

# INTRO TO PART3 강의노트

## ★Part3 접근방법 및 문제유형

### ◆PART3 소개 및 접근방법

▶ 대화를 듣고, 선택지에서 알맞은 답변을 고르는 문제. (지문 당 3 문제)

#### ★대화가 나오기 전

① 문제 3 개 먼저 읽기!

▶ 대화를 듣기 전에, 문제부터 읽어두어야 필요한 부분만 골라서 들을 수 있습니다.

빈출 질문유형을 이번 시간에 배울 거예요! 빨리빨리 중요한 부분을 골라 읽는 법을 배워서 문제 읽는 시간을 단축시키도록 합시다.

② 선택지 (A), (B), (C), (D)를 읽으며 서로 구분되는 키워드에 체크해두기!

▶ 선택지를 전부 읽는 데 시간이 부족한 것은 일반적인 현상입니다!

문제를 풀면서 직접 보여드리도록 하겠습니다 ☺

### ◆PART3 빈출 문제유형 익히기

1. GQ: General Question(전체 대화의 흐름을 묻는 문제): 주제, 목적, 화자, 장소

▶▶ 정의쌤의 Tip!

★ GQ 문제는 주로 1 번 문제로 등장합니다.

★ 대화의 “전반부”에서 힌트를 잡는 경우가 많으므로, 대화 첫 1-2 문장을 놓치지 말기!

▼ 저랑 함께 동그라미 치면서 빠르게 읽어봅시다!

- |      |   |
|------|---|
| [주제] | What are speakers talking <u>about</u> ?                            |
|      | What is the conversation mainly <u>about</u> ?                      |
|      | What are the speakers mainly <u>discussing</u> ?                    |
|      | What is the main <u>topic</u> of the conversation?                  |
|      | What is the <u>woman calling about</u> ?                            |
| [목적] | <u>Why</u> is the <u>man calling</u> ?                              |
|      | What is the <u>purpose</u> of the <u>call</u> ?                     |
| [장소] | <u>Where</u> does this conversation most likely <u>take place</u> ? |
| [화자] | <u>Where</u> do the speakers most likely <u>work</u> ?              |
|      | <u>Where</u> most likely does the <u>man work</u> ?                 |
|      | <u>Who</u> most likely is the <u>man</u> ?                          |
|      | What most likely is the <u>woman's job</u> ?                        |

▶주교재 연습문제에서 특히 중요한 문제들을 골라 수록해 두었습니다.  
시간 관계상 수업시간에 다 풀지 못한 문제들은 오늘 숙제로 풀어보시기 바랍니다.

◆ GQ 문제 감 잡기 <1> [11 일 Course 2 연습문제 04]

Q. What is the main topic of the conversation?

- (A) A software program
- (B) A delayed workshop

[Dictation] 중요 키워드와 시그널 숙지하기

M: I heard / the training department has postponed / the software workshop.

W: Yes, / it will be next Monday / instead of tomorrow. I signed up for it, / but I can't go  
/ because I'm busy Monday.

◆ GQ 문제 감 잡기 <2> [13 일 Course 1 연습문제 04]

Q. What is the purpose of the call?

- (A) To place an order
- (B) To report a problem

[Dictation] 중요 키워드와 시그널 숙지하기

W: Good morning. I'm trying to put together a bike / from your company. However, a  
part seems to be missing.

M: My apologies, / ma'am. Could you tell me / which part you need?

◆ GQ 문제 감 잡기 <3> [14 일 Course 2 연습문제 02]

Q. Where most likely does the man work?

- (A) 주차장
- (B) 정비소

[Dictation] 중요 키워드와 시그널 숙지하기

M: Hello. Can I help you with anything?

W: Yes. I'm having a problem / with my van. The headlights aren't turning on. Do you  
have time / to check it for me?

## 2. SQ: Specific Question1(세부적인 내용을 묻는 문제): 문제, 키워드, 언급

▼저랑 함께 동그라미 치면서 빠르게 읽어봅시다!

[문제점] What is the **problem**?  
What is the **man's problem**?  
What **problem** does the **woman** mention?  
What is the **man concerned** about?

▲문제점 문제는 However, I'm sorry, but, not.. 등 부정적인 표현에 집중하기!

▼저랑 함께 동그라미 치면서 빠르게 읽어봅시다! \*명사: 네모 치고, 동사/형용사: 밑줄 긋기!

[키워드] **Who** most likely is **Deanna**?  
What type of **job** is the **man interested in**?  
What does the **woman need to do** by **Friday**?

▲세부내용을 묻는 “키워드”문제는 앞의 문제유형들과는 달리, 정해진 위치가 없습니다.  
듣기에서 [키워드] 단어가 들리면 그 앞/뒤를 집중해서 듣고 풀어야 합니다.

▼저랑 함께 동그라미 치면서 빠르게 읽어봅시다! \*명사: 네모 치고, 동사/형용사: 밑줄 긋기!

[언급] What does the **woman** say about the **shoes**?  
What does the **man** say **he will do**?

▲say (about), mention (about)이 들어간 언급문제 역시! 키워드문제와 동일하게 접근합니다.  
대신, “누가” “키워드”에 관해 말을 할 때 잡을 것인지 “주체”를 파악해 두는 것이 중요합니다.

▶주교재 연습문제에서 특히 중요한 문제들을 골라 수록해 두었습니다.  
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### ◆ SQ 문제 감 잡기 <1> [13 일 Course 2 연습문제 03]

Q. What is the problem?

(A) **An elevator isn't working.**

(B) The stairs are blocked off.

#### [Dictation] 중요 키워드와 시그널 숙지하기

M: Our **elevator** is **stuck** / on the third floor. There's nobody on it, / so it isn't  
urgent. But / we'll have to use the stairs for now.

W: I'll put in a service request / and have it checked / today.

### ◆ SQ 문제 감 잡기 <2> [11 일 Course 2 연습문제 03]

Q. What does the woman need to do by Friday?

(A) Submit a report

(B) Contact a reporter

#### [Dictation] 중요 키워드와 시그널 숙지하기

W: Mr. Lee, / the deadline / for my evaluation **report** is tomorrow.  
Could I **get** an **extension**(연장)?

M: Sure, / but / be sure to **turn in** the **report** / by Friday.

### ◆ SQ 문제 감 잡기 <3> [14 일 Course 1 연습문제 03]

Q. What does the woman say about the shoes?

(A) They are not in stock.

(B) **They may be too small.**

#### [Dictation] 중요 키워드와 시그널 숙지하기

W: Do you have these **shoes** / in a size 7? I'm buying them / for my daughter / and  
I think they are too **small**.

M: I believe / that's all we have, / but I can look in the warehouse / anyway.

### 3. SQ: Specific Question2(세부적인 내용을 묻는 문제): 이유/방법, 제안/요청/제공, 미래

▼저랑 함께 동그라미 치면서 빠르게 읽어봅시다! \*명사: 네모 치고, 동사/형용사: 밑줄 긋기!

[이유/방법] Why is the woman worried?  
Why does the man want to hire more employees?  
How can the man apply for the position?

▲Why, How 로 시작하는 이유/방법 문제는 대화 내용을 미리 알고 들어갈 수 있기 때문에 문제를 꼼꼼하게 읽어두는 것이 매우 중요합니다!

★Why 문제는 정답단서가 키워드보다 더 먼저 등장할 수 있으므로, 보기를 꼭 먼저 읽어두기!

▼저랑 함께 동그라미 치면서 빠르게 읽어봅시다!

[제안] What does the woman suggest?  
What does the woman recommend?  
[요청] What does the man ask the woman to do?  
What does the woman request?  
[제공] What does the woman offer to do?

★제안/요청/제공 문제: “제안하고/ 요청하는” [시그널]을 잡는 것이 핵심입니다.

[시그널(Signal)]: 정답 나갑니다~하고 알려주는 “신호탄” 역할을 하는 부분

★제안/요청/제공 문제는 어느정도 상황이 진행된 뒤인, 중 후반부에 등장합니다.

[제안시그널] Why don't you / I suggest / Maybe you should ...

[요청시그널] Can you / Will you / Would you / Please ...

[제공시그널] I will / I can ~ (if you like) ...

▼저랑 함께 동그라미 치면서 빠르게 읽어봅시다!

[미래] What will take place on Friday?  
What will the man probably do next?

▲미래시제가 들어간, “다음 할 일” 문제는 “대화의 후반부”에 등장! 미래시제 표현에 집중!

[다음할일 시그널] I'll / Let me ...

▶ 주교재 연습문제에서 특히 중요한 문제들을 골라 수록해 두었습니다.  
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#### ◆ SQ 문제 감 잡기 <4> [11 일 Course 1 연습문제 04]

Q. Why does the man want to hire more employees?

(A) **A shop is very busy.**

(B) He opened a new store.

[Dictation] 중요 키워드와 시그널 숙지하기

M: The store is so busy / these days. We need to hire / more sales staff.

W: I agree. Almost everyone is working overtime.

M: I will discuss the problem / with our manager.

#### ◆ SQ 문제 감 잡기 <5> [12 일 Course 1 연습문제 03]

Q. What does the man suggest?

(A) Arranging a meeting

(B) **Changing an appointment**

[Dictation] 중요 키워드와 시그널 숙지하기

W: What's on the agenda / for tomorrow's team meeting?

M: Details / on our development project.

W: Really? That sounds important, / but I have a dental appointment.

M: I'd suggest / rescheduling your appointment.

#### ◆ SQ 문제 감 잡기 <6> [13 일 Course 2 연습문제 04]

Q. What will the woman do during lunch?

(A) Reconnect the Internet

(B) **Contact a colleague**

[Dictation] 중요 키워드와 시그널 숙지하기

M: I think / something is wrong / with the Internet / in the office.

My computer won't connect to it.

W: I noticed that too. It is probably disconnected.

I'll call Larry / in the technical office /about it / during lunch.

# PART3 첫번째시간 강의노트

오늘의 진도

11 일 회사생활①

Course1. 인사업무 & Course2. 사내업무

12 일 회사생활②

Course1. 회의

## ◆빈출표현:

understaffed: <b>직원이 부족한</b>	promotion: <b>승진</b>	
Résumé [레쥔메]: <b>이력서</b>	get a promotion: <b>승진하다</b>	
form: <b>양식</b>	personnel: <b>직원, 인사</b>	relocate: <b>전근가다</b>
작성하다: <b>fill out</b>	schedule conflict: n. <b>일정충돌, 겹침</b>	
끝내다, 마치다(2개): <b>finish = complete</b>	다시 일정 잡다(2개): <b>reschedule = change</b>	
제출하다(3개): <b>submit = hand in = turn in</b>	미루다, 연기하다(2개): <b>postpone = delay</b>	
지원하다: <b>apply for</b>	바꾸다(2개): <b>change = switch</b>	

## ◆11 일 Course1 연습문제 05-06

05. What problem are the speakers discussing?

- (A) The facility is dirty.
- (B) The guests are complaining.
- (C) The rooms are expensive.
- (D) **The hotel is understaffed.**

06. What does the woman suggest?

- (A) Speaking to a guest
- (B) Hiring a new receptionist
- (C) **Talking to a supervisor**
- (D) Changing a reservation

## ▶[Dictation] 중요 키워드와 해석 숙지하기

W: We have so many **guests** / at the hotel / these days. I think / we should **hire** more housekeeping **employees**.

M: I agree. It's so busy / during the summer. We definitely **need** more **help**. Maybe we should speak / to someone about it.

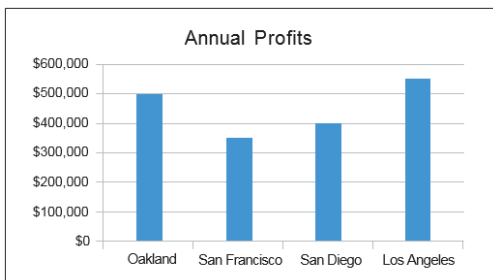
W: Why don't we **talk** to the **supervisor** / today?

★제안 문제 시그널: **Why don't we**

## ◆11 일 Course1 연습문제 07-08

07. What is the conversation mainly about?

- (A) **A colleague's promotion**
- (B) A new employee
- (C) A company's expansion
- (D) A salary change



08. Look at the graphic. Which branch will Dale manage?

- (A) Oakland
- (B) **San Francisco**
- (C) San Diego
- (D) Los Angeles

## ▶[Dictation] 중요 키워드와 해석 숙지하기

M: Dale is getting a **promotion**. He's taking the **position** of manager / at one of our branch offices / in California.

W: Really? I thought / he wasn't interested in relocating.

M: Yes. But, / uhm . . . / the company offered him a good salary.






W: I guess / the CEO was happy / with Dale's performance as project manager / last year.

M: Also, / that branch needs his help. Its annual profits were the **lowest** / out of all our California offices.

★키워드 문제: 키워드 앞/뒤를 집중!!

# 흐름파악하기

앞에서 배운 단어들을 떠올려보며, 아래 대화의 흐름을 익히고 출제 가능한 질문패턴도 함께 살펴봅시다!

	어떤 position 에 apply for 할 건가요?											
	저는 maintenance 직에 관심 있습니다. 어떻게 지원하면 될까요?											
[EX] 남자가 관심 있어 하는 직종은?												
	form 을 fill out 해서 submit 하시면 됩니다.											
[EX] 남자는 어떻게 지원할 수 있는가?												
	감사합니다. 작성한 documents 는 어디에 내야 하나요?											
	2 층 personnel 부서로 가셔서 제출하시면 됩니다.	<table border="1"> <tr> <th>사무실 호수</th> <th>부서</th> </tr> <tr> <td>203호</td> <td>관리부</td> </tr> <tr> <td>204호</td> <td>인사부</td> </tr> <tr> <td>205호</td> <td>재무부</td> </tr> <tr> <td>206호</td> <td>연구부</td> </tr> </table>	사무실 호수	부서	203호	관리부	204호	인사부	205호	재무부	206호	연구부
사무실 호수	부서											
203호	관리부											
204호	인사부											
205호	재무부											
206호	연구부											
[EX] 남자는 어느 사무실을 찾아갈 것인가?												

## ◆11 일 Course1 전략 적용하여 문제풀어보기

- What job is the woman interested in?  
(A) Receptionist  
(B) Office manager  
(C) **Accountant**  
(D) Personnel director
- How can the woman apply for the position?  
(A) By contacting the editor  
(B) **By submitting documents**  
(C) By calling a number  
(D) By sending a fax

Name	Room Number
Bill Fisher	401
Beth Adams	402
Anne Johnson	403
John Dubois	404

- Look at the graphic. Where is the personnel director's office?  
(A) Room 401  
(B) Room 402  
(C) **Room 403**  
(D) Room 404

## ▶[Dictation] 중요 키워드와 해석 숙지하기

W: Hello. I'm **interested** in applying for the **accounting** job.

M: Certainly. You can **fill out** this **form** and **submit** it along with a copy of your résumé / to Bill Fisher by Friday. He's the personnel director.

W: Thanks. Um, where's his office?

M: It's on the fourth floor.

W: OK. I'll just check the directory by the elevator.

M: Sure. But keep in mind that / Mr. Fisher just **switched** offices with Anne Johnson.

★표 문제: 갑작스런 변경사항이 나올 가능성이 높다!

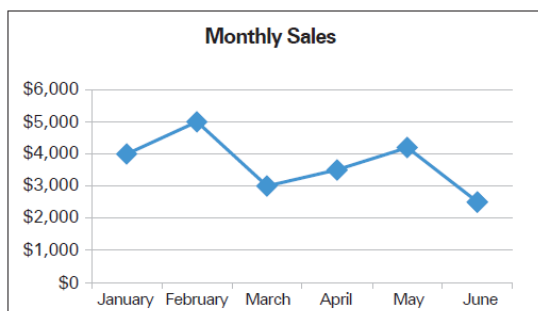


## ◆11 일 Course 2 전략 적용하여 문제풀어보기

01. What are the speakers mainly discussing?  
 (A) A customer complaint  
 (B) Customer service  
 (C) **An upcoming workshop**  
 (D) Online sales
02. When does the man have to submit the report?  
 (A) This morning  
 (B) This afternoon  
 (C) On Tuesday  
 (D) **On Wednesday**
03. What does the woman offer to do?  
 (A) Postpone a workshop  
 (B) Help with a report  
 (C) **Take some notes**  
 (D) Contact a customer

## ◆12 Course 1 전략 적용하여 문제풀어보기

1. What is the conversation mainly about?  
 (A) A project schedule  
 (B) **A team meeting**  
 (C) A client presentation  
 (D) A sales strategy
2. What problem does the woman mention?  
 (A) She did not meet a deadline.  
 (B) **She has a schedule conflict.**  
 (C) She never received an e-mail.  
 (D) She has lost a major client.



3. Look at the graphic. Which month had the lowest sales?  
 (A) March  
 (B) April  
 (C) **May**  
 (D) June

## ▶[Dictation] 중요 키워드와 해석 숙지하기

W: Are you **attending** the customer service **workshop** Tuesday morning? I'm planning to go.

M: I'd like to, but I need to **hand in** a sales **report** on **Wednesday** afternoon. I don't know if I'll have enough time.

W: That's too bad. Ms. Thomas is going to speak about online customers. I can **take** some **notes** for you, if you'd like.

★제공(offer)문제 시그널: I can ~(for you), if you'd like

## ▶[Dictation] 중요 키워드와 해석 숙지하기

W: The manager wants to have a **meeting** with our **team** this morning.

M: Yeah. He sent an e-mail about it yesterday.

W: But I **have** an **appointment** with a client at 11.

M: You shouldn't miss this meeting.

It's about why **sales** were so **bad** in **May**.

W: Really? I thought we did OK. I have the analysis right here.

M: That's a mistake. The figure(수치) got **switched** with following(그 다음의) month.

W: Oh, they're even lower than they were in March. I'd better go then.

※신토익주교재 p.136-137 연습문제

p.142-143 연습문제 p.152-153 연습문제 풀기

★실전문제는 11 일-13 일까지 배우고 난 뒤에 풀 예정 ☺

# PART3 두번째시간 강의노트

오늘의 진도

12 일 회사생활②

Course2. 사업계획

13 일 회사생활①②

Course1. 고객상담 & Course2. 시설관리

## ◆빈출표현:

supply: v. 공급하다 n. <u>물품</u>	expense: n. <u>비용</u>	contract n. <u>계약, 계약서</u>
A를 B로 가지고 가다: <u>take A to B</u>		

## ◆12 일 Course2 전략 적용하여 문제풀어보기

01. What are the speakers discussing?

- (A) Submitting a contract
- (B) An upcoming trip
- (C) Working overtime
- (D) A new director

02. When will the personnel director leave?

- (A) Today
- (B) Tomorrow
- (C) Next week
- (D) Next month

03. What will the woman most likely do next?

- (A) Change a booking
- (B) Make contract copies
- (C) Purchase flight tickets
- (D) Sign a contract

## ▶[Dictation] 중요 키워드와 해석 숙지하기

M: Do you have any questions about the contract?

W: No, everything seems clear. When do you need me to submit the signed copy?

M: By the end of the day. The personnel director is [leaving on a business trip] tomorrow morning. She wants everything done before she goes. Do you need more time?

W: That's okay. I'll sign it and take it (over) to her office right now.

★다음할일(미래)문제: 미래시제 표현에 집중!

★do next 문제는 직후에 할일을 묻는 문제! 할 일이 여러 나와도 그 중 가장 먼저 할 일을 골라야 합니다!

## ◆13일 Course1 고객상담 빈출표현:

전화(받을 때)하는 표현:

This is Hackers Mobiles.

Thank you for calling Hackers Clinic.

You've reached Hackers Paintings.

→화자의 직업, 소속 유추 가능!

ship: v. 배로 보내다, 발송하다 shipment: n. 선적물

damaged: 손상된, defective: 결함 있는

missing: : 누락된, broken: 고장 난

slip: 전표 → form

ex) refund slip: 환불전표

## ◆13 일 Course1 연습문제 05-06

05. What is the man's problem?

- (A) He was charged twice.
- (B) He doesn't like the color.
- (C) He lost his receipt.
- (D) He broke an item.

06. What does the woman say he needs to do?

- (A) Select a replacement
- (B) Make a payment
- (C) Call another department
- (D) Fill out a form

## ▶[Dictation] 중요 키워드와 해석 숙지하기

W: This is Better Bags. How can I help you?

M: Hello. I ordered a backpack/ from your store, /  
but don't like the color. Can I exchange it?

W: That shouldn't be an issue, sir. You will first need to  
fill out a return slip [전표] / and mail it / along with the  
product / back to us. Once we have it, / we will send  
another bag to you.

## ◆13 일 Course 1 전략 적용하여 문제풀어보기

01. What department is the man calling?

- (A) Shipping
- (B) Technical assistance
- (C) Public relations
- (D) Accounting

02. What is the man calling about?

- (A) A new product
- (B) A delivery time
- (C) An order cancellation
- (D) A billing error

03. What will the woman most likely do next?

- (A) Review some records
- (B) Pay for a product
- (C) Call a customer
- (D) Request a refund

## ▶[Dictation] 중요 키워드와 해석 숙지하기

W: You've reached Blake Furniture's shipping  
department. How can I help you?

M: Hello. I'd like to know when my sofa is going to  
arrive. I bought one today, but didn't receive any  
shipping information.

W: What is the purchase number? I'll review our  
records to see when it will be sent out for delivery.  
Items generally take three days to arrive after they  
are sent.

★You've reached~ 나오면 뒤에 표현 잘 듣기!

화자의 소속을 알 수 있다!

★I'd like to ~ 전화 건 목적을 말할 때 사용하는 시그널

★다음할일(미래)문제는 미래시제가 나올 때 집중할 것!

## ◆13일 Course2 시설관리 빈출표현:

고치다, 점검하다: repair, fix, check 모두 같은 맥락을 의미!

★빈출상황: 고장 (동그라미 치며 따라오세요)

A projector is not working. (work: 사물과 쓰일 경우 '작동하다' 의 의미)

A copy machine is broken. (고장 난)

A printer is malfunctioning. (오작동하는)

A computer won't start.

I have some trouble with the printer. [trouble = problem = issue]

Something is wrong with the air conditioner.

## ◆13 일 Course2 연습문제 05-06

05. Why is the woman calling?

- (A) To order a fax machine
- (B) To ask about a schedule
- (C) To request a repair
- (D) To check on work progress

06. What does the woman ask the man to do?

- (A) Deliver a machine
- (B) Adjust a schedule
- (C) File a report
- (D) Send an assistant

## ▶[Dictation] 중요 키워드와 해석 숙지하기

M: Good morning, / this is the technical department. How can I help you?

W: Hi, / this is Irene / in accounting. The fax machine / in our office / isn't working. Could you come check it?

M: My schedule is full / this morning. I can't look at it / until this afternoon.

W: But I need to send out an important file / soon. Could you send your assistant?

★요청(ask)문제 시그널: Could you ~

## ◆13 일 Course 2 전략 적용하여 문제풀어보기

01. What is the man's problem?

- (A) A malfunctioning machine
- (B) A canceled meeting
- (C) A delayed trip
- (D) An incomplete report

02. What did John do / a few minutes ago?

- (A) Attend a meeting
- (B) Print a document
- (C) Hand out a report
- (D) Contact a repairperson

03. What will the woman most likely do next?

- (A) Speak to a client
- (B) Fix a machine
- (C) Call a colleague
- (D) Go downstairs

## ▶[Dictation] 중요 키워드와 해석 숙지하기

M: I'm having trouble with the printer, and I really need to print a contract.

W: That's strange[이상하네요]. John printed something a few minutes ago. Are you using it correctly?

M: I think so. Maybe someone should take a look at it.

W: OK. There's actually a repairperson in the building right now. I'll walk downstairs and see if [-인지 확인해보다] he can do anything to help before he leaves.

★다음할일(미래)문제는 미래시제 표현에 집중!!!!

※신토익주교재 p.158-159 연습문제

p.168-169 연습문제 p.174-175 연습문제 풀기

★실전문제는 11 일-13 일까지 배우고 난 뒤에 풀 예정 ☺

