

29강. 42 맺음말 하기 / 43 공문 보내기 & 공지하기 /

44 사내 게시판에 글 올리기

42 문서 업무 기본 표현

맺음말 하기

Give my best regards to Mr. Park.

We hope to hear from you soon.

Best regards, / Best wishes, / Sincerely, / Sincerely yours,

Yours truly, / Yours respectfully,

Love, / Love always,

Best, / All the best,

43 문서 업무 기본 표현

공문 보내기 & 공지하기

The presentation will be given by Mr. Wagners from the R&D team.

The branch manager and supervisors are required to attend the meeting.

The dress code for the breakfast meeting is semi-formal.

No jeans, please.

The new due date for the marketing project is September 8th.

This week's progress report meeting is scheduled for Wednesday.

- progress report meeting 경과 보고를 위한 회의

Please give a briefing on the market outlook for next year.

조앤박의 비즈니스 실무영작 무작정 따라하기

We may as well discuss the alternatives in the following meeting.

44 문서 업무 기본 표현

사내 게시판에 글 올리기

Be sure to turn the lights off when you leave the room.

Conserve energy!

Please use scratch paper for printing unofficial documents.

- scratch paper 파지, 이면지

This facility is smoke-free.