

# PHONE ENGLISH

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## BUSINESS A

ENGLISH CONVERSATION

SKY COMMUNITY BOOKS

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# How to use this book

1

## Today's Class

일상에서의 평범한 대화를 통해 회화 표현을 익힐 수 있도록 구성되어 있습니다. 수업하기 전에 교재의 내용을 학습하면 좀 더 도움이 됩니다.

2

## Reading Comprehension

본문의 내용을 얼마나 이해하고 있는지 확인하기 위한 질문으로 구성되어 있습니다. 질문에 대한 답을 생각해보며, 다시 한번 본문을 읽어보면, 중심내용을 파악하는 데 도움이 됩니다.

3

## Free Talking Questions

본문의 내용을 바탕으로 자신의 견해와 경험을 이야기 할 수 있는 질문으로 구성되어 있습니다. 자신의 의견과 감정을 표현하는 데 도움이 됩니다.

4

## Vocabulary/Expressions

본문에 나온 난해한 단어들의 영문 해석과 동의어로 구성되어 있습니다. 영문 그대로 해석하고, 동의어를 함께 암기하면 더 자유로운 표현을 할 수 있게 됩니다.

5

## Review

본문의 내용과 문법에 관련된 문제로 구성되어 있습니다. 문제를 풀어보면서, 앞서 익혔던 표현들과 문법을 다시금 점검할 수 있습니다.

6

## Today's Homework

본문에서 가장 중요한 단어, 숙어, 표현들로 구성됩니다. 배운 것을 기억하며, 단어와 숙어를 조합하여 회화표현을 스스로 구성해 볼 수 있습니다.

# BUSINESS A

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# What's the Best Way to Find a Job?

## \* Today's Class

**Jane** : Tom, what's the best way to find a job?

**Tom** : The want ads in the magazine are probably a good place to start.

**Jane** : I've been checking the want ads every day for a week,  
and I can't find anything that I'm qualified for.  
And the few that I have seen are very low-paying.

**Tom** : Try the Internet. You can use a search engine to find job sites  
related to your field.

**Jane** : Great idea! Thanks! I think I'll look for something in sales.

**Tom** : Hey, I just saw a job opening in sales, at a company called Sun Tech.  
It could be just the sort of thing you're looking for.

**Jane** : Really?

**Tom** : Yeah, but if I remember ..... the deadline is this evening.

**Jane** : This evening?! Ahh! I'd better get on-line quickly and see if I can  
submit my resume by e-mail.

**Tom** : Wait, have you updated your resume?  
It should mention your sales experience.

**Jane** : Don't worry. It's all set. Thanks, buddy.

**Tom** : Any time, Jane.

## \* Reading & Comprehension

1. What does Tom recommend to find the job?
  2. When is the Sun Tech's deadline of recruiting?
  3. What kind of job does Jane look for?
- 

## \* Free Talking Questions

1. What is your interesting field of the job?
2. How do you get the information about recruiting?
3. Is your resume updated?

## \* Vocabulary / Expressions

<b>want ad</b> (= <i>classified ads, a wanted</i> )	구인광고
the want ads in a newspaper or magazine are small advertisements, usually offering things for sale or offering jobs	
<b>qualified for</b> (= <i>trained, experienced</i> )	자격이 있는
someone who is qualified has passed the examinations that they need to pass in order to work in a particular profession	
<b>job opening</b> (= <i>a position, employment</i> )	일자리, 공석
a position in a company or organization is a job.	
<b>field</b> (= <i>specialty, discipline</i> )	n. 분야
a branch of knowledge	
<b>deadline</b> (= <i>limit, cutoff</i> )	n. 최종기한
the point in time at which something must be completed	
<b>submit</b> (= <i>present, offer</i> )	vt. 제출하다
hand over formally	
<b>update</b> (= <i>renew</i> )	vt. 갱신하다
modernize or bring up to date	

## \* Review

update   qualified for   deadline   field   submitted

1. After six months, you are (            ) full medical and dental coverage.
2. Each of the authors of the tapes is an expert in his (            ).
3. The (            ) for submissions to the competition will be Easter 2009.
4. They (            ) their reports to the professor yesterday .
5. Airlines would prefer to (            ) rather than retrain crews.

## \* Today's Homework

Construct your own sentences using the following words/expressions:

What's the best way to~?, I've been~, You can use~, I think~, submit, deadline

## \* Answers

- |                  |           |             |
|------------------|-----------|-------------|
| 1. qualified for | 2. field  | 3. deadline |
| 4. submitted     | 5. update |             |

# I'd Like to Apply for The Job

## \* Today's Class

**Tiffany :** (Into telephone) OK, Mr. Park. We'll talk to you soon. Bye.

**Jessica :** Good morning. I saw your internet ad for a salesperson.  
I'd like to apply for the job.

**Tiffany:** OK, then. Please fill in this application.  
Use blue or black ink and write in capital letters.

**Jessica :** OK, I have my resume with me.

**Tiffany:** Great. I'll attach it to your application form when you're done. Have a seat.

**(Later)**

**Jessica :** Excuse me, ma'am. I have a question.

**Tiffany:** Yes, what can I help you with?

**Jessica :** What should I write here if I don't have any awards or professional organizations to list?

**Tiffany:** Just leave that part blank.

**Jessica :** OK. I think I've filled everything in correctly.  
When can I expect to hear from you?

**Tiffany:** After we review your resume, we'll call and let you know if we want you to come in for an interview.

**Jessica :** Great. Thank you very much.

**Tiffany:** You're welcome. Have a good day.

**Jessica :** Thank you.

## \* Reading & Comprehension

1. What color does Jessica fill in the application?
2. When can Jessica expect to hear from Tiffany?
3. Where does Jessica look at the ad?

---

## \* Free Talking Questions

1. Have you ever applied for a job?
2. What are your strong points for getting a job?
3. Do you check the internet ad regularly?

## \* Vocabulary / Expressions

---

**apply for** (= request, put in)

지원하다, 신청하다

to make a formal request, usually written, for something such as a job,  
a place in a university, or permission to do something

**fill in** (= fill up)

작성하다, 가입하다

to put a substance into a hole, crack etc to make a surface level

**receptionist**

n. 접수원

a secretary whose main duty is to answer the telephone and receive visitors

**attach** (= affix, annex)

vt. 첨부하다

be attached

**award** (= prize)

n. 상

something given for victory or superiority in a contest or competition  
or for winning a lottery

**professional**

a. 프로의

of or relating to or suitable as a profession

**interview**

n. 면접

the questioning of a person

---

## \* Review

interview      Fill in      apply      award      professional

1. I am continuing to (            ) for jobs.
2. (            ) the coupon and send it first class to the address shown.
3. She presented a bravery (            ) to schoolgirl Caroline Tucker.
4. His (            ) career started at Liverpool University.
5. Not everyone who writes in can be invited for (            ).

---

## \* Today's Homework

**Construct your own sentences using the following words/expressions:**

Please fill in~, I have~, What can I~?, professional, interview

## \* Answers

1. apply                      2. Fill in                      3. award  
4. professional              5. interview

# Do You Have Any Tips For a Successful Interview?

## \* Today's Class

**Jane :** David, do you have any tips for a successful interview?

**David :** Well, first of all, you need to dress professionally.

**Jane :** Oh. What about during the interview?

**David :** OK, be sure to make good eye contact, and answer all questions politely and positively.

**Jane :** But I'm not sure what kind of questions they'll ask.

**David :** They'll probably want to know a little bit about your work experience, as well as something about your character.

**Jane :** What kind of questions should I ask them?

**David :** You should ask about the job requirements, and learn a little about the company.

**Jane :** Should I ask about salary and working hours and vacations?

**David :** No. Not unless they bring it up. Just use the first Interview to sell yourself.

**Jane :** You're right. If they are interested in hiring me, there will be plenty of chances to talk about that later.

**David :** Right. And the more interested they are, the more they'll offer.

## \* Reading & Comprehension

1. What does David talk to Jane for a successful interview?
  2. What kinds of questions will interviewer ask?
  3. What kinds of dress are good for the interview?
- 

## \* Free Talking Questions

1. Do you have any tips for a successful interview?
2. Have you ever had a job interview?
3. What is your strong point for recruiting?



## \* Vocabulary / Expressions

---

### professional

of or relating to or suitable as a profession

a. 프로의

### polite (= *mannerly, courteous*)

marked by refinement in taste and manners

a. 공손한

### positively (= *definitely, absolutely*)

extremely

ad. 명확하게

### character (= *personality, nature*)

a characteristic property that defines the apparent individual nature of something

n. 성격

### requirement (= *necessity, want*)

required activity

n. 요구

### hire (= *engage*)

engage or hire for work

vt. 고용하다

---

## \* Review

polite  
requirements

character  
professional

positively  
hired

1. His ( ) career started at Liverpool University.
2. It's not ( ) to point or talk about strangers in public.
3. This is ( ) the worst thing that I can even imagine.
4. The ( ) of this country has been formed by immigration.
5. Variations of this programmer can be arranged to suit your ( ).
6. The rest of the staff have been ( ) on short-term contracts.

---

## \* Today's Homework

Construct your own sentences using the following words/expressions:

Do you have~?, What about~?, You should~, professional, requirements

## \* Answers

1. professional

2. polite

3. positively

4. character

5. requirements

6. hired

# Tell Me Little About Yourself.

## \* Today's Class

**Daniel** : Tell me little about yourself.

**Jane** : Originally, I'm from Los Angeles.

**Daniel** : What brought you to the East Coast?

**Jane** : I came to New York to attend school – college. And I've come to love it so much that I've decided to stay and find work.

**Daniel** : What work experience do you have?

**Jane** : I worked as an intern for a small newspaper. And my primary responsibilities were to sell newspaper advertisements to businesses.

**Daniel** : And what did that experience teach you?

**Jane** : I learned that I really enjoy sales, and I want to pursue a career in sales and marketing.

**Daniel** : How would your former employer describe you?

**Jane** : He told me that my sales skills were an asset to the company. And he thanked me for my loyalty.

**Daniel** : You seem very mature for your age.

And I see from your resume that you are very goal-oriented.

**Jane** : Thank you, I believe I've learned these things from my parents. They're my role models. However, I know I have a lot to learn.

## \* Reading & Comprehension

1. What work experience does Jane have?
2. Where is Jane from?
3. What field does Jane want to pursue a career?

---

## \* Free Talking Questions

1. Tell me a little about yourself.
2. Where are you from and where do you live now?
3. Have you ever heard that you seemed mature for your age?

## \* Vocabulary / Expressions

---

### oriented

adjusted or located in relation to surroundings or circumstances

지향의

### originally (= initially, primarily)

before now

ad. 원래

### intern (= trainee, apprentice)

an advanced student or graduate in medicine gaining supervised practical experience

n. 인턴

### pursue (= desire)

go in search of or hunt for

vt. 추구하다

### asset

a useful or valuable quality

n. 자산

### role (= duty, function)

the actions and activities assigned to or required or expected of a person or group

n. 역할

## \* Review

originally  
assets

pursue  
roles

intern  
oriented

1. The country's economy is export ( ).
2. France ( ) refused to sign the treaty.
3. A young ( ) from the marketing department was chosen.
4. She had come to England to ( ) an acting career.
5. By the end of 1989 the group had ( ) of 3.5 billion francs.
6. Both sides have ( ) to play.

## \* Today's Homework

Construct your own sentences using the following words/expressions:

Tell me little about~, What work experience~?, How would~?, originally

## \* Answers

1. oriented  
5. assets

2. originally  
6. roles

3. intern

4. pursue

# Can you tell me a bit about the job responsibilities?

### \* Today's Class

**John :** Can you tell me a bit about the job responsibilities?

**Thomson :** Of course. As salesman for our company, you would be required to find new customers and follow up on our existing customers.

**John :** Oh, so I would have the opportunity to generate my own sales leads.

**Thomson :** Certainly. You would locate prospective customers and set up meeting with them to introduce our products.

**John :** And what are the office hours?

**Thomson :** Our office hours are nine to six, Monday through Friday. I bet you're curious about the salary for things position.

**John :** All right. I admit I am a little curious.

**Thomson :** Well, the salary depends on experience, of course, but the base salary for sales is twenty-five thousand a year.

**John :** OK. And may I ask what benefits you offer?

**Thomson :** We have paid holidays, a one-week paid vacation in the first year, a retirement plan, and bonuses if you meet sales targets.

**John :** That sounds reasonable.

### \* Reading & Comprehension

1. What is this situation? Do you understand who is Thomson?
2. If John will work in Thomson's office, how long will John work for a week?
3. If John will work in Thomson's office, what kind of benefits will John be guaranteed?

### \* Free Talking Questions

1. What kinds of jobs do you want? Does that job have good salary or stable position?
2. If you are an officer, what kinds of benefits do you want to give to worker?
3. If you are an officer, what kind of policy do you set to handling existing and prospective customer?

## \* Vocabulary / Expressions

<b>lead</b> (= supremacy, first place)	n. 선도
a position of leadership	
<b>base salary</b>	기본급
a basic salary, basic wages, basic pay	
<b>require</b> (= need, want)	vt. 필요로 하다
require as useful, just, or proper	
<b>locate</b> (= find)	vt. (위치를) 알아내다
discover the location of	
<b>prospective customer</b>	잠재고객
Most retail businesses have Web sites where prospective customers browse among the company's merchandise, finding pictures and prices of the products available.	
<b>paid vacation</b>	유급휴가
a vacation from work by an employee with pay granted	
<b>retirement plan</b>	퇴직금 제도
a system for saving money for when you stop work, done either through your employer or arranged by you	

## \* Review

lead	paid vacation
locate	base salary

1. The American and Japanese navies took the (        ) in the development of naval aviation.
2. Many salespeople are paid on a commission basis without a (                    ).
3. The scientists want to (                ) the position of the gene on a chromosome.
4. There is no question that many people are just worried about having a job at all in times like this, and may view (                    ) as a luxury.

## \* Today's Homework

Construct your own sentences using the following words/expressions:

May I ask ~ ?, I would ~, base salary, base salary

## \* Answers

- |                  |                |           |
|------------------|----------------|-----------|
| 1. lead          | 2. base salary | 3. locate |
| 4. paid vacation |                |           |

# I'll give you a short tour of the office

## \* Today's Class

**Jack** : I'll give you a short tour of the office, show you your desk, and you can get settled in.

**Susan** : Thank you. I'd appreciate that.

**Jack** : The marketing department is right there.

The accounting department is at the end of the hall.

This is the sales department, and the president's office is over there.

**Susan** : And my desk?

**Jack** : Your desk is right here next to mine.

**Susan** : But it looks like someone has already taken this desk.

**Jack** : Oh, that. No, that's a stack of customer files that I put on your desk, so you can start contacting them right away and following up on their orders.

**Susan** : All right. Sounds good.

**Jack** : The rest rooms are around the corner; the watercolor is right over there. Any questions so far?

**Susan** : Just one. When's lunch?

**Jack** : Lunch? Lunch is twelve to one. And if you have any other questions, please let me know. Welcome aboard, Susan.

**Susan** : Thanks, Jack.

## \* Reading & Comprehension

1. What does Jack do for Susan?
2. Why Susan's table look taken by other?
3. What is Susan asking to Jack?

---

## \* Free Talking Questions

1. Have you ever been to a large office?  
If yes, how do you feel about that?
2. Tell me a episode when you went new place.
3. If you want to advise who comes your organization newly, what would you say to him/her?

## \* Vocabulary / Expressions

---

### order

n. 주문

a commercial document used to request someone to supply something in return for payment and providing specifications and quantities

### coworker (= colleague)

n. 동료

an associate that one works with

### hall

n. 복도

an interior passage or corridor onto which rooms open

### stack

n. 더미

an orderly pile

### file (= folder, portfolio)

n. 서류철

a set of related records kept together

### contact (= connect)

vt. 접촉시키다

be in direct physical contact with

---

## \* Review

coworker

stacks

contacted

files

hall

ordered

1. He gave ( ) for his men to rest.
2. On the way to the conference, we ran into some of our old ( ) on the train.
3. There were ( ) of books on the bedside table and floor.
4. When she first ( ) me Frances was upset.
5. He sat behind a table on which were half a dozen ( ).
6. Now continue down the ( ).

---

## \* Today's Homework

Construct your own sentences using the following words/expressions:

get settled, next to ~, so far?, stacks, files

## \* Answers

1. orders

2. coworker

3. stacks

4. contacted

5. file

6. hall

# How do you like your new desk?

## \* Today's Class

**Tony :** How do you like your new desk?

**Ara :** It's great. It looks like someone organized it for me.  
The even arranged the files on my desk.

**Tony:** That was me. I know a first day on the job can be a bit  
overwhelming, so I thought I'd help out a bit.

**Ara :** Thanks, Tony. Oh, if I run out of supplies, where should I go to get  
some more?

**Tony :** There is a supply cupboard over there, next to the secretary's desk.  
If you need something, just let her know and you can sign for it.

**Ara :** OK. I think I'm ready to start calling these customers.

**Tony :** Wait. I haven't given you your new business cards.

Our office numbers are on here, along with your extension number.

**Ara :** Hey, these are nice. Thank you.

**Tony :** You're welcome . If you need anything else, just let me know.  
And don't forget to press nine when you dial on these phones.  
Good luck.

## \* Reading & Comprehension

1. What is Ara's first work?
2. What does Tony do for Ara?
3. If Ara runs out of supplies, what does she do?

---

## \* Free Talking Questions

1. How did your first day at the company?
2. What do you think business card must contain information?
3. When do you feel difficult at the company?



## \* Vocabulary / Expressions

---

<b>settle into</b>	적응하다
to begin to feel happy and relaxed in a new situation, home, job, or school	
<b>supplies(supply)</b>	n. 지급물
offering goods and services for sale	
<b>sign for(something)</b>	서명하다
to sign a document to prove that you have received something:	
<b>organize</b> (= <i>systematize, arrange</i> )	vt. 구성하다
bring order and organization to	
<b>overwhelming</b> (= <i>overpowering, devastating</i> )	a. 압도적인
so strong as to be irresistible	
<b>business card</b>	명함
a card on which are printed the person's name and business affiliation	
<b>extension number</b>	내선 번호
one of many telephone lines connected to a central system in a large building, which all have different numbers	

---

## \* Review

business card	extension number	organizing
overwhelming	sign for	supplies

- The job looked ( ) at first.
- The man's ( ) had his name and telephone number on it.
- Have you finished ( ) the supply room?
- This is a registered letter - someone will have to ( ) it.
- It takes a few months to ( ) life at college.
- If ( ) are restricted, you should say to me. The management has set up a special ( ) 0046.

## \* Today's Homework

Construct your own sentences using the following words/expressions:

How do you~?, Don't forget~, It looks like~, overwhelming, organize, supplies

## \* Answers

1. overwhelming	2. business card	3. organizing
4. sign for	5. supplies	6. extension number

# How did it go?

## \* Today's Class

**Susan :** So, how did it go?

**Danny :** Great! I contacted everyone and introduced myself, and I think I even got a new lead.

**Susan :** On your first day?! What beginner's luck!

**Danny :** Now, I just have to organize these names and phone numbers!

**Susan :** There should be some software on your computer that will do that for you.

**Danny :** Fantastic! Let me try to find it.

**Susan :** You could also download information from your computer onto a PDA, like mine.

**Danny :** What a neat gadget!

**Susan :** It's more than that. For instance, if I'm out on the road with a client, I can get internet access with this.

**Danny :** I need to consider getting one of these.  
Hey, what just happened to my computer?

**Susan :** Looks like it crashed. You'll have to restart it.  
I'll ask a technician to look at it.

**Danny :** Thanks. Susan. You know, I know I sound like a broken record, but I really appreciate all your help.

**Susan :** Don't mention it.

## \* Reading & Comprehension

1. What does Susan recommend to Danny?
2. When Danny's computer was crashed, what did Susan do?
3. What does 'neat' mean in the dialog?

## \* Free Talking Questions

1. Have you led someone in a group?
2. Have you ever downloaded information onto your PDA?
3. When your computer is crashed, what will you do?

## \* Vocabulary / Expressions

<b>check (up) on</b>	검사하다, 확인하다
to try to find out if someone is doing what they said they would do or what you want them to do	
<b>on the road</b>	외부 근무 중에
<b>get off</b>	내리다
leave a vehicle, aircraft, etc.	
<b>fantastic</b> (= wonderful, excellent)	a. 멋진, 굉장한
extraordinarily good or great	
<b>gadget</b> (= device)	n. 간단한 기계장치
a device or control that is very useful for a particular job	
<b>access</b>	vt. 컴퓨터 기억장치로부터 정보를 호출하다
reach or gain access to	
<b>crash</b>	vi. (시스템·프로그램이) 갑자기 기능을 멈추다
stop operating	
<b>technician</b>	n. 기술자
someone whose occupation involves training in a specific technical process	

## \* Review

access	check up on	crashed	
fantastic	gadget	get off	technician

- The system ( ) and I lost three hours' worth of work.
- They train repair ( ) at that company.
- If you transfer Line 1, please ( ) here.
- Most of the ( )s here aren't ready for prime time.
- I will ( ) your things at hand.
- ( )! We agreed on a new contract for Donaldson Enterprises.
- This computer can be ( )ed by a remote administrator to help in troubleshooting.

## \* Today's Homework

Construct your own sentences using the following words/expressions:

How did~?, Let me~, I need to~, fantastic, crash, restart

## \* Answers

1. crashed	2. technicians	3. get off	
4. gadget	5. check up on	6. Fantastic	7. access

# Hi. Allow me to introduce myself.

## \* Today's Class

**Sarah :** Hi. Allow me to introduce myself. I'm Sarah Park.

**Paul :** Nice to meet you, Sarah. My name is Paul Smith.

I'm in the marketing department.

How long have you been here for?

**Sarah :** Not very long. Only a few days. I started on Wednesday.

**Paul :** And how do you like it so far?

**Sarah :** So far, it's been great. I like the job, and the people are very friendly and helpful. How long have you been working here?

**Paul :** Four years, and I can't complain.

**Sarah :** That's quite a while. You must really like it here.

**Paul :** I do, and you will, too. Listen, it was nice meeting you.

I've got to get back to work. Here's my card.

**Sarah :** Great. We should do lunch sometime.

**Paul :** That would be great. Give me a call?

**Sarah :** Maybe sometime tomorrow?

**Paul :** Perfect. I look forward to hearing from you.

**Sarah :** Bye-bye.

**Paul :** OK. Bye

## \* Reading & Comprehension

1. Why does Sarah like the job?
2. When will Sarah and Paul have lunch?
3. What does 'card' mean in this dialog?

## \* Free Talking Questions

1. Have you ever worked in the company?
2. What do you think is the most important thing in your working life?
3. If you are employed in the company, which department do you want to work?

## \* Vocabulary / Expressions

**allow(someone) to V**

~에게 ~를 하도록 허용하다

to let someone do or have something, or let something happen

**sales**

영업부

The part of a company that deals with sales deals with selling the company's products.

**do lunch**

점심 식사를 하다

you eat something in the middle of the day.

**department** (= bureau)

n. 부

a specialized division of a large organization

**helpful** (= beneficial, beneficent)

a. 도움이 되는

providing assistance or serving a useful function

**get back to work**

다시 일을 하다

again, you do the things that you are paid or required to do in your job.

**look forward to**

기대하다

to be excited and pleased about something that is going to happen

## \* Review

allow

department

do lunch

get back to work

helpful

look forward to

sales

1. He ( ) in a hurry.
2. Taekwondo is ( ) in training one's body and spirit.
3. I peeked into the ( ).
4. He moved to the planning ( ) in Samsung.
5. We ( ) doing business with you as soon as possible.
6. The Government will ( ) them to advertise on radio and television.
7. Let's ( ) next week.

## \* Today's Homework

Construct your own sentences using the following words/expressions:

Allow me to~, I look forward to~, How long have you~?

## \* Answers

1. get back to work

2. helpful

3. sales

4. department

5. look forward to

6. allow

7. do lunch

# Becoming Familiar with Office Procedures

## \* Today's Class

**Josie** : Rob. Do you have a minute to go over these forms with me?

**Rob** : Of course. By the way, buzz around the office is that you're giving some of the old-timers in sales some fresh competition.

**Josie** : Really?

**Rob** : Yeah, and the manager is very pleased with how well you're doing.

**Josie** : I'm sure the people in shipping have a completely different view.

**Rob** : Probably.

**Josie** : Well, sales may come easy for me, but doing paperwork definitely does not.

**Rob** : Don't worry. You'll get the hang of it.  
Most companies use similar forms.

**Josie** : So, you mean, I only need to learn one form?

**Rob** : Pretty much. They look different, but the content is pretty much the same.

**Josie** : That's a relief. Hey, Rob. Would you mind teaching me how to use this voice mail system as well? Sorry for all the trouble, Rob.

**Rob** : No, no problem. Listen, once you learn the ropes, it'll become second nature to you.

## \* Reading & Comprehension

1. Find words in the text which mean 'examine' or 'investigate'.
2. What does 'get the hang of it' mean in this dialog?
3. What relations are there between Rob and Josie?

## \* Free Talking Questions

1. Have you ever experienced something that has become second nature to you even if it had been difficult to you?
2. What do you think of the saying, 'habit is a second nature'?
3. Which type of person are you, giving a help to your junior or not?

## \* Vocabulary / Expressions

<b>form</b> (= <i>outline</i> )	<i>n.</i> 형식
a perceptual structure	
<b>old-timer</b> (= <i>senior, veteran</i> )	고참자
someone who has given long service	
<b>learn the ropes</b>	~에 대해 잘 알다
to learn the basics or master introductory knowledge	
<b>competition</b> (= <i>rivalry, struggle</i> )	<i>n.</i> 경쟁
the act of competing as for profit or a prize	
<b>paperwork</b>	<i>n.</i> 서류 사무
work that involves handling papers	
<b>get the hang of it</b>	그것의 요령을 터득하다
If you get the hang of something such as a skill or activity, you begin to understand or realize how to do it.	

## \* Review

competition	paperwork	learn the ropes
old-timers	get the hang of it	form

- The ( ) and established families clutched the reins of power.
- There's been some fierce ( ) for the title
- It's a bit tricky at first till you ( ).
- You will be asked to fill in a ( ) with details of your birth and occupation.
- I've already finished all the necessary ( ).
- She really helped me ( ) when I was starting my job.

## \* Today's Homework

Construct your own sentences using the following words/expressions:

learn the ropes, be pleased with, would you mind ~?

## \* Answers

1. old-timers	2. competition	3. get the hang of it
4. form	5. paperwork	6. learn the ropes

# How may I direct your call?

## \* Today's Class

**Sally** : Hello, this is Sally at Sun Tech. How may I direct your call?

**Caller** : Hi, sally. Would you please transfer me to Sam Palmer in Marketing, extension 334?

**Sally** : Whom may I say is calling?

**Caller** : This is Arthur Smith from Cell Phones. Limited.

**Sally** : Please hold, Mr. Smith.

I'll check to see if Mr. Palmer is available to take your call.

**(A moment later)**

**Sally** : I'm sorry, Mr. Smith. Mr. Palmer's on another line.

Would you care to hold, or would you like to leave a message on his voice mail?

**Caller** : I'll hold, but I'm calling long-distance.

**Sally** : Oh! Well, in that case, I'll ask Mr. Palmer to call you back as soon as possible.

**Caller** : No, I can wait a few more minutes.

**Sally** : Oh, you're in luck! Mr. Palmer's line is free now.

I'll transfer your call. Thanks for holding.

**Caller** : Thank you.

## \* Reading & Comprehension

1. Where does Sally work?
2. Whom would caller like to speak with?
3. Guess what Sally's occupation is.

## \* Free Talking Questions

1. Do you call to an acquaintance frequently?
2. What is your extension number?
3. How do you feel that you wait the call for longtime?



## \* Vocabulary / Expressions

---

**available** (= *accessible*)

a. 이용할 수 있는

obtainable or accessible and ready for use or service

**hold**

vi. 지속하다

keep in a certain state, position, or activity

**secretary**

n. 비서

an assistant who handles correspondence and clerical work for a boss  
or an organization

**transfer** (= *transmit, deliver*)

vt. 전하다, 전달하다

send from one person or place to another

**voice mail**

음성메일

a computerized system for answering and routing telephone calls

**long-distance**

a. 장거리의

of or relating to or being a long-distance telephone call

---

## \* Review

long-distance take a(your) call available  
hold transferred

1. Mr. Leach is on holiday and was not ( ) for comment.
2. If you are calling from a rotary phone, please hold the line and a representative will ( ) after this message.
3. A telephone operator asked him to ( ).
4. Such information is easily ( ) onto microfilm.
5. He received a ( ) phone call from his girlfriend in Colorado.

---

## \* Today's Homework

**Construct your own sentences using the following words/expressions:**

In that case, Would you like to ~?, As soon as possible, Thanks for~, available

## \* Answers

1. available                      2. take a(your) call                      3. hold  
4. transferred                      5. long-distance

# May I take a message?

## \* Today's Class

**Sally** : Good morning, Sun Tech. May I help you?

**Caller** : This is Mr. Willis of Connections, Limited. I'm calling from Australia.  
May I speak to Sam Palmer in Marketing?

**Sally** : I'm sorry. Mr. Palmer is out of the office. May I take a message?

**Caller** : Do you expect him back later today?

**Sally** : I'm afraid he'll be out of town all day.

**Caller** : In the case, you can leave a message. Please tell him that I'd like to talk to him as soon as possible about the new product design.

**Sally** : OK. Is there any particular time that you want him to call you?

**Caller** : He can reach me at my office any time tomorrow.

My number is country code 61, area code 3, number 2775-2940

**Sally** : OK. Let me repeat that back to you. Mr. Willis of Connections, Limited, number 613-2775-2940; call back as soon as possible regarding the new product design. You can be reached all day tomorrow at that number.

**Caller** : That's correct.

**Sally** : OK, I'll give him the message, Mr. Willis, and he'll get back to you as soon as he can.

**Caller** : Thank you. Good-bye.

## \* Reading & Comprehension

1. What is the message of Mr. Willis that he wants to talk to Mr. Palmer?
2. Will Mr. Palmer be back to the office today?
3. What do you think is Sally's job?

## \* Free Talking Questions

1. Do you know what your country code or area code is?
2. What are the matters to be attended to give an international call?
3. What do you think is the difference between saying 'this is' and 'I am' when you introduce yourself on the phone?

## \* Vocabulary / Expressions

---

### out of town

happening in or being of another town or city

도시를 떠나, 시골에 가서

### in the case

if you use in the case, it introduces the result of the possible situation.

그렇다면

### reach

be in or establish communication with

vt. 연락하다

### area code

a number usually of 3 digits assigned to a telephone area  
as in the United States and Canada

지역번호

### expect (= anticipate)

regard something as probable or likely

vt. 예상하다

### product design

the idea generation, concept development, testing and manufacturing  
or implementation of a physical object or service.

제품 디자인

---

## \* Review

in the case

reach

area code

out of town

expect

product design

1. It came out into the open that he had gone ( ) before the crime occurred.
2. ( ), guess it's out of the question.
3. They ( ) a gradual improvement in sales of new cars
4. That one is the best ( ) of 2008.
5. If anything happens, you can ( ) me by telephone.
6. The ( ) for western Pennsylvania is 412.

---

## \* Today's Homework

Construct your own sentences using the following words/expressions:

May I ~?, I'm afraid ~, as soon as possible

## \* Answers

1. out of town

2. In the case

3. expect

4. product design

5. reach

6. area code

# Operator Assistance. How may I help you?

## \* Today's Class

**Operator** : Operator Assistance. How may I help you?

**Sam** : Hi! I've been trying to make a direct call to Sydney, Australia, but there seems to be a problem with the line.  
I can't get through.

**Operator** : If you give me the number, I'll connect you.

**Sam** : Certainly. The country code is 61, the area code is 2, and the number is 2775-2940. This is a business number.

**Operator** : All right. Please hold.

(a minute later)

**Operator** : Sir, the line is open now, so I'll put you through.

**Sam** : Thanks, Operator.

**Bill** : Mr. Willis speaking.

**Sam** : Hello, Mr. Willis. This is Sam Palmer, calling from Sun Tech. I'm sorry I missed your call yesterday.

**Bill** : Yeah. Thanks for getting back to me so promptly.  
I have a couple of requests in regard to product design.

**Sam** : I'm all ears. Go ahead, Mr. Willis.

**Bill** : Thanks, First of all . . .

## \* Reading & Comprehension

1. Why did Mr. Willis give a call to Mr. Palmer?
2. What is the country code of Australia?
3. What does 'I'm all ears' mean in this dialog?

---

## \* Free Talking Questions

1. Have you ever had a difficulty in giving an international call?
2. Do you know about telephone courtesy?
3. How many country codes do you know?

## \* Vocabulary / Expressions

<b>get through</b> (= <i>communicate</i> )	<i>vi.</i> (전화 등이)연락이 되다
be in or establish communication with	
<b>all ears</b>	경청
listening intently	
<b>go ahead</b>	진행시키다
proceed with a plan of action	
<b>international</b> (= <i>worldwide, universal</i> )	<i>a.</i> 국제적인
concerning or belonging to all or at least two or more nations	
<b>operator</b>	<i>n.</i> 교환원
an agent that operates some apparatus or machine	
<b>assistance</b> (= <i>help, aid</i> )	<i>n.</i> 조력
the activity of contributing to the fulfillment of a need or furtherance of an effort or purpose	
<b>connect</b> (= <i>link, combine</i> )	<i>vt.</i> 연결하다
connect, fasten, or put together two or more pieces	
<b>promptly</b> (= <i>quickly, immediately</i> )	<i>ad.</i> 신속하게
with little or no delay	

## \* Review

get through	promptly	international	go ahead
all ears	connect	operator	assistance

1. Since 1976 he has been operating the shop with the ( ) of volunteers.
2. Sister Francesca entered the chapel, took her seat, and ( ) fell asleep.
3. I've been trying to ring up all day and I couldn't ( ).
4. The film earned him ( ) fame.
5. The district board will vote today on whether to ( ) with the plan.
6. He wasn't ( ) to what she said.
7. You can ( ) the machine to your hi-fi.
8. He dialed the ( ) and put in a call for Rome.

## \* Today's Homework

Construct your own sentences using the following words/expressions:

May I ~?, I have p.p~, a couple of, First of all, I'm all ears

## \* Answers

- |               |             |                |                  |
|---------------|-------------|----------------|------------------|
| 1. assistance | 2. promptly | 3. get through | 4. international |
| 5. go ahead   | 6. all ears | 7. connect     | 8. operator      |

# I'm going to check my e-mail right now.

### \* Today's Class

**Mary :** Hi, David. Did anyone miss me?

**David :** Of course. I even have the messages to prove it.  
Here's an urgent one from Dale.

**Mary :** Is there a problem?

**David :** I'm not sure. He e-mailed you last week and was calling to see if you were back in town.

**Mary :** I guess I'd better check my e-mail first thing.

**David :** Here's a list of people who called.  
I don't think any of them are urgent.

**Mary :** Thanks, David. It's nice to know there's someone to hold down the fort. I'm going to check my e-mail right now.  
Yikes! There are forty-five messages in my inbox!

**David :** I'll bet a lot of them are junk mail.

**Mary :** I can only hope! It's amazing how fast this stuff stacks up.

**David :** Oh, if you see any addresses that look questionable, check this list. There are some new viruses circulating.

**Mary :** Thanks. The last thing we need is an entire system shutdown because of a computer virus.

**David :** You can say that again.

### \* Reading & Comprehension

1. How many messages does Mary have in her inbox?
2. When did Dale send e-mail to Mary?
3. What does 'hold down the fort' mean in this dialog?

### \* Free Talking Questions

1. Do you use e-mail? How often?
2. What e-mail service do you use?
3. Do you know any e-mail etiquettes?

## \* Vocabulary / Expressions

### hold down the fort

대신 직책을 수행하다, 요새를 지키다

keep watch and taking care of the place you're at while others are gone.

### stack up

쌓이다

arrange into piles or stacks

### the last thing

있을 수 없는 일

### urgent (= clamant)

a. 긴급한

compelling immediate action

### junk mail (= spam, marketing mail)

쓰레기 취급 받는 선전·광고 우편물

third-class mail consisting of advertising and often addressed to 'resident' or 'occupant'

### virus

n. 컴퓨터 바이러스

a software program capable of reproducing itself and usually capable of causing great harm to files or other programs on the same computer

### circulate (= spread, diffuse)

vi. 유포되다

become widely known and passed on

### shutdown (= cessation, closedown)

n. 일시 휴업, 조업 정지

termination of operations

## \* Review

junk mail

urgent

the last thing

shutdown

hold down the fort

virus

stacked up

1. That's ( ) I would expect.
2. These days, we are bombarded with endless ( ).
3. He had ( ) business in New York.
4. The ( ) is the latest in a series of painful budget measures.
5. She ( ) her books in my living room.
6. As Sandy was leaving work, she said "( )" to Jill, who was now working alone.
7. Hackers are said to have started a computer ( ).

## \* Today's Homework

Construct your own sentences using the following words/expressions:

even, I guess~, it's nice to~, the last thing, you can say that again

## \* Answers

1. the last thing

2. junk mail

3. urgent

4. shutdown

5. stacked up

6. hold down the fort

7. virus

# Getting into the stock market

## \* Today's Class

**Jake :** I've been thinking about getting into the stock market, but I don't know where to start. What do you know about buying stocks?

**Paul :** Well, I have a few investments. Come to think of it, now is probably a good time to invest.  
The market is low, so prices are probably pretty good.

**Jack :** Well, what kind of stock do you suggest?

**Paul :** If you want to make money quickly, you could try speculating.

**Jack :** What do you mean by speculating ?

**Paul :** You buy stocks that go up quickly and then sell quickly for a fast profit. But it's risky.

Stocks that go up fast also tend to go down fast.

**Jake :** Yeah, I see what you mean.

**Paul :** You just have to guess how high they'll go, and then sell when you think they're about to come down.

But you could lose your shorts if you guess wrong.

**Jake :** Hmm, I'm not much of a gambler.

**Paul :** So you probably want to stick to blue-chip stocks for a guaranteed return on your investment.

**Jack :** That sounds right up my alley.

## \* Reading & Comprehension

1. What kind of stock does Paul suggest?
2. What does Paul mean by speculating ?
3. What does 'that sounds right up my alley' mean in this dialog?

## \* Free Talking Questions

1. Do you know the definition of stock?
2. What is your own financial know-how?
3. What do you think is the best way of investment?



## \* Vocabulary / Expressions

---

### blue-chip stock

우량주

a common stock of a nationally known company whose value and dividends are reliable

### stock market

증권 시장

an exchange where security trading is conducted by professional stockbrokers

### investment (= investing, financing)

n. 투자

laying out money or capital in an enterprise with the expectation of profit

### speculate (= gamble, risk)

vi. 투기하다

invest at a risk

### risky (= dangerous, hazardous)

a. 위험한

involving risk or danger

### stick to

선호하다

stick to firmly

---

## \* Review

risky

stock market

blue-chipstocks

speculate

stick to

investment

- I'd say buy ( ) and hold on to it for several months.
- Big farmers are moving in, not in order to farm, but in order to ( ) with rising land prices.
- Does he ( ) a particular sort of music?
- He said the government must introduce tax incentives to encourage ( ).
- Investing in airlines is a very ( ) business.
- The company's shares promptly fell by 300 euro on the ( ).

---

## \* Today's Homework

Construct your own sentences using the following words/expressions:

What kind of~?, What do you mean by~?, a few, not much of a, investment

## \* Answers

1. blue-chip stocks

2. speculate

3. stick to

4. investment

5. risky

6. stock market

# The stock market has plummeted again.

## \* Today's Class

**Josie** : Rob, did you read the newspaper today?

**Rob** : No, Josie. Why? What's up?

**Josie** : It seems the stock market has plummeted again.

**Rob** : Oh no! Not again! How many points did it lose this time?

**Josie** : One hundred.

**Rob** : Let's see . . . That's three percent.

Well, there goes the money I was hoping to use to buy a new car.

**Josie** : Before you get upset, I think you should look at the stock listings for today.

**Rob** : What for?

**Josie** : Well, some stocks actually gained, especially telecom stocks.

**Rob** : Telecom? Let me see that newspaper. You're right!

We went up five percent overnight! That's a small fortune!

**Josie** : For now, anyway. It may plunge tomorrow.

**Rob** : You're right. I'm going to call my broker and cash in all my stocks.

I'm not going to take any chances with my savings.

**Josie** : You're wiser than some people I know.

Sometimes, it's better to play in safe.

## \* Reading & Comprehension

1. What does "small fortune" mean in this paragraph?
2. Why does Jackson want to cash in his stocks?
3. How many points did the price index of stocks lose?

## \* Free Talking Questions

1. Have you ever bought stocks? If yes, tell me your experience.
2. What kind of property do you prefer between immovable property or cash?
3. If you must buy some stocks in Korea, what would you buy?

## \* Vocabulary / Expressions

---

**there goes (something)**

무산되다, 다 틀렸다

**take chances**

모험을 걸다

take a risk in the hope of a favorable outcome

**plummet** (= drop, fall)

*vi.* 폭락하다

drop sharply

**stock listings**

주가 시세표

**telecom**

*n.* 전기 통신

systems used in transmitting messages over a distance

electronically

**plunge** (= descend, drop)

*vi.* 떨어지다

drop steeply

---

## \* Review

fluctuation

telecom

plunged

take chances

plummeted

stock listings

1. You should never ( ) when driving a car.
2. The Prime Minister's popularity has ( ) to an all-time low in recent weeks.
3. I can search for ( ) by company name or stock symbol.
4. A network device used by ( ) carriers to switch high-speed optical signals.
5. The Pound ( ) to a new low on foreign exchange markets yesterday.

---

## \* Today's Homework

**Construct your own sentences using the following words/expressions:**

there goes ~, cash in, It's better to play it safe

## \* Answers

1. take chances

2. plummeted

3. stock listings

4. telecom

5. plunged

# I'm getting married!

## \* Today's Class

**Terry** : Hey, Reona, I have some great news!

**Reona** : Really? What?

**Terry**: I'm getting married!

**Reona** : Congratulations! Who's the lucky woman?

**Terry** : Her name is Tiffany. We've been dating for about one year now.

**Reona** : Oh, I didn't know you were seeing anyone.

**Terry** : Well, sometimes I like to keep my personal life private,  
to avoid office gossip.

Anyway, the wedding's at the end of next month.

**Reona** : That's kind of soon. Do you think you'll have enough time to  
make all the preparations?

**Terry** : Yes. We're planning a small wedding.

This will be the second marriage for the both of us,  
so we're only inviting family and a few close friends.

**Reona** : Oh, that sounds like it'll be really nice.

**Terry** : And, of course, all my colleagues here at the office are invited.

**Reona** : I guess that means I'm on the guest list.

**Terry** : Absolutely. I hope you can come and help us celebrate.

**Reona** : I love weddings. I wouldn't miss it for the world.

## \* Reading & Comprehension

1. Who will get married?
2. How long has Terry been dating?
3. When is the wedding?

## \* Free Talking Questions

1. Do you want to get married? Whether or not, what is the reason?
2. What do you think about the second marriage?
3. What do you think about the marriage's meaning?

## \* Vocabulary / Expressions

---

**keep** (= *maintain, hold*)

vt. 보유하다

keep in a certain state, position, or activity

**private** (= *personal*)

a. 사적인

confined to particular persons or groups or providing privacy

**gossip** (= *rumor*)

n. 뒷공론, 가십

light informal conversation for social occasions

**preparation** (= *readiness, arrangement*)

n. 준비

the activity of putting or setting in order in advance of some act or purpose

**colleague** (= *associate, fellow worker*)

n. 동료

a person who is member of one's class or profession

**guest** (= *visitor*)

n. 손님

a visitor to whom hospitality is extended

---

## \* Review

preparation

private

guest

keep

colleague

gossip

1. A ( ) urged him to see a psychiatrist, but Faulkner refused.
2. Behind any successful event lay months of ( ).
3. There has been much ( ) about the possible reasons for his absence.
4. The King was on a ( ) visit to enable him to pray at the tombs of his ancestors.
5. She was a ( ) at the wedding.
6. Doctors will ( ) her in hospital for at least another week.

---

## \* Today's Homework

**Construct your own sentences using the following words/expressions:**

Do you think~?, colleague, preparation, gossip, get married

## \* Answers

1. college

2. preparation

3. gossip

4. private

5. guest

6. keep

# Some of us from the office have planned a baby shower

### \* Today's Class

**Kate** : David, I hope your wife is free this Saturday afternoon.

**David** : Why? What's up?

**Kate** : Some of us from the office have planned a baby shower for her at my house.

**David** : A baby shower! Oh, you shouldn't have!

**Kate** : We're all excited about this baby. Any word on whether it's a boy or a girl?

**David** : According to the sonogram, it's a girl.

**Kate** : A girl! How exciting! Listen, being a new parent is a lot of work, and we want you to know that we're here for you.

**David** : That's really kind of you. I am a little afraid of how tough it's going to be.

**Kate** : You might consider hiring a nanny. I did after my daughter was born. She helped me with the baby-sitting, the cooking, house-cleaning-all that kind of stuff.

**David** : Well, with both of us working full-time, we'll need the extra help. I just hope we can find a nanny that's suitable.

**Kate** : I'll give you the number of the agent who found our nanny.

**David** : Thanks!

### \* Reading & Comprehension

1. Whose wife is going to bear a baby?
2. What is "sonogram" meaning?
3. What person is recommended by Kate?

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### \* Free Talking Questions

1. Are you married? If you are, do you have any babies?
2. Have you ever been to the baby shower?
3. What do you think that nanny is useful?

## \* Vocabulary / Expressions

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### baby shower

출산파티

a baby shower is a party in which parents or expectant parents receive gifts for their newborn or expected child.

### sonogram

n. 초음파를 이용한 검사도

an image of a structure that is produced by ultrasonography

### approach

vt. 접근하다

move towards

### tough (= troublesome, laborious)

a. 곤란한, 힘든

very difficult

### nanny (= baby-sitter)

n. 보모

a woman who is the custodian of children

### stuff (= substance, things)

n. 물건, 사물

the tangible substance that goes into the makeup of a physical object

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## \* Review

approach

tough

stuff

baby shower

nanny

1. He was having a really ( ) time at work.
2. The ( ) was told to do the bathroom.
3. He pointed to a duffle bag. 'That's my ( ).'
4. Traditionally, a ( ) is held only for the mother-to-be, and only women attend.
5. The authority must make ( ) accommodation available to the family.

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## \* Today's Homework

Construct your own sentences using the following words/expressions:

I hope~, We're all excited about~, You might~, suitable, nanny

## \* Answers

1. tough

2. nanny

3. stuff

4. baby shower

5. suitable

# Happy Birthday!

## \* Today's Class

**Bush** : Looks like it's closed.

**Josie** : No, it's not. Let me try . . . After you.

**Crowd** : Surprise! Happy Birthday, Bush!

**Sally** : Blow out the candles. I thought Josie would never pull you away from the office.

**Bush** : Josie, you sly fox. You set me up.

**Josie** : I had to. Otherwise it would've taken a natural disaster to get you out of there at a decent hour.

**Bush** : Thanks everyone. This is quite a surprise. And you must have called my mother.

**Sally** : How did you know?

**Bush** : She always gets my birthday confused with my sister's.

**Josie** : You mean, it's your sister's birthday today?

**Bush** : Yeah, mine is in a month. But . . . but hey, we've got good food, good friends, and a very nice cake here.

One excuse is as good as any to celebrate, To my sister!

**Crowd** : To your sister! Cheers! Cheers!

## \* Reading & Comprehension

1. Why does Josie take Bush?
  2. Do you know whose birthday today is?
  3. Why do Bush's friends misunderstand his birthday?
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## \* Free Talking Questions

1. When is your birthday?
2. Have you ever had the surprising birthday party?
3. What was your best birthday present ever?



## \* Vocabulary / Expressions

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**decent** (= suitable, appropriate)

a. 적절한

according with custom or propriety

**convince**

vt. 확신시키다

make agree, understand, or realize the truth or validity of something

**sly** (= tricky, cunning)

a. 교활한

marked by skill in deception

**disaster** (= catastrophe, tragedy)

n. 재난

a state of extreme ruin and misfortune

**confused** (= perplexed, bewildered)

a. 혼란스러운

perplexed by many conflicting situations or statements

**cheers**

건배

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## \* Review

confused

sly

decent

disaster

convinced

1. It was the second air ( ) in the region in less than two months.
  2. His lips were spread in a ( ) smile.
  3. Although I soon ( ) him of my innocence, I think he still has serious doubts about my sanity.
  4. But, after a ( ) interval, trade relations began to return to normal.
  5. Things were happening too quickly and Brian was ( ).
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## \* Today's Homework

**Construct your own sentences using the following words/expressions:**

Looks like~, I thought~, How did~?, disaster, convinced, decent

## \* Answers

1. disaster

2. sly

3. convinced

4. decent

5. confused

# Working Woman

## \* Today's Class

**Ann** : I'm so happy that you guys are open around the clock now.

**Waiter** : Yeah, you wouldn't imagine the amount of people that come in here for dinner, even in the middle of the night.

**Ann** : I always knew I wasn't alone. You know, it's quite hard working and raising a family.

It's good to know that I can stop in here on the way home and get a bite to eat.

**Waiter** : I know how you feel. I'm a grad student in my last year, working on my thesis.

**Ann** : Wow, you must be really busy, juggling work and school.

**Waiter** : I don't have any kids, but I think I can imagine what that's like. Sometimes, it's hard enough just balancing work and school.

**Ann** : Well, I guess we all just do what we've got to do.

**Waiter** : And have a little fun on the way. Otherwise, what's the point?

**Ann** : You've got that right.

**Waiter** : So, what'll it be?

## \* Reading & Comprehension

1. How many hours does the restaurant open?
  2. Why is the waiter busy?
  3. What is the waiter's another job?
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## \* Free Talking Questions

1. What are the merits of the restaurant that opens around the clock?
2. If you have to write a thesis, what do you want to write about?
3. Do you have anything to do busily?

## \* Vocabulary / Expressions

<b>around the clock</b> without stopping	24시간 꼬박의
<b>stop in</b> <b>on the way</b> on a route to some place	잠깐 들르다 가는 길에
<b>grad student</b> (= graduate student) a student who continues studies after graduation	n. 대학원생
<b>thesis</b> (= research, paper) a treatise advancing a new point of view resulting from research	n. 학위 논문, 졸업 논문
<b>juggle</b> (= manipulate) hold with difficulty and balance insecurely	vt. (시간·일 등을) 잘 조절하다
<b>balance</b> bring into balance or equilibrium	vt. ...의 균형을 맞추다

## \* Review

thesis	around the clock	stop in	balance
juggle	grad	students	on the way

1. Rescue services have been working ( ) to free stranded motorists.
2. The management team meets several times a week to ( ) budgets and resources.
3. In 1973, the first Open University ( ) received their degrees.
4. You may have to learn a few new skills ( ).
5. Supply and demand on the currency market will generally ( ).
6. You have to decide the subject of your ( ) for graduation.
7. I'll ( ) to see Leigh before going home.

## \* Today's Homework

Construct your own sentences using the following words/expressions:

I'm so ~ that ~, around the clock, stop in, on the way, juggle

## \* Answers

1. around the clock	2. juggle	3. grad students
4. on the way	5. balance	6. thesis
		7. stop in