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English for Logistics

Marion Grussendorf

EXPRESS SERIES



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About the book

English for Logistics has been developed specifically for people who work in the logistics industry and who need English to communicate in a variety of situations with colleagues, clients, and business partners. It supplies you with the target vocabulary and commonly used expressions that are essential to communication whether you work for a shipping agent, a customs broker, or a freight forwarder.

English for Logistics covers a range of subjects associated with the logistics industry. Learners in management-level positions will find their needs catered for, just as much as those in warehousing or administration. Units from the book work independently and can be selected according to the needs and interests of the course participants. **English for Logistics** is also ideal for self-study.

Each unit begins with a **Starter**, which consists of a short exercise or a quiz and serves as an introduction to the topic of the unit. Practical exercises, listening extracts, industry-specific texts as well as photos and illustrations help you to acquire key vocabulary and expressions. Realistic role-plays give you the opportunity to put all you have learned into practice. Each unit closes with an **Output** activity, an article related to the topic of the unit followed by questions for reflection and discussion. Finally the book finishes up with a fun quiz to **Test yourself!** on some of the facts and figures discussed over the previous eight units.

The **MultiROM** contains all the **Listening extracts** from the book. These can be played through the audio player on your computer, or through a conventional CD player. In order to give yourself extra listening practice, listen to it in your car. The **Interactive exercises** let you review your learning by doing **Useful phrases, Vocabulary, and Communication** exercises on your computer. This will be particularly valuable if you are using the book for self-study.

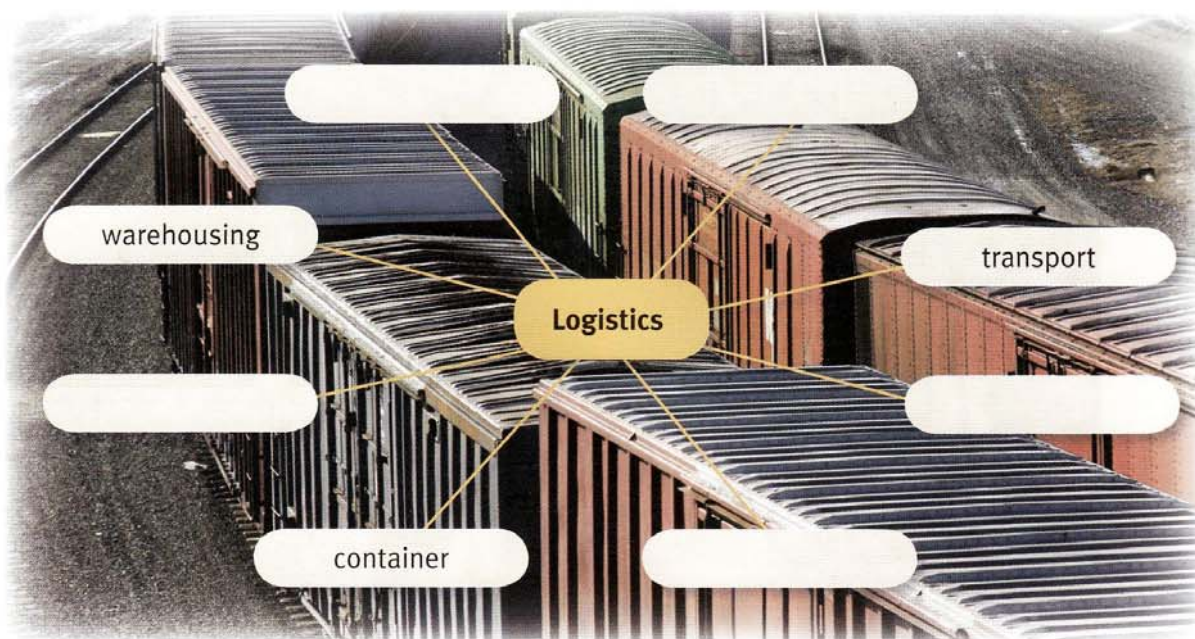
In the appendix of **English for Logistics** you will find the **Partner Files** for the role-plays and the **Answer key** so that you can check your own answers if you are working alone. There are also **Transcripts** of the listening extracts, an **A-Z word list**, and a list of **Useful phrases and vocabulary**. Finally, we have included a **Glossary of acronyms and abbreviations** and a **Weights and measures conversion chart**; these can be used as handy references at work.

1

Introduction to logistics

STARTER

Make a list of all the different areas of logistics you can think of by completing the diagram below.



- 1** Five people give their definition of *logistics*. Complete the sentences using the words from the box.

provide • storage • support • distribution • delivery • maintenance

- 1 *Logistics* means that you manage the procurement and movement of goods and the _____ of inventory.
- 2 It means the _____ of the goods the customer needs at the right time, in the right place, and of the right quality.
- 3 My definition of *logistics* is this: it's to plan, organize, and manage operations that _____ services and goods.
- 4 *Logistics* – that's the purchasing, maintenance, _____, and replacement of material and staff.
- 5 *Logistics* is the planning and _____ of operations such as warehousing, inventory, transport, procurement, supply, and _____.

Listen to the recording and check your answers.



2 Complete the following table using the words from exercise 1.

	Verb	Noun
1	to provide	
2		storage
3	to support	
4		delivery
5		distribution
6	to maintain	
7		transportation
8		purchasing

3 Now complete the sentences with the correct form of the words from the table.



- 1 In my job I oversee the _____ of vehicles and machinery.
- 2 Do they also _____ parcels and packages on Sundays?
- 3 Goods are normally bought in the _____ department.
- 4 We _____ a 24-hour delivery service.
- 5 This company only _____ goods by road.
- 6 We _____ all our goods in the warehouse.

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

- | | |
|------------------------------|--------------------------|
| 1 carrier | <input type="checkbox"/> |
| 2 freight forwarder | <input type="checkbox"/> |
| 3 supplier | <input type="checkbox"/> |
| 4 haulage contractor/haulier | <input type="checkbox"/> |
| 5 courier | <input type="checkbox"/> |
| 6 consignee | <input type="checkbox"/> |

- 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
- e company which supplies parts or services to another company; also called vendor
- f person or business that arranges documentation and travel facilities for companies dispatching goods to customers



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



1 _____



2 _____



3 _____

6 Now listen again and complete the sentences.

Person 1

- 1 My job is to _____ the transport of goods either by sea, air, road, or rail.
- 2 An important part of the job is _____ with customer requests about the most suitable mode of transport.
- 3 My responsibilities also include _____ good shipping rates with shipping lines and transport companies.
- 4 I _____ customs clearance on behalf of my clients.

Person 2

- 5 In my job I have to _____ that the cargo is not damaged onboard the ship or while loading or unloading.
- 6 I _____ customers on shipping rates and prepare quotations for our sales office.

Person 3

- 7 Another part of my job is to _____ with departments such as transport and production.
- 8 Apart from that, I _____ that vehicles, machines, and any other kind of equipment are maintained to a high level.

7 Match the verbs (1–8) with the activities (a–h) to make phrases from the recordings. Then listen again to check if necessary.

- 1 book
- 2 consolidate
- 3 deal
- 4 keep
- 5 make
- 6 use
- 7 check
- 8 take care

- a a number of shipments under one bill of lading
- b booking reservations
- c that health and safety standards are maintained
- d modern computer systems
- e space on a ship, train, lorry, or plane
- f where to put them in the warehouse
- g an eye on the budget
- h with all the necessary documentation

8 Work with a partner to describe two different jobs. The phrases in the box will help you.

TALKING ABOUT JOB RESPONSIBILITIES

Questions
What do you do?
What's your line of work?
What does your job involve?

Describing jobs
I work for a major shipping company.
I work in the regional depot.

Describing responsibilities
I'm responsible for ...
In my job I have to ...
My job involves ...

Remember...
*You work **for** or **at** a company.*
*You work **in** an area or a department.*
*You are responsible **for** or in charge **of** something.*

Here are some useful verbs for describing key job responsibilities:

<i>to advise</i>	<i>to oversee</i>
<i>to prepare</i>	<i>to provide or supply</i>
<i>to train</i>	<i>to ensure</i>
<i>to manage</i>	<i>to review</i>
<i>to estimate</i>	<i>to liaise with</i>
<i>to monitor</i>	<i>to organize</i>
<i>to carry out</i>	

PARTNER FILES

Partner A File 01, p. 71
 Partner B File 09, p. 72

9 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 clients 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. _____

10 Complete the form with your own job details. Use complete sentences and expressions from this unit.

Job profile: _____

Company: *I work for* _____

Job title: _____

Main responsibilities: _____

3-5 key activities: _____

TALKING ABOUT REGULAR ACTIVITIES

When talking about general facts and describing what we normally do, we use the present simple. It is often used with words that say how often something happens, e.g. *usually, often, always, sometimes, every*, etc. We use the verb *do* to make questions and negative statements:

I work for an international logistics company.
He usually spends a lot of time with his customers.
Do you ship goods to Asia?
He doesn't work in the European office.

11 Put the words in the right order. Use the correct form of the verb.



- 1 an excellent / provide / delivery service / my company.
- 2 you / how much / handle / cargo / per year ?
- 3 to other countries / not ship / we / chemical products.
- 4 responsible for / be / the warehouse manager / also / vehicles and machinery.
- 5 to foreign companies / car parts / this vendor / supply ?
- 6 usually / arrange / for companies / a freight forwarder / documentation.

12 Work with a partner. Follow the steps below to practise this dialogue.

- A Ask B what he/she does.
 B Respond. Tell A where you work.
 A Ask B to give you some details about the job.
 B Tell A about your main job activities. Then ask A about his/her job.
 A Respond. Describe your job activities.

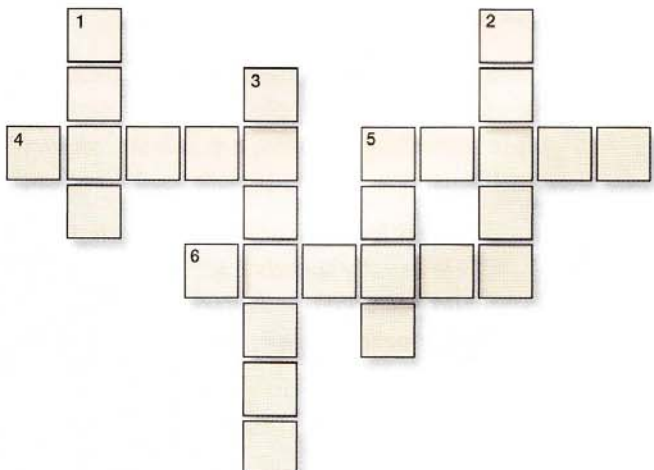
13 Complete the crossword puzzle with words from this unit.

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.



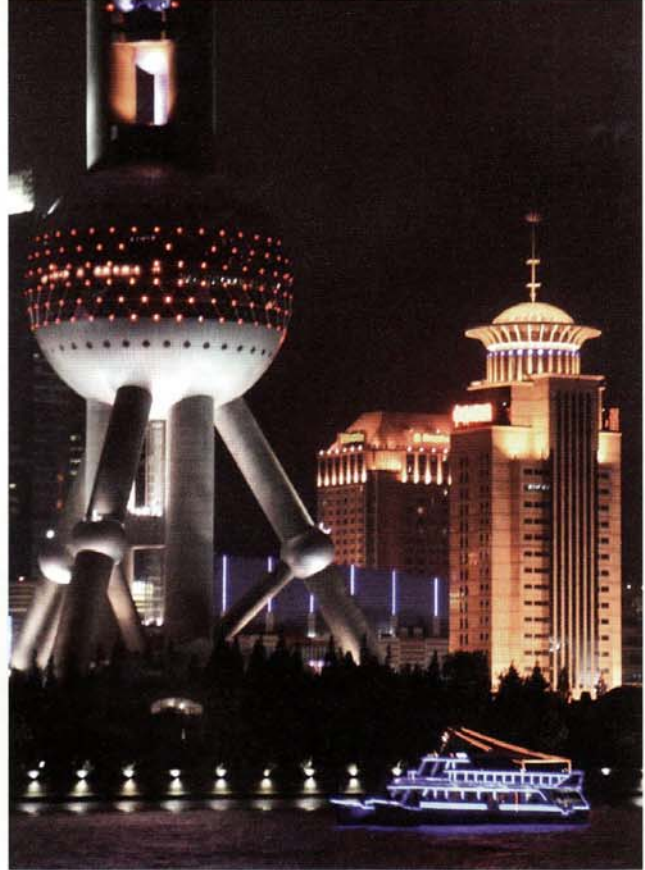
OUTPUT

Read this article and answer the questions.

CHINA'S BOOMING EXPORT BUSINESS

China's economy is developing at a rapid pace with double-digit growth rates in export business and an expected increase of 40 per cent by 2010. With an estimated trade volume of nearly 2 trillion US dollars in 2006, China handles more cargo than any other country in the world. Given these growth rates, it is not surprising that the Chinese logistics sector increased by more than 12 per cent last year.

In order to support the booming industry, the government is currently investing massively in the country's infrastructure. Over the next few years, the Chinese government wants to improve and extend the existing road and railway networks as well as maritime harbours and airports.



For transport logistics, Shanghai is one of the most attractive locations in China. It is the second largest city in the country and has good links to the most important industrial regions. And Shanghai is also a modern and welcoming host for visitors and business people from China and around the world.

OVER TO YOU

- 1 Do you know any other countries with considerable export growth rates?
- 2 How does logistics play an important role in a country's economy?
- 3 What do you know about the logistics industry in your country?

2

Logistics services

STARTER

Logistics uses lots of acronyms. How many do you know? Test yourself by writing these ones out.

- 1 FCL _____
- 2 3PL _____
- 3 HGV _____
- 4 DC _____
- 5 LCL _____
- 6 EDI _____
- 7 VAS _____
- 8 RFID _____
- 9 ISO _____
- 10 GPS _____



1 Match the words (1–8) with their definitions (a–h) below.

- | | | |
|---|----------------------|--------------------------|
| 1 | transshipment | <input type="checkbox"/> |
| 2 | break-bulk | <input type="checkbox"/> |
| 3 | cross-docking | <input type="checkbox"/> |
| 4 | order picking | <input type="checkbox"/> |
| 5 | reverse logistics | <input type="checkbox"/> |
| 6 | tracking and tracing | <input type="checkbox"/> |
| 7 | warehousing | <input type="checkbox"/> |
| 8 | collection | <input type="checkbox"/> |

- a direct flow of goods from receipt at warehouse to shipping, bypassing storage
- b collecting and handling of used 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

2 Look at these words from exercise 1 and use your dictionary (if necessary) to complete the table.

	Verb	Noun
1	receive	
2		equipment
3	carry	
4		assembly
5		location

AUDIO



3 Listen to three logistics providers presenting their services. Complete the table.



	specializes in	transport mode used
Provider 1 (GFT Global Carrier)		
Provider 2 (Home Tex International)		
Provider 3 (Cargo Express)		

4 Listen to the recording again and complete the sentences.

provider • shipping lines • fleet of vehicles • air carriers • transport companies
• documentation

- 1 We are one of the world's leading _____ with a freight volume of 600,000 containers per year.
- 2 We can offer our customers competitive rates with all major _____.
- 3 With a modern _____, we can ensure fast, safe delivery of your consignments.

- 4 Our services include order picking, packing, distribution, and handling of all transport _____.
- 5 Cargo Express is Asia's leading _____ of air freight services.
- 6 We work closely with _____ around the world for the fastest delivery available.



5 Complete the sentences with words from the box.

happy • provide • range • specialize • major • ensure • customized

- 1 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.

Now listen and check your answers.

SELLING YOUR COMPANY'S LOGISTICS SERVICES TO THE CUSTOMER

When describing a company's services or portfolio, we often use the following expressions:
We can offer you a wide range of ...
We can provide (you with) customized/tailor-made logistics solutions for ...
We specialize in ...
As a specialist for/in ... we can ...
With our many years of experience ...
We have experience and expertise in providing ...
Our team will be happy to handle/assist you ...
With our dedicated team of logistics experts we can ...

6 Complete the list with your own company's services. Then present it to your partner using phrases from this unit.

- 1 range of products or services _____
- 2 specialist in _____
- 3 experience _____
- 4 extra services for customers _____

7 Present the company's services to your partner. Use phrases from this unit.



Partner A File 02, p. 71
 Partner B File 10, p. 72

8 Read the following text from a logistics company magazine about new trends in third-party logistics. Then label the paragraphs with the correct headings from the list.

Today's role of major providers • Changing logistics requirements for manufacturers
 • 3PL in the past • New challenges for 3PL • Change in logistics concepts

Recent trends in 3PL

1 _____

Until a few years ago, companies used to outsource only parts of their logistics operations to providers specializing in services such as distribution or warehousing. A single company sometimes had several third-party logistics providers (3PLs).

2 _____

The globalization of trade and increasing demand for services, however, has led to a drastic shift in logistics concepts and management with an impact on both producers and logistics providers.

3 _____

As far as manufacturers are concerned, logistics management has become a lot more complex. By now, many of them have learned that outsourcing single segments to different providers has not really made their logistics operations more efficient. That is why they are looking for providers who can provide a higher level of service and more comprehensive supply chain solutions.

4 _____

For 3PLs all over the world, requirements keep getting more demanding with customers asking for a wider range of



logistics solutions. Apart from that, logistics providers today are facing an increasingly tough and highly competitive market. In recent years, growing pressure on prices has led to a decrease in profit margins. In order to compensate for this, many third-party logistics providers now offer value-added services for their customers. Due to fierce competition in the 3PL market, however, experts predict that only the big international players will be able to work profitably in the future.

5 _____

The big global players, also called super-3PLs, can provide their customers with comprehensive supply chain or end-to-end solutions. These services usually include forwarding, transportation, consolidation, customs brokerage, warehousing, and distribution, as well as a range of value-added services.

9 Now say which of these statements are true or false .

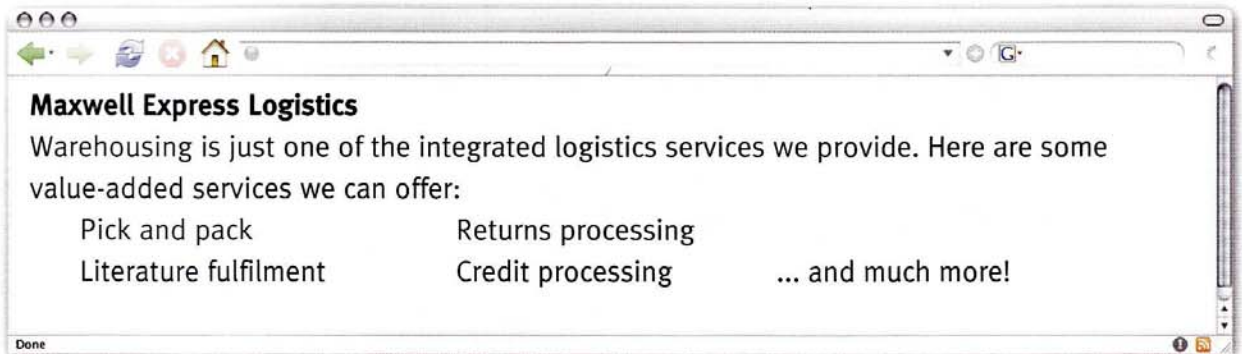
- 1 In the past, companies used to outsource only segments of their logistics operations.
- 2 Manufacturers found out that outsourcing to 3PL providers is not efficient.
- 3 In the past few years many 3PL providers have increased their profit margins.
- 4 Customers today are demanding more complex logistics solutions.
- 5 Super-3PLs provide comprehensive solutions to logistics problems.

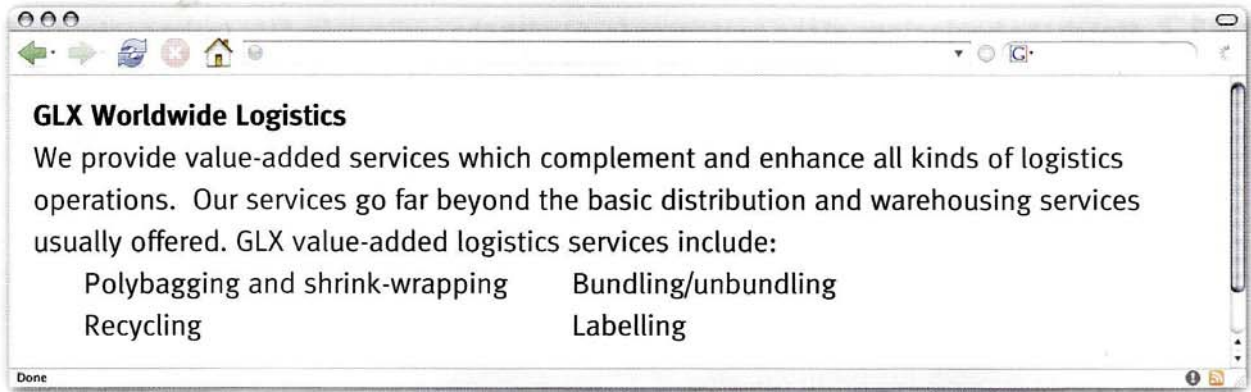
10 Match the words (1–6) from the text with the correct definition (a–f).

- 1 outsourcing
- 2 comprehensive
- 3 consolidation
- 4 requirements
- 5 demand
- 6 competition

- a including a wide range of services
- b details of what is expected and needed
- c contracting functions out to third-party providers
- d the need for particular goods or services
- e companies trying to sell the same or similar products to customers
- f the grouping of small shipments into one container

11 Look at the three website advertisements for value-added services. Then complete the table.





	payment	documentation	product assembly	packing / packaging	other services
Maxwell Express Logistics					
Sichuan International Logistics					
GLX Worldwide Logistics					



12 Listen to two short presentations about online logistics services. Then say which of the statements are true or false .

Express Logistics Online Shipping

- 1 ... helps you book pick-ups and track shipments.
- 2 ... you can log on by selecting your country.
- 3 ... you can check shipment records for up to 60 days.

Intercargo E-Shipping

- 4 ... allows you to make price enquiries.
- 5 ... you can cancel orders.
- 6 ... you can download pdf documents.

EXPLAINING ONLINE SERVICES

When describing online functions or tools, you can use the following phrases and expressions:

- The price request tool allows you to obtain prices for shipments.*
- E-Shipping helps you prepare/print/track/select ... online.*
- To ... , (just) sign up/register for/log on to ...*
- For price requests, please use ...*
- To access shipment details, click ...*

13 Match the beginnings of the sentences (1–6) with the endings (a–f) to make sentences from the recording.

- | | | |
|---|---|--------------------------|
| 1 | With Quick Online Shipping you can find | <input type="checkbox"/> |
| 2 | This online tool allows you | <input type="checkbox"/> |
| 3 | To use QOS, simply log on | <input type="checkbox"/> |
| 4 | After registering with E-Shipping, you can make | <input type="checkbox"/> |
| 5 | You can also | <input type="checkbox"/> |
| 6 | With a mouse click you can also | <input type="checkbox"/> |

- a to plan shipments, book collections and deliveries.
 b price requests, schedule transport, and obtain real-time shipment information.
 c track pick-ups and deliveries.
 d download commercial documents in pdf format.
 e by selecting your town or region from the drop-down menu on the left.
 f the right service to suit your shipping needs.

14 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 _____¹ to find out where my shipment is. I just have to _____² my air waybill number on my mobile and wait a few seconds. Then I get a reply with the details of my consignment's current status. It's such a great idea!

2 Truck driver

All our trucks are equipped with a _____³ 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 _____⁴ 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 _____⁵ camera so I can take photos if there's a problem while I'm on the road.

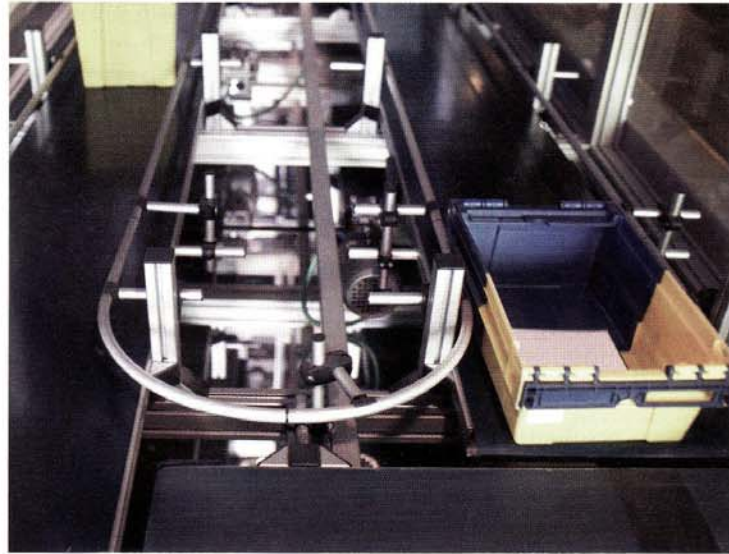
3 Manager at a trailer storage yard

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 _____⁶ 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 _____⁷ on a trailer and use a mobile _____⁸ to identify it. It really saves us a lot of time.

OUTPUT

A new tracking device for US postal services

An American company based in California has recently developed a tracking device which may help post offices to improve their services. It can be used to find out more about hold-ups and delays in postal operations.



The small tracker, called the Letter Logger, uses the Global Positioning System (GPS) to store information about an item's position in transit. Similar

devices have been used in the past to track expensive consumer goods like cars, but until now none of these systems was small enough to travel in an envelope.

Now that's all changed. As well as fitting into a US standard-size business letter, the GPS Letter Logger also meets other postal requirements: it is bendable and able to withstand rough handling. This is particularly important as the envelopes are thrown into sacks, then transported by van to automatic sorting locations where they run through high-speed shuffling systems.

The tracker itself does not transmit its position during transit, but stores the journey log on a memory card which can be read by a laptop computer. The GPS device offers several programming options ranging from checking its position every few minutes to checking only when on the move.

The Letter Logger does not help, however, if the envelope carrying it does not arrive at its destination within about seven days, as the battery runs flat after about a week.

OVER TO YOU

- 1 Have you ever experienced delays in postal services when sending or receiving letters?
- 2 Do you think this device should be used in your home country's postal service?
- 3 Do you know any other useful electronic devices in logistics and transport?

3

Inventory management and procurement

STARTER

Check your knowledge of key terms in inventory management and procurement by choosing the best definitions for these terms.

- 1 Economies of scale:
 - a Reducing costs per unit by increasing production
 - b Cutting costs by reducing output
- 2 Buffer stock:
 - a Goods kept in store to cover seasonal demand e.g. Christmas sale
 - b Goods kept in store to cover unforeseen shortages or fluctuations in demand
- 3 Factory gate pricing:
 - a Transport costs are not included in the purchase price of a product
 - b The price is lower because you buy directly from the manufacturer
- 4 Supply chain:
 - a The close co-operation of all parties involved in the making, selling, and delivering of a product
 - b Network of stores that supply customers with a wide variety of products
- 5 Tender:
 - a An assessment or calculation of the approximate cost or value of a product or service
 - b An offer for goods or services that follows a request for a quotation made by an official body, e.g. local government



1 Match the beginnings of the sentences (1–6) with the endings (a–f) to make definitions of more key terms.

- | | | |
|---|--|--------------------------|
| 1 | Lead time is the time | <input type="checkbox"/> |
| 2 | Procurement is | <input type="checkbox"/> |
| 3 | A retailer is a business | <input type="checkbox"/> |
| 4 | Customer order cycle time is the time | <input type="checkbox"/> |
| 5 | A wholesaler is | <input type="checkbox"/> |
| 6 | JIT – just in time is a concept | <input type="checkbox"/> |

- a customers are prepared to wait for the delivery of their order.
- b of reducing inventories by co-ordinating the delivery of materials just before they are needed.
- c it takes to produce and supply a product.
- d an intermediary between manufacturers and retailers which buys in large quantities and resells in smaller quantities.
- e that buys products from wholesalers or manufacturers and resells them to the ultimate consumer.
- f the purchasing of goods (materials, parts, supplies, equipment) required to run an enterprise.

AUDIO



2 Listen to an expert presenting an inventory management system to the managers of a large retail store. Then say which of the statements are true or false .

- 1 The inventory system is called CPR.
- 2 It's a sales-based system.
- 3 The system co-ordinates the flow of information and goods in the logistic chain.
- 4 Young Fashion has used the system for six years now.
- 5 Orders are electronically transferred to the warehouse.
- 6 The store has reduced transport and inventory costs by about 25 per cent.

3 Listen again and complete the sentences with the words from the box.

stock • lead times • replenishment • processing • generated • data interchange • point • schedule • inventory • retailer

- 1 Today I'm going to tell you something about CRP, that means continuous _____.
- 2 I'll also explain how it can be used to lower inventory and operational costs and to shorten product _____.
- 3 First of all, you decide what products you want to order at what _____ level.
- 4 The system will use this information at the _____ of sale in the retail store.
- 5 The leading Russian clothes _____ Young Fashion introduced continuous replenishment three years ago.
- 6 With the new system all orders are _____ by computers, which process data received from cash registers.
- 7 The orders are sent to the warehouse by electronic _____, where they are processed.
- 8 And finally the goods are delivered to the different outlets according to a _____.
- 9 Since the introduction of the CRP system, Young Fashion have managed to cut _____ and transport costs by about 15%.
- 10 Moreover, errors in order _____ have been reduced considerably by using scanning technology and EDI.

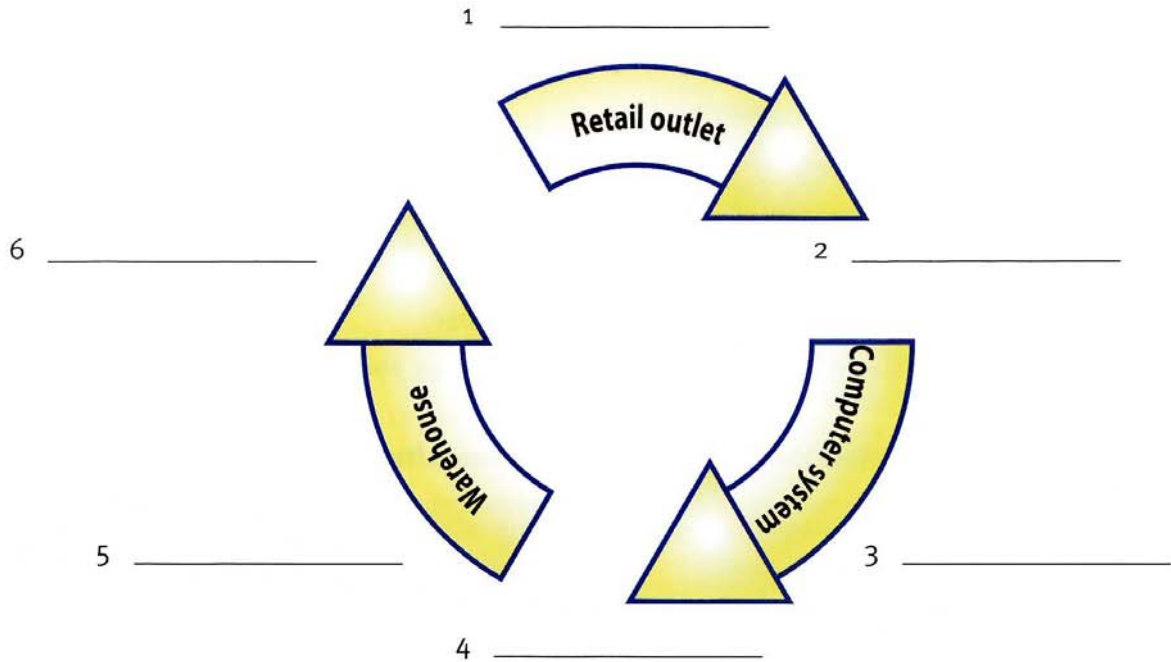
THE PASSIVE

We often use the passive voice to describe processes, especially if we are more interested in the action itself than in the person who does the action. It is formed using the verb *to be* and the past participle (third form of the verb). We use *by* at the end of the sentence to say who or what does the action.

*The goods **are delivered** to a depot.*

*The order **is generated** by the computer.*

4 Put the processes described in the presentation about CRP in the correct order.



- Orders are generated based on data received from cash register.
- Goods are delivered to the retail outlet.
- System is activated at the point of sale.
- Orders are sent to the warehouse.
- Orders are processed.
- Sales information is transferred to the CRP computer system.

5 Here are some more inventory management techniques. Complete the sentences with the passive form of the verbs in brackets.

- A system in which the inventory _____ (monitor), planned and managed by the manufacturer on behalf of the customer (often a retailer).
- A system which is similar to CRP. It _____ (use, often) for products that need to be supplied frequently and in small batch sizes.
- It means that orders _____ (transfer) electronically to the manufacturer. Then they _____ (deliver) to the retail store.
- Real-time demand _____ (identify) by electronic cash register and the product movement _____ (co-ordinate) from supplier to the retail store.
- Products that have similar characteristics regarding their selling profile _____ (categorize) into 'families'.

6 Now match the planning techniques below with the definitions in exercise 5.

- a DSD = Direct store delivery
- b CM = Category management
- c VMI = Vendor-managed inventory
- d CRP = Continuous replenishment
- e QR = Quick response

7 Complete the job advertisement for a corporate procurement manager with words from the box.

fulfilment • negotiation • 3PL providers • procurement • command • vendors
 • supply chain • relationship

We are looking for a proactive and dynamic professional to take care of our strategic procurement and supplier _____¹ management.

Reporting to the Director of Corporate Procurement, the successful applicant will be responsible for managing both internal and external customers and for working with the appointed _____². While liaising with the _____³ team, _____⁴, and related stakeholders, you will also be involved in providing business support to optimize finance-logistics processes, order _____⁵, and logistics costs.

Other responsibilities include providing initiatives to help maximize company business profitability and efficiency.

The ideal candidate should have a degree in _____⁶ management or logistics management with a deep understanding and knowledge of the China logistics market. You should have at least 5 years' experience in a multinational company and you should possess outstanding _____⁷ skills. Based in Macau, excellent _____⁸ of English and Cantonese is a must with Mandarin an advantage.

If you are interested in this role, please send your CV in Word format to ...

8 Read the job advertisement again and answer the questions.

- 1 What area will the new corporate procurement manager head?
- 2 What are the procurement manager's main responsibilities? List two or three.
- 3 Who will he/she collaborate with closely in his/her job?
- 4 What qualifications are expected?
- 5 What kind of experience is required?

Can you think of other areas which are important in procurement? Discuss with a partner.





9 Three purchasing managers are discussing strategies for negotiating with a supplier. Listen to the discussion and answer the questions.

- 1 What kind of relationship do they want with the supplier?
- 2 What would be the benefits of such a relationship?
- 3 What market position does the company have?
- 4 What kind of products do they make?
- 5 What kind of agreement are they interested in?

10 Match the beginnings (1–6) with the endings (a–f) of the sentences from the dialogue.

- | | |
|--|--------------------------|
| 1 How do you | <input type="checkbox"/> |
| 2 I think we could | <input type="checkbox"/> |
| 3 What are your | <input type="checkbox"/> |
| 4 Yes, and I also suggest telling them | <input type="checkbox"/> |
| 5 In my opinion it would also be important | <input type="checkbox"/> |
| 6 Good idea. And why don't we | <input type="checkbox"/> |

- a to point out that we're interested in establishing a long-term agreement.
- b that this a good opportunity to associate with a brand like ours.
- c feel about that?
- d lower costs considerably.
- e say that it's their chance to enter the pharmaceutical market?
- f thoughts on that, Gisele?

ASKING FOR OPINIONS

- What do you think?
- How do you feel about that?
- What are your thoughts on that?
- Do you agree?

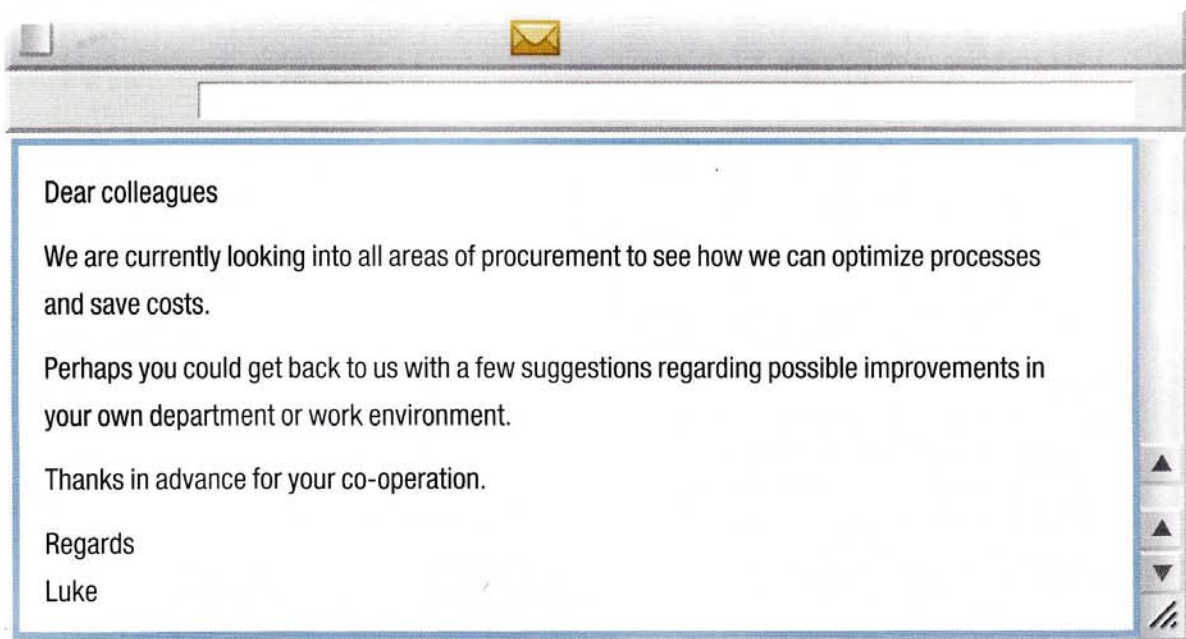
GIVING OPINIONS/MAKING SUGGESTIONS

- I suggest that we ...
- In my opinion we should ...
- Perhaps we should ...
- Why don't we ... ?

AGREEING

- That's a good idea.
- That sounds good.
- I agree.
- That's right.

- 11** You have received the following email from the purchasing department in your company. Work out a few suggestions and reply to this email.



- 12** Work with a partner: suggest these points and comment on your partner's suggestions.

PARTNER FILES

Partner A File 03, p. 71
Partner B File 11, p. 72

- 13** A Spanish courier company receives a quotation for packing labels and consignment notes. Put the words or phrases into the correct order to make sentences. The first parts have been done for you.

Dear Ana

- Please find attached** / for three new products / your request / our quotation / according to.
- Our prices** / annual consumption figures / the basis of / your forecast of / are calculated on.
- As requested** / pallets to / we will deliver on / Barcelona or Madrid.
- For a** / we can offer you / of 2.5% / contract term of / a discount / at least two years.
- In the attached** / all prices / have been listed in / your requirements / quotation sheet / columns according to.
- If you have** / me know / any further questions / please let.
- We look** / hearing from / forward to / you soon.

Regards
Enrique

QUOTATIONS

When giving a customer a quotation it is necessary to include details on a number of things e.g. prices, discounts, and delivery terms.

Here are some useful phrases for quotations:

Prices

- Please find attached our quotation for ...*
- We are pleased to quote as follows.*
- We can quote you a gross/net price of ...*
- The prices quoted above include ...*
- We can offer you a price of ... per ...*

Discounts

- We can offer you 10% off the retail price.*
- We allow a 2% cash discount for payment within 30 days.*
- Our prices are subject to a 25% trade discount off net price.*
- We grant a trade/quantity/cash discount of ... % on our list prices.*
- If your order exceeds 2,000 items, we can offer you a further 10% discount.*

Delivery

- Delivery can be effected immediately after receipt of order.*
- As requested, we will deliver on pallets to ...*
- We would be able to deliver within 10 days of receipt of order.*

14 Match the beginnings (1–6) with the endings (a–f) of the sentences.

- | | |
|------------------------------------|--------------------------|
| 1 For orders exceeding 500 pieces, | <input type="checkbox"/> |
| 2 We grant a cash discount | <input type="checkbox"/> |
| 3 The prices quoted | <input type="checkbox"/> |
| 4 As requested, we | <input type="checkbox"/> |
| 5 Our prices are subject | <input type="checkbox"/> |
| 6 The net price | <input type="checkbox"/> |
-
- a will deliver on pallets to Rotterdam.
 - b to a 25% trade discount off net price.
 - c we grant a discount of 5%.
 - d of this article is £25.00.
 - e above include transport charges.
 - f of 3% on our list prices.

15 Give a customer a quotation by email based on the following details.

- GPS system 'Road Navigator TX-2300'
- Price: \$975.00
- more than 10 items: additional 8% discount
- price includes 15% VAT
- delivery within 6 days of purchase order

OUTPUT

Strategic sourcing in procurement

Most companies and governments today are under increasing pressure to operate more efficiently. And many of them are realizing that effective procurement can reduce costs, improve processes and increase productivity. In the past few years *strategic sourcing* has become a frequently used approach in this context.

But what is *strategic sourcing*? To put it simply, it means that companies are adopting a new strategy for how they buy services and products.

Strategic sourcing is a systematic process of analyzing expenditures, internal and external influences, and finding out what kind of supplier relationships are necessary to help achieve the company's goals. Before the company decides to purchase a product or service, *strategic sourcing* is used to consider the total cost of a product or action, not just the price alone.

In the past, many purchasing managers neglected the fact that low purchase cost does not necessarily mean low total cost. In a *strategic sourcing* process other costs are examined as well e.g. the cost of purchasing, transport, support, maintenance, and disposal.

Leading companies have realized how much they can benefit from *strategic sourcing*, and many have already achieved impressive cost reductions.



OVER TO YOU

- 1 What do you think of the strategic sourcing approach?
- 2 How are goods purchased in your company?
- 3 Do you buy goods for the company? What is the standard procedure?

4

Modes of transport

STARTER

Match the pictures of transport and handling equipment (a–f) with the words (1–6).



a _____



b _____



c _____



d _____



e _____



f _____

- 1 swap-body
- 2 container ship
- 3 grapple lift
- 4 road-railer trailer
- 5 river barge
- 6 LGV (large goods vehicle)

1 Match the different types of freight traffic (1–6) with the definitions (a–f).

- | | | |
|---|---------------|--------------------------|
| 1 | multimodal | <input type="checkbox"/> |
| 2 | piggyback | <input type="checkbox"/> |
| 3 | intermodal | <input type="checkbox"/> |
| 4 | unaccompanied | <input type="checkbox"/> |
| 5 | block train | <input type="checkbox"/> |
| 6 | single-wagon | <input type="checkbox"/> |

- a The driver does not stay with his road vehicle during transport by rail or ferry.
- b Goods are transported in the same loading unit or vehicle using different modes of transport. The handling of the freight itself is not necessary when changing modes.
- c A single shipper uses a whole train which is run directly from the loading point to the destination. No assembling and disassembling is required.
- d Carriage of goods by at least two different modes of transport, e.g. shipping by motor lorry and aircraft.
- e Train is formed out of individual wagons or sets of wagons which have different origins and different destinations.
- f Combines road and rail transport: whole motor lorries, trailers or swap-bodies are carried by rail.

AUDIO



2 Two employees of a forwarding company are comparing transport modes for a shipment from western China to Shanghai. Listen and correct the information in the table.

	inland waterways	road	rail (express service)
speed in days	7	4	2
cost	low	compared with barge: 60% higher	compared with road: 40% higher
flexibility	high	very high	low



3 Complete the sentences with the correct form of the words in brackets. Then listen again to check.

- 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).

Answer these questions.

- 1 Why is the barge option not very flexible?
- 2 What do they decide to do at the end of their discussion?

MAKING COMPARISONS

When comparing two or more things we use comparative adjectives. The comparative form is **-er** for short adjectives with one syllable, and two-syllable adjectives ending in **-y**.

*Transport by sea is **cheaper** than transport by air.*

*Steel is **heavier** than paper.*

We use **more** + adjective with longer words.

*Shipping goods by road is **more expensive** than shipping them by rail.*

*Some transport modes are **more reliable** than others.*

Some adjectives have irregular forms.

good / well – better

*Our rates are **better** than theirs.*

bad / badly – worse

*Their service is **worse** than ours.*

far / further – furthest

*This shipment will travel **further** than the last one.*

4 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

5 Match the pictures (a-d) with the names (1-4).



a _____



b _____



c _____



d _____

- 1 gantry crane
- 2 ISO container
- 3 reach stacker
- 4 transtainer

6 Now complete the descriptions of intermodal transport and handling equipment with the verbs from the box.

fitted • straddle • mounted • loading • attached • reach • handle • piling • made • move

1
 A piece of machinery used for _____¹ and unloading containers from ships onto trucks or rail wagons and vice versa. It is rail-mounted and can _____² at least four railway tracks. It is motorized and can _____ parallel to the ship's side.

2

A special type of device which is able to _____⁴ very heavy loads. It is used for transferring swap-bodies and containers from rail wagons to trucks and vice versa. It has four legs _____⁵ with wheels and a spreader beam which can span a wide area. It can be _____⁶ on rails or rubber tyres and is able to straddle several rows of containers.

3

A kind of fork lift truck used in container handling. It is equipped with a spreader beam and a lifting arm and can be used for lifting containers and _____⁷ them on top of each other. It is very flexible and has a high stacking and storage capacity as it is able to _____⁸ beyond the first row of containers to lift a container.

4

A rigid box _____⁹ of steel which is very common in intermodal freight transport. It can be used for transport by sea, rail, air, and road. It is available in many different versions and sizes. For example, there are open-top and flat-rack versions. Some of them have wheels or a bogie _____¹⁰ to them. The most common lengths are 20, 40, and 45 feet. It is made to the specifications of the International Standards Organization.

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

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 a 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.



8 An employee of a transport company presents some container options to a potential customer. Listen and complete the table with the missing information.

Type of container	suitable for transport of
1	
2	
3 tanktainer	
4	
5 flat-rack	

9 Listen again and complete the sentences.

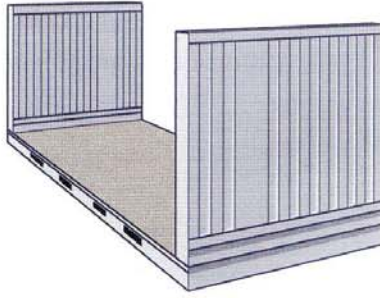
level • tarpaulin • frame • machinery • lashing • removed • controlled • plugs

- 1 It comes with a timber floor and has various _____ devices to secure the load.
- 2 These lashing points are located horizontally at floor _____.
- 3 It is temperature-_____ and is particularly suitable for cargo that needs regulated or cool temperatures.
- 4 This is a standard container _____ with a tank fitted inside.
- 5 As an extra, we also offer tank containers with electric _____ in case the cargo needs cooling or heating during transport.
- 6 It comes with a PVC _____ cover instead of a roof panel to allow loading from the top.
- 7 The doors can be _____ to make loading easier.
- 8 We recommend this special type of container for the transportation of heavy _____ and pipes.

Now label the different types of containers 1–5.



- 1 _____ 2 _____ 3 _____



4 _____

5 _____

CONTAINER FEATURES

We recommend this type of container for ...
 It is particularly suitable for ...
 It comes with ...
 As an extra, we also offer ...
 It has ... for loading

10 Describe the container features to a partner using words from this unit.



Partner A File 04, p.71
 Partner B File 12, p.72

11 Sort the goods under the correct heading.

perishable cargo	non-perishable cargo	heavyweight and overwidth cargo

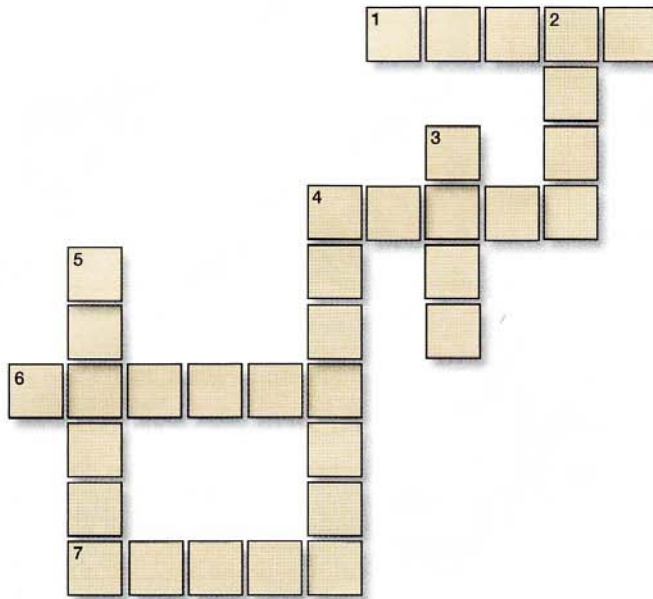
meat • steel pipes • crude oil • fresh produce • industrial boilers • seafood • alcohol
 • dairy products • tractors • chilled or frozen foodstuffs • harmful chemicals

Can you think of other types of goods? Discuss in a small group.

12 Now say which of the following containers you would recommend for the different types of cargo from exercise 11.

- a reefer
- b flat-rack container
- c tank container

13 Complete this crossword puzzle on transport modes with words from the unit.



Across

- 1 Another word for *rubbish*.
- 4 A device for lifting heavy loads.
- 6 Another word for *ship*.
- 7 The opposite of *soft* or *flexible*.

Down

- 2 Another word for *pipe*.
- 3 A container for liquids is a ... *container*.
- 4 Kept cool, but not frozen.
- 5 A container fitted with a cooling system.

OUTPUT

Freight Transport Logistics in Europe – the key to sustainable mobility

Europe's transport policy has been characterized by liberalisation and harmonization over the years. This has slowly shaped the transport system into what it is today. Globalization and the concept of wider Europe create further challenges. The fast growth of freight transport – driven to a large extent by economic decisions – contributes to growth and employment but also causes congestion, accidents, noise, pollution, increased reliance on imported fossil fuels, and energy loss. Infrastructure resources are limited and any disruption in the supply chain (i.e. energy) has necessarily a negative impact on the EU economy. Without adequate measures, the situation will continue worsening and increasingly undermine Europe's competitiveness and the environment that we all live in.

To overcome such problems, Europe's transport system needs to be optimized by means of advanced logistics solutions. Logistics can increase the efficiency of individual modes of transport and their combinations. As a result, fewer units of transport, such as vehicles, wagons, and vessels should carry more freight. Impact on the environment will decrease accordingly.



Rail and inland waterways need to be modernized. Air freight should be more closely integrated in the system. The positive development of short sea shipping should be accelerated. Deep-sea shipping and its hinterland connections need to be enhanced. Shifts to more environmentally friendly modes must be achieved where appropriate, especially on long distance, in urban areas, and on congested corridors.

At the same time each transport mode must be optimized. All modes must become more environmentally friendly, safer, and more energy efficient. Finally, co-modality, i.e. the efficient use of different modes on their own and in combinations, will result in an optimal and sustainable utilization of resources.

OVER TO YOU

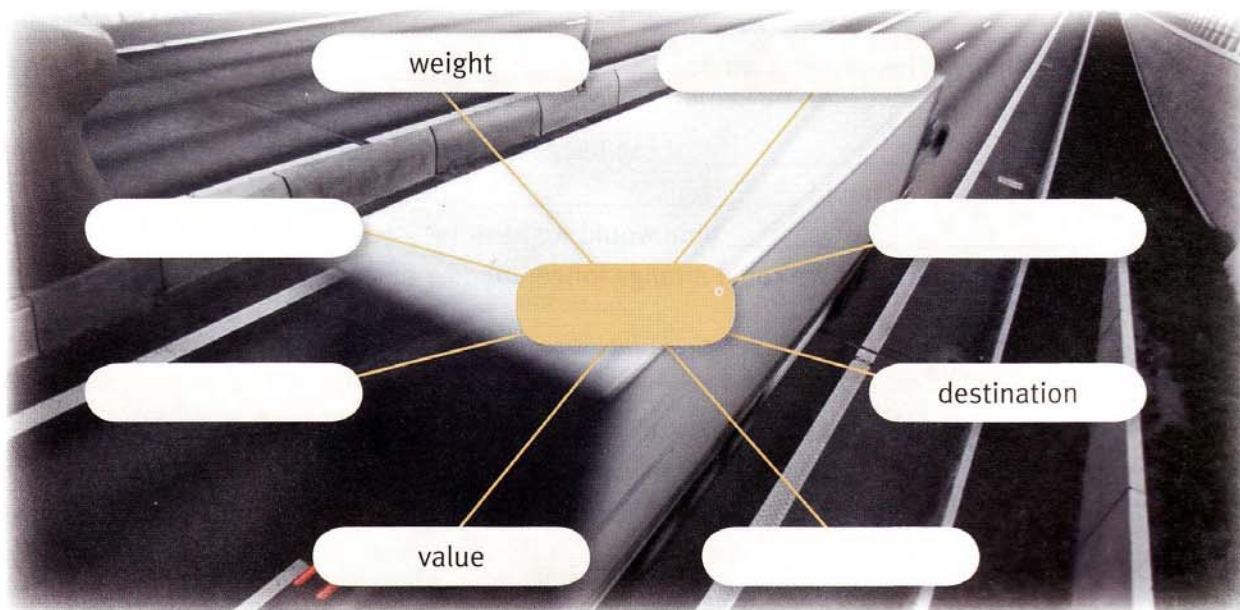
- 1 Do you also have to deal with growing freight traffic in your country?
- 2 How do you think transport systems could be improved?
- 3 How do you think intermodal transport systems can make freight transport more efficient?

5

Planning and arranging transport

STARTER

Make a list of all the different factors that would influence your choice of transport method for a shipment. Complete the diagram below.



AUDIO



11

1 Listen to the telephone dialogue and answer the questions.



- 1 What are the two different rail transport options?
- 2 When do they want to ship?
- 3 Where will the shipment go?
- 4 Which train option is recommended for large volume shipments?
- 5 What would make transport cheaper?
- 6 How much time will they have for loading the rail wagons?

2 Complete the sentences with the words from the box. Then listen again to check.

if you like • recommend • an alternative • could you • how much • also consider
• calling about • would be • more suitable • suggest that

- 1 I'm _____ the train options described on your website.
- 2 _____ tell me a bit more about them?
- 3 What _____ the best rail option for us?
- 4 For large volumes, I would _____ using block train transport.
- 5 If you want to ship smaller quantities, the single-wagon option would be _____.
- 6 If flexibility is important, I would _____ you book the flexitrain block train option.
- 7 As _____, I can suggest single-car transport, which is even more flexible.
- 8 In that case we should _____ the other block train options.
- 9 _____ time would we have for loading?
- 10 At least 7 hours, but we could arrange longer loading times _____.

MAKING ENQUIRIES

When asking for information we always use polite language. We often start with a more general request for information before we ask more specific questions. Indirect questions such as *Could you tell me how much it would cost?* are more polite than direct questions e.g. *How much would it cost?*

I'd like to ask/enquire about ...

I'm calling about ... (on the telephone)

I'm writing about/with regard to ... (in an email or letter)

Could you tell me how much/many/long/often...?

ADVISING THE CUSTOMER

Customers may need advice on transport options, freight and insurance rates, shipping and packing details, the route, details regarding weight, dimensions, and measurements.

For this consignment I would recommend/suggest using air transport.

I recommend/suggest that you ship the goods by road.

We/You should also consider air transport for ...

That depends on your specific requirements.

OFFERING ALTERNATIVES

Sometimes you need to provide the customer with several alternatives before a decision can be made.

Another option would be to ...

Of course it would also be possible to ... (instead).

Alternatively, you/we could ...

3 Here are some more phrases. Sort them under the correct heading.

A Customer enquiries	B Advice and recommendations	C Offering alternatives

I (would) need some information regarding...

In that case I recommend/suggest that you use/ship...

I think the best option would be to ...

If you prefer ... , we could also arrange ...

Could you let me have some information about ...?

We can provide/arrange/ship ... if you like.

As an alternative, we can offer you ...

What would be the cheapest/fastest/safest/most convenient way/option?

4 Match the beginnings of the sentences (1–6) with the endings (a–f).

- | | |
|-----------------------------------|--------------------------|
| 1 I would need some information | <input type="checkbox"/> |
| 2 Could you let me know | <input type="checkbox"/> |
| 3 In that case I suggest that you | <input type="checkbox"/> |
| 4 For a consignment this size I | <input type="checkbox"/> |
| 5 Of course it would also be | <input type="checkbox"/> |
| 6 We can also arrange transport | <input type="checkbox"/> |
-
- a would recommend rail transport.
 - b by courier if you prefer.
 - c regarding loading times.
 - d what the transit times are?
 - e possible to ship by express service instead.
 - f use the cheaper sea freight option.

5 Work with a partner. Follow the steps below and practise making enquiries and giving advice. Use phrases from this unit.

A

Tell B what you would like to enquire about.

Give B some details of your shipment.

Tell B you are not sure you want this option.

Ask B about order/cancellation deadlines.

Thank B for help.

B

Ask A to be more specific.

Recommend one or two options.

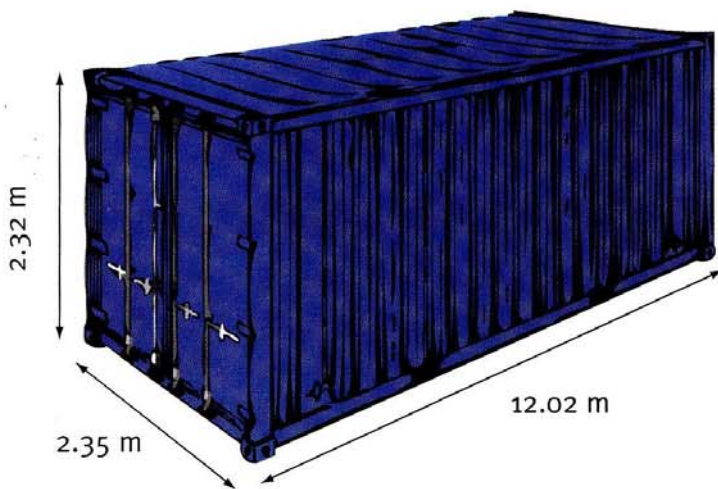
Offer another alternative.

Answer B's question. Tell B you will give him/her a quotation within the next hour.



6 Listen to a shipping agent describing one of the containers available. Complete the missing details and label the drawing with the words from the box.

height • payload • length • tare weight • width • gross weight



Type of container: 40 ft open top

1 _____ : 4,030 kg

2 _____ : 32,500 kg

3 maximum _____ : 28,470 kg

Internal measurements:

4 _____ : 12.02 m

5 _____ : 2.35 m

6 _____ : 2.32 m

7 Listen again and note the non-metric measurements the agent mentions.

- 1 tare weight: _____
- 2 internal length: _____
- 3 internal height: _____

8 Rewrite the sentences.

Example: The container is 6 metres long.

The length of the container is six metres. (Or: The container's length is 6 metres.)

- 1 The package weighs 45 kg.
- 2 This seagoing vessel is about 30 m wide.
- 3 The case we need to ship is 1 m long, 50 cm wide and 35 cm high.
- 4 Its depth is nearly 3 cm.
- 5 The ship's length is more than 65 m.
- 6 The open container's door height is 7 ft 10 in.

9 What do these abbreviations stand for?

- 1 ft _____
- 2 kg _____
- 3 oz _____
- 4 cm _____
- 5 lb _____
- 6 cu yd _____
- 7 m² _____
- 8 1" _____
- 9 pt _____
- 10 gal _____

10 Put the words from above into the correct column in the table. Complete the table with other measures and weights you can think of.

	metric	non-metric
length		yard (yd)
weight	gram (g)	
surface	square millimetre (mm ²)	
volume		
capacity		fluid ounce (fl oz)

11 Describe the measurements and weight of a container to your partner. Use phrases from this unit.

PARTNER FILES

Partner A File 05, p. 71
Partner B File 13, p. 72

TALKING ABOUT NUMBERS, SIZE, WEIGHT, AND DIMENSIONS

Numbers

When dealing with consignment details it is often necessary to talk about numbers.

We write a comma to show thousands (but we don't say it!):

235,000 two hundred and thirty-five thousand

We use a point to show decimals:

1.5 one point five

We use the word *and* after hundreds:

185 one hundred and eighty-five

When arranging transport, we need to give details about the size and weight of the consignment to be shipped.

Size

Our consignment is 3 by 2 by 2.5 metres.

This box measures 2 by 1.5 by 2.5 metres.

Its measurements are 20 by 85 by 60 centimetres.

Weight

The empty container weighs 5,000 kg.

The net/tare/gross weight of the container is ... kg/tons.

The container's maximum payload is ...

Dimensions

The box is 40 cm high/long/wide/deep.

Its/The height/length/width/depth is 40 cm.

Remember:

*This container is almost six **metres/feet** long (not six **metre/foot**!)*

*But: It's a **twenty-foot** container. (not **feet**!)*

AUDIO



13

12 Listen to the dialogue between a forwarder and a customer asking for a shipping quotation. Then say whether the statements are true or false according to the dialogue.

- 1 Karla Hanssen needs a quotation for air freight to the United Arab Emirates.
- 2 They want to ship cooling units to Abu Dhabi.
- 3 The consignment consists of 18 boxes.
- 4 They want to ship from Sweden.
- 5 The units should be picked up on August 6th.
- 6 Martin will call back within the next two hours.

13 Listen again and complete the missing details in the online quotation form.

Quotation form	
Company name:	<input type="text"/>
Contact:	Karla Hanssen
Tel No:	0046 890265030
Fax No:	0046 890265039
Email address:	khanssen@coolair.se
Shipping information	
Point of origin:	<input type="text"/>
Destination:	<input type="text"/>
Method of transport:	Air
Number of units/items:	<input type="text"/>
Pick-up date:	<input type="text"/>
Delivery date:	<input type="text"/>
Freight information	
Volume (m ³):	30.31 m ³
Total weight (kg):	<input type="text"/>
Dimensions (cm):	170 cm high, 145 cm wide and 82 cm deep
Type and nature of goods:	<input type="text"/>
Special requirements	
Hazardous:	<input type="text"/>
Other:	must arrive by

14 Work with a partner. Write an email asking for a quotation. Include the information from the order form above.**REQUESTING A QUOTATION**

We/I need a quotation for a shipment to ...
 Please quote for (the supply/transport of) ...
 Please send us a quotation for ...
 Please quote your lowest prices for ...
 Your quotation should include detailed information on freight and insurance rates,
 delivery terms, delivery date, and terms of payment.

15 Put the words in the right order.

- 1 a shipment / send / us / a quotation / please / for / to Madras
- 2 state / delivery date / please / in your quotation / your earliest
- 3 let us / could / the following / please / have a quotation / including / details / you ?
- 4 a part truck load / shipping rates / what / your / for / to Birmingham / are ?
- 5 on sailing times / your quotation / detailed information / should / and insurance rates / also include
- 6 the following consignment / please / for / of / quote / the transport

OUTPUT

In this week's issue of our GLOBAL TRADE magazine we offer some expert advice on how to successfully ship goods abroad from Hank Wilcox. As the export manager for Jonston Cosmetics, Hank oversees the distribution of cosmetic products to more than 40 countries worldwide. Overseas trade and logistics issues play a major role in the company's business.



How do you successfully manage shipping logistics at Jonston Cosmetics?

I think it's most important to work with good freight forwarders. So before we actually choose a freight forwarder, we check whether their service level comes up to our standards.

What exactly does that mean?

Well, it means that we only want to work with forwarders who meet certain requirements. One thing that's really important is reliability. We need to be 100 per cent sure that our consignments are delivered to the customer at the right time. We also expect a high level of communication and co-operation between the forwarder and ourselves. And our forwarders must be able to provide flexible transport solutions at short notice.

And what about transport costs?

The price is also important obviously, but as I said, there are other things to consider such as quality of service, handling of paperwork and

advice. We usually ask for four quotations for each shipment.

What about all the documentation required in overseas trade?

We have a team of experienced logistics people who discuss the best possible freight options with the customer and handle all the paperwork. Documentation is really very important, especially if things go wrong. So we always make sure we have copies and duplicates of every document in case something is lost.

Consignments can easily be damaged in transit. Are your customers aware of that?

Yes, we always advise our customers on the risks and offer them the most suitable insurance for their consignments. Unfortunately, handling damage is quite common so it's always a good idea to insure a consignment. And insurance is less expensive than most people would expect; it usually costs between one and two per cent of the consignment's value.

OVER TO YOU

- 1 Do you have any experience in dealing with freight forwarders?
- 2 Does the text mention everything a 'good' forwarder should be able to do? Can you add other aspects?
- 2 If you had to choose a forwarder, what criteria would be most important for you?
- 4 In what case would you recommend freight insurance?

6

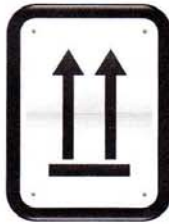
Shipping goods

STARTER

Do you know what these markings represent? Discuss with a partner. Try to label the shipping markings with the correct words.



1



2



3



4



5



6



7



8

Do you know any other markings?

1 Here is an extract from a manual providing rail loading instructions. 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 _____.

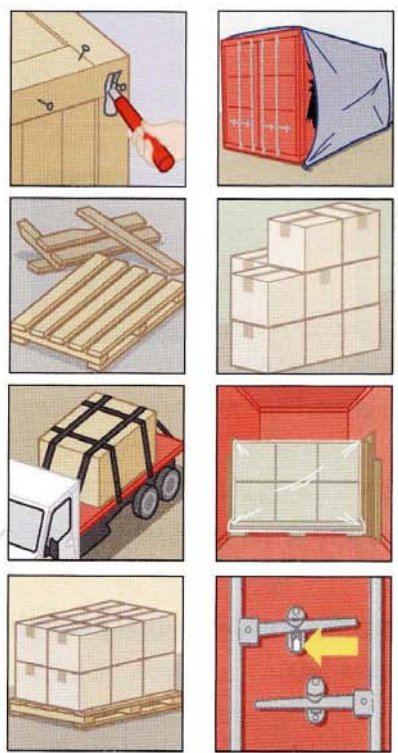
- 7 Ensure vehicle is _____ to be loaded.
- 8 Strap _____ loads.
- 9 When checking the vehicle, give special _____ to door securing mechanisms.
- 10 Examine vehicle and load _____ after loading.
- 11 _____ load as evenly as possible and make sure wheels are evenly loaded.
- 12 Check whether vehicle capacity has not been _____.

2 Now match the correct sentences with the instructions below.

- a before loading: 1, _____
- b during loading: _____
- c after loading: _____

3 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



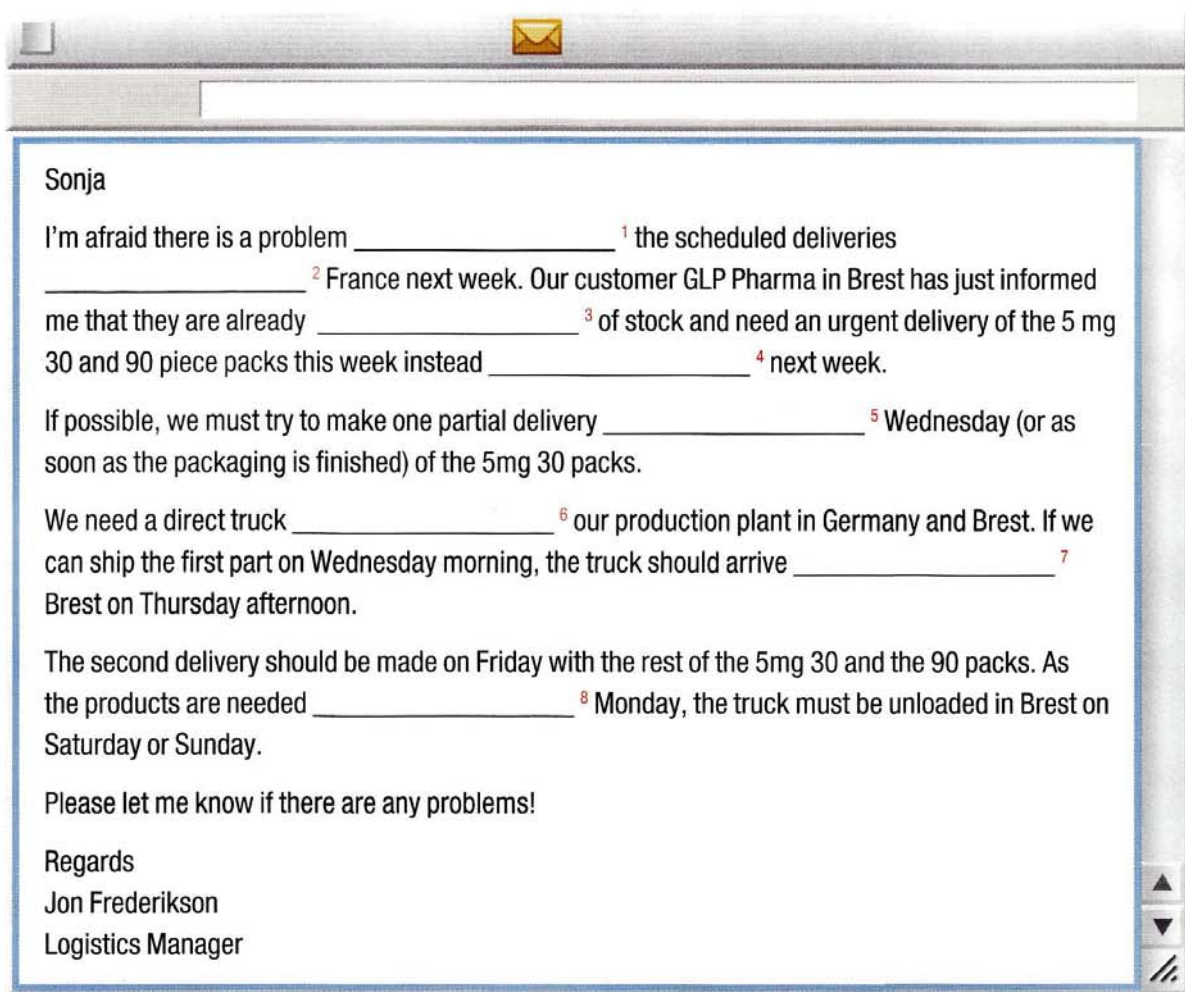
- a prevent movement.
- b on pallets.
- c vertically.
- d staples or nails.
- e spaces between products.
- f loading is complete.
- g of the container.
- h with new ones.

EXPLAINING HOW TO DO SOMETHING

When explaining how to do something, you can use the imperative form of the verb.
 Use the infinitive without *to*, like this:
***Examine** the load carefully.*
***Do not** overload the vehicle.*

4 Complete this email about an urgent shipment with prepositions from the box.

by • on • with • in • out • to • between • of



Sonja

I'm afraid there is a problem _____¹ the scheduled deliveries _____² France next week. Our customer GLP Pharma in Brest has just informed me that they are already _____³ of stock and need an urgent delivery of the 5 mg 30 and 90 piece packs this week instead _____⁴ next week.

If possible, we must try to make one partial delivery _____⁵ Wednesday (or as soon as the packaging is finished) of the 5mg 30 packs.

We need a direct truck _____⁶ our production plant in Germany and Brest. If we can ship the first part on Wednesday morning, the truck should arrive _____⁷ Brest on Thursday afternoon.

The second delivery should be made on Friday with the rest of the 5mg 30 and the 90 packs. As the products are needed _____⁸ Monday, the truck must be unloaded in Brest on Saturday or Sunday.

Please let me know if there are any problems!

Regards
Jon Frederikson
Logistics Manager



5 Sonja and Jon are discussing the urgent delivery over the phone. Listen and answer the 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?

6 Put the words in the order they are mentioned in the dialogue. Then listen again to check.

- 1 really / here / I think / a problem / we've / got
- 2 use / this shipment / our / for / one / unfortunately / we can't / of / regular forwarders
- 3 we / smaller / this / deliveries / means / partial / that / would / have several
- 4 have to / a lot more / and / as / we'd / pay / a result
- 5 Saturdays and Sundays / because of / deliver / we / can't / at the weekend / driving ban / on / the HGV
- 6 problems / this delivery / no idea / I / would / cause / so many / had

INFORMING SOMEONE ABOUT PROBLEMS

Telling someone that something cannot be handled in the way it was planned or that something has gone wrong can be difficult. That's why it is important to stay calm and use polite language. It is usually a good idea to say what the problem is exactly and then explain the situation. We often use beginnings such as *I'm afraid ...* or *I'm sorry, but ...*, even if we are not responsible for the problem.

First, we give a brief introduction and then go on to explain the situation in more detail:

I'm afraid there is a problem with customs clearance.

I'm sorry, but there will be a delivery delay.

We may also want to give reasons for the problem:

The delay was caused by a rail strike in Italy.

The consignment has to be repacked because the carton is damaged.

There was a delay because of bad weather.

There was a delay because the weather was bad.

We may also want to talk about contrast, e.g. when we explain that there was a problem, but it hasn't affected the outcome:

Although the load wasn't secured properly, it arrived intact.

The load wasn't secured properly, but it arrived intact.

In spite of the strike, the consignment arrived on time.

Despite being delayed, the consignment arrived on time.

Sometimes we also need to explain the consequences of certain events:

The result was that the goods didn't leave the warehouse until Friday.

As a result, the shipment arrived two hours late.

There's fog at the airport so the flight hasn't taken off yet.

7 Complete the sentences with words from the box.

so • because • although • due • as a result • despite • because • in spite of

- 1 Our customer wants to ship valuable freight, _____ we need to think about insurance.
- 2 A part of the shipment seems to be damaged _____ of rough handling.
- 3 _____ the customer needed them urgently, the goods couldn't be delivered at the weekend.
- 4 The flight was cancelled _____ to bad weather.
- 5 The driver had the wrong address. _____, it took him three hours to deliver the pallets.
- 6 The consignment arrived on time _____ all the customs formalities at the border.
- 7 We are unable to ship today _____ we've had problems with our dispatch.
- 8 _____ being well secured, the load was damaged on arrival.

8 Choose the correct words to complete these sentences.

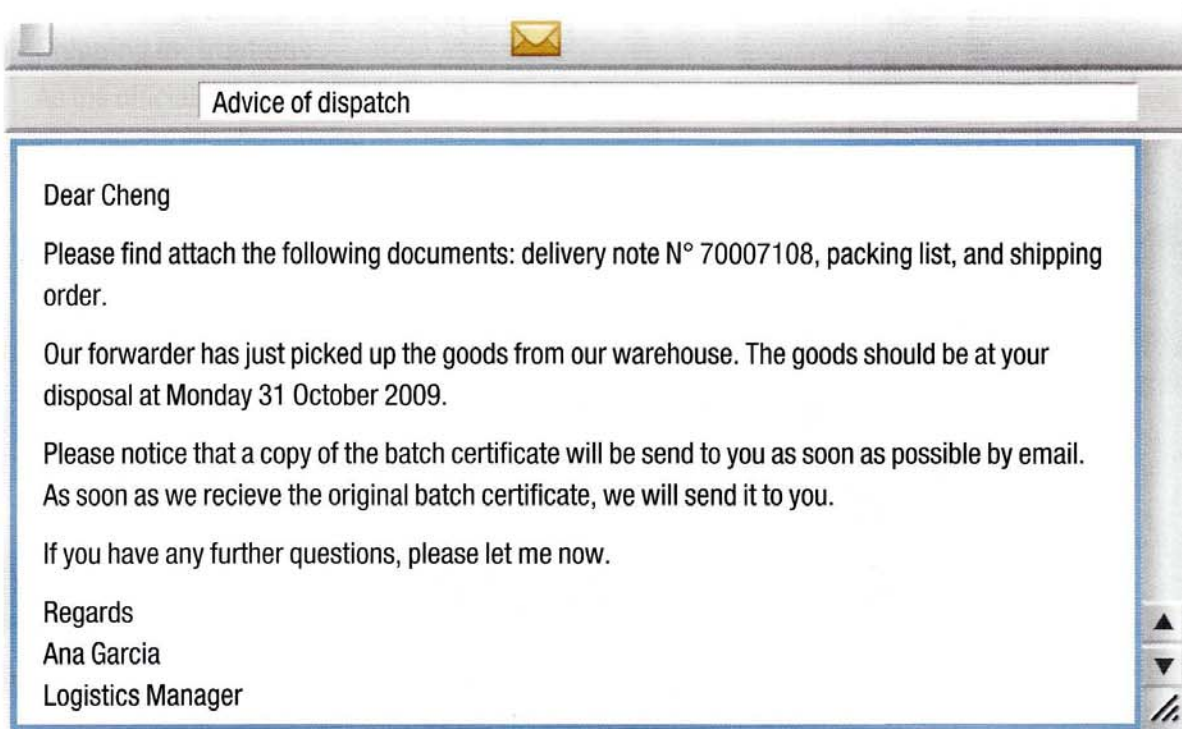
- 1 The documents stated the wrong quantities. As a **reason/result/cause**, the shipment was not accepted at the warehouse.
- 2 The delay was **found/noticed/caused** by an accident on the motorway.
- 3 When I spoke to the logistics manager, it **noticed/saw/turned** out that they had used different packing material.
- 4 Unfortunately, we are unable to deliver the consignment **due to/because/so** technical problems in our warehouse.
- 5 **Although/In spite of/But** the delay, the delivery will still arrive on time.
- 6 What is the **cause/reason/result** for this delay?

9 You are a freight forwarder. Call your partner to inform him/her about a delivery delay. Use phrases from this unit.

PARTNER FILES →

Partner A File 06, p. 71
Partner B File 14, p. 72

10 There are six mistakes in this email. Can you correct them?



✉

Advice of dispatch

Dear Cheng

Please find attach the following documents: delivery note N° 70007108, packing list, and shipping order.

Our forwarder has just picked up the goods from our warehouse. The goods should be at your disposal at Monday 31 October 2009.

Please notice that a copy of the batch certificate will be send to you as soon as possible by email. As soon as we recieve the original batch certificate, we will send it to you.

If you have any further questions, please let me now.

Regards
Ana Garcia
Logistics Manager

ADVICE OF SHIPMENT

When dealing with shipments to customers, it is common practice to advise them that a shipment has been sent. Often details on departure and arrival times, order numbers, and documents are given.

We are pleased to inform you that your order has been dispatched by truck today.

Order N° 3012 has been dispatched by flight BA2379 today.

We are pleased to advise that your order N° 23/1346 was shipped on board the vessel 'Ocean Line'.

The consignment is due to arrive in Sydney on August 25th.

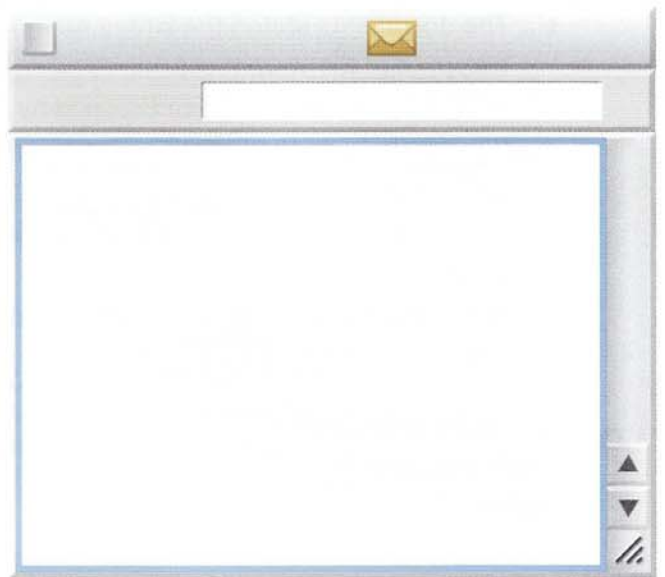
The above order has been handed over to our forwarding agents today.

The consignment will be delivered to your warehouse in Brussels.

11 Write a similar email informing a customer about dispatch.

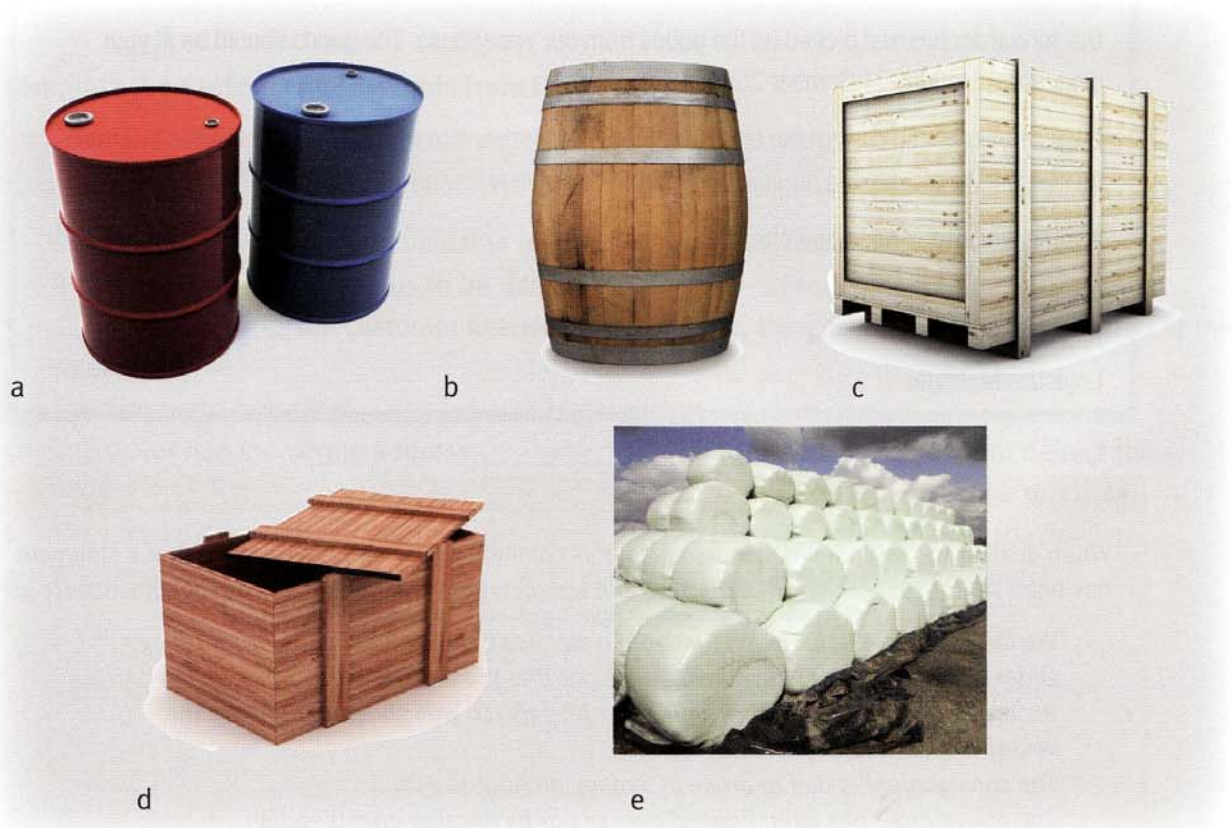
Include the following information:

- 1 The order number.
- 2 When the consignment was sent.
- 3 How the consignment was shipped (road, air, rail, sea).
- 4 Where it will be delivered.
- 5 When it will arrive at the customer's site.



12 Match the words (1–5) with the pictures (a–e).

- | | | |
|---|-------------|--------------------------|
| 1 | bale | <input type="checkbox"/> |
| 2 | chest | <input type="checkbox"/> |
| 3 | barrel/cask | <input type="checkbox"/> |
| 4 | drum | <input type="checkbox"/> |
| 5 | crate | <input type="checkbox"/> |



13 Now match the items in exercise 12 with the correct definition.

- a Large cylindrical container with a flat bottom and top. It is made of wood and is used for liquids.
- b Wooden box made of wooden slats. It can be open or closed and is used for packing goods.
- c Large package of presspacked goods (often raw material), which is tightly bound, wrapped, and banded.
- d Sturdy box with a lid which is made of metal and often used for storage.
- e Cylindrical metal container for liquids.

14 USTF, international freight forwarders based in Chicago, give some shipping instructions on their website. Complete the sentences with words from the box.

mark • clearance • withstand • weight • appointed • exhibitor • importing • individually

The screenshot shows a web browser window with the address bar displaying www.expo_chicago.com. The page content includes the following text:

Shipping Instructions
 As the official international freight forwarder _____¹ by EXPO CHICAGO, we will co-ordinate all international shipments and arrange customs _____² for this event. Please carefully read the following information regarding shipping requirements for _____³ goods into the US.

Packing and Marking

- 1 Ensure that all boxes are securely packed in order to _____⁴ handling by carriers and onsite contractors.
- 2 Clearly _____⁵ all cartons, cases, or crates on two sides.
- 3 If you ship your goods in a container, make sure that all cartons are _____⁶ marked and labelled in the following manner:

Address:
 Name of _____⁷:
 Number of stand:
 Case number (...) of (...)
 Total _____⁸ in kg:

The browser window shows standard navigation buttons (back, forward, home, search) and a status bar at the bottom with the word "Done".

OUTPUT

Chaos at Heathrow's New Terminal 5

When Heathrow's Terminal 5 was officially opened by the Queen in March 2008, operator BAA said that it would put the airport at the cutting edge of global travel.

The complex, which cost £4.5bn, includes 50 new aircraft stands, a large car park as well as rail and underground links to London. It is designed to handle 12,000 bags an hour.



BAA claimed that checking in for flights would be simplified for up to 30 million passengers a year by online check-in, fast baggage dropping facilities and sophisticated baggage handling.

Two weeks later, on launch day, however, dozens of flights in and out of the new terminal had to be cancelled due to a breakdown of the baggage handling system. By the end of the first day, hundreds of passengers were left stranded at the airport and there was a backlog of more than 15,000 bags.

What had gone wrong?

On launch day problems started almost immediately, when staff and passengers had trouble locating car parks. Delayed opening of check-in then led to long queues. Additionally, workers in the baggage sorting area had problems logging on to the computer system or could not handle the RMS (Resource Management System), which allocates baggage handlers to load or unload aircraft.

As the check-in staff were not aware of the situation, they continued to add luggage to the system. As a consequence, check-in had to be suspended in the afternoon.

An aviation analyst later explained that the backlog of baggage was mainly caused by problems with the terminal's three-stage baggage processing system.

The first stage, the fast bag drop-off, was working as planned, but the second stage, an underground conveyor system, had become clogged up because baggage workers were not able to remove the bags quickly enough at the other end.

BA said that they knew the first day would be critical because of the size and complexity of the move into Terminal 5, and that they were working hard to resolve these issues.

OVER TO YOU

- 1 What are the main logistics problems mentioned in this article?
- 2 Have you ever experienced similar problems at an airport?
- 3 How important is logistics for an airport?

Warehousing and storage

STARTER

Look at the pictures of warehouse equipment. Match the pictures (a-f) with the words (1-6).



a



b



c



d



e



f

- 1 hand pallet-truck
- 2 tote bin
- 3 fork-lift truck (CB truck)
- 4 roll-cage pallet
- 5 (Euro pallet or UK) pallet
- 6 trolley

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

1 Read the text describing warehouse areas and label the areas with words from the list.

sortation • marshalling and dispatch • receiving • collation and value-added services
• back-up storage • order picking

First of all, there is the _____¹ area. That's where all incoming goods arrive and documentation is checked and recorded. Goods are often unpacked or repacked here to make their format more suitable for warehouse handling.

The _____² area holds most of our warehouse inventory.

In the _____³ area the goods are selected in the right quantities, that means the quantities required by the customer. Here we also break bulk. That means, for example, after receiving goods in large quantities (e.g. pallets), we need to pack them in smaller separate units for the customer.

In the _____⁴ area we deal with smaller order sizes. Sometimes several orders have been batched together to simplify the picking process and now need to be sorted down to individual orders.

After picking, the goods are consolidated and made ready for dispatch. Depending on the customer's requirements the goods may be packed into cartons or cases or they are wrapped (i.e. stretch-wrapping or shrink-wrapping). Some warehouses also provide special services such as labelling. This part of warehouse operations is called _____⁵.

The final stage in warehouse operations is the _____⁶ area. The goods are brought together to form vehicle loads and are then loaded onto vehicles for onward dispatch.

2 Match the warehouse areas (1–5) to the activities that take place in them (a–f).

- | | | |
|---|-----------------------------|--------------------------|
| 1 | dispatch | <input type="checkbox"/> |
| 2 | collation | <input type="checkbox"/> |
| 3 | reserve storage | <input type="checkbox"/> |
| 4 | order picking and sortation | <input type="checkbox"/> |
| 5 | receiving | <input type="checkbox"/> |

- a goods are brought together for loading and transport
- b where the goods are kept until required
- c the goods are selected and put together in the units required by the customer
- d complete orders are packed and wrapped
- e the goods are prepared for warehouse operations

3 Match the verbs (1–8) from the text in exercise 1 to the correct definitions (a–h).

- | | | |
|---|--------|--------------------------|
| 1 | label | <input type="checkbox"/> |
| 2 | repack | <input type="checkbox"/> |
| 3 | handle | <input type="checkbox"/> |
| 4 | select | <input type="checkbox"/> |
| 5 | batch | <input type="checkbox"/> |
| 6 | sort | <input type="checkbox"/> |
| 7 | wrap | <input type="checkbox"/> |
| 8 | load | <input type="checkbox"/> |

- a put goods on a pallet or vehicle
- b provide specific information on the product itself or the packaging
- c deal with
- d pick or choose
- e put several things together
- f pack in special material for protection
- g put into new units or formats
- h arrange in a special way or order

THE PASSIVE

When describing processes, the passive voice is often used with modal verbs such as *can*, *must*, *may*, *should*, etc.

*The forks **can be raised** by a simple pump action.*

*This system **must be fitted** with detectors.*

Or we can use the passive in other tenses e.g. the present perfect tense.

*After the goods **have been checked**, they go into back-up storage.*

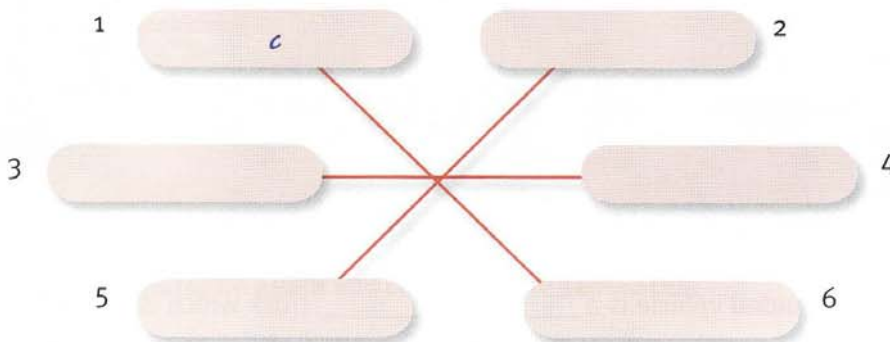
*The unloading **has been completed**.*



4 Complete the sentences using the correct active or passive form of the verbs in brackets.

- a After the unit load _____ (check), it goes into automated storage.
- b As soon as an appropriate location _____ (identify) by the warehouse management system, a put-away instruction _____ (must, issue).
- c After the vehicle driver _____ (report) to the gatehouse, the vehicle documentation _____ (check) by staff.
- d Then the packages _____ (process) i.e. they _____ (may, label) with bar codes.
- e The goods _____ (check) on unloading.
- f After that, staff _____ (direct) the driver to an unloading bay or a parking area.

Now put the steps in the goods receiving process in the correct order 1–6.



5 Listen to this extract from a presentation about a new warehouse management system.

Now say which of these statements is true false .

- 1 The existing system is not very efficient.
- 2 They could centralize inventories in one Canadian warehouse.
- 3 Cycle times can be reduced by at least half.
- 4 They could reduce warehouse area from four floors to one.
- 5 Print on demand allows them to print invoices in several languages.

6 Now listen to the recording again and complete the sentences.

- 1 I think this new warehouse area management system WMS 2X would help us cut costs and _____ our processes.
- 2 One great advantage of WMS 2X is that we could reduce the number of warehouses _____ across Canada.
- 3 Another interesting feature of WMS 2X is customer order _____.
- 4 Warehouse _____ could be improved as well by transferring departments.
- 5 WMS 2X would also help us reduce warehouse area and ground _____.
- 6 The _____ could be achieved by installing an automated storage and _____ system.
- 7 The new system would also enable us to _____ the material flow at any given moment.
- 8 This allows printing of labels, brochures and customer _____ in 25 languages.

TALKING ABOUT ADVANTAGES AND POSSIBLE IMPROVEMENTS

One great advantage is ...
 The most interesting feature is ...
 It would help us reduce/increase/improve/optimize ...
 Another major advantage is/would be ...
 It would also guarantee/ensure ...

7 Work with a partner. Each of you has a warehouse management system. Present the advantages of your system to your partner. Use phrases in the box.

PARTNER FILES

Partner A File 07, p.71
 Partner B File 15, p.72

8 Complete the descriptions of typical warehouse equipment and systems. Use the adjectives from the box.

stackable • mobile • adjustable • suitable • bulky • driverless • rigid • collapsible

- 1 An automated guided vehicle is a _____ truck which is controlled by computer and electrically powered.
- 2 IBCs (intermediate bulk containers) made of metal or plastic are _____, but there are also ones made of canvas, which are _____.
- 3 Cage and box pallets are fitted with corner-posts and sides. They are usually _____.
- 4 In palletized storage APR, i.e. _____ pallet racking, is used.
- 5 Some products are not _____ for palletization e.g. expensive electronic items or large and _____ items.
- 6 _____ shelving is often used for smaller products in non-palletized systems.



9 Put the steps in this integrated packing location system in the correct order (1–8). Then listen and check.

- You scan the barcode of the shipping label.
- The system calculates the weight of the package.
- You enter the system.
- You choose means of transport.
- You can put together packages.
- The shipping labels are printed.
- You can see and access all positions in the container.
- The order is complete – system prints delivery note.



10 Now listen to the dialogue again and complete the sentences.

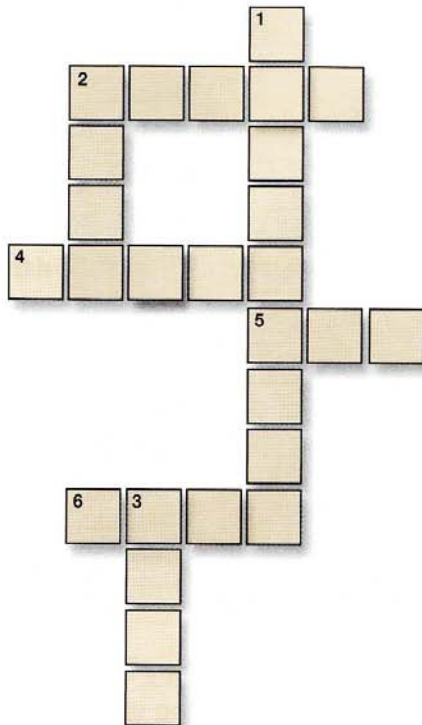
- 1 After the goods have arrived at the packing location, _____ to scan in the barcode of the shipping box.
- 2 _____ you enter the packing location dialogue.
- 3 OK. I got that. What is _____?
- 4 Well, _____ you can access all positions in the picking container.
- 5 _____ the package is complete, the system will automatically calculate the weight.
- 6 That is _____. The system will automatically print the shipping labels.
- 7 And now we _____ of this process.
- 8 _____ the order has been completed, the delivery note is printed automatically.

DESCRIBING THE STEPS OF A PROCESS

First(ly)/First of all ...
 Second(ly) ...
 The first step/stage (of the process) is ...
 Then ...
 After that ...
 The next step/stage is ...
 Following that ...
 Finally ...
 The last step is ...
 Once/After X has happened ...

11 Work with a partner and describe a process from your own job in your own words. Use phrases from this unit.

12 Complete this crossword with words from the unit.

**Across**

- 2 Keep goods in a warehouse.
- 4 Put on top of each other.
- 5 Container for smaller products.
- 6 Select the right items.

Down

- 1 Form smaller units from larger units (2 words – 5, 4).
- 2 Put into the right order or package.
- 3 Another word for *article* or *piece*.

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.

OVER TO YOU

- 1 How is your company's warehouse organized?
- 2 Do you work in a warehouse yourself?
- 3 How has warehousing changed over the last few years?

8

Documentation and finance

STARTER

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

- 1 B/L Bill of lading
- 2 D/P: Documents against payment
- 3 EXW Ex works
- 4 CIF Cost, insurance, freight
- 5 AWB Air waybill
- 6 IMO International Maritime Organization
- 7 B/E Bill of exchange
- 8 L/C Letter of credit



1 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.

2 Certificate of origin

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

3 Packing list

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

4 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.

5 Consular invoice

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

6 Pro forma invoice

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

7 Export licence

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

8 Customs invoice

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

9 Dangerous goods declaration

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

10 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.

2 CB GLOBAL SHIPPING, US customs brokers handling an international trade event, provide some instructions on their website. Put the words in the correct order. The first word has been done already.

CB Global shipping

To ensure customs entry and avoid delays, please read the following instructions carefully:

- 1 **Provide** / you / the goods / to ship / descriptions / clear and detailed / of / wish

- 2 **Identify** / to be / HTS or BTN numbers / by using / the goods / shipped

- 3 **Clearly** / the items / the value / indicate / of

- 4 **State** / were / where / manufactured / the goods

- 5 **Send** / and packing list / six copies / the commercial invoice / of / prior to arrival / four days

- 6 **The documents** / details / include / the following / must

- 7 **List** / of / each / the quantity / item

- 8 **Include** / the documents / and signature / the person / the name / preparing / of

- 9 **Do not use** / and lump sum / on / general descriptions / values / your invoices

- 10 **Specify** / each / weight / and dimensions / the contents / of / box

Done



3 There is a problem with an urgent delivery. Listen to the three phone conversations and answer the questions.

Conversation 1

- 1 Why is the customer in Iceland upset?
- 2 Why do they need the consignment so urgently?

Conversation 2

- 3 What went wrong with the shipment?
- 4 When does Ms Egbert say she needs the consignment?

Conversation 3

- 5 When and how will the containers be shipped to Iceland?
- 6 When should the containers arrive in Iceland?
- 7 Why could the consignment be rejected at the gate?



4 Complete the sentences with words from the box. Then listen again and check.

get back • the least • very sorry • be OK • just talked • find out • should have
 • see to • seems that • sorted out • get on

- 1 Sorry, I have no idea at the moment, but I'll _____.
- 2 OK, I'll _____ to this straight away.
- 3 I've just checked all the documents and it _____ we used the wrong address.
- 4 I'm _____ about this, Ms Egbert, but I'll do everything I can to get this problem _____.
- 5 I'll _____ to you as soon as I've spoken to the forwarder.
- 6 I've _____ to our freight forwarders here in the UK.
- 7 That way you _____ them by Friday afternoon.
- 8 Would that _____ for you?
- 9 Yes, I'll _____ that.
- 10 It's _____ I can do for you.

TAKING ACTION AND APOLOGIZING

After a problem or mistake has been brought to your attention, it is important to deal with it promptly. Note that we tend to use a more formal style in written communication.

When responding to a customer, it is a good idea to acknowledge that we are aware of the problem:

We are replying to your email of April 24th informing us that ... (more formal)

Thank you for informing us about an error in our December statement. (more formal)

Thanks very much for pointing out the mistake.

I understand there is a confusion in addresses/delivery dates.

Then we say what we want to do (or have done) to solve the problem. We often use phrasal verbs when talking about taking action:

We are looking into this matter and will contact you again later today. (more formal)

I shall/will get in touch with the forwarding agent at once.

I'll take care of this straight away.

I'll get on to that now.

I'll see to this immediately.

I'll get back to you on that as soon as possible.

We usually also apologize for the problem or mistake:

We would like to apologize for the inconvenience. (more formal)

We very much regret this misunderstanding. (more formal)

I'm very sorry about that.

Let me apologize for this delay/mistake/error (once again).

5 Complete the sentences with verbs from the box.

look • take care • see to • get on • get in touch • get back

- I'll _____ to this immediately.
- Can I _____ to you on that in about half an hour?
- OK, I'll _____ of that straight away.
- Fine. I'll _____ with the courier people at once.
- Thanks for letting me know. I'll _____ this right away.
- Yes, we'll _____ into the case and call you back tomorrow.

6 Work with a partner to solve a problem. Use phrases from this unit.

A

Tell B that you have just found out you have shipped the wrong products to them.

Apologize for the mistake. Tell B what you have done so far.

Tell B what exactly you want to do next.
Ask B if he/she is happy with that.

End with a friendly sentence.

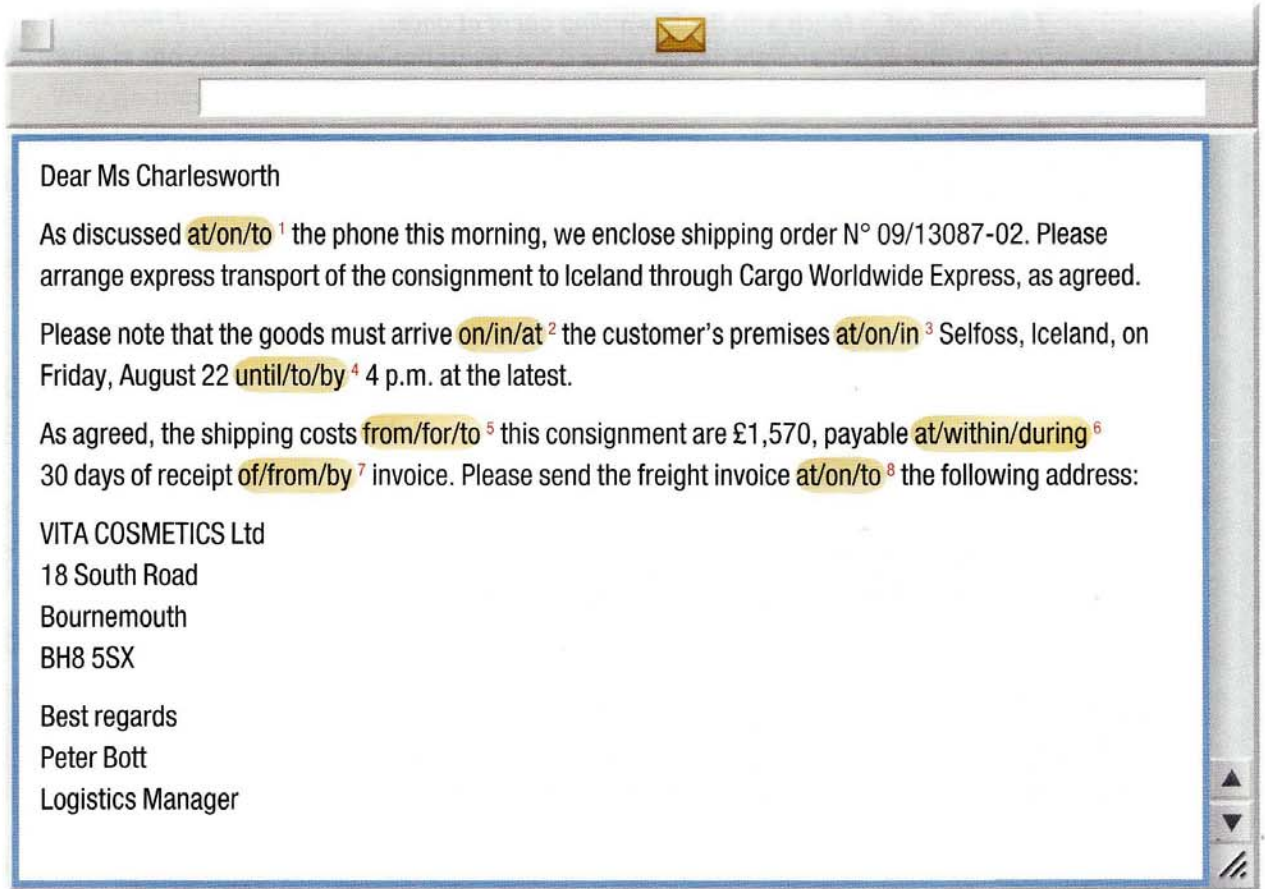
B

Ask A what he/she wants to do about it.

Tell B that you need the items urgently. You expect to have them within two days.

Thank A for help.

7 After arranging the express transport with the forwarder, Peter, the logistics manager writes an email to confirm what has been agreed. Choose the correct preposition.



Dear Ms Charlesworth

As discussed **at/on/to** ¹ the phone this morning, we enclose shipping order N° 09/13087-02. Please arrange express transport of the consignment to Iceland through Cargo Worldwide Express, as agreed.

Please note that the goods must arrive **on/in/at** ² the customer's premises **at/on/in** ³ Selfoss, Iceland, on Friday, August 22 **until/to/by** ⁴ 4 p.m. at the latest.

As agreed, the shipping costs **from/for/to** ⁵ this consignment are £1,570, payable **at/within/during** ⁶ 30 days of receipt **of/from/by** ⁷ invoice. Please send the freight invoice **at/on/to** ⁸ the following address:

VITA COSMETICS Ltd
 18 South Road
 Bournemouth
 BH8 5SX

Best regards
 Peter Bott
 Logistics Manager

BY AND UNTIL

We use the prepositions *by* and *until* to describe different situations:
by = something happens (or should happen) not later than a specific point in time
The consignment must be delivered by Friday.

until/till = something continues up to a specific point in time
The logistics manager will be away until Friday.

8 Complete the sentences with *by* or *until*.

- 1 I'll make sure that the documents arrive _____ the end of the week.
- 2 We have to arrange shipment _____ August 4th.
- 3 I'm afraid there will be delays _____ the beginning of July.
- 4 They said we would receive the consignment _____ Monday.
- 5 Call me if there are any problems. I'll be in my office _____ 6.30 today.
- 6 We require the goods _____ March 15th.

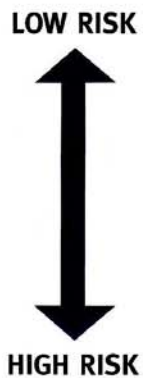
9 Match the payment methods (1–6) with the definitions (a–f).

- 1 advance payment
- 2 cash on delivery
- 3 open account
- 4 documents against payment
- 5 documentary credit
- 6 bank guarantee

- a Customer pays immediately on receiving the goods. This service is usually provided by the post office.
- b Used to cover financial risk in international transactions e.g. if a buyer does not pay.
- c The exporter supplies the goods and the importer/customer pays for them at an agreed date in the future.
- d Involves the buyer's and the seller's bank. It is a promise made by the opening bank that payment will be made on receiving documents that comply with the terms agreed.
- e Also called cash against documents (CAD). It means that the exporter has full control over the documents until payment has been made by the importer.
- f Customer/importer has to pay for the goods before they are shipped.



10 Three people are talking about payment methods in their companies. Listen and complete the table.



	Method of payment used	How secure is it for the seller? (very secure, secure, not secure)
Company A:	_____	_____
Company B:	_____	_____
Company C:	_____	_____

11 Listen again and say which of these statements are true or false according to the recordings.

- 1 Most of their European customers expect open account facilities.
- 2 Open account terms are good for the exporter.
- 3 They can take out special insurance against the risk of non-payment.
- 4 A letter of credit is often used for customers you have worked with for a long time.
- 5 A letter of credit is a very secure payment method.
- 6 Most customers do not like advance payment.

HANDLING PAYMENT

It is common to let trading partners know when payment is requested, has been made, or has been received. This is usually done in a short standard email or letter. More complicated international transactions sometimes require additional information.

Requesting and arranging payment

Please find attached our pro forma invoice for order N° 45-09-23.

We enclose a copy of your invoice. The original will be sent to you together with the documents on settlement of our draft.

We have instructed our bank today to transfer/remit the amount of £6,320 to your account with Royal Bank of Scotland.

Please find enclosed a cheque for \$745.55 in payment of your invoice N° 2/08/2457.

We enclose our draft for \$23,840 drawn on Pacific Bank, Seattle. Could you please acknowledge receipt?

Acknowledging payment

Thank you for your credit transfer for £4,500 in payment of our July statement.

Our bank has advised us today that your transfer for invoice N° FR 1235 has been credited to our account.

We have received your draft for invoice N° 12349. Thank you for sending it so promptly.

12 Here are some more sentences. Match the beginnings of the sentences (1–8) with the endings (a–h).

- | | |
|---|--------------------------|
| 1 We enclose your statement of | <input type="checkbox"/> |
| 2 Our bank informs us that they have received the documents and will transfer | <input type="checkbox"/> |
| 3 Thank you for sending | <input type="checkbox"/> |
| 4 We are pleased to inform you that we have arranged for a | <input type="checkbox"/> |
| 5 Please find enclosed our bank draft for £13,468.40 as | <input type="checkbox"/> |
| 6 We would like to inform you that the amount of £2,567.89 has | <input type="checkbox"/> |
| 7 Please transfer the amount of \$2,200 | <input type="checkbox"/> |
| 8 As agreed, we are sending you | <input type="checkbox"/> |
-
- | |
|--|
| a credit transfer through our bank for the amount of \$20,000. |
| b our invoice for order N° 9089 in duplicate. |
| c your draft for invoice N° SR-5602. |
| d account as of 30 September. |
| e been credited to our account today. |
| f to the following account. |
| g payment on pro forma invoice N° 08/5643. |
| h the amount of £8,670 to your account. |

13 Look at the words in the box and exercise 11 and use your dictionary (if necessary) to complete the table.

Verb	Noun
1 remit	
2	transfer
3 receive	
4	draft
5 advise	
6 pay	
7	credit
8 acknowledge	

14 Write a short email to a trading partner.

PARTNER FILES

Partner A File 08, p.71
Partner B File 16, p.72

DEALING WITH ERRORS AND MISTAKES IN TRADE DOCUMENTS, STATEMENTS AND INVOICES

When dealing with errors it is particularly important to use polite and diplomatic language. It is also a good idea to use passive sentences to make your statements less direct and personal. If we want to inform someone that there has been a mistake, we often use impersonal expressions with the verbs *seem* and *appear*.

It seems/appears that a mistake has been made with regard to the customs invoice.

There seems to be a discrepancy between the items listed on your June statement and the goods delivered.

When checking your statement, we noted that invoice TX 274 has been debited twice.

It is important to say what we will do or expect the other person to do:

We are returning your invoice as the 2 per cent discount has not been deducted from the total amount.

Could you please let us have a corrected/an amended invoice by return?

Please confirm the corrected amount of ...

Could you make sure that weight and dimensions of the items are specified on the commercial invoice?

15 Say which sentence in each pair is more polite and/or less direct.

- 1 a You have made an error on the December statement.
b There appears to be an error on the December statement.
- 2 a The discount has not been deducted from the total amount.
b You did not deduct the discount from the total amount.
- 3 a There is a discrepancy between invoice and packing list.
b It appears that there is a discrepancy between invoice and packing list.
- 4 a Could you let us have a corrected invoice?
b Send us a corrected invoice.
- 5 a A mistake has been made in invoice N° 09-234.
b There is a mistake in invoice N° 09-234.
- 6 a Use the above bank account number for future transactions.
b Please make sure that the above bank account number is used for future transactions.

OUTPUT

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?

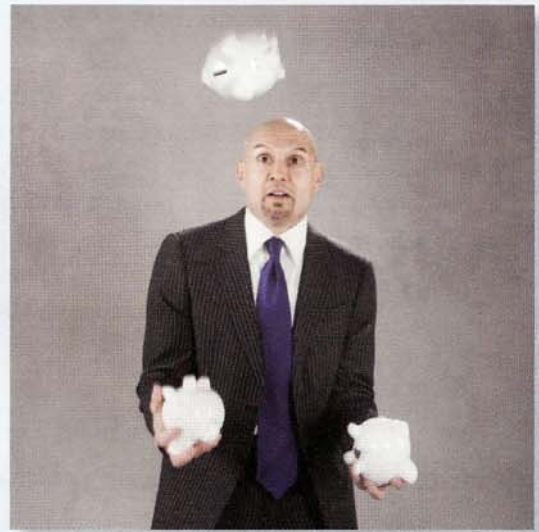
The first risk area obviously has to do with the customers' credit rating and status. There's always the danger that the customer does not pay for the goods you have supplied. But there are quite a lot of other country-related trade risks which need to be considered.

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 non-payment, 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.

OVER TO YOU

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

Test yourself!

See how much logistics vocabulary you've learned.

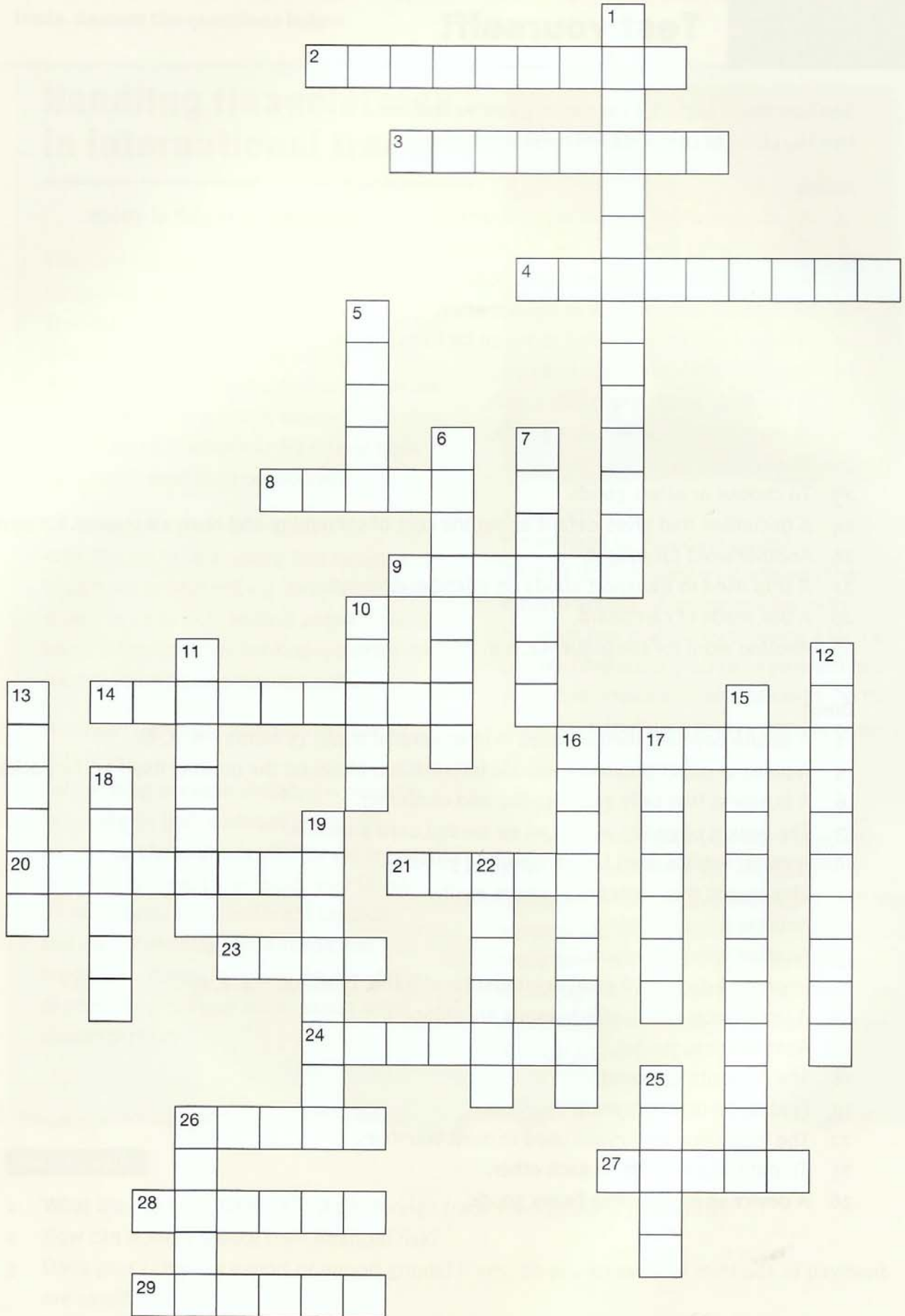
Use the clues to complete the crossword puzzle.

Across

- 2 A company which specializes in arranging and handling the transport of goods.
- 3 Another word for *send*, used in connection with goods.
- 4 An offer stating prices and conditions.
- 8 How much something is worth in money.
- 9 A wooden base on which goods can be transported.
- 14 This is where goods are stored.
- 16 A company which transports goods.
- 20 A company which provides goods.
- 21 To send money.
- 23 To choose or select goods.
- 24 A document that gives details about the cost of something and is also a request for payment.
- 26 Another word for *freight*.
- 27 A ship used to transport goods on inland waterways.
- 28 A box made of cardboard.
- 29 Another word for *consequence*, e.g. *as a ...* .

Down

- 1 A secure payment method used in international trade. (3 words – 6, 2, 6)
- 5 A piece of paper providing specific information, either on the product itself or the packaging.
- 6 A business that sells goods to the end consumer.
- 7 The weight of goods which can be loaded onto a vehicle.
- 10 A motor vehicle used for transporting goods.
- 11 This means that something breaks easily.
- 12 Another word for *buying*.
- 13 Another word for *inform*.
- 15 Important document used in international trade. (3 words – 4, 2, 6)
- 16 A large metal box in which goods are shipped.
- 17 Another word for *get*.
- 18 The opposite of *export*.
- 19 Finding an item in transit.
- 22 The measurement system used in most countries.
- 25 To put things on top of each other.
- 26 A device used for lifting heavy goods.



Partner A

Partner Files

UNIT 1 Exercise 8

File 01

Partner A

Job specification for position as store supervisor

- Responsible for store and inventory.
- Make purchase requests for all stocked items that are at minimum.
- Receive and process incoming orders.
- Ensure materials received are in good condition.
- Inform customers of collection or delivery dates.
- Check invoices against orders.

UNIT 2 Exercise 7

File 02

Partner A

India Logistics Ltd – International Freight Forwarders

High quality international freight forwarding services from India.

Air and sea freight, distribution services, order management, customs brokerage.

Many years of experience in shipping goods quickly and cost-effectively.

Sophisticated software to prepare documents quickly and correctly.

UNIT 3 Exercise 12

File 03

Partner A

- 1 examine all purchasing processes in the company to see where we can make procurement more efficient
- 2 sort items to be bought into different categories according to their importance and value
- 3 develop a system of preferred suppliers (suppliers must meet certain criteria and go through formal approval process)

UNIT 4 Exercise 10

File 04

Partner A

Flat-rack container

suitable for: heavy loads, e.g. industrial machinery, pipes

consists of: steel frame with a timber floor, with or without collapsible end walls

loading: from the side up

UNIT 5 Exercise 11

File 05

Partner A



20ft standard container

Max. payload:	47,999 lb	21,727 kg
Tare weight:	4,916 lb	2,229 kg
Capacity:	1,172 cu ft	33.18 m ³
Inside length:	19 ft 4 in	5.89 m
Inside width:	7 ft 8 in	2.33 m
Inside height:	7 ft 10 in	2.38 m

UNIT 6 Exercise 9

File 06

Partner A

A consignment of 35 laptop computers has been delivered to the company's branch in Hanoi instead of Ho Chi Minh City. The distribution centre gave you the wrong address. You have just arranged transport to Ho Chi Minh City by Vietnam Air. The computers should arrive on Friday.

Partner A

You are a customer in Canada. You are expecting to have something picked up from your premises tomorrow at 9 a.m.

UNIT 7 Exercise 7

File 07

Partner A

- invoices are automatically generated
- accurate stock control and warehouse tracking
- hand-held laser scanners provide speed and accuracy
- processing of picked goods

UNIT 8 Exercise 14

File 08

Partner A (buyer)

- You have received pro forma invoice N^o 3698 – thank partner B.
- The bank draft for €6,345 as payment is enclosed.
- Ask for details regarding shipping date and expected arrival of consignment.

Partner B

Partner Files

UNIT 1 Exercise 8

File 09

Partner B

Job specification for position as distribution manager

- Extensive knowledge of current tariffs, rates, and import and export regulations.
- Monitor shipping operations.
- Hire and train staff.
- Develop business plans.
- Assess warehouse operations and provide feedback.
- Ensure the budget is not overspent.

UNIT 2 Exercise 7

File 10

Partner B

Baltic Logistics – Logistics Services

Offices in all three Baltic States.

Air and sea freight, warehousing and distribution services.

Integrated, flexible logistics solutions.

Team of 50 logistics specialists.

UNIT 3 Exercise 12

File 11

Partner B

- 1 reduce the number of suppliers to 10–15
- 2 use online catalogue for routine items (prices have already been negotiated by the purchasing department)
- 3 take a close look at existing supplier relationships and think about establishing long-term partnerships with some suppliers of important items

UNIT 4 Exercise 10

File 12

Partner B

Bulk container

suitable for: unpackaged dry bulk cargo, e.g. grain

extras: liner bags coated for moisture protection

loading: several spouts and discharge tubes for loading and unloading

UNIT 5 Exercise 11

File 13

Partner B



20ft reefer

Max. payload:	45,760 lb	20,756 kg
Tare weight:	7,040 lb	3,193 kg
Capacity:	1,000 cu ft	28.31 m ³
Inside length:	17 ft 8 in	5.38 m
Inside width:	7 ft 5 in	2.26 m
Inside height:	7 ft 5 in	2.26 m

UNIT 6 Exercise 9

File 14

Partner B

You are the manager of an IT store in Ho Chi Minh City. You were expecting a delivery of 35 laptop computers. You need the computers to arrive by Friday morning.

Partner B

You have just checked the documents for a shipment to a customer in Canada and noticed that there is something wrong. The pallet height is not the same as in the packing list and the shipping labels are not correct either. You need to wait for correct documents. That's why pick-up time must be changed to 12.30 tomorrow.

UNIT 7 Exercise 7

File 15

Partner B

- preparation and printing of shipping labels
- inter-warehouse transfers
- handling of returns
- scanning of case label barcodes

UNIT 8 Exercise 14

File 16

Partner B (seller)

- You have received bank draft as payment on invoice N° 3698 – thank partner A.
- The consignment is due to leave Liverpool on 1 September, expected arrival in Churchill, Canada, on September 15th.

Answer key

UNIT 1

page 5

STARTER

Suggested answers

purchasing, procurement, transportation, maintenance, distribution, inventory management, stock control, storage, freight forwarding

1

- 1 storage
- 2 delivery
- 3 provide
- 4 distribution
- 5 support, maintenance

page 6

2

- 1 provision
- 2 to store
- 3 support
- 4 to deliver
- 5 to distribute
- 6 maintenance
- 7 to transport
- 8 to purchase

3

- 1 maintenance
- 2 deliver
- 3 purchasing
- 4 provide
- 5 transports
- 6 store

4

- 1d 2f 3e 4a 5c 6b

page 7

5

- 1 freight forwarder
- 2 shipping operations manager
- 3 warehouse manager

6

- 1 organize
- 2 dealing
- 3 negotiating
- 4 arrange
- 5 make sure
- 6 advise
- 7 liaison
- 8 ensure

page 8

7

- 1e 2a 3h 4g 5b 6d 7f 8c

page 9

9

- 1 provide
- 2 inform about
- 3 ensure
- 4 check
- 5 organize
- 6 train

page 10

11

- 1 My company provides an excellent delivery service.
- 2 How much cargo do you handle per year?
- 3 We do not ship chemical products to other countries.
- 4 The warehouse manager is also responsible for vehicles and machinery.
- 5 Does this vendor supply car parts to foreign companies?
- 6 A freight forwarder usually arranges documentation for companies.

13

Across

- 4 cargo
- 5 stock
- 6 liaison

Down

- 1 plan
- 2 quote
- 3 monitor
- 5 ship

UNIT 2

page 12

STARTER

- 1 full container load
- 2 third-party logistics
- 3 heavy goods vehicle
- 4 distribution centre
- 5 less than container load
- 6 electronic data interchange
- 7 value-added services
- 8 radio frequency identification
- 9 International Standards Organization
- 10 Global Positioning System

page 12

1

- 1c 2e 3a 4d 5b 6h 7g 8f

page 13**2**

- 1 receipt
- 2 equip
- 3 carriage
- 4 assemble
- 5 locate

page 13**3**

- 1 solutions for full container loads and less than container consolidated freight, sea
- 2 home textiles, road
- 3 consolidated air freight forwarding, air

4

- 1 transport companies
- 2 shipping lines
- 3 fleet of vehicles
- 4 documentation
- 5 provider
- 6 air carriers

page 14**5**

- 1 major
- 2 specialize
- 3 customized
- 4 happy
- 5 provide
- 6 range

page 15**8**

- 1 3PL in the past
- 2 Change in logistics concepts
- 3 Changing logistics requirements for manufacturers
- 4 New challenges for 3PL
- 5 Today's role of major providers

page 16**9**

- 1 True
- 2 False: outsourcing single segments to different providers is not efficient.
- 3 False: pressure on prices has led to a decrease in margins.
- 4 True
- 5 True

10

- 1c 2a 3f 4b 5d 6e

11

	payment	documentation	product assembly	packing/ packaging	other services
Maxwell	credit processing	literature fulfillment	–	pick and pack	returns processing
Sichuan	–	import/export cargo customs clearance	kitting	packaging services, export packing & crating	–
GLX	–	–	bundling/ unbundling	polybagging & shrink wrapping	labelling, recycling

page 17**12**

- 1 True
- 2 False: log on by selecting your town or region.
- 3 False: you can check records for up to 90 days.
- 4 True
- 5 False: you can't cancel orders online.
- 6 True

page 18**13**

- 1f 2a 3e 4b 5c 6d

14

- 1 mobile phone
- 2 enter
- 3 GPS-based
- 4 track
- 5 digital
- 6 RFID
- 7 tag
- 8 device

UNIT 3**page 20****Starter**

- 1a 2b 3a 4a 5b

1

- 1c 2f 3e 4a 5d 6b

page 21**2**

- 1 False: it's called CRP.
- 2 True
- 3 True
- 4 False: three years.
- 5 True
- 6 False: 15%.

page 21**3**

- 1 replenishment
- 2 lead times
- 3 stock

- 4 point
- 5 retailer
- 6 generated
- 7 data interchange
- 8 schedule
- 9 inventory
- 10 processing

page 22

- 4**
- 1c System is activated at the point of sale.
- 2f Sales information is transferred to the CRP computer system.
- 3a Orders are generated based on data received from cash register.
- 4d Orders are sent to the warehouse.
- 5e Orders are processed.
- 6b Goods are delivered to the retail outlet.
- 5**
- 1 is monitored
- 2 is often used
- 3 are transferred; are delivered
- 4 is identified; is co-ordinated
- 5 are categorized

page 23

- 6**
- a3 b5 c1 d4 e2
- 7**
- 1 relationship
- 2 3PL providers
- 3 procurement
- 4 vendors
- 5 fulfilment
- 6 supply chain
- 7 negotiation
- 8 command
- 8**
- 1 strategic procurement and supplier relationship management
- 2 manage internal and external customers, optimize processes, order fulfilment and logistics costs
- 3 with the procurement team
- 4 degree in supply chain management or logistics management
- 5 minimum of five years in a multinational company, languages

page 24

- 9**
- 1 more co-operative relationship, strategic partnership
- 2 lower costs considerably and work more efficiently
- 3 market leader
- 4 pharmaceutical products
- 5 long-term agreement

- 10**
- 1c 2d 3f 4b 5a 6e

page 25**11**
Suggested answer

Dear Luke

We have talked about possible cost savings in purchasing in our team. We also think it would be a good idea to discuss this in more detail.

We feel there would be a lot of saving potential in some areas, especially in supplier management.

In our opinion we should:

- 1 choose our suppliers more carefully
 - 2 establish stricter standards for our suppliers
 - 3 co-operate more closely with some of our important suppliers (to achieve better results).
- I'll call you next week to give you some more details on that.

Regards

Mike

13

- 1 Please find attached our quotation for three new products according to your request.
- 2 Our prices are calculated on the basis of your forecast of annual consumption figures.
- 3 As requested we will deliver on pallets to Barcelona or Madrid.
- 4 For a contract term of at least two years we can offer you a discount of 2.5%.
- 5 In the attached quotation sheet all prices have been listed in columns according to your requirements.
- 6 If you have any further questions please let me know.
- 7 We look forward to hearing from you soon.

page 26

- 14**
- 1c 2f 3e 4a 5b 6d

15
Suggested answer

Dear ...

Please find attached our quotation for our GPS system 'Road Navigator TX-2300'.

We can offer you a price of \$975.00 per item including VAT at 15%.

If your order exceeds 10 items, we can offer an additional discount of 8%. Delivery will be made within 6 days of receipt of purchase order.

If you have any further questions, please let me know.

Best regards

UNIT 4**page 28****Starter**

a3 b2 c4 d5 e6 f1

1

1d 2f 3b 4a 5c 6e

page 29**2**

	inland waterways	road	rail (express service)
speed in days	6	4	3
cost	low	50% higher than barge	40% higher than truck
flexibility	low	very high	low

3

- 1 longer
- 2 the cheapest
- 3 higher
- 4 faster
- 5 more expensive
- 6 slower

Suggested answers

- 1 Infrequent sailings: there are barges twice a week.
- 2 Check with the customer first to find out what they want.

page 31**5**

a2 b4 c3 d1

6

- 1 loading
- 2 straddle
- 3 move
- 4 handle
- 5 fitted
- 6 mounted
- 7 piling
- 8 reach
- 9 made
- 10 attached

page 32**7**

- 1 lifting
- 2 come
- 3 fitted
- 4 stack
- 5 attached
- 6 fixed
- 7 run

page 33**8**

- 1 general purpose: dry cargo
- 2 reefer, refrigerated: delicate cargo and perishables
- 3 tanktainer: liquids
- 4 open top: bulky cargo
- 5 flat-rack: heavy machinery and pipes

9

- 1 lashing
- 2 level
- 3 controlled
- 4 frame
- 5 plugs
- 6 tarpaulin
- 7 removed
- 8 machinery

- 1 reefer container
- 2 tanktainer
- 3 general purpose container
- 4 flat-rack container
- 5 open-top container

page 34**11**

perishable: meat, fresh produce, seafood, dairy products, chilled or frozen foodstuffs
 non-perishable liquids: crude oil, alcohol, harmful chemicals
 heavyweight: and overwidth steel pipes, industrial boilers, tractors

page 35**12**

- a reefer: perishable cargo
- b flat-rack container: heavyweight and/or overwidth cargo
- c tank container: non-perishable liquids

13**Across**

- 1 waste
- 4 crane
- 6 vessel
- 7 rigid

Down

- 2 tube
- 3 tank
- 4 chilled
- 5 reefer

UNIT 5**page 37****Starter****Suggested answers**

size, dimensions, type of goods, infrastructure, time factor/speed/urgency, nature of the goods, security

- 1**
- 1 block train, single-wagon
 - 2 next month
 - 3 London, UK
 - 4 block train
 - 5 if they could plan well ahead
 - 6 at least 7 hours

page 38

- 2**
- 1 calling about
 - 2 Could you
 - 3 would be
 - 4 recommend
 - 5 more suitable
 - 6 suggest that
 - 7 an alternative
 - 8 also consider
 - 9 How much
 - 10 if you like

page 39

- 3**
- A I (would) need some information regarding ...
 Could you let me have some information about ...?
 What would be the cheapest / fastest / safest / most convenient way / option?
- B In that case I recommend / suggest that you use / ship...
 I think the best option would be to ...
 We can provide / arrange / ship ... if you like.
- C If you prefer ... , we could also arrange ...
 As an alternative, we can offer you ...

- 4**
- 1c 2d 3f 4a 5e 6b

page 40

- 6**
- 1 tare weight
 - 2 gross weight
 - 3 payload
 - 4 length
 - 5 width
 - 6 height

- 7**
- 1 tare weight: 8,880 pounds
 - 2 internal length: 39 foot 5 inches
 - 3 internal height: 7 foot 7 inches

page 41

- 8**
- 1 The weight of the package is 45 kg.
 - 2 The width of this seagoing vessel is about 30 metres.
 - 3 The measurements of the case we need to ship are 1 m (long) by 50 cm (wide) by 35 cm (high).
 - 4 It is nearly 3 centimetres deep.
 - 5 The ship is more than 65 metres long.
 - 6 The open container's door is 7 foot 10 inches high.

- 9**
- 1 foot
 - 2 kilogram
 - 3 ounce
 - 4 centimetre
 - 5 pound
 - 6 cubic yard
 - 7 square metre
 - 8 inch
 - 9 pint
 - 10 gallon

10

	metric	non-metric
length	millimetre (mm) centimetre (cm) metre (m) kilometre (km)	inch (1 in) foot (ft) yard (yd) mile (m)
weight	gram (g) kilogram (kg) tonne (t)	ounce (oz) pound (lb) short ton (t) US long ton UK
surface	square millimetre (mm ²) centimetre (cm ²) metre (m ²) kilometre (km ²)	square inch (sq in) foot (sq ft) yard (sq yd) mile (sq m)
volume	cubic millimetre (mm ³) centimetre (cm ³) metre (m ³)	cubic inch (cu in) foot (cu ft) yard (cu yd)
capacity	litre (l)	fluid ounce (fl oz) pint (pt) quart (qt) gallon (gal)

page 42

- 12**
- 1 True
 - 2 False: they are going to Dubai.
 - 3 False: there are 15 boxes.
 - 4 True
 - 5 False: August 3rd.
 - 6 True

page 43

- 13**
- 1 Cool Air
 - 2 Stockholm, Sweden
 - 3 Dubai, United Arab Emirates
 - 4 15
 - 5 August 3rd
 - 6 August 6th
 - 7 150 kg x 15 = 2,250 kg
 - 8 Cooling units
 - 9 no
 - 10 August 6th

14 Suggested answer

Please send a quotation for the shipment of 15 cooling units from Stockholm, Sweden to Dubai, United Arab Emirates. The units can be picked up August 3rd and must arrive no later than August 6th. We would like them transported by air. The units weigh 150 kg each. They are 170 cm high,

145 cm wide, and 82 cm deep. Your quotations should include detailed information on freight and insurance rates, delivery terms, and terms of payment.

Best regards

page 44

15

- 1 Please send us a quotation for a shipment to Madras.
- 2 Please state your earliest delivery date in your quotation.
- 3 Could you please let us have a quotation including the following details?
- 4 What are your shipping rates for a part truck load to Birmingham?
- 5 Your quotation should also include detailed information on sailing times and insurance rates.
- 6 Please quote for the transport of the following consignment.

UNIT 6

page 45

Starter

- 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

page 45

1

- 1 examine
- 2 diagonally
- 3 instructions
- 4 sure
- 5 place
- 6 secure
- 7 fit
- 8 overhanging
- 9 attention
- 10 carefully
- 11 distribute
- 12 exceeded

page 46

2

- a before loading: 1, 4, 7, 9
- b loading: 2, 5, 8, 11
- c after loading: 3, 6, 10, 12

3

- 1d 2g 3a 4e 5h 6c 7b 8f

page 47

4

- 1 with
- 2 to
- 3 out
- 4 of
- 5 on
- 6 between
- 7 in
- 8 by

5

- 1 No, they can't.
- 2 The fastest option takes 48 hours.
- 3 No, because they have very limited loading capacity.
- 4 Because of the HGV driving ban on Saturdays and Sundays.
- 5 He wants to call GLP and then get back to Sonja.

6

- 1 I think we've really got a problem here.
- 2 Unfortunately, we can't use one of our regular forwarders for this shipment.
- 3 This means that we would have several smaller partial deliveries.
- 4 We'd also have to pay a lot more as a result.
- 5 We can't deliver at the weekend because of the HGV driving ban on Saturdays and Sundays.
- 6 I had no idea this delivery would cause so many problems.

page 48

7

- 1 so
- 2 because
- 3 although
- 4 due
- 5 as a result
- 6 despite
- 7 because
- 8 in spite of

page 49

8

- 1 result
- 2 caused
- 3 turned
- 4 due to
- 5 In spite of
- 6 reason

10

Please find attached the following documents: delivery note N° 70007108, packing list and shipping order.

Our forwarder has just picked up the goods from our warehouse. The goods should be at your disposal on Monday 31 October 2009.

Please **note** that a copy of the batch certificate will be **sent** to you as soon as possible by email. As

soon as we **receive** the original batch certificate, we will send it to you.

If you have any further questions, please let me **know**.

page 50

11 Suggested answer

Order number N° 68809986 was dispatched yesterday, February 13th by rail. It will be delivered to the customer's site in Banbury, UK. It is expected to arrive February 15th before 10 a.m.

12

1e 2d 3b 4a 5c

page 51

13

1c 2d 3a 4e 5b

14

- 1 appointed
- 2 clearance
- 3 importing
- 4 withstand
- 5 mark
- 6 individually
- 7 exhibitor
- 8 weight

UNIT 7

page 53

Starter

1e 2d 3f 4c 5a 6b

1

- 1 receiving
- 2 back-up storage
- 3 order picking
- 4 sortation
- 5 collation and value-added services
- 6 marshalling and dispatch

page 54

2

1a 2d 3b 4c 5e

3

1b 2g 3c 4d 5e 6h 7f 8a

page 55

4

- a has been checked
- b has been identified; must be issued
- c has reported; is checked
- d are processed; may be labelled
- e are checked
- f direct

1c 2f 3e 4d 5a 6b

5

- 1 True
- 2 True
- 3 False: cycle times could be reduced by up to 25%.
- 4 True
- 5 False: she doesn't mention invoices.

page 56

6

- 1 optimize
- 2 warehouses
- 3 service
- 4 reorganize
- 5 space
- 6 tracking
- 7 cycle times
- 8 ensures

8

- 1 driverless
- 2 rigid, collapsible
- 3 stackable
- 4 adjustable
- 5 suitable, bulky
- 6 mobile

page 57

9

- 1 You scan in the barcode.
- 2 You enter the system.
- 3 You can see and access all positions ...
- 4 You can put together packages.
- 5 The system calculates the weight.
- 6 You choose means of transport.
- 7 The shipping labels are printed.
- 8 The order is complete ...

10

- 1 the first step is
- 2 After that
- 3 the next step
- 4 following that
- 5 Once
- 6 actually the next step
- 7 come to the last stage
- 8 After

page 58

12

Across

- 2 store
- 4 stack
- 5 bin
- 6 pick

Down

- 1 break bulk
- 2 sort
- 3 item

