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TRANSPORT BUSINESS
DOCUMENTATION

Пособие

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Пособие предназначено для студентов старших курсов автотракторного факультета специальности «Организация перевозок и управления на автомобильном и городском транспорте». Цель пособия – ознакомление студентов с особенностями составления и перевода деловой транспортной документации (контракты, договоры, соглашения, деловые письма). Издание состоит из тематических разделов, включающих образцы деловой документации, на основе которых активизируются типичные для английской деловой речи термины, словосочетания, клише. Материал пособия построен на аутентичных текстах, взятых из современных источников, имеет высокую информационную насыщенность и представляет профессиональный интерес для будущих специалистов в области логистики.

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PART 1

I. Business Documentation

The text below gives some information about business documentation. Read the text carefully and be ready to answer the following questions:

1. What are the main types of documents used in business?
2. What is the main aim of business and commercial letters?
3. When does a buyer usually send out enquires and what for?
4. What is important in placing an order?
5. When can buyers make claims?
6. How are contracts classified according to the purpose and content?

Business Documentation

Documents play a very important role in business. They strengthen production process both inside the company and with other organizations. Documents often serve as written argument in different kinds of disputes. There are a lot of documents used in business.

1. Business and commercial letters. This kind of documents is used to inform a partner about the important information or warn about appeared problems. The layout of business letter is more or less common in all countries and contains the following parts: the letterhead, the return address, the date, the inside address, the opening salutation, the body of the letter, the closing salutation and the signature.

2. Enquires. When a buyer wants to know at what price and on what terms he could buy the goods, he usually sends out enquires to firms, companies or organizations. Most letters of enquiry are short and simple. Often the buyer asks the seller to send him illustrated catalogues, price lists or samples and patterns of the goods.

3. Offers. Offers usually state the nature and description of the goods offered, the quantity, the price, the terms of payment and the time and place of delivery.

4. Orders. In order the buyer points at the quantity, quality, catalogue number, packing etc. of the goods he has required, conditions and qualifications, and alternatives which are acceptable if the goods ordered are not available. In placing of an order accuracy is essential, because errors and misprints can cause trouble which it may be impossible to put right later.

5. Claims. In spite of all possible care and attention that is given to contracts letters of complaint happen to arrive rather frequently. Buyer can make claims arising from the delivery of wrong, damaged or sub-standard goods, connected with delays, owing to goods missing from delivery, concerned errors in carrying out the order. Sellers make claims because of default of payment. If the parties in disputes cannot meet mutual understanding they can settle commercial disputes by arbitration.

6. Contract. Contract is an agreement between two or more competent parties (legal entities). A contract may be verbal or written. According to the purpose and contents, contracts can cover: goods, services, licenses, patents, technology and know-how. Usually contracts contain the following articles: subject matter of the contract; price and total amount; terms of payment; dates of delivery; liabilities; packing; marking; shipment; quality; acceptance; guarantee; force majeure; arbitration; other conditions, etc.

II. Contract

1. This is an example of a contract given both in English and Russian. Study the main parts of this contract carefully.

Brighton, England

April 10, 1997

Continental Equipment Plc, Brighton, England, hereinafter referred to as "the Seller", on the one part, and TST Systems Ltd., Minsk, Belarus, hereinafter referred to as "the Buyer", on the other part, have concluded the present Contract for the following:

Брайтон, Англия

10 апреля, 1997 г.

Компания Continental Equipment Plc, Брайтон, Англия, в дальнейшем именуемая «Продавец», с одной стороны, и компания ТСТ Системз Лтд., Минск, Беларусь, в дальнейшем именуемая «Покупатель», с другой стороны, заключили

	<p>настоящий контракт о нижеследующем:</p>
<p><i>1. Subject of the Contract</i> 1.1. The Seller has sold and the Buyer has bought the machinery, equipment, materials, and services ("Equipment") as listed in Appendix 1 being an integral part of this Contract.</p>	<p><i>1. Предмет контракта</i> 1.1. Продавец продал, а Покупатель купил машины, оборудование, материалы и услуги («Оборудование»), перечисленные в Приложении 1, которое является неотъемлемой частью настоящего Контракта.</p>
<p><i>2. Prices and Total Value of the Contract</i> 2.1. The Total Contract Value is as following: Equipment and engineering FOB U.K. port +documentation _____ £ Supervision, start-up and training _____ £ Spare and wear parts _____ £ Freight _____ £ Total price CIF Odessa _____ £ Discount _____ £ Total Contract Value _____ £</p>	<p><i>2. Цены и общая сумма Контракта</i> 2.1. Общая сумма Контракта составляет: Оборудование и техника на условиях FOB (порт Великобритании)+документация _____ £ Сопровождение, пуск и подготовка персонала _____ £ Запасные и изнашиваемые детали _____ £ Фрахт судна _____ £ Общая сумма на условиях GIF Одесса. Скидка _____ £ Общая сумма Контракта _____ £</p>
<p>2.2. The prices are understood to be CIF Odessa including cost of packing, marking, loading on board a ship, stowing and fastening the equipment in the hold, and the cost of the materials used for this purpose.</p>	<p>2.2. Цены считаются на условиях CIF Одесса, включая стоимость упаковки, маркировки, погрузки на борт корабля, укладки и крепления в трюме, а также стоимость материалов, используемых для этих целей.</p>

<p>2.3. The prices are firm for the duration of the Contract and shall not be subject to any revision except on account of any mutual agreed changes or modifications to equipment specification and/or quantities listed in Appendix 1 to this Contract.</p>	<p>2.3. Цены остаются неизменными на протяжении всего срока действия контракта и могут быть пересмотрены только в случае взаимно согласованных изменений в спецификации на оборудование либо его модификации, а также изменения количества его составных частей, указанного в Приложении 1 к настоящему Контракту.</p>
<p><i>3. Time of Delivery</i> 3.1. The equipment specified in Appendix 1 of the present Contract is to be delivered within two (2) months from the date of opening the Letter of Credit specified in Clause 4.1 of this Contract.</p>	<p><i>3. Срок поставки</i> 3.1. Оборудование, перечисленное в приложении 1 к настоящему Контракту, должно быть поставлено в течение двух (2) месяцев с момента открытия аккредитива, указанного в п.4.1 данного Контракта.</p>
<p>3.2. The delivery date is understood to be the date of the clean Bill of Lading issued in the name of the Buyer, destination Odessa port of Ukraine.</p>	<p>3.2. Датой поставки оборудования считается дата выдачи чистого коносамента с указанием имени Покупателя и конечного порта назначения — Одесса, Украина.</p>
<p><i>4. Terms of Payment</i> 4.1. Within thirty (30) days from the date of signing this Contract, the Buyer is to open in favour of the Seller an irrevocable confirmed Letter of Credit with CityBank, London, for hundred per cent (100%) of the total contract value. The Letter of Credit is to be valid</p>	<p><i>4. Условия оплаты</i> 4.1. В течение тридцати (30) дней с момента подписания данного Контракта Покупатель должен открыть в CityBank (Лондон) на имя Продавца безотзывный подтвержденный аккредитив на сто процентов (100%) от общей суммы кон-</p>

for three (3) months.	тракта. Аккредитив действителен в течение трех (3) месяцев.
4.2. Payment from this Letter of Credit at the rate of hundred per cent (100%) of the total contract value is to be effected in GB pounds against the following shipping documents:	4.2. Платеж по данному аккредитиву в размере ста процентов (100%) от общей суммы Контракта производится в английских фунтах против предоставления следующих отгрузочных документов:
4.2.1. Original Bill of Lading issued in the name of the Buyer, destination Odessa Port of Ukraine.	4.2.1. Оригинала коносамента, выписанного на имя Покупателя, с указанием конечного порта назначения — Одесса (Украина).
4.2.2. Shipping Specification.	4.2.2. Отгрузочной спецификации
4.2.3. Certificate of Quality.	4.2.3. Сертификата качества.
4.2.4. Certificate of Origin.	4.2.4. Сертификата происхождения товара.
4.2.5. Packing List.	4.2.5. Упаковочного листа.
4.2.6. Insurance Policy.	4.2.6. Страхового полиса.
5. <i>Technical Documentation</i> 5.1. Within five (5) days from the delivery date the Seller shall send two (2) sets of the technical documents as listed in Appendix 2 to the address of the Buyer	5. <i>Техническая документация</i> 5.1. В течение пяти (5) дней с момента поставки Продавец должен выслать в адрес Покупателя два (2) комплекта технических документов, перечисленных в Приложении 2.

<p>5.2. All instructions on the drawings are to be in English, with all the instructions contained in Items 3.2.3, and 4 of Appendix 2 translated into Russian.</p>	<p>5.2. Все пояснения на чертежах должны быть на английском языке. Должны также быть предоставлены переводы на русский язык всех пояснений на чертежах, входящих в п.п. 1, 2, 3 и 4 Приложения 2.</p>
<p><i>6. Guarantee of the Quality of the Equipment.</i> 6.1. The guarantee period is twelve (12) months from the date of the start-up of the equipment, that is reflected in an appropriate Act signed by the representatives of the Parties to the present Contract, but not more than eighteen (18) months from the date of delivery of the equipment.</p>	<p><i>6. Гарантия качества оборудования</i> 6.1. Гарантийный срок составляет двенадцать (12) месяцев с момента пуска оборудования, что фиксируется в соответствующем Акте, подписанном уполномоченными представителями сторон, заключающим настоящий Контракт, но не более восемнадцати (18) месяцев с даты поставки оборудования.</p>
<p>6.2. If the equipment proves to be defective or faulty during the guarantee period, the Seller has at its expense at the choice of both Parties either to remedy the defects or to replace. The faulty equipment with the new equipment of good quality which is to be delivered without delay to the port of delivery.</p>	<p>6.2. Если оборудование выйдет из строя на протяжении гарантийного срока, Продавец должен за свой счет и по усмотрению обеих сторон, либо устранить возникшие дефекты, либо заменить вышедшее из строя оборудование на новое оборудование соответствующего качества, которое должно быть без задержки доставлено в порт назначения.</p>
<p><i>7. Packing</i> 7.1. The equipment is to be shipped</p>	<p><i>7. Упаковка</i> 7.1. Оборудование поставляется</p>

<p>in export sea packing suitable for the type of equipment delivered. Packing should also be suitable for transshipment in transit and reasonable long storage of the equipment.</p>	<p>в морской экспортной упаковке, предназначенной для транспортировки оборудования данного типа. Упаковка должна также быть пригодной для транзитных перевозок и для хранения оборудования в течение разумного срока.</p>
<p>7.2. Each container is not to exceed the following dimensions: length = 2,500 mm, width = 2,500 mm, height = 2,500 mm.</p>	<p>7.2. Каждый контейнер по размерам не должен превышать следующих габаритов; длина — 2 500 мм, ширина - 2 500 мм, высота — 2 500 мм.</p>
<p>7.3. The Seller is responsible to the Buyer for any damage to the equipment resulting from inadequate packing of the equipment.</p>	<p>7.3. Продавец несет перед Покупателем ответственность за любые повреждения оборудования из-за его неправильной упаковки.</p>
<p><i>8. Marking</i> 8.1. All the containers are to be marked on the three (3) sides. Each container should bear the following markings made in indelible paint (in Russian and English):</p>	<p><i>8. Маркировка</i> 8.1. Все контейнеры маркируются с трех (3) сторон. На каждом контейнере должны быть нанесены несмываемой краской следующие надписи (на русском и английском языках):</p>
<p>Contract No. <i>Seller:</i> Continental Equipment Plc (Address) <i>Buyer:</i> TST Systems Ltd. (Address) <i>Railway Station of Destination:</i> Minsk</p>	<p>Контракт № <i>Продавец:</i> Continental Equipment Plc (Адрес) <i>Покупатель:</i> TST Systems- Ltd. (Адрес) <i>Ж/д станция назначения:</i> Минск</p>

<p><i>Container No.:</i> <i>Gross weight:</i> _____ kgs <i>Net weight:</i> _____ kgs <i>Case dimensions in cm</i> (length x width x height)</p>	<p><i>Контейнер N:</i> <i>Вес брутто:</i> _____ кг <i>Вес нетто:</i> _____ кг <i>Размеры контейнера в см</i> (длина x ширина x высота)</p>
<p>8.2. If a case requires special handling it should bear additional marks; "Fragile", "Top" or "This side up", etc.</p>	<p>8.2. Если контейнер требует специального обращения, то на нем должна быть нанесена дополнительная маркировка: «Хрупкий», «Верх» или «Здесь, верх» и т. п.</p>
<p><i>9. Shipping Instructions and Notifications</i> 9.1. Within twenty-four (24) hours after shipment, the Seller is to inform the Buyer by fax regarding the date of shipment, the Bill of Lading number, number of containers, their weight, the vessel name.</p>	<p><i>9. Уведомление об отгрузке</i> 9.1. В течение двадцати четырех (24) часов после отгрузки оборудования Продавец должен сообщить Покупателю по факсу дату отгрузки, номер коносамента, количество контейнеров, их вес, название судна.</p>
<p><i>10. Insurance</i> 10.1. The Seller is to take care of and cover expenses for insurance of the equipment under the Contract from the moment of its dispatch up to the moment of its arrival at the port of Odessa.</p>	<p><i>10. Страхование</i> 10.1. Продавец производит страхование оборудования, поставляемое в соответствии с настоящим Контрактом, и покрывает все связанные с этим расходы с момента отгрузки оборудования и до момента прибытия его в порт Одессы.</p>
<p><i>11. Sanctions</i> 11.1. In the event of delay in delivery of the equipment the Seller is to pay the Buyer a penalty at the rate of 1,0% of the total contract value</p>	<p><i>11. Санкции</i> 11.1. В случае задержки в поставке оборудования Продавец должен выплатить Покупателю пеню в размере 1 % от общей</p>

<p>for every week of delay. However, the total amount of penalty for delay in delivery is not to exceed 10% of the total contract value.</p>	<p>суммы Контракта за каждую неделю задержки в поставке. При этом общая сумма пени за задержку в поставке оборудования не должна превышать 10 % от общей суммы Контракта.</p>
<p>11.2. While calculating penalty for delay, the amount of days comprising over half of a calendar week is considered to be a full week.</p>	<p>11.2. При расчете пени за задержку в поставке оборудования количество дней, превышающее половину календарной недели, считается как полная неделя задержки.</p>
<p><i>12. Force Majeure</i> 12.1. The Parties are released from their responsibility for partial or complete non-execution of their liabilities under the Contract should this non-execution be caused, by the force majeure circumstances including but not limited to: fire, flood, earthquake, and if these circumstances have had a direct damaging effect on the execution of the present Contract.</p>	<p><i>12. Форс-мажор</i> 12.1. Стороны освобождаются от ответственности за полное либо частичное невыполнение своих обязательств по настоящему Контракту, если такое невыполнение было вызвано форс-мажорными обстоятельствами, которые включают, но не ограничиваются такими причинами, как пожар, наводнение, землетрясение, и если данные обстоятельства оказали непосредственное влияние на возможность выполнения этих обязательств.</p>
<p>12.2. The Party which is unable to fulfill its obligations under this Contract is to inform the other Party within ten (10) days from the beginning of force majeure circumstances.</p>	<p>12.2. Сторона, которая не может выполнить своих обязательств по настоящему Контракту, должна в течение десяти (10) дней после начала действия форс-мажорных об-</p>

	стоятельств проинформировать другую сторону об их наличии.
<p><i>13. Arbitration</i></p> <p>13.1. The Seller and the Buyer will take all possible measures to settle amicably any disputes or differences which may arise out of the present Contract or in connection with it</p>	<p><i>13. Арбитраж</i></p> <p>13.1. Покупатель и Продавец принимают все возможные меры для урегулирования споров и разногласий, которые могут возникнуть при выполнении настоящего Контракта, или в связи с его выполнением.</p>
<p>13.2. If the Parties do not come to an agreement, all the disputes and differences are to be submitted for Arbitration in Stockholm, Sweden, in accordance with the rules and regulations of the Chamber of Commerce in Stockholm and applying the substantive laws of Sweden.</p>	<p>13.2. Если стороны не могут прийти к соглашению, споры и разногласия представляются на рассмотрение арбитражного суда в Стокгольме (Швеция) в соответствии с правилами и положениями Торговой Палаты Стокгольма и с применением соответствующих законов Швеции.</p>
<p><i>14. Other Terms</i></p> <p>14.1. The Seller upon written consent of the Buyer shall be permitted to substitute equipment of comparable quality and conforming to the technical requirements for any item of equipment that may not be available for one reason or another.</p>	<p><i>14. Другие условия</i></p> <p>14. 1. При наличии письменного согласия Покупателя Продавец может произвести замену тех или иных частей оборудования, которых по той либо иной причине нет в наличии, на удовлетворяющее техническим требованиям оборудование сопоставимого качества.</p>
<p>14.2. Any changes, amendments or supplements to the terms and conditions of this Contract shall be</p>	<p>14.2. Любые изменения, поправки и дополнения условий настоящего Контракта счита-</p>

valid only if set forth in a written document duly signed by authorized representatives of both Parties to the present Contract.	ются действительными только в том случае, если они сделаны письменно и должным образом подписаны уполномоченными представителями сторон.
14.3. After the Contract has been signed all the preliminary agreements, discussions and correspondence between the Parties concerning this Contract are to be considered null and void if conflicting with this Contract.	14.3. После подписания Контракта все предварительные соглашения, договоренности и переписка между сторонами, заключившими настоящий контракт, становятся недействительными, если они входят в противоречие с положениями данного Контракта.
14.4. The Contract becomes effective and comes into full force from the date of signing.	14.4. Контракт становится действительным и входит в полную силу с даты его подписания.
<i>15. Legal Addresses of the Parties</i> SELLER (ПРОДАВЕЦ): Continental Equipment Plc 9 North Road Brighton BN1 5JF England	<i>15. Юридические адреса сторон</i> ПОКУПАТЕЛЬ (BUYER): TST Systems Ltd. Minsk 223100 Belarus
for and on behalf of the Seller	от имени и по поручению Покупателя
<i>Alfred Rogers</i> <i>Chairman (Президент)</i>	Виктор Петренко Коммерческий директор (Commercial Director)

2. Read the text of the contract once more and give the proper English equivalents for:

1. срок поставки; 2. в дальнейшем именуемая; 3. условия оплаты; 4. гарантийный срок составляет двенадцать месяцев с момента пуска оборудования; 5. маркировка несмываемой краской; 6. страхование покрывает все расходы с момента отгрузки оборудования и до момента прибытия; 7. форс-мажорные обстоятельства; 8. сертификат происхождения товара; 9. от имени и по поручению; 10. в случае задержки; 11. сопровождение, пуск и подготовка персонала; 12. предварительные соглашения становятся недействительными; 13. несет ответственность за любые повреждения оборудования из-за неправильной упаковки; 14. аккредитив действителен в течение трех месяцев; 15. упаковочный лист; 16. за свой счет заменить вышедшее из строя оборудование; 17. уведомление; 18. вес брутто, вес нетто; 19. ответственность; 20. общая сумма пени за задержку в поставке не должна превышать 10 % от общей суммы контракта; 21. запасные и изнашиваемые детали; 22. обязательства; 23. страховой полис; 24. юридические адреса сторон; 25. платеж производится против предоставления отгрузочных документов; 26. контракт становится действительным и входит в полную силу с даты его подписания; 27. с одной стороны,... с другой стороны; 28. сертификат качества; 29. предмет контракта; 30. погрузка на борт корабля; 31. укладка и крепление в трюме; 32. общая сумма контракта; 33. приложении, которое является неотъемлемой частью настоящего контракта; 34. скидка; 35. цены остаются неизменными; 36. с момента открытия аккредитива; 37. открыть на имя продавца безотзывный подтвержденный аккредитив; 38. отгрузочная спецификация; 39. с момента поставки; 40. чертежи; 41. пункт контракта; 42. соответствующий акт; 43. без задержки; 44. пожар, наводнение, землетрясение; 45. сторона, которая не может выполнить своих обязательств по настоящему контракту; 46. представляются на рассмотрение арбитражного суда; 47. Торговая Палата; 48. при наличии письменного согласия; 49. любые изменения, поправки и дополнения считаются действительными; 50. должным образом подписаны уполномоченными представителями.

3. Fill in the gaps with necessary prepositions and translate the sentences into Russian:

1. The Seller is responsible _____ the Buyer _____ any damage to the equipment resulting _____ inadequate packing of the equipment.

2. _____ five days _____ the delivery date the Seller shall send two sets _____ the technical documents.

3. Payment _____ this Letter of Credit _____ the rate of hundred per cent (100%) of the total contract value is to be effected in GB pounds _____ the shipping documents.

4. The Party which is unable to fulfill its obligations _____ this Contract is to inform the other Party _____ ten days _____ the beginning of force majeure circumstances.

5. The Contract becomes effective and comes _____ full force _____ the date _____ signing.

6. _____ thirty days _____ the date _____ signing this Contract, the Buyer is to open _____ favour of the Seller an irrevocable confirmed Letter of Credit _____ City Bank, London, _____ hundred per cent _____ the total contract value.

7. The guarantee period is 12 months _____ the date _____ the start-up of the equipment, that is reflected _____ an appropriate Act signed _____ the representatives of the Parties to the present Contract, but not more than 18 months _____ the date of delivery of the equipment.

8. _____ 24 hours after shipment, the Seller is to inform the Buyer _____ fax regarding the date _____ shipment, the Bill of Lading number, number _____ containers, their weight, the vessel name.

4. You have studied the structure of the contract. Be ready to answer the following questions:

1. What are the main items of standard Contract?
2. What are the main shipping documents?
3. What are the main markings used?
4. What are the main force majeure circumstances?
5. What is the total Contract value?

III. Incoterms

1. Mind the abbreviations used to indicate to what extent charges for freight, insurance, etc. are included in the price quoted.

- *ex-works; ex-factory; ex-mill/mills*: Price without any transport (с завода, франко-завод).

- *f.o.r. (free on rail)* 'франко-рельсы; франко-вагон';

- *f.o.t. (free on truck)* 'франко-вагон' (Am), 'франко-грузовик': Price includes delivery to the railway and loading on a truck.

- *f.a.s. (port named)*: Price includes delivery to loading point 'along-side' ship (франка вдоль борта судна).

- *f.o.b. (export port named)*: Price includes delivery to docks and loading onto a ship (франко-борт, фоб).

- *f.o.b. (import port named)* (particularly used in US trade): Price includes all costs up to arrival in the importing country, but not insurance or unloading (франко-борт судна).

- *c.&f. (destination named)*: Price includes all costs up to the named destination but not insurance (стоимость и фрахт).

- *c.i.f. (destination named)*: Price includes all costs including insurance, up to named destination (стоимость, страхование, фрахт - СИФ).

- *ex-ship (import port named)*: Price includes delivery to the named port of destination; the seller is responsible for the goods until the ship arrives (франко-строп судно, с судна).

- *franco quay; ex-dock (import port named)*: Price includes all costs, unloading, customs duties, etc. (франко-причал; с причала).

- *franco domicilium; free delivered*: Price includes delivery to the premises of the buyer or consignee, customs duties paid by seller or consignor (доставка франка).

The following phrases are used for home trade, in Great Britain:

- *carriage paid home*: All transport paid by sender (перевозка оплачена). carriage forward: Transport to be paid by buyer (перевозка должна быть оплачена покупателем).

- *franco; free delivered*: All costs paid by sender (доставка франко).

- *C.O.D.*: Goods to be paid for by buyer on delivery (оплачивается при доставке).

2. Match each word in column A with its meaning in column B

A	B
1. THIS SIDE UP	A. Хранить вдали от нагревательных приборов
2. FRAGILE	B. Беречь от влаги (боится сырости)
3. STOW AWAY FROM HEAT	C. Не бросать!
4. USE NO HOOKS	D. Верх здесь!
5. TO BE KEPT COOL	E. Поднимать здесь
6. DO NOT DROP	F. Открывать здесь
7. GLASS – WITH CARE	G. Скоропортящийся продукт
8. PERISHABLE	H. Хранить в прохладном месте
9. TOP	I. Не складировать на палубе
10. KEEP DRY	J. Осторожно!
11. ACID – WITH CARE	K. Не пользоваться крюками
12. OPEN THIS END	L. Осторожно, кислота!
13. DO NOT STOW ON DECK	M. Огнеопасно!
14. INFLAMMABLE	N. Верх!
15. LIFT HERE	O. Осторожно! (Хрупкий груз!)
16. HANDLE WITH CARE	P. Осторожно, стекло!

IV. TERMS

1. Mind the following definitions of the underlined terms. Translate them into Russian.

The bill of lading (generally abbreviated in correspondence to B/L) is a very important shipping document. Firstly, it is a receipt from the ship-owners, giving details of the shipment in question and the conditions under which they accept it. So it is evidence of a contract. Secondly, the B/L is the legal title to the consignment, and can be used to transfer the right of ownership to the goods.

The term clean B/L means that the ship owners have examined the cargo and accepted it for delivery in 'the like good order and condition'. If the goods do not correspond to the description of them on the bill, it is known as dirty, unclean, foul, or cloused (because a clause has been added to it by the ship-owners, specifying the discrepancy).

The *invoice* is the account of what the buyers have purchased and what they have to pay. The final account, made out when the goods have been despatched, is usually called the commercial invoice. When there is no bill of lading, as in transport by road or rail, the invoice is used when payment is made through a bank.

2. Translate the following phrases which can be used for enquiries, replies and shipping instructions:

1. Please quote your inclusive rates on the following (cargo) (consignment)...

2. Please let us know the present freight rates for...

3. **Please advise us of the current rates of freight on...**

4. We would be grateful if you would send us your current tariffs.

5. In view of the fragile nature of the goods we require them to be forwarded by air, and we would therefore be glad to know the lowest rates.

6. Our rates are subject to alteration without previous notice, except the case of special contract.

7. We can offer you a substantial rebate for regular shipments.

8. We thank you for your enquiry of 8 November and attach our quotation for the packing as required. As you know, freight will depend on the size and weight of the (cases) (**packages**).

9. We enclose our shipping instructions form and will be glad if you will fill this in and return it to us, together with a copy of the invoice, for customs clearance abroad; we will then undertake all formalities on your behalf, in accordance with our usual conditions.

10. The goods of your order no.... are packed and ready for despatch, and we would be pleased if you would fill up, sign and return the attached instructions form as soon as possible.

11. We enclose commercial invoice in triplicate; also certificate of origin.

12. As the cargo is to be transshipped at... we shall require through Bs/L.

13. To avoid undue risk of breakage we should like to have the carboys sent by train-ferry.

14. All charges are payable by us and the Bs/L are to be marked 'freight prepaid'.

15. A waybill, giving full particulars, will be sent to you as soon as the consignment is ready for dispatch.

16. We collect your goods to be packed, by any method required for transport by sea, air, rail or road. We arrange shipments to any part of the world and will undertake all formalities on your behalf, clearing all documents and obtaining bills of lading.

17. We have connections throughout the world and as a result of our wide experience we can advise you on suitable packing and method of transport for any country to which you wish to export.

18. Our plant is equipped to handle any type of bulky product, and we provide all the necessary internal fitments, bracing members and cushioning to avoid shock.

19. You can save both time and money by letting us handle all shipping and Customs formalities for you.

20. Our enclosed brochure will give you details of the varied services we can render and we are able to offer special reductions for large shipments.

V. PACKING CONTAINERS

1. Read and translate into Russian the following definitions of packing containers. Find the appropriate Russian equivalent to each of them given in the box.

Bag	Case
Bale	Crate
Barrel	Container
Box	Drum
Bundle	Sack
Carboy	Tin. (US can)
Carton	

1. Generally made of paper, linen, canvas, rubber, or plastic, (*'пакет'*).

2. A larger, stronger version of a bag usually made of jute. (*'мешок'*).

3. Made of light but strong cardboard, or *fibreboard*, it has double lids and bottoms which are fixed together. Sometimes several cartons are made up into a single package, held by metal bands. (*'картонная коробка'*).

4. Stronger than a carton, made of wood, cardboard or metal, sometimes with a folding (hinged) lid. (*'ящик из дерева или металла'*).

5. A strong container made of wood. For extra strength cases may have *battens* fixed to their tops, bottoms and sides. When thin wood is used, metal bands or wires will be passed around case. Cases are often *lined* with various materials to prevent damage by water, air, insects, etc. (*'прочный ящик, иногда скрепленный рейками'*).

6. This is like a case, but is not fully enclosed. It has a bottom and a frame, and is sometimes open at the top. Crates are often built for the particular thing they have to carry. Machinery **packed** in crates needs a special bottom, called *a skid*, to facilitate handling. (*'решетчатая тара'*).

7. A very large, robust, metal construction, varying in length from about ten to about forty feet. It is normally sealed at the consignor's *factory* and transported unopened until it reaches its destination. Containers are carried by rail, road and by ship. They may be watertight and airtight, and goods sent in them cannot be lost or stolen. Containers are a recent development, and they can make transportation very economical. (*'контейнер'*).

8. A cylindrical container for liquids and powders, usually made of metal or plastic, but sometimes wood or strong cardboard. (*'цилиндрический контейнер'*).

9. A wooden drum. Hoops are used to strengthen barrels. There are various sizes of barrels, and some are known as *casks*, *hogsheads* and *kegs*, (*'деревянная бочка, бочонок'*).

10. A package of soft goods (usually textiles) (*"кипа, тюк"*) wrapped in protective material.

11. A small metal container which paint, oil and variety of foodstuffs are packed in (*"консервная банка"*).

12. A glass container, used for chemicals, protected in a padded metal or wicker cage. ("баллон, бутылъ").

13. Miscellaneous goods packed without a container. ("связка, пачка, жгут").

VI. MARKING

1. Read the passage below and fill in each gap with the appropriate word given in the box.

bothand by paint containers essential	for this reason representing speakers
--	---

Good clear marking is _____ if the goods are not to go astray, and _____ marks are usually made _____ or dyes through a metal stencil. Wooden cases are sometimes marked by burned impressions in the wood itself.

We have some special instructions regarding manner of handling, loading, lifting, etc., and various warnings _____ for the owner's _____ the carrier's benefit.

In the past it very often happened that even clearly marked _____ were roughly handled or wrongly stored - simply because the stevedores loading or unloading them could not understand the directions and warnings! For this reason the practice has developed of stencilling symbols _____ warnings and directions: these can be understood by _____ of any language.

2. Translate the following sentences into Russian:

1. All boxes are to be marked as usual, but please number them consecutively from 1 to 11.

2. All marks other than our own and the name of country of origin are to be removed from the crates before shipment.

3. We attach a list of marks and numbers to the various packages. Please give great care to clear and correct marking.

4. Your instructions as to marking have been accurately carried out and the goods packed with all the care of our experienced despatch staff.

5. We are pleased to confirm that your instructions regarding packing and marking have been accurately executed by our forwarding agents in London.

VII. AGREEMENT

1. Read the agreement and replace the word combinations in brackets with the appropriate English equivalents given in the box.

AGREEMENT - ORDER No.
for automobile transportation services
and international cargo shipment

according to the route as follows	on behalf of on the basis
The Closed Joint-Stock Company	present agreement
Carrier	provide
CRCT	request
Forwarding Agent	stipulated
hereinafter referred to as	transportation services
integral part	validity

(Закрытое акционерное общество) "Torgimpex", (здесь и далее именуемое как) the Forwarding Agent, represented by _____ on the one hand, and _____, hereinafter referred to as the Client, represented by _____, on the other hand, have concluded the (настоящее соглашение) (о нижеследующем):

1. Subject of the Agreement:

1.1. The (экспедитор) acting (на основании) of this agreement, as per the Client's order and at the Client's cost, shall (обеспечит) forward-

ing services for international and domestic cargo shipment using (**транспортные услуги**) of the (**Перевозчик**), i.e. organises shipment by hired transport (**согласно маршруту**) as indicated in the single (**запрос**). Such Request can be received by fax and is of the same (**законную силу**) with the original copy.

1.2. The Forwarding Agent and the Client act on their own or (**от имени**) other parties, which have concluded direct agreements with them.

1.3. The shipment shall be made in accordance with the "Convention on the Agreement on International Road Cargo Transportation (**КПДГ**)".

1.4. Detailed conditions of each shipment shall be (**оговариваются**) in the single request. The Client shall send such request to the Forwarding Agent after mutual approval. The request is an (**неотъемлемая часть**) of the agreement.

approve	legal
at the points of load/discharge	loading period
cargo	maximum load capacity
despatch/arrival	piled
discharge period	placement
dimensions	submit
in advance	volume
	weight

2. Responsibilities of the Client:

2.1. The Client shall (**представит**) full information on the proposed shipment at least 2 days (**заранее**), as follows:

2.1.1. The route of the proposed shipment quantity of packages (**в пунктах загрузки/выгрузки**) indicating country, city, postal code, street, building number, name of the organisation, date and time of (**отправки/прибытия**), contact person at the points of load/discharge, telephone and fax numbers);

2.1.2. Name of the (**груза**), cargo specifications (**объем, вес, размеры**), non- hazardous/hazardous indications, ADR class, can or cannot be (**штабилизирован**);

2.1.3. Total invoice cost of cargo shipped.

2.2. The Client shall load the vehicles in accordance with their (**максимальная грузоподъемность**) and (**разрешенные**) standards of those countries that they pass through.

2.3. During the loading the Client shall (**согласовать**) with the driver aspects of efficient (**размещение**) of cargo in the truck's body (platform).

2.4. The Client shall not allow more than 24-hour (twenty four) (**период загрузки**) or more than 48-hour (forty eight) (**период разгрузки**) for the Forwarding Agent's road vehicle.

ensure safe cargo transportation	mutually approved
destination point	properly issued
deliver the cargo	sealing
Forwarding Agent	unobstructed

3. Responsibilities of the Forwarding Agent:

3.1. The Forwarding Agent shall send the road vehicles to the Client in perfect technical condition to (**гарантировать безопасную транспортировку груза**). The vehicles shall have necessary means of (**пломбировки**) with leads.

3.2. The Forwarding Agent shall make sure that the drivers carry with them all (**должным образом оформленные**) documents for (**беспрепятственной**) shipment.

3.3. The Forwarding Agent shall bring the vehicles for loading to the address and on the time as indicated in the (**взаимно одобренный**) request for shipment.

3.4. (**Экспедитор**) shall (**доставит груз**) as per the request obtained, to the (**пункт назначения**) and hand it over to consignee.

account	margin
banking fees	payment
consignee	penalty
cargo	remuneration
delay	responsible
freight amount	stipulated

4. Terms of payment:

4.1 The Forwarding Agent shall issue the bill to the Client to be paid as well the CMR marked by the (**грузополучателем**) on reception of (**груза**). The (**платеж**) shall be executed within 10 banking days after reception of documents.

4.2. The payment for the forwarding services is the amount of (**вознаграждение**), it shall remain on the Forwarding Agent's account being a (**зд. разница**) between the shipment's amount and the amount paid by the Forwarding Agent to the Carrier to the Carrier's account.

4.3 The amount (**оговоренный**) in the request shall be received on the (**счет**). The Client is held (**ответственный**) for payment of the (**банковские сборы**).

4.4 In the case of delayed payment the Client shall pay to the Forwarding Agent the (**штраф**) in the amount of 0.1 per cent of the (**сумма фрахта**) for each day of (**задержки**).

additional expenses	gross weight
allowable limit	idle period
appropriate expenses	improper
cargo insurance	insufficient
consignee	penalty
consignor	shall be responsible for
expenses to be borne by consignor	quantity

5. Responsibilities of the Parties:

5.1. When the road vehicles are delivered for loading later than 24 hours or the cargo is not delivered to the (**грузополучатель**) in time (if the request indicates the delivery date) the Forwarding Agent shall pay penalty equal to the payment for (**простой**) (refer to p. 5.2).

5.2. If such idle period occurs on the route, when loading or discharging as the Client's fault and such period is longer than stipulated in para 2.4, the Client shall pay to the Forwarding Agent (**штраф**) for idle period of road vehicles in the amount of USD 100 (one hundred).

5.3. If the Client overloads the vehicle more than (**допустимый предел**), the Client shall pay to the Forwarding Agent all (**дополнительные расходы**) during shipment.

5.4. During transit transportation within the territory of Poland with convoy escort, the Client shall bear all (**все соответствующие расходы**) of the Forwarding Agent.

5.5. The Client (**несет ответственность за**) all expenses of the Forwarding Agent and losses caused to him as a result of (**ненадлежащее**) or (**недостаточное**) issue of the following:

– instructions regarding name and address of (**грузоотправитель**), place and time of load/discharge of cargo, name and address of consignee, approved indication of cargo type and packing method, (**количество**)of packages, their marking and numbers, (**вес брутто**) of cargo;

– all other instructions to be indicated (if necessary) in the request (reloading prohibited, (**расходы, которые несет грузоотправитель**), recommendations to the Forwarding Agent on (**страховка груза**), required transportation conditions, etc.);

– instructions required for fulfillment customs and other formalities.

authorized body beyond their control Chamber of Commerce complete or partial failure	Force Majeure conditions fulfillment notify notification confirmed
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6. Force Majeure Conditions:

6.1. Neither Party shall be responsible for (**полный или частичный отказ**) to fulfill obligations as per this Agreement if such failure is caused by forces (**вне их контроля**), such as flood, fire, earthquake, war, other acts of God, as well as decisions by governmental or other bodies that obstruct financial and business activities of the Parties and (**выполнение**) of this Agreement.

6.2. The Party that has encountered (**обстоятельства непреодолимой силы**) shall immediately (**уведомлять**) the other Party. Facts stated in the (**уведомлении**), shall be (**подтверждены**) by the (**Торговая Палата**) or another (**уполномоченным органом**) of that country.

authorised representatives	notification
binding	Party
amendments	signature
come into force	submitted
disputes and disagreements	terminate
fulfillment	valid
negotiations	validity period

7. Arbitration;

7.1. All disputes and disagreements that may appear during (**выполнения**) of the Agreement shall be resolved by (**переговоры**).

7.2. If such (**споры и разногласия**) cannot be resolved by negotiations, the matter shall be (**представлены**) to the Arbitration Court. Its decision shall be (**обязательны**) for the both Parties.

8. Final Provisions:

8.1. The present Agreement is made in two copies of the same validity, one for each Party.

8.2. All additions or (**поправки**) to the present Agreement shall be made in the written form and signed by the (**уполномоченные представители**) of the both Parties.

8.3. The present Agreement shall (**вступить в силу**) from the date of (**подписания**) and be (**действительный**) till December 31, 2012.

8.4. Any (**сторона**) has the right to (**аннулировать**) the present Agreement on its own without indication of reasons, with written (**уведомления**) of the other Party at least one month prior to termination date.

8.5. If one month before the expiry date of the present Agreement none of the Parties notifies another on readiness to terminate the Agreement, the (**период действия**) of the Agreement is considered extended for the next year.

2. Translate the following sentences into Russian using the dictionary if necessary:

1. The relations of the Forwarding Agent and the Customer are based upon the provisions of the Convention on the Contract for the International Carriage of Goods by Road (CMR), the Customs Convention on the International Transport of Goods under Cover of TIR Carnets.

2. The Forwarding Agent is required to inform the Customer about the forced delays of the vehicle on the road, breakdown or any other unexpected circumstances creating an obstacle for the delivery of the cargo in time, as well to agree all actions during the order execution.

3. The Customer provides the Forwarding Agent with guarantee that the cargo weight does not exceed the existing international standards, as well as standards set in the Republic of Belarus.

4. All expenses related to the forwarding of the cargo are included into the freight-rate and are negotiated by the parties when accepting the request.

5. In case the cargo has not been provided according to the finally agreed schedule, the Customer reimburses 10% of the freight rate amount of the cargo that was supposed to be forwarded.

6. The Forwarding Agent arranges the cargo transportation using vehicles in accordance with the approved schedule.

7. The Forwarding Agent (supported by the driver of the vehicle) is required to control the process of cargo loading/unloading and provides reasonable cargo stowage in order to avoid unequal distribution of weight to the axles of the vehicle.

8. The Forwarding Agent is required to inform the Customer about the forced delays of the vehicle on the road, breakdown or any other unexpected circumstances creating an obstacle for the delivery of the cargo in time.

9. In case of cargo loss, deficit or damage discovery, the Customer is required to inform the Forwarding Agent immediately and to arrange the documents in accordance with the legislation.

10. The Customer is required to inform the Forwarding Agent about necessary address changes for the vehicle, and to pay charges for additional run in accordance with agreed price.

11. Payment for the cargo transportation by vehicles is performed directly between the Customer and the Forwarding Agent by money order to the account of the Forwarding Agent in foreign currency. Bank charges are paid by the Customer. Currency of payment - euro.

12. The Forwarding Agent provides the Customer with the guarantee that all vehicles involved in the cargo transportation are functioning properly, that they are suitable for international cargo transportation purposes, and available in the amount and period agreed by the parties, as well as provides all necessary documents, including CMR insurance of the responsibilities of the Carrier.

13. Penalty provision payments do not release the Customer from its duties to pay the freight rate.

14. All changes and supplements to the present Contract are legally valid if submitted in written form and signed by both parties only.

3. Translate the following sentences into English using the dictionary if necessary:

1. Исполнитель и Заказчик выступают от своего имени и по поручению организаций, с которыми они имеют Договора.

2. На каждую отдельную перевозку оформляется транспортный заказ-заявка, который содержит следующие сведения: дата отгрузки; адрес загрузки и таможи отправления; адреса разгрузок и таможен назначения; наименование груза, его количество; срок доставки; фрахтовая ставка.

3. Заказчик обеспечивает погрузку/разгрузку и таможенное оформление транспортных средств Исполнителя в течение 48 часов с момента прихода транспортных средств к месту погрузки/разгрузки.

4. Экспедитор (исполнитель) информирует Заказчика о вынужденных задержках транспортных средств в пути следования, авариях и о других непредвиденных обстоятельствах, а также согласовывает все действия во время выполнения заказа.

5. Заказчик согласовывает с Исполнителем график отгрузок, гарантирует наличие всех необходимых документов (лицензий, гру-

зовых таможенных деклараций, сертификаты о происхождении товара и других документов).

6. Настоящий Договор вступает в силу с момента его подписания и будет действовать до ... июня 2015г.

7. В случае обнаружения утраты, недостачи, порчи груза Заказчик немедленно информирует Исполнителя и оформляет документы в соответствии с законодательством.

9. Оплата производится в течение 10 календарных дней с момента получения CMR- накладной с отметками грузополучателя о приеме груза.

10. Все споры и разногласия, которые могут возникнуть из исполнения настоящего договора, и не будут урегулированы путем переговоров, подлежат рассмотрению в соответствии с законодательством Республики Беларусь в Хозяйственном(Арбитражном) Суде Республики Беларусь.

11. Оплата штрафных санкций не освобождает Заказчика от оплаты фрахтовой ставки.

12. Исполнитель осуществляет перевозки грузов Заказчика автомобильным транспортом согласно утвержденному графику.

13. Все изменения и дополнения к настоящему Договору действительны лишь в том случае, если они совершены в письменной форме и подписаны обеими сторонами.

VIII. INTERBUS AGREEMENT

1. Read the text about Interbus Agreement carefully and be ready for a comprehension check-up.

The Interbus Agreement on the international occasional carriage of passengers by coach and bus entered into force in the European Community on 1 January 2003. The Agreement applies to the international carriage of passengers, of any nationality, and to unladen journeys of the buses and coaches concerned with these services on the territory of the European Union (EU). The Interbus Agreement governs traffic not only between the Community and the non-EC countries but also between the non-EC countries themselves, thus establishing a degree of fiscal, social

and technical harmonisation in addition to market access rules. The Agreement also provides for accession by any member of the European Conference of Ministers of Transport. The Interbus Agreement replaces the bilateral agreements concluded between the contracting parties.

The Interbus Agreement incorporates most of the liberalisation measures while adding social, fiscal and technical measures based on the principle of non-discrimination between the various contracting parties. The principle of non-discrimination on grounds of nationality or the place of establishment of the transport operator, and of the origin or destination of the bus or coach should be considered to be a basic condition applying to the provision of international transport services.

The Agreement provides for uniform models for transport documents such as the control document for liberalised occasional services and also the authorisation and the application form for non-liberalised services in order to facilitate and simplify inspection procedures.

Buses and coaches are exempted from all vehicle taxes and charges levied on the circulation or possession of vehicles as well as from all special taxes or charges levied on transport operations in the territory of the other contracting parties. However, buses and coaches are not exempted from payment of taxes and charges on motor fuel, value added tax on transport services, road tolls and user charges levied on the use of infrastructure.

A Joint Committee is established, responsible for the management and proper application of the Agreement. In particular, the Committee is responsible for:

- drawing up, on the basis of the information provided by the contracting parties, a list of the authorities responsible for certain tasks provided for under the Agreement,
- amending or adapting the control documents and other models of documents established in the Annexes to the Agreement,
- amending or adapting the Annexes concerning the technical standards applicable to buses and coaches,
- drawing up a list, on the basis of information provided by the contracting parties, of all customs duties, taxes and charges,
- amending or adapting the requirements concerning the social provisions in order to incorporate future measures taken within the European Community,

- resolving any dispute over the implementation and interpretation of the Agreement,
- recommending further steps towards the liberalisation of those occasional services still subject to authorisation.

The Agreement is concluded for a period of five years, dating from its entry into force. The duration is automatically extended for successive periods of five years among those contracting parties who do not express their wish not to do so.

2. Answer the following questions:

1. When did the Interbus Agreement enter into force?
2. What does the Agreement apply to?
3. What does this Agreement govern?
4. What agreements does Interbus Agreement replace?
5. What does this Agreement provide for transport documents?
6. What is established for management and proper application of the Agreement?
7. For how long is this Agreement concluded?

3. Complete the sentences according to the contents of the text.

1. **The Interbus Agreement incorporates most of the**
2. **The principle of non-discrimination on grounds of nationality or the place of establishment of transport operator should be considered to be**
3. **Buses and coaches are exempted from**
4. **Joint Committee is established, responsible for**
5. **The Agreement is concluded for a period of five years, dating**
6. **The duration is automatically extended for**

4. Skim the text again and find out what the Joint Committee is responsible for in particular.

5. Translate the following sentences from Interbus Agreement into Russian.

1. This Agreement shall apply to the international carriage of passengers, of any nationality, by road by means of occasional services carried out by transport operators for hire or reward established in a Contracting Party in accordance with its law and holding a license to undertake carriage by means of international occasional services by coach and bus.

2. The use of buses and coaches designed to carry passengers for the transport of goods for commercial purposes shall be excluded from the scope of this Agreement.

3. 'Shuttle services' are services whereby, by means of repeated outward and return journeys, previously formed groups of passengers are carried from a single place of departure to a single destination.

4. Place of departure and destination shall mean, respectively, the place where the journey begins and the place where the journey ends, together with, in each case, the surrounding localities within a radius of 50 km.

5. 'Contracting Parties' are those signatories that have consented to be bound by this Agreement and for which this Agreement is in force.

6. 'Transit' means the part of a transport operation through the territory of a Contracting Party without passengers being picked up or set down.

7. Closed-door tours, that is to say services whereby the same bus or coach is used to carry the same group of passengers throughout the journey and to bring them back to the place of departure. The place of departure is in the territory of the Contracting Party in which the transport operator is established.

8. Passengers have been invited to travel into the territory of another Contracting Party, the cost of transport being borne by the person issuing the invitation. Such passengers must constitute a homogeneous group, which has not been formed solely with a view to undertaking that particular journey and which is brought into the territory of the Contracting Party in which the transport operator is established.

9. This Agreement shall enter into force for the Contracting Parties that have approved or ratified it, when four Contracting Parties including the European Community have approved or ratified it, on the first day of the third month following the date on which the fourth instrument of ap-

approval or ratification is deposited, or even on the first day of the sixth month, under condition in the latter case that a corresponding declaration be made at the time of the ratification of the Agreement.

10. This Agreement shall enter into force, for each Contracting Party that approves or ratifies it after the entry into force provided for in paragraph 1, on the first day of the third month following the date on which the Contracting Party concerned has deposited its instrument of approval or ratification.

11. After its entry into force, this Agreement shall be open to accession by countries which are full members of the European Conference of Ministers of Transport (ECMT).

12. For services provided by transport operators established within the European Community, the points of departure and/or destination of the services can be in any Member State of the European Community, independently of the Member State in which the bus or coach is registered or the Member State in which the transport operator is established.

13. Buses and coaches that are engaged in transport operations in accordance with this Agreement shall be exempted from all vehicle taxes and charges levied on the circulation or possession of vehicles as well as from all special taxes or charges levied on transport operations in the territory of the other Contracting Parties.

14. Contracting Parties shall ensure that tolls and any other form of user charges may not be imposed at the same time for the use of a single road section. However, Contracting Parties may also impose tolls on networks where user charges are levied, for the use of bridges, tunnels and mountain passes.

15. The passenger waybill shall be completed in duplicate by the transport operator for each journey before the start of the journey.

16. The competent authorities of the Contracting Party in whose territory the place of departure is situated shall examine the application for authorisation of the service concerned and, in the case of its approval, shall forward it to the competent authorities of the Contracting Party(ies) of destination as well as the competent authorities of the Contracting Parties in transit.

17. The competent authorities of the Contracting Party(ies) whose agreement has been requested shall issue the authorization within one month, without discrimination as to the nationality or place of establish-

ment of the transport operator. If these authorities do not agree on the terms of the authorization they shall inform the competent authorities of the Contracting Party(ies) concerned of the relevant reasons.

18. The competent authorities of two or more Contracting Parties may agree to simplify the authorisation procedure, the model of application for authorisation and the model of authorization for the occasional services carried out between these Contracting Parties.

19. The Contracting Parties shall take the measures necessary to enforce any decisions adopted by the Joint Committee in accordance, where necessary, with their own internal procedures.

20. The provisions of this Agreement shall replace those relevant provisions of the agreements concluded between Contracting Parties. As far as the European Community is concerned, this provision applies to agreements concluded between any Member State and a Contracting Party.

21. This Agreement shall be approved or ratified by the signatories in accordance with their own procedures.

22. In order to facilitate the management of this Agreement, a Joint Committee is hereby established. This Committee shall be made up of representatives of the Contracting Parties.

23. The Joint Committee shall in particular amend or adapt the control documents and other models of documents established in the Annexes to this Agreement.

IX. TERMS AND DEFINITIONS

1. Match the terms from the box with the appropriate definition.

regular transit bus service	permit
vehicle	regular bus service
quotes	shuttle service
Carrier	closed-door service (tourist transport)
transit transport	

1. The term "_____" means any physical or juridical person authorized to carry passengers and goods in conformity with the laws, regulations and rules of the Contracting Parties.

2. The term "_____" means any power driven road vehicle built either for carriage of passengers (more than eight seats excluding the driver's seat) or foods or drawing such vehicles, or a combination comprising a vehicle and a trailer or a semi-trailer connected to it, built for the carriage of passengers or goods.

3. The term "_____" means all kinds of permits to be issued by the competent authorities of the Contracting Parties.

4. The term "_____" means the number of permits issued annually for transit purposes.

5. The term "_____" means the carriage of passengers between the territory of the two Contracting Parties on a prescribed road in accordance with national schedules and tariffs.

6. The term "_____" means a regular bus service beginning in the territory of one Contracting Party, crossing the territory of the other Contracting Party without leaving or taking passengers and terminating in the territory of a third State.

7. The term "_____" means an organized international service for the carriage from one and the same point of departure to a fixed point of destination of a group of passengers and their return to the point of departure at the end of a pre-scheduled period. (Passengers traveling in group, are all required to return in the same group. The first return journey from and the last journey to the point of destination will be without passengers.)

8. The term "_____" means international carriage of one and the same group of passengers in one and the same vehicle in a tour, starting from a point in the territory of one of the Contracting Parties and terminating in the same Contracting Party without taking or leaving passengers.

9. The term "_____" means carriage of passengers and goods through the territory of one Contracting Party, between points of departure and destination located outside the territory of that Contracting Party.

2. Choose the right continuation of each sentence.

1. A transit permit shall be valid for one round trip transit journey...	a. ... to facilitate, simplify and accelerate the customs and other formalities relating to carriage of passengers and goods.
2. It shall also be valid for one vehicle and only for the carrier to whom...	b. ... unless either Contracting Party expresses its wish in writing to the other Contracting Party to terminate it at least three months prior to the date of expiry.
3. Arms, ammunitions and military equipment and explosives are excluded from the right of transit unless ...	c. ... through the territory of the Contracting Parties
4. The Contracting Parties shall take all the measures in order...	d. ... the Convention on the International Transport of Goods under cover of TIR Carnets and/or national laws and regulations.
5. An unloaded vehicle registered in one Contracting Party shall not enter...	e. ... any kind of insurance complying with the laws and regulations.
6. The transit tourist carriage and shuttle service to be performed by a vehicle registered in the territory of one Contracting Party to or from the territory of the other Contracting Party...	f. ... the other Contracting Party with reports and results of the inquiry and other necessary information.
7. The International transport of goods by road in accordance with this Agreement shall be subject to the requirements of...	g. ... it is issued and shall not be transferable.
8. Fuel contained in the standard	h. ... the territory of the other Con-

tanks of vehicles shall be exempt from...	tracting Party to collect passengers and goods unless permit is issued for this purpose.
9. All carriages to be performed in accordance with this Agreement shall be covered by...	i. ... laws and regulations governing the road traffic of the other Contracting Party.
10. In cases of accidents, break-downs or other difficulties, the competent authorities of the Contracting Party in whose territory such an incident occurs, shall provide...	j. ... a permit is obtained from the Contracting Parties.
11. Carriers and crew of the vehicles registered in one Contracting Party shall comply with...	k. customs duties and all other taxes and duties. The standard tank is of vehicles.
12. This Agreement shall be automatically renewed for period of one year...	l. ... shall not be subject to obtaining permit.

X. TRANSPORTATION AGREEMENT

1. Mind the following adverbs found in the text.

1. hereafter	впредь, в дальнейшем
2. hereat	в результате этого
3. hereby	настоящим, этим; таким образом
4. herein	здесь, в этом (документе)
5. hereinabove	вышеупомянутый, вышеназванный
6. hereinafter	ниже; в дальнейшем в этом документе

7. hereinbefore	ВЫШЕ (в данном документе)
8. hereof	ОТСЮДА, ИЗ ЭТОГО (в документах)
9. hereto	К ЭТОМУ (документу)
10. hereunder	В СООТВЕТСТВИИ С НАСТОЯЩИМ ДОГОВОРом
11. thereafter	С ЭТОГО времени, после этого, затем

2. This is an example of a transportation agreement. Read it attentively and translate into Russian using a dictionary if necessary.

This Agreement is entered into this ___ day of _____, 20011 by and between _____ ("CARRIER") whose principal place of business is located at _____ and Propak Logistics, Inc. ("PROPAK"), whose principal place of business is 4001 Planters Road, Fort Smith, Arkansas 72908.

PROPAK is a logistics company and broker of motor carrier transportation services duly licensed by the United States Department of Transportation (ICC MC# 387908 B). From time to time, shipments of property provided by PROPAK'S customers ("SHIPPER") require the services of a motor carrier for the purpose of transporting commodities between points in the continental United States;

CARRIER is engaged in the transportation of property by motor vehicle, and is duly licensed by the United States Department of Transportation as a contract carrier (ICC MC # _____), and;

PROPAK desires to engage the services of CARRIER to arrange the transportation of SHIPPER'S goods as set forth on any and all Load Confirmation Sheets and/or bills of lading, which shall hereinafter be referred to as "Load Sheet."

In consideration of the premises and mutual benefits to be derived by CARRIER and PROPAK from this Agreement and the mutual promises made and exchanged, CARRIER and PROPAK agree as follows:

1. Carrier's Operating Authority and Compliance with Law: CARRIER represents and warrants that it is duly and legally qualified to provide, as a contract carrier, the transportation services contemplated herein. CARRIER further represents and warrants that it does not have a conditional or unsatisfactory safety rating issued from the U.S. Department of Transportation, and further agrees to comply with all federal, state, and local laws regarding the provision of the transportation services contemplated under this Agreement.

2. Performance of Services: CARRIER agrees, subject to availability and legal loading capacity of its equipment, to transport commodities and perform ancillary services tendered to it by PROPAK in accordance with the shipping instructions as set forth in each Load Sheet. CARRIER agrees that it will use only tractors, trailers and other equipment which are in good condition and are clean, sound and free from odors, moisture and other conditions that might result in loss or damage to or adverse effect upon the goods transported. CARRIER and PROPAK agree that each shipment to be transported under this Agreement will be evidenced by a separate Load Sheet, which Load Sheet will become a part of this Agreement when CARRIER accepts a shipment and commences the movement of freight.

3. Rates and Charges: PROPAK will compensate CARRIER for the transportation services performed hereunder on the basis of rates and charges set forth on each Load Sheet. CARRIER must provide a completed invoice together with all of the signed original bill(s) of lading, signed pickup receipts and signed proof of delivery receipt(s) for each shipment included on the invoice. PROPAK shall remit payment to CARRIER for each load tendered within thirty (30) days of receipt by PROPAK of all properly executed paperwork for the load, as determined solely by PROPAK. PROPAK is responsible for all payments to CARRIER for all services rendered by the CARRIER. CARRIER shall not look to SHIPPER for payment and SHIPPER'S payments for services rendered will always be made directly to PROPAK. CARRIER must maintain with PROPAK at all times during which a load is being transported; a copy of its operating authority showing it to be a contract carrier, certificates of insurance in effect as of the date of each shipment, all forms required by the IRS and a signed Transportation Agreement. Fail-

ure to provide these documents will result in delays in the payment of all invoices from the CARRIER.

4. Effective Date and Term: This Agreement shall go into effect on the day and year herein above written and remain in effect for a period of one (1) year from date hereof, and shall renew automatically for one (1) year periods thereafter, subject to the right of either party hereto to cancel or terminate the Agreement upon not less than thirty (30) days written notice of one party to the other prior to the end of the then current term, with notice being effective upon delivery.

5. Confidentiality: Carrier agrees that it will not divulge to any third party (a) the terms of this Agreement, or (b) any proprietary information derived in the course of performance of this Agreement CARRIER specifically agrees that it shall not reveal the terms on which it provides transportation to any third party represented by PROPAK and/or the consignee/consignors of any shipment moving hereunder.

6. Sub-Contract Prohibition: CARRIER specifically agrees that all freight tendered to it by PROPAK shall be transported on equipment operated only under the authority of CARRIER, and that CARRIER shall not in any manner sub-contract, broker, or in any other form arrange for the freight to be transported by a third party without the prior written consent of PROPAK.

7. Insurance: CARRIER shall maintain insurance policies in force at all times that cover personal liability, property damage and cargo damage, as well as all coverage required under applicable state and/or federal law, including workers' compensation coverage.

CARRIER will provide PROPAK with a Certificate of Insurance of each policy in force showing PROPAK as certificate holder and containing a clause which provides that PROPAK will be given thirty (30) days written notice prior to the effective date of any cancellation or material change in said policy(ies).

8. Loss, Damage or Destruction of Cargo: CARRIER shall be liable for any loss, damage or destruction of any property transported under this Agreement. If any property is lost, damaged or destroyed, in whole or in part, SHIPPER or PROPAK will submit a written claim to CAR-

RIER and CARRIER shall pay the claim within thirty (30) days. CARRIER agrees, in case of accident, to use the utmost care and diligence in the protection of the property.

9. Chargebacks: CARRIER agrees that it will be responsible for any SHIPPER or customer chargebacks resulting from late deliveries or missed appointments provided. CARRIER is notified at time of load tender that penalties will be in effect and the specific amounts of any penalties for late delivery or missed appointment as agreed to in the load sheet, excluding acts of God, terrorism, war, accidents, breakdown, or any circumstances beyond carrier's control.

10. Accident or Breakdown Notification: CARRIER agrees to notify PROPAK by telephone immediately of any accident or breakdown which impairs or delays the movement of any property under this Agreement.

11. Indemnification: CARRIER shall indemnify and hold harmless SHIPPER and PROPAK from and against any and all claims, demands, direct or indirect damages, causes of action, liabilities, losses, suits, taxes, penalties and fines from any source caused by or resulting from the action or omission of CARRIER or its agents or employees in providing transportation services under this Agreement or in failing to comply with any law(s) and regulation(s) with respect to the maintenance, operations and use of motor vehicles and equipment hereunder.

12. Conflicts: In the event there is a conflict between the terms of this Agreement and the bill of lading, the provisions of this Agreement shall govern.

13. Governmental Regulations: PROPAK and CARRIER hereby mutually agree and stipulate that each is familiar with all governmental regulations, that each will fully comply with said regulations, and that said duty of compliance shall at all times during the term of this Agreement be a material provision and obligation of each to the other. Consistent with said regulatory requirements, CARRIER agrees to provide PROPAK all documents and information which PROPAK is required to have on file and which are normally within the possession of CARRIER.

14. Independent Contractor Relationship: CARRIER shall have the exclusive right to employ or discharge all persons required in the performance of the services contemplated hereunder and such persons shall be and remain employees or agents of CARRIER at all times.

15. Severability: If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall survive in full force and effect and shall constitute the full Agreement between CARRIER and PROPAK.

16. Entire Agreement and Modifications: This Agreement including all schedule(s) attached hereto constitutes the entire Agreement between the CARRIER and PROPAK with respect to the subject matter of this Agreement and may not be modified or amended unless accomplished by writing, signed by both CARRIER and PROPAK and no provision or requirement in this contract shall be considered waived unless a waiver is expressly endorsed hereon or attached hereto.

In witness where of, the undersigned individuals have executed this Agreement the day and year herein above written, and by doing so, represent and warrant that they accept and agree to the terms contained herein and have been or are specifically authorized to do so on behalf of the organization they represent.

3. Fill in the gaps with the appropriate words and word combinations from the box. Translate the sentences into Russian.

agreement, cargo damage, contemplated, the terms, damage, property, penalties, responsible for, chargebacks, deliveries, to notify, liable for, indemnify, breakdown, delays, warrants, proprietary information, bill of lading, claims, liabilities, suits, the terms, the provisions, divulge, stipulate, governmental regulations, insurance policies, cover, invoice, receipt, remit, provision

1. Carrier represents and _____ that it does not have a conditional or unsatisfactory safety rating, and agrees to comply with all federal, state, and local laws regarding the _____ of the transportation services _____ under this Agreement.

2. Carrier agrees that it will not _____ to any third party _____ of this Agreement, or any _____ derived in the course of performance of this Agreement.

3. CARRIER shall be _____ any loss, _____ or destruction of any _____ transported under this Agreement.

4. CARRIER agrees that it will be _____ any SHIPPER or customer _____ resulting from late _____ or missed appointments provided.

5. CARRIER agrees _____ PROPAK by telephone immediately of any accident or _____ which impairs or _____ the movement of any property under this _____.

6. CARRIER shall _____ and hold harmless SHIPPER and PROPAK from and against any and all _____, demands, direct or indirect damages, causes of action, _____, losses, _____, taxes, _____ and fines from any source.

7. In the event there is a conflict between _____ of this Agreement and the bill of lading, _____ of this Agreement shall govern.

8. PROPAK and CARRIER hereby mutually agree and _____ that each is familiar with all _____, that each will fully comply with said regulations.

9. CARRIER shall maintain _____ in force at all times that _____ personal liability, property damage and _____, as well as all coverage required under applicable state and/or federal law.

10. CARRIER must provide a completed invoice together with all of the signed original _____, signed pickup receipts and signed proof of delivery receipt for each shipment included on the _____.

11. PROPAK shall _____ payment to CARRIER for each load within 30 days of _____ by PROPAK of all properly executed paperwork for the load.

4. Fill in the gaps with the necessary prepositions.

1. _____ time to time, shipments _____ property provided _____ PROPAK'S customers require the services of a motor carrier _____ the purpose of transporting commodities _____ points in the continental United States.

2. CARRIER agrees that it will use only tractors, trailers and other equipment which are _____ good condition and are clean, sound and free _____ odors, moisture and other conditions that might result _____ loss or damage to or adverse effect _____ the goods transported.

3. CARRIER will provide PROPAK _____ a Certificate of Insurance _____ each policy in force and containing a clause which provides that PROPAK will be given 30 days written notice _____ the effective date of any cancellation or material change in said policy.

4. CARRIER agrees to notify PROPAK _____ telephone immediately _____ any accident or breakdown which impairs or delays the movement _____ any property _____ this Agreement.

5. PROPAK is responsible _____ all payments _____ CARRIER _____ all services rendered _____ the CARRIER.

6. CARRIER specifically agrees that it shall not reveal the terms _____ which it provides transportation _____ any third party represented _____ PROPAK.

7. CARRIER shall be liable _____ any loss, damage or destruction _____ any property transported _____ this Agreement.

8. _____ the event there is a conflict _____ the terms _____ this Agreement and the bill _____ lading, the provisions _____ this Agreement shall govern.

9. This Agreement constitutes the entire Agreement _____ the CARRIER and PROPAK _____ respect to the subject matter _____ this Agreement and may not be modified or amended unless accomplished _____ writing, signed _____ both CARRIER and PROPAK.

10. CARRIER agrees that it will be responsible _____ any SHIPPER or customer chargebacks resulting _____ late deliveries or missed appointments

5. Here are some useful phrases connected with the transportation insurance. Match them with their Russian equivalents.

1. The buyer (seller) bears the risk for the transport of the goods.	a. За время перевозок товары застрахованы от утери и /или повреждения.
2. During transportation the goods are insured against loss	b. Если Вы потребуе, мы застрахуем данные товары за

and / or damage.	Ваш счёт.
3. The risk of loss or damage will be carried by us (you).	с. Транспортная страховка может быть заключена за Ваш счёт
4. The goods are insured while in transit.	d. До прибытия в место назначения товары застрахованы от утери или повреждения.
5. We insure the goods at our (your) cost against damage in transport.	е. Покупатель (продавец) несёт риск, связанный с транспортировкой товара
6. We (you) pay the transport insurance.	f. Стоимость страховки (не)включена в цену наших товаров.
7. The goods are insured against loss or damage until they arrive at destination.	g. Мы застрахуем товары от повреждения в пути за наш (Ваш) счёт.
8. Cost of insurance is split equally between customer and seller.	h. Транспортная страховка оплачивается нами (Вами).
9. According to your request we took out a transportation insurance policy and will charge same to you.	i. Стоимость страховки делится поровну между продавцом и покупателем.
10. Should you so desire, we shall insure these goods at your cost.	j. Риски, связанные с утерей и повреждениями, несём мы (несёте Вы).
11. A transport insurance can be taken out, the cost of which we will charge to you.	к. Товары застрахованы на время пребывания в транзите.
12. Cost of insurance is (not) included in our price of goods.	l. Соответственно Вашим требованиям, мы заключили страховку по перевозке и расходы перекладываем на Вас.

XI. STANDARD CONDITIONS OF CARRIAGE

1. Choose for each sentence in English the appropriate variant in Russian.

<p>1. "Carrier" means the party who has undertaken to perform or to procure the performance of the entire transport from the place of receipt or port of loading to the port of discharge or place of delivery.</p>	<p>a. Когда перевозчик несёт ответственность за компенсацию относительно потери или повреждения груза, такая компенсация должна быть вычислена по отношению к стоимости такого груза на месте и во время его доставки грузополучателю в соответствии с контрактом перевозки или когда он должен быть поставлен.</p>
<p>2. All liability of the Carrier shall cease unless suit is brought within nine months after delivery of the Goods or the date when the Goods should have been delivered.</p>	<p>b. Опасные грузы должны быть удалены из порта разгрузки, как только это практически осуществимо, если только конкретное разрешение не было получено для того, чтобы груз остался в порту.</p>
<p>3. The Carrier is entitled to perform the transport in any reasonable manner and by any reasonable means, methods and routes.</p>	<p>d. Вся ответственность перевозчика прекращается, если иск не будет предъявлен в течение 9 месяцев после поставки товара или даты, когда товар нужно было поставить.</p>
<p>4. The Carrier shall be liable for loss of or damage to the Goods occurring between the time when he receives the Goods into his charge and the time of delivery.</p>	<p>c. Перевозчик имеет право выполнять перевозки любым подходящим путём и любыми подходящими средствами, методами и маршрутами.</p>

<p>5. When the Carrier is liable for compensation in respect of loss of or damage to the Goods, such compensation shall be calculated by reference to the value of such Goods at the place and time they are delivered to the Merchant in accordance with the Contract of Carriage or should have been so delivered.</p>	<p>е. «Перевозчик» - означает сторону, которая обязалась выполнить или обеспечить работу всего транспорта от места получения или порта погрузки к порту разгрузки или месту поставки.</p>
<p>6. Freight shall be deemed earned on receipt of the Goods by the Carrier and shall be paid in any event and is non-returnable.</p>	<p>ф. Перевозка товаров, попадающая под действие Базельской конвенции о контроле за трансграничной перевозкой опасных отходов и их удалением (Базельская конвенция от 28 марта 1989 года) выполняется только при условии предварительного согласования такой перевозки Перевозчиком.</p>
<p>7. The Merchant's attention is drawn to the stipulations concerning currency in which the freight and charges are to be paid, rate of exchange, devaluation and other contingencies relative to freight and charges in the relevant tariff conditions.</p>	<p>г. Перевозчик должен нести ответственность за потерю или повреждение груза, имеющих место между временем, когда он получил груз под свою ответственность, и временем его доставки.</p>
<p>8. In the event of increase in price for fuel oil, all freight rates may be adjusted in order to compensate the Carrier for increased fuel and lubricating costs as from the day of such increase.</p>	<p>н. Фрахт считается заработанным при получении товара перевозчиком и должен быть оплачен и не подлежит возврату.</p>
<p>9. Dangerous Goods must be removed from the port of discharge</p>	<p>і. В случае повышения цен на топливо, все ставки тарифов</p>

<p>as soon as is practicable unless specific permission has been obtained for the Goods to remain in the port.</p>	<p>могут быть скорректированы, с тем чтобы компенсировать перевозчику увеличение расходов на горюче-смазочные материалы со дня такого увеличения.</p>
<p>10. The Transport of Goods covered by the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention on 22 March 1989) is only carried out subject to prior approval of such a carriage from the Carrier.</p>	<p>j. Внимание грузополучателя обращается на соглашение относительно валюты, в которой фрахт и сборы должны быть выплачены, валютный курс, девальвацию, и другие непредвиденные расходы относительно фрахта и сборов при соответствующих тарифных условиях.</p>

XII. VOCABULARY

1. ail – **беспокойство** (syn. worry, trouble)
2. ancillary – **вспомогательный, добавочный, подсобный; подчинённый**
3. ancillary industries — **вспомогательные отрасли промышленности**
4. ADR class – **класс опасности по соглашению ДОПГ- перевозка опасных грузов**
5. to be engaged in – **заниматься чем-л., быть занятым чем-л**
6. breakdown – **поломка механизма, машины; авария**
7. chargeback – **возвратный платеж, (операция по списанию ранее начисленных средств; отмена зачисления средств на счет клиента финансового учреждения в том случае, когда предъявленный им чек по тем или иным причинам не был оплачен банком)**
8. to comply with – **удовлетворять, соответствовать чему-либо**
9. consignee – **грузополучатель, консигнатор**
10. consignment – **1) коносамент, транспортная накладная 2) партия груза, груз 3) консигнационная отправка товаров**
11. consignor – **грузоотправитель**

12. consistent with – в соответствии
 13. to contemplate – 1) ставить целью, иметь намерением что-либо
2) рассматривать 3) предполагать 4) предусматривать
 14. diligence – 1) прилежание, старание, старательность, усердие,
2) внимательное отношение, заботливость, осмотрительность (*юрид*)
 15. to divulge – разглашать, раскрывать, обнародовать
 16. to exempt from taxes – освободить от налогов
 17. fee – 1) вознаграждение; гонорар 2) пошлина; денежный сбор;
взнос
 18. to impair – ухудшать; повреждать, портить
 19. indemnification – возмещение вреда, ущерба, компенсация
 20. in triplicate – в трех экземплярах
 21. IRS (Internal Revenue Service) – Внутренняя налоговая служба (США)
 22. to levy – взимать налог, облагать налогом
 23. lien – 1) право наложения ареста на имущество должника; право
удержания, 2) залоговое право
 24. to pile – штабелировать
 25. provision – условие, постановление, положение (договора, закона)
 26. proprietary information – 1) информация, являющаяся собствен-
ностью фирмы 2) секрет фирмы
 27. regulatory requirement – законное требование
 28. to reimburse – возмещать, компенсировать, покрывать (сумму)
 29. to remit – переводить деньги
 30. to set forth – предлагать, формулировать, излагать
 31. severable – делимый; частичный
 32. shipment – 1) груз; партия товара 2) погрузка; отправка (товаров)
 33. to solicit – просить, ходатайствовать
 34. solicitation – 1) ходатайство, просьба 2) ведение дел (об адвокате)
 35. to stipulate – обуславливать, оговаривать, договариваться
 36. suit – *юрид.* процесс, тяжба
 37. validity – юридическая сила, юридическая действительность,
законность, юридическое действие
 38. waiver – 1) отказ (от права, требования, привилегии) 2) документ
(об отказе от права)
-

PART II

This is an example of a letter. Study carefully its structure.

Salutation

Dear Sirs: if you are writing to a company or organization

Dear Sir/Madam:

if you know the position, but not the name

Dear (name): if you **know the person's** name

Common titles

Mr. for men

Mrs. for married women

Miss for unmarried women

Ms for women, if **you don't know or** prefer not to specify marital status

FAR EASTERN AIRWAYS COMPANY LIMITED
Regent House, 5th floor
12/16 Haymarket, London W1V 5BX
Administration: 020 7285 9981
Reservations: 020 7564 0930
Fax: 020 7285 9984

Mr. Roberto Garcia
Universal Imports
28 Whitechapel Court
London E10 7NB

15 February 2000

Dear Mr. Garcia

Re: Roxanna Garbey

Roxanna Garbey has been accepted for a position as Passenger Service Agent with Far Eastern Airways at Gatwick Airport.

In order for Roxanna to work at Gatwick, she must have a special PASS which would permit her to visit high security areas. She has given your name as a reference.

I would appreciate it if you could complete the enclosed form and return it to us as quickly as possible. She is due to start work with us on 15 March, but can only do so after we receive your reference.

Thank you for your cooperation. I enclose a stamped addressed envelope.

Yours sincerely

Common abbreviations

Re. regarding

pp. (on behalf of) when you sign the letter for someone else

encs. documents are enclosed with the letter

Endings

Yours sincerely if you know the **person's name**

Yours faithfully if you **don't know the person's name**

Sign the letter, then print your name and position under your signature.

J.P. Dent
Personnel Manager

1. SIMPLE ENQUIRY

Fill in the gaps with the appropriate word combination from the box.

buying in stock	newly-established
currently in the process	to good standard
demonstration version	quantity discounts
export prices	substantial share of the market
for delivery	supply
grateful	

25 November 20..
United Kingdom

Dear Sirs,

We are a _____ firm specializing in the _____ of gardening equipment. As we are _____ of _____ in good time for the coming spring season, we would be _____ if you would send us a catalogue of your full lawn- mower range, both mechanical and electric. We would be most interested in receiving a _____.

Would you also indicate how much time should be allowed _____ and include details of your _____ and _____. Please also state whether goods on a sale or return basis can be supplied and what your position on after- sales service is.

We look forward to receiving your comments on this matter, together with details of on-site after sales service and up-date facilities, should you feel that your product will pass the test we intend it to undergo.

If your products are _____ and delivery is prompt, we feel sure that there will be ample opportunity for your company to acquire a _____ here.

Yours faithfully
Thomas Wolf
Assistant Manager

Vocabulary

after sales service – служба работы с покупателями

be to good standard – соответствовать должному стандарту

buy in stock – создавать складские запасы

on-site – на месте

range – ассортимент

sale or return – покупка с правом возврата

2. OFFER

Fill in the gaps with the appropriate word combination from the box.

business contacts	per shipment
can be modified	revitalise
conforms to	sole UK agents
contact	subject to
have been approached by	a market economy
In this respect	trading service
mutual business associate	to strengthen
packaging	major contracts
per month	will be printed

Lancashire Enterprises plc

LONDON

12 December 20..

Dear Sirs,

SINGLE USE TRANSFUSION SET

We were given your name by our _____, *Neil Smith* at Medical Systems (International) Ltd, who recommended that we _____ you.

Lancashire Enterprises plc is actively involved in Eastern Europe, having won _____ to help _____ the industrial base of countries effecting the transition to _____. Included in this work is the provision of a _____.

_____we _____ a Polish manufacturer of *Single Use Transfusion Sets* (sample enclosed), who has requested us to seek _____ in Western Europe on his behalf.

As _____ for the manufacturer, we are able to supply you the sets at a **CIF unit price of £ ... We are able to supply 8500 units _____ and** up to three shipments _____.

The manufacturing process used _____ international standards. The manufacturer is in the process of applying for the Department of Health certificate and would welcome an order _____ obtaining such certification.

In addition, if a good response from UK firms is forthcoming, the _____ will be modified and the instructions _____ in English.

Furthermore, should you so require, the product _____ to suit individual requirements.

We look forward to your response and would welcome an opportunity _____ ties with Eastern Europe. We also enclose for your information a brochure describing our activities in this field in more detail.

Yours faithfully
Project Executive

Vocabulary

business associate – деловой партнер

be forthcoming – следовать, последовать

effect the transition to – осуществлять переход к чему-либо

plc = public limited company – акционерное общество

provision – здесь: снабжение

sole agent – эксклюзивный представитель

subject to – при условии (если), при соблюдении

win major contracts – получить доступ к более крупным заказам

3. COMPLAINT

Fill in the gaps with the appropriate word combination from the box.

contain	prime quality
in hand	replacements
in question	to keep to production schedules
look forward to	unsatisfactory
oversight on your part	unsuitable

7 December 20..

Turnpike Traders Ltd
BLACKBURN

Dear Sirs,

This morning we took delivery of the 50 boards of _____ timber ordered as per our letter of 1 November.

The quality of 2 of the boards is, however, _____ as they _____ large, unsightly knots rendering them _____ for use.

We feel sure that this is an _____ but, owing to the considerable number of orders _____, we had no alternative but to return the goods _____ to you, carriage forward, on the assumption that you will arrange for replacements to be sent to us by return to enable us _____.

We trust that you will be in agreement with this course of action and _____ receiving _____ corresponding to your otherwise high standards.

Please fax us your reply at your earliest convenience.

Yours faithfully
WELLING & BURBURY LIMITED
William Welling
Chief Executive

Vocabulary

by return – с обратной почтой, срочно

carriage forward – перевозка за счет покупателя, с неоплаченной перевозкой

order in hand – настоящий заказ

oversight – недосмотр

prime quality – первого сорта

unsightly – невзрачный

4. INFORMATION FOR A CUSTOMER

Fill in the gaps with the appropriate word combination from the box.

descriptive literature	letter of credit
financial standing	samples
In the meantime	stipulate
in the region of	With reference to

28 April 20..
Belgium
Fax: 00 32 56 773058

Dear Sir or Madam

RE: SOURCING GINSENG ROOTS

_____ our fax of 22 April please note that our contacts in China have just confirmed that small _____ and _____ have been despatched. As soon as we receive this material we will pass it on to you.

The price CIF Antwerp is generally something _____ US\$ 25 per kg - types, quality, minimum order quantity, delivery etc. to be confirmed.

_____ we would appreciate some information on your company's background and _____. We would point out at this juncture that it is to be expected that the Chinese supplier will _____ payment by _____.

Should you have any queries please do not hesitate to contact us.

Yours faithfully
Lancashire Enterprises plc
Mannix Fu
Project Executive / Trade Dept.

Vocabulary

at this juncture – **в настоящий момент**
be something in the region of – **в районе. около**

descriptive literature – **информационные материалы**

payment by letter of credit – **оплата аккредитивом**

source – **касательно, по поводу**

stipulate – **ставить условием, обуславливать**

5. INFORMATION

Fill in the gaps with the appropriate word combination from the box.

a second branch	new premises
a 5% discount	on his own
bulky items	price tag
customer demand	rely on
free of charge	ample parking facilities
miss the chance	to convince
new range	

18 February 20..
Prince DIY Centre
OXFORD

Dear Customer

DIY ON YOUR DOORSTEP!

We are delighted to report that _____ for our unbeaten range of "do-it-yourself" equipment and materials has increased at such a staggering pace, that we are shortly to be opening _____ just outside town on the new Price-wise Trading Estate.

Our new branch, at 42-50 Grove Road, will provide _____ and will stock all the lines you have come to know and rely on together with a whole _____ of modestly priced accessories.

Just _____ you how serious we are, we're offering _____ on all cash sales **over £25 during the first month of business as from the first of** next month. We'll deliver all _____ (marked with a red star on

the _____) to your front door absolutely _____ within a 25-mile radius.

So don't _____ of cashing in on our once-in-a-lifetime throw-away offers! We're looking forward to greeting you on our _____ on June 1st and we're absolutely certain you'll be glad you came!

Yours Sincerely

Vocabulary

at a staggering pace – в головокружительном темпе

a throw-away-offer – здесь: уникальное предложение

bulky – большой, крупный

DIY = do-it-yourself

modestly priced accessories – детали по умеренным ценам

parking facilities – возможности парковки

price tag - ценник

1. In the letters 1-5 find the English equivalents to the following words and word combinations in Russian:

1. экспортная цена
2. сектор рынка
3. эксклюзивный представитель
4. перевозка за счет покупателя
5. производственный план
6. возможности парковки
7. продажа за наличные
8. информационные материалы
9. вновь созданная фирма
10. упаковка
11. переход к рыночной экономике
12. возможность укрепить связи с...
13. первого сорта
14. образец
15. финансовое положение
16. дополнительные расходы

17. цена за штуку
18. общая цена
19. подтвержденный аккредитив
20. коносамент
21. в трех экземплярах

2. Choose the proper English words or word combinations for the Russian fragments given in brackets:

looking forward, quantity discounts, delivery, look forward, require, suit individual requirements, enclose, prices, supply, newly-established, discount, return the goods, indicate, do not hesitate to contact us, carriage forward, replacements, financial standing, equipment, opportunity, queries, cash sales, manufacturing process, new premises, sale or return basis, appreciate, activities, after-sale service, oversight on your part, conforms, share of the market

1. We **(с нетерпением ожидаем)** to receiving **(замену)** corresponding to your high standards.
2. We are a **(недавно основанная)** firm specializing in the **(поставка)** of transport **(оборудование)**.
3. We're **(с нетерпением ожидаем)** to **(приветствуем)** you on our **(новое помещение)**.
4. We would **(оценим)** some information on your company's background and **(финансовое положение)**.
5. We **(прилагаем)** for your information a brochure describing our **(деятельность)** in more detail.
6. Would you **(указывать)** details of your export **(цены)** and **(количественные скидки)** and state whether goods on a **(покупка с правом возврата)** can be supplied.
7. The **(производственный процесс)** used **(соответствует)** to international standards.
8. We feel sure that this is an **(недосмотр с вашей стороны)** but, we have no alternative but to **(возвратить товары)** to you, **(с неоплаченной перевозкой)**.

9. There will be ample (**возможность**) for your company to acquire a substantial (**долю рынка**) if your products and (**обслуживание после продажи**) are to good standard, and (**доставка**) is prompt.

10. Should you have any (**вопросы**) please (**свяжитесь с нами без колебаний**).

11. We're offering a 5% (**скидку**) on all (**продажи за наличные**) over £25 during the first month of business.

12. Should you so (**требуется**) the product can be modified to (**соответствовать индивидуальным требованиям**).

6. PLACING A SPECIFIC ORDER

Fill in the gaps with the appropriate word combination from the box.

above prices at fault be charged to firm	in your favour terms of payment validity of the credit
---	--

17 October 20..
Lupton Bros Ltd
England

Dear Sirs,

OUR PURCHASE ORDER NO.5769F/KED

We refer to your fax No. 0254 36279 dated 5 October 20.. relating to our enquiry No. 921/KED and wish to place an order for the following items:

QTY.	DESCRIPTION	U. PRICE	T. PRICE
5,000	Rubberized spindles	£0.80	£4,000.00
	Mail agency		£40.00
	Legalization and Certification		£150.00
	TOTAL PRICE FOB		£4,190.00

(SAY FOUR THOUSAND ONE HUNDRED AND NINETY POUNDS STERLING ONLY)

TERMS

PRICES

The _____ are _____ and subject to no future change and are quoted FOB, packing included.

N.B. Kindly let us have a new Pro-forma Invoice in 10 (ten) copies, showing FOB prices, fixed delivery period and _____.

PAYMENT

Against a confirmed L/C only.

Should any extension of the _____ be necessary as a result of your being _____, extra expenses incurred will _____ you.

N.B. This order is subject to the approval of the appropriate authorities and to the opening of the necessary credit _____.

DELIVERY

4 month from opening of L/C

INSURANCE
& FREIGHT

As per our circulars enclosed.

CONDITIONS

Shipment by container is not allowed.

OF

Shipment to be effected through:

SHIPMENT

KHEDIVAL MAIL LINE (AGENCY) AIRWORK
HOUSE 35 PICCADILLY L O N D O N

We look forward to receiving your confirmation and remain

Yours faithfully

Vocabulary

be subject to – **подчиняться, иметь силу, быть действительным**

be at fault – **быть виновным, по чьей-либо вине**

confirmed L/C – **подтвержденный аккредитив**

fixed delivery period – **установочный срок поставки**

incur – нести расходы
 packing included – включая упаковку
 purchase order – заказ на покупку
 place an order – размещать заказ
 pro-forma invoice – образец фактуры, предварительная фактура
 rubberized spindle – прорезиненное веретено
 qty = quantity - количество
 u.price = unit price – цена за штуку
 t.price = total price – общая цена
 validity – срок действия

7. CONFIRMATION OF ORDER

Fill in the gaps with the appropriate word combination from the box.

confirmed L/C	trust
good condition	the provisions
invoice	will be effected

1 November 20..
 KA FR EL DAWAR A.R.E.
 EGYPT

Dear Sirs

Thank you for your letter of 17 October.

We hereby confirm your Purchase Order No. 5769 F/KED for 5,000
rubberized spindles for Northrop looms, total price £4,190.00, FOB U.K.
 port, payment to be made by _____.

We note your Conditions of Shipment and confirm that the order
 _____ as per _____ of your Insurance and Freight Circulars.

As requested we enclose a new pro-forma _____ and ten copies thereof.

We _____ the goods will arrive punctually and in _____ and
 look forward to doing further business with you in the future.

Yours faithfully
Export Manager

Vocabulary

as per - **согласно**

confirmed L/C – **подтвержденный аккредитив**

Insurance and Freight Circular – **страховой и фрахтовый циркуляр,**
отгрузочный формуляр

8 PLACING A SHIPPING ORDER WITH A FREIGHT FORWARDER

Fill in the gaps with the appropriate word combination from the box.

as soon as	insurance
containers	notify
In the course	

4 July 20..
INTRASHIP LTD
England

Dear Mrs Horrocks

_____ of this week you will be receiving, FOB Dover, 2 _____ of electric guitars and amplifiers marked S.W./93 1-2. They are to be shipped on the first available vessel to Rock Nouveau, 16 rue du General Leclerc, Bayonne, France. _____ will be covered by us.

Please make out the B/L to order in triplicate and send all three copies to ourselves. Please also _____ us of the name of the vessel _____ this is known to you.

Yours sincerely
MUSIC AND MORE LTD
Timothy Dearing
Sales Director

Vocabulary

B/L = bill of lading – **коносамент**

make out – **выписывать**

notify – **сообщать, уведомлять**

triplicate – **в трех экземплярах**

1. Match a word or word combination from letters 6-8 in column A with its meaning in column B.

A	B
1. purchase order	a) сроки оплаты
2. confirmation	b) в хорошем состоянии
3. pro-forma invoice	c) страховка
4. packing included	d) доверять
5. terms of payment	e) образец фактуры
6. trust	f) уведомлять
7. in good condition	g) заказ на покупку
8. notify	h) подтверждение
9. insurance	i) обычная почта
10. surface mail	j) обслуживание после продажи
11. range	k) эксклюзивный представитель
12. business associate	l) предприятие
13. to suit requirements	m) настоящий заказ
14. after-sale service	n) в соответствии
15. manufacturing process	o) ассортимент
16. enterprise	p) с вашей стороны
17. sole agent	q) производственный процесс
18. order in hand	r) отвечать требованиям
19. to be in agreement with	s) деловой партнер
20. on your part	t) включая парковку

2. Choose the proper English words or word combinations for the Russian fragments given in brackets:

packing included, prices are firm, make out the B/L, order, delivery period, vessel, notify us, look forward, in triplicate, validity, covered, provi-
--

sions, in your favour, future change, extension, order, confirm, yours faithfully, conditions of shipment, extra expenses, Insurance and Freight Circulars, confirmation, terms of payment, not allowed, insurance, approval, pro-forma invoice

1. We (ожидаем с нетерпением) to receiving your (подтверждение) and remain (с уважением).

2. The (цены твердые, окончательные) and subject to no (изменению не подлежат) and are quoted FOB, (включая упаковку).

3. (Страховка) will be (обеспечена денежным покрытием) by us.

4. Let us have a new (предварительная фактура, счет) showing FOB prices, fixed (срок поставки) and (условия платежа).

5. Please (составьте коносамент) to order (в трех экземплярах) and send all three copies to ourselves.

6. Should any (продление) of the (срок действия) of the credit be necessary as a result of your being at fault, (дополнительные расходы) will be charged to you.

7. This (заказ) is subject to the (одобрение) of the appropriate authorities and to the opening of the necessary credit of (на ваше имя).

8. We note your (условия поставки) and (подтверждаем) that the (заказ) will be effected as per the (условия) of your (страховой и фрахтовой формуляр).

9. Shipment by container is (не разрешена).

10. Please (известите нас) of the name of the (судно) as soon as this is known to you.

Read and translate the letters given below and do the task afterwards.

Champion Co.

10 March, 2010

Amour and Sons
Newcastle Road
Nottingham, 1256-A
England

Dear Sirs

Many thanks for your order of 3 March. We are glad to inform you that the goods are nearly ready for dispatch. As requested, we have included a packing note with your goods and have pleasure in enclosing a further copy of the note.

Your instructions as to marking have been also accurately carried out. Our whole experience is at your service. We hope you will make use of it. We look forward to hearing from you shortly.

Sincerely yours
James Bond Junior

Letter to a forwarding agency concerning transshipment

We are going to have to ship the goods listed below, which are currently in transit. The shipping documents for this transaction are to be prepared at your end, and we would be grateful if you would kindly let us know what you can do to get them ready for shipment, and what you need from us. **Please note that our agents in Athens are ... & Co.;** and that the bank handling the documents is the office of the National Bank . We look forward to hearing from you very soon on this subject, and thank you in advance for your co-operation.

*You are currently **working in...., which is a big industrial corporation.**
In order to increase production quantities you need new...*

- a) Write a letter to a forwarding agency concerning transshipment.*
- b) Write an answer concerning marking and packing of the goods ordered.*

9. INSURANCE AND SHIPPING INSTRUCTIONS, CUSTOMS CLEARANCE

Fill in the gaps with the appropriate word combination from the box.

a considerable amount of time	draw your attention
airmail	exceeds
AIRMAIL letter	great assistance to

amounts to	in connection with
at destination	in good time
at least 24 hours	point out
carrying ship	in tracing
cases	invoice
clearance	ordinary orders
consignment	sailing date
complications	to draw your attention to
customs authorities	the hold
dispatching	the value
delay	total number

Societe Misr de Filature
EGYPT

INSURANCE AND FREIGHT CIRCULAR

Dear Sirs

Further to our attached order we wish _____ our Insurance & Shipping Instructions and would _____ that they are also those observed by ourselves.

1. SHIPPING METHOD

(a) Goods must be transported in _____ of the ship.

(b) Shipping to be effected using ships not more than 20 years old and also according to the Institute of London Underwriters classification clause.

2. SHIPPING INSTRUCTIONS

All _____ should be marked S.M. followed by the number of the case, followed by the total number of cases in the _____.

Example: If the cases are part of order 8706 and the _____ of cases in the consignment _____ 4, the cases should be marked:

S.M./8706/1/4 S.M./8706/2/4 S.M./8706/3/4 S.M./8706/4/4

When _____ the order please _____ us the NAME of the SHIP on which the goods are to be shipped and the number of the purchase order relating to the consignment. This information will be of _____

us _____ the goods upon their arrival at port and in proceeding with their _____ through customs immediately, thus avoiding _____.

3. DETAILS TO BE COMMUNICATED TO US

Please arrange for us to receive, _____ before _____, details of the consignment together with the following information to enable us to effect the required insurance:

- (a) Name of the _____
- (b) Value of the goods despatched
- (c) Port of loading

Before shipping any consignment, _____ of which amounts to or _____ **££30,000 (thirty thousand Egyptian pounds) at any one time**, the above information must be communicated to us TELEGRAPHICALLY

For _____ the information, as specified above, can be sent by _____.

N.B. Failure to communicate details to us telegraphically, as specified above, will oblige us to hold you responsible for any decision prejudicial to ourselves _____ our open insurance policy.

4. FREIGHT

"From port of despatch to Alexandria port", to be payable _____, in "EGYPTIAN CURRENCY".

5. CLEARANCE

To enable us to clear the goods through customs please airmail us the appropriate _____, packing and specification lists in 10 (ten) copies or more if possible.

In this respect we would _____ to the fact that by sending your invoices and packing lists etc. as requested you will save us _____ and will, above all, avoid _____ with our _____.

Please follow the above instructions for all consignments sent against our orders. We depend on your co-operation for us to receive the information required _____.

Yours faithfully

Vocabulary

amount to – **составлять сумму**

attached – **в приложении**

classification clause – пункт/разряд классификации
 clearance through customs – растаможивание
 consignment – партия товаров, груз, консигнация
 despatch – отсылать, отправлять
 effect shipping – производить отгрузку
 hold – трюм
 in good time – вовремя
 invoice – счет-фактура
 open insurance policy – общий страховой полис
 prejudicial – наносящий ущерб
 proceed with – *здесь*: проводить, улаживать
 port of dispatch – порт назначения
 shipped method – способ отгрузки
 trace – *здесь*: находить
 underwriter – страховщик

10. ADVICE OF DESPATCH

Fill in the gaps with the appropriate word combination from the box.

commercial invoice	in triplicate
complete set	is due to leave
consignment	on board m.v.
current price list	the above mentioned purchase or-
evidencing	der
have handed	to your complete satisfaction
in accordance with	

Lupton Bros Ltd
 England
 15 January 20..

Dear Sirs

Your Purchase Order No. 5769F/KED

We are pleased to inform you that the goods ordered as per _____ have been despatched _____ your instructions.

They have been packed in 5 cases, 100 to a case. The cases are marked S.M./5769F/KED and numbered 7-5/5.

The _____ is being shipped _____ "EgyptianStar", which _____ Southampton at the end of this month, arriving in Alexandria on 15 March.

We _____ our sight draft for £4,190.00 to the Arabian Bank, London together with the documents required under the terms of the L/C, namely: a _____ of clean, shipped on board Bs/L endorsed to your order, marked in accordance with your specifications; one original and ten copies of the _____; a certificate of U.K. origin duly legalized by the Arab Republic of Egypt Representation; a declaration from the Egyptian Company for Maritime Transport "Martrans", _____ that the goods have been shipped by them; a packing list; insurance certificate _____.

The Arabian Bank has paid the sum.

We trust that the goods will be _____ and look forward to hearing from you again. We also enclose for your information some changes to our _____.

Yours faithfully
LUPTON BROS LTD
Export Manager

Vocabulary

certificate of origin – сертификат о происхождении

clean B/L – чистый коносамент

duly legalized – надлежащим образом легализованный

evidence – являться доказательством, доказывать

endorse – индоссировать (делать передаточную надпись)

insurance certificate – страховой сертификат

in triplicate – в трех экземплярах

m.v.= motor vessel – т.х - теплоход

purchase order – заказ на покупку

sight draft- тратта (переводный вексель) на предъявителя

100 to a case – по 100 штук в ящике

11. REQUEST FOR PRO-FORMA INVOICE

Fill in the gaps with the appropriate word combination from the box.

above-mentioned	pro-forma invoice
authorities	requirements
discounts	rebate
justify	to apply for

10 April 20..
Diamantsagen Wilde GmbH
GERMANY

Dear Mr Wilde

Our Enquiry PL/384 of 2nd March 2010
Your Offer No. 58397 of 21st March 2010

We are pleased to inform you that your DX 33 saw- blades wholly conform to our quality _____. We should therefore like to place an order for 25 units, provided you can see your way clear to granting us a further _____ of 5% on your prices as quoted in the _____ offer. We feel that the volume of the order we are interested in placing would _____ this small concession.

However, to enable us to import these saw-blades into India we will need _____ an import license from our local Government _____ and would therefore ask you to send us a _____ to include the following details:

- exact description of the goods
- unit and total price with _____
- terms of payments and delivery CIF Calcutta
- packing list

We would be grateful if you would send the pro- forma invoice by registered mail. As soon as we have received the import license, we shall telex our order to you and open the L/C with our bankers.

Yours sincerely

Vocabulary

by registered mail – **заказное**

rebate – **скидка**

saw-blade – **дисковая пила**

12. SENDING THE INVOICE

Fill in the gaps with the appropriate word combination from the box.

articles	discount
are due to	on board
at any time	perfect condition
at your service	transport costs
bank transfer	your premises
cheque	

7 January 20..

Mr Arthur M Jones

Laser Engineering Ltd 1

United Kingdom

Dear Mr Jones,

Your Order 835/XI of 15 Dec 20...

We are pleased to inform you that the _____, as per the above-mentioned order, were despatched by lorry yesterday. They will be shipped across the Channel _____ SS Marina tomorrow and _____ arrive at _____ at the beginning of next week.

Please find enclosed our invoice No. 351685 T for € 17,850.00 including all _____. We would ask you to settle it either by _____ or by _____ within 30 days, subject to the usual early payment _____ of 3 per cent.

We trust that you will receive the goods in _____ and remain _____ for further deliveries _____.

Yours sincerely

Daffur & Sattel GmbH
Export Dept.

Vocabulary

by bank transfer – **банковским переводом**

premises – **офисные помещения**

settle - *здесь*: **уплачивать, оплачивать**

the usual early payment discount – **обычный дисконт (учет векселей), необходимый для скорейшей оплаты**

1. In letters 9-12 given above find English equivalents to the following Russian words and word combinations:

1. растаможивание
2. страховщик
3. на борту судна
4. счет-фактура
5. таможенные органы
6. по 100 штук в ящике
7. упаковочный лист
8. место назначения
9. таможенные органы
10. заказное письмо
11. офисные помещения
12. общее количество чего-либо
13. привлечь чье-либо внимание
14. обычный заказ
15. к вашему полному удовлетворению

2. Choose the proper English words or word combinations for the Russian fragments given in brackets:

sailing date, consignment, customs authorities, further deliveries, declaration, unit and total price, pro-forma invoice, grant us a rebate, usual early payment discount, draw your attention, commercial invoice, attached order, in triplicate, required, discounts, concession, sight draft, at

your service, include, exact, in perfect condition, insurance, bank transfer, save time, duly legalized, quoted in the offer, arrange, L/C, arrange, invoices, volume of the order, packing list, conform, avoid complications, clean Bs/L, Insurance & Shipping Instructions, place an order, terms, terms of payments and delivery, in accordance with, within, inform

1. We ask you to send us a (образец счета-фактуры) and (включить) the following details: (точное) description of the goods; (общая и поштучная цена) with (скидки); (условия платежа и ставки) CIF Calcutta; packing list.

2. The (объем заказа) we are interested in placing would justify this small (уступка).

3. Please (организуите) for us to receive, at least 24 hours before (дата отплытия), details of the (партии товаров, грузов).

4. We would ask you to settle our invoice either by (банковский перевод) or by cheque (в течение) 30 days, subject to the (обычный дисконт, необходимый для скорейшей оплаты) of 3 per cent.

5. We are pleased to (сообщить) you that your instruments wholly (соответствуют) to our quality requirements.

6. In this respect we would (привлекаем ваше внимание) to the fact that by sending your (счет-фактура) and packing lists you will (сохраните время) and will (избегать осложнений) with (таможенными властями).

7. We have handed our (тратта) for £4,190.00 to the Bank, London together with the documents (необходимых, требуемых) under the (условия) of the (аккредитив), namely: a complete set of (чистые коносаменты) endorsed to your order, marked (в соответствие с) your specifications; one original and ten copies of the (коммерческий счет-фактура); a certificate of U.K. origin (надлежащим образом легализованный); a (декларация), a (упаковочный лист); (страховой) certificate (в трех экземплярах).

8. We should like to (разместить заказ) for 25 units, provided you can (предоставить скидку) of 5% on your prices as (как котируется в предложении).

9. Further to our (прилагаемый заказ) we wish to draw your attention to our (инструкции по страхованию и погрузке).

10. We trust that you **will receive the goods (в отличном состоянии)** and remain **(к вашим услугам)** for **(для дальнейших поставок)** at any time.

13. ENQUIRY ABOUT FREIGHT RATES

Fill in the gaps with the appropriate word combination from the box.

freight rates	net weight
further charges	quote
	shipment

10 November 20..
Specialised Shipping Services

Dear Sirs

Please quote us your most favorable _____ for the transport of 50 tones of palletized house bricks, _____ 1 tone per unit, for _____ from Southampton to Tunis in the first two weeks of December.

Please _____ us assuming delivery F.O.B. Southampton stating details of shipping commission and any _____.

Yours faithfully
Production Manager

Vocabulary

freight rate – ставка фрахта

further charges – дальнейшие расходы

quote – назначать, предлагать

palletize – упаковывать в готовые поддоны

14. FREIGHT OFFER

Fill in the gaps with the appropriate word combination from the box.

additional charge	per metric tone
demurrage	sailing card
enquiry	to issue
is due to	with 4 lay days

15 November 20..
Whaleys Bricks Ltd

Dear Mr. Whaley

Your Freight Enquiry of 10 November 20..

Thank you for your _____ regarding the transport of 50 tonnes of palletised house bricks. Our offer is as follows:

M.V. CLEETHORPES at £50 _____ or 10 cubic metres, at steamer's option, _____.

As can be seen from the enclosed _____, the vessel is currently located in Marseille and _____ dock in Southampton on November 30th. Loading will commence as from December 1st with an _____ of **£250 for every day of _____.**

If you accept this offer please forward us the charter party in quadruplicate to enable us _____ the necessary instructions to the ship's captain, Mr. Terry Wrigglesworth.

We look forward to your early reply.

Yours sincerely
Theresa Templeton
Specialised Shipping Services

Vocabulary

freight enquiry – **запрос о фрахте**

at steamer's option – **по выбору парохода (пароходной компании)**

lay day – **сталийный день**

sailing card – **расписание судов**

dock – отправляться в док
commence- начинать
demurrage – демередж (плата за простой судна)
forward – рассылать, посылать
charter party – чартер
in quadruplicate – в четырех экземплярах

15. ACCEPTANCE OF FREIGHT ORDER

Fill in the gaps with the appropriate word combination from the box.

as agreed	in the course of
dated	the charter party
freight offer	will be delivered
	no reason

21 November 20..
Specialised Shipping Services
Coppull Trading Estate

Dear Ms Templeton

Thank you for your _____ for palletised house bricks _____
15 November, which we are pleased to accept as follows:

**M.V. CLEETHORPES at £50 per metric tonne or 10 cubic metres, at
steamer's option, with 4 lay days**

The consignment of house bricks is from Redland Cement Ltd, and
_____ F.O.B Southampton by Gotruck Haulage Ltd on December 1st.

You will be receiving _____ in quadruplicate by separate post
_____ this week.

We hope that there will be _____ for delay of any sort and look
forward to our order being shipped _____.

Yours sincerely
WHALEYS BRICKS LTD
Managing Director

Vocabulary

consignment – партия товаров, груз
by separate post – отдельной почтой

16. FREIGHT FORWARDER CONFIRMS ORDER

Fill in the gaps with the appropriate word combination from the box.

be forwarded in accordance with in procedure mentioned below	notify relating to to confirm
---	-------------------------------------

Intertrans Ltd.
Marine Walk
12 January 20..

Dear Sirs

We are pleased _____ that your shipping and on-carriage instructions regarding the consignment _____ will be complied with as requested.

The documentation _____ the consignment will _____ to you _____ your wishes as stated in our previous correspondence.

Consignor: Cornwall Plastics Ltd
Cornwall

Consignee: Slumberland Foam Inc.
Pittsburgh, Pennsylvania, USA

Consignment: 2,400 kg (20 drums) polyester of silicic acid

Marks: CP/PSA92/1-20

Total weight: 4,543.00 kg

Shipped on: 10 January 20..

Vessel: M.S. Morning Star

Destination: Pittsburgh, Pennsylvania, USA

Should any delay arise or any change _____ prove necessary, we will _____ you as appropriate.

Assuring you of our best attention at all times

Yours faithfully
INTERTRANS LTD
Philip Jones Manager
cc: Thomas Branscope
Industrial Shipments Dept.

Vocabulary

on-carriage instructions – **инструкция по дальнейшей перевозке**

comply with – **соответствовать**

consignor – **отправитель**

consignee – **грузополучатель**

M.S. = motor ship – **теплоход**

cc = carbon copy – **копия под копирку**

1. Match the following expressions from letters 9-12 in English with the appropriate equivalents in Russian.

A

1. freight rate
2. unit
3. additional charge
4. by separate post
5. net weight
6. loading
7. in the course of this week
8. sailing card
9. demurrage
10. as agreed
11. no reason for delay
12. consignment
13. to **draw one's attention**
14. case
15. value
16. to avoid complications
17. **at one's disposal**

B

- a) отдельной почтой
- b) в течении этой недели
- c) в любое время
- d) как согласовано
- e) предмет, штука
- f) партия товаров
- g) дополнительные расходы
- h) избегать сложностей
- i) ставка фрахта
- j) вес нетто
- k) расписание судов
- l) нет причин для задержки
- m) стоимость
- n) в распоряжении
- o) ящик
- p) соответствовать требованиям
- q) скидка

18. discount
19. to conform to requirements
20. at any time

- г) плата за просто судна
с) погрузка
т) обратить внимание

2. Choose the proper English words or word combinations for the Russian fragments given in brackets:

mentioned below, shipping commission, further charges, delay, as appropriate, proves necessary, demurrage, confirm, palletised bricks, on-carriage instructions, forwarded to you, as requested, relating to the consignment, charter party, loading, delay arise, by separate post, palletized, as stated, additional charge, enquiry regarding, look forward, as agreed, notify, quote, previous, freight rates, per unit, shipment

1. Please quote us details of (комиссию за погрузку) and any (дальнейшие расходы).
2. The documentation (в отношении партии товара) will be (направлены вам) in accordance with your wishes (как указано) in our (предыдущая) correspondence.
3. (Погрузка) will commence as from December 1-st with an (дополнительные расходы) of £250 for every day of (простой судна).
4. We hope that there will be no reason for (задержка) of any sort and (ожидаем с нетерпением) to our order being shipped (как согласовано).
5. Please (назначьте, предложите) us your most favourable (ставки фрахта) for the transport of (упакованный в поддоны кирпич), net weight 1 tonne (на единицу), for (для отправки) from ... to
6. You will be receiving the (договор о фрахтовании) in quadruplicate (отдельной почтой) in the course of this week.
7. We are pleased to (подтвердить) that your shipping and (инструкции по дальнейшей перевозке) regarding the consignment (указанные ниже) will be complied with (согласно вашей просьбе).
8. Thank you for your (запрос, касающийся) the transport of 50 tonnes of (упакованный в поддоны) house bricks.
9. Should any (возникнет задержка) or any change in procedure (окажется необходимым), we will (сообщим) you (как полагается).

17. FREIGHT FORWARDER REQUESTS DOCUMENTS FOR CUSTOM CLEARANCE

Fill in the gaps with the appropriate word combination from the box.

forwarding arrangements
further details
haulers

hesitate
in accordance with
notificaton

EUROFREIGHT LTD
e-mail: euofreight@aol.com.uk
24 March 20..
LONDON

Dear Sirs

Export Consignment to Budapest. Hungary

We refer to the following shipping order:

Consignee: Budapest Magyarorszag (Hungary)
Consignment: 10,565 kg bitumen (15 drums) (value £13,300)
Order No.: 191/1.93 (as per your fax of 12 March ..)
Delivery: 3-4 weeks after receipt of L/C
Hauliers: Ungarocamion, Budapest

Your customer, *Budapesti Vegyi Muvek*, has requested us to collect the above consignment using Ungarocamion _____ and forward it _____ his instructions to Hungary.

Please therefore let us have details of either the L/C or the documentary collection (B/E, Bs/L) agreed, to enable us to progress _____ and issue a forwarder's receipt.

For customs clearance we require:

For Export

- Export _____ or export declaration

For Import into Hungary

- Commercial Invoice in triplicate
- Packing specification in triplicate

Should you require any _____ or information please do not _____ to call us on 0181 580 4971 or fax us on 0181 580 4862, or send us an e-mail.

Yours faithfully
EUROFREIGHT LTD
Arnold Graham
Transport Controller

Vocabulary

shipping order - **отгружаемый заказ**
hauler – **экспедитор грузового транспорта**
documentary collection – **торговое инкассо**
B/E = bill of exchange – **тратта, переводной вексель**
Bs/L = bills of lading – **коносаменты**
forwarding arrangement – **фрахтовые мероприятия**
forwarder's receipt – **расписка экспедитора**
export notification – **экспортное уведомление**

18. REFFERAL OF CUSTOMER COMPLAINT TO INSURANCE COMPANY

Fill in the gaps with the appropriate word combination from the box.

acted correctly	insurance agent
case	insurance cover
delivered by	looked into the matter
inconvenience	minor accident
indemnification	damage
	to your satisfaction

Your ref.: UNG/009.92.1
5 May 20..
Budapest
HUNGARY

Dear Mr Zold

Thank you for your letter of 28 April in which you give details of _____ to 3 drums of bitumen _____ ourselves to your company on April 19th. We regret the _____ caused and feel you _____ by having the damage assessed by your _____.

We have _____ and examined the driver's log for the trip in question and have discovered that our vehicle was involved in a _____. The _____ is currently in the hands of our lawyers and should be settled by the end of the month. Our _____ provides for _____ for any eventuality so we would therefore request you to approach our insurers, whose name and address are as follows:

Accident Insurance Europe
Insurance House
London EC1A 4WW
England.

Please quote policy No. GLX/342-00/93.

We trust the matter will be settled _____ in due course.

Yours sincerely
EUROFREIGHT LTD

Vocabulary

have the damage assessed – констатировать ущерб

log – судовой журнал, журнал водителя

insurance cover – покрытие страховки

indemnification – возмещение ущерба

approach – здесь: обращаться к кому-либо

19. REQUEST FOR A CUSTOMS INVOICE TO BE ISSUED

Fill in the gaps with the appropriate word combination from the box.

at your earliest convenience

complete

grateful

import duty

ordered

require

April 20..
New Form Plastics Moulds Ltd
OXFORD
England

Dear Sirs

As the value of the plastics moulds _____ by ourselves in our letter of **February 28 exceeds £50,000 sterling, we _____ a customs invoice** for the customs authorities here to enable them to assess _____. We would therefore be most _____ if you would issue this document _____ to enable us to _____ the necessary formalities at this end.

Yours faithfully
MUTUMBUKO PLASTICS LTD
Import Manager

Vocabulary

at your earliest convenience – **при первой возможности**

20. CALLING IN AN ASSESSOR

Fill in the gaps with the appropriate word combination from the box.

assess	premises
an accident	submit
approach road	the damage
claim	the remaining part
insurers	working hours
investigation	

E-mail: NRWfracht@vorm.de
15 April 20..
Balcombes Insurance Loss Assessor,
Surveyors and Valuers
LONDON
England

Dear Sirs

Vehicle Damage and Part-Loss of Load

Please _____ the costs arising from _____ to our vehicle Reg. No. DO-KA 385 and its load (motor vehicle components) when it was involved in _____ with an oncoming lorry on the _____ to Dover Eastern Docks on April 12th.

The vehicle and _____ of the load were recovered by:

Crowvale Haulage Ltd
(Commerical Vehicle Recovery Services)
Silverdale House
Pump Lane
London

at whose _____ they can be examined during usual _____ by appointment.

The Dover Constabulary has made a report on the accident and an _____ into the collision is being conducted by Detective Constable.

We also enclose on a separate sheet from our _____, Star Insurance, a list of points which should be considered in your report.

Please _____ your report and invoice in triplicate to ourselves as soon as possible to enable us to make a _____ to our insurers.

Yours faithfully
NRW Frachtenkontor
Transport Manager

Enc

Vocabulary

Surveyor – **эксперт**

Valuer – **оценщик**

oncoming – **встречный**

approach road – **подъезд, подъездной путь**

1. Find the English equivalents to the following word combinations from letters 17-20.

1. экспедитор грузового транспорта
2. очистка на таможне
3. коносамент
4. отгружаемый заказ
5. неудобство
6. покрытие страховки
7. рассмотреть дело
8. адвокат
9. импортная пошлина
10. при первой возможности
11. объявление, реклама
12. опыт работы
13. расходы
14. участие
15. наниматель
16. помещение (месторасположение)
17. предоставлять
18. подъездная дорога
19. в течение следующих двух лет
20. отвечать за движение транспорта

2. Choose the appropriate English words or word combinations for the Russian variants given in brackets:

in accordance with instructions, make a claim, in triplicate, grateful, forwarding arrangements, remaining part of the load, issue, at your earliest convenience, for the customs authorities, forwarder's receipt, insurance cover, hauliers, submit, invoice, insurers, was involved in a minor accident, documentary collection, notification, in due course, request, assess, necessary, collect the consignment, damage, load, settled, by appointment, driver's log, we require, indemnification, trust, regret, accident, forward, customs clearance, premises, insurers, assess the costs, approach road, having the damage assessed, insurance agent, vehicle recovery services, duty, oncoming lorry

1. We would be most (благодарны) if you would (издадите, выпустите) this document (при первой возможности) to enable us to complete the (необходимые) formalities.

2. Our (страховое покрытие) provides for (возмещение ущерба) so we would (просим) you to approach our (страховщики).

3. Your customer has requested us to (забрать партию груза) using Belarusian (экспедиторы) and (направить) it (в соответствие с инструкциями) to Belarus.

5. Please (представьте) your report and invoice in triplicate to ourselves to enable us to (заявить претензию) to our (страхователям).

6. We have examined the (журнал водителя) for the trip in question and have discovered that our vehicle (попал в небольшую аварию).

7. For (растаможивание) we require: export (уведомление) or export declaration; commercial (счет-фактура) and packing specification (в трех экземплярах).

8. We (верим) the matter will be (решена) to your satisfaction (должным образом, в установленном порядке).

9. Please (оцените затраты) arising from the (повреждение) to our vehicle and its (груз) (motor vehicle components) when it was involved in an (авария) with an (встречный грузовик) on the (подъездная дорога).

10. Please let us have details of either the L/C or the (торговое инкассо) (B/E, Bs/L) agreed, to enable us to progress (фрахтовые мероприятия) and issue a (расписка экспедитора).

11. We (сожалеем) the inconvenience caused and feel you acted correctly by (констатировав ущерб) by your (страховой агент).

12. The vehicle and the (оставшаяся часть груза) were recovered by (аварийная транспортная служба) at whose (помещении) they can be examined during usual working hours (по договоренности).

13. (Нам требуется) a customs invoice (для таможенных органов) here to enable them to (оценить) import (пошлина).

21. JOB APPLICATION

Fill in the gaps with the appropriate word combination from the box.

advertisement	responsible for
bilingual	salary
current post	training course
earliest convenience	welcome an opportunity
enclose	work experience
for the post of	

15th June 20..
Air Space Freight Forwarding
NEWCASTLE
England

Dear Sir or Madam

I am writing in reply to your _____ in the European News of June 12th _____ Sales Manager in your European Division.

I am aged 27, of German nationality, single, _____ German/English and I am currently employed as Freight Coordinator with Federal Express (Deutschland) in Dusseldorf where I am _____ freight movements to and from the US and the UK. I have held this post for three years now and would _____ to work in Britain.

I now have a total of 5 years' _____ in freight forwarding, having completed a 2 1/2-year _____ as a freight forwarder with Kuhne & Nagel, Dortmund, where I stayed for a further two years after completing my training period before taking up my _____ at Federal Express, My current performance-related _____ **is in excess of £ 30K p.a.**

I _____ a full curriculum vitae and the names of two referees as stipulated.

I look forward to your reply at your _____.

Yours faithfully

Vocabulary

performance-related – в зависимости от достижений

£ 30K p.a. – 30000 фунтов стерлингов в год

curriculum vitae = cv – (авто)биография

referee – *здесь*: лицо, дающее рекомендацию

stipulate – требовать(ся), полагаться; обуславливать

22. INVITATION TO AN INTERVIEW

Fill in the gaps with the appropriate word combination from the box.

are being held	expenses
a second round	interview
arrival	participation
be notified	panel
confirm	submit

21 June 20..

Mr Peter Schulz

Alte Bahnhofstr. 100

44892 Bochum

Germany

Dear Mr. Schulz

Thank you for your letter of 15 June in which you _____ your application for the post of European Division Sales Manager.

Interviews for the post in question _____ in London at the Novotel at Heathrow Airport during the weekend of July 19-20. We are inviting suitable candidates to attend for a preliminary _____ on the Saturday. On the Sunday short-listed candidates will then proceed to _____ of interviews conducted by a _____ made up of our Human Resources Manager and staff.

All short-listed candidates will _____ approximately 10 days after interview.

Travel and accommodation _____ will be borne by the company for all candidates living outside the UK who are invited to interview.

Please _____ your _____ by return, indicating your time of _____.

Yours sincerely
Air Space Freight Forwarding
Human Resources Department

Vocabulary

European Division – **Европейский отдел**

short-listed – **прошедшие первичный отбор**

panel – **отбор, конкурс; комиссия**

Human Resources Department – **отдел кадров**

23. TESTIMONIAL

Fill in the gaps with the appropriate word combination from the box.

chair meetings	liaising
deprive	resulting in
employer	responsibility
evaluating	resources
hesitate	skills
improvement	the course of
	user manual

3rd April 20..

To whom it may concern

Ms. Schnell

Ms. Schnell worked with Technology Transfer Systems Ltd. as Departmental Head in our software development and documentation department during the period from 1 January 20.. to 31 March 20..

After having rapidly taken stock of the _____ available in this department, both in terms of manpower and technology, she was able to proceed to _____ its strengths and weaknesses. Her restructuring of the section led to an immediate _____ in morale and performance _____ greater efficiency and dedication from all concerned.

The areas for which she took _____ involved many _____: documenting, typing and layout of a _____, testing the software system during development and _____ with software engineers as bugs or queries were raised.

Her ability to _____ and conduct them in a manner conducive to constructive results has proved invaluable in _____ her three years with our company.

Technology Transfer Technology Systems Ltd will sadly miss the skills and dedication of which Ms Schnell's departure will _____ the company. We do not _____ to recommend her to any future _____.

Yours faithfully

Vocabulary

bug – **здесь: дефект, недочет**

chair – **вести собрание**

conducive to - **приводящий к чему-либо**

liaise - **поддерживать связь**

testimonial – **характеристика, рекомендательное письмо**

To whom it may concern – **тем, кого это может касаться**

take stock – **ознакомиться**

1. Match a word or word combination in column A with its meaning in column B.

- A
1. freight forwarder
 2. curriculum vitae
 3. freight movement
 4. preliminary

- B
- a) рабочая сила
 - b) колебаться, не решаться
 - c) заработная плата
 - d) двуязычный

- | | |
|-----------------------------|--------------------------|
| 5. manpower | e) время работы |
| 6. departmental head | f) участие |
| 7. staff | g) частичная потеря |
| 8. vehicle damage | h) фрахтовая отправка |
| 9. valuer | i) автобиография |
| 10. working hours | j) начальник отдела |
| 11. part-loss | k) предварительный |
| 12. participation | l) оценщик |
| 13. to be responsible for | m) персонал |
| 14. salary | n) проблема, вопрос |
| 15. to look into the matter | o) страховое покрытие |
| 16. case | p) быть ответственным за |
| 17. bilingual | q) оценивать |
| 18. insurance cover | r) рассмотреть вопрос |
| 19. to hesitate | s) транспортный ущерб |
| 20. to assess | t) экспедитор |

2. Choose the appropriate English words or word combinations found in Letters 21-23 for the Russian variants given in brackets:

opportunity, employer, do not hesitate, enclose, as stipulated, freight movements, available, due to personal reasons, well-run, at your earliest convenience, advertisement, accommodation expenses, challenge, asset, performance-related salary, division, preliminary, previous experience, department, team, with reference to, responsible, in excess of, referees, suitable, notified, curriculum vitae, short-listed candidates, contribute, currently, enclosed, improvement, employers, further

1. I am writing in reply to your (объявление) in the European News for the post of Sales Manager in your European (отдел).
2. I (прилагаю) a full (резюме, краткая биография) and the names of two (поручители) (как требуется).
3. My current (зарплата в зависимости от достижений) is (свыше) £ 30K p.a.
4. I look forward to your reply (как можно скорей).
5. I have held this post for three years now and would welcome an (возможность) to work in Britain.

6. I am (в настоящее время) employed as Freight Coordinator and I am (ответственный) for (перевозка грузов) to and from the US and Britain.
7. Travel and (расходы на жилье) will be borne by the company.
8. We are inviting (подходящий) candidates to attend for a (предварительное) interview on the Saturday.
9. All (кандидаты, прошедшие первичный отбор) will be (известны) approximately 10 days after interview.
10. We (не колеблясь) to recommend her to any future (наниматель).
11. (Касательно) your advertisement I should like to apply for the job of Supplies manager.
12. (По личным причинам), I have to move to London within the next month.
13. I think my (предыдущий опыт) will be an (ценное качество) and that I could (вносить вклад) significantly to your (команда).
14. References are (имеются в наличии) from my present and previous (работодатели).
15. Please find (в приложении) a copy of my CV for your (дальнейшей) information.
16. I have always enjoyed the (вызов, проблема) of a (хорошо организованный) supplies (отдел) and the constant need for (улучшение) and value analysis.

24. SUPPLIER REJECTS ORDER

Fill in the gaps with the appropriate word combination from the box.

a wide variety	receipt
can be processed	regret
gone out of business	to accept
latest catalogue	

12 August 20..
England

Dear Mr Marshall

We confirm _____ of your order for two Vox Z1 47 synthesisers but _____ having to inform you that Vox Ltd have now _____ - thus making it impossible for us _____ your order.

There is _____ of similar instruments on the UK market, however, and for your information we enclose our _____ and price list.

At present orders for the instruments listed _____ within 4 weeks of receipt of order.

Assuring you of our best attention at all times we remain.

Yours sincerely
Terry Webb
Export Sales

Vocabulary

confirm receipt – **подтвердить получение**

go out of business – **прекратить дело, уйти из бизнеса**

process an order – **обработать заказ**

*One of the graduates of the BNTU wrote an application letter in response to the advertisement in one of the issues of Transportation Monthly Journal. You have been already asking for a Job for nearly a **month. Recently you've come across an appropriate advertisement in the newspaper in which they announced an opening vacancy for logistician in their company. Write your own letter of application.***

145/89 Independence Ave
Minsk, 22019
26 December 2010
Ivan Ivanov

Ltd Astra Belamsia
56 Nekrasova Ave
Minsk, 220015

Dear Mr Ivanov

I'm writing in response to your advertisement in the December issue

of Transportation Monthly Journal in which you announced an opening for freight forwarder in your company. I think that I'm the right sort of person for the post because my qualification and experience are appropriate.

I have graduated from the Belarusian National State University in Minsk with a Master's degree in International transportation of cargos and passengers. I am fluent in English and German. I am currently studying for a certificate in warehousing logistics at Belarusian State University as a part time student. For the last three years I have had a full time job at Intertransportation Ltd.

I am submitting the summary of my qualifications and experience, together with copies of three recent references. Enclosed is a copy of my resume for your consideration. If you have any questions or wish any additional information, please, feel free to let me know.

Thank you for consideration.

Sincerely yours,

1. Read the following letter of reply and choose the best words from the options in brackets.

Dear Mr Konrad

We were very pleased to receive your (*correspondence, enquiry, mail*) of 14 October 2011, asking about our tires (*range, cloths, products*) and terms of (*dealing, trade, conditions*).

First let me say that our (*label, mark, patent*) is internationally famous because of the quality of our products, and we are convinced they will sell very well through your (*outlets, factories, warehouses*). We think you will agree with us when you look through the enclosed (*manual, catalogue, leaflet*) and forwarding separately.

You will see from the price-list that we take care of all freight and insurance costs, so the prices are quoted on a(n) (*c.i.f, ex-works, fo.b.*) basis. We will also allow (*trade, cash, quantity*) discounts for orders over \$10,000, and with the usual trade references, we can arrange for payment by 60-day (*bill, letter, draft*) of exchange.

Thank you once again for your enquiry, and we are sure you will be impressed by the (*vast, huge, wide*) selection of our items. Meanwhile, if there are any further details you need, please contact us.

Yours sincerely,
Sales Director

2. *Choose the best alternative to complete the sentences.*

1. The bookkeeper keeps a record of every financial _____ .
a) action b) transaction c) entry d) transcription
2. **It's essential to _____ the invoice number in any correspondence.**
a) estimate b) quote c) say d) tell
3. **We send a _____ to customers who haven't settled their accounts.**
a) reminder b) remainder c) remembrance d) memory
4. This company has a weekly _____ of about \$100,000.
a) pay b) turnover c) salary d) wage
5. Often a discount is offered as an _____ to get a customer to pay promptly.
a) investment b) incentive c) interim d) inventory
6. **Check the _____ note and see that you've got everything.**
a) deliver b) delivered c) delivery d) delivering
7. **I've just received an _____ note** telling me that the goods have been dispatched.
a) advice b) advise c) invoice d) advisory
8. The task of the public relations department is to project the right _____ of a company.
a) painting b) image c) picture d) drawing
9. When making a presentation to a relatively small _____ an overhead projector can be invaluable.
a) assistance b) spectator c) audience d) congregation
10. Because of high shipping costs, it made more sense to _____ a manufacturer to produce our range of furniture.
a) license b) lease c) control d) handle
11. The government has imposed protective traffic to stop the _____ of cheap imports when threatened to destroy domestic industries.
a) rain b) famine c) flood d) storm

12. The technical _____ for electrical equipment can vary from country to country.

a)justification b)rules c)specifications d)uniforms

13. Among other things, a _____ contains details of the goods, their destination and the name of the ship carrying them.

a)bill of lading b)way-bill c)bill of exchange d)receipt

14. The person the goods are sent to is called a _____ .

a) consignor b)consignee c)commissioner d)master

15. She looked at the _____ to check where the goods were produced.

a)certificate of origin b)test certificate c)postmark d)trademark

3. Join the beginning of each phrase with the appropriate ending.

1. Following your advertisement in the "Daily"...

2. Please find enclosed...

3. We regret to inform you that...

4. We look forward to...

5. We acknowledge receipt of...

6. Please accept our sincere apologies...

7. I am writing...

8. Should you require any further information...

9. We would be grateful if you could...

10. We would be very interested in receiving...

11. I would like to reserve...

12. Should you be interested...

a. ... your order will be one week late.

b. ... your letter dated 12th January 2010.

c. ... please do not hesitate to contact us.

d. a visit from your salesman.

e. to enquire about your range of software.

f. send us a quotation for 20 items.

g. ... in taking the matter further...

h. ... I am writing to apply for the position of...

i. a double room in the name of Smythe.

j. ... doing business with you in the near future,

- k. for the inconvenience you have been caused.
- l. a copy of our brochure and price list.

4. *Put the phrases in the right order.*

- a) to you look I meeting forward
- b) to delivery am I confirm writing
- c) enclosed find please
- d) of your 15th you letter thank for April
- e) sincerely yours
- f) regards with best
- g) information you any require further should
- h) letter please of receipt this acknowledge
- i) hesitate us to contact do please not
- j) to catalogue shall send we be you our pleased

5. *Study the following e-mail as an example.*

From: beltrans@tut.by
To: Robertdel@aol.com
Subject: _order no. VF449766 of 4 July 2011

This transmission contains information which maybe confidential. It is intended for the named addressee only. Unless you are the named addressee, or authorised to receive it on behalf of the addressee, you may not copy or use it, or disclose it to anyone else. If you have received this transmission in error, please contact the sender. Thank you for your co-operation.

Dear Sirs,

The goods ordered under this number arrived today in good condition and your invoice - has been checked and found correct.

However, we have to point out that these articles were ordered subject to their arriving here by the end of August. Since they did not reach us until 14 September, we have been hard pressed to meet our commitments to our own customers.

As you will no doubt understand, a recurrence of this situation could well result in our customers placing orders elsewhere, and this is a risk we are unwilling to take. We must, therefore, insist that you observe delivery deadlines for future orders.

Yours faithfully

6. Now write a reply to this e-mail. Use the following phrases to help you:

Thank you for your email I'm writing to I'm very sorry about Could you?	I'm sending you I hope that... Let me know if ... Best regards/wishes.
--	--

7. Write this **customer's complaint of repeated delays delivery** in the form of email.

Dear Sirs

Our order nos. 6531, 6687, 6866 and 6892

As we have repeatedly pointed out to you, prompt delivery on your part is essential if we are to maintain satisfactory stock levels and fulfil our production schedules. Each of the four orders listed above has arrived later than the date stipulated, and order no. 6892 was delayed by almost a month, with the result that we have had to reduce production by some 5 per cent.

We cannot possibly allow this situation to continue, and are sorry to have to tell you that unless you can guarantee to deliver supplies by the dates specified in future orders, we will be forced to look for another supplier. We hope to hear from you very soon.

Yours faithfully

7. Do the following task:

You work for a company that manufactures car parts. You receive the email below from a French customer. Complete the email with the words from the box.

appreciate, attachment, forward, possible, sending, unfortunately, writing

From Perry, Yves <yperry@sr.g.fr>
To frieda.benn@dashpen.co.uk
Subject order no.7H325K

Dear Ms. Benn

I'm _____ to you because of a problem with the delivery which we received from you last week. The order was for 1000 dashboard panels. _____ 50 of the boxes that arrived were empty. Can you send us the missing items as soon as _____. We would also _____ it if you could look into the **problem to make sure this does not happen again**. I'm _____ you a scan of the delivery note as an _____.
I look _____ to hearing from you soon.

Best regards
Yves Perry

Now write a reply to the email. Use the phrases to help you.

Thank you for your email I'm writing to I'm very sorry about Could you?	I'm sending you I hope that... Let me know if ... Best regards/wishes.
--	--

8. Netiquette. Study the following rules.

1. Don't type everything in capitals. (People may think you are shouting!)
2. Use "smileys" when you want to give a nuance.

3. Limit line length to 65-70 characters.
4. Think carefully about what you write – it is a written record, not a telephone call!
5. Don't waste bandwidth – what you write should be to-the-point.
6. Warn the recipient if you want to attach a large file.
7. Write descriptive subject lines so the receiver knows what to expect.
8. When replying, don't quote back the whole message – delete the excess.
9. When forwarding a message, put any comments you have on the top.
10. Don't overuse acronyms, smileys, or internet expressions – not everyone will know what you are talking about.
11. Use a spell checker or be sure of your spelling.
12. Read through your e-mail before sending it – it may be informal but you still have to be clear and concise.

9. Choose the right definition

1. E-business	Economic business Electronic business
2. T-commerce	Total commerce Television commerce
3. C2B	Customer to business Client to boss
4. B2B	Buyer to boss Business to business
5. IMO	International monetary organization in my opinion
6. IMHO	In my humble opinion International monetary help organization
7. OTL	Over the limit Out to lunch
8. HSIK	How should I know Have something in kit
9. BBL	Bring back later Be back later

10. TTYL	Talk to you later The time you left
11. NOYB	Not only your business None of your business
12. FWIW	For what it's worth Full with internet words
13. IRC	Internet relay chat Internal relay comment

10. While applying for a job it's obligatory to submit CV. Study the main point of CV.

THE CURRICULUM VITAE

Your CV should be:

- word-processed
- laser printed on good quality paper
- no longer than two pages of A4 paper

You should include:

1. Personal details

The employer wants to know who you are and how to contact you (essential information only).

2. Education

Don't go too far back in time or leave any gaps.

3. Work experience

Don't just describe the job - stress what you achieved and what you learnt. Put your most recent experience first.

4. Positions of responsibility

If you do not have a lot of work experience, this section will show **employers your potential or miss this section out if you haven't had a position of responsibility.**

5. Skills

Be positive about your ability - never undersell your experience.

6. Interests

Stress any significant achievements related to your interests.

Don't just list your interests – add a few details.

7. Referees

Current students and recent graduates should choose an academic referee and a personal one (this could be an employer).

Get your referees' permission first and tell them what you are applying for and what you would like them to stress in a reference.

11. Look through the given CV and make up your own one.

Curriculum Vitae

		Svetlana Popova Born 9. Novemembr 1988, Minsk, Belarus Address Independence Av, 115-29 Minsk, 220015 Tel.:375173347028 Email svet_popova@tut.by Nationality: citizen of Belarus Marital status: single, no kids School Education
09/1995	–	School №4, Minsk, with focus on Music Studies
11/2000		
12/2000-		Gymnasium №7, with school leaving certificate, Minsk,
06/2006		advanced English studies
		Higher Education
09/2006-		Belarusian National Technical University, Minsk
02/2010		<u>Study Programme:</u> World Economy, Transport Logistics <u>Major:</u> World Economic Relations, Logistics in Transport, Foreign Languages (English, German) <u>Degree thesis:</u> “ Management of Road Transport in Brest region ” <u>Mark:</u> 8 (Good)
09/2010	–	University of Applied Science (FH) Leipzig (DAAD
07/2011		Scholarship) <u>Bachelor Programme:</u> European Business Studies <u>Major:</u> Logistics, Marketing

12/2010-05/2011	<p>Work experience Bentlintertrans, Minsk, Belarus, Department of Marketing and Logistics Referent (part-time)</p> <ul style="list-style-type: none"> - Organization and preparation of marketing concept of the company - Preparation, implementation and evaluation of company's participation in International Agricultural Exhibition "Belagro" 2010 in Minsk - Translation of various booklets and folders and participation in negotiations with foreign partners (Germany, Russia, Ukraine)
07-08/2009	<p>Hotel Palace, Italy, Public Relations Department/Trainee</p> <ul style="list-style-type: none"> - Communication with hotel guests - Reception of VIP clients - Preparation, implementation, evaluation of events in hotel - Quality management - Implementation of promotion events
09-12/2010	<p>Joint marketing project (Development of Web 2.0 concept for the new brand B2) between BNTU and Berentzen-Gruppe AG.</p>
11/2010	<p>Other activities</p> <ul style="list-style-type: none"> - Participation in Belarusian Agricultural Exhibition "Belagro" in Minsk as a hostess and interpreter - Participation in the International Fair "Agrotechnika 2010" in Germany as interpreter - Assistance in organization of X Minsk Forum by German-Belarusian Partnership
	<p>Capabilities</p> <p>EDP</p> <ul style="list-style-type: none"> - MS-Office (good) - Adobe Photoshop Elements (basics) <p>Languages</p>

References | - Russian (mother tongue), English (fluently, Level B2, TOEFL ibT 103)
Hobbies
foreign languages, sport (swimming, tennis), literature, music, travelling, meeting new people and cultures
Available upon request
Minsk 14, June, 2011

12. Study the Cover Letter.

3200 Inglewood Ave.
St. Louis Park, MN 55416
11 May 2011

General Mills, Inc.
P.O. Box 9452
Minneapolis, MN 55440

To whom it may concern,

I am writing to apply for the Internal Marketing Communications Consultant position. I learned of this opportunity from a relative, Roger Toutloff, an employee at General Mills. As a recent graduate from the College of Saint Benedict, my education, international background, and skills lead me to be an excellent candidate for your position.

During my undergraduate education, I realized I had a growing passion for Marketing and Public Relations. The combination of coursework and external experience from previous jobs and internships has allowed me to learn, grow, and develop skills and abilities that can help me thrive and succeed within your company. As an Assistant Marketing and Sales Manager, I was responsible for updating websites and social media, organizing and planning events, writing and editing press releases, as well as meeting with advertisers to increase sales.

My greatest accomplishment thus far has significantly contributed to my marketing background. Last year I received a scholarship to study and work in Germany. I took business classes at a university and worked

for a large international paper and print production company. During my internship, I was responsible for managing a marketing team of 15 members and reported directly to the CEO/founder of the company. As a member of a team, I assisted in branding the product and affiliate company. I ensured that all projects were handled smoothly and reached their proper deadlines in a timely manner. This experience also allowed me to expand my critical thinking skills and explore my creative side as we developed a new image for the company.

Not only have I developed hard skills to further my career, in addition, my experiences have afforded me with intangible qualifications including resourcefulness, adaptability, interpersonal effectiveness, and integrity. I am young yet mature and very willing and eager to learn new skills and abilities. I would greatly appreciate the opportunity to meet and discuss the contribution I could make at General Mills.

Thank you for your time and consideration.

Sincerely,
Maren C. Gotchnik

13. Translate the following sentences and use them while writing business and commercial letters:

1. We trust that you will receive the goods in perfect condition and remain at your service for further deliveries at any time.

2. We ask you to send us a pro-forma invoice and include the following details: exact description of the goods; unit and total price with discounts; terms of payments and delivery CIF Calcutta; packing list.

3. We hope that there will be no reason for delay of any sort and look forward to our order being shipped as agreed.

4. Should any delay arise or any change in procedure proves necessary, we will notify you as appropriate.

5. We regret the inconvenience caused and feel you acted correctly by having the damage assessed by your insurance agent.

6. We trust the matter will be settled to your satisfaction in due course.

7. Due to personal reasons I have to move to London within the next month.

8. I think my previous experience will be an asset and that I could contribute significantly to your team.
9. References are available from my present and previous employers.
10. Please find enclosed a copy of my CV for your further information.
12. I have always enjoyed the challenge of a well-run department and the constant need for improvement and value analysis.

14. Assignments for writing business and commercial letters.

1. Design a letter heading for a company manufacturing washing machines, refrigerators and other household equipment. Include all the information about your company which is normally shown in a modern letter heading.

2. Write a letter of enquiry on behalf of your firm to the Yorkshire Woollen Company, Bradford, asking for patterns of cloth for men's suits.

3. Write to the import agent for RITESWIFT typewriters, enquiring about prices, delivery dates, and any other facts which you, as a prospective customer, would be interested in.

4. Your firm is a Swiss manufacturing company and is in urgent need of certain metal fittings which cannot be obtained quickly enough from the normal suppliers. Write an enquiry to a British maker of these fittings.

5. An enquiry has come to your company, a firm of watchmakers, from a British retailer. Write a reply to send with your price-list. Quote your terms, and add any information you consider might induce your correspondent to place orders with you.

6. Write to a firm of shipping agents in England and ask them to quote you for the collection of some cases of tools from a firm in Birmingham, and the shipment to your nearest port.

7. As a firm of forwarding agents you have been asked to advise on the forwarding of a consignment of bicycles. Write a suitable letter and ask by what route the bicycles are to be sent; give your advice on the matter.

8. You have been asked to arrange for a consignment of goods by train-ferry; reply to the letter and point out that the consignment must be over 1 ton in weight. Advise alternative routes.

9. Write a letter to your customers informing them what arrangements you have made for the transport of a consignment of chemicals. Your customers may be in America or another country outside Europe.

10. Write to a firm of shipping agents and ask them to take charge of a consignment you have shipped to an overseas country; say who will take delivery of the goods.

11. Answer a foreign letter of enquiry which your firm has received following an exhibition of your sewing machines at a trade fair in Brussels.

12. Write a letter based on these notes:

thanks for order (no., date)—goods despatched (ship, date due) — invoice enclosed—goods carefully selected—packed crates—safe arrival—excellent value—hope good sales—rely on us—at your service.

13. Your firm has received an order for machine tools from an overseas buyer. Write a letter of acknowledgement and promise delivery by a certain date.

14. Write a letter to a foreign manufacturer of some article you are familiar with. Enclose an order and state your requirements regarding quantity, quality, appearance and delivery.

15. You have seen samples of Finnish wine glasses at a trade fair, and would like to import a large quantity of them. However, you have heard that the manufacturer in question tends to pack his products rather carelessly, with the result that consignments often include large numbers of broken glasses. You have also heard that crates often arrive late because of insufficient marking.

16. Discuss with your fellow-students how wine glasses should be packed, and then send an order to the Finnish manufacturer, giving detailed instructions as to how the goods are to be packed and the containers marked.

17. Answer an enquiry for industrial chemicals, quoting prices of various containers, sizes, and method of packing.

18. Send an order for goods your firm requires from a foreign supplier and ask for pro-forma invoice.

19. Write a letter in which you ask your suppliers for an extra 21% discount on an order for 10,000 tins of meat extract. Write also the supplier's letter (a) granting, and (b) refusing this request.

20. Write to ship brokers and ask them to charter a ship for the loading of a cargo of fertilisers; give them necessary particulars about port and time.

21. Write a letter for an overseas importer of hardware, in which you order goods from a British manufacturer's catalogue. Say how you wish to pay, as your firm has not yet done business with the seller.

22. Send a letter to a firm in an English-speaking country asking them to supply you with goods on better terms of payment. At present you are accepting drafts at 30 days.

23. A foreign customer has been buying from your firm for a year and has honoured your sight drafts on presentation. He now asks for open account terms with quarterly settlement by B/L.

Write two letters:

a) one agreeing to his request and

b) one asking for an irrevocable letter of credit covering the amount of his quarterly requirements.

24. Write to the office of British Airways and ask for particulars of freight, insurance, etc., on a consignment of watches and clocks.

25. As the exporters, write a tactful letter to customers who have complained that the material they have received is not like the samples on which they gave the order.

26. Your firm wishes to appoint a main agent in South America for the sale of its well-known optical instruments. Write a letter to a South American distributor and offer the agency.

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