◈ invitation (초대장)

[핵심 keyword]
1. 내용 전개 & 빈출 문제 유형
     0. 제목 ➔   1. 누구를 ~에 초대➔

2. 초대 이유 + 주인공
[빈출문제유형] What is being celebrated?
       예) in honor of Mr. Kim who is retiring
       ➔
       Why is an event being held?
       예)grand opening / condominium
       ➔
       What is indicated about Mr. Kim?
       예1) Mr. Kim's appointment as 직함
       ➔
       예2) served students
       ➔

3. 행사 세부사항
[빈출문제유형] What is indicated about the event?
(A) 제공되는 것
   (예1) drinks and snacks ➔ _____
   (예2) main course ➔ _____
   (예3) A will perform from 특정 시간 ➔ _____ entertainment
   (예4) CEO ➔

 c.f) 상 prize, award, award recipient

4. 참석 여부 알림
   please respond to A at 123-456-789
   (a) call the restaurant to make a reservation
   (b) to indicate whether to attend

◈ form (양식)

[핵심 keyword]
[빈출문제유형] What is the purpose of the form?
➔_____ 파악 중요

예1) Application for A membership ➔ to _____ A

예2) Monthly Employee Review
   ➔ to _____ job performance

예3) Volunteer application form
   (__ cleanup, _X_ parking, __ food)

예4) A's Return Division, reason for return
   (__ refund / _X_ store credit)

🔶 기타 (itinerary, schedule, receipt)

[핵심 keyword]
내용전개&빈출문제유형
1. 주문기본정보   2. 주문물품/수량/가격   3. 기타

[출제Point1]
Who will receive the products? (1) customer name
　　　　　　　　　　　　　　　　　　　　purchased by
　　　　　　　　　　　　　　　　　　　　bill to
　　　　　　　　　　　　　　　　　　　　ship to
　　　　　　　　　　　　　　　　　　　　deliver to

[출제Point2]
When will the customer receive the ordered items?
When will the items be delivered?
(1) order date(ordered placed) : May 2　　　➔
　　delivery date : May 5
(2) order date : January 13
　　regular - $30 next day - $50　　➔
　　shipping cost : $50

[출제Point3]
What is the total amount paid?
What happened on 특정 날짜?
What is indicated about 주문한 사람?
(1) 기본 단어
1. item code, product number, product name,
2. description of service (date)
3. quantity, price per item (=unit price), cost, price, sub total, tax, total
c.f)   1. frequent shopper discount ➔
　　　　2. expedited shipping ➔
　　　　3. billed to insurance company & balance due
　　　　　(= _____(=unpaid) balance)
　　　　 4. payment:　　charged May 21) ➔

[출제Point4]
What is indicated about 주문을 받은 회사?

예1) wood, floor strip, tile　➔ _____ material supplier
예2) living room, exterior, outside　➔ indoor and outdoor
예3) novel, mastering piano ➔ book
예4) is based in

[출제Point5]
Why ~ contact?,
What should customers do when~?
(1) 지불 방법
　　payment method ➔ credit card, cash
(2) 지불 날짜
　　payment is _____ by 날짜
(3) 문의사항
　　inquire, ask, questions ➔ call, contact

🔶 기타 (itinerary, schedule, receipt)

itinerary (여행 일정표)   schedule (일정표)   receipt (영수증)

Itinerary (example 2)

Flight No.	Departing	Departure time	Arriving	Arrival time
CD257	Cairo	Feb 2 10:20 A.M	Luxor	Feb 2 1:00 P.M
CD378	Luxor	Feb 4 1:20 P.M	Aswan	Feb 4 3:00 P.M
CD3359	Aswan	Feb 511:00 A.M	Luxor	Feb 5 12:40 P.M
CD2946	Luxor	Feb 6 2:30 P.M	Cairo	Feb 6 5:10 P.M

Date	Time	Events	Accommodations
April 3	3:30P.M	Arrival in Tokyo	Santa Hotel
April 4	1:00P.M	Meeting with Kenyo Inc. representatives	Santa Hotel

[핵심 key-words]
Baggage allowance
check more than one piece of luggage ➔ fee
(additional luggage)
weight limit ➔ fee