

22강. 28 제안하기 / 29 확인하기 & 설명하기

28 문서 업무 기본 표현

제안하기

We are a customer-oriented organization.

We look forward to having productive business relations with you.

We are planning to open a plant overseas in the near future.

We offer discounts for high quantity orders.

We pride ourselves on the quality of the products we produce and feel confident that they will help you to expand your market.

For more information, please call 1-800-339-8989.

Please do not hesitate to contact me if you have any questions.

- hesitate 망설이다, 주저하다

We always welcome your comments and suggestions.

I look forward to our mutually beneficial growth.

29 문서 업무 기본 표현

확인하기 & 설명하기

I was wondering if you could tell me a little more about your product.

Please explain the origin of your key product.

I think we haven't explained our expectation in detail.

There are some explanations of the function I do not understand perfectly.

There must have been a slight misunderstanding about the terms of our contract.

There has been a gross miscommunication. Some important details are missing from the contract.

- miscommunication 잘못된 의사소통
- gross 중대한

Please let there be no misunderstanding about this.

Will you double-check that these calculations are right?

- calculations 계산 결과, 산출

Would you verify the report for me?

- verify 증명하다, 입증하다 check나 make sure보다 조금 더 전문적인 증명
- validate 입증하다, certify 서면으로 증명하다, authenticate 진짜임을 증명하다

Would you certify if the use of these contents breaks any copyright laws?

- certify 증명하다, 확인하다