

Key to Logistics Technician Tasks B1

I. Key to Reading Comprehension Task

Task 2: Questions and Answers:

1. What's the abbreviation for the bill of lading? – *BL, BoL, B/L*
2. What kind of document is it? - *It is a legally binding document issued by a carrier to a shipper.*
3. What does a bill of lading contain? - *It contains all the details, the type, quantity and destination of the goods being carried. / all of the necessary details to accurately process a shipment.*
4. What kind of transportation can it be used for? – *It doesn't matter the form of transportation / for all kinds of transportation (but it's mainly used for ships)*
5. Who has to sign it? – *(An authorized representative from the) carrier, shipper and receiver have to sign it.*
6. Who signs the bill in the example? - *A plant representative, the truck driver and the station clerk sign it.*
7. What main functions does it have? - *It has three main functions: a document of the goods described in the bill of lading, a receipt for the shipped products, and it represents the agreed terms and conditions for the transportation of the goods.*
8. Why does a business have internal controls? - *Internal controls prevent theft. The segregation of duties prevents one employee from having too much control within a business. Internal controls can help streamline operations and prevent fraud.*
9. Why is a bill of lading useful? – *If it is properly managed and reviewed it can prevent asset theft.*

II. Key to CV Task

Task 2:

1. Inventory Management
2. excel at coordinating tasks
3. Distribution Operations
4. Leadership and Supervision
5. invoices and shipping manifests
6. local customs
7. international regulations
8. redundancies
9. streamline operations
10. Quality Assurance
11. Inventory Control Processes
12. Standards / Procedures Compliance
13. Vendor and Staff Relations
14. Materials Handling
15. routing system
16. tracking procedures
17. cross – border transportation
18. I marked and labeled freight

III. Key to Letter of Application Tasks

Task 1: *Parts of a cover letter:*

Greeting

Opening paragraph - Introduction: What job are you applying for?

Main part (4 paragraphs): qualifications, experience, abilities. What did you do in your previous job? Why are you suitable for the job? What else makes you a perfect applicant?

Closing paragraph: mentioning that the resume is attached

Signing off

IV. Key to Small Talks Tasks:

Task 1: 1 b, 2 d, 3 c, 4 f, 5 e, 6 a

Task 2: *Mini dictionary to job interview*

achieve the goals – elérni a célokat

challenging – kihívást jelentő

concerned – vonatkozóan, érintve

constraints - korlátok

contender - versenyző

deteriorate – romlik, rosszabbodik

ensure - biztosít

entire – az egész

foolproof – üzembiztos, igen egyszerű

fulfill – teljesít, eleget tesz

implement – megvalósít, végrehajt

in accordance with - vminek megfelelően, vmivel összhangban

individual - egyén

insightful - éleslátó

logistic officer – logisztikai tisztviselő

main skills - fő képességek / készségek

maintain – fenntart, karbantart

mete out – kioszt, kiszab, szétoszt

policies - rendelkezések

possess – birtokol, birtokában van

procurement - beszerzés

specific requirements – különleges/konkrét követelmények

taxing job – nagy igényeket támaztó munka

training sessions - képzések

vendor relations – eladó / szállítói kapcsolatok

verified - igazolt, hitelesített

well-organized – jól-szervezett

Task 3: Dialogue – possible solution

- **Hallo! Miss Lilla Bányász is speaking on behalf of Mr.Shepherd, Blue Sea Department Store.**
- Peter Brown. Can I help you?
- **Yes, please. We have read your advertisement on the Internet, and we were impressed by the great variety if your T-shirts. Could you please give me more information about the quality of the goods?**
- Yes, we can supply you the quality you need, from standard to superior.
- **All right. Thank you. We would welcome your current catalogue or brochure and price-list.**
- OK. If you give me an email account and your address, I'll send them. Furthermore, I can send you some samples of our fabric patterns. We can offer a quantity discount of 10% off the net price list.
- **Oh, that would be great! We would appreciate if you informed us about order conditions, shipping and terms of payment.**
- You can order T-shirts from our website, or in email. In the case of large batch, packing and delivery are free. The earliest delivery is within 3 days, but you have to pay extra for it. In

normal case shipping lasts 3-4 weeks. You can pay by advance transfer or cash on delivery or by thirty-day bill of exchange.

- **All right, thank you very much for your assistance and we look forward to your email with catalogue and price-list to blueseastore@gmail.com.**
- Okay. We look forward to your order.

V. Key to Occupational Safety Tasks

Task 1: Meanings of signs

Blasting agents – robbanó anyag

Combustible - gyúlékony

Corrosive – maró hatású

Dangerous when wet – veszélyes, ha folyadékkal lép kapcsolatba

Explosives - robbanóanyagok

Flammable gas - gyúlékony gáz

Flammable solid - gyúlékony szilárd anyag

Fuel oil - gázolaj

Gasoline - benzin

Inhalation Hazard - belélegzés veszélye áll fenn

Nonflammable gas – nem gyúlékony gáz

Organic Peroxide - szerves peroxid

Oxidizer - oxidálószer

Poison - mérgező

Radioactive - radioaktív

Spontaneously combustible – öngyulladás veszélye

Toxic – mérgező