

21강. 26 파일 첨부하기 / 27 이메일 주소 확인하기

26 문서 업무 기본 표현

파일 첨부하기

Please see the attached file.

I am attaching the information you've requested.

I forgot to attach the file in my previous e-mail.

I'd like you to include your contact information.

Please don't forget to send the same copy to headquarters.

Please kindly attach the topics that will be dealt with in the meeting.

If you have any additional information on your products, please forward it to us as an attached file.

This information is also available on our website.

Would you please send me the file either in Word or Excel format?

The text is unreadable.

- unreadable 읽을 수 없는

Please refrain from uploading or sharing this file.

- refrain from ~을 삼가다

27 문서 업무 기본 표현

이메일 주소 확인하기

I accidentally gave you my personal email address. Here is my work email for correspondences.

- correspondence (편지·메일로 하는) 통신, 서신

조앤박의 비즈니스 실무영작 무작정 따라하기

Please reply to all.

I cc'd you.

- cc carbon copy(복사본)의 줄임말
- 서신이나 이메일을 참조로 받을 사람 앞에 씁니다.

Please forward me a copy of the email.

Automatic out-of-office reply.