LESSON 08 · DAILY PRACTICE

Workplace

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오늘의 학습 구조

Q1 · Routine	직장 환경과 메시지 확인, 우선순위, 업무, 회의와 협업 일과를 설명
Q2 · Experience	예상하지 못한 업무 문제를 분석하고 팀과 해결한 경험을 설명
Q3 · Change	대면·이메일 중심에서 디지털 협업·자동화 중심으로 바뀐 점을 비교
ROLE-PLAY	회의 시간, 회의실, 준비 자료, 온라인 참석 여부를 문의

훈련 원칙
짧은 완성 문장으로 시작한 뒤 장소, 활동, 이유, 결과를 한 덩어리씩 추가하세요. 답변 전체를 외우기보다 구조를 재사용합니다.

주의
등급이 올라가도 사실관계를 바꾸지 않습니다. 같은 정보에 구체 묘사와 연결어만 더해 질문 요구사항을 빠뜨리지 않습니다.

Q1 · GENERAL QUESTION

Workplace

직장 루틴: 업무 시작, 우선순위, 기술 업무, 회의와 팀 협업

Tell me about your workplace. What is it like, and what do you usually do during a typical workday?

IL

I work at a company. My workplace is modern and busy. I usually check email, attend meetings, and work on my tasks. I often work with my team.

IM

I work at a large company, and my workplace is modern and organized. I usually start by checking email and reviewing my schedule. During the day, I attend meetings, work on my main tasks, and talk with team members when we need to solve a problem. I like having a clear routine.

IH

My workplace is a fairly large and busy office where I work with engineers and other team members. I usually start the day by checking messages, reviewing priorities, and deciding what needs my attention first. I spend most of the day working on technical tasks, discussing issues with coworkers, and attending project meetings. When a problem comes up, I gather the necessary information, compare possible solutions, and coordinate with the people involved. The routine can be demanding, but I like the sense of progress when a difficult task is completed.

AL

I work in a large, fast-paced company where most projects require close coordination between different engineers and teams. My day usually begins with checking messages, reviewing the latest project status, and setting priorities before meetings start. I spend a large part of the day analyzing technical issues, working through design or verification tasks, and discussing decisions with coworkers. What I like about my workplace is that the work is structured but rarely repetitive. A small issue can require careful analysis, communication, and several rounds of checking before we reach a reliable solution. Because of that, I have learned to organize my time, document important decisions, and communicate clearly with people from different areas.

CHECK · workplace / typical workday / team communication

Q2 · GENERAL QUESTION

Workplace

과거 경험: 문제 발생, 데이터 확인, 원인 분석, 해결과 검증

Tell me about a memorable experience you had at work. What happened, and how did you handle the situation?

IL

I had a difficult problem at work. I checked the data and talked with my coworkers. We found the cause and fixed the problem. I felt relieved and proud.

IM

One memorable experience was solving a difficult problem during a project. At first, we did not know the exact cause, so I checked the data and discussed the issue with my coworkers. We tested several ideas and finally found the problem. After we fixed it, the project could continue. I remember it because teamwork was very important.

IH

One memorable work experience happened when our team faced an unexpected technical problem close to an important project milestone. Instead of guessing, I first organized the available data and tried to narrow down where the problem was coming from. I then discussed the results with several coworkers, and we divided the checks so we could work more efficiently. After comparing the results, we identified the main cause and tested a practical fix. The solution worked, and the project was able to move forward. I remember the experience because it showed me how useful a calm, step-by-step approach can be under pressure.

AL

A work experience that stands out to me involved an unexpected technical issue that appeared shortly before an important milestone. The timing made the situation stressful because several people were waiting for an answer, but rushing would have made the problem harder to understand. I started by separating confirmed facts from assumptions and reviewing the data in a structured way. Then I shared what I had found with the team, and we divided the remaining checks according to each person's area of expertise. Once the results came together, the root cause became much clearer. We implemented a focused correction, verified that it worked under the required conditions, and documented the reasoning so the same issue would be easier to recognize later. I remember it because the experience reinforced the value of careful analysis and clear communication.

CHECK · technical problem / root cause / teamwork

Q3 · GENERAL QUESTION

Workplace

변화 비교: 메신저, 공유 문서, 화상회의, 자동화와 정보 관리

How has the way people work changed compared with the past?

IL

In the past, people worked mostly in the office and used fewer online tools. Now they use video meetings, shared documents, and many digital tools. Work is faster and more flexible.

IM

In the past, most work was done in the office and people depended more on face-to-face meetings and email. These days, teams use video calls, shared documents, messaging tools, and automation. People can work together more quickly even when they are in different places. Work is more flexible now.

IH

The way people work has changed a lot because collaboration and information are much more digital than before. In the past, many decisions were made through face-to-face meetings, and files were often shared through email or local systems. Today, teams can communicate through messaging platforms, video meetings, shared documents, and automated tools. This makes it easier to work across different locations and to respond quickly when something changes. At the same time, people receive much more information, so managing priorities and avoiding unnecessary interruptions have become important skills.

AL

One of the biggest changes in modern work is that collaboration is no longer tied to a single office or a single communication method. In the past, teams relied heavily on scheduled meetings, email, and local files, so information often moved more slowly. Today, messaging platforms, shared documents, video meetings, automation, and AI-assisted tools allow people to exchange information and make updates almost immediately. This can improve speed and flexibility, especially when teams are spread across different locations. However, faster communication also creates more interruptions and more information to evaluate. As a result, modern workers need not only technical skills but also stronger judgment about priorities, documentation, and when a meeting or message is actually necessary.

CHECK · digital collaboration / automation / work flexibility

ROLE-PLAY · PHONE TASK

Workplace

회의 변경: 새 시간, 회의실, 준비 자료, 원격 참석

You need to change a work meeting. Call a coworker and ask about a new time, the meeting room, the materials you should prepare, and whether someone can join online.

IL

Hi. I need to change our meeting. What time are you available? Which meeting room should we use? What materials should I prepare? Can someone join online? Thank you.

IM

Hi, I am calling because I need to change our meeting time. Are you available tomorrow afternoon? Which meeting room should we reserve? Also, is there anything I should prepare before the meeting? One more question: can a team member join by video call? Thanks for your help.

IH

Hi, I am calling because I need to reschedule our project meeting. Would tomorrow afternoon work for you, or would the morning be better? Could you also let me know which meeting room is available? I want to make sure I bring the right materials, so is there a report or presentation I should prepare in advance? Finally, one team member may be working remotely. Would it be possible for that person to join by video call? Great, thank you.

AL

Hi, I am calling because I need to adjust the time of our project meeting due to a scheduling conflict. Would tomorrow afternoon work for you, or is there another time that would be more convenient for the team? Once we decide on the time, could you tell me which meeting room we should reserve? I would also like to prepare in advance, so please let me know whether you want me to bring the latest report, presentation slides, or any additional data. One of our team members may not be able to come to the office that day. Could we set up a video call so that person can participate remotely? Perfect. I will update the invitation and send the materials before the meeting.

CHECK · ask for a new meeting time / ask about the meeting room / ask what materials to prepare / ask about online participation

FINAL REVIEW · 10-MINUTE ROUTINE

Workplace Quick Review

질문의 요구사항을 먼저 채우고, 등급별로 세부 정보만 확장합니다.

재사용 핵심 표현

Q1	workplace, typical workday, team communication
Q2	technical problem, root cause, teamwork
Q3	digital collaboration, automation, work flexibility
ROLE-PLAY	ask for a new meeting time, ask about the meeting room, ask what materials to prepare, ask about online participation

실전 10분 운영표

0:00-1:00	Q1의 직장 환경과 평소 업무 순서를 표시
1:00-3:00	Q1을 아이 엘에서 에이 엘로 확장
3:00-5:00	Q2의 문제 발생, 분석, 협업, 해결 과정을 확인
5:00-7:00	Q3에서 과거와 현재의 업무 방식을 비교
7:00-9:00	롤플레이에서 시간, 회의실, 자료, 온라인 참석을 질문
9:00-10:00	막힌 문장만 짧게 다시 말하고 마무리

60초 체크
1. 질문의 모든 요구사항을 답했는가? 2. 짧은 완성 문장으로 시작했는가? 3. 과거 경험은 과거 시제로 끝냈는가? 4. 롤플레이에서 위치, 일정, 대안, 알림을 확인했는가?