



Korean Ladder Study Note

업무 / 보고서 / 협업

Advanced Workplace Vocabulary

| Level | Topic | Focus |
|-----------------------|-----------------------------|--|
| C1 · Advanced TOPIK 5 | Vocabulary Work & School | 업무 / 보고서 / 협업 Advanced Workplace Vocabulary |

Study Links

[Open this lesson on Korean Ladder](https://www.koreanladder.com/lesson.html?id=KOR-C1-VOCAB-WRK-001)

<https://www.koreanladder.com/lesson.html?id=KOR-C1-VOCAB-WRK-001>

[Watch the full video on YouTube](https://www.youtube.com/watch?v=ffcqu7OUWEY)

<https://www.youtube.com/watch?v=ffcqu7OUWEY>

[Visit Korean Ladder for all free lessons](https://www.koreanladder.com)

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Core Idea

Okay, real talk — at a Korean office, what do they actually call 'work'? Is it just 일?

Right, and 협업 versus 협력 — they both look like teamwork to me. What's the difference?

오늘의 핵심은 '업무 어휘'예요. In English, workplace vocabulary — the words you need for reports, meetings, and deadlines.

먼저 '업무'예요. 업무는 회사에서 하는 일이에요. In English, 업무 means your work duties — more formal than 일.

Conversation Snapshot

| Speaker | Korean | Meaning |
|---------|--------------------------|--|
| Junho | 하나 씨, 보고서 마감이 언제예요? — | Hana, when is the report deadline? |
| Hana | 내일이에요. 오늘 업무가 많아요. — | It's tomorrow. I have a lot of work today. |



| Speaker | Korean | Meaning |
|---------|------------------------|--|
| Junho | 그럼 우리 협업으로 같이 해요. — | Then let's do it together through collaboration. |
| Hana | 좋아요. 회의부터 할까요? — | Sounds good. Shall we start with a meeting? |

Vocabulary & Useful Expressions

| Word | Meaning | Example |
|------------------------------------|----------------------------|--|
| 업무 어휘 eommu eohwi | workplace vocabulary | 오늘의 핵심은 '업무 어휘'예요. In English, workplace vocabulary — the words you need for reports, meetings, and deadlines. |
| 업무 eommu | work duties / tasks | 먼저 '업무'예요. 업무는 회사에서 하는 일이에요. In English, 업무 means your work duties — more formal than 일. |
| 오늘 업무가 많아요 oneul eommuga manayo | I have a lot of work today | 예문을 볼게요. 오늘 업무가 많아요. Today I have a lot of work. |
| 보고서 bogoseo | report (written) | 다음은 '보고서'예요. 보고서는 글로 쓴 보고예요. A 보고서 is a written report. |
| 보고서를 써요 bogoseoreul sseoyo | I write a report | 보고서를 써요. I write a report. |
| 회의 hoeui | meeting | '회의'는 meeting이에요. 사람들이 모여서 이야기해요. |
| 마감 magam | deadline | '마감'은 deadline이에요. 일을 끝내야 하는 날이에요. |
| 마감이 내일이에요 magami naeirieyo | The deadline is tomorrow | 마감이 내일이에요. The deadline is tomorrow. |



Grammar / Structure Notes

업무 어휘

업무 어휘 — workplace vocabulary

Formal words used at work

업무

업무 — work duties / tasks

Sounds like [업무] — ㅁ becomes ㅍ before ㅁ

오늘 업무가 많아요

오늘 + 업무 + 가 + 많아요 — I have a lot of work today

예문을 볼게요. 오늘 업무가 많아요. Today I have a lot of work.

보고서

보고서 — report (written)

보고 = report + 서 = document

보고서를 써요

보고서 + 를 + 써요 — I write a report

보고서를 써요. I write a report.

Pronunciation Loop

| Phrase | How to practice |
|-----------|-----------------|
| 업무 | eommu |
| 업무 → [업무] | eommu |
| 허법 | hyeobeop |
| 협업 → [허법] | hyeobeop |

Self-Check

- 1 Say 업무 / 보고서 / 협업 three times: slow, natural, then inside a short sentence.
- 2 Write one original sentence that was not in the video.
- 3 Rewatch the YouTube lesson and pause when the same pattern appears.

Related / Subsequent Studies



| Lesson | Why study it next | Link |
|---|---|--|
| 이력서 / 지원 / 연봉 / 마감 Job-Hunting and Office Vocabulary | B2 Vocabulary: compare 이력서 / 지원 / 연봉 / 마감 with this lesson so the boundary becomes clearer. | Open lesson https://www.koreanladder.com/lesson.html?id=KOR-B2-VOCAB-WRK-001 |
| 억울하다 / 서운하다 / 벅차다 Nuanced Emotional Expression | C1 Vocabulary: compare 억울하다 / 서운하다 / 벅차다 with this lesson so the boundary becomes clearer. | Open lesson https://www.koreanladder.com/lesson.html?id=KOR-C1-VOCAB-EMO-001 |
| Counting in Korean Native vs Sino Numbers | A1 Vocabulary: compare Counting in Korean with this lesson so the boundary becomes clearer. | Open lesson https://www.koreanladder.com/lesson.html?id=KOR-A1-VOCAB-NUM-001 |
| 공항 / 기차역 / 표 Getting Around While Traveling | B1 Vocabulary: compare 공항 / 기차역 / 표 with this lesson so the boundary becomes clearer. | Open lesson https://www.koreanladder.com/lesson.html?id=KOR-B1-VOCAB-TRV-001 |

My Notes

Free Korean lessons, one rung at a time. This PDF, the website, and the video lessons are free for personal study.