

Logistics Technician A2

I Reading Comprehension Tasks

Task 1: *What types of transport documents have you heard about? Search for them on the Internet.*

Task 2: *Read the text about bill of lading and try to understand it. If you need, you can use a dictionary.*

Bill of Lading

A bill of lading is a legal document from a carrier and a shipper that details the type, quantity, and destination of the goods they carry.

A bill of lading is a document of title, a receipt for shipped goods, and a contract between a carrier and shipper.

This document must accompany the shipped goods and an authorized representative from the carrier, shipper, and receiver must sign it.

(...) A bill of lading can help prevent asset theft. (...)

Every business needs to have internal controls in place to prevent theft. One key component of internal control is segregation of duties, which prevents one employee from having too much control within a business.

Why Is a Bill of Lading Important? The importance of a bill of lading lies in the fact that it's a legally binding document that provides the carrier and shipper with all of the necessary details to accurately process a shipment.

What's the Purpose of a Bill of Lading?

A bill of lading has three main purposes. First, it is a document of title to the goods described in the bill of lading. Secondly, it is a receipt for the shipped products. Finally, the bill of lading represents the agreed terms and conditions for the transportation of the goods.

What's In a Bill of Lading?

Typically, a bill of lading will include the names and addresses of the shipper (consigner) and receiver (consignee), shipment date, quantity, exact weight, value, and freight classification.

Additionally, it includes a complete description of the items, if they are hazardous, type of packaging, any specific instructions for the carrier, and any special order tracking numbers.

By EVAN TARVER, Reviewed by JANET BERRY-JOHNSON

Updated May 19, 2021 <https://www.investopedia.com/terms/b/billoflading.asp>

Task 3: Match the English phrases with their Hungarian equivalents with the help of the above text.

issued by, shipper, carrier, receiver, asset theft, employee, legally binding, authorized, accurately, process a shipment, purpose, receipt, contract, internal, segregation of duties, include

1. cél
2. szerződés
3. alkalmazott
4. átvételi elismervény
5. felhatalmazott
6. jogilag kötelező érvényű
7. feladatok elkülönítése
8. által kiadott
9. feladó
10. fuvarozó
11. címzett
12. vagyron lopás
13. pontosan
14. szállítmány feldolgozása
15. tartalmaz
16. belső

II. CV Tasks

Task 1: Do you know what a logistics technician does? If you don't know, you should ask for help from your teacher or on the Internet.

Task 2: How do you write a British style CV? Find templates, samples on the Internet.

<https://resume.modelocurriculum.net/the-cv-in-the-uk.html>

<https://resume.io/resume-examples/logistics-coordinator>

<https://www.jobhero.com/resume/examples/logistics/technician>

Task 3: Create your own CV/Resume.

Layout of a CV (Curriculum Vitae)/Resume

PERSONAL DETAILS

Name:

Date and place of birth:

Marital status:

Nationality:

Address:

Telephone:

E-mail:

Photo

EDUCATION

Dates

Institutions

2017-2021

... Secondary Technical and Vocational School, Nyíregyháza

2009-2017

... Primary School, ...

Special Qualifications

Dates

Qualification

2021

Driving licence (A, B category)

2021

Intermediate Language Certificate

PROFESSIONAL EXPERIENCE

Company	Position	Length of Service
... Ltd.	Student	2017-2021

HOBBIES, INTERESTS

Signature

III. Letter of Application / Cover Letter / Motivation(al) Letter Tasks

Task 1: Study the following phrases:

Useful Expressions of a Letter of Application

The reason I am writing is that...	Azért írok, hogy...
I wish to apply for the job of... as advertised in ...	Szeretném megpályázni a ... állást. ahogy meghírdették a ...-ban
I am looking for a challenging job.	Kihívást jelentő állást keresek.
I could get experience in a wider field.	Szélesebb területen szerezhetek tapasztalatot.
As you can see from my CV ...	Amint láthatja az önéletrajzomból ...
I am very reliable and punctual.	Nagyon megbízható és pontos vagyok.
I am presently working for ...	Jelenleg ...-nál dolgozom.
At present I am unemployed.	Jelenleg munkanélküli vagyok.
I am familiar with ...	Jártas vagyok ...-ben.
I am the person you are looking for.	Én vagyok az, akit keres.
My last job was with...	Az utolsó állásom a ...-nél volt
I have some experience in the ...	Van egy kis tapasztalatom a ...-ban.
I believe these qualities make me suitable for the job.	Azt hiszem, ezek a tulajdonságok alkalmassá tesznek engem a munkára.
I would be grateful if you could send me a	Hálás lennék, ha küldene nekem egy

job description.	munkaköri leírást.
I would be glad to have an opportunity to work for your company.	Örülnék, ha alkalmam lenne az Ön vállalatánál dolgozni.
I am available for a job interview ...	Állásinterjúra elérhető vagyok ...
I have enclosed a copy of my CV.	Mellékeltem az önéletrajzom.
Enclosed you can find references from ... ajánlásokat	Mellékeltem megtalálja a ...-tól kapott
I hope you will choose me.	Remélem, engem fog választani.
I look forward to hearing from you soon.	Örömmel várom mielőbbi választát.

Task 2: *The parts (paragraphs) of this cover letter are jumbled up. Put the parts into the correct order.*

- 1) I attached my CV. I am available for a job interview at your convenience. I hope my application caught your interest.
- 2) I am a 19-year-old single woman. I studied logistics at Inczedy György Secondary Technical School in Nyíregyháza. I have just graduated, so I am an entrant. I can speak English and a little German. I have intermediate language certificate from English. Currently, I am unemployed but I would like to get a job as soon as possible.
- 3) Yours sincerely,
- 4) Szibilla Fekete
- 5) I have some working experience, as in the summer holidays I worked for Interspar hypermarket and Praktiker DIY store. I had to keep the stock room organized, I removed the items from the trucks and placed them in the right section of the warehouse. I also unpacked the goods and placed them on the shelves.
- 6) Dear Mr. Robinson,
- 7) I prefer working individually but I can also work in a team. Moreover, I am reliable, hard-working and flexible. I am a computer literate. I hope my skills are sufficient for this job.

- 8) I am writing to apply for the job of logistics technician I saw it on the jobmonitor website on 30th June.
- 9) I look forward to your early reply.

IV. Small Talks Tasks

Task 1: Job Interview: Find the answers to the questions.

- 1) **Good morning! Can I check a few of your personal details?**
- 2) **What's your name?**
- 3) **Where and when were you born?**
- 4) **OK. Thank you. Tell me about yourself.**
- 5) **What qualifications have you got?**
- 6) **Do you have any working experience?**
- 7) **Why should we hire you?**
- 8) **What is your greatest strength?**
- 9) **What is your greatest weakness?**
- 10) **Where do you see yourself in 5 years?**
- 11) **And a final question. If I offer you the job, when could you start?**
 - a. I can start next week.
 - b. My name is Endre Bodzás.
 - c. I am precise, I always meet the deadline, I try to do my best. My qualifications make me suitable for this position.
 - d. Yes, of course.
 - e. I grew up in Nyíregyháza, Hungary. I always liked organizing things, such as trips, parties. My friends often asked me to estimate the costs, to arrange the accommodation and the meals, to plan routes.
 - f. I've always been detail-oriented in my work, and it's something I enjoy.
 - g. I would like to work for your company, but in a higher position.
 - h. I can be too critical of myself.
 - i. As I am an entrant, I don't have too much working experience. As a student I had professional practice every summer holiday. I checked the shelves where shortage of

goods is, and I uploaded the shelves from the stock. I also worked at customer service and helped the consumers.

- j. I studied at Inczedy György Secondary Vocational School. I have a graduation certificate and a professional certificate. I am a logistics technician.
- k. I was born on 3rd June in 2003 in Nyíregyháza.

Task 2: Some parts are missing from the text, use the phrases below to complete the situation:

order number, sorry, damaged, compensate, consignment,
delay, unpacked, careless, packing, disappointed

Situation: You are the logistics technician of a Chinese manufacturing company. A secretary calls you up on behalf of his boss, Roy's China shop. He/she complains about delay and some goods were damaged. Offer your apologise, solve the problem, promise replacing the goods.

- **Hallo! Crunch China Manufacturing Company.**
- Good morning. Susan Frill is speaking on behalf of Roy's China Shop.
- **Good morning. What can I do for you?**
- We are extremely 1 _____, because your consignment delayed one week. You promised receiving the goods until 1st August, however we got it on 7th August. Due to 2 _____ we can't retail the goods in time.
- **OK. What's the 3 _____ of the shipment?**
- Order No 9121
- **Could you give a tracking number?**
- Yes, 785643911.
- **I see. Our shipping agency made the error. We can offer you a 30 % compensation.**

- Okay, but we have a bigger problem. When we 4_____ the cases, we found 3 broken china vases.
- **We are really 5_____. I'm afraid the shippers didn't pad the vases properly. We replace the 6_____ goods, of course. Could you send us pictures about them?**
- Of course. We'll send the photos about the damaged goods and 7_____ inside packing in email.
- **We would like to apologize for the delay and the damaged goods due to improper 8_____. We 9_____ you with 30% money transfer and send you a consignment with the replaced goods in 3 days.**
- Thank you. We wait for the 10_____.

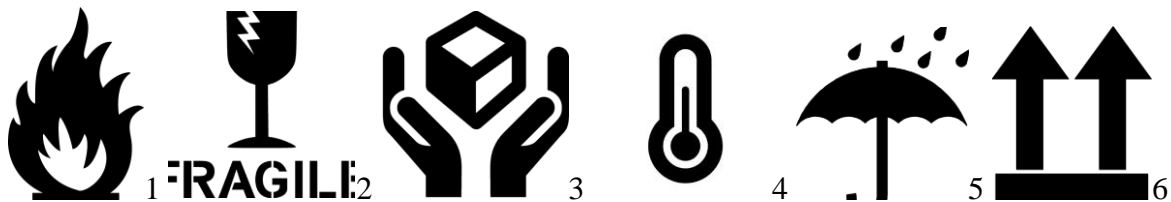
V. Occupational Safety Tasks

Task 1: Wherever you go, you can see a lot of international signs on the roads, on means of transport, in the workplaces. What kind of general safety signs do you know? The pictures may help you. Do you know their meanings?



Task 2: Look at these pictures. Do you know these international packing symbols?

Match the signs (1-6) to their meanings (a-f).



- a) Handle with care.
- b) Thermometer – temperature limitations
- c) Keep dry.
- d) This way up. Keep upward.
- e) Fragile. Do not crush.
- f) Flammable.

VI. Logistics Dictionary

1. advance transfer – előre utalás
2. Air Waybill AWB – légifuvárlevél
3. arrange the accommodation - elintézni a szállást
4. attach / enclose – csatol, mellékel
5. Bill of Lading (B/L) - fuvarlevél
6. careless packing – gondatlan csomagolás
7. cargo – szállítmány, rakomány
8. Carriage Insurance Paid: **CIP** → Biztosítás fizetve
9. Carriage Paid To: **CPT** → Szállítás fizetve valamедdig
10. cash on delivery – utánvétes fizetés
11. compensation - kártérítés
12. confirmation - visszaigazolás
13. consignee – címzett
14. consignment – küldemény
15. consignor / shipper - feladó
16. customer service - ügyfélszolgálat
17. customs clearance - vámkezelés
18. damaged goods – sérült áruk
19. delivery – szállítás, kézbesítés
20. detail-oriented – részletekbe menő
21. disappointed - csalódott
22. distribution - elosztás
23. Dock Receipt – rakparti elismervény
24. due to delay – a késésnek köszönhetően
25. emergency sign – vészhelyzeti jel
26. estimate the costs – felbecsülni a költségeket
27. Forwarders Certificate of Receipt: **FCR** → Speditőr átvételi elismervény
28. Forwarders Certificate of Transport: **FCT** → Speditőr fuvarozási tanúsítvány

29. Forwarding Instructions: **FFI** → Fuvarozási utasítások
30. Freight Carriage Paid: **FCP** → Szállítás fizetve
31. freight charge - fuvardíj
32. general safety signs – általános biztonsági jelzések
33. handling - kezelés
34. insurance - biztosítás
35. invoice / bill - számla
36. mandatory sign – utasítást adó jelzőtábla
37. meet the deadline – betartani a határidőt
38. on behalf of ... - ... nevében / helyett
39. order under processing – rendelés feldolgozás alatt
40. package handling symbols – csomagkezelési szimbólumok
41. Packing List – árukísérő lista/jegyzék
42. Packing Note – csomagkísérő jegyzék
43. payment methods / terms – fizetési módok / feltételek
44. prohibition sign – tiltó tábla
45. Sea Waybill SWB – tengeri fuvarlevél
46. Shippers Declaration for the Transport of Dangerous Goods: **SDT** → feladói nyilatkozat veszélyes áruk fuvarozásához
47. shipping agency – szállító cég
48. Shipping Guarantee – szállítási garancialevél
49. shortage of goods - áruhiány
50. sorting – válogatás, osztályozás
51. storage - tárolás
52. supply - ellátni
53. thirty-day bill of exchange – 30 napos váltó/kötelezvény
54. tracking number – nyomkövetési szám
55. transloading - átrakodás
56. transport documents – szállítási dokumentumok

57. unpack - kicsomagolni
58. upload the shelves – feltölteni a polcokat
59. Warehouse Receipt: **FWR** → raktári elismervény
60. warning sign – figyelmeztető jel/tábla

VI. Applied Sources

I. Source of Reading Comprehension Tasks

<https://www.investopedia.com/terms/b/billoflading.asp>

26th July 2021

II. Sources of CV Tasks

<https://resume.modelocurriculum.net/the-cv-in-the-uk.html>

<https://resume.io/resume-examples/logistics-coordinator>

<https://www.jobhero.com/resume/examples/logistics/technician>

26th July 2021

<https://www.constructionjobsireland.ie/career-advice/your-career-as-a-logistics-technician/>

<https://www.greatsampleresume.com/job-responsibilities/logistics/technician>

<https://www.zippia.com/logistics-technician-jobs/what-does-a-logistics-technician-do/>

27th July 2021

V. Sources of Occupational Safety Tasks - pictures

<https://www.manutan.hu/hu/mhu/parkolo-ip11a-kozlekedesi-tabla>

<https://www.medibc.com/us/sign-symbol-only-hearing-protection-180-x-180mm-p-s-a>

<https://www.bannerbuzz.com.au/emergency-exit-sign/p>

<https://www.vkf-renzel.com/general-warning-sign-10836.html>

<http://www.brady.eu/en-eu/products/safety-signs/prohibition-signs>

<https://www.overseaspackers.com.au/international-packing-symbols-mean/>

28th July 2021