

# Types of business letters

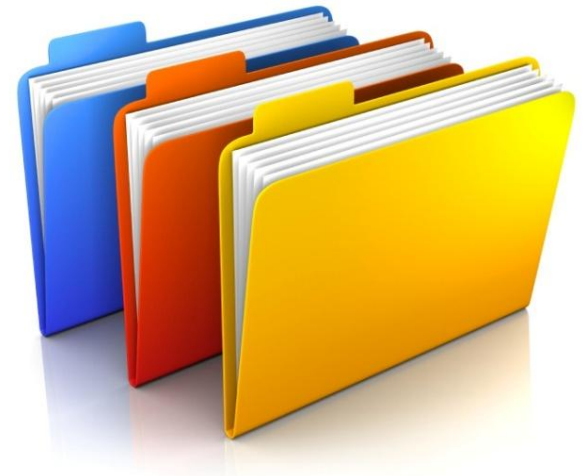


## **Transportation and shipping**

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# Plan

- 1. References.
- 2. Video.
- 3. Docs and genres.
- 4. Vocabulary.
- 5. Examples



# References

- A. Ashley. Handbook of commercial correspondence (Oxford), unit 11.
- <https://semioffice.com/letters/request-letters/sample-letter-for-transport-arrangement/>
- <https://studwood.ru/2172858/tehnika/kratkoe-opisanie-chartera-konosamenta> (pycc.)

# Video (10 min) Shipping - Transport, Trade Barriers, Trading Blocs and International Organizations

- [https://www.youtube.com/watch?v=VjzptJeppAI&feature=emb\\_logo](https://www.youtube.com/watch?v=VjzptJeppAI&feature=emb_logo)
- Выписать и перевести любые 15 фраз (на паре- устно)

# Documents and genres

*Consignment note*

Товарно-транспортная  
накладная

*Waybill*

Накладная, дорожный лист

*Movement certificate*

Сертификат на перевозку  
товара

*Certificate of origin*

*General charter* – чартер (договор морской перевозки)

SAD

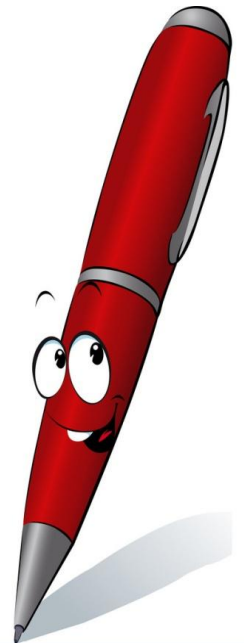
(single  
administrative  
document  
including 8 forms)  
and

SCP

(simplified  
clearance  
procedure)

# Other docs:

1. ***Advice note*** - gives details about packing and arrival date (извещение об отправке)
2. ***Request for quotation*** (by road, by rail, by air)
3. ***Quotation for delivery*** (ссылки на order and invoice, enclosed invoice)
4. ***Complaint of damage in delivery***
5. ***Reply to complaint***
6. ***Request for freight rates and sailings*** (in shipping)
7. ***Bill of lading (b/l)*** коносамент (морская накладная)
8. ***Instruction to forwarding agent***
9. ***Confirmation of shipment (11.4.7)***



# Vocabulary (to translate)

- |                       |                                 |
|-----------------------|---------------------------------|
| 1. Haulage (trucking) | 11. roll-on roll-off facilities |
| 2. Freight company    | 12. A lighter                   |
| 3. Forward agent      | 13. A good depot                |
| 4. Clearing agent     | 14. A shipment                  |
| 5. Private carrier    | 15. A bulk commodity            |
| 6. consignor          | 16. Perishable goods            |
| 7. Consignee          | 17. A shipbroker                |
| 8. In transit         | 18. Charter party               |
| 9. A tramp            | 19. Tonnage value               |
| 10. A bulk carrier    | 20. Groupage rates              |

# Example

## Sample Request Letter for Transport Facility

The Manager Operations,  
London Transport Company.

Dear Sir,

We have carefully examined the transport services you provide for your clients in form of buses and taxis which is quite satisfactory. As far as our school is concerned, we are imparting education to children in our school system where students are also taken to different trips for the purpose of study and gaining practical experience of education. Recently, we have organized one day study tour to Botanical Garden in Glasgow city for the students of Botany. In this context, we require a good conditioned bus and adept driver, who would pick thirty students from Superior School, carry them to the Botanical Garden in Glasgow city and then bring them back to college in evening hours of the same day.

You are requested to arrange a bus with driver for the trip of Superior School to Glasgow on 13<sup>th</sup> January. If possible for you then please let us know the charges for this [transport](#) facility and other mandatory requirements from your side with response to this letter at your earliest.

Should you need any further information, please do not hesitate to contact me.

With regards,

Brian Lara,

Vice Principal, Superior School System



# At home:

- 1) make crossword with any *15 words*
- or make *10 sentences* with translation with any words from slide 7;
- Or do ex 1 p 56 from Ashley workbook, unit 11 with translation into Russian
- 2) choose and translate any letter from Ashley handbook, unit 11, pp. 183-218. Don't forget to write the page the letter is on.