

Thank You Cards

1. 중요한 행사에 참석한 분들에게 감사 카드를 쓸 때 쓰는 표현들

- We are grateful that you could share our wedding with us.
- We are so pleased you could join us on our special day.
- Thank you so much for having us over for dinner.
- Thank you for coming and sharing this special time with us.
- We hope you know that our day was more special because you were there with us.



2. 선물을 받은 후, 감사 카드를 쓸 때 쓰는 표현들

- I am so grateful for the lovely gift.
- We will treasure the gift forever.
- Thank you ever so much for the thoughtful present.
- We love the beautiful gift you got for us.
- Thank you for the thoughtful present.

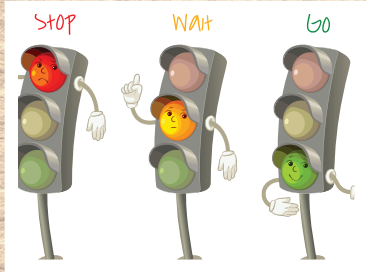
3. 자신을 도와준 분들에게 감사 카드를 쓸 때 쓰는 표현들

- I am so thankful for the time you took to help with my project.
- Thanks so much for taking the time to help with my project.
- It was so nice of you to help me out the other day.
- We are forever in your debt for helping us through this tough time.
- I will always remember how you helped me to get this wonderful opportunity.

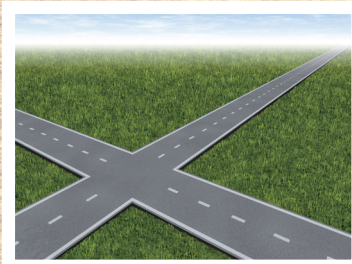


Adapted from: Your Dictionary. (n.d.). Examples of Words for Thank You Notes.

Landmarks You Can Use When Giving Directions



traffic lights



crossroads



level crossing



signpost



T-junction



dead end



underpass



roundabout



flyover



divided highway



cross walk



railway bridge

Further Information

Landing Card

◆ 입국 카드의 양식은 나라마다 다르지만, 기재하는 내용은 거의 비슷하다. 입국 카드는 보통 대문자로 작성한다.

Home Office
UK Border Agency
LANDING CARD Please complete clearly in English and BLOCK CAPITALS
Immigration Act 1971

- 1 Family name** 성을 기재한다.
- 2 First name(s)** 이름을 기재한다.
- 3 Sex** 해당 성별에 √ 표시를 한다. M F
- 4 Date of birth** 생년월일을 기재한다.
- 5 Town and country of birth** 출생 국가와 도시를 기재한다.
- 6 Nationality** 국적을 기재한다.
- 7 Occupation** 직업과 직장명을 기재한다.
- 8 Contact address in the UK (in full)** 영국 내 상세 주소를 기재한다.
- 9 Passport no.** 여권 번호를 기재한다.
- 10 Place of issue** 여권 발행 국가를 기재한다.
- 11 Length of stay in the UK** 영국 내 체류 기간을 기재한다.
- 12 Port of last departure** 최종 출발지를 기재한다.
- 13 Arrival flight/train number/ship name** 입국 비행기의 편명/기차 편명/배명을 기재한다.
- 14 Signature** 서명을 한다.

IF YOU BREAK UK LAWS YOU COULD FACE IMPRISONMENT AND REMOVAL

CAT [] -16 CODE NAT [] POL []

For official use 공용전

Adapted from: Brasileiros em Londres. (n. d.). *Landing Card*.

Customs Declaration Form

◆ 세관 신고서는 한 가족당 한 부씩 작성하여 한 가족이 함께 심사를 받으며, 영문 대문자로 작성한다.

**DEPARTMENT OF THE TREASURY
UNITED STATES CUSTOMS SERVICE**

Customs Declaration FORM APPROVED
19 CFR 122.27, 148.12, 148.13, 148.110, 148.111, 1498; 31 CFR 5316 OMB NO. 1515-0041

Each arriving traveler or responsible family member must provide the following information (only ONE written declaration per family is required):

- Family Name
First (Given) _____ Middle _____
- Birth date Day _____ Month _____ Year _____
- Number of Family members traveling with you _____
- (a) U.S. Street Address (hotel name/destination) _____
(b) City _____ (c) State _____
- Passport issued by (country) _____
- Passport number _____
- Country of Residence _____
- Countries visited on this trip prior to U.S. arrival _____
- Airline/Flight No. or Vessel Name _____
- The primary purpose of this trip is business: Yes No
- I am (We are) bringing
 - fruits, plants, food, insects: Yes No
 - meats, animals, animal/wildlife products: Yes No
 - disease agents, cell cultures, snails: Yes No
 - soil or have been on a farm/ranch/pasture: Yes No
- I have (We have) been in close proximity of (such as touching or handling) livestock: Yes No
- I am (We are) carrying currency or monetary instruments over \$10,000 U.S. or foreign equivalent: Yes No
(see definition of monetary instruments on reverse)
- I have (We have) commercial merchandise: Yes No
(articles for sale, samples used for soliciting orders, or goods that are not considered personal effects)
- Residents — the total value of all goods, including commercial merchandise I/we have purchased or acquired abroad, (including gifts for someone else, but not items mailed to the U.S.) and am/are bringing to the U.S. is: \$ _____
Visitors — the total value of all articles that will remain in the U.S., including commercial merchandise is: \$ 0

Read the instructions on the back of this form. Space is provided to list all the items you must declare.

I HAVE READ THE IMPORTANT INFORMATION ON THE REVERSE SIDE OF THIS FORM AND HAVE MADE A TRUTHFUL DECLARATION.

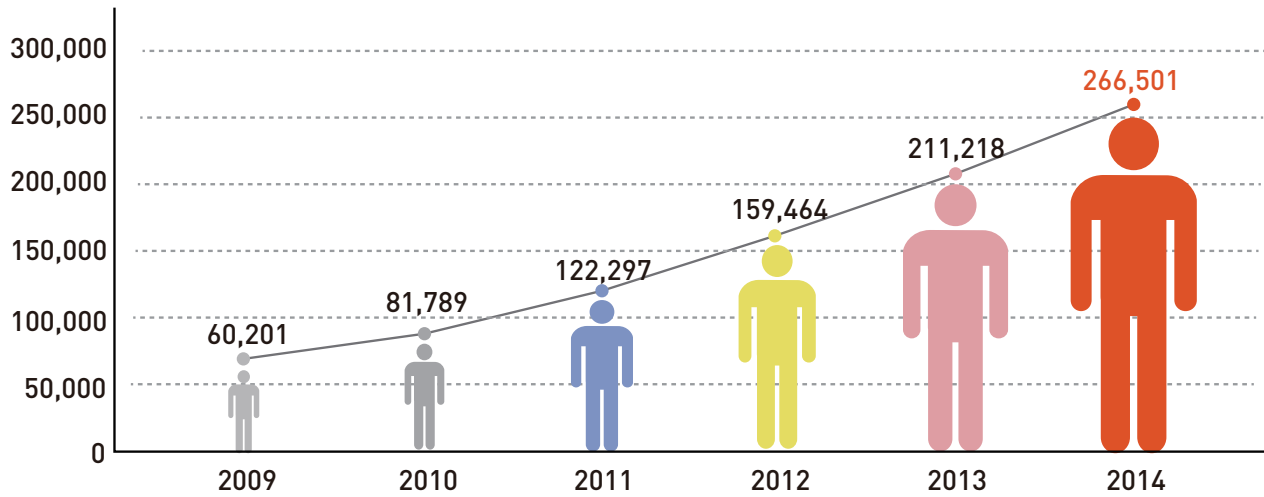
X 본인 사인 (Signature) 23 / 05 / 2014
Date (day/month/year)

For Official Use Only

- 성과 이름을 기재하며, 미들 네임은 공란으로 둔다.
- 생년월일을 일, 월, 년 순서로 기재한다.
- 함께 여행 중인 가족의 수를 기재한다. 혼자 여행 중이면 0이라고 기재한다.
- (a) 미국에 머무르는 동안 거주할 곳의 주소, 호텔 이름을 기재한다.
(b) 도시 이름을 기재한다.
(c) 주 이름을 기재한다.
- 여권을 발행한 국가를 기재한다.
- 여권 번호를 기재한다.
- 현재 거주하고 있는 국가를 기재한다.
- 미국에 도착하기 전에 경유한 국가를 기재한다. 경유한 국가가 없으면 공란으로 둔다.
- 탑승한 항공기의 편명을 기재한다.
- 여행 목적이 사업이면 Yes, 아니면 No에 표시를 한다.
- (a) - (d)를 휴대하고 있으면 Yes, 휴대하고 있지 않으면 No에 표시를 한다.
(a) 과일, 식물 등
(b) 육류, 동물 등
(c) 병원체, 세포 배양물, 달팽이 등
(d) 흙 또는 농장, 목장, 목초지를 다녀왔는가?
- 가축과 가까이 지냈으면 Yes, 가까이 지내지 않았으면 No에 표시를 한다.
- 미화 1만 달러 이상의 현금이나 화폐 수단 또는 그에 상당하는 외화를 소유하고 있으면 Yes, 소유하고 있지 않으면 No에 표시를 한다. (보유 중인 화폐 수단에 대한 정의를 알아보세요.)
- 상업용 물품(판매용 물품, 주문을 받기 위해 사용되는 견본, 개인 용품이라고 여겨지지 않는 상품)을 가지고 있으면 Yes, 가지고 있지 않으면 No에 표시를 한다.
- 거주자는 해외에서 구입하거나 획득하여 미국으로 가져오는 상업용 물품을 포함하여(타인에게 주기 위한 선물은 포함하나 미국으로 우편으로 부친 물품은 제외) 모든 물품의 총 가액을 적는다.
여행자는 본인이 구입한 상업용 물품을 포함하여, 미국에 남겨 두고 올 모든 물건의 총 가액을 합산하여 기재한다.
- 제일 하단에는 여권과 동일하게 서명한다.
- 날짜를 기재한다.

Adapted from: Edu Choi. (2014, April 29). 미국 세관 신고서 안내와 기입 방법.

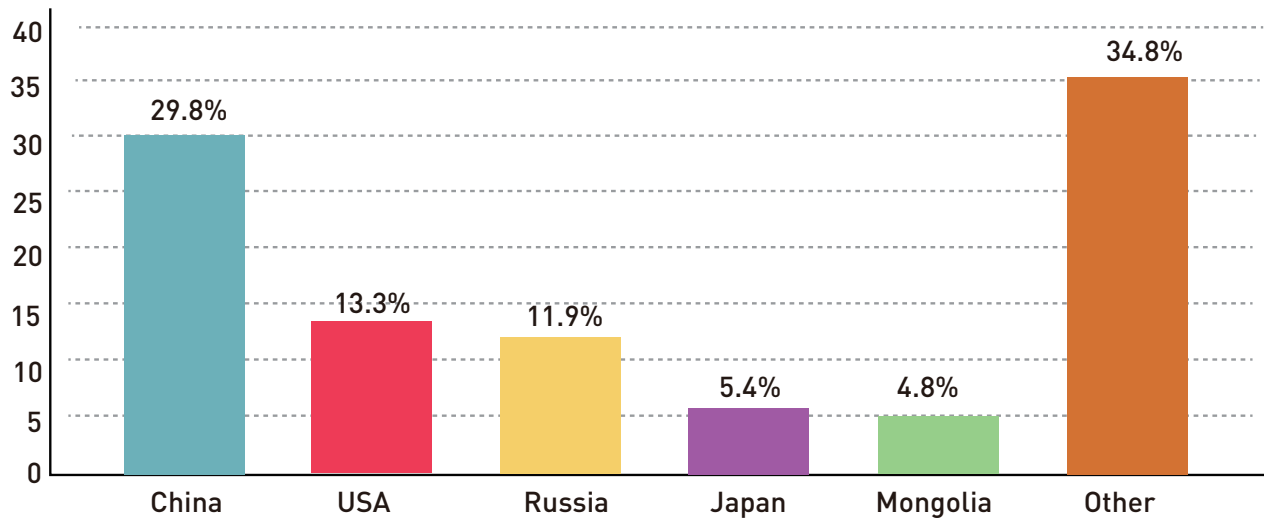
Total Number of Foreign Patients(2009-2014)



Total 901,470 patients

- Rate of increase compared to last year : 26.2%
- Average annual rate of increase : 34.7%

Foreign Patients' Origin



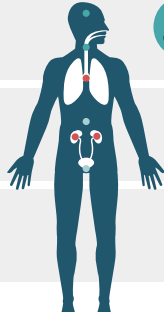
Total 191 countries

Adapted from: Ministry of Health and Welfare. (2015). Result of Inquiry on Foreign Patients in Korea 2014.

MERS-CoV

MIDDLE EAST RESPIRATORY SYNDROME

SYMPTOMS



MOST COMMON

- FEVER
- COUGHING
- SHORTNESS OF BREATH

LESS COMMON

- DIARRHEA
- VOMIT

ADVANCED CASES

- PNEUMONIA
- RENAL FAILURE

PREVENTION



- STAY HOME
- KEEP DISTANT FROM INFECTED PEOPLE
- WEAR PROTECTIVE MASKS
- WASH HANDS OFTEN WITH WATER AND SOAP
- DRY YOUR HANDS WITH SINGLE USE WIPES
- COVER YOUR FACE WITH A TISSUE WHEN COUGHING
- DO NOT TOUCH YOUR FACE WITH UNWASHED HANDS
- DISINFECT OFTEN ALL FREQUENTLY USED OBJECTS
- CALL BEFORE VISITING YOUR DOCTOR
- PRACTICE GENERAL HYGIENE

ORIGIN AND STRUCTURE

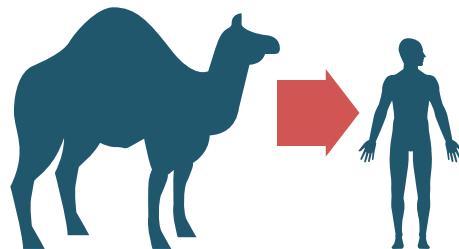
CORONAVIRUS

Family of common viruses that affects humans and animals that includes SARS.



CAMEL CONNECTION

The virus has been detected in a camel and linked to a human case.



VIRUS SPREAD



FIRST CASE

2012 in Saudi Arabia.

VACCINE

There is no vaccine, symptoms can be treated.

INFECTION

The virus can pass between people in close contact.

Adapted from: <http://www.Shutterstock.com>

Further Information

Hotel English

1. 호텔에서 예약, 체크인, 체크아웃 할 때, 직원들이 쓰는 표현들

- Do you have a reservation?
- How many nights is it for?
- Could I see your passport, please?
- Could you please fill out this registration card?
- Would you like to pay with cash or credit card?
- Would you sign here, please? Thank you. Here's your receipt.
- Three nights at 225,000 won, and you had some meals at the hotel.
- Here's your key card for your room. Our bellman will show you to your room.
- 85,000 won per night including breakfast. Should I proceed with the reservation?
- Good morning, Arirang Hotel Reservation Desk, Hana speaking. How may I help you?



2. 호텔에서 예약, 체크인, 체크아웃 할 때, 고객들이 쓰는 표현들

- Can I pay by credit card?
- So, the service charge is included?
- I'm leaving today, so I'd like to settle my bill.
- My name's Daniel. I'd like to check in, please.
- I'd like to check in, please. I have a reservation.
- Do you have two queen beds for June 15?
- I'd like to book a room for me and my wife, please.
- Two nights. Monday and Tuesday. How much will that be?
- I have a reservation for tonight under the name of Charles.
- We're checking out now. Could we have the bill for Room 212, please?



The Hotel's Staff



Receptionist

The receptionist gives information to the guests about various hotel services.



Concierge

The concierge arranges tickets for sight seeing, cinema, and other events. He(She) also assists with table reservation and other hotel services.



Doorman

The doorman receives guests, opens the door, orders the taxi, parks the guest's car, etc.



Bellman

The bellman shows customers to their rooms, delivers messages and mail, and carries luggage.



Waitress

The waitress is a woman who serves food or drinks to people in a restaurant.



Housekeeper

The housekeeper is in charge of linen, decorations, flowers, and general cleanliness of the hotel.

Further Information

The Mart Scene



- ① checkout counter ② shopper / customer ③ shopping basket ④ checkout line ⑤ clerk ⑥ cash register
⑦ shopping cart ⑧ candy ⑨ coupon ⑩ cashier ⑪ paper bag ⑫ bagger ⑬ express checkout (line)
⑭ scanner ⑮ plastic bag ⑯ produce ⑰ manager ⑱ scale ⑲ can-return machine

The Duty-free Sales of Each Country



Incheon, Korea



Milan, Italy



Beijing, China



Miami, U.S.A.



Bangkok, Thailand



Melbourne, Australia



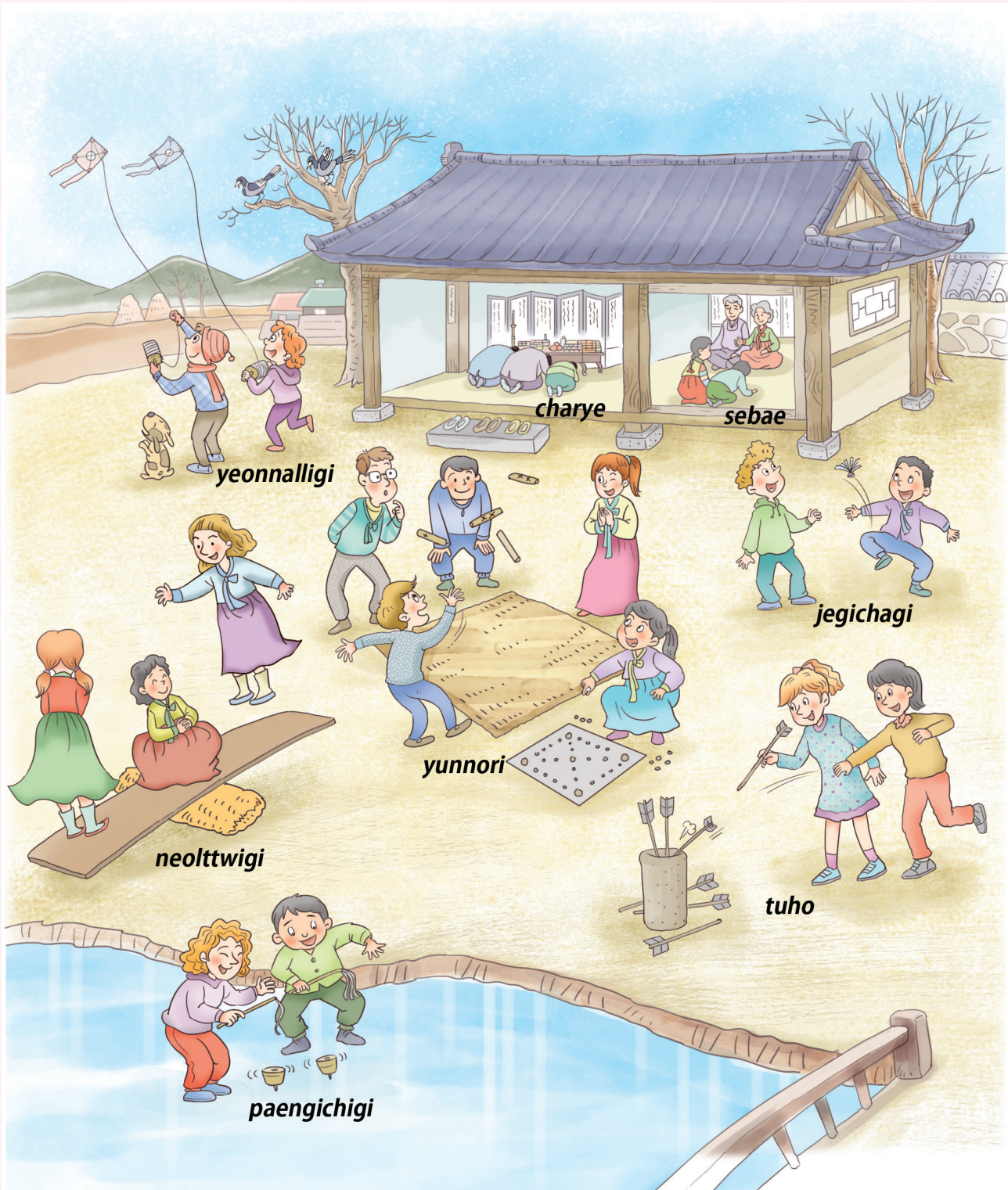
Dubai, UAE



London, England

Further Information

Korean New Year's Day



Korean Cities and Tourist Attractions



Seoul has been the capital city of Korea since 1392.



Mt. Halla in the center of the Jeju Island is one of the highest mountains in Korea with a height of 1,950 meters.



Mt. Seorak, which has been designated as a nature preservation area by UNESCO, is one of the most beautiful mountains in Korea.



It is the UNESCO World Heritage Site rock in Gyeongju-si.



Naejangsan is famous for its colorful fall leaves.



The Hallyeo Waterway is the only national sea park in Korea.



Busan is located on the southeastern tip of the Korean peninsula. It is the second largest city in Korea.

Further Information

Internet Words

1. M / F

2. GN

3. ASAP

4. WB

5. Tnx

6. BTW

7. CU

8. K

9. TY

10. NP

11. B4

12. AFK

13. FOAF

14. GM

15. ISP

16. FYI

17. SR

18. OO

19. BBL

20. ZZZ

21. TTYL

22. L8

23. BFF

24. FAQ

25. IMO

26. PLZ

27. P911

28. TC

29. GR8

30. DIY

31. LMK

32. CTN

33. 831

34. INET

35. BBS

36. SUP

37. IDK

38. GF

39. DIKU



1. Are You Male or Female?

4. Welcome Back

7. See You

10. No Problem

13. Friends of a Friend

16. For Your Information

19. Be Back Later

22. Late

25. In My Opinion

28. Take Care

31. Let Me Know

34. Internet

37. I Don't Know

2. Good Night

5. Thanks

8. Ok

11. Before

14. Good Morning

17. Sorry

20. Sleeping

23. Best Friends Forever

26. Please

29. Great

32. Can't Talk Now

35. Be Back Soon

38. Girl Friend

3. As Soon As Possible

6. By The Way

9. Thank You

12. Away From Keyboard

15. Internet Service Provider

18. Over and Out

21. Talk to You Later

24. Frequently Asked Questions

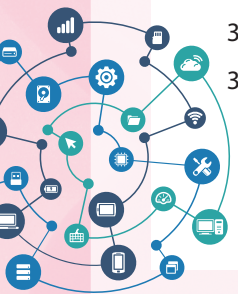
27. Parent Emergency

30. Do It Yourself

33. I Love You

36. What's Up

39. Do I Know You



How to Create (Write) a Résumé in English

영문 이력서는 특별히 정해진 양식이 없기 때문에, 지원하고자 하는 업무와 관련된 내용을 중심으로 하여 자신의 특징과 장점을 나타낼 수 있도록 성의껏 작성한다. 보통 A4 용지 1-2장이 가장 적절하며, 이력서를 작성할 때, 필수 항목인 자신의 이름과 주소, 전화번호, 이메일 주소, 지원 분야, 자격 요건, 업무 경력, 학력 등을 기재한다.

RÉSUMÉ

PERSONAL DATA

Kim Hana

◎ **개인 정보(Personal Data):** 지원자 성명, 현재 거주 주소, 전화번호, 이메일 주소 등을 기재한다. 집 전화와 휴대 전화가 모두 있을 경우에는 둘 다 기재한다.

2528, 1100-ro, Jeju-si, Jeju-do, Korea

Phone: 010-1234-1234 kimhana@email.com

EDUCATION

Daehan Tourism High School, Jeju, Mar. 2015-Feb. 2018

Graduated in Tourism Management with the highest honors.

◎ **학력 사항(Education):** 학력과 경력은 최근 것부터 시작해서 기재한다. 학교명, 학교 위치, 학위, 졸업(예정) 날짜, 수료증, 재학 기간, 어학연수 등을 기재한다.

WORK EXPERIENCE

Internship Program, The Ocean Hotel, Jeju, Jul. 2018-Aug. 2018

Administrative Assistant

- Updated bulletin board by posting up-to-date information and provided timely and knowledgeable responses to information requests.
- Received the highest scores in customer satisfaction survey by handling customer orders and complaints with warm and sincere service mind.

◎ **경력 사항(Work Experience):** 학벌과 자격증보다 경력과 능력을 중시하는 외국인 회사에 지원할 경우, 가장 중요한 부분이다. 기업에서 필요로 하는 업무 내용과 관련 있는 경력 위주로, 가장 최근의 직장 경력부터 역순으로 회사명, 회사 위치, 직책, 담당 업무와 책임, 근무 기간 등을 구체적으로 기재한다.

HIGHLIGHTS OF SKILLS

- Filing and Database Management
- Bilingual – English and Chinese
- Excellent Computer Skills – Windows 10 and MS Office Suite

OTHERS

REFERENCES

◎ **추천인(References):** 외국인 회사는 추천인을 기재하는 것이 일반화되어 있다. 추천인 2-4명의 성명과 본인과의 관계, 성명, 직장, 직위, 전화번호, 주소, 이메일 등을 기재한다.

◎ **기타 관련 사항(Others):** 그 밖에 회사 측에 도움이 된다고 생각되는 내용들인 자격증, 취미, 보유 기술, 수상 내역 및 성과 등을 추가 란을 별도로 만들어서 기재할 수 있다. 사회 초년생이어서 특별한 경력이 없을 경우에는, 동아리, 대내외적인 봉사 활동 등을 기재하여, 자신의 다양한 관심 분야나 협동심, 적극성, 지도력 등을 표현할 수 있다.