

나. 의사소통 기능 예시문

○ I. 정보 전달

1. 정보 전달 · 요구하기

1.1. (정체) 확인하기와 상술하기

This is/That's/It's/They're

The man over there is Mr. Kim.

We have three cats and one dog.

My father is 45 years old.

1.2. 진술하기와 보고하기

1.2.1. 개인 정보 제공하기

My name is John.

I'm from the north of Canada.

I have three sisters and one brother.

1.2.2. 습관과 일과 묘사하기

He goes to school at 8:30.

I always go swimming on Tuesdays.

On Sundays I visit my grandmother.

John comes to my office every

Tuesday.

1.2.3. 시간 말하기

What time is it? A quarter to six.

Do you have the time?

It's 10:45.

The train leaves at three o'clock.

1.2.4. 인물 묘사하기

Ann has blue eyes.

Tom is tall and slim.

Mary has long brown hair.

1.2.5. 사물 묘사하기

It's blue and it's made of plastic.

It has four doors.

It is bigger than an elephant.

1.2.6. 장소 묘사하기

Seoul is the capital city of Korea.

It has 5 royal palaces and many historic sites.

It's also famous for

1.2.7. 경험이나 사건 묘사하기

Last week, I visited Jeju.

It was cool, but windy.

I took a taxi and

1.2.8. 이야기 서술하기

Once upon a time, there lived a giant. He was

1.3. 수정하기

No, it isn't.

(Sorry.) That's/It's not right.

(No,) this is MY bag.

(I think) you've made a mistake.

1.4. 질문하고 답하기

Is she from Egypt?

Do you like dancing?

Who is he?

Whose notebook is this/that?

What is your name?

What time is it?

Which movie do you want to see?

Where did she go to university?

When did it happen?

Why are we waiting?

How did they travel?

How much does it cost?

◎ II. 태도 및 의견

1. 사실에 대한 태도 표현하기

1.1. 동의하기

Me, too.

Okay!/Of course!/Good!/Fine!/Great!

(Yes,) I agree.

Exactly!/Certainly!

That's a good idea.

That's right.

1.2. 이의 제기하거나 부인하기

I don't think/believe so.

I don't agree/disagree (with you).

That isn't true.

That's not right/correct.

Of course not.

You're wrong.

I don't think

1.3. 동의나 이의 여부 묻기

What do you think?

Don't you agree?

Would/Do you agree with me?

2. 지식, 기억, 믿음 표현하기

2.1. 알거나 모름 표현하기

I (don't) know (about)

I heard/have heard (about)

I'm aware (of)

I have no idea.

I haven't got a clue.

Do you know (about) ... ?

Have you heard (about) ... ?

You know ... (, don't you)?

Are you aware (of) ... ?

2.2. 궁금증 표현하기

I'm curious about

I wonder

I'd be (very) interested to know

Can someone tell me about ... ?

I have a question.

(Please,) Tell me (about)... .

2.3. 기억이나 망각 표현하기

I (don't/can't) remember

I (nearly/completely) forgot (about that/where I put my bag).

I'll never forget

Do/Don't you remember ... ?

I wonder if you remember

You haven't forgotten about ... , have you?

2.4. 상기시키기

Remember to

Remind me to

Don't forget to

2.5. 확실성 정도 표현하기

I'm (not) sure.

Are you sure/certain about ... ?

I have no doubt.

I'm (not) (quite/fairly/absolutely) sure/certain

How sure are you that ... ?

It seems

3. 양상 표현하기

3.1. 가능성 정도 표현하기

... may/can be changed.

Perhaps/Possibly/Maybe they will

They should/ought to

It is certain/probable/likely/possible/impossible that

May/Can John ... ?

Is Mary likely to ... ?

Is it probable/likely/possible/

impossible that ... ?

3.2. 의무 표현하기

You have to/must

You should/ought to

It is required to

You're expected to

Must I ... ?

Do I (really) have/need to (...)?

Is it necessary to ... ?

I don't have/need to

3.3. 허가 표현하기

May/Can I ... ?

(Yes,) You may/can

(No,) You may not/can't.

Is it all right/okay if ... ?

I wonder if I could

Do you mind if ... ?

You must not/may not

(I'm afraid) it's/that's not possible.

You're not allowed/supposed to

3.4. 능력 유무 표현하기

I can (not)

I was (not) able to

I (don't) know how to

I'm (not) good at

Can you ... ?

Do you know how to ... ?

Are you good at ... ?

4. 의지 표현하기

4.1. 바람, 소원, 요망 표현하기

I want (to)

I'd like

I look/am looking forward to

I wish I could

Do you want (to) ... ?

Would you like ... ?

Do you wish (you could) ... ?

Are you looking forward to ... ?

4.2. 의도 표현하기

I'm going to

I'm thinking of

I'm planning to

What will you do ... ?

Will you ... ?

Are you going to ... ?

Are you thinking of ... ?

Are you planning to ... ?

5. 감정 표현하기

5.1. 기쁨, 즐거움 표현하기

That's great/wonderful!

I'm/I feel (very/so) happy/glad.

I'm (very) glad/delighted to

It's a (great) pleasure to

5.2. 희망, 기대 표현하기

I hope

I'm looking forward to

I can't wait for

I'm excited (about...)!

5.3. 슬픔, 화 표현하기

I'm/I feel (rather/quite/very) sad/
unhappy/angry/upset/annoyed (about ...).

That makes me (really) sad/angry.

I'm in a bad mood (now/today).

I can't stand

... is (very) annoying/irritating.

How sad.

5.4. 불만족, 실망 표현하기

I'm/I feel (very) disappointed.

That's very disappointing.

What a pity/shame!

Oh, my(goodness)!

5.5. 걱정, 두려움 표현하기

I'm (rather) worried/anxious (about ...).

I'm scared/frightened/terrified (to ...).

5.6. 감정이나 상태 묻기

Are you all right/okay?

How are you feeling?

Are you afraid/scared/frightened of ... ?

Are you worried/concerned/anxious
about ... ?

What are you afraid of/worry about?

Why are you so happy/excited/sad/
angry?

What's wrong?

What's the matter?

5.7. 위로하기와 안심시키기

Don't worry.

Come on!

Cheer up!

Don't worry/be afraid/be frightened.

Things will be better (soon).

Everything will be ok/all right.

Don't be disappointed/discouraged.

5.8. 유감이나 동정 표현하기

That's too bad.

I'm (so/very) sorry (to hear ...).

That's a pity/shame.

5.9. 공감 표현하기

I feel the same way.

I understand how you feel.

I agree with you.

I think you're right.

5.10. 화냄에 응대하기

Calm down!

Don't get so angry!

There's nothing to get angry about.

That's too bad.

I feel the same way.

5.11. 안도감 표현하기

That's a relief.

What a relief!

Thank goodness.

I'm relieved/glad to hear

5.12. 좋아하거나 싫어하는 것 표현하기

I (don't) like/love (to)

I enjoy ... (very much).

My favorite thing is

... is (very) good/nice/pleasant.

I hate (to)

Do you like ... ?

What (...) do you like?

What's/Who's your favorite ... ?

5.13. 선호 표현하기

I prefer X to Y.

I'd prefer (to) ... (if possible).

I think X is better than/preferable to Y.

Which do you prefer?

Do you prefer X to/or Y?

Do you like X better/more than Y?

5.14. 만족이나 불만족 표현하기

Good!/Fine!/Excellent!

I'm (not) satisfied/happy (with ...).

That'll do.

That won't do/work.

Are you satisfied/happy (with ...)?

How do you like/find ... ?

Is this what you want(ed)/need(ed)/meant/had in mind?

5.15. 불평하기

It's not fair.

I'm not happy about

I want to complain about

You can't possibly

I'm sorry, but... .

5.16. 관심이나 무관심 표현하기

I'm (not) (very) interested in

... interests me (a lot/greatly).

I'm fascinated by

How interesting/boring!

Are you interested in ... ?

What are you interested in?

Do you find X interesting?

5.17. 놀람 표현하기

What a surprise!

That's/It's surprising!

I (just) can't believe this.

I'm surprised that

Does that surprise you?

Are you surprised that ... ?

What surprised you?

6. 도덕적 태도 표현하기

6.1. 도덕적 의무 표현하기

You should/ought to

It's right/wrong to

You must

You have to/have got to

You're supposed to

6.2. 승인이나 거부 표현하기

(Very) good.

That's fine/excellent.

That's/It's not (very) good/nice.

You shouldn't have done that.

I don't/can't approve (of ...).

How's this?

What do you think of ... ?

How do you find ... ?

Do you approve (of) ... ?

6.3. 비난 표현하기

It's (all) your/his fault.

You're to blame.

It's (all) because of you/him.

It isn't/wasn't my fault.

Don't blame me.

It was a(n honest) mistake.

7. 설득·권고하기

7.1. 제안·권유하기

Let's

What/How about ... ?

Why don't we/you ... ?

Can you make it (at ten)?

You'd better

(I think) you should/ought to

Would you like (me) to ... ?

I suggest (that) we

Shall we ... ?

7.2. 도움 제안이나 요청하기

Can I help you?

Let me help you.

Can I give you a hand?

(Please,) open the door.

Can you ... (, please)?

Could I ask you to ... ?

Would you mind closing the window?

7.3. (도움) 제안, 권유, 요청에 답하기

Yes!/Okay!

Sure!/All right!

No problem.

(That) sounds good.

Sorry ..., but

No, thank you.

Thank you, but

I'm afraid I can't

7.4. 충고하거나 구하기

(I think) you should

Why don't you ... ?

You'd better

If I were you, I'd

Do you think I should ... ?

Could you give me some advice?

What would you do if ... ?

7.5. 허락 요청하고 답하기

May/Can I ... (, please)?

Let me

Do you mind if ... ?

Would it be possible ... ?

I was wondering if I could ... ?

(I'm afraid) that's/it's not possible.

7.6. 행동이나 방향 지시하기

Stand up.

Come to the front.

Flip the card.

Turn on the light.

The museum is on the left.

Go to the end of the street and turn right.

Where is the supermarket?

It's straight ahead.

7.7. 경고하기

Don't

Be careful.

Watch/Look out (for ...)!

Make sure you don't

Mind your head/step!

7.8. 금지하기

Don't

You mustn't/can't/shouldn't

You'd better not

III. 담화와 글

1. 사고 활동하기

1.1. 주의 끌기

Hey!/Hello!

(Oh,) look/listen.

May I have your attention(, please)?

Excuse me.

1.2. 만날 때 인사하기

Hi!/Hello!

Good morning/afternoon/evening.

Good/Nice to see you (again)!

How do you DO?

-How do YOU do?

It's been a long time.

1.3. 호칭하기

Mr./Miss/Mrs./Ms. ...

Doctor/Professor/Director Brown

How/What do you want me to call you?

1.4. 안부 묻고 답하기

How are you (today)?

How's it going?

How are you doing?

What's up?

How have you/things been?

(I'm) okay (, thanks/thank you).

(I'm) fine/very well (, thanks/thank you).

Not (too/so) bad (, thanks/thank you).

1.5. 제삼자에게 안부 부탁하기

Say hello to ... (for me).

Please give my regards to

Remember me to

1.6. 소개하기와 소개에 답하기

I'm

My name is

I'm

Please call me

X, this is Y. Y, this is X.

I'd like you to meet

I'd like to introduce

(It's) nice/good to meet you.

(I'm) (very) pleased to meet you.

It's a pleasure to meet/meeting you.

I've been looking forward to meeting you.

1.7. 소개가 필요한지 묻기

Do you know each other?

Have you already met ... ?

I think you (two) know/have met each other, don't/haven't you?

X, can I introduce Y?

1.8. 환영하기

Welcome!

Glad you're here.

Glad you could come.

1.9. 음식 권하고 답하기

(Please) help yourself.

Please go ahead.

Please try some

Would you like some ... ?

Do you want some more(...)?

Yes, please/thanks/thank you.

No, thanks/thank you. (I'm full./I'd rather have some)

That would be very nice.

It/everything looks delicious.

1.10. 감사 표현하고 답하기

Thanks (a lot)/Thank you (very/so much).

Thanks for

I (really) (do) appreciate your help/ what you've done.

Sure.

You're welcome.

No problem.

(It was) my pleasure.

Don't mention it.

Not a big deal.

1.11. 사과하고 수용하기

(I'm so/very) sorry (about that).

Please forgive me.

I apologize.

Not at all.

(That's/It's) okay.

That's all right.

Forget it.

It doesn't matter.

No problem.

Never mind.

1.12. 축하, 칭찬하기

Congratulations (on ...)!

(Very) good!

Good (for you)!

What a nice ... !

How ... she is!

Great!/Excellent!

(You did a) good (work/job)!

I like ... !

Thanks/Thank you (very much).

You, too!

I'm glad you like

How nice (of you)!

1.13. 격려하기

You can do it!

Don't give up!

That's all right. (You'll do better next time).

Come on.

Keep (on) going.

Thanks/Thank you (very much).

You, too!

How nice (of you)!

1.14. 기원하기

Happy birthday/New Year/... !

Good luck (with your .../the ...)!

Bless you.

Have a good/nice ... !

I'll keep my fingers crossed!

I hope/wish

1.15. 헤어질 때 인사하기

Bye(-bye).

Goodbye.

Take care.

(Have a) nice day/good night.

See you (later/again/tomorrow).

2. 담화 · 글 구성하기

2.1. 대화 시작하기

May I have your attention, please?

Excuse me, can I talk to you for a minute?

Excuse me. I wonder if you could help me.

Hello everyone, I'm very happy to be speaking with you today.

My name is ... , and I'm

Today, I'd like to talk about

We will discuss

I am going to talk about.

The purpose of this presentation is

2.2. 내용 시작 · 전환 알리기

Let's get started.

Let me begin by looking at

Let me start with some

2.3. 주제 소개하기

(Now) let's talk about

I'd like to say something about

I'd like to tell you what

2.4. 질문 요청 · 응대하기

If you have any questions, feel free to ask me.

Does anyone have any questions or comments?

Please stop me if you have any questions.

Do you have any questions before I move on?

Thank you for your question, Ann.

That's an interesting/great question.

Does that answer your question?

Please email me at email@address.com, if you have any question.

2.5. 의견 묻거나 표현하기

What do you think (of/about ...)?

How do you feel about ... ?

What is your view/opinion?

I think/feel/believe

It seems to me

In my view/opinion,

2.6. 예시 들기

For example

A good example of this is

To illustrate this point

This reminds me of

To give you an example

2.7. 열거하기

A, B, and C.

There are three things to consider.

First Second Third

There are two kinds of The first is The second is

We can see four advantages and two disadvantages. First, advantages

One is Another is A third advantage is Finally(Lastly),

There are (four) different stages to the process.

First ... , then ... , next ... , after that ... , then x, after x there's y.

There are two steps involved. The first step is The second step is

There are four stages to the project.

At the beginning / later / then / finally

2.8. 강조하기

It is important to/that

I want to stress

My point is

I DO love my family.

This is important because

I'd like to emphasize that

We have to remember that

In other words,

To put it more simply,

What I'm saying is that

What I want to say... .

2.9. 정의하기

X/This means

The meaning of X/this is

2.10. 요약하기

In short,

In brief,

To sum up,

2.11. 주제 바꾸기

By the way,

Let's move on to

I'd like to say something else

2.12. 대화에 끼어들기

Excuse me.

Can I say something?

Can I interrupt you for a moment?

2.13. 대화 종료하기

Thanks for listening.

Thank you for your attention/time.

It was nice talking(to you).

That's all I want to say about

To sum up,

That's it for today.

So, now I'd be very interested to hear your comments.

This is the end of this presentation.

Anyway, I should get back to work.
I'm sorry, I have to go now.
I must go, see you later.

2.14. 매체 사용하기

Hello?
(This is) ... (speaking/here).
May/Can I speak to ... , please?
Who's calling, please?
Can I leave/take a message?
(Sorry, but) can I call you back?
Dear Mr. Kim,
Best regards/Sincerely,
Can you hear/see me?
Is the audio/video working?
Turn on/off your video.
Please, mute/turn off the
microphone.
I can't see the people at the sides of
the room.
Thank you for talking with me today.
Thank you for taking the time to talk
with me today.

3. 의사소통 개선하기

3.1. 반복 요청하고 답하기

Excuse me?
(I'm) sorry?
What (did you say)?
(I beg your) pardon?
Would you say that again(, please)?
-(I said) X.

-I said that
Can you repeat that?
Can you speak (more) slowly?

3.2. 확인 요청하기

Did you say X?
Are you sure?
Do/Did you mean ... ?
He lives in Seoul, doesn't he?

3.3. 설명 요청하기

What is X (exactly)?
What do you mean by X?
Could you explain ... ?

3.4. 철자·필기 요청하고 답하기

How do you spell ... ?
Could you spell that, please?
Could you write that down (for me),
please?
-B-A-G.
-'Bag' is spelled B-A-G.
-It's spelled with a capital 'P'.

3.5. 표현 요청하기

What is X (in English)?
Do you say ... (or ...)?
I don't know how to say/write it.
How would/do you say this in
English/Korean?

3.6. 표현 제안하기

X.

Do you mean X?

I think you mean

In English/Korean we say

3.7. 이해 점검하기와 이해 상태 나타내기

Do you understand?

Do you see/know what I mean?

Is this/everything clear (now)?

Do you follow me?

I'm sorry, did you say "..."?

I'm not sure I understand. Are you saying that ...?

Do you mean ...?

Are you with me?

I see./Okay.

I (don't) understand.

Please, go on.

It (still) isn't clear to me what this

means.

(Sorry/I'm afraid) I don't know what you mean/meant.

3.8. 오해 알리기

(No,) I mean Y (not X)

(I'm afraid) that's wrong/not right.

That's not (exactly) what I meant to say.

3.9. 생각할 시간 요청하거나 주기

Let me see/think.

Just a moment (while I think).

May I think about that for a moment?

Take your time (to think).

You have five minutes.

I'll give you five (more) minutes.