

2020.08.13.(19일차)

LC & RC 필기

Mr Ma

Date.

Day 29.

LC - 업무 담화

속도를 빠르게 해서 쓰기, 등사는 사전 찾아보기

It's been a privilege to V ~ "~해서 영광입니다."

RC - 설명서 지시문 & 워드 파싱

↓
단계별로 나열다.

↑ 회사의 웹페이지
↙ click창을 팔 보기.

merger: 합병
 acquisition: 인수
 ↳ M & A: 합병 & 인수
 fill with / full of
 recognize: 표창하다
 debut year: 첫 해
 HR: Human Resources
 ↳ 인사팀
 on the market: 시장에
 (상품에 출시될 때)
 assistance with:
 help A with B
 help with
 bus-ing
 sign up for (=regist for), enroll in
 review = assess = appraise
 outdated 구식의, internet: 회사(사) 전보방.
 winner → recipient (레비피먼트)
 in a row: 연속해서
 First place: 1등 정답 X
 distribute = handout
 social gathering: 사회모임.
 secure: 확보하다.
 approve → 하 V
 approve of → 자 V
 much-deserved: 당연히 받아야 하는
 On behalf of company: 회사를 대신하여

신한은행 경기도사회복지공제회

FINAL TEST

Questions 1-2 refer to the following information.

Thank you for purchasing the Soldo electric piano. To ensure that your new keyboard lasts as long as possible, please follow the directions below.

- Do not stand the Soldo on its side. Always keep it parallel to the ground.
- Do not install the Soldo near any heat source, such as a stove, fireplace, or radiator.
- After plugging in the Soldo, ensure that all of the cables are safely placed away from any walking path to avoid tripping on a cord.
- For cleaning, use a dry cloth to wipe each part. Do not use water as this will damage the circuits.
- Unplug the Soldo during lightning storms.

Your Soldo electric piano comes with a one year warranty. With proper care, it has a life expectancy of approximately ten years.

1. Where can this information be found?
 (A) On a concert program
 (B) In a recipe book
 (C) In a user manual
 (D) In a company policy statement

2. According to the information, what is NOT recommended?
 (A) Using water to clean
 (B) Keeping the device away from heat
 (C) Placing the cables out of reach
 (D) Holding the keyboard flat

Questions 3-5 refer to the following Web page.

http://www.falconair.com

FALCON AIR INTERNATIONAL

Gets you where you want to be!

Home Flight Schedules Policies

Please confirm the following information and itinerary. If any change is required, click the PAYMENT button below.

RESERVATION NUMBER: 85590-23782

Passenger(s)	Erica Cavendish	Address	1267-B Queens St. Toronto, Ontario
Frequent flyer number	EC-74836758	Phone number	(647)555-5823
Passport number	LF548697	E-mail	ercave@gmail.com
Departure	Flight: FA445, March 11, 7:45 A.M. Toronto Pearson International Airport Arrival: Chicago O'Hare International Airport 9:15 A.M.		
Return	Flight: FA443, March 14, 9:30 A.M. Chicago O'Hare International Airport Arrival: Toronto Pearson International Airport 11:00 A.M.		
Details	Business class ticket. Two pieces of check-in luggage under 30 kg permitted. One carry-on bag under 8 kg. Ticket is nonrefundable. Changes permitted for a fee of \$85. Please confirm flight 24 hours prior to departure. Online check-in available. ***Request for vegetarian meal received.		

BACK PAYMENT

What is indicated about Falcon Air?
 (A) It has flights to Chicago every day.
 (B) It has a membership program for frequent users.
 (C) It refunds tickets under certain conditions.
 (D) It accepts payment only online.

At what time will Ms. Cavendish's flight arrive in Chicago?
 (A) 7:45 A.M.
 (B) 9:15 A.M.
 (C) 9:30 A.M.

What is suggested about Ms. Cavendish?
 (A) She chose a meal with meat for her flight.
 (B) She can get a full refund for her ticket.
 (C) She is allowed to bring more than one bag of baggage.
 (D) She should arrive at the airport one day prior to departure.

정답 및 해설 147쪽