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АНГЛИЙСКИЙ ЯЗЫК

Методические рекомендации к практическим занятиям для студентов 1 курса специальности 1-27 02 01 «Транспортная логистика»

ЗАДАНИЯ ПО РАЗВИТИЮ НАВЫКОВ УСТНОЙ И ПИСЬМЕННОЙ РЕЧИ НА АНГЛИЙСКОМ ЯЗЫКЕ

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Unit 1. Introduction

What is logistics?

Transport logistics is the art of organizing the transfer of cargo from origin to destination. Logistics is now a multibillion-dollar business.

Marine engineering companies, port authorities and manufacturers have joined shipping companies, freight forwarders and logistics operators in providing a service which is referred to as Logistics. Some offer no more than a warehouse to third parties while others provide everything-freight forwarding, warehousing, inventory management, stuffing and unsnuffing of containers, palletizing, packaging and product configuration.

The logistics industry is changing very fast. New transport routes by air, rail, road and sea are constantly turning up. Logistics service chains are more comprehensive than ever before.

An up-to-date logistics operator is a company which has a big warehouse and their own fleet of trucks shuttling containers back and forth between ports, railway hubs or airport and a logistics park. The company will offer consolidation, deconsolidation, customs clearance on their premises and other logistics services, such, as picking and packing, palletizing and relabelling of goods.

1. Explain the meaning of the following phrases in the text:

1) comprehensive service chains;
2) to offer palletizing;
3) a logistic park;
4) to be trained in warehouse management;
5) picking and packing containers.

2. Fill in the gaps with the words given below.

Packaging, packed, containers, damage, crates, labelled, label, container.

When a company exports goods abroad, there are many problems it must consider, e.g. ________, transportation, insurance, payment. First of all the goods must be _____ carefully in ________ to protect them from ________. The containers or _______ must be ____ clearly to show where they are going. The______ may also show that the ________ contain.

3. Give the English equivalents of the following Russian word combinations:

1) обучаться на логиста;
2) ссылаться на опыт компании в экспедировании грузов;
3) перемещать контейнеры между портом и железнодорожной станцией;
4) оказывать складские услуги;
5) перевозить груз от места происхождения до места назначения;
6) обеспечить упаковку и укладку в палеты.

**Unit 2. Belarus transport and logistics**

**Read the text and write out the new terms.**

**Sector outlook**

Belarus has an advantageous geographical position: it is at the crossroads of major pan-European transport corridors (West-East and North-South), namely:

- **Corridor II:** connecting Berlin via Warsaw and Minsk with Moscow and Eastern regions of Russia.
- **Corridor IXb:** connecting Scandinavian and Baltic countries via St. Petersburg and Minsk with Kyiv, Chisinau and South European countries.
- **Corridor IX:** connecting Helsinki to Chisinau via St. Petersburg, Moscow and Kiev.

The Belarusian transport infrastructure (rail, road, water, and air) is good but the logistics industry is still under-developed. Several construction projects in logistics and warehouse real estate are therefore implemented by companies for their own needs.

**Strategic direction/ specific schemes and incentives**

Transport infrastructure is a state-owned sector, but a programme for the participation of the private sector is under preparation.

Transport services and Logistics are open to private participation.

A State programme for the development of a logistical system in the Republic of Belarus is being implemented. Main goals of the Program:

- development of measures to improve logistical system;
- creation of favorable conditions for investors in the logistical system and logistical and transport infrastructure;

39 sites in various regions of Belarus are earmarked for construction of logistical centres, 32 sites of them are already under construction. Almost all new logistical centres are private.
Business opportunities

Establishment of transport facilities and services for:

Road transport: opportunities include the development of petrol stations, accommodations and other facilities with special benefits for investors under the State development programme, and the modernization of road services such as speed control systems;

Inland water transport: several rivers and canals allow international transportation – with access to the Black Sea, including 10 ports with cargo processing and transportation. Additional equipment and enhanced services are to be developed.

1. Reread the text and say if the statements below are true or false. Correct the false statements.

1. Belarus is at the crossroads of major pan-Asian transport corridors.
2. The logistics industry in Belarus is very well developed.
3. Almost all new logistical centres in Belarus under construction are private.
4. Several rivers in Belarus allow international transportation.
5. Road transport development does not include the development of petrol stations.
6. 32 logistical centres in Belarus are already under construction.
7. Investors have special benefits under the State development programme.

2. Give a short summary of the text using the new terms.

3. Find an additional material about the Belarusian logistical centres in the media and prepare a short presentation about them.

Unit 3. The job of a logistics manager

1. Listen to/read about the definitions of logistics and be able to use one in your presentation about logistical centres in Belarus.

Speaker 1: Logistics means that you manage the procurement and movement of goods and the storage of inventory.

Speaker 2: It means the delivery of the goods the customer needs at the right time, in the right place, and of the right quality.

Speaker 3: My definition of logistics is this: it's to plan, organize, and manage operations that provide services and goods.
Speaker 4: Logistics—that's the purchasing, maintenance, distribution, and replacement of material and staff.

Speaker 5: Logistics is the planning and support of operations such as warehousing, inventory, transport, procurement, supply, and maintenance.

2. Listen to/read about the speakers describing their jobs. Get ready to speak about your future profession.

Speaker 1: My job is to organize the transport of goods either by sea, air, road, or rail. An important part of the job is dealing with customer requests about the most suitable mode of transport. My responsibilities also include negotiating good shipping rates with shipping lines and transport companies.

I also make booking reservations, that means I book space on a ship, train, lorry, or airplane. Another part of the job is to consolidate a number of shipment under one bill of lading. Apart from that, I have to deal with all the necessary documentation and, in many cases. I arrange customs clearance on behalf of my clients.

Speaker 2: I'm responsible for getting freight and passengers to their destination safely and on schedule. Most of my customers are international transport or shipping companies. In my job I have to make sure that the cargo is not damaged onboard the ship or while loading or unloading. I'm also responsible for financial aspects: that means, for example, I have to keep an eye on the budget and estimate costs. Additionally, I advise customers on shipping rates and prepare quotations for our sales office.

Speaker 3: Generally my job is to know where every piece of stock is at any given moment. When new goods arrive, I check where to put them in the warehouse. For all this, I use modern computer systems and sophisticated hardware and software. Our warehouse management system helps us store and retrieve the goods quickly. Another part of my job is to liaise with departments such as transport and production. Apart from that, I ensure that vehicles, machines, and any other kind of equipment are maintained to a high level. And last but not least, I take care that health and safety standards are maintained.
Unit 4. Logistics services

1. Listen to/read about three logistics providers presenting their services. Complete the table.

<table>
<thead>
<tr>
<th>Provider 1 (GFT Global Carrier)</th>
<th>Provider 2 (Home Tex International)</th>
<th>Provider 1 (Cargo Express)</th>
</tr>
</thead>
<tbody>
<tr>
<td>specializes in</td>
<td>transport mode used</td>
<td></td>
</tr>
</tbody>
</table>

2. Listen to the recording again and complete sentences.

Provider, shipping, fleet 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.

3. 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.
4. Now read the tape script and check your answers.

(GFT Global Carrier) Provider 1
We are one of the world's leading transport companies with a freight volume of 600,000 containers per year. As a major non-vessel operating common carrier (NVOCC), we can offer our customers competitive rates with all major shipping lines as well as flexible solutions for different sea freight requirements. We specialize in solutions for full container loads (FCL) and less than container consolidated loads (LCL). We also provide our customers with services such as web-based tracking for cargo in transit.

(Home Tex International) Provider 2
As a specialist in home textiles, we can offer our clients customized services to meet their needs. With more than 25 years' experience in the industry and a modern fleet of vehicles, we can ensure fast, safe delivery of your consignments. Our services include order picking, packing, distribution and handling of all transport documentation. Our team will be happy to assist you in all matters regarding your order.

(Cargo Express) Provider 3
Cargo Express is Asia's leading provider of air freight services. Specializing in consolidated air freight forwarding, we can provide you with tailor-made solutions for your air transport requirements. We work closely with air carriers around the world and can offer our customers a wide range of flexible and cost-effective services. These include collection, consolidation, customs clearance, distribution, and online tracking of all cargo movements.

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 ... .

5. Think about your own company you will create in the future. Present the company's services to your partner. Use phrases from this unit.
Unit 5. Planning and arranging transport intermodal transport

A. Read the text and find 2–3 sentences that express the main idea.

Intermodal Transport

What is intermodal transport? The definition is given below.

«Intermodal» means movements by cargo containers interchangeably between transport modes, i.e. motor, water and air carriers, and where the equipment is compatible within the multiple system.

The term «multimodal transport» was first used during the preparation for the UN Convention on Multimodal Transport which was held in 1980. The Convention is not in force as only eight states so far have become contracting parties. Thirty contracting parties are required to bring the Convention into force.

The Convention reads: «International intermodal transport means the carriage of goods by at least two different modes of transport on the basis of a multimodal transport contract from a place in one country at which goods are taken in charge by the multimodal transport operator to a place designated for delivery». A contract should be concluded between the shipper (consignor) and the multimodal transport operator (carrier), by which the latter undertakes to carry out an intermodal transport operation himself or through other parties.

The international multimodal transport system functions through one company offering combined or multimodal transport services provided that:

a) the transport operation is international in that it crosses the borders of two or more countries;

b) the transport operation uses at least two modes of transport;

c) the transport operation is from the exporter's stores to the consumer's stores;

d) the responsibility for the whole transport operation in all stages is shouldered by the multimodal transport operator.

Multimodalism in many countries is still in an infant stage. Operators are often faced with heavy bureaucracy, insufficient regulatory framework, poorly developed infrastructure etc. The acceptance of multimodalism by a number of countries has been very slow because the shippers and receivers of cargo are not aware of their potential benefits in terms of gains in time and costs.

Notes:

compatible
in an infant stage
insufficient regulatory framework
совместимый
в зачаточном состоянии
недостаточно развитая система контроля
B. Reread the text and say if the statements below are true or false. Correct the false statements.

1. Intermodal transport means carriage of goods by two or three transport operators.
2. The UN Convention on Multimodal Transport is in force now.
3. In Intermodal transport one operator is responsible for the delivery of the cargo to the final destination.
4. You have to cross the borders of two or more countries within the framework of the multimodal transport operation.
5. Multimodalism is well-developed in many countries.
6. Transport operators are faced with heavy bureaucracy, insufficient regulatory framework etc.

C. Look through the text and say what was mentioned in the text about:

a) the UN Convention on Multimodal Transport;
b) the conditions under which the system can function efficiently;
c) difficulties multimodal transport operators are faced with.

2. Listen to/read the telephone dialogue after that answer the questions.

Paula: Hello, this is Paula Santini from Marmi Italia. I'm calling about the train options described on your website. Could you tell me a bit more about them?
Simon: Yes, of course. What exactly would you like to know?
Paula: We have some new customers in the UK and will need to ship marble and granite to London next month. What would be the best rail option for us?
Simon: That depends. For large volumes, I would recommend using block-train transport. If you want to ship smaller quantities, the single-wagon option would be more suitable.
Paula: I see. How flexible are the various options? I mean, how early would we need to place our order?
Simon: If flexibility is important, I would suggest that you book the flexitrain block train option. It's a bit more expensive, but with that you can place your order up to 24 hours before the actual shipping date. As an alternative, I can suggest single-car transport, which is even more flexible -- you can order up to two hours before collection.
Paula: That sounds good.
Simon: Of course, it is always cheaper if you can plan transport well ahead. In that case we should also consider the other block-train options.

Paula: OK. Just one last question: how much time would we have for loading?

Simon: At least 7 hours, but we could arrange longer loading times if you like.

Paula: Thank you very much for your help, I'll get back to you as soon as I have our customers' specific transport requirements.


Paula: Bye.

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?

3. 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 ________.

4. Listen to/read the text. Be ready to render its contents to the class.

Hao: Well, basically we have three shipping options: we can use inland waterways, road, or rail.

Ying: Right. Let's start with the river barge. How long would it take to
ship the consignment by barge?

_Hao:_ Normally about six days, but it often takes longer if the weather's bad.

_Ying:_ And what about cost and flexibility?

_Hao:_ It's cheap - it's actually the cheapest of all the transport options. It's not very flexible though, mainly because there are only infrequent sailings. There are barges to Shanghai twice a week.

_Ying:_ OK, let's look at road transport. It would only take four days to ship by truck, but the cost would be about 50% higher than by barge.

_Hao:_ Yes, but wouldn't it be much easier? That's true. Let's see how this compares with rail. Rail would definitely be faster than the truck option if we use the express service – that takes three days. But it would also be more expensive than shipping by road – transport costs are about 40% higher. And the system isn't very flexible. Sometimes it is only possible to book space on the express train a few weeks in advance. And then perhaps we'd have to use the standard train, which is much slower.

_Ying:_ So, I think we need to check with our customer first and find out what's most important to them.

5. Read the description of a container and write out the terms given. Be ready to use them in your own description.

First of all, we offer the general purpose container for any general dry cargo. It comes with a timber floor and has various lashing devices to secure the load. These lashing points are located horizontally at floor level and vertically next to the door corner posts.

Our refrigerated container, called «reefer», can be used for delicate cargo and perishables. It is temperature-controlled and is particularly suitable for cargo that needs regulated or cool temperatures. With our reefer your cargo reaches its destination in perfect condition, if you want to ship liquids, for example, foodstuffs or chemicals, we can provide you with our «tanktainer».

This is a standard container frame with a tank fitted inside. As an extra, we also offer tank containers with electric plugs in case the cargo needs cooling or heating during transport.

For bulky cargo we recommend the open-top container. It comes with a PVC tarpaulin cover instead of a roof panel to allow loading from the top. The doors can be removed to make loading easier.

Last but not least, there is our «flat-rack» container which is especially designed for heavy loads. We recommend this special type of container for the transportation of heavy machinery and pipes.
Unit 6. Transport and delivery terms

Multimodal (Door to Door) transport is wide-spread in shipping now. It involves a transfer of the goods from one mode of transport to another.

Traditionally, the ship's rail was considered the critical point of responsibility, that is when all risks of loss or damage are transferred from one party to the other. Now it is no longer the ship's rail but the port terminal which may be such a point. In sea port areas the goods are put into containers, on pallets or aboard the ship.

The main carrier often prefers to assume through responsibility for the cargo he carries. In a through movement of the goods a combined transport document is issued instead of a traditional Bill of Lading.

Like a traditional Bill of Lading it is a receipt for the consignment.

But instead of ports of shipment and discharge it shows the place of delivery and receipt. The new system of multimodal shipment in international trade is reflected in the International Commercial Terms (Incoterms).

Delivered at Frontier

«Delivered at Frontier» means that the seller's obligations are fulfilled when the goods have arrived at the frontier – but before "the customs border" of the country named in the sales contract.

Delivered Duty Paid

While the term «EX Works» signifies the seller's minimum obligation, the term «Delivered Duty Paid», when followed by words naming the buyer's premises, denotes the other extreme the seller's maximum obligation. The term "Delivered Duty Paid" may be used irrespective of the mode of transport.

Notes:


Incoterms 2000

CIF – cost, insurance, freight – стоимость, страхование, фрахт
CIP – carriage, insurance paid – перевозка и страхование оплачены
CPT – carriage paid to – перевозка оплачена до ...
CFR – cost and freight – поставка с оплатой пошлин
DAF – delivered at frontier – поставка на границе
DEQ – delivered ex quay – поставка «с причала» с оплатой пошлин
DES – delivered ex ship – поставка «с судна»
DDU – delivered, duty unpaid – поставка без оплаты пошлин
DDP – delivered, duty paid – поставка с оплатой пошлин
FCA – free carrier – «Франко-перевозчик»
FAS – free alongside ship – «свободно вдоль борта судна»
FOB – free on board – «свободно на борту»
EXW – ex works – «Франко-завод»

Example: Растаможка автомобиля:
EXW
CPT
CIP
DAF

Words and word combinations

<table>
<thead>
<tr>
<th>English</th>
<th>Russian</th>
</tr>
</thead>
<tbody>
<tr>
<td>multimodal</td>
<td>мультимодальный</td>
</tr>
<tr>
<td>mode of transport</td>
<td>вид транспорта</td>
</tr>
<tr>
<td>ship's rail</td>
<td>рейлинг судна</td>
</tr>
<tr>
<td>critical point of responsibility</td>
<td>критическая точка ответственности</td>
</tr>
</tbody>
</table>

1. Translate the sentences into English.

1. Грузовые документы, представленные на таможне, вызвали подозрение инспекторов, и таможенная администрация провела досмотр груза.
2. Таможенные пошлины составляют 1/3 доходов страны.
3. Перевозка грузов автомобильным транспортом дороже, чем железнодорожным.

Unit 7. Warehouse terminals

Introducing new information

1. A. Read the texts and find 2–3 sentences that express the main ideas.

Warehouse

The French logistics provider GEODIS No. 4 in Europe has recently extended its European Distribution Center (EDC) to Duisburg in Germany. GEODIS has 500 branch offices and 22,500 staff around the world. The company serves a lot of customers and has a storage area of over 3 million sq. m.

The EDC was constructed in 2000 and is operated by the German GEODIS subsidiary. GEODIS now manages a 15,000 sq. m warehouse that has been leased from the Duisburger Hafen AG. Some 5,000 sq. m of this area with
4,000 pallet slots are supposed to have been reserved for the Japanese cosmetic group Shiseido. This space is expected to be extended to 7,500 sq. m with 8,000 pallet slots in the near future. Shiseido Germany is responsible for stock monitoring and the IT side of contract handling.

Picking and packing is carried out by newly installed automatic pick-by-light units (from the incoming order through article assembly to weight checks of group age deliveries and bag machining). Only a very few process steps are done manually.

At the moment up to 300 orders per day are dispatched directly to retailers in France and Spain as well as to national warehouses throughout Europe. The handling capacity amounts to 1,000 orders (that is 3,000 cartons) per day in a single 8-hour shift. This volume can be doubled by introducing a second shift if demand increases.

The logistics costs will be optimized and delivery times shortened. For instance, goods which are destined for France leave the Duisburg warehouse at 6 in the evening and are already in Paris at 6 o'clock the following morning. The system seems to work 100% failure-free, and the company hardly has any complaints.

The Duisburg location was chosen to host the European central warehouse because of its superior infrastructure. The port of Duisburg is Europe's largest inland port. It acts as a logistics hub between the sea ports of Rotterdam and Antwerp and the European hinterland. Furthermore, Duisburg has good connections to the European network of trunk roads and is close to Dusseldorf airport.

Notes:

pallet slot ячейка для палеты automatic pick-by-light units автоматические отборочные установки с фотоэлементом article assembly компоновка товаров

Customs

An efficient and effective customs administration is essential to the welfare of any country. It benefits the national economy by collecting revenue. It assists Government to implement national and international policy. It protects the country by combating fraud and illegal trafficking of prohibited and restricted goods. Customs administrations also provide statistical information on foreign trade transactions essential for economic planning and encourage international trade.

Cooperation between customs administrations and trade operators has been encouraged by the World Customs Organization (WCO) since 1985 when it initiated the Memorandum of Understanding (MOU) programme. A
A memorandum of understanding is a voluntary agreement signed by Customs and the business community in which they agree to work together to tackle Customs offences.

In September 1987 the International Federation of Freight Forwarders Associations (FIATA) became the fourth Organization to sign a Memorandum of Understanding with the WCO. Under this document both organizations are to cooperate with a view to combating Customs fraud and to recommend their members to follow similar cooperative arrangements.

At the local level such arrangements are a valuable mechanism by which a joint Customs/business approach to combating Customs offences can be achieved. Customs can obtain information from freight forwarders for the targeting of high risk consignments. They also provide a framework by which freight forwarders can act as Customs’ «eyes and ears» and alert Customs to suspicious shipments or circumstances. The increased assistance and information provided by freight forwarders enables Customs to separate and effectively target high-risk traffic thereby allowing the vast bulk of innocent traffic to flow freely.

B. Reread the texts and say if the statements below are true or false. Correct the false statements.

1. The EDC has recently been extended to Barcelona in Spain.
2. GEODIS bought the new warehouse from the Japanese cosmetic firm Shiseido.
3. Shiseido is responsible for inventory management and contract handling at the new warehouse.
4. It takes 12 hours to deliver goods from Duisburg to Paris.
5. The Port of Duisburg is the largest European seaport. There is also a big airport in the city.
6. The Customs benefit the national economy by providing statistical information on foreign trade transactions.
7. The Memorandum of Understanding is an agreement between the Russian Customs and business companies.
8. FIATA became the first organization to sign a MOU.
9. The MOU helps to combat Customs offences.

C. Look through the texts again and say what was mentioned in them about:

a) GEODIS and Shiseido;
   b) automatic pick-by-light units;
   c) Duisburg infrastructure;
d) the World Customs Organization;
e) combating Customs offences.

2. **Listen to/ read 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.

OK, let's get started. We are here today to discuss how we can improve our warehouse management system which, as you all know, is outdated and not very efficient. I think this new warehouse area management system WMS 2X would help us cut costs and optimize our processes. Let me give you some of its main features and benefits.

One great advantage of WMS 2X is that we could reduce the number of warehouses across Canada by centralizing the inventories in one single location. This means that we could service all our North American customers from one warehouse. Another interesting feature of WMS 2X is customer order cycle times. It optimizes processes and can reduce customer order cycle times by up to 25%. If we manage to improve our processes in this area, we could increase customer satisfaction by getting the goods to them faster.

Warehouse management could be improved as well by transferring departments now working at different places to one single place. This could involve the areas receiving, order picking, and packing. WMS 2X would also help us reduce warehouse area and group space. I think it is another big plus point that we could have just one warehouse floor instead of the four we have now. This could be achieved by installing an automated storage and retrieval system. The new system would also enable us to track the material flow at any given moment. And one last advantage is the print-on-demand feature. This allows printing of labels, brochures, and customer guidelines in 25 languages.

3. **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. They 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 ... .

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.

4. 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 no _______ for palletization, e.g. expensive electronic items or large and _____ items.

6. ___________ shelving is often used for smaller products in non-palletized systems.

5. 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.

OK, this is how the systems works, it's actually quite simple. After the goods have arrived at the packing location, the first step is to scan in the barcode of the shipping box. After that you enter the packing location dialogue.  
OK, I got that. What is the next step? Well, following that you can see and access all positions in the picking container.

I see.

If you use this function, you can form one or several packages and once the package is complete, the system will automatically calculate the weight using a data interface between the scales and the system.

Sounds good. What about the shipping labels?

That is actually the next step. The system will print the shipping label after you have selected the means of transport. And now we come to the last stage of this process. After the order has been completed, the delivery note is printed automatically.

6. Now listen to/ read the dialogue again and complete the sentence.

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 ... .

Unit 8. Contracts

1. A. Read the extracts of the agreement and say what they are about.

A contract is a most important document signed by business partners where their rights and obligations are specified.
Below are some extracts from an Agency Agreement (Contract) concluded between two transport firms.

Agency agreement

The present agreement has been concluded between Russtrans, Russia, hereinafter referred to as RTR on the one hand and FSU Freight Ltd, Hong Kong, hereinafter referred to as FSU on the other hand concerning the following.

Article 1

1.2. The Parties shall jointly work out a technology of container transportation of cargoes from Hong Kong to Russia and vice versa by way of multimodal transportation «by sea + by road» or «by sea + by rail + by road» via sea ports or railway terminals of Finland.

Article 2

2.1 RTR appoints FSU as its sole agent in Hong Kong to represent the interests of RTR on Hong Kong territory and act as agent and forwarder in transportation of cargoes between Hong Kong and Russia.
Article 3
3.2 RTR undertakes to ensure delivery of loaded containers from Finnish ports or railway terminals to the final consignee in Russia and return of the empty containers to Finland at the dates agreed upon by the Parties.

3.3. In case of backloading from Russia to Hong Kong RTR arranges loading and delivery of loaded containers as far as Finnish ports or railway terminals.

Article 4
The Parties shall agree by a separate Protocol upon through freight rates for container transportation from Hong Kong to Russia and back as well as return of empty/loaded containers to Finland.

Article 5
All disputes that may arise between the Parties when executing the present Agreement are to be settled amicably by talks and correspondence. If it is impossible to settle a dispute in an amicable way, it is to be referred to Arbitration court at the Chamber of Commerce and Industry of the Russian Federation in Moscow.

The award of Arbitration is final and binding upon both Parties.

Article 6
The present Agreement enters into effect on the date of signing and is valid for 12 months till ______ June 2000 whereupon it will be revised by the Parties.

Each of the Parties has the right to cancel the Agreement without indicating the reasons by written notification of the other Party 60 days before the cancellation, whereupon the Agreement is automatically terminated. The date of receipt is regarded as date of notification.

Article 7
The legal addresses of the Parties:
Russtrans  FSU  Freight Ltd

Notes:
Hereinafter в дальнейшем
Vice versa обратно
via через
through freight rates сквозные фрахтовые ставки

B. Reread the extracts and say if the statements below are true or false. Correct the false statements.
1. Russtrans are to work out a new technology of container transportation from Hong Kong to Russia and vice versa.
2. Containers will be shifted via Russian ports.
3. Empty containers should not be returned to the consignor.
4. Russtrans are to arrange backloading.
5. Both parties will settle all disputes in a friendly way.
6. Russtrans will have to publish advertising material for their account.
7. Each Party has the right to cancel this Agreement before the date of expiry.

C. Look through the extracts again and say what was mentioned there about:

a) responsibilities of the parties under the present agreement;
   b) settlement of disputes;
   c) freight rates for container transportation;
   d) validity of the agreement.

D. Say which of the following clauses you can find in the Agency Agreement.

1. Subject of the Contract
2. Terms of Payment
3. Terms of Delivery
4. Settlement of Disputes
5. Validity of the Contract
6. Insurance

2. Explain the meaning of the following phrases within the text:

1) to appoint a sole agent;
2) to ensure backloading of containers;
3) to cancel an agreement without indicating the reasons;
4) to settle a dispute in an amicable way;
5) to specify the obligations of the parties;
6) to be valid for a year;
7) to terminate automatically.

3. Match these verbs and noun phrases and translate the expressions they make into Russian:

   to specify from the date of signing
   to appoint backloading of containers
   to ensure the performance of the order
to arrange obligations of the parties
to revise a sole agent
to terminate the Agency Agreement
to be valid amicable settlement of disputes
to cancel from the date of notification
to execute through freight rates
to enter into effect terms of an agreement

4. Fill in the gaps with the words given below.

certificate, originally, travelled, origin, exporting, agreements, duties,
concludes, partners, trade, taxes, quotas

A.
The certificate of origin is ________ which shows where the goods come from ________ (this is necessary if they have ______ through another country). It can be important to show the ______ of the goods when the importing and the _____ countries have special trade ______, because traders may pay less. A government often ____ trade agreements with its trading _____ (countries with which it trades regularly). Under ______ agreements certain goods from certain countries may be exempted from (they do not have to pay) some of the ______or may be allowed bigger ________.

B.

An agent is a company (or a person) ______on behalf of or ______ another company. There is a lot of documentation (paperwork) involved in the transportation of ___goods. An agent who handles the documentation and transportation is called an import or a ______ agent. He is responsible for ______ the dispatch of the goods from their point of arrival in the country (the ______ or the airport) to the buyer and for arranging the documentation.

The Bill of ____has three main____ :
1) a receipt for the goods ____by the shipping company;
2) a contract between the _____ company and the _____ agent;
3) the title document _____ the ownership of the goods.

5. Check yourself. Give the English equivalents of the following Russian word combinations:

1) назначить единственного агента;
2) уточнить обязанности сторон;
3) вступать в действие со дня подписания;
4) прекратить действие договора;
5) быть окончательным и обязательным для обеих сторон;
6) согласовать сквозные фрахтовые ставки;
7) обеспечить возврат пустых контейнеров;
8) урегулировать спорные вопросы дружеским путем;
9) действовать в течение пяти лет;
10) возникать между сторонами в период подписания соглашения;
11) без указания причин;
12) передавать дело в арбитраж;
13) заключить договор о нижеследующем.

6. A. You work for Russtrans Ltd. with head office in Moscow. Read the following letter sent to your company and explain to your boss in English what the letter is about and ask him to what department in your company you should hand over this letter as you do not deal with correspondence with the Spanish partners.

Russtrans Ltd
Moscow
June 12, 20...
Dear Sirs,

We refer to the meeting we had with your Mr Nizov during his stay in Spain in May this year. It has been agreed that we might be appointed your second agent in Spain to deal with traffic to third countries as well as with backloading, customs clearance and other formalities.

Enclosed please find a draft agreement that we have prepared for your consideration. If you have any comments, we are ready to discuss them any time convenient to you.

We realize that Mr Nizov who was at first the person in charge of the negotiations with our company does not deal with this matter now. We would appreciate it if you will give us the name of the person or people for further contacts because we are having difficulties in receiving prompt answers to urgent matters, which causes us considerable inconveniences. Looking forward to your soonest reply.

Yours sincerely
Fernando Rouge Traffic Manager

B. Answer the questions.

1) What document is enclosed with the letter?
2) Where did the partners meet first?
3) Why did Fernando Rouge ask the Russian company to give him the name of the person to keep in touch with?

Список литературы


