

17강. 19 소개하기 / 20 연락한 계기 말하기 / 21 연락한 목적 말하기

19 문서 업무 기본 표현

소개하기

Let me begin by introducing our company.

Let me start off by introducing our new business start-up.

- start-up 신규 업체 (특히 인터넷 기업)

First of all, let me briefly tell you what we do.

This is Kevin Lee with overseas sales.

This is Jesse Kim, Mr. Jin-ho Jang's secretary. I am writing this email on behalf of Mr. Jang.

20 문서 업무 기본 표현

연락한 계기 말하기

Mr. Jin-ho Lee of LPG introduced you to me at the conference last Friday.

I am the one who called you a couple of days ago about your product line.

I am the representative who talked with you on the phone yesterday.

- representative (판매) 대리인, 대표

I talked to you on the phone yesterday regarding the new products we can offer.

I am Judy Chang writing on behalf of my coworker, Michael Jones.

I was referred to you by Yong-jin Park at Korea Standard.

21 문서 업무 기본 표현

연락한 목적 말하기

I am contacting you because I'd like to introduce you to our latest products.

I am writing to inquire about your new products.

I am writing to reconfirm our meeting.

This is Jerry Kim from Dae-yeong Manufacturing writing to invite you to our new product launch.

I am responding to your recent e-mail dated October 1.

I am forwarding our manager Mr. Kim's message to you.

Here is what you have requested:

We are very interested in purchasing your Winsor Software Package No. 244.