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CONTENTS

1. WHAT IS LOGISTICS?	4
2. GLOBAL LOGISTICS	7
3. DIFFERENT TYPES OF BUSINESS COOPERATION	11
4. TYPES OF LOGISTICS SERVICES	15
5. EVERYTHING YOU NEED TO KNOW ABOUT 1PL, 2PL, 3PL, 4PL	18
6. KINDS OF TRANSPORTATION	22
7. MODES OF TRANSPORTATION	26
8. MULTIMODAL TRANSPORTATION	29
9. FREIGHT CLASS	33
10. INCOTERMS 2010/2020	36
11. EXPORT DOCUMENTATION	41
12. LOADING DOCKS	45
13. TYPES OF WAREHOUSING	48

WHAT IS LOGISTICS?

1. Explain the meaning of the following logistics terms.

Distribution, distributor, goods, dealer, consumer, warehouse, inventory, order, profit, cost-effectiveness.

2. Match the words with the appropriate definitions.

1. quantity	a. the use of information to produce a particular result
2. delivery	b. the need for particular goods and services
3. processing	c. without wasting time, money, or energy
4. payment	d. the process of making things to be sold
5. efficiently	e. an amount of something that can be counted or measured
6. customer	f. spend a large amount of money to improve the value of goods and get profit
7. demand	g. money that you gain by selling things or doing business, after your costs have been paid
8. production	h. very expensive
9. invest	i. the act of paying for something
10. costly	j. bringing goods to a particular person or place
11. profit	k. someone who buys goods or services from a shop, company

3. Read the text attentively. Make a plan of the text.

Logistics is also known as physical distribution management. Logistics is an activity carried out by many different companies for the physical distribution of goods. FMCG (fast moving consumer goods), consumer durables, and many other industries regularly manufacture goods. These goods have to be transported to the distributors and dealers and lastly to the end consumer. Logistics is the means to transport the goods from the company to the middlemen or the end consumer.

However, Logistics does not mean "transport" only. There are many different logistics activities or functions of logistics which are used by a company. For example, if you have to deliver a good from your warehouse to a dealer, then you need to adjust the inventory that you have in your warehouse (because goods are leaving). Similarly, you need to have entries that the goods have left from your warehouse and reached the dealer. In between, you also need to ensure that goods are handled in the appropriate manner and they reach in the desired condition to the dealer. If there are any returns from the dealer, they have to be accounted too.

Logistics involves a number of functional activities in an organization.

1) The Logistics activities start from the **order processing** which might be the work of the commercial department in an organization. The commercial department is the one who ensures that the payment terms and the delivery terms have been met and then processes the order from within the company. Basically, the commercial team accepts the order from the customer and places the order to the warehouse. If the customer has given the payment, a commercial team makes the entry into the system and tells the warehouse that the customer has given an order of 10 units so the warehouse needs to deliver 10 units.

In many companies, the entry from commercial also deducts the inventory in the warehouse. So if the commercial team has given the go-ahead for a purchase order of 10 units, the available inventory will automatically be deducted by 10 units so that double ordering does not happen. This is an important step because any mistake in this step can affect the whole process.

2) **Materials handling** is the movement of goods within the warehouse. It involves handling the material in such a way that the warehouse is able to process orders efficiently. For a small shop with 100 products, it is very easy to move one product from one place to another. But if this small shop is not sure where the products are kept, the shopkeeper will have to search for the order and the product every time he receives the order. He will have to search this in all the 100 products that he has and then he will have to move the other products so that he can give the ordered product to the customer.

Now multiply this scenario by 100 times. Warehouses of large companies are sometimes half a mile or more in size. Imagine the amount of material stored in the warehouse. If the warehouse manager does not know where the material is stored and how he is going to bring it to the dispatch center of the warehouse, he will be in big trouble and his productivity and efficiency will take a big hit. That is why materials handling is an important function of logistics.

Arranging material within the warehouse properly so as to allow easy movement and dispatch material is an important activity in logistics management. This becomes more important as the warehouse grows in size.

3) **Warehousing** plays a huge role and is one of the important logistics activities. If we take the example of LG or Samsung, these are consumer durable companies which are present in multiple countries. Their manufacturing might be at one point, but the distribution is all across the world.

The important point in warehousing is that the warehouse should be nearby to the dealer or the distributors' place and it should facilitate the easy delivery of goods. If there was a product which was from a branded company, but which takes 1 week to deliver, then this product might not move as much in the market as another product which is taking 2 days to deliver even though it is unbranded. Thus, it makes sense for the branded company to have a closer warehouse so that can immediately deliver the goods. Once a brand establishes itself in a new territory, the first thing it does is to lease a new warehouse so that it can be closer to the territory and closer to the end customers.

The location of warehouses also reduces the pressure on mother warehouse (large warehouses which stock most of the products). When there is a peak in demand or if there is a drop in production, these warehouses can take the pressure of deliveries and they can become interdependent to ensure delivery of goods to consumers.

4) **Inventory control** If a firm has 100 units of a product in stock, but the demand is only of 10 units, then the company has uselessly invested in 90 units. This is money which can be used as a working capital and it is money on which banks are applying interest.

On the other hand, another firm had a demand of 500 units, but they have manufactured only 200 units thinking that demand will be less. Now they have lost the orders which is an opportunity cost. The perfect firm will be one, which has manufactured 100 units, knows there will be 50 units of demand and is ready even if demand doubles. But they are continuously monitoring the demand and are ready for it without investing much in manufacturing.

5) **Transportation** Now we come to one of the major logistics activities which is one of the most resources heavy and revenue heavy segment of logistics. There is a single reason why transportation is costly – Fuel. Be it petrol, Diesel or gas, fuel is costly, and it is mostly consumed in transportation activities. This is why companies strive to control the transportation expenses because it is one of the highest expenditures in any company.

Transportation involves the physical delivery of goods from the company to the distributor or dealer and from the dealer to the end customer. Generally, companies are involved only till the point delivery happens to the distributor or the dealer. The distributor is then responsible for the delivery to the end customer. However, transportation is a cost to the dealer as well and reduces his profit – due to which the company has to give higher profits to the dealer – to negate his costs.

The better the warehousing and the inventory management of a company are, the lower is the transportation cost for the company. Economies of scale play a major role in the cost-effectiveness of transportation. FMCG adopted “breaking the bulk” method to reduce the cost of transportation and also to improve functions of logistics as a whole.

6) There are two types of **packaging**. One which the customer sees on the shelf of supermarkets or hypermarkets where the package appears attractive and makes the customer buy the packages. The other is transport packaging where the products are packed in bulk so as to avoid any breakage or spillage and yet allow them to transfer huge volumes of the product safely from one place to another.

Packaging the product is a responsibility of the logistics team because otherwise the product will reach damaged to the end customer and this is a huge cost to the company. This is why, especially in export markets, a huge amount is spent in the packaging of the product. The packaging may cost only 1-2% of the value of the product, but if it is not right during transportation, it will result in 100% cost due to the damage and loss of the product.

The above were all the functions of logistics and the logistics activities which have to be taken care of in any major company.

4. Complete the sentences below with the necessary words.

<i>damaged</i>	<i>transportation</i>	<i>end</i>	<i>appropriate</i>	<i>department</i>	<i>condition</i>
<i>warehouse</i>	<i>trouble</i>	<i>goods</i>	<i>pressure</i>	<i>breakage</i>	<i>volumes</i>
<i>cost</i>	<i>delivery</i>				

1. Logistics is the means to transport the _____ from the company to the middlemen or the _____ consumer.
2. You need to ensure that goods are handled in the _____ manner and they reach in the desired _____ to the dealer.
3. The commercial _____ is the one who ensures that the payment terms and the _____ terms have been met.
4. If the _____ manager does not know where the material is stored, he will be in big _____ and his productivity and efficiency will take a big hit.
5. The location of warehouses reduces the _____ on mother warehouse.
6. _____ involves the physical delivery of goods from the company to the distributor or dealer and from the dealer to the end customer.
7. Transport packaging is used to avoid any _____ or spillage of goods and yet to transfer huge _____ of the product safely from one place to another.
8. If the product reaches _____ to the end customer, this will be a huge _____ to the company.

5. Answer the questions.

1. What are the functions of the commercial department of a company?
2. Is materials handling an important function of logistics? Explain your point of view in several sentences.
3. What aspect of warehousing facilitates the easy delivery of goods?
4. What optimal proportion between manufacturing and demand should be taken into account when planning the inventory control?
5. What is one of the highest transportation expenses?
6. What factors influence the transportation cost?
7. What types of packaging do you know? Which is more important?
8. What are the consequences of wrong packaging?

6. Comment on the following statements. Give your reasons why these are true.

1. The perfect firm will be one, which has manufactured 100 units, knows there will be 50 units of demand and is ready even if demand doubles.
2. The better the warehousing and the inventory management of a company are, the lower is the transportation cost for the company.

GLOBAL LOGISTICS

1.Explain the meaning of the following word combinations.

Commodity transactions, spatial and temporal distance, a sustainable macro-logical system, the main driving force, an international logistics intermediary, storage facilities, global market.

2. Match the words with the appropriate definitions.

1. consumption	a. someone who makes money by starting their own business
2. sustainable	b. a supply of something until it is needed
3. entrepreneur	c. any material, such as oil, cotton, or sugar in its natural condition, before it has been processed for use
4. forwarder	d. the process of using something
5. retailing	e. to put a plan or system into operation
6. reserve (n)	f. able to continue at the same level for a period of time
7. raw materials	g. the act of dividing something among people or companies
8. emergence	h. to improve the effectiveness of an organization, often by making the way activities are performed simpler
9. distribution	i. the fact of something becoming known or starting to exist
10. implement	j. the activity of selling goods to the public in stores or on the internet
11. streamline	k. a company that arranges for goods to be transported, especially to another country

3. Read the text attentively. Think about the factors influencing the development of global logistics.

Global Logistics refers to an international commodity transaction or exchange activity that physically moves materials in order to overcome the spatial and temporal distance between production and consumption independently conducted in two or more countries. Global logistics performs a complex of interrelated functions for managing the material flow in international trade. Global logistics involves the development of strategies and tactics for creating sustainable macro-logical systems that connect business structures of various countries of the world on the basis of division of labor, partnership and cooperation in the form of contracts, agreements, common plans supported at the interstate level. The emergence of the term "global logistics" reflects the developing trend in the world economy, which is characterized by the movement of entrepreneurial activity from its specialization in individual countries and regions to a multi-organized global market economy.

Global logistics needs many logistics operators to develop this industry through business cooperation. Thus a variety of logistics operators have been born, such as logistics companies, freight forwarders, shipping companies other subjects involved in cargo transportation.

Global logistics involves the movement of large shipments and goods across continents and within countries for retailing, manufacturing, and other purposes. The

complexity of global operations requires a mix of people with specific knowledge from various fields to coordinate the movement of goods from one place to another.

The main tasks of global logistics are the formation, management and optimization of material flows at the level of macro-regional economic structures. In the field of logistics management, the main driving forces of its modern globalization are:

- continued growth of the global economy;
- search for new growth reserves by entering new markets, cheap sources of raw materials and labor resources outside the national borders of their countries;
- creation of a large number of companies with a wide international division of labor and modern information and computer technologies that form the basis of integration in global logistics systems, as well as the emergence of international logistics intermediaries (freight forwarding companies, expert operations management companies, foreign trade companies) with a developed global infrastructure;
- deregulation procedures carried out to remove trade, customs, transport and financial barriers to the development of trade and economic relations. This facilitates the movement of capital, goods and information across national borders.

As an example, global logistics in the oil and gas industry refers to the systems and management processes needed to efficiently gather, store and transport petrochemicals. The process analyzes the costs and benefits of various pipelines, transportation methods and distribution and storage facilities to create a near-optimum solution for the current circumstances.

Effective management of the international supply chain process requires a strategy to effectively store and transport goods, services and related resources to the consumer. Global logistics analyzes and implements efficiencies to streamline this flow of resources from the point of origin to the point of consumption. It is a fundamental business process that includes the management of upstream and downstream relationships between suppliers and consumers.

4. Insert the necessary words, change the form if necessary.

<i>retailing</i>	<i>developing</i>	<i>cooperation</i>	<i>sustainable</i>	<i>markets</i>	<i>barriers</i>
<i>spatial</i>	<i>interrelated</i>	<i>division</i>	<i>temporal</i>	<i>transportation</i>	

1. You measure the _____ difference between two points with a meter stick; you measure the _____ distance between them with a clock.
2. Consumption, therefore, is dependent upon the _____ functions of income and employment.
3. Delivering a more _____ system will also benefit the peacekeeping partnership, financially and politically.
4. Organizations practice _____ of labor both vertically and horizontally.
5. Logistics is a dynamically _____ trend, which has the leading role in all country's sectors of economy.
6. Mutual interest was confirmed in development of business _____ on specific projects.

7. Logistics services and organization of cargo _____ are accompanied by loading and unloading.

8. _____ is becoming the most attractive destination for investment.

9. Export-oriented industries has adopted improved production technologies and now access new _____.

10. The group will also propose solutions aimed at eliminating administrative and financial _____.

5. Put one of the words in the gap to make a common phrase.

<i>trade</i>	<i>activity</i>	<i>knowledge</i>	<i>transaction</i>	<i>cooperation</i>
<i>functions</i>	<i>economy</i>	<i>economy</i>	<i>borders</i>	<i>distance</i>

- a. commodity
- b. temporal
- c. interrelated
- d. international
- e. world
- f. entrepreneurial
- g. market
- h. business
- i. specific
- j. national

6. Work in pairs. Discuss the questions below.

- a. What does the term "global logistics" imply?
- b. What logistics operators are necessary for the development of the logistics industry?
- c. What are the main tasks of global logistics?
- d. What are the main driving forces of logistics globalization?
- e. What international logistics intermediaries are necessary to contribute to the development of global logistics?
- f. What operations does global logistics include in the field of oil and gas industry?

7A. Read an abstract from a web blog. Explain, How does the global logistics contribute to the transportation of the goods mentioned?

I'm sitting at my office looking at my surrounding, I start to wonder: How many of these items are actually made in my own country? The coffee mug I'm using is imported from China, the white cotton shirt I'm wearing is from Bangladesh, the Basmati rice I ate this afternoon is imported from Thailand...

7B. Have a look at things surrounding you. What is the country of their origin? Guess how they got here.

DIFFERENT TYPES OF BUSINESS COOPERATION

1. Make sure you know the following word phrases. Try to explain their meaning in your own words.

Good experience with a supplier, valuable working relationships, joint purchases, agreed package sizes, list of preferred suppliers, to be obliged to use something, to form partnerships, to impose rigid conditions, to cover rising costs, long-term contract, senior manager, growing consensus.

2. Match the words with the appropriate definitions.

1. commitment	a. to promise to do something; to promise something will happen
2. arrangement	b. a helpful or good effect, or something intended to help
3. supply (verb)	c. strict, exact, firmly set
4. guarantee (verb)	d. having the same opinion about an object or each other
5. benefit (noun)	e. a promise to support somebody/something
6. extended	f. a person responsible for leading the work of a group
7. impose	g. a formal agreement between companies to cooperate
8. mutual	h. a plan or preparation that you make so that something can happen
9. rigid	i. to set something as if by authority
10. facilitator	j. made bigger, longer or stronger
11. alliance	k. to provide somebody/something with something that they need or want

3. Read the text attentively. Figure out the main types of cooperation.

There are several ways of cooperation between organizations. They can simply do business together. If an organization has good experience with suppliers, it will continue to use them and over some period will develop valuable working relationships. There is a number of factors that make the cooperation more positive: small companies making joint purchases to get the same quantity discounts as larger companies, EDI (Electronic Data Interchange) links to share information, combining loads to reduce transport costs, agreed package sizes to ease material handling, lists of preferred suppliers, etc. The key point with these informal arrangements is that there is no commitment. This is probably how you shop, as you have favorite shops but are not obliged to use them. Japanese companies take this approach further forming Keiretsu – groups of organizations that work together without forming partnerships.

An informal arrangement has the advantage of being flexible and non-binding. On the other hand, it has the disadvantage that either party can end the cooperation

without warning, and at any time that suits them. This is why many organizations prefer a more formal arrangement, with a written contract setting out the obligations of each party. These are common when organizations see themselves as working together for some time. An electricity company, for example, might agree to supply power at a fixed price for the next three years, provided a customer buys some minimum quantity. More formal agreements have the advantage of showing the details of the commitment, so that each side knows exactly what it has to do. On the other hand, they have the disadvantage of losing flexibility and imposing rigid conditions. In 2001, for example, there were power cuts in California when electricity suppliers found that their long-term contracts with customers specified prices that were too low to cover the rising costs of generation.

When an organization and a supplier are working well together, they may both feel that they are getting the best possible results and neither could benefit from trading with other partners. Then they might look for long-term relationships that will guarantee that their mutual benefits continue. This is the basis of a strategic alliance or partnership.

The supplier knows that it has repeat business for a long time, and can invest in improvements to products and operations; the organization knows that it has guaranteed supplies. These arrangements are now common, and you often hear statements like 'The company treats its suppliers as partners'.

The term "supplier partnering" has the following definition: 'an ongoing relationship between firms, which involves a commitment over an extended time period, and a mutual sharing of information and the risks and rewards of the relationship.' The following list gives the main features of alliances:

- ✓ organizations working closely together at all levels
- ✓ senior managers and everyone in the organizations supporting the alliance
- ✓ shared business culture, goals and objectives
- ✓ openness and mutual trust
- ✓ long-term commitment, shared information, expertise, planning and systems
- ✓ flexibility and willingness to solve shared problems
- ✓ continuous improvements in all aspects of operations
- ✓ joint development of products and processes
- ✓ guaranteed reliable and high quality goods and services
- ✓ agreement on costs and profits to give fair and competitive pricing
- ✓ increasing business between partners.

Partnerships can lead to changes in operations. For example, the stability of a partnership might encourage suppliers to specialize in one type of product. They give such a commitment to the alliance that they reduce their product range, make these as efficiently as possible, and concentrate on giving a small number of customers a very high quality service. They share information with customers without the threat that this will be used to get some form of trading advantage. At the same time, customers reduce their number of suppliers, as they no longer need to look around to get the best deals.

It can be difficult to form a successful partnership. A useful starting point is to analyze current operations and future plans to see if alliances will be useful. A company cannot really expect any benefits from an alliance if it only buys a few

materials, or is changing its manufacturing base, or is sensitive about confidentiality, or cannot find reliable suppliers. Most organizations, however, can see potential benefits, and they should start looking at possible arrangements. Typically they form a project team to identify potential partners, define objectives, set timetables, negotiate terms, and so on. When this project team makes its initial report, potential partners can be approached and negotiations begin.

Of course, forming a partnership is only the first step, and it still needs a lot of effort to make it a success. Some factors that contribute to a successful partnership include a high level of achieved service, real cost savings, a growing amount of business, compatibility of cultures, and so on. This list may be extended: management commitment, a contract specifying costs and responsibilities, agreed performance indicators, agreed objectives, shared culture and joint information systems, similar management styles, joint planning, shared risk and rewards, and so on.

Alliances are certainly not the best answer in every circumstance. Some purchases are so small, or materials are so cheap, that the effort needed for an alliance is not worthwhile; sometimes managers do not want to lose control or share information; sometimes an organization may not be able to find a partner willing to make the necessary commitment; organizational structures or cultures may be too different; it may be impossible to reach the necessary level of trust; there may be nobody with the necessary skills and enthusiasm, and so on. However, it is clear that alliances are becoming increasingly popular.

4. Complete the sentences below with the necessary words.

<i>benefits</i>	<i>warning</i>	<i>combine</i>	<i>extended</i>	<i>commitment</i>
<i>formal</i>	<i>suppliers</i>	<i>relationships</i>	<i>the arrangements</i>	<i>purchases</i>

1. The company is making a long-term _____ to break into the Asian market.
2. We'll let you know when we have completed _____ for delivery.
3. It's important for every company to develop valuable working _____.
4. Small companies usually make joint _____ to get discounts.
5. Firms can _____ loads to reduce transport costs and make cooperation more beneficial.
6. Informal arrangement implies that either party can end the cooperation without _____, and at any time that suits them.
7. _____ agreements have the advantage of showing the details of the commitment.
8. Long-term relationships between companies guarantee that the mutual _____ continue.
9. Supplier partnering involves a commitment over an _____ time period.
10. As customers no longer need to get better deals in partnerships, they may reduce the number of _____.

5. Put one of the words in each gap to make a common phrase.

<i>objectives</i>	<i>mutual</i>	<i>styles</i>	<i>conditions</i>	<i>risks</i>	<i>indicators</i>
<i>purchase</i>	<i>make</i>	<i>savings</i>	<i>partners</i>	<i>competitive</i>	

- a. potential
- b. define
- c. cost.....
- d. shared.....
- e. a success
- f. performance
- g. management
- h. joint
- i. rigid
- j. trust
- k. pricing

6. Complete the gaps with prepositions. Make sentences with the phrases.

- a. specialize one type of product
- b. concentrate giving a very high quality service
- c. share information customers
- d. to supply power a fixed price
- e. to benefit trading with other partners
- f. to invest improvements
- g. to reach agreement costs and profits
- h. to contribute a successful partnership

7. Use the information in the text and/or your own ideas to expand on the following statements.

- a. There are several ways for companies to cooperate.
- b. No commitment is the main point of informal arrangements.
- c. There is a number of disadvantages of informal arrangement.
- d. A long-term relationship can be a form basis for making a strategic alliance.
- e. Partnerships can lead to changes in operations.
- f. It often involves certain difficulties to form a successful partnership.
- g. Forming a partnership is the first step in strengthening cooperation between companies.

8. Answer the questions.

- a. What are the ways companies can cooperate?
- b. What conditions are necessary for cooperation to bring better results?
- c. What is the key point in informal arrangements?
- d. How do Japanese companies use this approach?
- e. What is the main drawback of informal arrangements?
- f. What measures can make the arrangement more formal?

- g. What is the basis for making a strategic alliance or partnership?
- h. How is supplier partnering defined?
- i. What are the main characteristics of alliances?

TYPES OF LOGISTICS SERVICES

1. Explain the meaning of the following words. Use the dictionary.

Challenge, competitive, waybill, reloading, palletisation, to process, to represent, to eliminate, to administer, to lash, to label, to wrap, to secure.

2. Match the words with appropriate definitions.

1. competitive	a. to fix a note on something or write information on something
2. reloading	b. to hit somebody/something with great force
3. label (v)	c. a document issued by a carrier giving details and instructions relating to the shipment of a consignment of goods
4. eliminate (v)	d. the process of sending goods from one place to another
5. a waybill	e. wanting very much to win or be more successful
6. wrap (v)	f. asking for something, especially in written form
7. a shipment	g. to secure the cargo for transportation to prevent its moving
8. convoy (v)	h. to cover something completely in paper or other material
9. lash (v)	i. filling of a container, vehicle, machine, etc. again
10. a request	j. to remove or get rid of something

3. Read the text. Make a plan of the text.

The logistics industry is widely spread and it contains a vast range of services that have a direct impact on how the products are delivered. Logistic service providers ensure that all the procedures that lay between the manufacturing of the product and the final stage of delivering it to the customer proceed smoothly. This requires a lot of determination and a great deal of time management, coordination, and organization. The main challenge for logistics companies is to offer various services at a competitive price. Logistics companies usually provide the following services:

1. Customs services
2. Warehousing services
3. Transport services
4. Terminal services

Customs services include: processing of documents required for customs procedures, completion of CMR (road transport waybill) and TIR Carnet, administering of documents required for sanitary border, inspection and presentation of goods for control, presentation of documents and procedure execution in the customs, consultation of customs duties and tariff issues, representation of the client interests in the customs, processing of sanitary border documents, provision of convoy services, information on freight transportation, freight weighing, inspection and other services in accordance with the customs requirements.

Warehousing services include: long-term and short-term storage in warehouses, storing of special and non-standard cargoes and containers, reloading, weighing of cargo and containers, cargo lashing and securing within containers, palletisation / depalletisation, wrapping, marking; cargo sorting, damage and quantity inspection; repacking of cargo content, pre-packing, labelling or sticking stamps; cargo consolidation; photo and video monitoring documentation upon the customer's request; surveyor services.

The product is typically held at a warehouse or is consecutively transported through various warehouses before it is shipped. Many companies prefer their warehouses, whereas other companies work hand in hand with third-party logistics service providers. They tend to receive ship and store out products on behalf of their clients. These help in eliminating the cost of paying for a complete warehouse.

Transport services include: *railway transportation* (cargo transportation and transit by rail, railway line for simultaneous processing of a certain number of rail freight cars, processing of documents necessary for rail transportation and customs authorities), *sea transportation* (regular cargo shipments of less than container (LCL) and full container loads (FCL) in partnership with all shipping lines operating in the port, door to door cargo delivery, dangerous and valuable cargo transportation, special (out-of-gauge) cargo transportation through the port), *road transportation* (cargo transportation on trailers and container carriers, special (out-of-gauge) freight forwarding, local delivery), *air transportation* (international express deliveries, charters and special project cargo handling services, small package shipping, aircraft maintenance and other support services).

Terminal services include: vessel stevedoring, full / empty container storage and handling, container "Cross-dock" operations (cargo from one mode of transport is shifted to another mode of transport), a full range repair services for the customer's container, tank container repair, storage of dangerous goods. A terminal is an area or location which serves as a pathway for handling transport process (loading and/or unloading cargo). Transport terminals are the regulators of freight flows and influence the setting and operation of supply chains in terms of location, capacity and reliability.

If a particular client does not have many products to fill the entire truck, the logistics service providers strategically combine one customer's shipments with another customer's shipments, so that the truck can be fully utilized. This also avoids certain delays in the deliveries. Thus the main purpose of the logistics services is to coordinate transportation services and keep the products flowing smoothly.

4. Complete the sentences with prepositions where necessary.

- a. The company's policy has a direct impact services and products.

- b. The carrier decides how to deliver goods the customers quickly, securely and efficiently.
- c. To offer a quality product or useful service a competitive price is the least that consumers expect your company.
- d. representation of the client interests
- e. accordance our laws, the company should comply the customs requirements.
- f. Transport terminals influence operation of supply chains in terms of location, capacity and reliability.
- g. 3PL companies usually combine one customer's shipments another customer's shipments.
- h. The cost paying for provision convoy services seems quite reasonable.

5. Match the types of services with their purposes.

1. Customs services 2. Warehousing services 3. Transport services 4. Terminal services	<i>a. palletisation / depalletisation</i>
	<i>b. international express deliveries</i>
	<i>c. a full range repair services for the customer's container</i>
	<i>d. processing of sanitary border documents</i>
	<i>e. processing of documents required for customs procedures</i>
	<i>f. small package shipping</i>
	<i>g. shifting a cargo from one mode of transport to another</i>
	<i>h. storing of special and non-standard cargoes and containers</i>

6. Insert the missing words, change the form if necessary.

<i>shipment</i>	<i>request</i>	<i>provider</i>	<i>competitive</i>	<i>to coordinate</i>
<i>storage</i>	<i>a warehouse</i>	<i>a waybill</i>	<i>label</i>	<i>eliminate</i>

1. The single market is designed to _____ barriers to the free movement of goods, services and people.
2. Typically _____ will show the names of the consignor and consignee, the point of origin of the consignment, its destination, and route.
3. We have to invest in new technology if we are to remain competitive.
4. These boxes are ready for _____.
5. We carefully _____ each item with the contents and the date.
6. The goods are typically held at _____ before they are shipped.

7. The bank received numerous _____ for information from government regulators.

8. The purpose of the logistics services is _____ transportation services.

9. Logistic services include long-term and short-term _____ in warehouses.

10. Logistic service _____ ensure that all the procedures proceed smoothly.

7. Work in pairs. Discuss the questions below.

a. What services do logistics companies usually provide?

b. What operations do the customs services include?

c. Is it necessary for a company to have its own warehouse?

d. Do warehouses offer long-term or short-term storage of goods?

e. What kinds of transportation do the transport services deal with?

f. What is a terminal?

g. What are the functions of transport terminals?

EVERYTHING YOU NEED TO KNOW ABOUT 1PL, 2PL, 3PL, 4PL.

1.Explain the meaning of the following word combinations.

To manage the strategy, local distribution, to be self-sufficient in logistics services, to outsource activities, to optimize the supply chain communication, tech systems for tracking goods, real-time visibility and control of the supply chain.

2. Match the words with appropriate definitions.

1. middleman	a. founded on the total value of a company or organization's material values
2. outsource (v)	b. to provide or give something such as a service to people
3. engage (v)	c. the process by which an organization buys the products or services it needs from other organizations
4. render (v)	d. to arrange to employ someone; hire
5. asset-based	e. a mistake made because of a failure to notice something
6. forwarder	f. to fasten a number of things together
7. oversight	g. a person or company that buys goods from the company that has produced them and makes a profit by selling them to a store or a user
8. procurement	h. owned and legally controlled by a particular company
9. proprietary	i. to include different types of things
10. bundle (v)	j. a company that arranges for goods to be transported, especially to another country
11. encompass (v)	k. to get work done by making a contract with another company to do it

3. Read the text attentively. When does a company need to outsource some of its activities to an external logistics provider?

A 1PL (first party logistics) provider is a person or a company storing their goods themselves and transporting them from one point to another. First party logistics involves just two parties: there is the manufacturer or distributor that ships the goods, and then there is the retailer or customer that receives the goods. In a 1PL setup, the seller manages the entire fulfillment process, including strategy, storage, and fulfillment of the products. The seller has a warehouse or a fulfillment center to house all the inventory and ship the products to retailers or customers. Anyone having goods moved from their place of origin to their new place is considered to be a 1PL provider. There are no other middlemen involved in the whole process. The 1PL is mostly applied within small production companies with local distribution. These companies are therefore completely self-sufficient in their logistics services.

When shipping and storage activities are outsourced to an external logistics service provider, this concept is called 2PL. A company which has been engaged to provide these services would then be called a 2PL operator or a second party logistics service provider or carrier. 2PL operators own and manage their own assets, such as its own warehouse and a fleet of vehicles. The services rendered to clients are limited to one part of a supply chain without including integrated logistics solutions. Often they are transport companies which specialize in a particular segment or transport area. A 2PL provider is an asset-based carrier that is responsible for the method of transportation and is often referred to as a forwarder because their business mainly consists of a means of transportation. For instance, it could be an airline company that also offers freight services to get things from you to your customer. Examples of 2PLs also include shipping lines which operate the ships and hauling companies that operate vehicles.

In a 3PL model, the business maintains logistics management oversight, but outsources the logistics operations to a 3PL provider. The 3PL provider has complete control of the warehouse space, operations, and inventory within the 3PL warehouse.

4PL stands for fourth-party logistics. In a 4PL structure, the business outsources all or most of the company's logistics operation. In this case, the 4PL is often the single point of contact between the seller and multiple logistics providers, making decisions regarding all aspects of the supply chain. Often a 4PL will work with other 3PLs to manage some of the logistics services.

A 4PL provider is an integrator that manages all aspects of the supply chain. Going beyond physical logistics, 4PL may include elements of IT, procurement, and finance. A 4PL may outsource the management of physical goods to one or several 3PLs.

It may seem that the differences between a 3PL and 4PL are slight, but for a company seeking the right fit of services and support for their growing business, the distinction can be huge. For example, both will rely on the latest in IT to help optimize the supply chain communication and accuracy. However, a 3PL is more likely to have proprietary tech systems for tracking units across the supply chain and bundle that service into the overall cost of their support, while a 4PL may provide a higher-level analysis of data to help inform your business decisions for long-term growth.

5PL is a relatively new term in the logistics industry and reflects the development of full logistic integration through many outsourced providers. 5PL involves a fully

integrated logistics solution to encompass the whole supply chain from beginning to end through multiple outsourced service providers. The effective integration of IT and computer systems ensures real-time visibility and control of the entire supply chain no matter how many different suppliers are involved.

Just like any method in business, there are always pros and cons to each option of handling logistics. A 1PL system is definitely a simple system, and it implies full control over the process. However, it can hamper the ability to grow, and it is not always the most effective system once the business reaches a certain level of maturity or growth. A 2PL system can also be a more simple system, but it doesn't offer as many logistics solutions as the more complex 3PL or 4PL logistics models. When a company matures to the point that they require 3PL, it does mean you need to let go of some degree of control in order to outsource the day to day logistics of your business. However, what a business loses in control, it'll make up for with flexibility, reach and consistency. If a company chooses to go with 4PL, this means giving up control of the supply chain almost entirely. 4PL supplies most of the management and design functions. While these functions are highly personalized to match the business needs, they still keep most of the process out of the business' hands.

Adapted from: <https://dclcorp.com/blog>

4. Insert the necessary words, change the form if necessary.

<i>seller</i>	<i>mature</i>	<i>responsible</i>	<i>middleman</i>	<i>communication</i>
<i>retailer</i>	<i>service</i>	<i>reflect</i>	<i>involved</i>	<i>outsourced</i>

1. _____ usually sell goods to the public in relatively small quantities for consumption rather than for resale.
2. There are no _____ involved in the fulfillment process in 1PL.
3. A 2PL service provider usually deals with _____ shipping and storage activities.
4. A 2PL provider is _____ for the method of transportation.
5. Airline companies offer freight _____ to get things to customers.
6. A 4PL operator is often the only point of contact between the _____ and multiple logistics providers.
7. To optimize the supply chain _____ and accuracy a company should rely on the latest achievements in IT.
8. 5PL _____ the development of full logistic integration through numerous outsourced providers.
9. Multiple outsourced service providers _____ in the effective control of the entire supply chain.
10. When a company _____ to the point that they need to outsource the day to day logistics, it means they require 3PL.

5. Match the types of logistics service providers with the presented activities.

1PL	<i>a. It involves an elementary form of outsourcing.</i>
	<i>b. A specialized logistics company offers its services with significant added value.</i>
2PL	<i>c. The provider controls all logistics processes within a group of integrated companies.</i>
	<i>d. All logistics functions are managed by one company.</i>
3PL	<i>e. The entire supply chain is supported by modern network information technologies.</i>
	<i>f. The business mainly consists of a means of transportation.</i>
4PL	<i>g. The provider offers full logistic integration through many outsourced suppliers.</i>
	<i>h. There are no middlemen involved in moving goods from the place of origin to a new place.</i>
5PL	<i>i. The services are limited to one part of a supply chain without including integrated logistics solutions.</i>
	<i>j. The business outsources all or most of the company's logistics operations regarding all aspects of the supply chain.</i>

6. Put one of the words in the gap to make a common phrase. Make sentences with the phrases.

<i>visibility</i>	<i>operations</i>	<i>growth</i>	<i>decisions</i>	<i>origin</i>	<i>business</i>
<i>transportation</i>	<i>services</i>	<i>maturity</i>	<i>the assets</i>	<i>point</i>	

- a. transport from one _____ to another
- b. the place of _____
- c. provide _____
- d. manage _____
- e. means of _____
- f. outsource _____
- g. make _____
- h. growing _____
- i. a long-term _____
- j. real-time _____
- k. level of _____

7. Match the halves of the sentences.

1. The term 1PL describes companies that use their own capacities and ...	a. trucks, cargo ships, or warehouses.
2. 2PL Service providers provide ...	b. its own operating resources.
3. Typical 2PL providers have their own assets, such as ...	c. part of or all logistics functions.
4. 3PL providers are referred to as external suppliers who perform ...	d. store and deliver goods to their customers.
5. 4PL providers take over the integration function within the supply chain without ...	e. the various service providers.
6. A 4PL provider acts as a neutral intermediary between the client and ...	f. transport, handling, or storage services.

KINDS OF TRANSPORTATION

1.Explain the meaning of the following word combinations.

Engine-powered vehicles, a fixed route, door-to-door freight service, pack animals, inland waterways, lightweight cargo. rescue work.

2. Match the words with appropriate definitions.

1. classify	a. a small box-shaped vehicle with two or four wheels and an open top
2. petrol	b. the pair of long metal bars fixed on the ground along which trains travel
3. a truck	c. to look like or be like someone or something
4. tracks	d. a very long large tube, often underground, through which liquid or gas can flow for long distances
5. convenient	e. a floating platform made of pieces of wood tied roughly together
6. a pipeline	f. to divide things or people into groups according to their type,
7. a cart	g. a small part of something, or a small amount
8. a carriage	h. suitable for one's purposes
9. resemble	i. a liquid obtained from petroleum, used especially as a fuel for cars
10. a raft	j. any of the separate parts of a vehicle in which passengers sit
11. a fraction	k. a large road vehicle that is used for transporting large amounts of goods

3. Read the text. What kinds of transportation are most frequently used in logistics operations?

There are three main kinds of transportation: (1) land, (2) water, and (3) air.

Each kind of transportation can also be classified according to whether the vehicles are engine powered or engineless. Most engine-powered vehicles have petrol, diesel, or jet engines. The majority of engineless vehicles are powered by the muscles of human beings or animals or by natural forces, such as the wind or flowing water.

Land transportation is the most common kind of transportation. In many cases, it is the only suitable or available form of transportation.

Engine-powered land transportation. Buses, cars, motorcycles, snowmobiles, trains, and trucks are the chief engine-powered land vehicles. All these vehicles except snowmobiles ride on wheels. Pipelines are another important form of engine-powered transportation used over land (and sometimes over the sea bed).

Cars, buses and trucks are the main modern road vehicles. Cars enable people to travel whenever and by whatever route they choose. Buses carry passengers along fixed routes between and within cities. Trucks can provide door-to-door freight service. Many people ride motorcycles, mopeds, or motor scooters to and from work.

Unlike road vehicles, trains ride on tracks. As a result, trains cannot provide door-to-door freight service like trucks or convenient connecting passenger services like buses. But trains can haul far heavier loads than trucks can.

Pipelines provide transportation, but the pipes themselves do not move. Most pipelines are built across land, but some span rivers or other bodies of water. Pipelines transport chiefly liquids or gases, especially petroleum and natural gas. Engine-powered pumps force the liquid or gas through the pipes.

Engineless land transportation. Walking is the most elementary means of transportation. Carrying a load on one's back or head or using animals to carry loads is also elementary. Animals used for this purpose are called pack animals or beasts of burden. They include camels, donkeys, elephants, horses, llamas, and oxen. People use pack animals in regions that lack modern roads, such as deserts, mountainous areas, and jungles.

People use their muscle power to move such wheeled vehicles as carts, bicycles, and pedicabs. A cart is a small box-shaped vehicle with two or four wheels and an open top. A person may either push or pull a cart, whichever is more convenient. Bicycles are two-wheeled vehicles that the rider powers by means of two pedals. A pedicab resembles a bicycle but has two rear wheels instead of one. It also has a passenger carriage at the front or rear. Pedicabs are used as taxicabs and even as school buses in some Asian countries.

Animal-drawn carts and wagons are a major means of transportation in rural areas of many developing countries. Carts may be pulled by dogs, donkeys, horses, or oxen. Wagons are large four-wheeled carts that can carry heavy loads.

Water transportation depends mainly on boats, ships and rafts. Any small watercraft is classed as a boat. People use boats chiefly on rivers, canals, and lakes. A ship is a larger vessel sturdy enough for ocean travel. A raft is a floating platform constructed of such materials as logs.

Engine-powered water transportation. Nearly all ships and many boats are powered by engines. Most ships specialize in carrying cargo. Cargo ships travel

mainly on ocean waters or on bodies of water linked to the ocean, such as the Mediterranean Sea and the Baltic Sea. Some engine-powered boats, especially tugboats, are used in hauling freight. Tugboats have powerful engines that enable them to tow heavily loaded barges. Barges are actually large rafts. Most barges must be pushed or towed. Other have engines and so move under their own power.

Barges are used mainly to haul freight along inland waterways. In general, ships and boats are rather slow engine-powered vehicles.

Engineless water transportation. Engineless water vehicles include dugouts, canoes, rowing boats, sailing boats, and rafts. Sailing boats and rowing boats are widely used to haul freight in the Far East. In the tropical rainforests of Africa, Asia, and South America, many villagers use dugouts or rafts for transportation along the rivers.

Air transportation depends almost entirely on engine-powered craft, especially airplanes. Engineless vehicles, such as gliders and hot-air balloons, are used mainly for recreation.

Airplanes provide the world's fastest practical means of transportation. Most private planes and some older airliners are powered by petrol engines and driven by propellers. Nearly all newer airliners have jet engines. Supersonic jets fly faster than the speed of sound. Most airliners chiefly carry passengers. Even the biggest planes can carry only a fraction of the weight that a ship or train can transport. Air freight rates are high as a result.

Helicopters, like airplanes, are powered by engines. But helicopters are smaller and cannot fly as fast or as far. Helicopters therefore play a secondary role in air transportation. However, they are used in rescue work and in fighting forest fires.

4. Insert the words in the sentences below, change the form if necessary.

<i>roads</i>	<i>motorcycles</i>	<i>engine-powered</i>	<i>ships</i>	<i>walking</i>
<i>pipelines</i>	<i>means</i>	<i>passenger</i>	<i>route</i>	<i>helicopters</i>

- Most _____ vehicles have petrol or diesel engines.
- Airplanes are the world's fastest _____ of transportation.
- Cars enable people to travel by any _____ they choose.
- A lot of people in big cities often use _____ to get to work.
- Buses provide convenient connecting _____ services.
- _____ transport liquids or gases, but the pipes themselves do not move.
- People use pack animals in regions that lack modern _____.
- Most _____ specialize in carrying cargo and travel mainly on ocean waters.
- _____ play a secondary role in air transportation.
- The most elementary form of transportation is _____.

Ex. 5. Fill in the missing words.

- Each kind of transportation can be classified according to whether the vehicles are _____ or _____.
- Trains can _____ far heavier loads than trucks can.

3. _____ transport chiefly liquids or gases.
4. Animals used for the purpose of carrying loads are called _____
or _____.
5. A pedicab resembles a bicycle but has two _____
instead of one.
6. Tugboats _____ heavily loaded barges.
7. Nearly all newer airliners have _____.
8. The shipment of goods by air is limited to expensive, _____,
or _____ cargo.

6. Connect the beginnings of the sentences and their endings.

1. Most engine-powered vehicles have ...
2. The majority of engineless vehicles are powered by ...
3. Cars, buses and trucks are ...
4. Trains cannot provide ...
5. Cargo ships travel mainly on ...
6. Barges are used mainly to ...
7. Supersonic jets fly ...
8. Helicopters play ...
 - a. faster than the speed of sound.
 - b. the main modern road vehicles.
 - c. a secondary role in air transportation.
 - d. ocean waters or on bodies of water linked to the ocean.
 - e. door-to-door freight service.
 - f. petrol, diesel, or jet engines.
 - g. the muscles of human beings or animals or by natural forces.
 - h. haul freight along inland waterways.

7. What kinds of transportation exist nowadays? Fill in the table and say which of them are traditionally used in logistics?

<i>KINDS OF TRANSPORTATION</i>					
<i>ENGINELESS</i>			<i>ENGINE-POWERED</i>		
<i>Land</i>	<i>Water</i>	<i>AIR</i>	<i>Land</i>	<i>Water</i>	<i>AIR</i>

MODES OF TRANSPORTATION

1.Explain the meaning of the following phrases.

At the lowest cost, strengths and weaknesses, geographical constraints, a vehicle no larger than a personal car, a specified route, to go from origin to destination, the closest alternative, domestic and international trade, to gain a competitive edge in the market, highly populated areas, create a winning supply chain.

2. Match the words with appropriate definitions.

1. intermodal	a. a disadvantage or negative aspect of something
2. versatile	b. a substance, especially a gas, that goes into the air
3. constraint	c. involving more than one form of transportation in a single journey
4. parcel	d. a group of vehicles owned by an organization
5. downside	e. something wrapped in paper or in a large envelope to be sent by post
6. pivotal	f. a difference in the way that two or more things develop
7. emissions	g. useful for doing a lot of different things
8. fleet	h. the thick and sticky quality of a liquid
9. confine (v)	i. in a natural state, without having been processed
10. divergence	j. something that limits what you can do
11. unrefined	k. to limit an activity in some way
12. viscosity	l. extremely important and affecting how something develops

3. Read the text. What modes of transportation are used in logistics operations?

In the world of trade, the company with the ability to transport freight in the most cost and time efficient manner reigns supreme in their industry. Therefore an essential part of transportation management lies in building an efficient supply chain from the six main modes of transportation: road, maritime, air, rail, pipeline, and intermodal. Understanding the strengths and weaknesses of each mode is crucial when building an effective supply chain. Logistics managers hire the carrier who fits four traits – whoever can move the greatest volume of product with the greatest speed over the greatest distance at the lowest cost.

The most common mode of transportation in logistics is road. With the continued improvement of vehicles and road infrastructure, transportation by road is the most versatile with the least geographical constraints. This attribute of road transport makes it the preferred mode for smaller loads over shorter distances and as such, road is the only mode that performs door-to-door deliveries. Anything that can be shipped in

small-to-medium quantities can be shipped by road. Small packages (or parcel) can be transported in a vehicle no larger than a personal car. Companies specializing in e-commerce ship parcel when there are hundreds, if not thousands, of small packages being shipped to different locations. The main downside of road transport is the external influences that play into its effectiveness, primarily weather, traffic, and road regulations, three things that mostly don't influence other modes. In addition to these drawbacks, in the current shipping environment it has become increasingly difficult to find truck drivers.

Shipping by water has been practiced for thousands of years and remains pivotal to today's global trade. 90% of all international trade is accomplished through maritime transportation. Cargo ships travel on almost every major body of water and have capacity to transport the highest volume of freight of any mode of transportation at the lowest cost. Additionally, the carbon emissions produced by one cargo ship are equivalent to the emissions produced by 50 million cars. The routes available to container ships are calculated and strictly followed. The greatest disadvantage of maritime cargo ships is the speed at which they operate.

The closest alternative to maritime shipping is air shipping. It is the newest mode of transportation. Airplanes are becoming increasingly important in domestic and international trade. With continually improving technologies and practically unlimited route possibilities, air transportation is the fastest and most time efficient shipping mode. Consequently, many companies, such as Amazon and UPS, have purchased their own fleets of airplanes to gain a competitive edge in the market.

The increasing popularity of flight as a preferred way to travel also makes shipping by air more convenient as shipments are regularly carried piggyback on passenger planes, further making air an economic way to transport goods. There is a couple of drawbacks to air transport. In its current state, air transport is still the most expensive way to ship. Also, due to the nature of air travel, weight and volume of freight has to stay minimal to ensure the safety of the flight. The level of emissions produced by air transport are also the highest of any mode.

Rail transport plays a pivotal role in the realm of logistics. In modern practice, rail is used for the largest and heaviest payloads (bulk cargo) traveling across land. The vast majority of railway infrastructure connects highly populated areas with large unpopulated lands between them making rail ideal for long-distance and cross country hauls. As a defining trait, locomotives are confined to a traced path going between point A and B with very few points of divergence. The rail vehicle is not influenced by traffic, points of diversion. This makes the rail the most dependable mode for making long hauls across land with minimal damage. Trains commonly carry bulk cargo items such as coal, corn, iron, ore, and wheat, items that would be uneconomical to ship by truck. Railways are costly and time consuming to construct. Additionally, railways are limited to semi-level geographic areas making construction increasingly laborious. Thus, railways are primarily only accessible in large metropolitan areas.

Pipelines transport unrefined fossil fuels such as gas and oil from their point of origin to the point where they can then be transferred to the refineries or another mode of transportation. The cost of shipping primarily lies in its construction, the diameter of the pipeline, and the viscosity of the fluid being transported. They can be built above ground, underground, or underwater. Traditionally, the transporting of oil was

accomplished by rail but oil and gas companies are quickly turning to pipeline shipping because of increased safety and efficiency.

Often in logistics, one shipment is completed using multiple modes of transportation. For example, consider a shipment beginning on road, being transferred to rail, then to maritime, and then arriving at its destination by road once again. The purpose is to take advantage of the individual strengths of different modes, thus reducing costs. This practice is known as intermodal transportation and is often necessary in logistics.

Each mode has its advantages and disadvantages for its role in the supply chain. A primary responsibility of logistics managers worldwide is calculating what the best mode is for a specific shipment. Each factor comes into play: volume, speed, distance, and cost. By knowing what mode is best for your company, you can make the decisions necessary to grow your business and create a winning supply chain.

4. Complete the sentences with the appropriate forms of the words given in brackets.

1. The company with the _____ (ABLE) to transport freight in the most cost efficient manner will never get left behind.
2. Thousands of parcels are shipped to different _____ (LOCATE).
3. Logistics companies often hire the _____ (CARRY) who fits a number of professional qualities.
4. Weather and traffic may influence the _____ (EFFECTIVE) of road transport.
5. Road transport is a preferred mode for smaller loads over shorter _____ (DISTANT).
6. Maritime transportation contributes greatly to the _____ (NATION) trade.
7. Small _____ (PACK) can be transported in a personal car.
8. Companies that have their own fleets of vehicles gain a _____ (COMPETE) edge in the market.
9. Trains commonly carry bulk cargo items that would be _____ (ECONOMY) to ship by truck.
10. A primary _____ (RESPONSIBLE) of logistics is to find the best mode for a shipment.

5. Insert the words in the sentences below, change the form if necessary.

<i>location</i>	<i>car</i>	<i>intermodal</i>	<i>weakness</i>	<i>fleet</i>	<i>delivery</i>
<i>air</i>	<i>safety</i>	<i>maritime</i>	<i>road</i>	<i>freight</i>	<i>cost</i>

1. Understanding the strengths and _____ of each mode is crucial when building an effective supply chain.
2. With the continued improvement of road infrastructure the most common mode of transportation is _____.
3. Road is the only mode that performs door-to-door _____.
4. Companies ship numerous small packages to different _____.
5. Cargo ships transport the highest volume of freight at the lowest _____.

6. The carbon emissions produced by one cargo ship are equivalent to those of 50 million _____.

7. The greatest disadvantage of _____ cargo ships is the speed at which they operate.

8. The fastest shipping mode is _____ transportation.

9. A lot of companies have their own _____ of vehicles to gain a competitive edge in the market.

10. The safety of flights depend on weight and volume of _____.

11. Companies are turning to pipeline shipping of oil and gas because of increased _____.

12. The practice of utilizing multiple modes of transportation is known as _____ transportation.

6. Read the abstract about LTL and TL. Identify the advantages and disadvantages of the both forms of road transport.

The two main forms of road transport are Less-than-Truck-Load (LTL) and Truck Load (TL). LTL transports smaller shipments (primarily palletized shipments) to their along a specified route. The route begins and ends at a specified hub of origin and makes various stops according to the number of different shipments it carries. The advantage of LTL is that the shipper only pays for the portion of the truck occupied by their freight while the rest is payed for by the shippers using the rest of the truck. The disadvantage of LTL is the multiple stops and transfers that the shipment undergoes before it reaches the destination. A shipment will be transferred multiple times to different trucks along the route, which results in a longer shipping time and the possibility of the shipment being damaged. TL is much faster than LTL: the truck will go from origin to destination with no additional stops or transfers along the way. The drawback to TL is that a shipper must ship a lot of freight in order to make the shipment economical. In some cases, a shipper uses TL as it needs a shipment moved faster than LTL and cannot ship by air due to cost or size regulations.

MULTIMODAL TRANSPORTATION

1.Explain the meaning of the following phrases.

To simplify matters, to engage a logistics provider, to entrust the job to a specialist, to deal with multiple carriers, getting the container to the destination, to add a huge chunk of work, decrease efficiency, contracts-related work, contractual obligations, wasted resources, a single-contract mode, delivery delay.

2. Match the words with appropriate definitions.

1. a retailer	a. having the ability, power, or qualities to be able to do something
2. troublesome	b. a company that arranges to supply materials for moving goods
2. engage	c. a person, shop, or business that sells goods to the public

3. capable (of)	d. to make certain something is protected from danger or risk
4. hassle (n)	e. the process of discussing something in order to reach an agreement
5. entrust	f. a situation in which someone is responsible for things that happen
6. a contractor	g. to become involved, or have contact, with someone or something
7. negotiations	h. in a way that does not change
8. accountability	i. a time or day by which something must be done
9. secure (v)	j. to give someone a duty for which they are responsible
10. a deadline	k. difficulty or trouble
11. consistently	l. causing a lot of problems for someone

3. Read the text. Pay attention to the difference between intermodal and multimodal transportation.

It usually takes no more than just a few clicks on the computer — and some waiting — for our desired purchases to be sent from around the world to our doorstep. How does international shipping actually work in this case?

The transportation industry is huge. This is true for its market size, geographical reach, variety of modes of transport, types of transportation services, and the number of shippers involved in supply chains worldwide. Traditionally, a retailer will draw up a contract for each of several businesses to operate one mode of transport — rail, road, air, or sea. A “relay” then begins as the product is passed on from operator to operator until it reaches the customer. This process may prove troublesome as the seller is responsible for all the logistics, not to mention the paperwork.

Multimodal logistics helps simplify matters. It provides the movement of freight using multiple modes of transportation, but through just one contract and operator. All the seller needs to do is to engage a logistics provider that is capable of dealing with individual transport operators or handling the entire logistics process. In other words, the cargo moves from origin to destination via several modes of transport, be it air, sea, rail or road, under a single contract or bill of lading. This reduces the hassle for the seller by entrusting the job to a specialist with its own transport network in place, and can also be more cost-efficient. For the customer, this means faster deliveries and cheaper prices.

What's the difference between multimodal and intermodal transportation?

Multimodal transportation or multimodal shipping refers to logistics and freight processes that require multiple modes of transportation. For example, one shipment may involve rail carriers, air cargo freight, as well as a truck carrier. These are three modes of transport used in combination to complete a shipment. Multimodal transport is handled by a single carrier. The provider relies on a network of smaller carriers or contractors to do the job, but it's still a single-contract process for the shipper opting for multimodal transport. Unlike intermodal shipping, multimodal shipping allows for the cargo to be handled differently depending on the responsible carrier.

To fully define multimodal transportation, we need to establish what intermodal shipping means. Intermodal transportation is a type of transportation that also requires the coordination of multiple modes of transport. The difference is that you have to deal with multiple carriers and contracts too. The key part of an intermodal shipment is that carriers handle one and the same freight container. Each carrier does their part in getting the container to the destination but they don't get to remove cargo from one container and put it in a different carriage. The main benefit of intermodal shipping is that it's cheaper than multimodal transport. At the same time, it requires more time for negotiations with carriers. Much like supplier relationship management, it can add a huge chunk of work to an already busy logistics operation.

Dealing with just one contractor instead of multiple carriers is the reason companies can opt for multimodal shipping. Let's look at some other benefits this type of freight can offer.

- ✓ Communication. First and foremost, we need to talk about coordination. Multimodal movement wins over intermodal movement due to much clearer communication. Talking to one carrier company or service is enough to make freight logistics complicated. Coordination with multiple carriers can decrease efficiency and lead to loading and shipment delays. Keeping the movement down to a single contract means better overall control of transit and less contracts-related work.

- ✓ Accountability. Speaking of contractual obligations, a multimodal movement also means that only one provider is responsible for the movement of the freight. The tricky part of managing a supply chain is tracking and holding individual shippers and suppliers accountable for delays and wasted resources. Having one agent responsible for the freight is even referred to as "door-to-door" coverage, meaning your shipment is secured by one company. A single-contract mode will save you hours of freight management and bring the operational cost down.

- ✓ Accessibility. Unless you're shipping fragile freight or any freight across the ocean, which entails movement between ports, keeping the cargo in one container means worse access for the carriers. Meanwhile, a combination of different modes of transport means that each mode comes with its own constraints. Multimodal and intermodal shipping will both get the cargo to its destination. The question is, do you really need to limit each carrier's access to the transit options at the cost of delays?

- ✓ Deadlines. Delivery is good when it's on-time delivery. Supply chain efficiency, logistics management, and customer satisfaction all depend on the shipping deadlines being met. A clear benefit of multimodal movement is that you minimize delivery delays by giving one company control over the entire freight. Going with multimodal shipping helps reduce the risk of delays and keep customer satisfaction consistently high.

Every shipper needs to know their options when it comes to intermodal and multimodal transport. To ship cargo over long distances, a combination of modes of transport will be involved anyway. The tricky part is to decide whether to choose a single-contract service or go the intermodal way.

Adapted from: <https://www.track-pod.com/blog/multimodal-transportation>

4. Complete the sentences with the appropriate forms of the words given in brackets.

1. The process of passing the product from operator to operator may prove _____ (TROUBLE).
2. Multimodal logistics provides the _____ (MOVE) of freight using multiple modes of transportation,
3. A cargo moves from origin to _____ (DESTINY) via several modes of transport, be it air, sea, rail or road,
4. One _____ (SHIP) may involve rail carriers, air cargo freight, as well as a truck carrier.
5. In intermodal shipment the carriers handle one and the same freight _____ (CONTAIN).
6. Coordination with multiple carriers can decrease _____ (EFFICIENT).
7. In multimodal shipment only one _____ (PROVIDE) is _____ (RESPONSE) for the _____ (MOVE) of the freight.
8. A _____ (COMBINE) of different modes of transport means that each mode comes with its own constraints.
9. The customer _____ (SATISFY) depends on the shipping deadlines being met.
10. There are several _____ (OPT) open to every shipper when it comes to choosing the mode of transport.

5. Insert the words in the sentences below, change the form if necessary.

<i>waste</i>	<i>fast</i>	<i>single</i>	<i>container</i>	<i>delay</i>	<i>tracking</i>	<i>bring</i>
<i>cheap</i>	<i>coordination</i>	<i>purchase</i>	<i>negotiation</i>	<i>decrease</i>	<i>provider</i>	

1. She decided to pay for her _____ online.
2. Logistics _____ are capable of dealing with individual transport operators.
3. Using multimodal transportation by a seller means _____ deliveries and _____ prices for a customer.
4. Multimodal transport is handled by a _____ carrier.
5. Intermodal transportation involves the _____ of multiple modes of transport.
6. Intermodal shipping requires more time for _____ with carriers.
7. Dealing with multiple carriers can _____ efficiency and lead to shipment _____.
8. Managing a supply chain means _____ individual shippers and suppliers accountable for delays and _____ resources.
9. A single-contract mode will _____ the operational cost down.
10. Keeping the cargo in one _____ means worse access for the carriers.

6. Look at the examples (A, B) of transportation routes.

a. Which modes of transportation do they involve?

b. How many contracts are necessary in each case?

c. Make a list of pros and cons of each mode.

A. You want to move a cargo from Munich to Singapore. In the beginning, a truck (hired by you) would bring an empty container to pick up the cargo. Once the container is fully loaded in Munich, the truck takes the container to a railroad yard (according to the contract with a railroad provider) to move it to Hamburg. It's then put on a container ship (hired by you). At the destination (Singapore), a truck (again hired by you) picks up the container from the container terminal and delivers your cargo to the consignee. Here, the containers are unloaded. All the carriers are responsible for the delays.

B. You are going to move a freight from Hamburg to Shanghai. After the cargo is packed in the containers, the carrier sends their own designated trucking company to pick up the containers in Hamburg. It then brings it to the Hamburg Port. Once it reaches Shanghai, it's again transported to the final destination by the trucking company that works under the carrier. The carrier takes full responsibility from the point of pick-up to the drop-off at the final destination.

FREIGHT CLASS

1.Explain the meaning of the following phrases.

Expend the efforts, freight hard costs, easy-to-handle materials, an adjustment in the total price, blindly utilize a particular freight classification, reclass the shipment, to be regulated by the government or carrier policies, use something as a focus.

2. Match the words with appropriate definitions.

1. assign (v)	a. legal responsibility for something
2. density	b. quality of being easily damaged or destroyed
3. handling	c. a result of a particular action or situation, often bad or not convenient
4. liability	d. to give a particular job or piece of work to someone
5. gauge (v)	e. the number of things in a place compared with the size of the place
6. claim (v)	f. projecting from the suffuses or surroundings
7. consequence	g. likely to die or decay, with a limited shelf life if it's not refrigerated
8. break-ability	h. the act of moving, storing, or packaging goods
9. stowability	i. easily damaged or broken
10. protrusion	j. quality that reflects how easy or difficult it is to handle a freight
11. fragile	k. say that something is true or is a fact, although you cannot prove it
12. perishable	l. to calculate an amount, especially by using a measuring device

3. Read the text. Why is freight classification extremely important in logistics industry?

Freight classes are designed to get common standardized freight pricing for shipments when working with different carriers, warehouses, brokers and third-party logistics (3PL) providers. Freight class or freight classification is a number assigned to LTL (less than truckload) shipments based on weight, size, density, handling, value, and liability. In short, freight class means a type of cargo has been given certain characteristics that dictate how much it costs to be transported. An extremely durable and easy-to-handle material will have a freight class that differs from say, glass, which can be easily damaged in the transportation process.

By using freight classes, carriers, shippers, freight forwarders, 3PL companies, and all intermediaries are able to gauge the cost of shipment. These classes provide a standardized point of reference for shipping costs. If you're unsure of what the class of freight is, or if you claim the wrong one in the invoice, it's likely an adjustment will be found in the total price – usually not in your favor. Understanding freight classes is to know the price of the shipment and how difficult (or easy) it is to transport.

Freight classification is certainly important. First and foremost, it provides a value for shipping. Secondly, especially when it comes to LTL, it also signifies to carriers how to handle the materials on board. An LTL carrier will typically expend their efforts to ensure that a truck is made up of the same freight class, or at least similar ones. You wouldn't want your delicate glassware travelling in the same truck that's hauling tons of bricks, would you?

Determining the shipment's freight class is a vital step to effective logistics managing. It's a big factor both in determining your freight hard costs and when it comes to dealing with any possible freight claims. Many shippers blindly utilize a particular freight classification for all of their shipments universally without understanding the specifics as to what the freight classification means and how it could be hurting their business. Being more educated on what freight classification is and how to classify freight correctly can save serious money, time on delays, and claims costs in the future.

Additionally, some of the most common shipping problems are often related to not understanding what LTL freight class to choose. Some shippers may find it easy to randomly select a class or stick with one they have always used. However, this will have consequences in the long run. Shippers may save money on the freight shipment by picking a lower class, but time is wasted when the carrier reclasses the shipment and the invoice doesn't match the expected costs.

Before determining freight class for any shipment, one must identify certain factors about each specific freight. Different freight classes are based on weight, length and height, density, ease of handling, value and liability from things like theft, damage, break-ability and spoilage. For the most part, the lower the class number, the lower the freight charge.

Freight Density and Value (Weight, Length, Height) is the space the item occupies in relation to its weight. If a shipment is low in density, it will have a higher classification. Denser shipments have lower classifications.

Stowability. Most freight stows well in trucks, trains and boats, but some articles are regulated by the government or carrier policies. Some items cannot be loaded together.

Hazardous materials are transported in specific manners. Excessive weight, length or protrusions can make freight impossible to load with other freight. The absence of load-bearing surfaces makes freight impossible to stack. A quantifiable stowability classification represents the difficulty in loading and carrying these items.

Handling. How easy is it to move around the cargo? Does the carrier require additional machinery or experts trained in moving hazardous products? Are the contents fragile enough that additional help, packaging, and attention are needed to guarantee their safety during transit? Most freight is loaded with mechanical equipment and poses no handling difficulties, but some freight, due to weight, shape, fragility or hazardous properties, requires special attention. A classification that represents ease or difficulty of loading and carrying the freight is assigned to the items. It shouldn't be a surprise that bricks have a less expensive classification than say, televisions.

Liability is the probability of freight theft or damage, or damage to adjacent freight. What is the probability that a given freight is damaged or stolen along the way? Is the cargo perishable? How about explosive? These are questions that factor into the liability portion of the freight classification calculation. Perishable cargo or cargo prone to spontaneous combustion or explosion is classified based on liability. By identifying the liability of a given cargo, then it further goes to dictate how difficult it's going to be for a freight carrier to transport it. When freight classification is based on liability, density must also be considered.

When it comes to freight class, there exists a host of tools – even software – that makes calculating and classifying simple. Still, the consultation with a carrier, freight forwarder, any person or company involved in the contract is important to ensure that the freight classification is correct. It is sometimes possible that a freight can find itself in between two classifications and it takes an expert, or someone experienced to place it. Lastly, freight classifications are something to be respected within the industry, as they create order out of what otherwise would be company-specific evaluations. By using them as a focus, there will always be an idea of what should be paid for shipping, and what it takes to move goods from point A to point B.

4. Match freight transportation characteristics with the given explanations.

1. Density	a. It defines if a freight requires special loading equipment or precautions.
2. Liability	b. It says how much a freight weighs in relation to its size.
3. Handling	c. It specifies how a freight fits in the trailer with other freight
4. Stow-ability	d. It indicates the value of a freight and whether extra security precautions are needed to safeguard it against theft.

5. Derive nouns from the following verbs and insert them into sentences below. Make the nouns plural where it is necessary.

<i>classify</i>	<i>transport</i>	<i>carry</i>	<i>explode</i>	<i>refer</i>	<i>adjust</i>	
<i>manage</i>	<i>specify</i>	<i>ship</i>	<i>combust</i>	<i>spoil</i>	<i>protrude</i>	<i>equip</i>

1. Freight _____ is certain characteristics of a cargo that dictate how much it costs to be transported.
2. An extremely durable material will have a freight class that differs from say, glass, which can be easily damaged in the _____ process.
3. By using freight classes _____ are able to gauge the cost of shipment.
4. Freight classes provide a standardized point of _____ for shipping costs.
5. If the seller claims the wrong class in the invoice, then the _____ will be found in the total price.
6. Determining the freight classes is a vital step to effective logistics _____.
7. Many shippers utilize a particular freight classification for all of their shipments without understanding the _____ as to what it means.
8. Sometimes _____ may save money on the freight shipment by picking a lower class.
9. Freight classes are frequently based on liability from things like _____.
10. Length or _____ can make freight impossible to load with other freight.
11. Most freight is loaded with mechanical _____ and poses no handling difficulties.
12. Perishable cargo or cargo prone to spontaneous _____ or _____ is classified on on the basis of liability.

6. Answer the questions below.

- a. What is freight classification?
- b. Why is freight classification important?
- c. How does a freight class affect the cost of shipping?
- d. What factors determine a freight class?
- e. What happens if freights have incorrect shipping class codes?
- f. Which products are more expensive to transport: bricks or TVs? Why?
- g. Is there any special software tools (applications) to classify freights? Try to find any on the Internet.

INCOTERMS 2010/2020

1.Explain the meaning of the following phrases.

Clarify obligations, business arrangements, customs clearance process, a matter of negotiation, a notable difference, places of unloading, have the force of law, inland waterways, assume transportation costs, hamper the understanding.

2. Match the words with appropriate definitions.

1. facilitate	a. a system of fast writing that uses simple signs to represent words
2. confusion	b. the place where a train, bus, aircraft, or ship begins or ends a trip
3. shorthand	c. important and deserving attention
4. call for (v)	d. in the middle of a country, away from the sea
5. notable	e. to make something possible or easier
6. unload (v)	f. a tax paid to the government, especially on things that you bring into a country
7. a terminal	g. a lack of understanding, or a state of disorder
8. inland	h. to hold or support something
9. assume	i. to completely remove something that is not wanted or needed
10. a duty	j. to match or be similar or equal
11. correspond	k. to accept something to be true without question or proof
12. bear (v)	l. to remove goods from a vehicle
13. eliminate	m. to need or demand that something happens

3. Before reading the text use Wikipedia to find out what the Incoterms are.

To facilitate commerce around the world, a set of the International Commercial Terms was published; it is globally recognized as the Incoterms. These are predefined commercial three-letter terms, used in international commercial transactions for the sale of goods. The Incoterms prevent confusion in foreign trade contracts by clarifying the obligations of buyers and sellers. Parties involved in domestic and international trade commonly use them as a kind of shorthand to help understand one another and the exact terms of their business arrangements. Some Incoterms apply to any means of transportation, while others apply strictly to transportation across water. In essence, they provide a common language traders can use to set the terms for their trades. Buyers and sellers can use the Incoterms in a variety of activities necessary to conduct business. Typical activities that call for the use of the Incoterms include filling out a purchase order, labeling a shipment for transport, completing a certificate of origin, or documenting a free carrier agreement (FCA). There are specific instances that the Incoterms will not cover. For example, the Incoterms do not address all the conditions of a sale, they do not identify the goods being sold and contract price. They also do not specify which documents must be provided by the seller to the buyer to facilitate the customs clearance process at the buyer's country.

The Incoterms were first published in 1936; they are reviewed periodically to keep up with changes in the international trade needs. The Incoterms were revised in 1953, 1967, 1976, 1980, 1990, 2000, 2010 bringing some changes to a few terms. The latest version of the Incoterms was launched in 2020. Although only one term changed, there are notable differences in security costs. There was only one change in the terminology and that was the 2010 term Delivered at Terminal (DAT) clarified to the 2020 term Delivered at Place Unloaded (DPU). This was to include all places of unloading, not only those done in terminals.

The Incoterms are most frequently classified by category. The Incoterms beginning with F refer to shipments where the primary cost of shipping is not paid for by the seller. The Incoterms beginning with C deal with shipments where the seller pays for shipping. E-terms occur when the seller's responsibilities are fulfilled when goods are ready to depart from their facilities. D-terms cover shipments where the shipper/seller's responsibility ends when the goods arrive at some specific point.

In the version of the Incoterms 2020, there are seven Incoterms that can be used with any mode of transport (surface, air or sea) or multiple modes (multimodal). Conversely, there are four Incoterms that can only be used with sea transport and inland waterways (canals, rivers, lakes). The Incoterms for any mode of transport and multimodal transport are EXW: Ex Works, FCA: Free Carrier, CPT: Carriage Paid To, CIP: Carriage and Insurance Paid To, DAP: Delivered at Place, DPU: Delivered at Place Unloaded and DDP: Delivered Duty Paid. The Incoterms, only for sea and inland waterways transport: FAS, FOB, CFR and CIF.

DPU indicates the seller delivers the goods to a terminal and assumes all the risk and transportation costs until the goods have arrived and been unloaded. After that, the buyer assumes the risk and transportation costs of the goods from the terminal to the final destination.

DDP indicates the seller assumes all the risk and transportation costs. The seller must also clear the goods for export at the shipping port and import at the destination. Moreover, the seller must pay export and import duties for goods shipped under DDP.

Under Incoterm Ex Works (EXW), the seller is only required to make the goods available for pickup at the seller's business location or another specified location. Under EXW, the buyer assumes all the risk and transportation costs.

The Incoterms do not have the force of law and therefore there is no obligation to use these terms in international trade operations; their use will be conditioned on the acceptance of the parties (seller and buyer) in the sale contract. The effectiveness of the Incoterms is that its rules are widely known and used by different parties in foreign trade (exporters, importers, carriers, freight forwarders, customs brokers, banks and insurance companies, etc.). Therefore, the Incoterms rules are very useful for sellers and buyers to agree on terms of delivery of the goods and that the agreement corresponds to rules that are universally known.

The Incoterms 2020 covers situations where either the buyer or seller transports goods using their own vehicles. In 2010, it was assumed that these services were provided by a third-party carrier. There is a change in the way that the FCA rule is used in conjunction with a letter of credit. In addition, there are security-related cost responsibilities that have been changed. These can be associated with export clearance processes as well as the import clearance process. The Incoterms revision

clarified that the most common cost headings are those associated with transport that are the responsibility of the party who arranges this. Security costs associated with export clearance will be borne by the seller other than for Ex Works cases. Security costs associated with import will be borne by the buyer, except for DDP cases.

The first task to be carried out by the Incoterms 2020 was to review the contents of the 2010 version, to eliminate technicalities and legal expressions which hamper the understanding of the majority of users who do not possess any legal expertise or knowledge. It addresses the issue of moving away from the use of a legal language to a simpler one, more closely associated with the world of international trade. This likewise facilitated the official translation of the Incoterms into 27 languages.

Adapted from: <https://www.investopedia.com/terms/i/incoterms.asp>

4. Make as many phrases as possible, e.g. *pay duties, pay the risks; contract price, contract arrangements, etc.*

a.	1. complete 2. provide 3. conduct 4. clarify 5. prevent 6. facilitate 7. document 8. bring 9. classify 10. fulfill 11. assume 12. pay 13. borne	a. agreements b. documents c. responsibilities d. confusion f. a common language g. by category h. obligations i. a certificate j. a process k. business l. duties m. changes n. the risks
b.	1. contract 2. customs 3. commercial 4. international 5. business 6. notable 7. security 8. specific 9. inland 10. transportation 11. final	a. price b. clearance c. transactions d. trade e. arrangements f. differences g. costs h. point i. waterways j. destination k. rules

5. Derive nouns from the following verbs and insert them into sentences below. Make the nouns plural where it is necessary.

<i>operate</i>	<i>accept</i>	<i>oblige</i>	<i>deliver</i>	<i>locate</i>	<i>agree</i>
<i>revise</i>	<i>sell</i>	<i>translate</i>	<i>transport</i>	<i>differ</i>	

1. The Incoterms clarify the _____ of buyers and _____.
2. The Incoterms do not have the force of law and therefore companies don't have to use them in international _____.
3. The Incoterms rules are helpful for sellers and buyers to agree on terms of _____ of the goods.
4. The use of the Incoterms is conditioned on the _____ of the parties in the sale contract.
5. Parties involved in trade use the Incoterms to make sure the _____ corresponds to rules that are universally known.
6. The Incoterms _____ help to keep up with changes in the international trade needs.
7. The official _____ of the Incoterms into 27 languages is available for companies around the world.
8. Some Incoterms can be applied to any means of _____.
9. There is a notable _____ between the Incoterms 2010 and the latest version of the Incoterms in security costs.
10. The seller is required to make the goods available for pickup at the specified business _____.

6. Answer the questions below.

1. What does the term "Incoterms" imply?
2. What are the Incoterms commonly used for?
3. What are the typical activities that call for the use of the Incoterms?
4. Why is it necessary to review the Incoterms?
5. How can the Incoterms be categorized?
6. Is there any legal obligation to use the Incoterms in international trade operations?
7. What does DPU stand for?
8. What are the main differences between the Incoterms'10 and the Incoterms'20?
8. What does the Incoterms beginning with F refer to?
9. What do the Incoterms beginning with C deal with?
10. What do D-terms cover?

7. Find the pros and cons of the Incoterms among the following:

- a. easily understood terms
- b. differences between buyer and seller preferences when choosing terms
- c. updated and clarified by an international body (ICC)
- d. certain terms expose one party to inflated costs
- e. international standardization

8. Read and retell the text. Use your own ideas to expand on the information below.

Advantages and Disadvantages of Incoterms

The single greatest advantage of using Incoterms is the standardization and specification of complicated international trade aspects. Having a system that eliminates ambiguity between nations has made trading much more simple, especially when negotiating terms. This saves time and money that would have previously been

spent on lawyers who would draft terms basically breaking down Incoterms into different language.

A notable disadvantage of Incoterms is that buyers and sellers will have different preferences when using them. For example, sellers may choose CIF because they understand their shipments in a better way than buyers. The buyer, in contrast, may prefer FOB for the same reasons. However, the terms themselves are not the issue and it becomes more a matter of negotiation over which terms to use versus the clarity of the terms themselves.

EXPORT DOCUMENTATION

1. Study the following phrases. Make sentences with them using on-line dictionary of logistics terms.

a letter of inquiry	письмо-запрос
a commercial invoice	коммерческий счёт-фактура
a packing list	товарная накладная
a packing declaration	декларация об упаковке
a certificate of origin	сертификат (происхождения)
a bill of lading	коносамент
a proforma invoice	счёт-проформа
a letter of credit	аккредитив
currency exchange rate	курс обмена валюты
an import permit	разрешение на импорт
place import quotas	устанавливать квоту (цену) на импорт
transportation fees	транспортные сборы
net weight	вес нетто, чистый вес
gross weight	вес брутто, общий вес
digital signature	цифровая подпись
digital stamp	цифровая печать
clearance process	процесс оформления (таможенной очистки)

2. Match the words with appropriate definitions.

1. compliant	a. to go up and down
2. an invoice	b. used to describe something that obeys a particular rule or law
3. a quote	c. a person or a company to whom goods are officially sent
4. valid	d. an amount of goods that is sent somewhere
5. fluctuate	e. the act of sending goods
6. a logo	f. a list goods or services provided and their prices, used in business as a record of sale

7. a consignee	g. using or relating to computers and the internet; electronic
8. a dispatch	h. the government department that deals with taxes on goods coming into and leaving a country
9. a crate	i. a statement of how much a job, service, or product will cost
10. a consignment	j. legally acceptable
11. customs	k. a large wooden box, used esp. for packing, storing, or sending things
12. digital	l. a small picture that a company uses as its symbol

3. Read the text. Make a plan of the text.

Export documentation is essential to get products shipped along the supply chain. There are many important sales and shipping documents that must be used. Exporters must provide compliant shipping documentation to get products cleared through customs and shipped through to final destinations. Global trade involves **a) commercial invoices, b) packing lists, c) declarations, d) certificates and e) bills of lading** to name a few.

a) International sale often begins with a letter of inquiry from a potential buyer expressing interest in one or more products, asking for an informal or formal quote. The buyer may request the quote in the form of a proforma invoice in order to arrange a letter of credit to pay for the goods or if they need to arrange financing for the purchase. In addition, certain countries may require a proforma invoice if they tightly control their currency exchange rate, require an import permit, or protect local industry by placing import quotas on certain types of goods.

All proforma invoices should be valid for a specific time period. Material and manufacturing prices can rise, inland and international transportation fees can change, and currency exchange rates can fluctuate. Depending on the international trade term (typically one of the Incoterms 2020) you agree upon with the buyer, you may be responsible for these and other costs.

b) An export packing list is a detailed document that states all of the products and packaging details contained in each shipment. Shippers must create a compliant packing list document to share with freight forwarders, shipping lines, importers and other parties along the supply chain. They will use the information contained on the packing list document to correctly identify and transport cargo along the supply chain. It will be used by customs in the country of export or import to understand exactly how shipments are packaged and loaded. A packing list usually contains:

- exporter's details (basic company contact information including company name, logo, address, phone numbers and personal contact details);
- consignee and buyer (this includes basic company contact information including company name, address, phone numbers and personal contact details);
- shipping details (method of dispatch – road, rail, air or sea freight, type of shipment – FCL/LCL, etc., country of origin, country of final destination, vessel name, voyage number., port of loading POL, date of departure, port of Discharge POD);

- reference numbers & additional information (export Invoice number, date, bill of lading number, buyer reference number, additional reference, packing Information, additional Information);

- product and packaging details (product code, description of goods, number of products, kind and number of packages, net weight of package, gross weight of package);

- authorized signature (signatory company, name of authorized signatory, digital signature, digital company stamp).

c) An export packing declaration is an important document that states the type of packaging materials that are used to pack goods inside shipping containers for export. The packing declaration document ensures that any timber packaging used will protect the spread of insects and disease which can be hiding away in timber packing materials such as pallets and crates.

d) A certificate of origin document is an important document used in global trade to confirm the country of origin where the goods have actually been manufactured or processed. The certificate of origin document is used by the importer's freight forwarder, customs agent or customs broker during the import customs clearance process. These brokers use the certificate to prove to customs that the goods have been manufactured within the country of export. As a result, this will reduce or eliminate the import duties.

e) A bill of lading is a the most important shipping document involved in the supply chain. It's a document that provides evidence or proof of shipment. It is a legal transport document that is issued by the carrier of the goods. When the goods are loaded on board the vessel for export, the shipping line will issue a bill of lading to the shipper (exporter) to confirm the proof of shipment. The shipper will send a copy of the bill of lading and other shipping documents to the importer. Thus, it is a contract between the owner of the goods and the carrier to deliver the goods, which gives details of a consignment, its destination and the consignee. There are several types of bills of lading, such as inland bill of lading, ocean bill of lading, air waybill.

Exporting can be defined as the selling of goods and services to another country while importing refers to purchasing goods or services from a foreign country. Importers and exporters should understand who creates each document and how they are used at each stage of the supply chain.

4. Complete the sentences with the appropriate forms of the words given in brackets.

1. International sale often begins with a letter of _____ (INQUIRE) from a potential _____ (BUY).

2. _____ (LAND) and _____ (NATION) transportation fees can change in a short period of time.

3. Shippers must create a compliant packing list document to share with all _____ (PART) along the supply chain.

4. Customs in the country of export or import figures out how _____ (SHIP) are packaged and loaded.

5. Company contact _____ (INFORM) and _____ (PERSON) contact details are included into a packing list.

6. Packaging materials made of timber are used to pack goods inside shipping _____ (CONTAIN).
7. The certificate of origin document is necessary for the import customs _____ (CLEAR) process.
8. A bill of lading is a "contract" between the _____ (OWN) of the goods and the _____ (CARRY) to deliver goods.

5. Insert the words in the sentences below, change the form if necessary.

<i>inquiry</i>	<i>country (x2)</i>	<i>price</i>	<i>fee</i>	<i>rate</i>	<i>cargo</i>
<i>signature</i>	<i>materials</i>	<i>timber</i>	<i>packaging</i>	<i>insect</i>	<i>carrier</i>
					<i>copy</i>

1. A potential buyer usually expresses the interest in one or more products with a letter of _____.
2. Certain _____ protect local industry by placing import quotas on certain types of goods.
3. All proforma invoices are valid for a specific time period as manufacturing _____ can rise, transportation _____ can change, and currency exchange _____ can fluctuate.
4. The information contained on the packing list document is used to identify and transport _____ along the supply chain.
5. An authorized _____ is included into a packing list.
6. An export packing declaration states the type of packaging _____ used to pack goods inside shipping containers
7. _____ packing materials such as pallets and crates need a packing declaration document to ensure that any timber _____ used will protect the spread of _____ and disease.
8. A certificate of origin document confirms the _____ of origin where the goods have actually been manufactured or processed.
9. A bill of lading is issued by the _____ of goods.
10. A shipper sends a _____ of the bill of lading and other shipping documents to the importer.

6. Speak about the importance of the proforma invoice. Use the Internet and the following tips to expand on the topic.

- It serves as a negotiating tool between you and your international customer.
- It is a voluntary document, and it is the preferred method in the exporting business.
- When it's correctly completed, it contains several key pieces of information that will be used on many of the export forms.

LOADING DOCKS

1. Explain the meaning of the following phrases.

Arrival and departure points, public spaces, light industrial zones, expensive energy loss, a cold storage warehouse, loading dock driveway, industrial fabric curtains, environmental control, the exterior of the building, heavy equipment, require replacement over time, to raise and lower the deck, conveniently located.

2. Match the words with appropriate definitions.

1. a dock	a. the quality of being able to last a long time without damage
2. a forklift	b. to reduce the effect of a physical force, shock or change
3. a supervisor	c. a vehicle with two bars in front for moving and lifting heavy goods
4. durability	d. to change something slightly to make it more correct, effective, suitable
5. insulated	e. a piece of curved metal that can be pressed into a smaller space but then returns to its usual shape
6. a bumper	f. a flat raised area attached to a building and used for loading and unloading trucks
7. absorb (v)	g. a surface that lies at an angle to horizontal layer
8. a slope	h. the use of something in an effective way
9. a restraint	i. a person who is responsible for a good performance of a job
10. adjust (v)	j. any protecting guard for preventing damage from a hit
11. a spring	k. covered with a material or substance in order to stop heat, sound, electricity from escaping or entering
12. maintenance	l. the work needed to keep a machine in good condition
13. deployment	m. something that limits the freedom of movement or action

3. Read the text. Outline the main functions of loading docks' elements.

Loading docks are the arrival and departure points for large shipments brought to or taken from a building by trucks and vans. This space type must be able to accommodate large vehicles, forklifts, and pedestrian traffic. The loading dock space includes a shipping and receiving dock for trucks and vans, a staging area, and at least one office space for dock supervisors or managers. Loading docks are designed to ensure the safety and security of their users and the users of other nearby spaces. There are many different elements of a loading dock that help with both functionality and efficiency.

An overhead door works like a garage door and is aimed at protecting the interior of the building from outdoor elements. It's important that a door should offer adequate thermal protection, security, and durability. A facility that is constantly shipping and receiving goods must have a fast, functional, and reliable overhead door. The type of facility will determine what overhead door material is best. For example, if you have a cold storage warehouse, it's important to have an insulated door. Selecting the wrong door could lead to expensive energy loss and temperature control issues.

Dock shelters and seals are two ways a truck is sealed tight to a building after it has backed into a loading dock. A dock shelter is a cover made of industrial fabric curtains that are set approximately 18-inches off the building to cover a truck's trailer and sides. Its purpose is to keep winds, rains, and extreme cold or heat out of the facility during loading times, providing energy savings and employee comfort. Shelters can meet a wide variety of trailer sizes and types. They also come equipped with innovative components, including gravity-based designs that guide misdirected trailers and prevent costly building damage.

Dock seals are made of foam pads that the trailer pushes against to create an airtight seal between the dock and truck. This is extremely important because any sort of gap, no matter how small, can lead to significant energy loss over time. Dock seals allow for maximum environmental control.

Dock bumpers are located at the bottom of the loading dock and are designed to absorb the trailer's impact. Dock bumpers prevent damage to the concrete foundation wall, dock leveler, and trailer restraint. They are usually made of durable rubber and come in many different sizes based on vehicles serviced and the slope of the loading dock driveway.

A trailer restraint device is a mechanism located on the exterior of the building that slides over and locks the trailer into place. A trailer restraint is a reliable safety measure that ensures a truck or dropped trailer will not move during loading and unloading. If a trailer disconnects from a loading dock before loading and unloading is complete, heavy equipment (forklifts, etc.) and workers can fall into the gap between the truck and the dock. This is a potentially serious accident that can cause serious injury or even death. The good news is that they are 100% preventable with the proper use of a trailer restraint device.

A leveler plate is a piece of equipment located inside of the building. It's often found in a pit in the building's concrete at the dock door. Its function is to safely get the loading apparatus, like a forklift, from the building into the truck's trailer.

A leveler must match the height of the truck, so it's important it has the ability to smoothly adjust its surface from the inside of the building to the trailer. The three most common pit levelers are mechanical, hydraulic, and air-powered.

Mechanical dock levelers are spring levelers equipped with a chain that releases the tension of the springs, allowing the platform to rise. The operator must then walk or stand on it to push it back down. While this is a cost-effective leveler, it also relies on more moving parts that require a lot of costly maintenance and replacement over time.

A hydraulic leveler uses hydraulic cylinders and pumps to lift and place the leveler with a push of a button on a control panel. Some hydraulic levelers are even designed with the ability to stop at any level during deployment. While this type of leveler is more expensive, it will save repair costs over time.

Air-powered levelers are an economical alternative to hydraulic levelers. Like hydraulic levelers, they are powered by a push-button, but instead of cylinders, an airbag system is used to raise and lower the deck.

For almost every loading dock interaction, truck drivers are required to enter the facility to leave or receive paperwork with information about their load. Visitor management is important for the safety of employees and goods, so it's necessary to install conveniently located and visible access points. These access points should be just as secure as any facility door and can be equipped with cameras, entry access systems, and security systems.

Loading docks are very high-traffic areas during shipping and receiving times, so there's a high potential for workplace injuries. Loading dock lights help keep the area safe by illuminating the trailer so employees aren't loading and unloading in the dark. They are equipped with a flexible swinging arm that allows you to direct the light exactly where you need it, and they are designed to stay in place once set in position.

Adequate lighting on the exterior of the building is also important so drivers can see the dock pit and building. This is also true for signal lighting that tells both the driver and facility employees that a trailer is 'ok' to enter or leave a dock. These lights look similar to traffic lights – green for 'enter' and red for 'do not enter.'

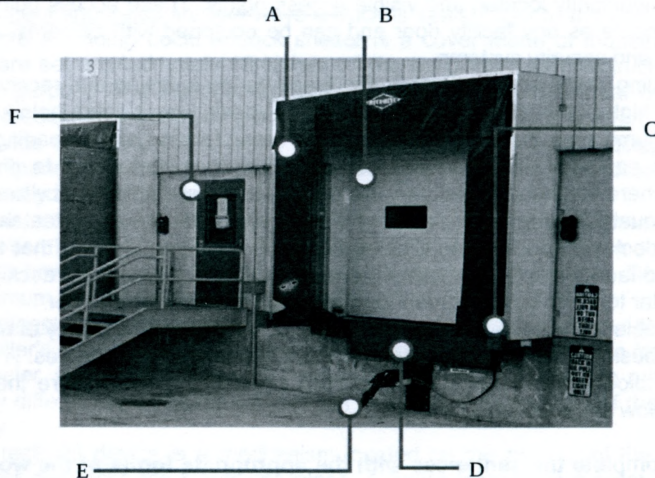
Reliable loading docks are vital to the productivity and efficiency of many different types of businesses, ranging from production factories to retail stores. A loading dock is the lifeblood of a facility, and when run efficiently, it can ensure the fastest and safest inflow and outflow of goods.

4. Complete the sentences with the appropriate forms of the words given in brackets.

1. Loading docks are designed to ensure the _____ (SAFE) and _____ (SECURE) of their users.
2. A facility that receives goods must have a _____ (RELY) overhead door.
3. A trailer restraint ensures a truck or dropped trailer will not move during _____ (LOAD) and _____ (LOAD).
4. Serious injuries are _____ (PREVENT) with the proper use of a trailer restraint device.
5. A leveler has the _____ (ABLE) ~~to~~ to smoothly adjust its surface from the inside of the building to the trailer.
6. Mechanical dock levelers contain moving parts that require a lot of costly _____ (MAINTAIN) and _____ (PLACE) over time.
7. Access points should be conveniently located and _____ (VISION).
8. Signal lighting tells both the _____ (DRIVE) and facility _____ (EMPLOY) that a trailer is 'ok' to enter or leave a dock.
9. If a trailer disconnects from a loading dock, heavy _____ (EQUIP) can fall into the gap between the truck and the dock.
10. Loading docks are vital to the _____ (PRODUCT) and _____ (EFFICIENT) of many different types of businesses.

5. Label the picture below with appropriate elements of a loading dock.

- A - _____
- B - _____
- C - _____
- D - _____
- E - _____
- F - _____



6. Answer the questions.

- a. What types of vehicles are usually serviced by loading docks?
- b. What are the main functional elements of a loading dock?
- c. Why is it necessary to have office space attached to loading docks?
- d. What is the function of an overhead door?
- e. Why is it important to select a right material for an overhead door?
- f. What is a dock shelter made of?
- g. Where are dock bumpers located?
- h. How does a trailer restraint device help prevent accidents?
- i. What are the most common types of dock levelers? How do they differ?
- j. What are access points at loading docks used for?
- k. How does a signal lighting at a loading dock look like?

TYPES OF WAREHOUSING

1. Explain the meaning of the following phrases.

A storage facility, physical products, a brick and mortar store, capital costs, volumes of delivery consignments, breadth of the assortment, urban areas, rent on a month-to-month basis, custom duties, a community consent.

2. Match the words with appropriate definitions.

1. designated	a. goods that are bought and sold
2. disseminate (v)	b. to ask an amount of money for something, especially a service
3. lease (v)	c. to spread goods to a lot of people (consumers)
4. merchandise	d. have to pay a charge
5. on hand	e. the amount of goods and materials owned by a company
6. charge (v)	f. the activity of selling goods to the public, usually in small amounts, for their own use
7. an upgrade	g. chosen officially for a special job or particular purposes
8. incur (v)	h. the conditions that people live, work, or spend time in
9. a bond	i. to move something to a different place or position
10. retail	j. ready and available
11. inventory	k. to make a legal agreement by which money is paid in order to use land, building, equipment for an agreed period of time
12. shift (v)	l. a financial document, agreement, promise
13. environment	m. an improvement in something; additional facilities

3. Read the text. Get ready to speak about each type of warehousing.

Warehousing is the process of storing physical products in a designated warehouse or storage facility until they are sold or disseminated. Warehouses store products in a safe and secure manner, keeping track of where they are, when they arrived, how long they've been there, and the quantity on hand. Inventory warehousing can be done from home for small firms until they outgrow the area. At that point, a company must rent a storage space, lease a warehouse, or outsource the logistics process to third parties, who will then keep merchandise in their warehouses.

As for E-commerce firms, products are stored in facilities until an order is placed online, at which they are delivered directly to the customer. Inventory may be temporarily held in a warehouse before being sent to a brick and mortar store in traditional retail.

For more efficient functioning of a business, it is necessary to determine the most optimal warehousing types for goods. The type of warehousing involves the choice of technological equipment for storing cargo and the form of placing it in the space of the warehouse. The choice is influenced by a warehouse area, warehouse height, used commodity carrier, volumes of delivery consignments, free access to goods, conditions of storage of goods, breadth of the assortment of goods, ease of maintenance and

capital costs. The placement of technological equipment should ensure maximum use of the area and height of the warehouse.

Here are the five most common warehousing types, along with their advantages and disadvantages.

Public Warehouses. Many small businesses can't afford to own or lease their own warehouse storage systems. Companies can rent short- or long-term storage space from public warehouses on a month-to-month basis. Governmental agencies own public warehouses, which they make available to commercial businesses. Both commercial and personal usage of public warehouses is permitted. Businesses could be charged per pallet or every square foot of space used. One major advantage of using public warehouses is that they are easily found online. A company may find a public warehouse that meets their storage needs, purchase space and start using it right away.

Private Warehouses. Private warehouses are owned and operated by a single company and are larger than public warehouses. Like public warehouses, private docks are often located in urban areas. But they generally feature additional office space and a greater demand for workforce. They also provide additional security for companies because of their larger size. For example, they usually have 24-hour employee security presence to prevent theft and vandalism.

Costs for private docks depend on the size, location, and floor plans of the structure, plus additional upgrades. Those costs are one reason private docks are usually only available to large and very large companies. Smaller companies may lack the storage and workforce demands, or they can't afford the expense.

Bonded Warehouses. Bonded warehouses are licensed by the government to accept imported goods for storage until the payment of custom duty. These warehouses are either operated by the government or work under the control of customs authorities. Goods may be stored here for many months, even years, without incurring customs duties. When corporations rent space from them, the authorities provide them with bonds to ensure that they will not lose money when their items are distributed.

Co-operative Warehouses. These kinds of warehouses are owned, managed and controlled by multiple organizations or businesses (cooperative societies). They are very special entities, whose objective is to distribute goods and services on the basis of community consent. These companies tend to work closely together and access to the cooperative warehouse can save money for them. Cooperative warehouses are especially common among farmers or wineries, as these businesses can easily store their products in a mutual space. Businesses that utilize a cooperative warehouse can reduce their spending for inventory storage, increasing all of the co-op member's profits in the long run.

Distribution Centers. Distribution centers are built around the premise of taking large quantities of inventory in for the purpose of moving it out to retailers and merchants relatively quickly. A distribution center is a storage facility that is usually designed to meet specific needs. The storage is used for temporary needs and items are shifted quickly within the supply chain. The main function of a distribution center is to serve as a staging point for inventory so that stock can be shipped to its final destination with minimal loss of the product and costs. In the shipping and receiving

industries, a "punch list" is an organized listing of tasks required to be performed by distribution center staff before products are shipped or received. In practice, a punch list includes all documents and forms that must be completed before products can be shipped. In most cases, a distribution center's primary responsibility is to serve the immediate needs of the company for which it works.

Regardless of a warehousing type these facilities should provide the proper environment for the purpose of storing goods and materials that require protection. When analyzing a business' product fulfillment and shipping logistics, the topic of warehousing is bound to come up. Each type of a warehouse should meet business service requirements while offering a safe and comfortable environment for the workers to increase productivity and control, reduce operating costs, and improve customer service.

4. Insert the necessary words, change the form if necessary.

<i>need (x2)</i>	<i>consent</i>	<i>environment</i>	<i>party</i>	<i>duties</i>	<i>customer</i>
<i>responsibility</i>	<i>protection</i>	<i>product</i>	<i>security</i>	<i>destination</i>	<i>year</i>

1. Warehouses store _____ until they are sold or disseminated.
2. When small firms outgrow the area they may outsource the logistics process to third _____.
3. E-commerce firms deliver the goods directly to the _____.
4. A company may find a public warehouse that meets their storage _____, and start using it right away.
5. Private warehouses provide additional _____ to prevent theft and vandalism.
6. In bonded warehouses goods may be stored for many months, even _____, without incurring customs _____.
7. Cooperative warehouses distribute goods and services on the basis of community _____.
8. A distribution center allows to ship stock to its final _____ with minimal loss of the product and costs.
9. A primary _____ of distribution centers is to serve the immediate _____ of companies for which they work.
10. Warehouses should provide the proper _____ for storing goods and materials that require _____.

5. Complete the gaps with prepositions. Make sentences with the phrases.

- a. store products _____ a safe and secure manner
- b. keep track _____ movement
- c. free access _____ goods
- d. rent _____ a month-to-month basis
- e. be operated _____ a single company
- f. work _____ the control of customs authorities
- g. increase profits _____ the long run

h. shift quickly _____ the supply chain

6. Put one of the words in the gap to make a common phrase.

increase	provide	rent	meet	distribute	place	outsource
utilize	complete	deliver	reduce	influence	improve	

- a. an order
- b. operating costs
- c. a warehouse
- d. profits
- e. to third parties
- f. customer service
- g. to the customer
- h. a storage space
- i. goods and services
- j. the choice
- k. security
- l. the requirements
- m. documents and forms

7. Match the types of warehouses with their features.

Public Warehouses	<i>a. Increased control over building facilities</i>
	<i>b. Companies do not need to pay duties until items are released from storage for delivery</i>
Private Warehouses	<i>c. An affordable option for new businesses</i>
	<i>d. Can save businesses money on reduced rates for multiple tenancies</i>
Bonded Warehouses	<i>e. Ideal for companies or businesses that deal with cross-border shipments</i>
	<i>f. Provide a more exclusive location for business operations</i>
Co-operative Warehouses	<i>g. Great for groups of businesses with similar inventory types</i>
	<i>h. Products stored are moved around quickly within a supply chain</i>
Distribution Centers	<i>i. Generally affordable to utilize for companies selling to wholesalers</i>
	<i>j. Accessible to the public</i>

8. There are several types of warehouses depending on the storage conditions: heated and unheated general warehouses, refrigerated warehouses, controlled humidity (CH) warehouses. Make a list of products that can and should be stored in each warehousing type mentioned above.

<i>heated and unheated general warehouses</i>	<i>refrigerated warehouses</i>	<i>controlled humidity (CH) warehouses</i>

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