

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
УКРАЇНСЬКИЙ ДЕРЖАВНИЙ УНІВЕРСИТЕТ
ХАРЧОВИХ ТЕХНОЛОГІЙ

ДІЛОВА АНГЛІЙСЬКА МОВА

МЕТОДИЧНІ ВКАЗІВКИ
до практичних занять
для студентів V курсу
факультету економіки і менеджменту
денної форми навчання

Частина II

СХВАЛЕНО
на засіданні кафедри
іноземних мов
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Відповідальна за випуск *О.П. Авраменко*, канд. філол. наук, доц.

Ці методичні вказівки є продовженням методичних вказівок "Ділова англійська мова" для студентів V курсу факультету Еім.

Мета даного видання - продовжити знайомити студентів з діловою документацією та навчити основам ділового спілкування в письмовій формі.

До цієї частини включені наступні розділи: контракт, бізнес-план, факс, електронна пошта, доповідь, протокол, службова записка та ін.

Зразки документів знайомлять студентів з принципами їх складання.

До розділу "Контракт" подано словник. До теоретичних текстів пропонуються практичні завдання для закріплення набутих знань.

Дані методичні вказівки надають допомогу студентам опанувати навички ведення ділової документації англійською мовою та сприяють удосконаленню попередньо набутих знань в сфері ділового спілкування.

CONTRACT AND ITS FEATURES

ESSENTIAL CLAUSES OF CONTRACT

By law contracts are made by Ukrainian foreign trade organizations in writing. When striking a deal standard contracts are widely used. Standard contracts are not a must. Some articles may be altered and supplemented.

Here are some of the items which are part and parcel of any contract: legal title of the contracting parties, subject of the contract, quality, price, delivery and payment terms.

Subject

This section names the product for sale or purchase. It also indicates the unit of measure generally employed in foreign trade for specific commodities.

Quality

The quality of machines and equipment is to be in conformity with the technical specification of the contract.

The quality of raw materials and foodstuffs is determined, as a rule,

by standards

by sample

by description.

Price

The price stated in a contract may be firm, fixed or sliding. Firm price. Firm prices are not subject to change in the course of the fulfillment of the contract.

Fixed price. It is the price governing in the market on the day of delivery or for a given period.

Sliding prices. These prices are quoted for machinery and equipment which require a long period of delivery.

Words and word combinations

essential clauses	суттєві умови
strike a deal	укладати угоду
standard contract	типовий контракт
part and parcel	невід'ємна частина
legal title	юридичне найменування
contracting parties	сторони, що домовляються
unit of measure	одиниця виміру
commodity	товар
tolerance	допустиме відхилення
stipulation	умова
in conformity with	у відповідності з
by sample	за зразком
quote a price	призначати ціну
subject to	що підлягає
firm prices	тверді ціни
fixed prices	фіксовані ціни
sliding prices	ковзаючі ціни

Questions

1. Why are standard contracts widely used?
2. What are the essential items of a contract?
3. What information is contained in different sections of a contract?

4. How is quality determined in a contract?

5. What sort of prices may be indicated in a contract?

PAYMENT

A cheque is a written order to a Bank given and signed by someone who has money deposited there to pay a certain amount mentioned in the cheque to a person named on it.

In the place of the cheque system Banks provide an international system of Bank Transfers. The Seller gives TT or mail remittance terms to a Buyer when he is a trusted customer or agent. It involves risk as the Seller ships goods without any assurance of getting payment.

Draft...

Kyiv, _____, 20 _____

ON _____ PAY AGAINST THIS BILL OF EXCHANGE TO THE ORDER OF
THE BANK FOR FOREIGN ECONOMIC AFFAIRS OF UKRAINE, KYIV, THE
SUM OF

ONLY FOR VALUE RECEIVED.

To _____

Like a cheque, a draft is an order to pay. It is out by an exporter and presented to the importer. It is also called a bill of exchange. A sight draft is a bill which is paid immediately on presentation. A bill to be paid at a later date is called a term draft. There are 30-day, 60-, 90- and 120-day drafts.

A very useful method is to attach the shipping documents

(the Bill of Lading, the Insurance Policy and the Invoice) to the Draft and hand them to the Bank for collection. The documents can be handed over to the Buyer either against payment (D.P. - Documents against Payment) or against acceptance of the Draft (D.A. - Documents against Acceptance). D.P. refers to sight drafts. D.A. refers to term drafts.

A sight draft does not require acceptance. A term draft must be necessarily accepted. The drawee writes "Accepted" across it and signs his name.

The draft is then returned to the Seller., who can hold it until maturity.

This method of payment involves risk to the exporter or his bank as it may happen that a draft is not honoured when it is due.

The shipper has full protection when drafts are presented against L/C. With a letter of credit, at least when it is confirmed and irrevocable, the payment is guaranteed.

The Bank at the Sellers' end guarantees payment in case the opener of the credit defaults. Besides, the credit cannot be cancelled before the expiry date.

A revolving letter of credit is a special type, the value of which is constantly made up to a given limit after each shipment, thus saving charges on multiple letters of credit.

Words and word combinations

cheque(англ.); check(амер.) чек

to deposit вносити гроші на зберігання в банк

a telegraphic transfer (TT) телеграфний переказ

mail remittance поштовий переказ

a customer покупець, клієнт, замовник

a bill at exchange/draft	вексель, тратта
to make out a document	складати документ
sight draft	тратта на пред'явника
term draft	тратта з оплатою в кінці обумовленого періоду
a bill of lading	коносамент/розписка капітана судна, що підтверджує прийняття вантажу на борт/
an insurance policy	страховий поліс /документ, що містить умови угоди морського страхування/
an invoice	рахунок-фактура
an acceptance	акцепт, згода на оплату грошових та товарних документів
accepted	"акцептований", -напис на векселі
honour a draft	акцептувати тратту
drawee	трассат /особа, на яку виставлена тратта/
a maturity	строк боргового зобов'язання
default	несплата
to cancel	анулювати, відмінити
a letter of credit	акредитив /доручення банку покупця банку постачальника здійснювати оплату рахунків постачальника за відвантажений товар, якщо пред'явлені постачальником документи відповідають умовам акредитива/
confirmed_____	акредитив підтверджений
irrevocable_____	акредитив безвідповідний
revolving_____	акредитив револьверний, автоматично відновлюваний
expiry	закінчення терміну
value	вартість
multiple	багаторазовий

Questions

1. What is a cheque?
2. Whom do you give IT terms to?
3. What are the two types of drafts?
4. What is irrevocable L/C?
5. Who guarantees payment against a confirmed letter credit?
6. Does a term draft involve risk for an exporter?
7. Name a major advantage of a revolving L/C as compared with multiple L/Cs.

TRANSPORT AND DELIVERY TERMS

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

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

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

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

But instead of ports of shipment and discharge it shows the place of delivery and receipt. The new system of multimodal shipment in international trade is reflected in the International Commercial Terms (Incoterms 1980).

THE FOURTEEN INCOTERMS

EX Works

"Ex Works" means that the seller's only responsibility is to make the goods available at his premises (i.e. works or factory). In particular he is not responsible for loading the goods in the vehicle provided by the buyer, unless otherwise agreed. The buyer bears the full cost and risk involved in bringing the goods from there to the desired destination. This term thus represents the minimum obligation for the seller.

Free Carrier

...(named point)

This term has been designed to meet the requirements of modern transport, particularly such "multimodal" transport as container or "roll on-roll off" traffic by trailers and ferries. It is based on the same main principle as FOB except that the seller fulfils his obligations when he delivers the goods into the custody of the carrier at the named point.

For/Fot

FOR and FOT mean "Free on Rail" and "Free on Truck". These terms are synonymous since the word "Truck" relates to the railway wagons. They should only be used when the goods are to be carried by rail.

Fob Airport

Fob Airport is based on the same main principle as the ordinary FOB term. The seller fulfils his obligations by delivering the goods to the air carrier at the airport of departure. The risk of loss of or damage to the goods is transferred from the seller to the buyer when the goods have been so delivered.

FAS

FAS means "Free Alongside Ship". Under this term the seller's obligations are fulfilled when the goods have been placed alongside the ship on the quay or in lighters. This means that the buyer has to bear all costs and risks of loss of or damage to the goods from that moment.

FOB

FOB means "Free on Board". The goods are placed on board a ship by the seller at a port of shipment named in the sales contract.. The risk of loss of or damage to the goods is transferred from the seller to the buyer when the goods pass the ship's rail.

C & F

C & F means "Cost and Freight". The seller must pay the costs and freight necessary to bring the goods to the named destination, but the risk of loss of or damage to the goods is transferred from the seller to the buyer when the goods pass the ship's rail in the port of shipment.

CIF

CIF means "Cost, Insurance and Freight". This term is basically the same as C & F but with the addition that the seller has to procure marine insurance against the risk of loss of or damage to the goods during the carriage. The seller contracts with the insurer and pays the insurance premium.

Freight Carriage Paid To

Like C&F "Freight or Carriage paid to..." means that the seller pays the freight for the carriage of the goods to the named destination. However, the risk of loss of or damage to the goods, is transferred from the seller to the buyer when the goods have been delivered into the custody of the first carrier and not at the ship's rail. It can be used for all modes of transport including multimodal operations and container or roll on-roll off traffic by trailers and ferries. When the Seller has to furnish a bill of lading, waybill or carrier's receipt, he duly fulfills this obligation by presenting such a document issued by the person with whom he has contracted for carriage to the named destination.

Freight Carriage and Insurance Paid To

This term is same as "Freight or Carriage Paid to..." but with the addition that the seller has to procure transport insurance against the risk of loss of or damage to the goods during the carriage. The seller contracts with the insurer and pays the insurance premium.

EX Ship

"EX Ship" means that the seller shall make the goods available to the buyer on board the ship at the destination named in the sales contract.

EX Quay

"EX Quay" means that the seller makes the goods available to the buyer on the quay (wharf) at the destination named in the sales contract.

Delivered at Frontier

"Delivered at Frontier" means that the seller's obligations

are fulfilled when the goods have arrived at the frontier-but before the customs border" of the country named in the sales contract.

Delivered Duty Paid

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

Notes:

"Incoterms" - "Міжнародні правила тлумачення комерційних термінів".

EXW-EX works франко-завод, с заводу

FRC-Free carrier ...named point вільно у перевізника /в названому пункті/

FOR/FOT - Free on Rail/Truck франко-вагон, вільно в вагоні чи на платформі

FOA - FOB Airport вільно в аеропорту

FAS - Free alongside ship вільно вздовж борта судна

FOB - Free on Board вільно на борту судна

CFR-C and F - Cost and Freight КФ-вартість і фрахт

CIF - Cost, Insurance, Freight СІФ-вартість страхування, фрахт

Freight/Carriage paid to фрахт/провізна плата сплатили до ...

Freight/Carriage and Insurance paid to фрахт/провізна плата та страхування сплатили до ...

Ex Ship з судна

Ex Quay з пристані

DAF-Delivered at Frontier що поставили на кордоні

DDP-Delivered Duty Paid що поставили з оплатою мита

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Навчальне видання

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