

English for Logistics



Course Syllabus

(some topics are subject to change if needed)
(8 weeks)

Week 1

Logistics definitions. Basic terms.
Participants of Logistic processes.
Communication with suppliers – phone and correspondence.

Week 2

Types of Cargoes.
Types of Transport. Specific transportation terms.
Choosing the best transport. Ordering transport.

Week 3

Logistic services.
Entering into contracts. Overview.
Discussing the main terms of the contract.

Week 4

Incoterms.
Transport documentation (main documents).
Discussing the best incoterm to use.

Week 5

Customs clearance. Documentation and procedures.
Goods Certification.
Other transport documents.

Week 6

Payments. Fees. Duties.
Talking about price and numbers.
Making quotations for clients.

Week 7

Warehousing. Marking.
Packaging. Cargo Tracking.
Communication with all the participants of transportation process.

Week 8

Revision of all the covered material.