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Lesson	Goals	Communicative Functions	Workplace Project	Culture
1 Job Hunting	구직 활동과 관련하여 자신의 의견을 표현하고, 이력서와 자기 소개서를 쓸 수 있다.	<b>Giving advice</b> You should send your résumé to a recruiter.	Writing a Résumé	Hard Skills vs. Soft Skills
		<b>Expressing opinions</b> I believe that the company's focus on innovation matches my career goals.	Making a Video Résumé	AI Experts
2 Customer Service	개인 고객이나 기업 고객의 요청에 답하고, 고객의 불만에 대처할 수 있다.	<b>Responding to a request</b> May I see a green one, too? — Of course.	Responding to Customer Complaints	The Pan Am Smile and the Duchenne Smile
		<b>Providing personal information</b> This is Mina Park, and she's our boss's secretary.	Responding to a Business Email	Alternative Energy Installers and Technicians
3 Working with Coworkers	직장 동료들 환영하고 격려하며, 동료와 협력하여 업무를 수행할 수 있다.	<b>Encouraging colleagues</b> You've got this!	Orientation for Newcomers	Multinational Corporation Policies for Harmony Beyond Cultural Barriers
		<b>Emphasizing important points</b> It's important for the wording to be clear and precise.	Making a Presentation with Visual Aids	Professional Careers in Smart Agriculture
4 Communicating at Work	전화, 이메일 등을 통해 업무를 수행하고, 업무에 필요한 서식을 작성할 수 있다.	<b>Making a phone call</b> Could you put me through to Ms. Gibson?	Leaving a Message and Voicemail	Shortened Words in the Workplace
		<b>Agreeing with others' opinions</b> I'm with you.	Writing and Posting an Announcement at Work	Fintech Engineers
5 Productive Collaboration	회의를 정하거나 변경하고, 온라인/오프라인 회의에서 필요한 말을 할 수 있다.	<b>Expressing (un)certainty</b> I'm sure that won't be a problem. I'm not sure that works for everyone.	Posting a Meeting Notice	Brainstorming: Sparking Creativity Through Teamwork
		<b>Expressing curiosity</b> I wonder if we should consider hiring a new salesperson.	Writing Meeting Minutes	Data Scientists
6 Successful Business Trips	출장에 필요한 업무를 수행하고, 출장 보고서를 쓸 수 있다.	<b>Expressing obligations</b> We need to bring some extra product samples.	Planning a Business Trip Itinerary	Cultural Misunderstandings on a Business Trip
		<b>Expressing preferences</b> Which view do you prefer? — Please give me a room with an ocean view.	Writing a Business Trip Report	Promising Careers in the Silver Industry