

10일 만에 끝내는 해커스 오픽 AL/IH 공략 [Jenna OPIc]

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[2강] 직장, 업무

(해커스 OPIc Advanced 공략 - 설문 Unit 3-4)

◆ Today's Topic

직장, 업무

◆ Today's Lecture 강의 목차

1. 활용 가능 주제 & 3단 콤보문제
2. 나의 답변 틀 (스토리라인) 만들기
3. 실전 문제 & 모범 답안

1. 주제 & 문제 살펴보기

[활용 가능 주제]

설문 주제: 국내·해외 출장

돌발 주제: 프로젝트

산업

전화통화

호텔

롤플레이: 새 프로젝트에 대해 상사에게 질문하기

출장을 못 가게 되었으니 상사에게 설명 후 대안 제시

[3단 콤보 문제]

1. 나의 사무실 (응용: 내가 다니는 회사)
2. 업무를 하는 경향 (응용: 점심시간을 보내는 경향)
3. 직장에서 겪은 문제 (응용: 최근 사무실에서 있었던 경험)

2. 나의 답변 틀 (스토리라인) 만들기

[나의 사무실]

서론 - 내 회사 소개

본론 1 - 사무실 생김새

본론 2 - 사무실 특별한 점

마무리 - 내 회사와 사무실 좋아!

[업무를 하는 경향]

서론 - 내 회사 & 부서 소개

본론1 - 무슨 일을 하는지

본론 2 - 언제 & 얼마 동안 하는지

마무리 - 내 업무에 만족!

[직장에서 겪은 문제]

서론 - 언제 겪은 경험

본론 1 - 문제 상황 묘사

본론 2 - 해결 상황 묘사

마무리 - 기억에 남는 경험!

3. 실전 문제 & 모범 답안 ★ 밑줄 친 부분은 여러분의 이야기로 바꿔서 말해보세요!

나의 사무실

Q. You indicated that you work. Tell me about your workplace. Where is it located?

What does it look like? Do you like your workplace? Describe it in as much detail as possible.

당신은 일을 한다고 했습니다. 당신의 사무실에 대해 이야기해 주세요. 어디에 위치해 있나요?

그곳은 어떻게 생겼나요? 일하는 곳이 마음에 드나요? 그곳에 대해 되도록 상세히 설명해 주세요.

(서론 - 내 회사 소개)

- It's a good question because I'm very happy with my job and workplace.

- I've been working for a marketing firm in Seoul for about three years.

- Actually, it's located in the heart of the city's financial district, which I'm very proud of/happy with.

- The name of the firm is ABC Marketing, and it is one of the biggest marketing firms in Korea.

(본론 1 - 사무실 생김새)

- Okay, so let me tell you more about my workplace.
- The office building I work in is 30 stories tall, and our firm is located on the 19th and 20th floor.
- The building is black and gray on the outside, and I would say it is a fairly new building.
- So, when you walk into the office, you can see lots of cubicles.
- Each cubicle has a desk and a computer, and is enclosed by gray partitions.

(본론 2 - 사무실 특별한 점)

- What makes my office special is that there's a lounge with comfy sofas where employees can relax together on their breaks.
- The thing that sets this room apart from the others is that one wall is made entirely of glass.
- Basically, you can look down at the street below here.
- And of course, we all appreciate the amount of sunlight we get there, as it creates a cheerful/upbeat/lively atmosphere.

(마무리 - 내 회사와 사무실 좋아!)

- All in all, I think my office is a pretty decent place to work in.
- So, I can say I'm very/quite satisfied/happy with my workplace.
- Oh, one more thing! It is one of the major/biggest marketing firms in Korea, so I feel lucky to have a job here!

★ 고득점 Key point

** 내가 다니는 회사**로 응용해서 답해보기

내 회사 이름, 위치, 외부/내부 생김새를 구체적으로 묘사 → 다양한 말할 거리 준비하기

주제를 되새기는 마무리 준비 → 뒤로 갈수록 말이 느려지는 것 주의! 긍정의 마무리 멘트 준비하기

업무를 하는 경향

Q. You indicated that you work. What are your responsibilities at the company you work for? What tasks do you take care of during a typical workday? Please explain in as much detail as possible.

당신은 직업이 있다고 했습니다. 회사에서 당신의 책임은 무엇인가요? 일반적인 근무일에 당신은 어떤 업무를 처리하나요? 되도록 상세히 설명해 주세요.

(서론 - 내 회사와 부서 소개)

- (As I said in the previous question, I work for a major marketing firm in Seoul.)
- I've been working for this company about three years, and I've been enjoying it very much.
- So, let me tell you about my responsibilities/tasks/duties at work.

(본론 1 - 무슨 일을 하는지)

- At my work, I'm responsible for managing a team of computer programmers.
- So I guess I can say I work in the management team.
- I give my programmers assignments and make sure they have everything they need to do their work.
- I really like working with people one-on-one, which I get to do with my team members.

(본론 2 - 언제 & 얼마 동안 하는지)

- As for my typical day at work, I get to my office around 8:00.
- First off, my typical day usually begins by checking e-mails and phone messages.
- This usually takes an hour because I get so many messages.
- Then, I check in with each of my team members to make sure their projects are going smoothly.
- For the rest of my day, I write progress reports and plan for upcoming projects.

(마무리 - 내 업무에 만족!)

- For the most part, I feel like my job is very rewarding.
- If you asked me if there was a downside of my job, I would say the only downside is that it can get super busy at times.
- But I can't complain because I really like what I do.

★ 고득점 Key point

** 점심시간을 보내는 경향** 으로 응용해서 답해보기

경향 문제는 “육하원칙”으로 준비 → what, when, how long (무엇을, 언제, 얼마 동안)

경향 문제는 “시간 순서대로”를 묘사하는 연결어 사용

→ First off, then, for the rest of my day,

직장에서 겪은 문제

Q. People sometimes face difficulties and problems while at work. Have you ever experienced difficulties at work? What were you doing, and what difficulty did you face? How did you deal with the problem? How did the situation turn out? Give me as many details as possible.

사람들은 가끔 직장에서 어려움과 문제에 직면합니다. 당신은 직장에서 어려움을 겪은 적이 있나요? 당신은 무엇을 하고 있었고, 어떤 어려움을 겪었나요? 어떻게 그 문제를 해결했나요? 결과는 어떻게 되었나요? 되도록 상세히 설명해 주세요.

(서론 - 언제 겪은 경험)

- Actually, I've only been working for a couple of years, so I haven't faced many problems at work yet.
- But I remember a time I faced an especially difficult problem (in our department.)
- I think it happened about 6 months ago/2 to 3 years ago/last year.

(본론1 - 문제 상황 묘사)

- Our department/I was assigned the task of developing new software for our company.
- But none of us had ever/I had never developed this kind of program before, so we/I had to work extra hard.
- When we were/I was about halfway done, the company changed its mind about what they wanted the software to do.
- Honestly, we were/I was kind of frustrated because we/I didn't want to start the project again from scratch.

(본론 2 - 해결 상황 묘사)

- To solve the problem, I spoke with the department heads and told them it would mean redoing the project.
- I mean, I tried to explain that it would push back the completion date and cost a lot of money.
- In the end, they agreed with me and decided to stick to the original plan.

(마무리 - 기억에 남는 경험!)

- I remember my team members were all/I was very relieved that the company took my side.
- And you know what? The new program we/I developed turned out to be very successful!
- Anyway, I would say it was an interesting/unforgettable/memorable experience/project I had at work!

★ 고득점 Key point

** 최근에 사무실에서 있었던 경험** 으로 응용해서 답해보기

문제의 경험: 문제의 원인 → 문제의 묘사 → 문제의 해결 방법! 기승전결 틀 준비

과거 경험: “과거시제” 절대 틀리지 않도록 연습하기! 과거 시제 실수는 감점

AL 목표 시, 동사의 다양성 만들기 - 과거 분사인 “had developed” / 가정하는 “would”