

НАВЧАЛЬНО-НАУКОВИЙ ЦЕНТР ГУМАНІТАРНОЇ ОСВІТИ

Кафедра іноземних мов

МЕТОДИЧНІ ВКАЗІВКИ

для підготовки до модульного тестування з курсу

«ДІЛОВА АНГЛІЙСЬКА МОВА»

для магістрів

(англійська мова)

Харків – 2019

Методичні вказівки розглянуто та рекомендовано до друку на засіданні кафедри іноземних мов 14 лютого 2019 р., протокол № 7.

Методичні вказівки призначені для студентів другого освітнього рівня (магістр) таких галузей знань: «Транспорт» «Електрична інженерія», «Соціальні та поведінкові науки», «Управління та адміністрування» – за відповідними напрямками підготовки та освітніми програмами. Методичні вказівки розроблені у форматі контрольного тестування та містять у собі тестові вправи, завдання, тексти, які пов'язані тематично, а саме «Business contracts», «Transport logistics», «Customs procedures». Вправи також спрямовані на розвиток мовної, професійної й соціальної компетенції. У вказівках реалізований інтегрований підхід, що забезпечує розвиток усіх видів мовної діяльності й аспектів мови. Робота з вказівками може здійснюватися як в аудиторному, так і в самостійному режимах.

Ця робота розроблена відповідно до робочої програми дисципліни «Ділова іноземна мова» і є складовою частиною УМКД.

Укладачі:

старш. викл. Л. І. Золотаревська,
викл. О. В. Гаврилова

Рецензент

доц. С. М. Донець

МЕТОДИЧНІ ВКАЗІВКИ

для підготовки до модульного тестування з курсу
«*ДІЛОВА АНГЛІЙСЬКА МОВА*»
для магістрів

(англійська мова)

Відповідальний за випуск Золотаревська Л. І.

Редактор Еткало О. О.

Підписано до друку 17.05.19 р.

Формат паперу 60x84 1/16. Папір писальний.

Умовн.-друк. арк. 2,0. Тираж 30. Замовлення №

Видавець та виготовлювач Український державний університет
залізничного транспорту,
61050, Харків-50, майдан Фейербаха, 7.
Свідоцтво суб'єкта видавничої справи ДК № 6100 від 21.03.2018 р.

UNIT 6

Review test

Exercise 1. Choose the correct answer.

1 Breach of contract:

- a) підтвердження контракту
- b) виправлення контракту
- c) порушення контракту
- d) створення контракту

2 Effect payments:

- a) повідомляти про платежі
- b) відстежувати платежі
- c) здійснювати платежі
- d) контролювати платежі

3 Obtain indemnity:

- a) одержувати компенсацію
- b) надсилати компенсацію
- c) погодитись на компенсацію
- d) замовити компенсацію

4 Secure safety:

- a) відповідати за безпеку
- b) клопотати про безпеку
- c) відповідати за безпеку
- d) забезпечувати безпеку

5 Trouble-free operation:

- a) різноманітна робота
- b) негайна робота
- c) безперервна робота
- d) спільна робота

6 Suspend the fulfilment:

- a) припиняти виконання
- b) відновити виконання
- c) прискорити виконання
- d) обмежити виконання

7 Binding agreement:

- a) обов'язкова угода
- b) приватна угода
- c) основна угода
- d) заборонена угода

8 Come to an agreement:

- a) створювати угоду
- b) укласти угоду
- c) приймати угоду
- d) прийти до згоди

9 Draft contract:

- a) підтвердження контракту
- b) проект контракту
- c) оцінити контракт
- d) підписання контракту

10 Fail to fulfil:

- a) не виконувати
- b) не починати
- c) не розглядати
- d) не обговорювати

11 Firm price:

- a) договірна ціна
- b) загальна ціна
- c) додаткова ціна
- d) фіксована ціна

12 Issue a document:

- | | |
|------------------------|-------------------------|
| a) скласти документ | c) підписати документ |
| b) виписувати документ | d) підтвердити документ |

13 In respect of quality:

- | | |
|-------------------|-----------------------|
| a) відповідати за | c) мати відношення до |
| b) відповідно до | d) підходити до |

14 Release from responsibility:

- | | |
|-------------------------------------|-----------------------------------|
| a) прийняти відповідальність | c) звільняти від відповідальності |
| b) бути готовим до відповідальності | d) обмежувати відповідальність |

15 Total value:

- | | |
|---------------------------|----------------------|
| a) загальна вартість | c) постійна вартість |
| b) рекомендована вартість | d) цільова вартість |

Exercise 2. Match the expressions in column A with the expressions in column B. Write the correct variant in the table below.

A

- 1) come to
- 2) meet
- 3) in respect
- 4) documents
- 5) performance of
- 6) unit of
- 7) null
- 8) conclude
- 9) suspend
- 10) in accordance

B

- a) the equipment
- b) a contract
- c) and void
- d) with the requirements
- e) an agreement
- f) the fulfilment
- g) the specifications
- h) of quality
- i) measure
- j) for collection

1) -	2) -	3) -	4) -	5) -	6) -	7) -	8) -	9) -	10) -
------	------	------	------	------	------	------	------	------	-------

Exercise 3. Are these statements to the text “About the contracts” true or false? Write T (for true) and F (for false) in the table below.

- 1 Contract is an agreement with specific terms only between two Parties.
- 2 There are several kinds of contracts: employment contracts, service contracts, turnkey contracts, hire purchase contracts.

3 Most frequently necessary parts of the contract include the following: Subject of the Contract, Terms of Payment, duration of the contract, legal addresses of the contracting parties, Price and Total Value, Guarantee Terms, Insurance, Terms of Delivery, Packing and Marking, Arbitration, Complaints and their Settlement, Force Majeure.

4 Terms of Payment indicates the mode of transportation, period of delivery, sometimes it may also include start-up procedures, inspection and test.

5 It is not possible to change and supplement the clauses of the contract

6 Every contract contains a Force Majeure Clause.

1) -	2) -	3) -	4) -	5) -	6) -
------	------	------	------	------	------

Exercise 4. Choose the correct answer.

1 Бути у відповідності до:

- a) be in conformity with
- b) be in conformity after
- c) be in conformity in
- d) be in conformity fo

2 Перевищувати:

- a) to increase
- b) to divide
- c) to exceed
- d) to decrease

3 Здійснювати платежі:

- a) to cash accounts
- b) effect payments
- c) to get money
- d) to pay a debt

4 Змінна ціна:

- a) wholesale price
- b) total price
- c) low price
- d) sliding price

5 Урегулювати суперечки:

- a) to participate in a discussion
- b) to win a dispute
- c) settle disputes
- d) to avoid a conflict

6 Пакет 'чистих' накладних:

- a) set of clean on board bills of lading
- b) set of new model bills
- c) new bills
- d) empty bills

7 Забезпечувати безпеку:

- a) keep in control
- b) to guard
- c) secure safety
- d) to accompany

8 Угода на обслуговування:

- | | |
|---------------------|------------------------|
| a) rules of service | c) obligatory contract |
| b) service contract | d) active contract |

9 Звільнити від відповідальності:

- | | |
|--------------------------------|---------------------------------|
| a) release from responsibility | c) to attract to responsibility |
| b) responsible for an act | d) to avoid responsibility |

10 Квазі – контракт:

- | | |
|--------------------------|-----------------------|
| a) main contract | c) implied contract |
| b) indisputable contract | d) completed contract |

11 Виписувати документ:

- | | |
|--------------------------|----------------------------|
| a) to issue a document | c) to correct the document |
| b) to check the document | d) to cancel the document |

12 Перешкоджати:

- | | |
|---------------|---------------|
| a) to help | c) to renew |
| b) to prevent | d) to promote |

13 Інакше:

- | | |
|---------------|--------------|
| a) extraneous | c) otherwise |
| b) other | d) special |

14 Повідомляти:

- | | |
|---------------|--------------|
| a) to retell | c) to record |
| b) to divulge | d) to notify |

15 Дійсний:

- | | |
|-----------|-----------------|
| a) valid | c) pre-schedule |
| b) urgent | d) successful |

Exercise 5. Complete the sentences with the words in the table. Write the correct variant in the table below.

<i>a) changed ; b) effected; c) price and total value; d) force majeure; e) shipped; f) method of payment; g) agreement</i>

1 ... usually includes natural disasters such as an earthquake, flood, fire, etc.

2 The equipment is to be ... in export packing.

3 Every international contract has several standard parts which are obligatory, though some of them may be ... and supplemented.

4 Terms of Payment indicates ..., form of payment, bank details and period within which payment should be made.

5 Payments are to be ... within 30 days of the date of receipt by the Buyers.

6 Contract is an ... with specific terms between two or more Parties.

7 ... includes the total amount of money involved and the denomination of goods under the provision of the contract.

1) -	2) -	3) -	4) -	5) -	6) -	7) -
------	------	------	------	------	------	------

Exercise 6. Replace the *italicized* words in column A with the synonyms in column B. Write the correct variant in the table below.

A

- 1) keep to the *delivery* schedule
- 2) trouble-free *operation*
- 3) *release* from responsibility
- 4) *issue* a document
- 5) obtain *indemnity*
- 6) *denomination* of goods
- 7) *force majeure* circumstances
- 8) conclude a *contract*

B

- a) unpredictable
- b) write out
- c) agreement
- d) supply
- e) relieve
- f) compensation
- g) work
- h) description

1) -	2) -	3) -	4) -	5) -	6) -	7) -	8) -
------	------	------	------	------	------	------	------

Exercise 7. Answer the questions to the text about contracts.

1 What levels do contracts consist of?

2 What is the contract?

3 What types of contracts exist?

4 What are the main clauses of a contract?

5 What is the subject of the contract?

6 Why does every contract contain a Force Majeure Clause?

Exercise 8. Replace the *italicized* words in the dialogue with the words in the table without changing the meaning of the sentence. Write the correct variant in the table below.

a) consider ; b) decided; c) foreign; d) issue; e) provides; f) marine

- Hello! I'd like to discuss one *matter*(1). What kind of packing do you use?
- Oh, we pay special attention to this matter. Our goods need *sea*(2)-proof packing. So generally some parts are wrapped up in polythene and the whole units are then put into wooden boxes or crates. Our customers *find*(3) it quite satisfactory.
- I hope this *ensures*(4) their safe delivery, doesn't it?
- Of course it does. We do our best to satisfy our customers and make our product really competitive and attractive for *overseas*(5) markets. The goods will be packed in accordance with our standard export packing methods.
- Thank you. I think we've *settled*(6) all the matters. Will it be possible for us to meet tomorrow morning and sign the contract?
- That will be fine.

1) -	2) -	3) -	4) -	5) -	6) -
------	------	------	------	------	------

Exercise 9/ Fill in the gaps choosing the words from the table below. Write the correct variant in the table below.

terms reclaim charges delivery	arbitration freight/loading letter of credit	substandard penalty parties	payment specification late invoked
---	--	-----------------------------------	---

*DRAFT CONTRACT between
WIDGETRY Ltd (hereafter known as 'the seller')
and MERCURY plc (hereafter known as 'the buyer')*

The seller undertakes to supply the buyer with 120,000 super widgets*, to BSI**(1) ... 999 and to pay all (2) ... and insurance (3) ...

The terms of (4) ... and immediate payment of (5) ... charges by confirmed and irrevocable (6) ... are to be standard.

A (7) ... clause will be included in the contract. It will be (8) ... against the seller for late delivery or (9) ... quality; against the buyer for (10) ... payment.

In the event of non-payment, the seller shall be entitled to (11) ... the goods.

In case of a dispute between the (12) ... to the contract, the matter will be taken to independent (13) All the (14) ... of the contract must be complied with by both parties.

* widget is a slang term used for any type of imaginary item which is assumed to be made, bought or sold

** *BSI – British Standard Institution*

1)	2)	3)	4)	5)	6)	7)	8)	9)	10)-	11)-	12)-	13)-	14)-
-	-	-	-	-	-	-	-	-					

Exercise 10. Read and translate the following contracts. Complete them with the necessary information.

A Event Planner Contract

This contract is made effective as of [Date] by and between [Event Planner] and [Client]. This contract serves as an agreement of distribution of services and compensation in the planning of [Event], which will be held on [Date of Event].

Scope of Services

The Event Planner is responsible for the planning and coordination of the Event. This shall include making appropriate reservations, creating a format for invitations, reserving necessary space for the Event, and handling on-site logistics. Additional duties may be required based on the nature of the Event and should be described below:

(additional duties)

Compensation

As compensation for the Event Planner’s services, the Client agrees to pay a total of \$[Amount] to the Event Planner. A non-refundable deposit of 25% or \$[Amount] will be made as an initial deposit and is due on the date that this contract goes into effect.

The remaining balance of \$[Balance Amount] shall be due no later than five (5) business days prior to the date of the event. If the balance is not received within this period of time, an interest rate of 15% of the remaining balance shall be charged for every week the balance is past due.

Vendors

Based on preliminary discussions, the Event Planner will compile a list of preferred vendors and review that list with the Client. This list may include, but is not limited to, caterers, rental agencies, musicians, DJs, photographers, Videographers, chefs, hotels, and conference centers. Services desired by the Client will be drawn from the approved vendor list when possible. Deviations from this list will be announced to the Client prior to the approval of any final agreement with the vendor.

The Client is responsible for all payments made to the vendors chosen, and will be notified of all due dates at the time that an agreement is formed with these parties.

Date Changes and Cancellations

Should the date of the Event change, the Event Planner will make the best effort possible to accommodate the new date. The Client understands that last-minute changes can affect the quality of the final Event and that these changes are not necessarily the fault of the Event Planner.

In the event of a cancellation of the Event, the Client should notify the Event Planner no later than thirty (30) days prior to the planned date. Should the Event be canceled after that deadline, the Event Planner may collect the full fee owed, including any applicable interest that may arise due to late payments.

B Performance Contract

This contract represents an agreement between [Customer] and [Performer] in relation to [Event], which will take place on [Date] at [Location]. Both parties agree to the following terms:

Performance

The performer will serve as an independent contractor and will be contracted to perform at the event beginning at [Start time] and ending at [End time]. The performer will start promptly at the time indicated and will not be required to perform beyond the specified end time.

Compensation

The customer will pay an hourly fee of \$[_____] for a period of [_____] hours, totaling \$[_____] for the entire day's performance. A deposit of 25% of this amount shall be presented to the Performer no more than five (5) business days prior to the event. The remaining amount shall be paid within one (1) day following completion of the event.

The Performer will be expected to cover all travel or incidental expenses unless specifically outlined as part of an addendum to this contract.

Cancellations

Neither the Customer nor the Performer will be held liable for any unexpected cancellation stemming from destruction of the venue via fire, verified disability, acts by public authorities, or similar unforeseen circumstances prior to the date of the Event

Cancellation on the part of the Performer for any reason other than those stipulated above will leave the Performer fully responsible for losses or damages on the Customer's part. The Customer must present a report of these damages in writing.

Cancellation on the part of the Customer for any reason other than those stipulated above will still leave the Customer responsible for paying the full amount of compensation owed to the Performer.

Reservation of Date

The Performer agrees not to accept any other engagement for a performance for a minimum of 48 hours leading up to the Event and for the day of the Event, without providing advance notice to the Customer.

Technical Needs

The Performer will require the following technical needs:

The Customer agrees to make sure that the venue has the means of meeting these needs and that all technical issues will be resolved within 24 hours prior to the Event. Failure to provide these technical needs leaves the Customer responsible for payment unless an alternate arrangement is agreed upon between the Customer and the Performer.

In witness whereof, the parties have agreed to the terms above and executed this contract on the day and year written below:

Customer: _____ Date: _____
Performer: _____ Date: _____

C Wedding Photography Contract

[AAA Photography Studios], located at [Address], agrees to provide wedding photography services to the client(s) listed below.

Client

Name: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Client Name: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Services:

[AAA Photography Studios] will provide photography services at two separate venues on [Date], beginning at [Start time] am/pm and ending at [Ending time] am/pm.

Photography at Event Venue #1:

Venue

Name: _____

Street

Address: _____

City: _____ State: _____ Zip: _____

Venue _____ Venue _____

Phone: _____ Contact: _____

The client(s) request the following poses at Venue #1:

1 Ex: Bride and Groom with Groom's family 3 _____

2 _____ 4 _____

In addition to the above poses, the photographer will capture additional shots of the wedding day festivities as they occur, up to a total of 125 photography shots at Venue #1.

Photography at Event Venue #2:

Venue
Name: _____
Street
Address: _____
City: _____ State: _____ Zip: _____
Venue _____ Venue _____
Phone: _____ Contact: _____

The client(s) request the following poses at Venue #2:

- 1 Ex: Picture of guest toasting happy couple 3 _____
- 2 _____ 4 _____

In addition to the above poses, the photographer will capture additional shots of the wedding day festivities as they occur, up to a total of 125 photography shots at Venue #2.

Payment:

The payment for photography services, including up to 150 printed photographs is \$[_____].

A deposit of \$[_____] is due at the time the contract is signed. The deposit is non-refundable and shall serve as liquidated damages to the photographer if the client cancels the event.

The payment balance is due on delivery of the photographs.

Package Selection:

The package contains 150 photographs. The sizes of the photographs, and the number of photographs allowed per size, are as follows:

[_____] 16 x 20's – Additional prints at this size can be purchased for \$[_____] each.

[_____] 11 x 14's – Additional prints at this size can be purchased for \$[_____] each.

[_____] 8 x 10's – Additional prints at this size can be purchased for \$[_____] each.

[_____] 5 x 7's – Additional prints at this size can be purchased for \$[_____] each.

[_____] 4 x 6's – Additional prints at this size can be purchased for \$[_____] each.

The client's may purchase a DVD with all of the photographs taken at Venue 1 and Venue 2 for \$[_____].

Terms:

- 1 This contract contains terms agreed by client(s) and photographer. Any changes must be in writing and signed by both parties.
- 2 The client(s) agree to confirm the event 1 week in advance and to provide the photographer with any venue changes 1 week in advance. The client agrees to be responsible for additional charges due to venue changes, if applicable. Additional charges include travel expenses, meals, and accommodation.
- 3 The client agrees the photographer will begin the shoot and end the shoot at the times specified in the contract. If there is a delay, the photographer may be able to stay longer, provided the client agrees to pay an additional fee of \$[_____] per hour. The client understands the photographer may not be able to stay longer than scheduled due to another booking.
- 4 The photographer and the Company are not liable for compromised shoots due to circumstances beyond the photographer's control. These circumstances include uncooperative guests, lateness of clients or guest, last minute venue changes and weather conditions. Further, the photographer and the Company will not be held liable for background items or venue lighting that has a negative effect on the quality of the photographs.
- 5 If the photographer is forced to cancel the event due to conditions beyond his or her control, the Company will secure a replacement photographer if possible. If a replacement cannot be found, the Company shall have limited liability in the form of returning all deposits.
- 6 In the event of equipment failure, lost or stolen equipment or images, the Company shall have limited liability in the amount of the entire contract price.
- 7 The client(s) are responsible for securing any licenses or releases for the photography services at the venues.
- 8 The client(s) or wedding coordinator agrees to ensure the people specified in each shot are available.

By signing this contract, all parties agree to the terms herein.

_____ Printed Name, Client	_____ Signature, Client	_____ Date
_____ Printed Name, Client	_____ Signature, Client	_____ Date
_____ Printed Name, Company	_____ Signature, Company Representative	_____ Date

D Employment Contract

This Employment Contract is entered into on the [_____] day of [_____] [_____] [Year] between [_____] (hereinafter known as Employer), whose business is located at [Street Address], [State Name], [Zip Code], and [_____] (hereinafter known as Employee), who resides at [Street Address], [State Name], [Zip Code].

General Terms

The Employer agrees to hire the Employee for the position of [_____].

The Employee will report to work beginning on the day of [_____] [Year], at [_____] am/pm.

The Employee agrees to work [_____] hours a day, on the following days:

Mon Tue Wed Thu Fri Sat Sun

The Employee is considered an [Hourly/Salaried] employee and [_____] is [_____] is not entitled to overtime benefits.

Job Duties

The Employee will perform the job duties as set forth below.

In addition to the above, the Employee agrees to perform other duties that are deemed customary by other persons working in similar positions. The Employee further agrees that the Employer may assign extra duties from time to time, as determined by the needs of the business.

Job Performance

1 The Employee agrees to perform all duties as listed above, to the best of their abilities. The Employee further agrees to use time wisely and to adhere to work standards of the highest quality.

2 The Employee understands that failure to perform work in a satisfactory and timely manner could result in their termination.

Compensation and Benefits

The employee will be paid [Weekly/Bi-weekly/Monthly, at the hourly rate of \$[_____] and an overtime rate of \$[_____] for hours that exceed [_____] hours per calendar week.

The employee will be paid [Weekly/Bi-weekly/Monthly], at the salaried rate of \$[_____] per pay period. The employee understands he/she is salaried exempt and is not entitled to overtime wages.

The Employee agrees to the following terms for commission pay:

The Employer will deduct and withhold sums for federal income taxes, Social Security taxes, and other state and federal taxes required by law.

The Employee is entitled to the following benefits:

Insurance

Benefits: _____

Paid Holidays: _____

Vacation: _____

Sick Leave / Personal Days: _____

Educational Reimbursement: _____

Bonuses: _____

Stock Options/Retirement Benefits: _____

Other: _____

Conflict of Interest

1 The Employee agrees not to engage in any activity that may be considered a conflict of interest, including but not limited to working for a second employer in a similar position at the same time as working for the Employer named in this contract.

2 The Employee agrees to consult with the Employer about any activity that may be considered a conflict of interest.

Project Commencement and Location:

Construction services are scheduled to commence on the [____] day of [____], [Year] at the following location: _____

Street _____

Address: _____ City: _____

State: _____ Zip Code: _____

Construction activities are scheduled for the following areas at the construction site:

The construction activities include:

The construction project is estimated to take [____] days/months, with an estimated completion date of [____], [Year].

General Terms:

- 1 The Builder will secure all work permits and licenses as required by state and local law.
- 2 The Builder agrees to abide by all worker and environmental safety laws and standards.
- 3 The Builder will supply Client with final blueprints [____] days before construction begins. The Client will have [____] days to approve final plans.
- 4 The Builder will be responsible for all building equipment.
- 5 The Builder will remove all construction debris and equipment following the completion of the construction project.
- 6 The Builder is solely responsible for paying their employees and subcontractors.
- 7 The Builder affirms that all their employees and subcontractors are legally permitted to work in the United States.
- 8 The Builder affirms that all their employees and subcontractors have the proper permits and training for the construction project.
- 9 The Client agrees that any changes to the blueprints may delay the start of construction.
- 10 The Client agrees to pay for any additional costs incurred by the Builder due to changes made to the plans.
- 11 The Client agrees to provide the builder with access to the property during work hours.
- 12 Any changes to the plans after construction begins must be agreed to by the Client in writing.

Project Costs:

The following are the projected costs of the project:

<u>Item Name</u>	<u>Cost per Item</u>	<u>Number of Items</u>	<u>Total Cost</u>
Total Amount:			_____

Payment:

1 Client agrees to pay Builder [_____] % of the total cost at contract signing with the remainder due following project completion. The total amount due at contact signing is \$[_____]. The total amount due upon project completion is \$[_____].

2 The Builder agrees to pay a penalty of \$[_____] per day for every day the construction project is overdue following a [_____] day grace period. The penalty applies to delays that are caused by the Builder and under the Builder’s control. The Builder will not be subject to a penalty for factors that are not under his or her control, such as actions by the Client or inclement weather.

3 The Client agrees to pay a [_____] % finance charge if the final invoice is more than [_____] days overdue.

Work Days:

The Builder will work on the following days between the hours of [_____] am/pm and [_____] am/pm.

Mon Tue Wed Thu Fri Sat Sun

Insurance:

The Builder agrees to provide the Client with proof of insurance, in the amount of \$[_____].

By signing below, both parties agree to the terms of the contract as specified above.

_____ Printed Name, Client	_____ Signature, Client	_____ Date
-------------------------------	----------------------------	---------------

_____ Printed Name, Builder	_____ Signature, Builder	_____ Date
--------------------------------	-----------------------------	---------------

UNIT 7

Review test

Exercise 1. Choose the correct answer.

1 Попередній платіж:

- | | |
|-----------------------|-------------------------|
| a) advance payment | c) additional payment |
| b) beforehand payment | d) payment of indemnity |

2 Маршрутний потяг:

- | | |
|----------------|--------------|
| a) unit train | c) sea train |
| b) block train | d) rout rain |

3 Великогабаритний вантаж:

- | | |
|----------------|----------------|
| a) bulky cargo | c) bulk cargo |
| b) break bulk | d) heavy cargo |

4 Післяплата:

- | | |
|----------------------|---------------------|
| a) cash, paid after | c) cash on delivery |
| b) delivery and cash | d) cash and carry |

5 Торгова палата:

- | | |
|------------------------|------------------------|
| a) Chamber of Commerce | c) Chamber of Accounts |
| b) Chamber of Trade` | d) Ward of Commerce |

6 Товароодержувач:

- | | |
|----------------|--------------|
| a) consignment | c) consign |
| b) consignee | d) consigner |

7 Наскрізна система складування:

- | | |
|------------------|----------------------|
| a) docking | c) cross-docking |
| b) cross-country | d) cross-warehousing |

8 Залізничний паром:

- | | |
|------------------|----------------|
| a) sea vessel | c) ferry train |
| b) railway ferry | d) sea train |

9 Контейнер-платформа:

- | | |
|-------------------|------------------------|
| a) flat wagon | c) tanktainer |
| b) flat container | d) flat-rack container |

10 Перевізник (експедитор) товарів:

- | | |
|----------------------|------------------|
| a) freight forwarder | c) cargo haulier |
| b) carrier | d) courier |

11 Автоперевізник:

- | | |
|-----------------------|------------------------|
| a) supplier | c) contractual carrier |
| b) haulage contractor | d) carrier of cargo |

12 Автомобіль для перевезення важких вантажів:

- a) heavy goods vehicle
- b) goods vehicle
- c) heavy vehicle
- d) heavy truck

13 Комплектація замовлення:

- a) transfer order
- b) order of accuracy
- c) order picking
- d) apple-pie order

14 Швидкопсувний вантаж:

- a) perishable goods
- b) spoiled goods
- c) short-lived commodities
- d) durable goods

15 Наскрізне перевезення:

- a) seamless flow of traffic
- b) continuous flow of traffic
- c) persistent flow of traffic
- d) ceaseless flow of traffic

Exercise 2. Are these statements to the text “About multimodal transportation” true or false? Write T (for true) and F (for false) in the table below.

1 Multimodal transport is a transportation system usually operated by one carrier with more than one mode of transport.

2 There are different types of multimodal transport operations: Land-Sea-Land, Rail-Road-Inland Waterways-Sea, Land bridge, Sea train, Mini-bridge, Piggyback.

3 Rail can be more expensive than other forms of transport, particularly over long distances, and can offer greater reliability and time savings.

4 Multimodal transport involves a combination of truck, railcar, aeroplane or ship in succession to each other.

5 Currently, different types of multimodal transport operations involving rail transport are taking place.

6 There are some advantages of multimodal transport: minimizing the loss of time and the risk of loss, damage to cargo at trans-shipment points, provides faster transit of goods.

1) -	2) -	3) -	4) -	5) -	6) -
------	------	------	------	------	------

Exercise 3. Match the expressions in column A with the expressions in column B. Write the correct variant in the table below.

A	B
1) be liable	a) the procurement
2) storage	b) transport
3) flat – rack	c) of traffic
4) tracking and	d) money
5) manage	e) to tax
6) intermodal	f) of inventory
7) raise	g) tracing
8) seamless flow	h) container

1) –	2) –	3) –	4) –	5) –	6) –	7) –	8) –
------	------	------	------	------	------	------	------

Exercise 4. Complete these sentences using *of, by, on, with at, from*. Write the correct variant in the table.

- 1 Logistics means that you manage the procurement and movement ... (1) goods and the storage of inventory.
- 2 Transshipment is loading goods ... (2) one means of carriage onto another.
- 3 Collection is picking up goods ... (3) a named place.
- 4 A consigner can choose to send his consignment to the consignee ... (4) water, land road or air.
- 5 Multimodal transport is a transportation system usually operated by one carrier ... (5) more than one mode of transport.
- 6 Customer pays immediately ... (6) receiving the goods.

1) -	2) -	3) -	4) -	5) -	6) -
------	------	------	------	------	------

Exercise 5. Complete the sentences with the words in the table. Write the correct variant in the table below.

<i>a) small ; b) replacement; c) reusable; d) storing; e) provide; f) operations</i>
--

- 1 Logistics is the activity of planning, organizing, and managing operations that ... services and goods.

- 2 Logistics is the planning and support of ... such as warehousing, inventory, transport, procurement, supply, and maintenance.
- 3 Break-bulk is packing goods in ..., separable units.
- 4 Logistics is the purchasing, maintenance, distribution, and ... of material and staff.
- 5 Warehousing is receiving and ... goods.
- 6 Reverse logistics is collecting and handling of used or damaged goods or of ... transit equipment.

1) -	2) -	3) -	4) -	5) -	6) -
------	------	------	------	------	------

Exercise 6. Choose the correct answer.

1 Bypass:

- | | |
|---------------|------------------|
| a) залишати | c) враховувати |
| b) пропускати | d) відраховувати |

2 Consign:

- | | |
|------------------------|----------------------|
| a) переправляти вантаж | c) отримувати вантаж |
| b) відправляти вантаж | d) приймати вантаж |

3 Damage:

- | | |
|----------------|------------|
| a) пошкодження | c) недолік |
| b) дефект | d) збій |

4 Hand over:

- | | |
|----------------|---------------|
| a) передавати | c) отримувати |
| b) відправляти | d) зберігати |

5 Manage the procurement:

- | | |
|--------------------------|------------------------|
| a) реалізовувати закупки | c) здійснювати закупки |
| b) моніторити закупки` | d) замовляти закупки |

6 Open account:

- | | |
|----------------------|-----------------------|
| a) чистий рахунок | c) прихований рахунок |
| b) відкритий рахунок | d) офіційний рахунок |

7 Raise money:

- | | |
|-----------------------|-----------------------|
| a) збирати гроші | c) зберігати гроші |
| b) накопичувати гроші | d) переказувати гроші |

8 Storage of inventory:

- | | |
|--------------------------------|----------------------------------|
| a) вистежування запасу товарів | c) інвентаризація запасу товарів |
| b) моніторинг запасу товарів | d) зберігання запасу товарів |

9 Value-added service:

- a) додаткові операції
- b) спеціальні операції
- c) основні операції
- d) офіційні операції

10 Specify:

- a) сплачувати
- b) конкретизувати
- c) встановлювати
- d) уточнювати

11 Impose a duty:

- a) фінансувати
- b) оподатковувати
- c) ревізувати
- d) змінювати

12 Legal entity:

- a) правова особа
- b) фізична особа
- c) юридична особа
- d) контрагент

13 Advance payment:

- a) попередній платіж
- b) наступний платіж
- c) перший платіж
- d) додатковий платіж

14 Detention at customs:

- a) затримання на митниці
- b) зберігання на митниці
- c) одержування на митниці
- d) розвантажування на митниці

15 Purchasing:

- a) логістика
- b) ревізія
- c) закупка
- d) моніторинг

Exercise 7. There is a description of a rail-road-inland waterways-sea (A), mini-bridge (B), land bridge (C), sea train (D). Give the right title to each extract.

1 Movement of containers from a port in one country to a port in another country and then by rail to a second port city in the second country, terminating at the rail carrier's terminal in the second port city, in operation on certain routes in the United States, the Far East, Europe, and Australia.

2 Use of rail and ocean transport in which rail cars are shipped by sea and then simply driven off the vessel so that geographically separated rail systems can be connected by the use of an ocean carrier, these vessels are long and thin and consist of one main deck running the length of the ship.

3 In common use when goods have to be moved by sea from one country to another and one or more inland modes of transport such as rail, road or inland waterways, have to be used for moving the goods

from an inland centre to the seaport in the country of origin or from the seaport to an inland centre in the country of destination.

4 Shipment of containers overland as a part of a sea-land or a sea-land-sea route, in operation on certain important international routes such as between Europe or the Middle East and the Far East via the Trans-Siberian land bridge; and between Europe and the Far East via the Atlantic and Pacific coasts of the USA.

1) -	2) -	3) -	4) -
------	------	------	------

Exercise 8. Match the definitions with the words. Write the correct variant in the table below.

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

1) -	2) -	3) -	4) -	5) -	6) -
------	------	------	------	------	------

Exercise 9. Match the type of the container with the suitable type of cargo to transport in it. Write the correct variant in the table below.

<i>type of container</i>	<i>suitable for transport of</i>
1 general purpose container	a) delicate cargo and perishables

2 refrigerated container, called 'reefer'	b) bliquids, for example, foodstuff or chemicals
3 tanktainer	c) any general dry cargo
4 open-top container	d) heavy loads
5 flat-rack	e) bulky cargo

1) -	2) -	3) -	4) -	5) -	6) -
------	------	------	------	------	------

Exercise 10. Write the following sentences in the passive. Do not include the agent if it is not important.

- 1 Consumer groups have brought the issue of consumer privacy to light. *The issue of consumer privacy has been brought to light.*
- 2 Manufacturers will install smart tags on all sorts of products.
- 3 Consumer groups are preparing petition against the use of smart tags.
- 4 Lorries and tricks transport raw materials to the factories.
- 5 Supermarkets are considering eliminating checkouts altogether.
- 6 Consumers should try to access more information about smart tags.

Exercise 11. Complete the text with either the appropriate active or passive form of the following verbs.

Make	find	buy	load	use	scan	track	remove	access
		send	transport	insert	throw away			

During one of the last stages of production, tag readers *are inserted* into the packaging of certain items destined for a well-known supermarket chain.

They are then (2) _____ onto trucks and (3) _____ to the supermarkets.

A young woman (4) _____ one of these items and (5) _____ her credit card to pay for it. Information about her, such as her name, address and a list of all the items in her shopping trolley (6) _____ into the shop's computer system.

She then (7) _____ various purchases in different stores, paying each time with the same credit card.

What she doesn't realize is that all her movements (8) _____ and that until the packaging of the tagged item (9) _____

_____ and (10) _____ information about everywhere she goes, everything she buys and how much she is willing to pay for items (11) _____ easily by marketers and retailers.

Soon, a letter (12) _____ to her suggesting that all the products she prefers to buy from high street retailers (13) _____ in the supermarket at more competitive prices.

Exercise 12. Match the parts you find under A with the parts under B to make meaningful sentences.

A	B
1) Supply chain	a) work in close partnerships with their customers
2) Successful supply chain operators	b) inventory management, purchasing, transportation, and warehousing
3) Service providers	c) the integration of information, transportation, inventory, warehousing, material-handling, and packaging, and security
4) The re-engineering process considers	d) is the ability to ensure that the right products are sourced, made available at the right place and at the right time
5) Logistics involves	e) to ensure customer needs and requirements are met
6) The main functions of a qualified logistician include	f) the nature of the product, the optimal or preferred location of source or manufacture, the projected volumes freight, etc.
7) Logisticians work with other departments	g) use the latest systems and techniques to re-engineer the process

Exercise 13. Complete the passage below with the words from the box below.

Service chain origin activities technology outbound operational
--

Logistics management is that part of supply 1) _____ management that plans, implements, and controls the effective forward and reverse flow and storage of goods, services and information between the point of 2) _____ and the point of consumption. Logistics management activities usually include inbound and 3) _____ transportation management, fleet management, warehousing, materials handling, order fulfilment, logistics network design, inventory management, supply/demand planning, etc. The logistics function also includes sourcing and procurement, production planning and scheduling, packaging and assembly, and customer 4) _____. It is involved in all levels of planning and execution – strategic, 5) _____ and tactical. Logistics management is an integrating function, which coordinates all logistics 6) _____, as well as integrating logistics activities with other functions including marketing, sales manufacturing, finance, and information 7) _____.

Exercise 14. Fill in the gaps using suitable word combinations from the box below.

cargo forwarding	Letter of Credit	cost elements
online cargo tracking	supply chain agility	additional benefits
consolidation of goods	service provision	service levels

- 1 Value is obtained through providing customers with _____ .
- 2 The cargo handling services include cargo collection and consolidation, as well as _____.
- 3 Recently, IT developments have forced a change to the overall _____ as customers now demand complete transparency of operations through the integration of systems.
- 4 Receipt and acknowledgement of orders presuppose dealing with export documentation and _____ requirements, etc.
- 5 Inbound logistics increases _____ so that new products or promotions can be brought to market faster.
- 6 We must provide _____ prior to shipping, so eliminating costly part shipments.
- 7 It is essential to map the supply chain and analyze the _____ on a comparable basis.

8 Customers and service providers must jointly explore the opportunities for increasing efficiency and improving _____ .

9 Customers require and receive _____ and complete transparency of operations through the integration of systems.

Exercise 15. Match the parts you find under A with the parts under B to make meaningful sentences.

A	B
1) Supply chain	a) work in close partnerships with their customers
2) Successful supply chain operators	b) inventory management, purchasing, transportation, and warehousing
3) Service providers	c) the integration of information, transportation, inventory, warehousing, material-handling, and packaging, and security
4) The re-engineering process considers	d) is the ability to ensure that the right products are sourced, made available at the right place and at the right time
5) Logistics involves	e) to ensure customer needs and requirements are met
6) The main functions of a qualified logistician include	f) the nature of the product, the optimal or preferred location of source or manufacture, the projected volumes freight, etc.
7) Logisticians work with other departments	g) use the latest systems and techniques to re-engineer the process

UNIT 8

Review test

Exercise 1. Choose the correct answer.

1 Bar:

- a) допомагати
- b) перешкоджати
- c) затримувати
- d) утримувати

2 Restrain:

- a) стримувати
- b) обмежувати
- c) припиняти
- d) затримувати

3 Exemption:

- a) видалення
- b) відступ
- c) ухилення
- d) виключення

4 Hazardous:

- a) небезпечний
- b) загрозливий
- c) ризиковий
- d) безпечний

5 Negligible:

- a) невеликий
- b) завеликий
- c) замалий
- d) чималий

6 Prohibit:

- a) замовляти
- b) забороняти
- c) дозволяти
- d) допускати

7 Simultaneously:

- a) синхронно
- b) одночасно
- c) паралельно
- d) спільно

8 Windfall:

- a) втрачений прибуток
- b) можливий прибуток
- c) щоденний прибуток
- d) неочікуваний прибуток

9 Verify:

- a) підтверджувати
- b) підкріпляти
- c) повторювати
- d) показувати

10 Restrict:

- a) обмежувати
- b) містити
- c) утримувати
- d) стримувати

11 Accord:

- a) регулювати
- b) обговорювати
- c) узгоджувати
- d) вирівнювати

12 Commodity code:

- a) найменування товару
- b) код товару
- c) вид товару
- d) номер товару

13 Illicit traffic:

- a) незаконна торгівля
- b) недозволена торгівля
- c) заборонена торгівля
- d) дозволена торгівля

14 Shield smth from:

- a) спостерігати за
- b) застерігати від
- c) позбавляти від
- d) захищати від

15 Trace back:

- a) простежити
- b) вивчити
- c) перевірити
- d) відстежити

Exercise 2. Match the expressions in column A with the expressions in column B. Write the correct variant in the table below.

A

- 1) be deemed
- 2) prior
- 3) special-interest
- 4) value-added
- 5) enforcement of
- 6) protective
- 7) personal
- 8) comparative
- 9) smuggled
- 10) illicit

B

- a) duty
- b) advantage
- c) items
- d) traffic
- e) effects
- f) dangerous
- g) pleading
- h) offence
- i) tax
- j) legislation

1) -	2) -	3) -	4) -	5) -	6) -	7) -	8) -	9) -	10) -
------	------	------	------	------	------	------	------	------	-------

Exercise 3. Are these statements to the text “About the contracts” true or false? Write T (for true) and F (for false) in the table below.

- 1 Nobody monitors the movement of people into and out of a country.
- 2 Customs is an authority or agency in a country responsible for collecting tariffs and for controlling the flow of goods, including animals, transports etc.

3 Customs must apply a wide variety of controls in the fast moving goods environment of today which means that customs controls must be quick, effective and based on modern risk management techniques.

4 Each country has its own laws and regulations only for the import of goods.

5 Nowadays effective security control requires a different approach which involves risk management system, full use of modern technology, close co-operation with business, particularly when it comes to exchange of information, avoiding unnecessary delays or costs arising from the implementation of controls.

6 The most important areas of control, in which the customs authorities bear control responsibility, are only: compliance with environmental legislation; compliance with Common Agriculture Policy (CAP) rules; compliance with veterinary, phyto-sanitary, health and quality regulations.

7 Customs generally perform community or national duties consistently.

8 Customs are also involved, under their national responsibilities, with many activities relating to the fight against illicit traffic in drugs, pornography etc.

1) -	2) -	3) -	4) -	5) -	6) -	7) -	8) -
------	------	------	------	------	------	------	------

Exercise 4. Answer the questions to the text about tariffs.

1 What can limit the permissible volume of imports?

2 Are the revenue tariffs designed to obtain revenue or to restrict imports?

3 What is the transit tax?

4 What may prohibit quotas of quantitative restrictions?

5 What is the difference between tariffs and quotas in their effect on revenues?

6 What are the two ways in which tariffs or imports may be applied?

Exercise 5. Complete the sentences with the words in the table. Write the correct variant in the table below.

*a) scheme ; b) includes; c) imposed; d) practices; e) several;
f) countries*

- 1 Tariffs may be ... on imports – in some instances making them so costly as to bar completely the entry of the goods involved.
- 2 Different government regulations and ... also act as barriers to trade.
- 3 International trade ... all economic transactions that are made between countries.
- 4 Tariffs on imports may be applied in ... ways.
- 5 The general pattern of interference follows the old ... of discouraging imports and encouraging exports.
- 6 Tariffs may differentiate among the ... from which the imports are obtained.

1) -	2) -	3) -	4) -	5) -	6) -
------	------	------	------	------	------

Exercise 6. Replace the *italicized* words in column A with the synonyms in column B. Write the correct variant in the table below.

A	B
1) ad valorem <i>tariff</i>	a) preference
2) comparative <i>advantage</i>	b) cover
3) arrest <i>warrant</i>	c) duty
4) <i>shield</i> smth from	d) goods
5) special-interest <i>pleading</i>	e) order
6) <i>commodity</i> code	f) defense

1) -	2) -	3) -	4) -	5) -	6) -
------	------	------	------	------	------


Exercise 7. Complete the following sentences with a suitable word. Choose the right answer in the table below.

*a) made out ; b) conditions; c) resilient; d) candidates; e) required;
f) documents*

- 1 Customs officers can work in noisy, dirty or dangerous ... (1), and they enforce legislation.
- 2 Key skills for customs officers: all ... (2) should be UK nationals and free from certain criminal convictions.
- 3 Consignment notes are ... (3) for each consignment.
- 4 In the case of multimodal transport such ... (4) as Multimodal Bill of Lading and Rail Waybill can be used.
- 5 Customs officers need to be calm, assertive and ... (5), and must possess excellent communication, teamworking and interpersonal skills.
- 6 A relevant postgraduate qualification and work experience may be ... (6) for some positions.

1) -	2) -	3) -	4) -	5) -	6) -
------	------	------	------	------	------

Exercise 8. Read and translate the sample of the US Customs Declaration and the instructions how to fill it in. Fill it in with your own data.



U.S. Customs and Border Protection

This Space For Official Use Only

Customs Declaration

19 CFR 122.27, 148.12, 148.13, 148.110, 148.111, 1498; 31 CFR 5316

FORM APPROVED
OMB NO. 1651-0009

Each arriving traveler or responsible family member must provide the following information (only ONE written declaration per family is required). The term "family" is defined as "members of a family residing in the same household who are related by blood, marriage, domestic relationship, or adoption."

- 1 Family Name**
 First (Given) Middle
- 2 Birth date** Month Day Year
- 3 Number of Family members** traveling with you
- 4 (a) U.S. Street Address** (hotel name/destination)
 (b) City (c) State
- 5 Passport issued by** (country)
- 6 Passport number**
- 7 Country of Residence**
- 8 Countries visited** on this trip prior to U.S. arrival
- 9 Airline/Flight No. or Vessel Name**
- 10 The primary purpose of this trip is business:** Yes No
- 11 I am (We are) bringing**

(a) fruits, vegetables, plants, seeds, food, insects:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) meats, animals, animal wildlife products:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(c) disease agents, cell cultures, snails:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(d) soil or have been on a farm/ranch/pasture:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- 12 I have (We have) been in close proximity of livestock:** Yes No
(such as touching or handling)
- 13 I am (We are) carrying currency or monetary instruments** over \$10,000 U.S. or foreign equivalent: Yes No
(see definition of monetary instruments on reverse)
- 14 I have (We have) commercial merchandise:** Yes No
(articles for sale, samples used for soliciting orders, or goods that are not considered personal effects)
- 15 RESIDENTS**—the total value of all goods, including commercial merchandise I/we have purchased or acquired abroad, (including gifts for someone else, but not items mailed to the U.S.) and am/are bringing to the U.S. is: \$
VISITORS—the total value of all articles that will remain in the U.S., including commercial merchandise is: \$

Read the instructions on the back of this form. Space is provided to list all the items you must declare.

I HAVE READ THE IMPORTANT INFORMATION ON THE REVERSE SIDE OF THIS FORM AND HAVE MADE A TRUTHFUL DECLARATION.

X

Signature

Date (month/day/year)

CBP Form 6059B (04/14)

U.S. Customs and Border Protection Welcomes You to the United States

U.S. Customs and Border Protection is responsible for protecting the United States against the illegal importation of prohibited items. CBP officers have the authority to question you and to examine you and your personal property. If you are one of the travelers selected for an examination, you will be treated in a courteous, professional, and dignified manner. CBP Supervisors and Passenger Service Representatives are available to answer your questions. Comment cards are available to compliment or provide feedback.

Important Information

U.S. Residents—Declare all articles that you have acquired abroad and are bringing into the United States.

Visitors (Non-Residents)—Declare the value of all articles that will remain in the United States.

Declare all articles on this declaration form and show the value in U.S. dollars. For gifts, please indicate the retail value.

Duty—CBP officers will determine duty. U.S. residents are normally entitled to a duty-free exemption of \$800 on items accompanying them. Visitors (non-residents) are normally entitled to an exemption of \$100. Duty will be assessed at the current rate on the first \$1,000 above the exemption.

Agricultural and Wildlife Products—To prevent the entry of dangerous agricultural pests and prohibited wildlife, the following are restricted: Fruits, vegetables, plants, plant products, soil, meat, meat products, birds, snails, and other live animals or animal products. Failure to declare such items to a Customs and Border Protection Officer/Customs and Border Protection Agriculture Specialist/Fish and Wildlife Inspector can result in penalties and the items may be subject to seizure.

Controlled substances, obscene articles, and toxic substances are generally prohibited entry.

The transportation of currency or **monetary instruments**, regardless of the amount, is legal. However, if you bring in to or take out of the United States more than \$10,000 (U.S. or foreign equivalent, or a combination of both), you are required by law to file a report on FinCEN 105 (formerly Customs Form 4790) with U.S. Customs and Border Protection. Monetary instruments include coin, currency, travelers checks and bearer instruments such as personal or cashiers checks and stocks and bonds. If you have someone else carry the currency or monetary instrument for you, you must also file a report on FinCEN 105. Failure to file the required report or failure to report the total amount that you are carrying may lead to the seizure of all the currency or monetary instruments, and may subject you to civil penalties and/or criminal prosecution. **SIGN ON THE OPPOSITE SIDE OF THIS FORM AFTER YOU HAVE READ THE IMPORTANT INFORMATION ABOVE AND MADE A TRUTHFUL DECLARATION.**

Description of Articles (List may continue on another CBP Form 6059B)	Value	CBP Use Only
Total		

PAPERWORK REDUCTION ACT STATEMENT: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number. The control number for this collection is 1551-0009. The estimated average time to complete this application is 4 minutes. Your response is mandatory. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection Office of Regulations and Rulings, 90 K Street, NE, 10th Floor, Washington, DC 20229. CBP Form 6059B (04/14)

Sample CBP Declaration Form U.S. Customs and Border Protection Declaration Form 6059B - Instructions

Welcome to the United States!

Each individual arriving into the United States must complete the CBP Declaration Form 6059B. If you are traveling with other immediate family members, complete one form per family unit. Please contact your nearest port of entry to order the form.

Explanations for information fields are given below.

U.S. Customs and Border Protection Declaration Form - Front

1 Print your last (family) name. Print your first (given) name. Print the first letter of your middle name.

2 Print your date of birth in the appropriate day/month/year boxes.

3 Print the number of family members traveling with you (do not include yourself).

4 Print your current street address in the United States. If you are staying at a hotel, include the hotel's name and street address. Print the city and the state in the appropriate boxes.

5 Print the name of the country that issued your passport.

6 Print your passport number.

7 Print the name of the country where you currently live

8 Print the name of the country(ies) that you visited on your trip prior to arriving to the United States.

9 If traveling by airline, print the airline's name and flight number. If traveling by vessel (ship), print the vessel's name.

10 If traveling by airline, print the airline's name and flight number. If traveling by vessel (ship), print the vessel's name.

11 Mark an **X** in the Yes or No box. Are you traveling on a business (work-related) trip?

12 Mark an **X** in the Yes or No box. Are you bringing with you:

a) fruits, plants, food, or insects?

b) meats, animals, or animal/wildlife products?

c) disease agents, cell cultures, or snails?

d) soil or have you visited a farm/ranch/pasture outside the United States?

13 Mark an **X** in the Yes or No box. Have you or any family members traveling with you been in close proximity of (such as touching or handling) livestock outside the United States?

14 Mark an **X** in the Yes or No box. Are you or any family members traveling with you bringing \$10,000 or more in U.S. dollars or foreign equivalent in any form into the United States?

Read definition of monetary instruments on the reverse side of the form.

Examples: *coins, cash, personal or cashier's check, traveler's checks, money orders, stocks, bonds.*

If yes, you must complete the CBP Form 4790.

Exercise 9. Read and translate the sample of a Commercial Invoice and the instructions how to fill it in. Fill it in with your own data.

COMMERCIAL INVOICE

SELLER: <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div>	INVOICE No. <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">4</div> DATE
SOLD TO: <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">2</div>	CUSTOMER REFERENCE No. <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">5</div> DATE
SHIP TO (if different than Sold To): <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">3</div>	TERMS OF SALE <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">6</div>
	TERMS OF PAYMENT <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">7</div>
	CURRENCY OF SETTLEMENT <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">8</div>
	MODE OF SHIPMENT <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">9</div> BILL OF LADING / AWB

QTY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
<div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">10</div>	<div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">11</div>	<div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">12</div>	<div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">13</div>	

PACKAGE MARKS: <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">15</div>	TOTAL COMMERCIAL VALUE: <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">14</div>
	MISC. CHARGES: (packing, insurance, etc.) <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">16</div>
	TOTAL INVOICE VALUE:

CERTIFICATIONS: <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">17</div>	I certify that the stated export prices and description of goods are true and correct: <hr style="width: 80%; margin: 0 auto;"/> <div style="text-align: center;">(SIGNED)</div> TITLE: <hr style="width: 80%; margin: 0 auto;"/>
--	---

Instructions for preparing the Commercial Invoice

1 Seller – The name and address of the principal party responsible for effecting export from the United States. The exporter as named on the Export License.

2 Sold To – The name and address of the person/company to whom the goods are shipped for the designated end use, or the party so designated on the Export License.

3 Ship To (if different than Sold To) Intermediate Consignee - the name and address of the party who effects delivery of the merchandise to the ultimate consignee, or the party so named on the Export License or Forwarding Agent - the name and address of the duly authorized forwarder acting as agent for the exporter.

4 Invoice No. – Invoice number assigned by the exporter.

5 Customer Reference No. – Overseas customer's reference or order number.

6 Terms of Sale – Delivery and payment terms of sales agreement.

7 Terms of Payment – Describe the terms, conditions, and currency of settlement as agreed upon by the vendor and purchaser per the Pro Forma Invoice, Customer Purchase Order, and/or Letter of Credit.

8 Currency of Settlement Currency agreed upon between seller and buyer as payment.

9 Mode of Shipment – Indicate air, ocean, surface.

10 Qty – Record total number of units per description line.

11 Description – Provide a full description of items shipped, the type of container (carton, box, pack, etc.), the gross weight per container, and the quantity and unit of measure of the merchandise.

12 Unit of Measure – Record total net weight and total gross weight (includes weight of container) in kilograms per description line.

13 Unit Price / Total Price – Record the unit price of the merchandise per the unit of measure; compute the extended total value of the line.

14 Total value of the invoice – Total value of invoice.



15 Package Marks – Record in this Field, as well as on each package, the package number (e.g. - 1 of 7, 3 of 7, etc.), shippers company name, country of origin (e.g. - made in USA), destination port of entry, package weight in kilograms, package size (length x width x height), and shipper's control number (e.g. - C/I number; optional).

16 Misc. Charges: (packing, insurance, etc.) – Record any miscellaneous charges which are to be paid for by the customer - export transportation, insurance, export packaging, inland freight to pier, etc.

Certifications - Any certifications or declarations required of the shipper regarding any information recorded on the commercial invoice.

Exercise 10. Read and translate the sample of a Certificate of Origin and the instructions how to fill it in. Fill it in with your own data.

Georgia Chamber of Commerce Certificate of Origin- SAMPLE
International Standard Template for Certificates of Origin

Exporter 1	Certificate No 2		Page 1	Pages
	Exporter's Reference 3		Letter of Credit No 4	
	Buyer (if not Consignee) 6			
Consignee 5		<p align="center">CERTIFICATE OF ORIGIN</p> <p align="center">Georgia Chamber of Commerce</p>  <p align="center"> 270 Peachtree Street NE Atlanta, Georgia 30303 UNITED STATES OF AMERICA Phone: +1 404 223 2264 Fax: +1 404 223 2290 </p>		
Port of Loading 7				
Vessel Voyage No 8	Date of Departure 9			
Port of Discharge 10	Final Destination 11			
Marks and Numbers 12	Number and kind of Packages 13			
Sample Only				
I, the undersigned, being duly authorized by the Consignor, and having made the necessary enquiries hereby certify that based on the rules of origin of the country of destination, all the goods listed originate in the country and place designated. I further declare that I will furnish to the Customs authorities of the importing country or their nominee, for inspection at any time, such evidence as may be requested for the purpose of verifying this certificate.		The undersigned, duly authorized by the Designated Issuing Authority certifies on the basis of information supplied and to the best of their knowledge and belief that the goods are of the designated origin, production or manufacture.		
The goods were produced/manufactured at Insert place of produced / manufactured 17				
Signature of Authorised Officer 19				
		Date 20		

How to fill out the Certificate of Origin form:

Item 1. Exporter – Enter the name and complete address of the company person who is exporting the good(s) detailed on the certificate.

Item 2. Certificate No. – Unique ID of the Certificate of Origin. The certificate number is assigned by the Chamber. In case it does not automatically appear on the document, you can find it on the “Process Submission” section of eCertify and manually add it to the document.

Item 3. Exporter Reference – Enter a number within the Exporter Reference field which will help you identify/reference your submission. This field is for whatever internal reference the exporter wants to use to describe that particular shipment.

Item 4. Letter of Credit No - If the Certificate of Origin is linked to a letter of credit, enter the letter of credit number here.

Item 5. Consignee – Enter the name and complete address of the company or person to whom the detailed goods are consigned.

Item 6. Buyer – If the consignee is not the buyer, enter the name and complete address of the company buying the goods.

Item 7. Port of Loading – Enter the US Port of Exit for your shipment.

Item 8. Vessel/Voyage No – *This field is optional.* Your information can be very detailed (Example: *ABC Airlines, flight 1234*), or it can be left blank.

Item 9. Date of Departure – Enter the date the shipment is leaving your facility or Port of Loading.

Item 10. Port of Discharge – Enter the destination’s Port of Entry.

Item 11. Final Destination – Enter the country name of the final destination of the goods.

Item 12. Marks & Numbers – Enter any markings that are indicated on the shipping packages in which the good(s) are contained. Include any and all outside markings as well as any specific handling instructions for the shipping packages or good(s).

Item 13. Number and Kind of Packages - Enter the number of shipping packages along with the type of shipping packages (container, crate, box, barrel etc.).

Item 14. Description of Goods - Enter a complete description of the good(s) that will be covered by this certificate. Be specific enough

to allow authorities to determine the nature of the good(s). Each and every separate type of good(s) must be detailed on the certificate and must be described in such a way that a layman can determine the nature of the good(s). Enter the country of origin of each described items/goods if there is more than one origin. For each described good(s) indicate the unit quantity of the same.

Item 15. Export Statistical Code – Enter the export statistical code, if required by the customs authorities of the country of destination.

Item 16. Gross Weight – Enter the gross weight for the good(s) including the packaging and shipping containers.

Item 17. The goods were produced/ manufactured at / Country Certification - Enter the country of origin of the good(s) described. If multiple goods for multiple products and/or multiple origin of production, enter “See Above”, and specify in the body of the document under *Description of Goods - Item 14*.

Item 18. Signature of Authorized Officer (Right) – The signature of the Chamber staff member who approved the form must appear here on a completed (approved by the Chamber) Certificate of Origin.

Item 19. Signature of Authorized Officer (Left) – The signature of the Authorized agent, exporter, or freight forwarder who completed the form must appear here on a completed Certificate of Origin.

Item 20. Date – The Chamber enters the date in which the certificate has been completed and signed unless otherwise requested.

СПИСОК ЛІТЕРАТУРИ

1 Донець С. М., Ель Кассем О. В., Золотаревська Л. І., Нешко С. І. Business English in Rail Engineering : підручник. Харків : УкрДУЗТ, 2015. 126 с.

2 Донець С. М., Ель Кассем О. В., Золотаревська Л. І. English for students of Economics : навч. посіб. Харків : УкрДУЗТ, 2016. 250 с.

3 Ashley A. Oxford Handbook of Commercial Correspondence. Oxford University Press.

4 Ferlicchia Heather. Commercial English. Харьков : Торсинг, 2002. 192 с.

5 Коростильова О. В. Термінологія зовнішньоекономічної діяльності Incoterms : метод. вказівки з курсу «Ділова англійська мова». Харків : УкрДАЗТ, 2009.

6 Sweeney S. Communicating in Business. Cambridge University Press. 2004.

7 Cotton D., Falvey D., Kent S. Market Leader. Longman. 160 p.

