

25강. 34 업무 관리하기 & 보고하기 / 35 부재 알리기 & 자동 회신하기

34 문서 업무 기본 표현

업무 관리하기 & 보고하기

Let's have a weekly meeting on this issue until things get settled.

You can directly report this matter to Mr. Choi.

Mr. Lee will manage the research part, and I will do the presentation.

Mr. Kim, you cannot bypass me to report this business to the management.

- bypass (정해진 절차·순서를 거치지 않고) 건너뛰다

How far are you with the RX Project?

I am about 75% done.

About half.

Please keep it up! The deadline is coming.

Please pay extra attention not to make any errors in your reports and proposals.

Please compile the data.

- compile 수집하다, 편집하다

35 문서 업무 기본 표현

부재 알리기 & 자동 회신하기

I will be on vacation from July 10th to July 15th.

I am taking tomorrow off, so you can only reach me on my cell.

On the 25th and 26th, a skeleton crew will be working in our public relations department.

- skeleton crew 최소한의 인원

Our office will be closed for three days for Christmas.

Please understand that I will not be able to check my email during the holidays.

Natasha will cover my duties next week.

We won't be in service for two consecutive days for the labor strikes.

We need to get it done before the holidays.

Please call us at 333-4444 in the case of an emergency.

Please refer any urgent issue to my assistant, Michael Gorden.