

Inglés oral y escrito en el comercio internacional



Centro de Estudios ADAMS

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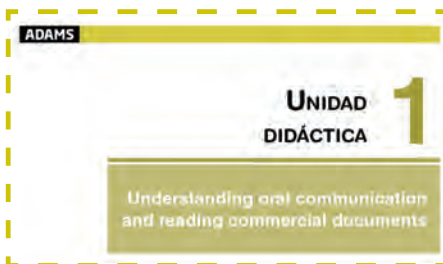
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Presentación

Comprometidos por ofrecer una propuesta formativa ajustada a las necesidades de la sociedad y del mercado de trabajo, ADAMS Formación presenta este curso de **Inglés oral y escrito en el comercio internacional**.

En la elaboración de los contenidos hemos pretendido garantizar la **adquisición, mejora y actualización de las competencias profesionales** requeridas en el mercado laboral, así como fomentar el **aprendizaje**.

Para conseguir tal objetivo, cada unidad didáctica presenta la siguiente estructura:

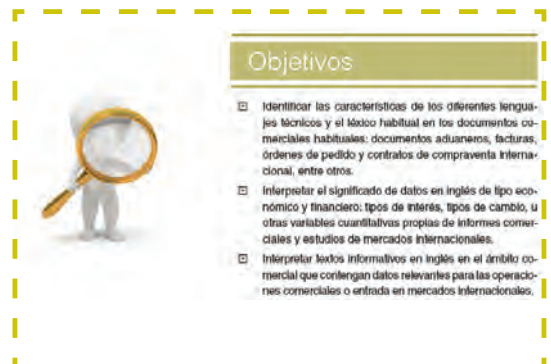


Objetivos

Al comienzo de la unidad didáctica, identifican las capacidades que podrás adquirir.

Título

Según el programa oficial publicado en el BOE.



ADAMS Inglés oral y escrito en el comercio internacional



Índice

1. Moving goods or personal belongings (Transportar mercancías o efectos personales)
2. Bill of lading (Conocimiento de embarque)
3. Estimate or quotation (Presupuesto o cotización)
4. Commercial or business letters (Cartas comerciales o de negocios)
5. Pro forma Invoice (Factura pro forma)
6. Incoterms
7. Purchase order (Orden de compra)

Índice de contenidos

Proporciona una visión general del contenido, enumerando todos los aspectos que se desarrollan en la unidad didáctica.

ADAMS Inglés oral y escrito en el comercio internacional

5) DOCUMENTS:

5.1 The Seller shall make available to the Buyer (or shall present to the bank specified by the Buyer) the following documents (check corresponding boxes and indicate, as appropriate, the number of copies to be provided):

- Commercial Invoice: _____
- The following transport documents (specify any detailed requirements):
 - Packing list: _____
 - Insurance documents: _____
 - Certificate of origin: _____
 - Certificate of inspection: _____
 - Customs documents: _____
 - Other documents: _____

5.3 In addition, the Seller shall make available to the Buyer the documents indicated in the IOC Incoterms the Parties have selected under Article 2 of this contract.

Packing list (lista de embarque), itemised list of articles usually included in each shipping package giving the quantity, description, and weight of the contents. Prepared by the shipper and sent to the consignee for accurate verification of the delivered goods. Also called bill of parcels, packing slip, or unpacking note.

Certificate of origin (certificado de origen), Document that certifies a shipment's country of origin. It is used between members of a trading bloc or where special privileges are granted to goods produced in certain countries. Certificate of origin is commonly issued by a trade promotion office, or a chamber of commerce in the exporting country. Also called declaration of origin.

Certificate of inspection (certificado de inspección), It certifies that the goods meet the required specifications, were in good condition and of the correct quantity when they left the port of departure.

Las autoridades aduaneras del país de importación exigen el **certificado de origen**, normalmente emitido por la Cámara de Comercio del país de procedencia u origen. Este certificado contiene el nombre de la empresa y la dirección del exportador, el nombre del importador, el número de paquete que se transportan, la descripción de las mercancías, su peso y sus medidas según consta en los documentos, y la firma y el sello de la Cámara de Comercio correspondiente en cada caso.

1-50

Exposición y desarrollo

Del contenido del programa oficial, con notas destacadas al margen, como "Definición", "Recuerda", "Información"...

ADAMS Understanding oral communication and reading commercial documents



Alfredo: That's a good question, Susanna. Of course the first thing will be to talk this over with my wife Celia and our two kids. It seems to me that your idea of renting your own apartment in Madrid is a good one. It would bring in some monthly income, and have someone taking care of your place while you live in the States.

Susanna: That might work for you as well. Since the company is supplying us with a generous **moving allowance** to make this move, there'll be several ways to make use of that money. And if we will need some new furniture, there's always Ikea.

Alfredo: You have a point there because to try to move our furniture would mean a full container shipped across the Atlantic. But if we to save clothing, books, computers, sports equipment and those kinds of immediate needs, we could rent a home that's furnished or go to Ikea there, like you suggest.

Susanna: Alfredo, what's your thought about an airline to fly from here to Kansas City? And what all we need to do to get our US visas?

Alfredo: Well, about visas, our boss just told me that our company will arrange the visas for us. But the flights, as you heard, we have to arrange ourselves. I think we might use Iberia, because we use their frequent flyer program to accumulate kilometres for the future. Do you have a regular airline you tend to use?

Susanna: Not really. Since the company has been sending me to so many places for sales presentations in the past, I've had to use many different airlines. I think I'll check out what I can find on the internet first. I'd rather get an inexpensive flight, send my things by air freight, and use more of the moving allowance for setting up a home in Kansas City.

Alfredo: I see your point. And there's a lot to research to do before we can be sure how to arrange all this. Why don't we meet again in a few days to share the information we've found. What do you think?

Susanna: That's a good idea. Today's Monday, how about this coming Thursday, maybe over lunch? How does that sound to you?

Alfredo: That's a good idea. Today's Monday, how about this coming Thursday, maybe over lunch? How does that sound to you?

overweighting; sobrecargar moving allowance; complemento de traslado

1-5

Ejemplos y actividades

Interrelacionados con los contenidos estudiados y que aportan una visión práctica de la materia.

Autoevaluación de Unidad Enunciados

1. What are the main industries in tourism services?
 - a) Carriers and accommodation providers.
 - b) Tour operators and travel agencies.
 - c) Transport, accommodation, catering and ancillary services.
 - d) Tour guides and car hire companies.
2. The restaurant was crowded that we couldn't eat there.
 - a) So.
 - b) A few.
 - c) Too much.
 - d) Enough.
3. Payment terms are the conditions under which a vendor completes a sale, but what terms does it include?
 - a) The period and the amount.
 - b) The amount due.
 - c) The credit card details.
 - d) The period, the amount due and any discount the buyer may receive.
4. The type of tourism where the primary motivation is to have a break from everyday life is called ...
 - a) Leisure tourism.
 - b) Adventure tourism.
 - c) Cultural tourism.
 - d) Business tourism.

Bibliografía y Webgrafía

Para ampliar tus conocimientos en caso de considerarlo necesario. Se incluyen en los Contenidos extra.

Autoevaluaciones

Incorporadas en los Contenidos extra, te ayudarán a comprobar el grado de asimilación de la materia estudiada, en base a las competencias a adquirir y sus criterios de realización.

Bibliografía

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Familia profesional: **COMERCIO Y MARKETING**

Área profesional: **Marketing y Relaciones Públicas**

FICHA DE CERTIFICADO DE PROFESIONALIDAD: MARKETING Y COMPRAVENTA INTERNACIONAL (COMM0110)

120	MF1010_3: Inglés profesional para comercio internacional	120	UF1764: Inglés oral y escrito en el comercio internacional.	90	60
			UF1765: Documentación en inglés para el comercio internacional	30	20

Iconos



ACTIVIDAD



LISTENING



DEFINICIÓN



NOTA



EJEMPLO



VIDEO



INFORMACIÓN



VOCABULARIO



CONTENIDOS EXTRA

Los Contenidos extra que complementan esta edición están disponibles en la página web:
<http://www.recursoscertificados.com/9788490846827>

UNIDAD 1

DIDÁCTICA

Understanding oral communication and reading commercial documents



Objetivos

- ☐ Identificar las características de los diferentes lenguajes técnicos y el léxico habitual en los documentos comerciales habituales: documentos aduaneros, facturas, órdenes de pedido y contratos de compraventa internacional, entre otros.
- ☐ Interpretar el significado de datos en inglés de tipo económico y financiero: tipos de interés, tipos de cambio, u otras variables cuantitativas propias de informes comerciales y estudios de mercados internacionales.
- ☐ Interpretar textos informativos en inglés en el ámbito comercial que contengan datos relevantes para las operaciones comerciales o entrada en mercados internacionales.
- ☐ Extraer la información y datos relevantes para la ejecución de operaciones de comercio internacional de fax, correo electrónico o mensajes escritos con abreviaturas y jerga habitual.
- ☐ Interpretar con exactitud el objeto de documentos (informes y/o cartas comerciales en diferentes situaciones comerciales preventa, venta o postventa).
- ☐ Interpretar con exactitud los términos que contienen documentos normalizados a nivel internacional para la ejecución de una operación de comercio internacional según la Cámara de Comercio internacional.



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(*Transportar mercancías o efectos personales*)
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5. Pro forma invoice (*Factura pro forma*)
6. Incoterms
7. Purchase order (*Orden de compra*)
8. Commercial reports and international market studies
(*Informes comerciales y estudios de mercado internacional*)
9. Contract for the international commercial sale of goods
(*Contratos de compra-venta internacional*)
 - 9.1. The six essential elements of international sales contracts
 - 9.2. Contract for the international commercial sale of goods



Accede a los Contenidos Extra para ver el mapa conceptual general de esta unidad formativa.



Accede a los Contenidos Extra para ver el mapa conceptual de esta unidad, objeto de estudio fundamental para situarte según avances en los contenidos.

1. Moving goods or personal belongings (*Transportar mercancías o efectos personales*)



El comercio internacional trata sobre transacciones económicas que se realizan entre territorios aduaneros, estados o países, que mantienen entre ellos acuerdos de bilateralidad comercial y cuyas operaciones se gestionan, tramitan y ejecutan bajo normas internacionales.

International commerce can be challenging for someone whose experience with customs issues might be limited to the experience of ordering by mail or email something from outside the European Union. Quite a headache if what you order exceeds the amount above which customs duties apply, which in Spain is €150.

The word customs, functioning as singular or plural, can refer to:

- ◆ Duty on imports or exports.
- ◆ The government department responsible for the collection of these duties.
- ◆ The part of a port, airport, frontier station, etc. where common baggage and freight are examined for goods and contraband subject to duties.
- ◆ The procedure for examining baggage, freight, payment duty, etc.

Customs, en plural, significa aduana. Recuerde que en todas las expresiones relacionadas con aduana, la palabra **customs** tiene que ir siempre en plural, de lo contrario significa costumbre (It was her custom to travel alone / Tenía por costumbre viajar sola) o se trata del adjetivo que significa 'a la medida' (He has his shirts custom-made / Se hacía las camisas a medida) o 'de encargo' (custom-built).

- ◆ Pasar por la aduana se traduce como to go through customs.
- ◆ La persona que nos atiende en la sala de aduana o customs hall se llama customs officer.
- ◆ Si tenemos que pagar aranceles o derechos de aduana, el término en inglés es customs duties.
- ◆ Despacho de aduana es el trámite que se debe realizar para permitir la entrada (o la salida) de mercancías en un territorio durante una operación de transporte internacional. En inglés, la autorización producto del trámite se llama customs clearance.



In order to start with something simple that will give you the opportunity to understand some concepts, let's imagine that you know someone who is already working for a company in Madrid that deals with international commerce. You have heard yesterday that your friend and another member of the company will be transferred to the USA. It's been explained that the two team members to be transferred will arrange their own flights but that the company will pay for their air tickets, as well as for their children and spouse or partner. The cost for tickets will be included in a **moving allowance** the company is offering, that will depend on the number of people involved. This means that the company will give them a **sum of money to relocate** in Kansas City, Missouri. However, it's also up to the two people selected to arrange for the shipping and transport details for their personal belongings and to decide how they want to use these funds to facilitate their relocation.

The two staff members selected are:



Alfredo Pozuelo, from Madrid, who is married and has a family.



Susanne Addison who is single, British, living in Madrid and moving alone.

Listen to the following conversation between Alfredo and Susanne, when they meet at the coffee machine:

ALFREDO.— Hello Susanne, I just heard that we've both been picked to go to the States, to work at the new offices in Kansas City.

SUSANNE.— Hi, Alfredo, yes, it's really exciting, maybe a little **overwhelming**. Maybe it would be a good idea to compare our thoughts about how to move and what to move.

ALFREDO.— Of course. That's a good thought; we'll need to give each other a little support on all of this. Given that you're single, I imagine this will be a little easier for you. For me, with my family, it's going to be pretty complicated.

SUSANNE.— You're right, Alfredo, though moving to another country and culture is going to be quite a challenge for either one of us. While I'm a native speaker, I've never been to the States. What kind of a move do you think you and your family will want to make? I know for me, I'll rent my apartment here in Madrid and find a place in Kansas City that's likely furnished.

ALFREDO.— That's a good question, Susanne. Of course the first thing will be to talk this over with my wife Celia and our two kids. It seems to me that your idea of renting your own apartment in Madrid is a good one. It would bring in some monthly income, and have someone taking care of your place while you live in the States.

SUSANNE.— That might work for you as well. Since the company is supplying us with a generous **moving allowance** to make this move, there'll be several ways to make use of that money. And if we will need some new furniture, there's always Ikea.

ALFREDO.— You have a point there because to try to move our furniture would mean a full container shipped across the Atlantic. But if we to take clothing, books, computers, sports equipment and those kinds of immediate needs, we could rent a home that's furnished or go to Ikea there, like you suggest.

SUSANNE.— Alfredo, what's your thought about an airline to fly from here to Kansas City? And what will we need to do to get our US visas?

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SUSANNE.— Not really. Since the company has been sending me to so many places for sales presentations in the past, I've had to use many different airlines. I think I'll check out what I can find on the Internet first. I'd rather get an inexpensive flight, send my things by air freight, and use more of the moving allowance for setting up a home in Kansas City.

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ALFREDO.— That's a good idea. Today's Monday, how about this coming Thursday, maybe over lunch? How does this sound to you?



overwhelming: sobrecogedor

moving allowance: complemento de traslado