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1. Writing Checklist

After writing checklist!!

- Clear objectives
- Good organization
- Professional layout
- Clear, concise language
- Right style
- Correct facts and figures
- All questions answered
- Positive ending
- Right grammar, spelling and punctuation!

Checklist

Tense

Verb number

Countable or not

Modal verbs

If

Adverb or adjective

Position of the adverb

Preposition

Key words e.g. since

False friends

Common mistakes

The goods ~~have~~ arrived yesterday.

My people ~~is~~ are highly trained.

Please e-mail ~~these data~~ this data.

We must ~~to~~ solve this problem soon.

If I ~~would have~~ had money, I would travel more.

Please follow the ~~normaly~~ normal procedure.

We always have ~~always~~ this problem.

We must focus ~~at~~ on this at the next meeting.

He ~~is working~~ has been working here since July.

The ~~actual~~ current inflation rate is 3%.

Email 1 - Shin Kyungsun

Hi S....~

Today, we are checking taxes the end of the year, but you didn't input your data.

As you know, we already noticed the deadline because it's very important duty.

If you didn't you will pay a fine.

Now, the computer system is over so please come to Finance team until this friday(2012. 11. 09) that

you submit your data.

Feel free to ask if you have any question by e-mail or extension 6133.

Email 2 – Kim Wan Ho

Hi David

I would like to welcome you to come to Korea. I will be more than happy to host your family in my home although it is a little bit small.

In regard to your visiting schedule to Daegu, I will be picking you up at Dongdaegu Station on September 19th. Please let me know your arrival schedule to Daegu as soon as it is fixed. I will provide a campus tour for you on that day as well. I will show you very beautiful campus. We have a Korean traditional village and gorgeous church. I will take you to Gyeongju on September 20th. I have already ordered a tour guide book to introduce Gyeongju to you. I will take you to Haeinsa temple on September 21st. It is also one of the UNESCO Heritage. For more information, please visit the below website if you are interested.

<http://80000.or.kr/eng/main/>

If you have any other questions or inquiries, please feel free to contact me. I look forward to meeting you soon!

Best regards,

<====

Audit and Inspection Team

Kim, Wan Ho

Email 3 – Hwang Hyosoon

Dear JANINE ROSE ,

Hello. Nice to meet you. I am Hyosoon Hwang, Coordinator of Korean Language and Cultural Center.

I am very glad to have you in our Korean language program at KMU. I hope during your stay at our institute you would develop yourself fully and fulfill your wishes.

I apologize for this late delivery for there was some unexpected accident. In order to boost the procedure, I please ask you to follow up quickly.

For the most, please find the attached files.

1. Invitation letter in PDF
2. files of entry information in both excel and PDF
3. KMU life GKS Q&A

Please bring the invitation letter when applying for your visa at nearest Korean Embassy or Consulate.

And please open the attached excel file and check the information written and fill other blanks by Wednesday, June 27. The information is for issuing your air ticket.

Please read carefully the cases written below.

If you don't need to apply for D4(language student visa) and have F visa, please tell me.

If you have been staying in Korean for a longtime and don't need air ticket to enter Korea, please tell me in your reply.

If you need to transfer airplanes on the way to Korea, please indicate the country to stop over in the excel file. If you need visa to go through the country, please tell me.

If you have any question about KMU life, you may read the attached "QnA" file and find me for further information.

Thanks. If you need any help, please feel free to contact me.

Looking forward to meeting you soon.

Sincerely,

Ms. Hyosoon Hwang

Korean Language and Cultural Center
Keimyung University
korean@kmu.ac.kr
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82-53-580-5909 (FAX)

Email 4 – Kim Yeong Ha

Dear Prof. Dhanusuraman, Ragupathy

Good day

Re your below require

You can apply your retirement salary and retirement allowances from The Korea Teacher's Pension.

To do that, I need application form attached with your signature, a copy of your Daegu Bank Book and a copy of your alien registrarion card in the pdf file.

It'll take 1 week after receiving your documents. and if you have a question, please contact me.

Thanks.

Sincerely,

Kim, yeong ha

General Affairs Team, Keimyung University

T. 82-53-580-6117

F. 82-53-580-5454

E-mail : index@gw.kmu.ac.kr

Email 5 – Park Ki-Jun

Dear Prof. ,

First of all I would like to wish you a Happy New Year!!!

I already received your notification about your room repaper.

And I tried contact you several times but your e-mail address is not available.

Anyway our plans changed a little bit. Would it be possible to do repaper construction your room before February 18?

That is the period when we have to finish the construction. Maybe almost construction of the university have to finish around that period.

Today, we checked your room, but there was some stuff in your rooms so it's a little difficult to do construction

In case that you will not arrive until February 10th, can we pack yours and put them in the rest room and do construction?

I hope your room can be repapered neatly this time and I think it's better for you and your family to do construction when you are absent.

Will you, please, give comments on this as soon as possible?

Anyway, we are very sorry for any inconvenience this may cause.

Many thanks and best wishes,

제목: Re: The 5th Korea-Italy Forum: Agenda and Program

Dear Mr. Romitelli,

Greetings from Keimyung University!

I would like to update some information about the forum as follows for your reference.

1. Our delegation size for the forum will be approximately 30 persons. We will let you know as soon as we finalize it.
2. So far, we have confirmed 4 speakers/presenters out of 5 speakers. Please refer to the following session information.

- ▷ Plenary Session: Mr. Jong-Hoon Kim, former Minister for Trade, MOFAT (not confirmed)
- ▷ Session 1: Mr. Hung-Bong Cha, Chairman, Korea National Council on Social Welfare
- ▷ Session 2: Dr. Kyeong-Jin Bu, Professor, Seoul National University
- ▷ Session 3: Mr. Du-Hwan Jeon, Director, Korea Textile Machinery Research Institute
- ▷ Session 4: Dr. Heungchong Kim, Director, Korea Institute for International Economic Policy

3. Mr. Jeong-Do Hong, the Executive Director of JTBC Broadcasting Company is expected to deliver a special speech on Communication at the welcoming dinner on May 15th.

4. It was decided at the 2nd meeting of the steering committee to put “Korea and Italy” on the original forum theme. Thus, it changes to “Devising a New Model of Bilateral Relationship between Korea and Italy”.

5. The Embassy of Italy in Seoul will co-host the Forum along with KF & Keimyung University.

Please find the attached updated program for the forum as well. If you have any suggestions, comments, or questions on this matter, please feel free to contact me.

Thank you!

Sincerely yours,

Shin Ho-Cheol

Email 7 – Jung Ho Kee

Dear Dr. Atif Faraz:

Greetings from Keimyung University, Daegu, Korea.

Let me take this opportunity to introduce myself first. My name is Jung, Ho Kee, Manager of International Affairs Office of Keimyung University.

I was informed by Dr. Soosung Cho that you have been trying to contact us before, and heard from her the meetings of the presidents of our two institutions.

Actually, we have received your president's letter of November 30, 2011 to President Synn Ilhi and forwarded it to the president office as soon as we received it. After then, Ms. Youngwook Woo replied to your university with our president's letter. I am afraid the message that she has sent might not reach you. Even now, please check the previous messages we sent below.

From now on, please contact me or my staff who is in charge of international exchange Asia for the discussion on our collaboration as follows;

JUNG, Ho Kee(Mr.) : Manager of International Affairs Office

Tel. 82-53-580-6022

Fax. 82-53-580-6025

E-mail: hawk@kmu.ac.kr

KIM, Min Ah(Ms.) : Coordinator of International Affairs Office

Tel. 82-53-580-6098

Fax. 82-53-580-6025

E-mail: minahkim@kmu.ac.kr

Sincerely yours,

JUNG, Ho Kee

Manager of International Affairs Office

Keimyung University

c.c. Dr. Soosung Cho, President's Advisor, Director of Confucius Institute

Dr. Nam Young Kim, Dean of International Affairs

Ms. Min Ah Kim, Coordinator of International Affairs

+++++

정 호 기(鄭浩基)

JUNG, HO KEE

계명대학교 국제교류센터

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Email 8 – Lee Hyunkyung

Dear faculty members :

Hello. I'm Hyunkyung Lee, the coordinator of Liberal Education.

First of all, thank you for your cooperation to reduce the amount of making photocopies in the last semester.

However we, the Liberal Education College, are still the highest college for the use of copy machine in our University. It was much bigger than other colleges and could be a big problem, so I want to give you the information concerning how to use the Teaching and Learning Support System for reminding and encouraging.

For new faculty members, I will explain the reason again.

As you know, inflation is way too high in Korea, so the running costs of university are getting high especially for the biggest university like us. Despite of this hard situation, our university gave you a raise even though cutting down the tuition fees.

Because of this reason, we must save the budget. Our University want to save especially administrative costs such as papers, electricity, toners and so on instead of education budget for students.

For saving the administrative costs, all members of our univ. must cooperate in harmony. However some of teachers are still making a lot of photocopies for supplements.

We know you need to make supplements for classes, but you can use the Teaching and Learning Support System. <-- Click !

This is why we, the Liberal Education College, send this e-mail.

We know most of students are freshmen, but it doesn't matter. When I was a student at Keimyung, I used to prepare the supplements by downloading from the web-site. It was not difficult at all. You should force them to do it by themselves. Most of Korean professors are using the Teaching and Learning Support System to give students supplements and seldom making photocopies.

In conclusion, please refer to the enclosed file and use the Teaching and Learning Support System instead of making photocopies.

We are always grateful for your cooperation.

Thank you.

Sincerely yours,

Lee, Hyunkyung

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