

머리말 : 해당 문서의 목적은 소프트웨어 영어 기술문서작성 과제 수행을 위해 작성되었으며, 영어로 이메일을 작성하는 기술을 향상시키기 위해 수행된 과제 내역입니다.

해당 과제의 경우, Informal Email과 Formal Email에 대한 각 케이스에 대해서, 답변하는 내용을 작성하는 과제입니다.

해당 과제를 수행하기 위해, 각 항목을 나누어서, 작성 진행을 하였습니다.

1. 친구와 약속을 4월 30일 오후 3시에 잡았다. 하지만 개인 약속으로 인해 친구와의 약속을 변경하게 되었다. 친구에게 약속 일정을 변경하자는 E-mail을 작성해보자.

Title : Hey, how are you doing?

Hey, Joon,

How's it going? I couldn't contact you because I was too busy getting in touch with you.

Ghibli's movie came out recently. Have you seen it yet? It looked pretty interesting, but if you saw it, tell me what it was like :)

By the way, I think we made an appointment on April 30th at 3pm. But..

Something urgent came up at that time, so I don't think I'll be able to meet you at that time.

Can I change the time to 7 p.m., or can I see it at 3 p.m. on May 2nd or 3 p.m.?

Please let me know if there is a good time for the above schedule. I'm sorry for changing my appointment.. It's a bit urgent, so I can't meet that time. I'm sorry. I'll treat you to coffee instead, so please let me go for once.

I'll be waiting for your reply. See you soon!

Lee Chang Yeob

2. 중간고사 이후 산정된 점수를 보니 'A' 학점이 아니라 'B' 학점을 받았다. 교수님에게 성적 이의를 신청하는 정중한 E-mail을 작성하자.

Title : I'd like to inquire about the grades related to the midterm examination. - Lee Chang-Yeob (20117669)
/ Department of Computer Software

Hello, Professor John.

Thank you for always giving me good classes.

My name is Lee Chang-yeop, and my department of computer software and My Student ID is 2017669.

I am currently taking the R programming class (24) that the professor is teaching.

After checking the scores calculated after this midterm,
I am contacting you to find out why my credit got B credits, not A credits.

I think I've been working hard to solve most of the problems and keep up with the contents of the class.

Professor, I think I did my best in this midterm and solved most of the problems. Therefore, I don't understand that I got "B" instead of "A".

If possible, I would like you to reconsider my grade or I'd like to hear about why I got a B grade.

I look forward to hearing from you about that matter. Thank you.

The weather has gotten cold, please take care of yourself and Wish you all the best.

Sincerely,

Lee Chang Yeob