1

Talking Over
the Phone





1. Key Words

- touch base = ~와 다시 접촉하다
- reserve = 예약하다
- rearrange = 재조정하다





2. Key Pattern Drills

- **Sorry, did you say...?**
: 죄송하지만 ~라고 하셨나요?

Sorry, did you say you can or can't?

: 죄송하지만 할 수 있다고 하셨나요?

아님 없다고 하셨나요?

Sorry, did you say 13 or 30?

: 13이라고 하셨나요 30이라고 하셨나요?

Sorry, did you say it's already sold out?

: 이미 매진이라고 하셨나요?





2. Key Pattern Drills

▪ ...as in...

: ~에서 처럼

That's Bob as in Bob

: Bob의 B 입니다.

I said Asia as in the East.

: 동양에서의 아시아를 말했어요.

free as in freedom

: freedom의 free 입니다.





2. Key Pattern Drills

▪ It looks like ~처럼 보이다

It looks like we have a bad connection.

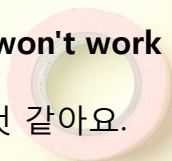
: 연결상태가 좋지 않은 거 같아요.

It looks like that time won't work for me.

: 그 시간은 제가 안 될 것 같아요.

It looks like we need to reschedule.

: 우리는 schedule을 다시 잡아야 할 것 같아요.





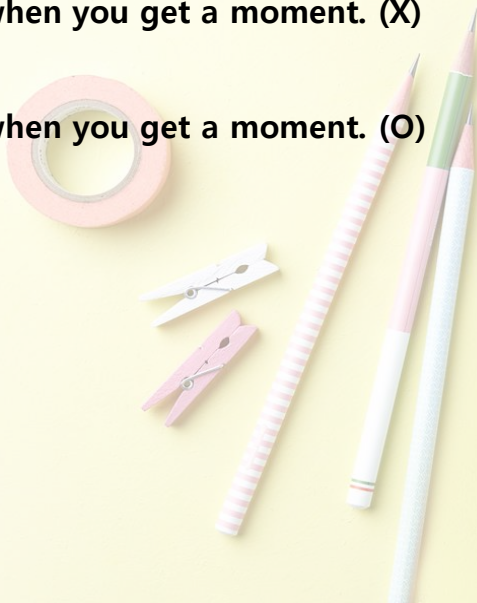
3. Common Mistakes

전화를 걸다

- call someone (o)
- call to someone (X)

Call to James Harper when you get a moment. (X)

→ Call James Harper when you get a moment. (O)





4. Biz Expression of the Day

touch base with someone

→ 누군가에게 새로운 정보를 위해 다시 연락하다

Hi. Anne. I just wanted to call and touch base with you on your upcoming visit.

→ Anne 안녕하세요. 다가올 당신의 방문에 대해서 다시 확인하려고 전화 했어요.





5. Formal vs. Informal

▪ Formal vs Informal

Formal

May I speak to...?

Bye now.

Speaking.

Informal

Is Bob Fulton there?

Take care.

You're talking to him.

