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47 문서 업무 기본 표현

SNS에 답변하기

We'll send you a replacement.

We will pass your request on to the appropriate party for you.

Please contact our customer service center at 82-1-3455-6677, or email us at customerservice@XYZ.com.

We may still have it in stock in other stores.

This year is about to come to an end!

We would like to thank all our customers and fans out there for all your support throughout the year!

What is your wish for the New Year? Share it with us.

Check out the list of the 5 lucky winners!

Check the following designs and click “like” to show your preferences!

48 문서 업무 전문 표현

기획서 작성하기

Following is a summary of the main points of this plan.

This business plan has been created on the basis of four years of market research, spanning from March 2011 to November 2015.

National Dales plans to increase gross sales by 10 percent and raise profit by 15 percent.

조앤박의 비즈니스 실무영작 무작정 따라하기

We need to address this problem.

Our target market is senior citizens and middle-income earners in our region.

Our goal is to develop strategic alliances with other service providers.

The total start-up capital requirement is approximately \$243,000.

In conclusion, as shown in the chart below, we project rapid growth and high net profits over the next five years.

- net profit 순이익

49 문서 업무 전문 표현

보고서·기타 서류 작성하기

I am working on a budget report.

- budget report 예산 보고서

The report covers fiscal years 2006 to 2015.

Please submit the third-quarter report by next Monday.

- quarter 분기

I have just finished writing the sales status report. Please refer to it.

- status (진행 과정상의) 상황

I have just finished preparing the first draft of the contract. Please take a look at it.

- first draft 초안