

Unit 6 | Comparing offers

A | Anagrams

Y	T	I	L	I	B	A	L	I	A	V	A	V	X	O
P	G	G	S	R	Q	K	Q	Y	Z	H	K	W	B	T
E	H	S	K	Z	V	K	R	I	N	I	D	H	V	K
S	E	P	V	R	Q	L	R	A	C	B	I	X	A	S
E	U	L	S	M	B	P	Z	W	Q	T	B	C	P	Z
T	G	O	D	W	U	K	E	C	Y	I	N	D	G	U
A	Y	U	E	H	I	A	H	O	W	Y	N	F	X	Z
L	R	R	A	G	E	L	B	A	R	U	O	V	A	F
U	E	O	E	R	A	X	N	T	H	U	U	R	R	F
P	D	B	B	V	A	T	M	T	X	L	W	D	N	N
I	I	T	I	C	I	N	N	Y	T	H	D	C	R	L
T	S	A	D	Z	V	L	T	A	F	O	P	E	R	C
S	N	I	U	V	O	D	E	E	V	N	V	S	E	H
M	O	N	N	S	V	M	W	D	E	D	B	A	R	D
W	C	H	C	M	H	S	V	O	H	C	A	Q	H	Z

B | Matching verbs and nouns

1. e. to grant a discount
2. f. to submit a quotation
3. b. to indicate terms of payment and delivery
4. a. to quote a price
5. d. to choose an option
6. c. to compare offers

C | Listening comprehension

1. as early as
2. a wide range of colours
3. considerable weight
4. robust and sturdy
5. break easily
6. however
7. to put a finger
8. rotate the dial clockwise
9. a spring in the dial
10. Compared with
11. slow
12. did not offer any extras
13. a mechanical ringer
14. invention
15. increased use
16. to replace heavy hardware
17. became lighter
18. a lot faster
19. increased dialling speed
20. a large number of smart features
21. call-number identification
22. ring tones
23. much more exciting
24. same old boring black
25. to failure
26. the latest development
27. a wireless handset
28. a base station
29. to move freely
30. speed dial functions
31. an answering machine

D | Comparisons

1	rotary dial phone	push button phone	cordless phone
	old, black, heavy, robust, sturdy, slow, simple, boring, unexciting, dull	light, fast, colourful, red, blue, orange, smart, exciting, complicated, susceptible to failure	modern, new, wireless, advanced, sophisticated, portable, convenient, fast, stylish, complex

2

	Comparative	Superlative
old	older than	the oldest
unexciting	more unexciting than	the most unexciting
heavy	heavier than	the heaviest
robust	more robust than	the most robust
sturdy	sturdier than	the sturdiest
slow	slower than	the slowest
simple	simpler than	the simplest
boring	more boring than	the most boring
dull	duller than	the dullest
light	lighter than	the lightest
fast	faster than	the fastest
colourful	more colourful than	the most colourful
smart	smarter than	the smartest
exciting	more exciting than	the most exciting
complicated	more complicated than	the most complicated
susceptible to failure	more susceptible to failure than	the most susceptible to failure
modern	more modern than	the most modern
new	newer than	the newest
advanced	more advanced than	the most advanced
sophisticated	more sophisticated than	the most sophisticated
convenient	more convenient than	the most convenient
stylish	more stylish than	the most stylish
complex	more complex than	the most complex

3

- The rotary dial phone is not as light as the push button phone.
The push button phone is lighter than the rotary dial phone.
- The cordless phone is more sophisticated than the rotary dial phone.
The rotary dial phone is not as sophisticated as the cordless phone.
- The push button phone is not as stylish as the cordless phone.
The cordless phone is more stylish than the push button phone.
- The rotary dial phone is not as colourful as the push button phone.
The push button phone is more colourful than the rotary dial phone.
- The push button phone is not as smart as the cordless phone.
The cordless phone is smarter than the push button phone.
- The cordless phone is just as slow as the rotary dial phone.
The rotary dial phone is not slower than the cordless phone.
- The rotary dial phone is not as susceptible to failure as the cordless phone.
The cordless phone is more susceptible to failure than the rotary dial phone.
- The push button phone is not as complex as the cordless phone.
The cordless phone is more complex than the pushbutton phone.
- The cordless phone is newer than the rotary dial phone.
The rotary dial phone is not as new as the cordless phone.

E | Offers in writing

1

From: pw@strawberryfair... .de
To: paul.samuelson@thefashionhouse... .co.uk
Sent: 12.11.201_
Re: Beachwear 201_

Dear Mr Samuelson,

Thank you very much for your interest in our beachwear fashions. We were very interested indeed to hear about your chain of boutiques in the UK and northern France – they sound like the perfect outlet for our innovative beachwear.

We enclose our catalogue and pricelists. We do have a last minute programme and can supply items at short notice – we know how difficult it is to forecast demand in the summer months when so much depends on the weather! We also enclose the special catalogue for this programme.

We grant an introductory discount of 10% and a quantity discount of 5% on orders worth at least £5,000 and a 10% quantity discount on orders worth £7,500. We are as a rule able to dispatch orders within two weeks of receipt of order.

Please do not hesitate to contact us if you require any additional information. We very much look forward to doing business with you.

Kind regards,
(your name)
for Pia Westhoff

2

BritBike plc
483 Stourbridge
Industrial Park
Dudley
DY15 3E2

Tel.. 0044 3287 274900...
E-mail: md@britbike... .com

13 May 201_

Adventure Bikes
Wolfova Ulica 238
1514 Ljubljiana
Slovenia

Dear Mr Bukuvecs

Re: Your enquiry about the Everest mountain bike and the About Town city bike models.

Thank you very much for your enquiry of 12 May.

Unfortunately, the two models you saw advertised in "Cyclists' World" have now been discontinued. The new improved models will be available in roughly three weeks' time.

We will send you a copy of the new catalogue online with pricelists and specifications for the new range of bikes within the next few days.

We will also send an offer for 50 of each of the two updated models which will include a generous introductory discount. We regret this slight delay and look forward very much to doing business with you.

With best regards

Malcolm Davies
Head of Exports

F | Presentations

The line diagram shows the turnover achieved by Rubin Kosmetik AG in the past decade. Ten years ago sales stood at 50 million euros. Following the introduction of Supergloss Hairspray they rose sharply from 53m in 2005 to 65m in 2007. A slight downward movement to 63m in 2008 turned into a sharp fall as a result of the recession, with sales figures hitting a low of 52m in 2009. Fortunately the economy recovered and Rubin's sales picked up as well. In 2011 sales amounted to more than 60m euros. After one-minut nail varnish had established itself on the market there was a dramatic surge in sales to a peak of 70m in 2012. The strike in the chemical industry resulted in a slight drop to 68m last year. This year, however, has seen another marked increase in sales to a record high of 71 million euros. All in all, our turnover has risen noticeably in the last ten years, in spite of a severe setback in the middle of this period.

G | Incoterms

- | | |
|------------------|------------------|
| 1. DAT | 5. CPT, CIP |
| 2. DDP | 6. CFR, CIF, DAT |
| 3. FOB, CFR, CIF | 7. DAP, DDP |
| 4. EXW | 8. DAT |

H | Translation

1. Avoid unnecessary misunderstandings and conflicts in your foreign trade transactions.
2. The Incoterms, which have been issued since 1936 by the International Chamber of Commerce in Paris, are a great help in this respect.
3. The Incoterms are rules regulating terms of contract and delivery in foreign trade and thus form an important part of your contracts.
4. Anyone who is involved in foreign trade must familiarise him/herself with them in order to avoid unpleasant surprises.
5. It is often forgotten that other important stipulations in contracts such as terms of payment and place of jurisdiction are not regulated by the Incoterms.
6. The choice of the appropriate commercial term can save costs and reduce risks, so that a detailed knowledge of the Incoterms and their importance in foreign trade is of inestimable value.

Unit 7 | Orders**A | Synonyms and definitions**

1. consequence
2. required
3. accordingly
4. essential
5. contract
6. legal
7. amended
8. period

B | Types of orders

1. e. - 2. c. - 3. f. - 4. g. - 5. b. - 6. a. - 7. d.

C | Orders in writing

1. Attn.
2. accept
3. repeat
4. documents
5. Delivery
6. Chief