

## 14강. 15 영문 보고서 양식

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이 보고서는 다음 사항을 살펴본다.

### 영문 보고서 작성하기

Title: CGF Ethics Policy

Executive Summary / Abstract

This report assesses the effectiveness of the Ethics Program's operation. Employee access to ethics information and guidance has become the immediate and key goal of the Office of Ethics and Business Conduct.

Introduction

The Office of Ethics and Business Conduct was created to administer the Ethics Program. The director of the Office of Ethics and Business Conduct was given responsibility for the following objectives:

- Communicate the values, standards, and goals of CGF's Ethics Program to employees
- Inform employees about company ethics policies
- Ensure confidentiality in all ethics matters

Findings / Body

The following requirements were established by the director of the Office of Ethics and Business Conduct as uniform guidelines for managers and ethics officers:

- Name, position, and department of individual initiating contact, if available
- Date and time of contact
- Name, position, and department of contact person
- Category of ethics case

- Resolution

## Results

The effectiveness of CGF's Ethics Program during its first year of implementation is most evidenced by the ① active participation of employees in the program and ② actions taken in cases reported by employees.

## Future work

I offer for consideration the following recommendations for the Ethics Program:

- Continuation of channels of communication now available in the Ethics Program
- Increased financial and technical support
- Implementation of some measure of recognition for ethical behavior

To ensure that employees see the value of their continued participation in the Ethics Program, feedback is essential.

## Conclusion

The information in this annual review shall be provided to employees. Knowing that the concerns they reported were taken seriously and resulted in appropriate action by Ethics Program administrators will reinforce employee involvement in the program.

Various options for recognition of employees displaying ethical conduct should be considered and approved.

- assess 평가하다 effectiveness 효율성 ethics 윤리 conduct 시행 objective 목표
- requirement 필수사항 uniform 일정한 initiate 시작하다 appropriate 적절한
- administrator 행정가 reinforce 강화하다 involvement 연루 recognition 인정, 표창

## 01 Title: 명료한 제목

① A of B B의 A (A, B는 명사)

② A for B B를 위한 A

- ③ A about/on B B에 관한 A
- ④ Method to 동사 (동사) 하는 방법

## 02 Executive Summary / Abstract: 내용 요약

- 보고서의 목적
- 보고서 상 알리고 싶은 결론
- 동기를 정리하는 핵심사항
- 지난번 업무와의 비교
- 방법론
- 눈에 띄는 발견 사항 등

This report assesses ~.

## 03 Table of Contents: 목차

- ① 보고서의 내용이 긴 경우 목차 활용
- ② Heading(주제)과 Sub-heading(부제)

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## 04 Introduction: 서론

This report will examine the following:

- ① Ethics problems in business
- ② New ethics system
- ③ Evaluations

## 05 Findings: 조사 결과

- 발견한 결과
- 업무 결과
- 설명을 도와줄 수 있는 도표, 그림, 수치 활용
- 기술적 사항 기재시 개요(outline), 순서도(flow chart) 이용

as indicated in Table 1

(see Table 2)

A refers to B.

Many statistics prove that ~.

## 06 Results / Conclusion: 결론

- 주장하고자 하는 내용을 중심으로 결론
- 상대방을 설득하는 데에 초점

첫째, 주제를 상기시켜 줍니다.

The main question considered in this study was ~.

둘째, 결론을 나타내는 전환 표현이나 부사(구)를 적극적으로 활용하세요.

In short / In conclusion / In sum / Thus / Last but not least / Consequently

셋째, 보고서의 핵심 내용 정리, 추천사항 제시

Accordingly, the following recommendations are made:

The executives should have regular meetings to test and modify existing evaluative measures.

## 07 References: 참고문헌

### References

Australian Bureau of Statistics 2011,

Household income and income distribution, viewed 10 September 2011,

<http://www.abs.gov.au/ausstats/abs@.nsf/mf/6523.0>