

## English for Logistics - Syllabus

18 hours

2 X 1.5 hour classes (2 times/week)

6 weeks

The proposed curriculum will take place over 6 weeks totaling 18 hours of classroom time. The course will consist of English for special purposes (Logistics) for students at B1+ to B2 (Intermediate - Upper-intermediate) Level. There will be a strong emphasis on speaking and presenting in class and on writing as homework assignments. The main goal of this curriculum will be to improve business English and communication in the context of working in a logistics department.

Focus 1: English for Logistics

Focus 2: Business Communication

This course has been developed for people who work in the logistics industry and who need English to communicate in a variety of situations with colleagues, clients, and business partners. It gives you the target vocabulary and commonly used expressions that are essential to communication whether you work for a shipping agent, a customs broker, or a freight forwarder.

Lesson	Focus	Aims/ Outcomes <u>Students will be able to:</u>	Activities
1	Introduction to logistics	<ul style="list-style-type: none"> <li>- Describe jobs in logistics</li> </ul>	<ol style="list-style-type: none"> <li>1. Read Five people's definition of logistics. Complete the sentences then complete the table</li> <li>2. Complete sentences with the correct form of the words from the table.</li> <li>3. Match the definitions with the words (carrier/ freight forwarder/ supplier/ haulage contractor/haulier/courier)</li> <li>4. Listen to people describe their jobs in logistics: Match each job to the correct person.</li> <li>5. Listen again and complete the sentences</li> <li>6. Match the verbs with the activities to make phrases from the recordings.</li> <li>7. Output: China's booming Export Business</li> </ol>
2	Job Responsibilities	<ul style="list-style-type: none"> <li>- Describe their own jobs</li> <li>- Use correct word forms for describing jobs</li> </ul>	<ol style="list-style-type: none"> <li>1. Replace the underlined verbs with words from the box that have the same meaning,</li> <li>2. Complete a form with your own job details. Use complete sentences and expressions from this unit.</li> <li>3. Put the words in the right order. Use the correct form of the verb</li> </ol>

			<ol style="list-style-type: none"> <li>4. Work with a partner. Follow the steps to practise a dialogue about job responsibilities.</li> <li>5. Roleplay: Work with a partner to describe two different jobs. The phrases in the box will help you.</li> </ol>
3	Logistics Services	- Explain logistics services	<ol style="list-style-type: none"> <li>1. Discuss and explain acronyms in logistics</li> <li>2. Match words with their definitions (transshipment/ break-bulk/ cross-docking/ order picking/ reverse logistics)</li> <li>3. Look at the words from the previous exercise and use a dictionary to complete the table.</li> <li>4. Listen to three logistics providers presenting their services. Complete the table.</li> <li>5. Listen to the recording again and complete the sentences.</li> <li>6. Complete the sentences with words from the box.</li> <li>7. Roleplay: Present the company's services to your partner. Use phrases from this lesson.</li> </ol>
4	Inventory management	- Use passive forms to talk about inventory management	<ol style="list-style-type: none"> <li>1. Check your knowledge of key terms in inventory management and procurement by choosing the best definitions.</li> <li>2. Match the beginnings of the sentences with the endings to make definitions of key terms.</li> <li>3. Listen to an expert presenting an inventory management</li> </ol>

			<p>system to the managers of a large retail store. Decide which of the statements are true or false.</p> <ol style="list-style-type: none"> <li>4. Listen again and complete the sentences with the words from the box.</li> <li>5. Put the processes described in the presentation about CRP in the correct order.</li> <li>6. Look at some more inventory management techniques. Complete the sentences with the passive form of verbs in brackets.</li> <li>7. Match the planning techniques with the definitions.</li> </ol>
5	Procurement	- Make suggestions and give advice	<ol style="list-style-type: none"> <li>1. Complete the job advertisement for a corporate procurement manager with words from the box.</li> <li>2. Read the job advertisement again and answer the questions</li> <li>3. Listen to the discussion and answer the questions. Three purchasing managers are discussing strategies for negotiating with a supplier.</li> <li>4. Match the beginnings with the endings of the sentences from the dialogue.</li> <li>5. Read an email from the purchasing department in your company. Work out a few suggestions and reply to this email.</li> <li>6. Roleplay: Work with a partner: suggest these points and</li> </ol>

			comment on your partner's suggestions.
6	Modes of Transport	- Describe different methods of transport	<ol style="list-style-type: none"> <li>1. Match pictures of transport and handling equipment with the words</li> <li>2. Match the different types of freight traffic with the definitions.</li> <li>3. Listen and correct the information in the table. Two employees of a forwarding company are comparing transport modes for a shipment from western China to Shanghai.</li> <li>4. Complete the sentences with the correct form of the words in brackets. Then listen again to check.</li> <li>5. Work in pairs. Compare different transport modes using some of the adjectives in the box.</li> <li>6. Output: Freight transport Logistica in Europe</li> </ol>
7	Handling equipment	- Describe the features of containers	<ol style="list-style-type: none"> <li>1. Match pictures with names of equipment</li> <li>2. Complete the descriptions of intermodal transport and handling equipment with verbs from the box.</li> <li>3. Listen and complete the table with the missing information. An employee of a transport company presents some container options to a potential customer.</li> <li>4. Listen again and complete the sentences.</li> </ol>

			5. Roleplay: Describe the container features to a partner using words from this unit.
8	Planning and arranging transport	- Make enquiries and give advice	<ol style="list-style-type: none"> <li>1. Make a list of all the different factors that would influence choice of transport methods for a shipment.</li> <li>2. Listen to the telephone dialogue about arranging transport and answer the questions.</li> <li>3. Complete the sentences with the words from the box. Then listen again to check</li> <li>4. Sort phrases under the correct heading (customer enquiries/ Advice and recommendations/ offering alternatives).</li> <li>5. Match the beginnings of the sentences with the endings.</li> <li>6. Work with a partner. Follow the steps and practise making enquiries and giving advice.</li> </ol>
9	Planning and arranging transport	- Describe dimensions clearly	<ol style="list-style-type: none"> <li>1. Listen to a shipping agent describing one of the containers available. Complete the missing details and label the drawing with the words from the box</li> <li>2. Listen again and note the non-metric measurements the agent mentions.</li> <li>3. Rewrite the sentences using correct noun and adjective forms (weighs/ weight)</li> <li>4. Write the full measurement words from their</li> </ol>

			<p>abbreviations</p> <p>5. Put the words from above into the correct column in the table. Complete the table with other measures and weights you can think of.</p> <p>6. Roleplay: Describe the measurements and weight of a container to your partner.</p>
10	Shipping Goods	<ul style="list-style-type: none"> <li>- Give instructions and explain how to do something</li> <li>- Give reasons and describe results</li> </ul>	<ol style="list-style-type: none"> <li>1. Discuss freight markings with a partner. Try to label the shipping markings with the correct words.</li> <li>2. Read an extract from a manual providing rail loading instructions. Completed sentences with words from the box.</li> <li>3. Match the correct sentences with the instructions. Then Match the beginnings of the sentences with the endings for instructions</li> <li>4. Complete an email about an urgent shipment with prepositions from the box</li> <li>5. Listen and answer the questions. Sonia and Jon are discussing the urgent delivery over the phone. Then Put the words in the order they are mentioned in the dialogue.</li> <li>6. Choose the correct words to complete these sentences for reason and result.</li> <li>7. Roleplay: You're a freight forwarder. Call your partner to inform him/her about a delivery delay.</li> </ol>

11	Warehousing and Storage	-	<ol style="list-style-type: none"> <li>1. Match the pictures of warehouse equipment with the words</li> <li>2. Read the text describing warehouse areas and label the areas with words from the list</li> <li>3. Match the warehouse areas to the activities that take place in them. Then Match the verbs from the text to the correct definitions.</li> <li>4. Complete the sentences using the correct active or passive form of the verbs in brackets.</li> <li>5. Listen to an extract from a presentation about a new warehouse management system. Answer true or false questions.</li> <li>6. Listen to the recording again and complete the sentences</li> <li>7. Roleplay: Present the advantages of your warehouse management system to your partner.</li> </ol>
12	Documentation and Finance	- Use phrases for taking action and apologising	<ol style="list-style-type: none"> <li>1. Discuss the meanings of abbreviations related to documentation and finance.</li> <li>2. Complete a list of documents used in foreign trade with words from the box.</li> <li>3. Put the words in the correct order to provide instructions</li> <li>4. Listen to the three phone conversations and answer the questions. There's a Problem With an urgent delivery.</li> <li>5. Complete sentences with words from the box to make</li> </ol>



			<p>phrases for taking action and apologising.</p> <p>6. Work with a partner to solve a problem where the wrong products have been shipped to the customer. Try to work out a solution.</p>
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