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«Белгородский институт развития образования»

Учебно-методическое пособие
по дисциплине «Иностранный язык»
(английский)
для обучающихся III курса колледжа
по специальности
38.02.03 Операционная деятельность в логистике

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Учебное пособие публикуется по решению методического совета ОГАПОУ «Белгородский индустриальный колледж».

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Пояснительная записка

Данное пособие составлено в соответствии с требованиями Федерального государственного образовательного стандарта среднего профессионального образования в помощь преподавателям и обучающимся III курсов ОГАПОУ Белгородский индустриальный колледж по дисциплине «Иностранный язык» по специальности: 38.02.03 Операционная деятельность в логистике. Цель пособия - углубление языковых знаний, расширение словарного запаса, формирование у обучающихся речевой, языковой и коммуникативной компетенции.

Материал пособия, предлагаемый для аудиторной и самостоятельной работы, имеет коммуникативную направленность. Большое внимание уделено развитию не только умений просмотрового и поискового чтения, но и устной монологической и диалогической профессионально ориентированной речи. Тематика текстового материала пособия широка и охватывает основные аспекты логистики: профессия логист, логистические услуги, виды транспортировки, страхование груза, основные документы в логистической деятельности. Разработанные упражнения коммуникативного характера призваны подготовить будущих специалистов к реальному общению в профессиональной среде.

Основная задача представленного сборника заключается в том, чтобы помочь студентам овладеть профессиональной терминологией, а также усовершенствовать свои навыки английского языка.

Учебное пособие содержит тексты, которые снабжены послетекстовыми упражнениями, предусматривающими развитие у студентов умения читать с целью поиска нужной информации, а также с полным пониманием прочитанного, готовящими студентов к пересказу и самостоятельным высказываниям.

В каждом разделе дается тематический список слов и словосочетаний. Работа над лексическим материалом проводится поэтапно: 1. Введение

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лексического материала. Работа с предтекстовыми упражнениями. 2. Чтение и перевод основного текста, контроль и понимание прочитанного с помощью вопросов. 3. Выполнение послетекстовых лексических упражнений. 4. Работа с диалогами (в некоторых разделах). 5. Работа с дополнительными текстами.

Пособие состоит из 7 разделов (Units):

1. Introduction to logistics
2. Jobs in logistics
3. Logistics services
4. Modes of transportation in logistics
5. Shipping goods
6. Documentation and finance
7. Insurance

Также в учебно-методическом пособии имеется Приложение1- Словарь «Dictionary» и Приложение2- Список сокращений «Logistic abbreviations».

Материал пособия прошел апробацию в течение последних трех лет в ОГАПОУ «Белгородский индустриальный колледж».

В целом, учебно-методическое пособие способствует качественному владению обучающимися профессиональными компетенциями.

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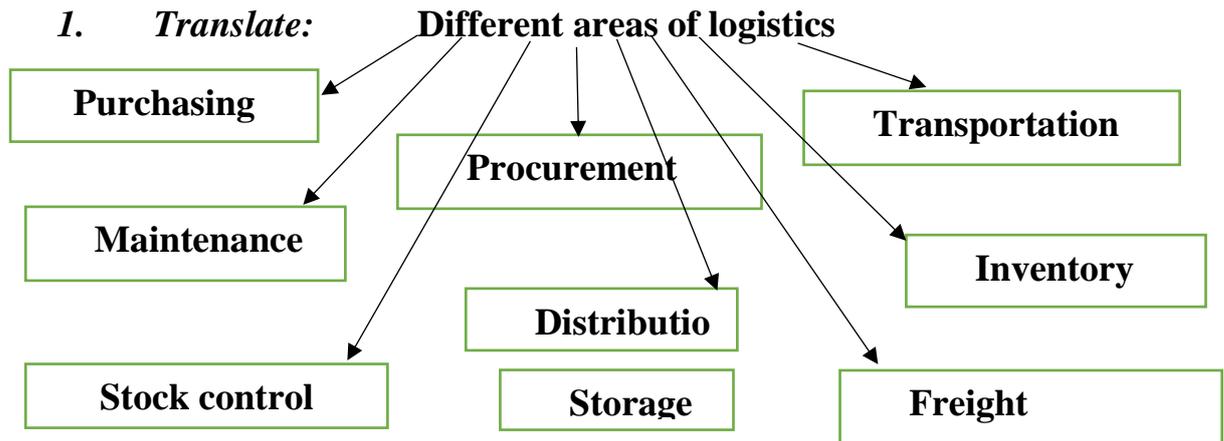
UNIT1

INTRODUCTION TO LOGISTICS

Active Vocabulary

Nouns: goods, flow, resources, consumer, consumption, user, product, producer, storage, retailer, inventory, warehouse, destination, re-engineering, customs, taxes, duties, logistician, maintenance, distribution, procurement

Verbs: to consume, to handle, to include, to require, to comprise, to produce, to manufacture, to manage, to purchase, to sell, to implement, to perform, to ensure, to increase, to decrease, to pack



2. Read the meanings of logistics.

-Logistics means that you manage the procurement and movement of goods and the storage of inventory.

-It means the delivery of the goods the customer needs at the right time, in the right place, and of the right quality.

-It is to plan, organize, and manage operations that provide services and goods.

-Logistics-that is the purchasing, maintenance, distribution, and replacement of material and staff.

-Logistics is the planning and support of operations such as warehousing, inventory, transport, procurement, supply, and maintenance.

III. Complete the following table using the words from Ex. II.

Verb	Noun
To provide	
	storage
To support	
	delivery
To maintain	
	distribution
	purchasing

IV. Read the text and try to understand it.

Logistics can be defined as the management of the flow of goods, information and other resources, energy and people between the point of origin and the point of consumption in order to meet the requirements of consumers. Logistics involves the integration of information, transportation, inventory, warehousing, material handling, packaging and security. Logistics may have an internal focus (inbound logistics), or external focus (outbound logistics). If the company manufactures a product from parts purchased from suppliers, and those products are then sold to customers, one can speak about a *supply chain*. *Supply Chain* can be defined as a network of facilities and distribution options that performs the function of procurement of materials, transformation of these materials into intermediate and finished products, and the distribution of these finished products to customers.

Logistics management is part of supply chain management. Logistics management plans, implements, and controls the efficient flow and storage of goods, services and related information between the point of origin and the point of consumption in order to meet customers' requirements.

Successful supply chain operators work in close partnerships with their customers; they jointly explore the opportunities for increasing efficiency of the supply chain and improving service levels by using the latest systems and techniques. This approach is also referred to as *logistics re-engineering*. The re-engineering process considers the following factors: the nature of the product, the optimal or preferred location of source or manufacture, freight and transport costs and the destination market, seasonal trends, import and export regulations, customs duties and taxes, etc.

A professional working in the field of logistics management is called a *logistician*. The main functions of a qualified logistician include inventory management, purchasing, transportation, warehousing, consultation, organizing, and planning of these activities. Logisticians are responsible for the life cycle and supply chain operations of a variety of products. They are also responsible for customs documentation. They regularly work with other departments to ensure that the customers' needs and requirements are met.

V. Review questions.

1. What does the term "logistics" imply? What does the term "supply chain" imply?
2. What is logistics management?
3. What do service providers do in order to increase efficiency of the supply chain?
4. What process is called "logistics re-engineering"?
5. What factors does this process consider?
6. What are the main functions of a qualified logistician?
7. What are professional logisticians responsible for?

VI. Decide whether the following statements are true or false.

- a. Logistics can be defined as the management of the flow of goods between the point of origin and the point of consumption.
- b. Logistics involves the integration of information, transportation, inventory, warehousing, etc.
- c. Usually, logistics does not involve the management of the flow of energy and people.
- d. Logistics always has an external focus.
- e. All supply chains are very simple.
- f. The complexity of the supply chain will vary with the size of the business.
- g. Logistics management is part of supply chain management.
- h. Logistics management plans, implements, and controls the efficient flow and storage of goods, services and related information.
- i. Successful supply chain operators work in close partnerships with their customers.
- j. The re-engineering process does not consider the nature of the product.
- k. The main functions of a qualified logistician include, inventory management, purchasing, transportation, warehousing, etc.
- l. Logisticians are responsible for the life cycle and supply chain operations of a variety of products.

VII. Match the definitions (a-f) with the words (1-6) below.

1. carrier
 2. freight forwarder
 3. Supplier
 4. Haulage contractor/hauler
 5. Courier
 6. Consignee
- a) company which carries goods by road;
 - b) person or firm named in a freight contract to whom goods have been shipped or turned over for care;
 - c) company that specializes in the speedy and secure delivery of small goods and packages;
 - d) company that transports or conveys goods;
 - f) company which supplies parts or services to another company, also called vendor;
 - e) person or business that arranges documentation and travel facilities for companies dispatching goods to customers.

UNIT 2.

JOBS IN LOGISTICS

I. Before reading the text check the meaning of the Key Words in the dictionary;

Nouns: merchandise, item, supplies, supplier, manufacturer, carrier, retailer, wholesaler, consumer, employer, intermediary, stock, quality, quantity, staff, solution, contract, performance, evaluation, improvement

Verbs: to organize, to plan, to direct, to monitor, to supervise, to influence, to allocate, to employ, to collaborate, to analyze, to gain, to resolve, to negotiate

II. Read the text.

Logistics (distribution) and supply chain managers organize the safe and efficient storage and distribution of goods (merchandise). They have to ensure that orders are fulfilled correctly. They plan and manage the movement of goods in the supply chain; their job is to ensure that the right products are delivered to the right place on time and in the most cost-efficient way. Logistics and supply chain managers deal with many parties including suppliers of raw materials, manufacturers, retailers and consumers.

Typical employers of logistics and supply chain managers are distribution companies, consultancies, manufacturers, major commercial organizations, retailers, etc. There could be a very significant international focus within the job, where knowledge of international commerce, finance and import/export laws are essential and fluency in a foreign language is recommended.

Typical work activities of a logistics manager may include:

1 Directing inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, etc.

2 Monitoring the quality, quantity, cost and efficiency of the movement and storage of goods.

3 Resolving problems concerning transportation, logistics systems, imports or exports, customer issues.

4 Keeping an accurate record of all orders, production times, and transportation of supplies and manufactured items.

5 Collaborating with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, or shipping.

6 Supervising the work of logistics specialists, planners, or schedulers.

7 Allocating and managing staff resources according to changing needs.

8 Ordering and maintaining stock inventory necessary for production.

9 Dealing with customers and suppliers, and negotiating transportation rates or services.

10 Developing business by gaining new contracts, analyzing problems and producing new solutions.

III. Review questions

- What do logistics and supply chain managers organize?
- What do they plan and manage?
- What parties do they deal with?
- What are typical employers of logistics and supply chain managers?
- What skills must international logistics managers have?
- What do international logistics managers control?
- What are typical work activities of a logistics manager?

IV. Three people are describing their jobs in logistics: a warehouse manager, a freight forwarder, and a shipping operations manager. Match each job to the correct person.

Person1. My job is to organize the transport of goods either by sea, air, road, or rail. An important part of the job is dealing with customer requests about the most suitable mode of transport. My responsibilities also include negotiating **good shipping rates** with shipping lines and transport companies. I arrange customs clearance on behalf of my clients.

Person2. In my job I have to make sure that the cargo is not damaged onboard the ship or while loading or unloading. I advise customers on shipping rates and prepare quotations for our sales office.

Person3. Another part of my job is **to liaise** with departments such as transport and production. **Apart from that**, I **ensure** that vehicles, machines, and any other kind of equipment are maintained to a high level.

Good shipping rates – стоимость доставки груза, to liaise- поддерживать связь, apart from that- кроме того, to ensure- убеждаться в чем-л.

V. Replace the underlined verbs with words from the box that have the same meaning.

Provide, train, organize, ensure, inform about, check

1. We supply software for the car industry. 2. I often advise client on the most suitable transport method. 3. In my job I have to make sure that passengers arrive on schedule. 4. My job is to supervise incoming goods. 5. I also plan the transport of goods. 6. I instruct staff.

VI. Read the text and try to speak about your future profession.

Text A. Hello, everybody! Here is Alex Smirnov. I was always good at Mathematics. I decided to become a logistician. My dream came true. I entered the Moscow Academy of Transport and Communications, the faculty of organization of transportation. My specialty is Logistics. Nowadays people of this profession are in demand in the labor market. Logistics is an important field of national economy, because our life is impossible without food and other necessary things, and the point of consumption is often located very far from the point of production. It is very important to organize the right supply chain. Logisticians manage all parts of supply chain from receiving raw materials to warehousing and distribution, to delivering products on customer's doorstep. Competent specialists can offer the optimal strategy for business. They may offer a wide choice of freight services and logistics solutions. Their primary aim is to achieve customer's deliveries within the shortest possible period, while remaining cost effective. This will save time and money for clients. I think that everybody must perform his future profession competently. That is why I must study hard nowadays. My aim is to get deep knowledge and to become a highly qualified specialist.

a) Answer the questions:

1. Where does Alex Smirnov study?
2. What is his specialty?
3. Why is Logistics an important field of national economy?
4. What do logisticians manage?
5. Are logisticians interested in saving time and money for clients?
6. What is the primary aim of logisticians?
7. Does Alex want to become a highly qualified specialist?
8. Why must Alex study hard nowadays?

b) Complete the following sentences:

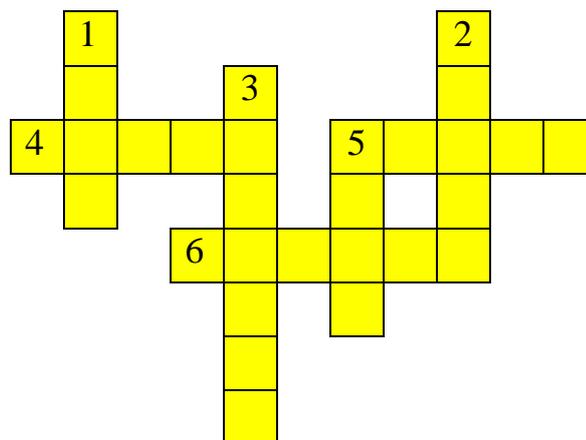
1. Alex was always good
2. He decided to become a
3. Logisticians are in demand
4. Our life is impossible without

5. It is very important to organize
6. Logisticians offer a wide choice of
7. Freight must be delivered
8. Everybody must perform
9. Alex's aim is to become

Text B. My future profession will be an operational logistician. This new profession appeared quite recently. There are not enough logisticians. Therefore, the profession is demanded on a labor market. I consider that my future profession isn't very popular among the population yet. Many people don't know what logisticians do. The logistician is a certified expert who has a specialized education and has received all necessary theoretical knowledge of material streams movement. The logistician works in different spheres of activity, trade, customs, medicine, etc. In the future I will operate with the chains of deliveries, its creation, further optimization and organization of delivery and storage of inventory items. The logistician should possess the following qualities: education, organizing abilities, skills to analyze the actions, to solve conflict situations, to make up decisions, skills of interpersonal communication to improve relations between clients and partners in business, leader and computer skills.

Crossword: Across 4. Another word for freight. 5. What you store in the warehouse. 6. Work closely together with somebody.

Down 1. Another word for organize. 2. To give information about the price. 3. Another word for supervise. 5. Send goods



(Cargo, stock, liaise, plan, quote, monitor, ship.)

UNIT 3.

LOGISTICS SERVICES

1. Before reading the text check the meaning of the Key Words in the dictionary.

Nouns: challenge, pallet, label, stamp, container, transportation, representation, surveyor, waybill

Verbs: to process, to complete, to represent, to administer, to weigh, to lash, to palletize, load, to reload, to sort, to stick, to label, to wrap, to mark, to pack, to repack, to secure

The main challenge for logistics companies is to offer various services at a competitive price. Logistics companies usually provide various services including the following:

1. Customs services

- Processing of documents required for customs procedures.
- Completion of CMR (road transport waybill) and TIR Carnet.
- Administering of documents required for sanitary border inspection and presentation of goods for control.
- Presentation of documents and procedure execution in the customs.
- Consultation of customs duties and tariff issues.
- Representation of the client interests in the customs.
- Processing of sanitary border documents.
- Provision of convoy services.
- Information on freight transportation.
- Freight weighing, inspection and other services in accordance with the customs requirements.

2. Warehousing services

- Long-term and short-term storage in warehouses.
- Storing of special and non-standard cargoes and containers.
- Reloading, weighing of cargo and containers.
- Cargo lashing and securing within containers.
- Palletization / depalletization, wrapping, marking.
- Cargo sorting, damage and quantity inspection.
- Repacking of cargo content, pre-packing, labelling or sticking stamps.
- Cargo consolidation.
- Photo and video monitoring documentation upon the customer's request.
- Surveyor services.

II. Logistics uses lots of acronyms. How many do you know?

FCL- FULL CONTAINER LOAD

3PL- THIRD-PARTY LOGISTICS

HGV- HEAVY GOODS VEHICLE

DC- DISTRIBUTION CENTRE

LCL- LESS THAN CONTAINER LOAD

EDI- ELECTRONIC DATA INTERCHANGE

VAS- VALUE-ADDED SERVICES

RFID- RADIO FREQUENCY IDENTIFICATION

ISO- INTERNATIONAL STANDARDS ORGANIZATION

GPS- GLOBAL POSITIONING SYSTEM

III. Match the words (1-8) with their definitions (a-h)

1. transshipment

2. break-bulk

3. cross-docking

4. order picking

5. reverse logistics

6. tracking and tracing

7. warehousing

8. collecting

a) direct flow of goods from receipt at warehouse to shipping, bypassing storage;

b) collecting and handling of uses or damaged goods or of reusable transit equipment;

c) loading goods from one means of carriage onto another;

d) selecting and assembling items from stock for shipments;

e) packing goods in small, separable units;

f) picking up goods at a named place;

g) receiving and storing goods;

h) locating items in transit

IV. Complete the sentences with words from the box.

Happy – provide – range – specialize – major – ensure – customized

As a _____non –vessel operating common carrier, we can offer our customers competitive rates with all major shipping lines. 2. We _____ in solutions for full container loads (FCL) and less than container consolidated loads (LCL). 3. As a specialist in home textiles, we can offer our clients_____ services to meet their needs. 4. Our team will be _____ to assist you in all matters regarding your order. 5. We can _____ you with tailor-made solutions for your air transport requirements. 6. We closely co-operate with air carriers around the world and can offer our customers a wide _____ of flexible and cost-effective services.

V. Three people describe how IT has changed their jobs. Complete their statements with words from the box.

RFID, enter, track, mobile phone, device, digital, GPS-based, tag

1. Customer

Tracking shipments is a lot easier with SMS-Fast Track. Now I can use my _____ to find out where my shipment is. I just have to _____ my air waybill number on my mobile and wait a few second. Then I get a reply with the details of my consignment`s current status. It`s such a great ideal.

2. Truck driver

All our trucks are equipped with a _____ truck support system now. For me that`s a great help as I can always use maps that show me exactly where I am and where I have to go. Obviously, it`s also useful for the company. They can _____ my vehicle at any time, see the route I`m taking and where I make stops. And what`s very handy for me- the system also comes with a _____ camera so I can take photos if there`s a problem while I`m on the road.

3. Manager at a trailer storage yard

I work at a trailer yard where trailers filled with packaged goods are kept until they go out to the customers. The site is very large and we have four different areas for trailer storage. Until the new _____ tag system was introduced, it could easily take a couple of hours to find the trailer we wanted. Now it`s a matter of minutes to locate the vehicle we`re looking for. All we have to do now is put the _____ on a trailer and use a mobile _____ to identify it. It really saves us a lot of time.

VI. Test yourself. Decide whether the following statements are true or false.

- a. Customs services include processing of documents required for customs procedures.
- b. Logistics companies may be responsible for cargo palletization and wrapping.
- c. Customs services include repacking of cargo content, pre-packing and labelling.
- d. Warehousing services involve cargo transportation.
- e. Customs services include processing of sanitary border documents.
- f. Customs services may involve cargo consolidation.
- g. Customs services incorporate cargo lashing and securing within containers.
- h. Warehousing services include freight weighting in accordance with the customs requirements.
- i. Any logistics company must provide information on freight transportation.

UNIT 4. MODES OF TRANSPORTATION IN LOGISTICS

I. *Before reading the text check the meaning of the Key Words in the dictionary.*

Nouns: mode, infrastructure, type, vehicle, consigner, consignee, consignment, route, container train, tonnage, rail, conveyance, distance, crane, trans-shipment

Verbs: to refer to, transport, to transfer, to move, to carry, to compare, to recognize, to power, to deliver, to load, to unload, to haul

Logistics refers to the transportation of merchandise – raw materials or finished products – from the point of production to the point of final consumption. Different modes of transportation – road, rail, water and air – can be used for the effective management of merchandise. Every mode of transportation requires a different set of infrastructure, type of vehicles, technological solutions and regulations. All modes of transportation have different costs, service and transit times.

There are the following types of cargo (freight): a) *general cargo* (goods packed in boxes); b) *bulk cargo* (large quantities of cargo, e.g. sand); c) *bulky cargo* (large individual items, e.g. cars). A *consigner* (someone who ships goods) chooses how to send the *consignment* (these goods) to *the consignee* (someone who receives these goods) by water, road, railway, air.

1) *Road*

Road transportation is one of the most basic and historical means of transportation. Road transport is the principal means of transport in the European Union for both passengers and goods. Today, the European Union has almost one vehicle for every two residents, and road freight traffic represents more than two thirds of the total tonnage. There are many different types of vehicles, although trucks are typically used for carrying or delivering freight. Road transportation offers a relatively lower cost compared to other logistic forms and has a widely recognizable and flexible route. However, transportation by road takes a relatively longer period of time than other means of transportation. Besides, it offers a limited capacity. Road transport is most often used for comparatively inexpensive, non-perishable items or for shorter distances.

2) *Rail*

Rail transport is a means of conveyance of passengers and goods by way of wheeled vehicles running on rails. It is also commonly referred to as train transport. Rail transport uses freight trains for the delivery of merchandise.

Freight trains are usually powered by diesel, electricity and steam. A freight train hauls cargo using *freight cars* specialized for the type of goods. Freight trains are very efficient, with economy of scale and high energy efficiency. However, their use can be reduced by lack of flexibility, if there is need of trans-shipment at both ends of the trip due to lack of tracks to the points of pick-up and delivery. *Container trains* have become the dominant type in the US for non-bulk haulage. Containers can easily be trans-shipped to other modes, such as ships and trucks, using cranes.

Passenger trains are part of public transport; they can perform a variety of functions including long distance intercity travel and local urban transit services.

II. Review questions.

- a. What modes of transportation can be used for the effective management of merchandise?
- b. What does every mode of transportation require?
- c. What types of cargo do you know?
- d. What is one of the most basic and historical means of transportation from one place to another?
- e. What are the main advantages of road transportation?
- f. What vehicles are normally used for carrying or delivering freight?
- g. What capacity does road transport offer?
- h. What is road transport most often used for?
- i. What does rail transport use for the delivery of merchandise?
- j. What trains have become the dominant types in the US for non-bulk haulage?
- k. What functions can passenger trains perform?

III. Work in pairs. Compare different transport modes using some of the adjectives

in the box. Example: *I think shipping goods by rail is faster than sea transport.*

adjectives	Transport modes
Slow/ fast	rail
Expensive/cheap	air
safe	road
suitable	sea
reliable	river
Environmentally friendly	pipeline

IV. Complete the sentences with the correct form of the words in brackets.

1. How long would it take by barge? - Normally about six days, but it often takes_____ (long) if the weather`s bad.
2. It`s cheap - it`s actually_____ (cheap) of all the transport options.
3. It would only take four days to ship by

truck, but the cost would be about 50% _____ (high) than by barge. 4. Rail would definitely be _____ (fast) than the truck option if we use the express service that takes three days. 5. But it would also be _____ (expensive) than shipping by road- transport costs are about 40% higher. 6. And then perhaps we`d have to use the standard train, which is much _____ (slow).

V. Replace the underlined words with verbs from the box that have the same meaning. Use the correct verb form.

Stack – come – run – fix – attach – lift - fit

1. This type of crane is used for raising containers.
2. Containers are available in a variety of versions and sizes.
3. It`s heavy-duty fork lift truck equipped with a spreader beam.
4. With this device you can pile containers on top of each other.
5. Some containers have a bogie fixed to them.
6. This device is mounted on rails.
7. The crane is motorized and able to move alongside the quay.

VI. Read the text.

New words: Nouns: vessel, compartment, pipeline, advantage, disadvantage, airline, aircraft, harbour, gas, oil, fluid, refinery, pipeline

Verbs: to link, to connect, to lay, to correspond to, to vary, to categorize

Water (maritime transportation)

Sea transport has been the largest carrier of freight throughout recorded history. Main maritime routes include oceans, coasts, seas, lakes, rivers and channels. Water transport uses ships and large commercial vessels that carry billions of tons of cargo every year. Sea, lake or river transport is particularly effective for significantly large quantities of goods that are non-perishable in nature and for cities or states that have water access. Moreover, transport via water is considerably less expensive than other logistics methods, which makes it one of the most widely used choices of transport for merchandise.

Air transportation

An airline is a company that provides air transport services for travelling passengers and freight. Airlines vary from those with a single aircraft carrying mail or cargo, to full-service international airlines operating hundreds of aircraft. Airline services can be categorized as being intercontinental, intra-continental, domestic, regional, or international, and may be operated as scheduled services or charters. Air routes are practically unlimited. Merchandise is carried in cargo compartments on passenger airplanes, or by means of aircraft designed to carry freight. Although air transport is more expensive than all other means of transportation, it is definitely

most time-efficient. Perishable merchandise like fruits and vegetables are generally sent by air. More recently, air transportation has been accommodating growing quantities of high value freight and is playing a growing role in global (international) logistics.

Pipelines

Pipeline transport is the transportation of goods (liquids, gases, chemically stable substances) through a pipe. Pipeline routes are also practically unlimited as they can be laid on land or under water. The longest gas pipeline links Alberta to Sarnia (Canada); it is 2,911 km in length. The longest oil pipeline is the Trans-Siberian, extending over 9,344 km from the Russian arctic oilfields in eastern Siberia to Western Europe. Pipeline construction costs differ according to the diameter, and increase proportionally with the distance and with the viscosity of fluids. Pipeline terminals are very important, since they correspond to refineries and harbours.

6) Intermodal and multimodal transportation

Intermodal transportation concerns a variety of modes used in combination so that the respective advantages of each mode are better exploited. It involves the movements of passengers or freight from one mode of transport to another.

Multimodal transportation (also known as combined transport) is the transportation of goods under a single contract, but performed with at least two different means of transport; the carrier is liable for the entire carriage, even though it is performed by several different modes of transport (by rail, sea and road, for example). The carrier does not have to possess all the means of transport; the carriage is often performed by sub-carriers (actual carriers). The carrier responsible for the entire carriage is referred to as a multimodal transport operator, or MTO.

VII. Match the two parts of sentences.

1. Main maritime routes are composed of ...
2. Sea, lake or river transport is particularly effective ...
3. Merchandise is carried on passenger airplanes and/or ...
4. Perishable merchandise (fruits/vegetables) are mostly ...
5. Road transportation offers a lower cost than other ...
6. Rail transport uses freight trains for ...
 - a)... via aircraft designed to carry freight.

- b)... for significantly large quantities of goods that are non-perishable in nature.
- c)... sent by air.
- d)... oceans, coasts, seas, lakes, rivers and channels.
- e)... the delivery of merchandise.
- f)... logistic forms.

VIII. For nouns in column B find suitable attributes in column A.

A	B
1. perishable	a) distance
2. pipeline	b) route
3. road	c) services
4. short	d) destination
5. bulky	e) transportation
6. commercial	f) merchandise
7. final	g) cargo
8. large	h) terminal
9. maritime	i) quantities
10. airline	j) vessel

IX. Fill in the gaps using suitable words from the box below.

Trucks, costs, vehicles, distribution, means, forms, freight
--

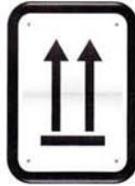
Road transportation has an average operational flexibility as _____ can serve several purposes, but are rarely able to move outside roads. Road transport systems have high maintenance _____ for the vehicles and infrastructures. They are mainly linked to light industries where rapid movements of _____ in small batches are the norm. Yet, with containerization, road transportation has become an important link in freight 4) _____. Road transportation is one of the most basic and historical 5) _____ of transportation from one place to another. There are many different types of automobiles found on roads, although 6) _____ typically are used for carrying or delivering freight. Road transportation offers a relatively lower cost than other logistic 7) _____.

UNIT 5. SHIPPING GOODS.

I. Do you know what these markings represent?



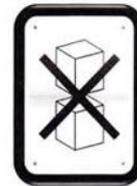
1



2



3



4



5



6



7



8

1. **Fragile**
2. **This side up**
3. **Use no hooks**
4. **Do not stack.**
5. **Explosive.**
6. **Store away from heat.**
7. **Keep dry.**
8. **Toxic.**

II. Sonja and Jon are discussing the urgent delivery over the phone. Read this dialogue and answer the questions.

Jon Jon Frederickson, Export Logistics.

Sonja Hi Jon, this is Sonja. I'm just phoning about your email.

Jon Hi Sonja. Thanks for getting back to me so quickly. So what can we do about GLP in France?

Sonja I think we've really got a problem here. Unfortunately, we can't use one of our regular forwarders for this shipment. I've talked to all of them and the fastest service would take 48 hours.

Jon Can't we use someone that specializes in express deliveries?

Sonja Not really. I've checked this option too, but I'm not sure it would work for us because they offer a very limited loading capacity. This means that we would have several smaller partial deliveries. And we'd have to pay a lot more as a result.

Jon Hmm. What about the weekend delivery? That's possible, isn't it?

Sonja I'm afraid not. We can't deliver at the weekend because of the HGV driving ban on Saturdays and Sundays.

Jon Oh dear. I had no idea this delivery would cause so many problems. I'll talk to GLP again and will get back to you later. Thanks for your help.

Sonja No problem. Speak to you soon. Bye.

Jon Bye.

Questions:

1. Can they use one of their usual forwarding agents?
2. How long would the fastest delivery service take?
3. Would express delivery be a good option?
4. Why is it not possible to deliver at the weekend?
5. What does Jon want to do next?

III. Complete the sentences with words from the box.

Carefully, attention, overhanging, sure, place, examine, secure, instructions, fit, distribute, exceeded, diagonally.

1. _____ vehicle carefully.
2. Do not place items _____ across the wagon.
3. When loading is complete, ensure that it fully complies with the _____ given in our Rail instructions Manual.
4. Examine load carefully and make _____ it is undamaged and suitable for loading.
5. _____ longer, heavier pieces on the bottom of the load.
6. Make sure that load is _____.
7. Ensure vehicle is _____ to be loaded.
8. Strap _____ loads.
9. When checking the vehicle, give special _____ to door securing mechanisms.
10. Examine vehicle and load _____ after loading.
11. _____ load as evenly as possible and make sure wheels are evenly loaded.
12. Check whether vehicle capacity has not been _____.

IV. Now match the correct sentences with the instructions below.

- a) Before loading: _____
- b) During loading: _____

c) After loading: _____

V. *Match the beginnings of the sentences (1-8) with the endings (a-h).*

1. Remove protruding
2. Cover the damaged wall
3. Secure the load to
4. Fill empty
5. Replace damaged pallets
6. Align the load
7. Stack the boxes
8. Seal the container after

- a) prevent movement.
- b) on pallets.
- c) vertically.
- d) staples or nails.
- e) spaces between products.
- f) loading is complete.
- g) of the container.
- h) with new ones.

New words:

- Strap привязать
- Protruding торчащий, выпирающий
- Pallets поддоны
- Align выравнивать
- Stack укладывать (штабелировать)
- Seal герметизировать, уплотнять, запечатывать

V. *Read the text about modern warehousing and answer the questions below.*

WAREHOUSING TODAY

In the past, a warehouse was only seen as a place to store things. It often took up a lot of ground space and goods were usually picked by hand or using a fork-lift truck.

During the last few years, however, the role and the design of the warehouse have radically changed. The warehouse is now considered a critical link between a manufacturing plant and the external world with a strong impact on the performance of the entire manufacturing and logistics system.

Warehouse automation and complex technologies are now used in order to produce effective operations. Many warehouses today are equipped with warehouse management systems (WMS), which automate the product flow throughout the warehouse and maximize the use of warehouse space through effective picking methods, location consolidation and cross docking.

Automated Storage and Retrieval Systems (AS/RS) have been introduced in many warehouses. AS/RS involves high-racking storage with a machine operating within the aisles, serving both sides of the aisle. These systems can pick, replenish, and perform inventory checks without a human operator.

In fully automated systems, conveyor belts are very important as they link the different areas of the warehouse and carry the goods to where they are required: for example between the receiving areas and reserve storage, or between the picking and loading areas.

The warehouse of today would be unthinkable without the barcode. The barcode label on each item provides specific information about the product, which can be transferred to a computer system. This makes it possible to locate the item's position in the warehouse and find it again. By using automated technology, such as barcode scanners and RFID (radio frequency identification), warehouse inventory and product flow can be efficiently managed. Combined with modern IT systems, barcodes enable warehouse staff to track and trace all items in the warehouse at any given time and usually in real time.

UNIT 6. DOCUMENTATION AND FINANCE

I. *Before reading the text check the meaning of the Key Words in the dictionary.*

Nouns: terms, transaction, agreement, interpretation, liability, trade, item, invoice, sales

Verbs: to publish, to accept, to define, to refer to, to arise from to deal with, to determine, to specify, to vary, to revise, to keep up with, to update, to occur

The Incoterms (*International Commercial Terms*) are pre-defined commercial terms published by the International Chamber of Commerce (ICC). Three-letter standard trade terms (e.g. FOB, CFR, CIF) are commonly used in international commercial transactions for the sale of goods. The Incoterms rules are intended to communicate the respective obligations tasks, costs, and risks that are associated with the transportation and delivery of goods. They define the trade contract liabilities between the buyer and the seller (the supplier and the consumer). Each Incoterm refers to a particular type of agreement for the purchase and shipping of goods internationally.

The Incoterms rules are accepted by governments, legal authorities, and practitioners worldwide. They are intended to reduce or eliminate uncertainties that arise from different interpretation of the rules in different countries.

The Incoterms also deal with the documentation required for global trade; they specify which parties are responsible for which documents, since requirements vary much between countries. Two items, however, are standard: the Commercial Invoice and Packing List. Their purpose is to divide transaction costs and responsibilities between buyer and seller.

The Incoterms were first published in 1936; they are reviewed periodically to keep up with changes in the international trade needs. The Incoterms were revised in 1953, 1967, 1976, 1980, 1990, 2000, bringing some changes to a few terms. The latest version of Incoterms, Incoterms® 2010, was launched in September 2010. The Incoterms are most frequently classified by category. The Incoterms beginning with *F* refer to shipments where the primary cost of shipping is not paid for by the seller. The Incoterms beginning with *C* deal with shipments where the seller pays for shipping. *E-terms* occur when a seller's responsibilities are fulfilled when goods are ready to depart from their facilities. *D-terms* cover shipments where the shipper/seller's responsibility ends when the goods arrive at some specific point.

II. *Review questions.*

- a. What does the term "Incoterms" imply?

- b. What are the Incoterms commonly used for?
- c. What do they define?
- d. What does each Incoterm refer to?
- e. What is the purpose of the Commercial Invoice and Packing List?
- f. What does *ICC* stand for?
- g. How can the Incoterms be categorized?
- h. What does the Incoterms beginning with *F* refer to?
- i. What do the Incoterms beginning with *C* deal with?
- j. What do *D-terms* cover?

III. Here are some more abbreviations. They all relate to documentation and finance. Do you know they mean?

- B/L Bill of Lading
- D/P Documents against Payment
- EXW Ex Works
- CIF Cost, Insurance, Freight
- AWB Air Waybill
- IMO International Money Order
- B/E Bill of Exchange
- L/C Letter of Credit

IV. Complete this list of documents used in foreign trade with words from the box.

Approved – authority – required – commercial – indicating – draft – receipt – conditions – carriage - hazardous

1. Commercial invoice

A document that contains specific information regarding the goods shipped and the _____ agreed between buyer and seller.

1. Certificate of origin

Document used in foreign trade which states where the goods were produced. It is often _____ by customs authorities.

2. Packing list

A document which specifies the contents of any form of packing, e.g. boxes, containers, cartons, without _____ the value of the goods shipped.

3. Air waybill

A contract between airline and shipper. It is a shipping document which states the terms and conditions of _____ and is also a receipt for the consignment.

4. **Consular invoice**

A special kind of invoice sometimes required by the importing country. It needs to be _____ by an embassy.

5. **Pro forma invoice**

A _____ invoice which the seller prepares before the actual shipment takes place.

6. **Export license**

A document which is granted by a government _____ and states that specified goods can be exported.

7. **Customs invoice**

A specific document required by customs in some countries e.g. US when importing goods. It includes more details than a _____ invoice.

8. **Dangerous goods declaration**

Certificate prepared by the shipper/consignor which states that _____ goods are handled according to international shipping regulations.

9. **Bill of lading**

A contract between carrier and shipper which specifies the goods to be shipped and the delivery terms. It is also a _____ of shipment and accompanies the goods until they reach their destination.

V. ***Read these answers to frequently asked questions relating to financial risk in international trade. Answer the questions below.***

Handling financial risk in international trade

What are the main financial risks for companies doing business overseas?

The first risk area obviously has to do with the customers' credit rating and status. There's always the danger that the customer does not pay for the goods you have supplied. But there are quite a lot of other country-related trade risks which need to be considered.

Could you give some examples?

Well, this could be anything that delays or stops trade or payment e.g. some unexpected economic measures, political unrest, import bans, or breakdown of banking systems in the country you are doing business with.

What can traders do to minimize financial risks?

Before doing business abroad, it is essential to investigate both customer and target country carefully. Check whether the potential customer is solvent, then study your target country's accounting and credit practices and

learn something about import and export procedures. To reduce the risk of nonpayment, you can take out an export credit insurance policy.

What payment methods would you recommend for exporting goods?

That's a difficult question to answer. The exporter should, of course, always try to minimize financial risk by choosing a secure payment method e.g. advance payment or a confirmed, irrevocable letter of credit. On the other hand, that's not always possible or even desirable.

Why is that?

Well, if you want to do business in a country or market, you have to see what payment facilities your competitors are offering and offer something similar - even if that's not what you really want. And sometimes exporters may decide against secure payment methods such as a letter of credit because the bank charges are high and eat up their profits.

Answer the questions:

- What are the main financial risks in foreign trade mentioned in this article?
- How can traders reduce their financial risk?
- Does your company export or import goods? If yes, do you know what methods of payment are used?
- Have you ever heard about payment or credit problems with customers?

UNIT 7. INSURANCE

I. *Learn the new words:*

- **insurance** – гарантия, защита, страхование
- **compulsory insurance** – обязательное страхование
- **group insurance** – групповое (коллективное) страхование
- **health insurance** – страхование на случай болезни
- **hospital insurance** – основное страхование на случай госпитализации
- **life insurance** – страхование жизни
- **major medical expenses insurance** – страхование чрезвычайных медицинских расходов
- **national insurance** – государственное страхование
- **private insurance** – личное (индивидуальное) страхование
- **retirement insurance** – страхование пенсии по старости
- **social insurance** – социальное страхование
- **voluntary insurance** – добровольное страхование
- **voluntary medical insurance** – дополнительное страхование (считается добровольным, включает компенсацию за лабораторное лечение и визиты к врачу)
- **unemployment insurance** – страхование по безработице
- **insurance company** – страховая компания
- **insure** – страховать(ся), застраховать(ся), гарантировать

II. *Translate the text, using your dictionary.*

Text A

A great variety of risks can nowadays be covered by **insurance**. Some of the commoner risks which are usual for businesses and private individuals are as follows:

- the destruction of property by fire
- losses arising from burglary or other causes
- goods in transit
- motor vehicles

- third party claims arising out of accidents.

From past experience the probability of many risks can be calculated with great accuracy. In Great Britain insurance business is conducted by **insurance companies**. The client or the prospective insured first approaches the **insurance broker** who then puts the client in touch with the insurer. The insurer issues an **insurance policy** for the insured. It is a document setting out the exact terms and conditions of the insurance transaction. It states the precise risk covered, the period of cover and any exception there may be. The insured is to pay a premium the size of which is stated in the policy. In many countries insurance against sickness, unemployment and old age is undertaken by the state. In Great Britain this insurance is undertaken by the state through the National Health Service. The employees' contributions are deducted from their wages and salaries. The main benefits of this insurance include:

- retirement pensions
- unemployment benefits, or relief's
- sickness benefits
- maternity grants
- funeral grants
- industrial injuries
- family allowances

Words

1. insurance	страхование
2. variety	разновидность
3. to cover	покрывать
7. destruction	разрушение, уничтожение
8. property	имущество
9. loss	убыток, ущерб, урон

10. burglary	кража
13. motor vehicle	автомобиль
14. claim	требование, претензия
15. accident	несчастный случай
16. third party	третья сторона, свидетель
17. probability	вероятность
19. accuracy	точность,
24. insurance broker	Страховой агент
25. to put... in touch with	связывать кого-либо с кем-либо
26. to issue	выдавать, издавать
27. to set out	устанавливать
28. transaction	дело, сделка
33. sickness	болезнь
34. to undertake	брать на себя
35. contribution	налог, взнос
36. to deduct	вычитать, удерживать
37. wage	заработная плата
38. salary	жалованье, оклад
39. benefit	выгода, польза, пособие
40. retirement	отставка, уход на пенсию
41. maternity	материнство
42. grant	дотация, субсидия
43. funeral	похороны
44. injury	травма
45. family allowance	пособие на семью

III. Match the equivalents:

1. to cover the risk

а) страховой бизнес

- | | |
|--------------------------|--------------------------|
| 2. insurance business | b) страховой полис |
| 3. insurance company | c) страховой риск |
| 4. insurance broker | d) страховая компания |
| 5. insurance policy | e) страховой брокер |
| 6. insurance transaction | f) страхование |
| 7. insurer | g) сделка по страхованию |
| 8. the insured | h) страхователь |
| 9. insurance cover | i) покрывать риск |

IV. Match the terms and their interpretations:

- | | |
|---|------------------------|
| 1. it is a document setting out the exact terms and conditions of the insurance transaction | a) an insurer |
| 2. the company issuing insurance policies | b) an insurance policy |
| 3. the person putting the client in touch with the insurer | c) an insurance broker |
| 4. the person or some business | d) the insured |

Text B. Types of insurance policy

I. Translate the text, using your dictionary.

Written evidence of the insurance contract is provided in the insurance policy. If insurance is needed at short notice, the insurer can provide the insured with a cover note to fulfil this function until the insurance policy is ready. The following types of cover are available:

- Hull policies cover the ship itself, but not the goods being carried.
- Cargo policy cover the goods carried on board the ship, but not the ship itself.

Voyage policy

This type of policy covers the ship and/or cargo for one voyage only. This kind of policy may specify a date limit within which the ship is expected to have arrived

at the port of destination. It is used by people or companies who only have to ship goods occasionally.

Time policy

This is type of policy used most often. It covers all shipments made within a certain period of time. The premium is paid in advance and then adjusted at the end of the period of insurance, depending on the number and value of shipments made. The insured has the responsibility of filling out an insurance certificate for each shipment, so that an accurate record can be presented at the end of the period of insurance.

Floating policy

With a floating policy, the insured and insurer agree in advance on a certain sum at which the goods are to be insured. The insured can then make as many shipments as he wants until this value has been reached, at which point the policy expires.

Mixed policy

This is the combination of the voyage and time policies. The ship and/or cargo is covered for all voyages between two named ports for a certain period of time (for example for all voyages from Liverpool to New York over a period of one year).

Words

1. evidence	основание; данные
2. cover note	временное страховое свидетельство
3. hull policy	полис страхования судна
4. cargo policy	полис страхования груза
5. voyage policy	полис страхования на перевозку
6. to specify	точно определять, устанавливать
7. within	в пределах
8. occasionally	изредка, время от времени
9. time policy	полис на срок
10. in advance	заранее
11. certificate	свидетельство, удостоверение
12. accurate	точный, правильный
13. record	запись, отчет, протокол

- | | |
|---------------------|------------------------------|
| 14. floating policy | генеральный полис |
| 15. to agree | договариваться |
| 16. to expire | кончатся, истекать (о сроке) |
| 17. mixed policy | смешанный полис |

II. Write the English equivalents:

- Страховой контракт
- Следующие типы покрытия
- Товары, перевозимые на борту корабля
- Покрывает корабль и /или груз только на одну поездку
- Этот вид полиса может точно определять
- Порт назначения
- В конце периода страхования
- Ответственность за заполнение страхового сертификата
- Заранее на определенную сумму
- На все поездки между двумя названными портами

III. What type of insurance policy would you use in each situation? Justify your answer!

1. A customer in Sri Lanka placed a trial order.
2. A company in Canada received a standing order from a company in Boston.
3. A carpet importer in Italy often places orders with a company in Morocco. However, as sales fluctuate, the size and value of the orders tends to vary and is not always predictable.
4. An exporter in Japan was offered a one-year contract to supply goods to various branches of an American corporation.
5. A family emigration from England to Australia sent most of their household goods by ship.

Text C. Types of loss

I. Translate the text, using your dictionary.

As far as marine insurance is concerned, insurers distinguish between total loss and partial loss.

1. TOTAL LOSS:

a) **Actual Total Loss (ATL)**

An actual total loss is said to have occurred when the ship and cargo have sunk and cannot be recovered.

If the ship disappears after leaving the port or if it is long overdue, this is also considered to be an actual total loss. If the ship then turns up after a claim for ATL has been settled, it automatically becomes the property of the insurers.

b) Constructive Total Loss (CTL)

A constructive total loss occurs when the ship or goods are so badly damaged that the cost of repairing them would be greater than their market value. It also occurs when a ship sinks and is left because the cost of recovery would be too high or the risk to human life too great.

2. PARTIAL LOSS:

a) Particular average

Particular average occurs when the object insured is loss or damaged because of an accident, such as a fire or flood on board the ship. The loss is born by the person to whom the object belonged.

b) General average

General average occurs when the object insured is sacrificed in order to prevent a total loss for example, goods may be thrown overboard in order to stop a ship sinking. The loss is borne by all parties – both the ship owner and the cargo owners.

Words

1. distinguish	различать
2. actual total loss	действительная полная гибель
3. overdue	запоздалый
4. to consider	рассматривать
5. constructive total loss	конструктивная полная гибель
6. particular average	частная авария
7. to sacrifice	жертвовать
8. to prevent	препятствовать, предотвращать
9. to throw	выбрасывать

II. What type of loss was this?

1. A ship disappeared while sailing through the Bermuda Triangle.
2. A ship carrying cheap general cargo sank close to the coast of France.

3. Two boxes of goods were lost overboard as a result of bad weather.
4. In 1912, the supposedly unsinkable Titanic hit an iceberg and sank in the Atlantic.
5. A ship carrying oil barrels caught fire, and the crew threw the barrels into the sea to prevent an explosion.
6. Pirates boarded a ship and stole part of the cargo.

Text D. Insurance documents

I. Translate the text, using your dictionary.

Among insurance documents there are *insurance policies* and *insurance certificates*. There is a certain difference between the two but it is very subtle and sometimes, besides, they are used interchangeably. These documents state what goods are insured, in whose name they are insured, against what risks, for what amount, at what premium and so on.

Here is a part of a specimen insurance policy:

INGOSSTRAKH

Insurance Policy No 338

This is to certify the insurance cover to the order of Chemico, Moscow, of: Chemicals ST, gross weight packed 5100 kgs, net weight 5000 kgs in 100 plastic bags in favour of: Petro Co Ltd. Liverpool for the amount of: 875,000.00 English pounds sterling (eight hundred and seventy five thousand English pounds sterling)

Shipped from:	Riga to Liverpool
on board vessel:	Alexander Pushkin
on:	20 November, 1998
against:	war, fire and marine risks
premium:	as agreed

Besides insurance documents, transport documents, commercial invoices some other documents may be involved in business transactions in accordance with contracts.

They are:

- import/export licences
- customs declarations
- consular invoices
- veterinary certificates

- phytosanitary certificate and others.

Words

1. subtle	едва различимый
2. interchangeable	равнозначный
3. to insure	страховать
4. favour	польза
5. gross	большой, брутто, грубый
6. license (licence)	лицензия
7. customs	таможня
8. consul	консул
9. phytosanitary certificate	санитарный сертификат на растения
10. in favour of	в пользу кого-либо
11. weight	вес, груз
12. board vessel	правление судном
13. invoice	счет
14. accordance	соответствие

SUPPLEMENT 1

DICTIONARY

- advance freight – prepaid freight авансовый фрахт
- advice of shipment – shipping notice – advice note уведомление об отправке
- air waybill (AWB) – air consignment note авиагрузовая накладная
- all-up weight полная полетная масса
- allowed tolerances разрешенные допуски
- average survey исследование аварийности
- backed note свидетельство об уплате фрахта; документ, уполномочивающий капитана торгового судна принять товар на борт
- batch number серийный номер
- bearer bill of lading коносамент на предъявителя
- below deck нижняя палуба
- berth – mooring причальная
- bill of entry декларация по приходу
- bill of lading (B/L) грузовая накладная
- boarding card посадочный талон
- bonded warehouse – customs warehouse таможенный склад
- bulk cargo насыпной или наливной груз
- by mail – by post почтовым отправлением
- cardboard box – carton картонная коробка
- cargo – load груз
- cargo insurance страхование груза
- cargo plane – freight plane грузовое воздушное судно
- carriage – transport (GB) – transportation (US) перевозка; транспортировка
- carriage by sea – sea transport морские перевозки
- carriage forward неоплаченная перевозка; стоимости перевозки подлежит оплате вперед
- carriage paid оплаченная перевозка
- carrier фрахтовщик
- certificate of origin свидетельство о происхождении

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certificate of shipment	свидетельство об отгрузке
charter party	договор о фрахтовании судна
CIF value	стоимость; страхование; фрахт
clearance	таможенная очистка
handling costs	транспортные расходы
harbour dues – harbour fees	портовые сборы
hold	грузовой отсек
home delivery	бесплатная доставка на дом
house air waybill (HAWB)	экспедиторская авианакладная
import duties	ввозные пошлины
import licence	разрешение на ввоз
in bond – waiting for clearance	не оплаченный таможенной пошлиной
in bulk	в общей массе; валом
in transit	при транспортировке
inch	дюйм
inspection certificate	акт технического осмотра
landed terms	условия выгрузки на берег
landing order – discharging permit	разрешение таможни на выгрузку груза
loading and unloading charges	погрузочно-разгрузочные пошлины
loading area	зона погрузки
loading unit	погрузочное устройство
lorry (GB) – truck (US)	грузовая машина
lot	партия груза
luggage (GB) – baggage (US)	багаж; поклажа
moorage	место причала
net tonnage	нетто-регистрационная вместимость
net weight	чистая масса
on arrival	по прибытии
on board	на борту
on deck	на палубе
ounce	унция

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overland forwarding	сухопутное сопровождение
overload	перегрузка
owner's risk rate	ставка риска владельца собственности
clearance documents	разрешение таможи на ввоз или вывоз
clearance duty	таможенный сбор
cleared – ex-bond – duty paid	«очищенный» от сборов или пошлин
collection of goods	ассортимент товаров
consignee	получатель груза
consignor's name	имя грузоотправителя
consignor	отправитель груза
consular invoice	консульская фактура
container	контейнер
container terminal	контейнерный пункт
containership	пароход-контейнер
cost and freight (C&F)	стоимость и фрахт
cost, insurance and freight (CIF)	стоимость, страхование и фрахт
custom-house – customs	таможенная служба
customs declaration form	таможенная декларация
customs guard – customs officer	служащий таможи
customs invoice	таможенная фактура
customs rate	ставка таможенного тарифа
customs regulations	таможенные правила
declared value	объявленная стоимость
delivered at frontier (DAF)	доставленный к границе
delivered duty paid (DDP)	поставка с оплатой пошлины
delivery ex warehouse	доставка со склада
delivery notice	уведомление о поставке
delivery weight	разрешенный вес
destination	пункт назначения
dock – quay – wharf	док; пирс
documents against acceptance	документы против акцепта

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documents against payment	документы за наличный расчет
driver	пилот; водитель
duty-free	беспошлинный
duty	сбор; пошлина
duty paid	уплаченная пошлина
duty unpaid	неуплаченная пошлина
entry visa	выездная виза
packing list	упаковочный лист
part load	неполная загрузка
part shipment	частичная отгрузка
payload	коммерческая загрузка
place of delivery	место доставки
place of departure	место отправления
place of destination	место назначения
port – harbour (GB) – harbor (US)	порт; гавань
port authorities	администрация порта
port of arrival	порт прибытия
port of call	порт захода
port of departure	порт отправления
port of destination	порт назначения, прибытия
port of discharge – port of delivery	порт разгрузки
portage	стоимость доставки груза
postage	стоимость пересылки по почте
poste restante (GB) – general delivery (US)	отделение на почте для корреспонденции до востребования
preferential rate	льготный тариф
preliminary inspection	предварительный осмотр
product loss during loading	потеря товара во время погрузки
protective duty	покровительственная пошлина
rail shipment – rail forwarding	железнодорожный груз
right of way	право первоочередного движения

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road transport – haulage	дальность транспортировки
rummaging	проведение таможенного досмотра
scheduled time of arrival	запланированное время прибытия
scheduled time of departure	запланированное время отправления
sender's name	имя грузоотправителя
sender	грузоотправитель
ship – vessel	судно; корабль
shipment	оправка товара
shipowner company	владелец судоходной компании
shipping agent	судовой агент; экспедитор
shipping company	судоходная компания
shipping cubage	судоходная кубатура
shipping documents	товаросопроводительные документы
shipping instructions	инструкции по отгрузке товара
shipping note (S/N)	накладная на отгрузку товара
to charter a ship	фрахтовать судно
to clear the goods	проверять товары
ex-factory – ex-works	предприятия
ex ship	судна
ex warehouse	со склада
excess luggage (GB) – excess baggage (US)	превышение нормы бесплатного провоза багажа
export permit	разрешение на вывоз
failure – damage	повреждение; неполадка
flat-rate	единый тариф
foot	опора
forwarder's receipt	расписка экспедитора в получении груза
forwarding agent	экспедитор
forwarding station	станция отправления
free-trade area	зона свободной торговли
free carrier	франко-транспортное судно

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free delivered доставленный бесплатно
free delivery бесплатная доставка
free in and out (FIO) судно свободно от расходов по погрузке и выгрузке
free of all average свободно от всякой аварии
free of charges беспошлинно
free on quay (FOQ) – free at wharf франко-причал
free on truck франко-платформа
free port франко-порт
freepost с бесплатным возвратом
freight – freightage грузовые перевозки
freight charges затраты на перевозку
freight payable at destination фрахт подлежит уплате грузополучателем в порту назначения
freight prepaid фрахт оплачен в порту погрузки
freight rate ставка фрахта
from port to port из порта в порт
full container load (FCL) партия груза на полный контейнер
goods handling обработка товаров
goods train (GB) – freight train (US) грузовой поезд
goods wagon (GB) – freight car (US) грузовой вагон
goods yard (GB) – freight yard (US) грузовой парк
gross общий
gross weight полная масса
to handle with care обращаться осторожно
high seas международные воды
to rent a car взять машину в прокат
to send goods – to ship goods перевозить грузы
to ship грузить (корабль)
single ticket (GB) – one-way ticket (US) билет в один конец
specified port – agreed port указанный порт
storage – warehousing хранение на складе
storage costs – warehousing costs затраты на складское хранение

to store	хранить
to stow	размещать груз
stowage charges	плата за укладку груза
subject to duty	при условии уплаты таможенной пошлины
tare – tare weight	масса тары
terms of delivery	условия поставки
time zone difference	разница в часовых поясах
tolerance	допустимый предел
toll-free	бесплатный
trailer	трейлер; прицеп
tranship	перегружать
transshipment – transloading	перегрузка
transport by rail	железнодорожные перевозки
transport plane	транспортный самолет
unit of measurement	единица измерения
unloading operations	выгрузка
unpacked	неупакованный
warehouse receipt	товарная квитанция
waybill – consignment note	транспортная накладная
weigh	взвешивать
weighing	взвешивание; определение массы
weight	вес; масса
weight limit	предельный вес
weight specified in the invoice	вес, указанный в накладной
yard	портовые склады

SUPPLEMENT 2.

ABBREVIATIONS

A.F.B.	air freight bill
a.a.r.	against all risks
asap	as soon as possible
B/D	bank draft

B/E	bill of exchange
B/L	bill of lading
CAD	cash against documents
C.C.	charges collect
CFR	cost and freight
c.i.f.	cost, insurance, freight
CIP	carriage and insurance paid to Co company
COD	cash on delivery
COS	cash on shipment
C&F	Cost and freight
c.p.d.	charterer pays dues
CWO	Cash With Order
D/A	documents against acceptance
DAF	delivered at frontier
DDP	delivered duty paid
DDU	delivered duty unpaid
Dep.	departure
DEQ	delivered ex quay
DES	delivered ex ship
D/P	documents against payment
EC	European Community
ECB	European Central Bank
EEA	European Economic Area
EEC	European Economic Community
Encl.,	enc(s) enclosure(s)
ETA	estimated time of arrival
EXW	ex works
EZC	European zone charge
FAS	free alongside ship
FCA	free carrier
FCR	forwarding agent's certificate of receipt
FCT	forwarding agent's certificate of transport
FOB	free on board
GATT	General Agreement on Tariffs and Trade
GmbH	limited liability company (Ger.)
FCL	Full container load
FIO	Free in and out
FOR	Free on rail

FOT	Free on truck
FPA	free from particular average
HAWB	House air waybill
HGV	heavy goods vehicle
HMS	Her Majesty's Ship
HP	hire purchase
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
ICC	International Chamber of Commerce Incoterms international commercial terms
IOU	"I owe you"
ISO	International Standards Organisation
L/C	letter of credit
LLC	limited liability company m/d month after date
MS	motor ship m.v.
(MV)	motor vessel O/O to the order of Pc(s) piece(s)
PIN	personal identity number
Pd	paid
p.o.d.	paid on delivery
ppd	pre-paid recd. Received
regd.	registered
R.O.G.	receipt of goods
SWIFT	Society for Worldwide Interbank Financial

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