

Unit  
07~08

# 회사 생활 관련 대화 1~2

- 회사 및 업무 관련 지문 파악하기
- 빈출 질문 익히기

# Point Lesson

Unit 07

## 지문 유형

인사 / 채용 / 면접	<ul style="list-style-type: none"><li>• 회사에서 사람을 구하거나 구직자들이 일자리를 찾는 과정에서 일어나는 상황들이 출제</li><li>• <b>구인 광고, 신입 사원 교육, 면접 일정, 면접 결과</b> 등의 내용이 등장</li></ul>
승진 / 이직 / 퇴직	<ul style="list-style-type: none"><li>• 회사에 입사하게 되면 거쳐가는 과정이 바로 승진, 이직, 전근, 퇴직, 해고 등의 인사 이동 내용</li><li>• <b>승진을 축하하는 내용, 회사를 옮기거나 다른 지점으로 전근 가는 이유, 일을 그만두게 되는 상황</b> 등 대화</li></ul>
휴가 / 교육 / 세미나	그 밖에 휴가 및 근태, 그리고 직원 교육 참석 등과 관련된 업무 관련 대화

# 토익 핵심 유형

Unit 07

Questions 1-3 refer to the following conversation.

1. What are the speakers mainly discussing?
  - (A) The location of an office
  - (B) The arrival of an employee
  - (C) The renovation of a building
  - (D) The approval of a supervisor
2. Where is Mr. Tabler's office located?
  - (A) On the second floor
  - (B) On the third floor
  - (C) On the fourth floor
  - (D) On the fifth floor
3. What will the woman probably do next?
  - (A) Sign a document
  - (B) Make a phone call
  - (C) Leave a building
  - (D) Go to an interview

# 토익 핵심 유형

Unit 07

Questions 1-3 refer to the following conversation.

**W:** Excuse me. Is this the Dalton Building?

**M:** Yes, it is. How can I help you?

**W:** I'm trying to find Mr. Tabler's office. He said it's Room 405.

**M:** I guess you're here for an interview. Just take the elevator to the fourth floor.

# Point Lesson

Unit 08

## 지문 유형

회의 / 일정 / 행사	회사 업무 관련 내용 중 출제 빈도가 가장 높은 주제 업무 관련 <b>회의 또는 행사 내용, 장소, 일정, 참석 여부</b> 등에 관한 대화
발표 / 서류	<b>발표 일정, 발표 준비 과정, 각종 보고서 및 서류를 제출하는</b> 내용이 출제
사무용품 / 회사 장비	<b>사무용품을 주문하거나 컴퓨터, 팩스, 프린터,</b> <b>냉난방 장치 등과 같은 회사 장비 및 시설을 수리하는</b> 내용이 대화로 등장
기타 사무실 대화	<b>사내 업무 관련 또는 출근길 정체 등 사무실에서</b> <b>동료 직원들과 할 수 있는 일상적인 대화</b> 가 등장

# 토익 핵심 유형

Unit 08

Questions 1-3 refer to the following conversation.

1. What is the woman looking for?

- (A) An expenses report
- (B) A telephone number
- (C) A claim form
- (D) A meeting agenda

2. Why is Scott unavailable?

- (A) He is with some clients.
- (B) He is on vacation.
- (C) He is making a delivery.
- (D) He is at a conference.

3. What does the man suggest?

- (A) Rescheduling an appointment
- (B) Visiting an office
- (C) Speaking to a manager
- (D) Checking out a Web site

# 토익 핵심 유형

Unit 08

**Questions 1-3 refer to the following conversation.**

**W:** Andrew, do you know where I can get an expenses claim form?

**M:** Scott keeps them, but he's in a client meeting right now.  
He should be back soon.

**W:** I can't wait for him. I have to leave for a conference soon.

**M:** Actually, it might be on our Web site. Go into the Accounting menu and see if it's there.

# Practice

Unit 08

7 What city is this conversation taking place?

- (A) Busan
- (B) Seoul
- (C) London
- (D) Paris

8 Why does the woman say, "That can't be true!"?

- (A) She strongly wants to deny.
- (B) She doesn't believe his words.
- (C) She is overly excited.
- (D) She feels confused.

9 What will the woman be given from the airline?

- (A) Free accommodation
- (B) Membership for one year
- (C) Free voucher for her next trip
- (D) A discount coupon for tax-free goods

# Practice

Unit 08

**Questions 7-9 refer to the following conversation.**

**W:** Excuse me. My flight from Seoul was delayed, and I think I just missed my connecting flight to London. It seems that I'm stuck here in Paris... Can you help me with this?

**M:** Sure, I will go online to see if there is anything I can do for you... Oh... I am sorry, but the flight you missed was the last one out of here today.

**W:** That can't be true! I have an important business meeting in London tomorrow morning.

**M:** Well, since there is a flight that leaves here at 5 tomorrow morning, you may want to consider staying overnight.

**W:** Oh, no... Then, will the airline pay for my room if I spend the night at the hotel?

**M:** Absolutely. We will cover the cost.