

# Lesson 19. PART3 - 구체적인 정보 & 할일 문제 유형

1. '제품 or 서비스 특징' 등 구체적인 정보 - do next
- fast - speedy - quick - prompt 빠른
  - small - compact - tiny / portable 작은/휴대용
  - user - friendly - easy-to-use 사용하기쉬운
  - large capacity 큰용량
  - awards - winning 수상 경력이 있는
- ⇒ 형용사, 명사 등을 활용한 정답 제시
- win a ticket 티켓을 따내다
  - voucher = coupon 이용권, 쿠폰
  - at no cost = give away 무료로 증정하다
- ⇒ 추가정보, 구매 방법, 쿠폰, 무료증정

2. '시점 문제' 등 구체적인 정보
- start = begin = take place = be held = commence
  - finish = end = be over = to ~
  - open = from ~
  - ★ close = open until = to ~
  - depart = leave 장소, leave for 장소
  - arrive - return
- ⇒ 여러가지 시점표현 등장
- contact technical support personnel
  - get in touch with our representative (rep)
  - Don't hesitate to ask our sales clerks
- ⇒ 궁금한 점 연락주세요

3. '방법 문제' 등 구체적인 정보
- I will send my reference <sup>추천서</sup> by mail
  - I will forward my curriculum vitae <sup>c.v. 이력서</sup> by courier service.
  - Let me fax you my number.
  - I will put them in alphabetical order.

run into 우연히 만나다  
 bistro, eatery 식당  
 make an arrangement 예약하다  
 hardware store 건축 자재 가게  
 (철물점)  
 apparel = attire = costume  
 = outfit = garment 의류

## Lesson 20. 동명사

### 1. 동명사의 개념과 형태

- ① 기본형 : 동사원형 + ing
- ② 부정형 : not + 동사원형 + ing

### 2. 동명사의 쓰임 : 주어, 목적어, 보어 '~하는 것'

① 주어 : 단수 취급, to V 는 가주어 선행하나 동명사는 주어자리 그대로 씀.

② 목적어

③ 보어 The aim of the workshop is \_\_\_\_\_ new employees (A) to train (B) training

### 3. 동명사의 의미상 주어

- We appreciate your helping us.

### 4. 동명사 vs. 명사

- ① 타동사의 동명사 → 목적어 가림. 단원 명사 → 목적어 X
- ② 동명사 앞에 관사 X. 단원 명사 앞에 관사 O.
- ③ 명사 수식은 형용사. 동명사 수식은 부사

### 5. 동명사의 시제와 태

- ① 수동형 : Mr. Kim Wayne received a promotion just six months after being hired.
- ② 완료형 : We thank all of the staff for having finished the project successfully.

### 6. 동명사를 목적으로 취하는 동사

Mind, Enjoy, Give up, Avoid, Admit, Postpone / Delay, Anticipate, Appreciate, Suggest, Consider, Include, Deny, Recommend, Discontinue, Quit

### 7. 동명사와 to 부정사 모두 목적으로 취하는 동사

- like, hate, prefer, begin, start, continue, + ving / to V : 의미 변화 X (시험 출제 X)
- remember, forget, stop, regret + ving / to V : 의미 변화 O

### 8. 전치사 to + 명사(동명사) / to V

- ① 보인드 확인

② 해석 { S V O to V : 위하여  
 S V O to 사랑명사, 필요명사 등 : ~이게, ~에게

- 전치사 to : look forward to 약속고대하다 / be used to = be accustomed to 익숙해지다

object to = be opposed to 반대하다 / be committed to = be dedicated to = be devoted to

전념, 헌신하다 / contribute to 기여하다 / adhere to 들러붙다, 고수하다 / in addition to ~에

추가하여 / be subject to 하기 쉽다, 대상이 되다 / subscribe to 구독하다 / attribute to 탓으로 돌리다

- to V : be supposed to ~하기로 되어있다 / be used to ~하기 위해 사용되다 / be scheduled to 예정되다  
*be scheduled for 시간 (3 a.m.)*

be willing to 기꺼이하다 / be reluctant to 꺼려하다 / be likely to 일것 같다 / be able to 할 수 있다

be about to 막 ~하려 한다 / in order to = so as to ~하기 위해서 / be ready to 준비되다

be eager to 열망하다 / used to 하곤 했다 / in an effort (attempt) to ~하기 위한 노력으로

would like to 원하다

9. 동명사 관용표현

go v-ing 하러가다 / on v-ing 하자마자 / be busy (in) v-ing / be worth v-ing / It is no use v-ing 소용없다

cannot help v-ing 하지 않을 수 없다 / feel like v-ing / keep (on) v-ing / spend time (money) v-ing

have trouble v-ing = have difficulty v-ing = have a hard time v-ing

가치  
 value 명사/동사  
 worth 형용사/전치사  
 worthy 형용사 (주로 be worthy of 로 씀)  
 worthwhile 형용사

recruit 신입사원

# Lesson 21. PART3 - 결론 문제유형

## 1. '요청' 문제 유형

Could you ~, Please ~

(need, ask)

I want you to go over the report

I'd like you to go over the report

Make sure to go over the report

Be sure to go over the report

} ⇒ Review some materials  
Take a look at the materials

## 2. '제안' 문제 유형

- Why don't you mail the itinerary?

You should ~, I suggest you mail the itinerary.

- Why don't we mail the itinerary?

Let's ~, Shouldn't we mail the itinerary?

- Why don't I mail the itinerary?

Let me mail the itinerary. I'd be happy to ~

} ⇒ forward a plan  
share a schedule

## 3. '미래' 문제 유형

Let's ~, Let me ~, Now ~

(scheduled, about) ✖  
I'm supposed to go ask a rep.

구어체 가능

⇒ consult (with) 사람  
confer with 사람  
contact with 사람

# Lesson 22. 분사

## 1. 분사의 형태

The visiting applicants / The hired applicants

⇒ The applicants (visiting the office for the first time) are requested to provide a valid identification.

The applicants (hired for the positions) are requested to provide a valid identifications

- We will publish some articles \_\_\_\_\_ the study of diet, healthy ingredients and food habits

(A) recommend (B) recommended (C) have recommended (D) recommending

① 형용사 명사 : 해석 (목적어 유무로 접근 X)

② 명사 형용사 + 딸린식구 : 해석 X

↓  
목적어 유 : ving / 목적어 무 : P.P

③ 자동사 = ving 분사화 (P.P. X)

- The \_\_\_\_\_ statements will ~ (A) update (B) updated (C) updating

- submit the articles (ving results) , for the articles (ving results)

\* 수여동사는 목적어 2개 가능 give the clients \_\_\_\_\_ results

## 2. 감정동사 (목적어 유무로 접근 X) : 감정을 일으키는 것은 ving, 감정을 느끼는 것은 P.P

[ 사람 + P.P.

사물 + ving / 유형형용사 (impressive, satisfactory, pleasant)

- 현재분사 : interesting, exciting, pleasing (pleasant), surprising, fascinating, impressing (impressive)

disappointing, confusing, **embarrassing** 난처하게 만드는, exhausting, tiring, overwhelming.

satisfying. (satisfactory), **gratifying** 만족시키는, amusing, annoying, enlightening, frustrating.

**distracting** 산만하게 하는, **bewildering** 당황시키는, entertaining, troubling, **invigorating** 활기를 북돋는

**startling** 깜짝 놀래키는, **astounding** 놀래키는, attracting (attractive)

- 과거분사 : interested, excited, pleased, surprised, fascinated, impressed, disappointed, confused,

**embarrassed** 난처함을 느끼는, tired, exhausted, overwhelmed, satisfied, **gratified** 만족를 느끼는

amused, annoyed, enlightening, frustrated, distracted, **bewildered** 당황스러워하는,

entertained, troubled 문제를 느낀, **invigorated** 활기를 느낀, startled, astonished, attracted

\* My manager has been exhausting. 일으키는 기능

☆ Our library is excited to announce our 2018 Author Fair will be held on Saturday.

↳ 도서관, 회사가 주어일 때

## 3. 보어자리 주의

① 2형식 : S V (C) = 형용사

㉔ 5형식 : S V O (O.C) The students often found the overall structure and excessive complexity \_\_\_\_\_.

(A) tiring (B) tired

4. 분사형용사

- v-ing 형 분사형용사 : an existing facility 기존 시설 / a lasting impressing 지속되는 인상 / a challenging problem

어려운 문제 / missing luggage 잃어버린 짐 / an opposing point of view 반대 의견

(opposing은 명사 앞에서만, opposed는 보어로만 쓰임) / demanding customers 까다로운 손님

promising plans 전도유망한 계획 / the inviting offer 매력적인 제안 (invited 초대됨)

the culminating event 최고의 이벤트 / a leading authority 선두있는 권위자 / a rewarding

discussion 보람있는 토론 / proceeding years 이전 년도들 / approaching storms 다가오는 폭풍

encouraging remark 독려하는 말 / surrounding areas 주변 지역 / aspiring musicians

포부큰 유망자들 / a convincing arguments 설득력 있는 주장

- p.p. 형 분사형용사 : a limited time 제한된 시간 / detailed information 자세한 정보 / a written contract 서면 계약서

a distinguished candidate 뛰어난 후보자 / an experienced applicant 숙련된 지원자

a complicated progress 복잡한 절차 / preferred means 선호되는 수단 / designated parking lot

skilled workers 숙련된 노동자들 / dedicated (= devoted, committed) employees 헌신하는 직원

motivated employees 열정적인 직원 / attached résumé 부착된 이력서 / qualified applicants

informed decision 현명한 선택 / involved tasks 관련된 업무 / related field 관련된 분야

valued customers 가치있는 고객 / unprecedented measures 전례없는 조치 / experienced manager

5. 분사구문

- 현재 분사구문 : When you submit a renewal application, you must answer all the questions.

부사  
⇒ Submitting a renewal application, you must ~

- 과거 분사구문 : When the application submitted, the application will be first reviewed by the center manager.

⇒ Submitted, the application ~

- 분사구문의 과거시점 : After we checked the samples, we ordered the products.

⇒ Having checked the samples, we ~.

\* v-ing (동명사 : 명사. '~것'  
현재분사 : 형용사. '~하는'  
분사구문 : 부사. '~할 때, ~하면서')

be + (진치사 + 명사) Given → 진치사. '~을 고려할 때'

↓

형용사로 쓰이기도 함.

# Lesson 23. PART 4 - 전화 & 녹음 메시지

## 1. 전화메세지

### ① 서론

-회사: This is Jane calling from A property rentals → realtor

This is Jane from A landscaping. → landscaper

This is Jane at A architectural firm → architect

-청취자: This is Jane at A real estate. I talked to you about buying an apt. → potential buyer

Hello. Paul. You wanted me to do the landscaping work in your yard. → customer, client

As a head architect, you know how important it is to ~ → architect.

### ② 본문. 결론

-전화달라: Please return a call. Please give me a call back. Please contact me at 555-0777.

Please get in touch with me.

→ inform, notify, let ~ know, share ~ information, indicate preference

## 2. 녹음 메시지

### ① 서론

-통라불가 이유: We will be closed for the holiday.

We will close tomorrow <sup>~을 기념하여</sup> in observance of the national holiday.

We are experiencing a high volume of calls at the moment.

### ② 본문

-운영시간: Monday through Friday. <sup>weekdays</sup> Saturday and Sunday. <sup>weekend</sup> We are open until 6 p.m. → close at 6 p.m.

### ③ 결론

-전화연결안내: Hot line 상담전화, Hash key = pound key 우물장자 #

direct A to B = contact A to B = transfer A to B = forward A to B = put A through B

A 전화를 B에게 연결해준다

by far 아주



3. 그의 전치사

① through / throughout

- through : 시간 ( through the decade 10년 내내 ) , 공간 ( through the building 빌딩을 통과하며 ) , 수단 . 방법 ( through frequent practice )

- throughout : 시간 ( throughout the day 하루종일 내내 ) , 공간 ( throughout the region 전 지역에 걸쳐 ) .

② before ~전에 / after ~후에 = following / behind ~후에

- before 시간적, 공간적 개념 둘 다 가능

- after 등차, 시간적 순서 He shut the door after him / behind + 공간적 경우 . He shut the door behind him.

③ beside / besides

- beside : 옆에 = next to , near , close to , by , adjacent to

- besides { 전치사 : 뿐만 아니라. 의미도 = plus, in addition to, as well as, along with  
접속부사 : 게다가 = moreover, furthermore, also, in addition

④ between / among + 반드시 복수

⑤ opposite = across from 맞은 편에

⑥ across 가로질러. 전방에 걸쳐 : The government built a bridge across the river.

★ ⑦ down = along 방향을 타고 아래로 : Tears ran down her face .

↳ down the table(X) 방향성 '아래' 의미 X. 부사로 '아래'는 가능

\* The artwork has been buried \_\_\_\_\_ the ground (A) down (B) beneath → 방향상 아래

⑧ for { 숙어 = be responsible for / be famous for

위하여 = for you

+기간 : 동안

for 행위자 to V : ~가.이

교환의 전치사 : 상. 보상. 칭찬 + for 이유. '으로' ⇒ award, reward, praise, credit

+ Copies can be possible for \$10 돈

⑨ into { 속으로 (이동O. 고정X) : Mito Com will move into Seoul. Mito will expand its business into Brazil.

변화 전치사 : He's built up the family firm into a multinational company

+ ~때문에 : owing to, on account of / ~임에도 불구하고 : notwithstanding / ~에 관하여 : as to, as for

~없었다면. 없이 : barring, but for / ~을 제외하고 : aside from, apart from / ~속에서, ~안복판에 : amid

~다자마자 : upon

시간 _____ 명사	from A to B : 장소. 시간. 물건
before	from A through B : 시간 only
prior to	to '에' → 이동O. 고정 X
in advance of	'가다 보내다, 전달하다' 와 함께 사용
ahead of	onto 이동O. 고정 X
after	nearby : 형용사 or 부사
from	

# Lesson 25. PART 4 - 공지사항

## 1. 사내 공지사항

### ① 화자

I'm in charge of Marketing Department.

→ team leader, dep head

As Personnel manager, I'm very proud of ~

→ HR manager

I founded this company a decade ago.

→ founder, owner

② 청취자 : Welcome to your first day at work.

→ New employees

### ③ 본문 결론

If you have any inquiries, please stop by my office.

If you need help, please contact me.

If you need assistance, please call me at extension 123.

내선번호

## 2. 기타 공지사항

### ① 서문

- 화자 장소

This is your captain speaking

→ pilot

Welcome aboard

→ on the plane

Welcome to the A factory

→ manufacturing facility, plant

- 공지사항

delay = postpone = push back = put off

cancel = call off = withdraw

change = revise = modify = alter

### ② 본문 - 이유

technical failure = technical issue / out of order = malfunctioning / track maintenance work

shoe department 매장  
item 음식, 서류  
produce 농작물 = crops  
To outline (=go over) the program  
대략적으로 설명하다  
quota 할당, 물량  
fulfill quotas 할당량 충족하다  
PR = public relations 홍보

feature 특징으로 삼다  
keepsake 기념품  
crate 나무상자  
assortment 한데 묶은 것  
invite to 부탁하다  
report to work 출근하다  
fill in for 人 대신하다  
take over 차지하다.  
떠맡다

# Lesson 26. 명사절 접속사

## 1. 접속사 종류

① 등위 접속사

② 종속 접속사

- 명사절 접속사 : I know that you have the document.

- 형용사절 접속사 : I know the document that you have  
 ↳ 관계 대명사

- 부사절 접속사 : When you submit the document, you should check it.

\* 접속사 that 정리

① 명사절 접속사 : S+V+ that + 완벽한 문장 명사

② 형용사절 접속사 : 명사 + that +  $\begin{pmatrix} VO \\ SV \end{pmatrix}$  불완전 문장

③ 동격절 : 명사 + that + 완벽한 문장 ⇒ fact, notice, opinion, evidence, confirmation, assurance, confidence, speculation

④ so + 형/부 + that S V O

such + (형)+명 + that S V O

⑤ She is \_\_\_\_\_ that S V O ⇒ confident, optimistic, aware/certain, afraid, pleased/ disappointed, proud

## 2. 등위 접속사

and 그리고, but/yet 그러나, or/nor 또는, so 그래서, as well as 뿐만 아니라, than ~보다.

- 등위 접속사 특징 : 문두에 오지 X. 똑같이 반복되는 것 생략 가능 S V O so S V O → 명사. 명사 잇기 불가 등위 접속사 S V O \_\_\_\_\_ V O

## 3. 명사절 접속사 : what, that, if, whether, whose, who(m), which, how, when, where, why, whoever, whichever, whatever

접속사	뜻	문장/ 불문장	전로사 뒤	$\begin{matrix} W \\ h \end{matrix} + S+V \\ \text{to } V$	기타 사항
what	~것/무엇	불문장	○	○	
that	~것	문장	X	X	
if	~인지 아닌지	문장	X	X	주어자리 if X
whether			○	○	or 보이면 whether

**P** I know what I should do

⇒ I know what to do.

whose 누구의 + 명사(S) 관사. 한정사 X. 대명사 X which 는 2~3개 선택지 반드시 주어짐

- We will explain \_\_\_\_\_ you need to do to make a planning application in Lancaster.

(A) what (B) that

- Your doctor will explain [ when \_\_\_\_\_ this drug ] = 명사절 접속사

(A) taking (B) to take

- You will not be able to drink coffee [ when \_\_\_\_\_ this drug ] = 부사절 접속사

(A) taking (B) to take

- We will decide \_\_\_\_\_ to <sup>SV</sup> place <sup>O</sup> an order for the brand new product (A) what (B) ~~whether~~

- \_\_\_\_\_ you are visiting Suwon for business or for pleasure, the Lakeside Hotel offers the most contemporary amenities while maintaining its historic charm. (A) Either (B) ~~whether~~  
↳ 명사 형용사-부사

\* Who → 100% 불완전

What } 99% 불완전  
which } 1% 조건부 완전 ⇒ 관계형용사 (명사를 꾸미는 역할을 할 때, what=무슨, which=어떤)

I know \_\_\_\_\_ product will be chosen.

I know \_\_\_\_\_ options I should choose

I know \_\_\_\_\_ options <sup>부사</sup> to choose.

} → whose / what / which

I know how <sup>부사</sup> \_\_\_\_\_ I can operate it.

I know how <sup>형용사</sup> \_\_\_\_\_ we are.

# Lesson 27. PART 4 - 회의 & 방송

1.

회의

① 서론

- 주제, 횡가

I've <sup>v. 소집하다</sup> called this meeting to announce our upcoming merger. → acquisition 인수, consolidation 통합

Thanks for coming to the department head meeting. → division managers

- 목적

We are here to introduce our new CEO, Jane Parker. → To welcome a new executive.

③ 결론

- 아이디어 요청

Please come up with ideas / Please brainstorm ideas / I'd like to hear your thoughts → ask for suggestion.

Please work in pairs for a role play. → work with a partner.

2.

방송

① 서론

- 횡가

This is WX Radio with local needs → Radio broadcaster = host.

Thanks for agreeing to interview with me about your company. } → journalist

I'm writing an article about local entrepreneurs.

② 결론

- 다음 방송 안내?

We'll be right back after the commercial break. → advertising, commercial break, sponsor's message.

☆ Let's listen to A after B = Let's listen to A following B → 전후관계  
Let's listen to A before B

- 방송 시간 : Stay tuned for another traffic update in 30 minutes → in half an hour.

시상식  
award ceremony = banquet  
headquarter 본사  
cubicle 칸막이로 된 사무실  
testimonials 추천의 글  
travel bureau 관광중. 안내소  
/ 부위/ = information center

## Lesson 28. 부사절 접속사

1. 전치사와 접속사. 접속부사 자리를 구분하라.

① 전치사 : The director resigned because of the low sales records

② 접속사 : Some of the staff members were late because there is heavy traffic.

③ 접속부사 (접속사 X. 부사O)

- Prices have been rising. However, it is unlikely that this increase will continue.

- Prices have been rising. It is unlikely, however, that ~.

- Prices have been rising; however, it is unlikely ~

2. 접속사 / 전치사 / 부사 구분

① ~할 때 : - 접속사 : when = at the time = at which time / 매번 ~할때 - 접속사 : everytime = each time

② ~할 때까지 - 접속사 : by the time / 전치사 : by

③ ~하기 전 / 후에 - 접속사 : before, after / 전치사 : before = prior to , after = following = subsequent to

④ ~한 이래로 : since 전치사. 접속사 둘 다 가능

⑤ 하자마자 - 접속사 : as soon as / 전치사 : upon

⑥ 심지어 ~할때 - 접속사 : even as

⑦ ~임에도 불구하고

- 접속사 : though, although, even if, even though

- 전치사 : despite, in spite of, notwithstanding

⑧ 반면에 - 접속사 : while (동반에, 반면에, 하지만) / 전치사 : <sup>whereas</sup> contrary to

⑨ ~이기 때문에

- 접속사 : because, since, as, now that, in that

- 전치사 : because of, due to, owing to, on account of

⑩ ~하기 위해서 - 접속사 : so that, in order that / 전치사 : in order for

⑪ ~를 대비하여 - 접속사 : in case (that) / 전치사 : in case of

⑫ 단지 ~하기만 하면 - 접속사 : only if

⑬ 마치 ~처럼 - 접속사 : as if, as though

⑭ 일단 ~하면, 하자마자 - 접속사 : once / 전치사 : upon

⑮ ~하는 한 - 접속사 : as long as, as far as

⑯ 만약 ~가 아니라면 - 접속사 : unless / 전치사 : without

⑰ 만일 ~라면 - 접속사 : if, providing, provided (that), supposing, assuming, should

⑱ ~을 제외하고 - 접속사 : except that (when, where) / 전치사 : ~~except~~, excluding

㉓ ~를 고려할 때 -접속사: given that. considering (that) / 전치사: given

㉔ ~와 비교해볼 때 -전치사: compared with (to)

㉕ 접속 부사: therefore = thus = hence = accordingly = as a result 그러므로, consequently 그 결과로, similarly 비슷하게.

likewise 마찬가지로. also 또한. moreover = furthermore 게다가. in addition 추가로, nevertheless = nonetheless

= however 그러나. on the contrary 대조적으로, otherwise 그렇지 않으면. meanwhile 그러는 동안에. alternately

대조적으로, even so 그렇다 치더라도. if so 만약 그렇다면

\* \_\_\_\_\_ the construction between Newington and Central is complete, city officials say traffic issues

will be alleviated (A) In case (B) Once

\_\_\_\_\_ the products <sup>\*</sup>be defective within the period of 12 months from delivery date, we will

repair or replace them (A) When (B) Because (C) Once (D) Should + 동사원형

\* so that ] + SVO, SVO  
now that ]  
즉약X

Although ) SVO, SVO  
Because ) Ving (X)  
As ~듯이 ) P.P (O)