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МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
Криворізький фаховий коледж
Національного університету «Київський авіаційний інститут»

ЗАТВЕРДЖУЮ
Заступник начальника коледжу
з навчально-методичної роботи
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(підпис) (Ім'я ПРІЗВИЩЕ)
«31» 08 2026 р.

МЕТОДИЧНІ ВКАЗІВКИ
ДО ПРОВЕДЕННЯ ПРАКТИЧНИХ ЗАНЯТЬ

з навчальної дисципліни «Іноземна мова (спецкурс)»
(назва навчальної дисципліни)
спеціальності D3 Менеджмент
(код та назва спеціальності)
освітнього ступеня бакалавр

Кривий Ріг
2026

Методичні вказівки до проведення практичних занять для здобувачів освіти денної форми навчання з навчальної дисципліни «Іноземна мова (спецкурс)»,
(назва навчальної дисципліни)
складені на основі навчальної програми, затвердженої «04» 09 2025 р.
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Укладач: викладач, спеціаліст вищої категорії Квітко Ганна Олександрівна
(посада, наук..ступінь, вчене звання, прізвище, ім'я, по батькові)

Методичні вказівки до проведення практичних занять обговорено на засіданні циклової комісії іноземної мови
(повна назва циклової комісії)
Протокол № 12
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Голова циклової комісії
(підпис) Вікторія ГРІБЕНЮК
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1. Вступ

Сучасний стан розвитку авіації та зовнішньоекономічних зв'язків потребує нового та зміненого підходу до засвоєння мовних знань і належного володіння іноземною мовою.

Дані методичні вказівки для практичних занять призначені для здобувачів вищої освіти 3 курсу денної форми навчання за спеціальністю D 3 «Менеджмент».

Головна мета – засвоїти основи ділового спілкування, економіки, мікро- та макроекономіки, оволодіти мовленнєвою компетенцією у сфері ділового та економічного спілкування.

В основу навчальних занять покладені тексти за економічною тематикою та система різноманітних граматичних та лексичних вправ до них. Включені також вправи на розвиток усного мовлення, формування якого є основним завданням на шляху до належного володіння іноземною мовою. Методичні вказівки підготовлені відповідно до навчальної програми і розраховані на 76 аудиторних годин, тобто на 38 практичних занять, які включають наступні теми: «What is Economics», «Micro and Macroeconomics», «National Economy of Ukraine», «Types of Economy», «Microeconomic Goals», «The Role of Air Transport in Civil Economic and Social Development», «Airline Servises», «Airline Finance and Accounting Management», «Airline Economic Consideration», «Inbound Logistics», «Outbound Logistics» ,«Jobs in Logistics» та інші.

Тексти, з яких складаються методичні вказівки, служать не тільки для розвитку навичок читання та перекладу фахової літератури, вони є англомовною базою тих знань, які здобувачі вищої освіти вже засвоїли на фахових дисциплінах та джерелом фахової лексики, необхідної для формування професійного словника кожного спеціаліста і як результат – формування монологічних та діалогічних висловлювань.

2. Тематичний план практичних занять

№ з/п	Назва теми	Кількість годин
	Розділ №1. «Економіка»	
1.	Ділова іноземна мова Граматичні та стилістичні особливості перекладу. Нові ЛО до теми «What is Economics».	2
2.	Робота з текстом: « What is Economics ». Лексико-граматичні вправи. Граматичний матеріал: інфінитив Виконання вправ	2
3.	Нові ЛО до теми : «Micro and Macroeconomics». Лексичні вправи.	2
4.	Робота з текстом: «Micro and Macroeconomics». Контрольний переклад фахового тексту. Розвиток монологічного мовлення.	2
5.	Введення нових ЛО до теми: «Types of Economy». Робота з текстом. Складання плану до тексту. Лексико – граматичні вправи.	2
6.	Лексико – граматичні вправи. Розвиток монологічного мовлення.	2
7.	Робота з текстом: «National Economy of Ukraine». Лексико –граматичні вправи.	2
8.	Розвиток діалогічного мовлення. Лексико –граматичні вправи.	2
9.	Введення нових ЛО до теми: «Economic Resourses». Граматичний матеріал: діеприкметник	2
10.	Розвиток ДМ. Робота з текстами. Лексико –граматичні вправи.	2
11.	Робота з текстом: «Microeconomic Goals». Лексико –граматичні вправи.	2
12	Лексико – граматичні вправи. Розвиток монологічного мовлення.	2
13	Робота з текстом: « The Role of Air Transport in Civil Economic and Social Development». Лексико –граматичні вправи.	2
14	Лексико – граматичні вправи. Розвиток монологічного мовлення.	2

15	Робота з текстом: «Airline Servises». Лексико –граматичні вправи.	2
16	Робота з текстом: «Airline Finance and Accounting Management». Лексико – граматичні вправи.	2
17	Робота з текстом: «Airline Economic Consideration». Лексико – граматичні вправи.	2
18	Лексико – граматичні вправи. Розвиток монологічного мовлення.	2
19	Лексико – граматичні вправи.	2
	Всього за розділом №1	38
	Всього за 1 семестр	38
	Розділ №2. «Логістика»	
1.	Нові ЛО до тексту:«Introduction to Logistics». Лексико–граматичні вправи.	2
2.	Розвиток діалогічного мовлення. Робота з текстом: «The Importance of Logistics in Business» Лексико –граматичні вправи.	2
3.	Лексико – граматичні вправи. Розвиток монологічного мовлення.	2
4.	Нові ЛО за темою: «Inbound Logistics». Робота з текстом. Лексико – граматичні вправи.	2
5.	Робота з текстом: «Outbound Logistics». Лексико –граматичні вправи.	2
6.	Лексико – граматичні вправи. Розвиток монологічного мовлення.	2
7.	Робота з текстом: «Customs and Warehouse Service». Лексико – граматичні вправи.	2
8.	Робота з текстом: «Transport and Terminal Service». Лексико– граматичні вправи.	2
9.	Лексико –граматичні вправи. Розвиток діалогічного мовлення.	2
10.	Нові ЛО за темою: « Introduction to Supply Chain». Робота з текстом. Лексико–граматичні вправи.	2
11.	Робота з текстом: «Role of Transportation in the Supply Chain». Лексико– граматичні вправи. Розвиток монологічного мовлення.	2
12.	Лексико – граматичні вправи. Розвиток монологічного мовлення.	2
13.	Робота з текстом: «Supply Chain Management». Виконання лексико-граматичних вправ.	2
14.	Робота з текстом: «Global supply Chain Management». Лексико– граматичні вправи.	2
15.	Нові ЛО до тексту: «Jobs in Logistics». Лексико–граматичні вправи.	2
16.	Робота з текстом: «Job Discription». Виконання лексичних вправ.	2
17.	Робота з діалогами. Розвиток ДМ по темі: «Jobs in Logistics».	2
18.	Робота з текстом: «Modes of Transportation». Лексико–граматичні вправи.	2
19.	Лексико – граматичні вправи. Розвиток монологічного мовлення.	2
	Всього за розділом №2	38
	Всього за 2 семестр	38
	Всього за навчальною дисципліною	76

Розділ №1. «Економіка»

Unit 1: What is Economics?

Exercise 1. **Learn the following words and word combinations.**

production	– виробництво
distribution	– розподіл; поширення
exchange	– обмін, товарообмін
consumption	– споживання
unemployment	– безробіття
labour	– праця
want	– бажання
scarce resources	– дефіцитні, недостатні ресурси
government spending	– урядові витрати
address	– вивчати, вирішувати

Exercise 2. **Read, translate and give the gist of the text.**

Text 1. What Economics Is All About

Studying economics for the first time, it is necessary to know what economics is all about. Unfortunately, it is not possible to define the subject by a single word. Economics was defined as the study of mankind in the everyday business life. This means that economics deals with production, distribution, exchange and consumption. It answers such questions as: How do we produce all the things we need? How are prices determined? Economics is also concerned with unemployment, inflation, international trade, the interaction of business and labour, and the effects of government spending and taxes.

Economics does not stop with the description of economic activity because description alone leaves unanswered many important *why* and *how* questions.

Economics is a social science like history, geography, politics, psychology and sociology. It is the study of human efforts to satisfy what seems like unlimited and competing wants through the careful use of relatively scarce resources. Resources include the time and talent people have available, the land, buildings, equipment, and other tools on hand, and the knowledge of how to combine them to create useful products and services. Because of unlimited wants and limited resources to satisfy those wants, economic decisions must be made. This problem of scarcity (limited resources) must be addressed, which leads to economics and economic problems.

Although the behaviour of individuals is important, economics also addresses the collective behaviour of businesses and industries, governments and countries, and the globe as a whole. Microeconomics starts by thinking about how individuals make decisions. Macroeconomics considers aggregate outcomes. The two points of view are essential in understanding most economic phenomena.

Exercise 3. **Give English equivalents.**

Людство, виробництво, розподіл, споживання, обмін, дефіцитні ресурси, необмежені потреби, визначати ціну, безробіття, податки, урядові витрати, міжнародна торгівля, продукти та послуги, поведінка, приймати рішення, загальний результат.

Exercise 4. **Answer the questions on the text.**

1. What does economics deal with? 2. What questions does economics answer? 3. What kind of science is economics? 4. What does economics study? 5. What is the difference between microeconomics and macroeconomics?

Exercise 5. **Match terms on the left with the definitions on the right.**

1. economics	a. something in short supply; not enough to meet demand.
2. production	b. activity of buying and using goods.
3. distribution	c. the creation of services or the changing of material into products.
4. exchange	d. the activity of selling goods and services in order to make a profit.
5. consumption	e. the production, distribution and sale of goods and services for a profit.
6. business	f. the movement of finished products from the manufacturing location to the marketplace.
7. trade	g. the social science that describes and analyzes how society chooses from among scarce resources to satisfy its wants.
8. scarce	h. the process of trading or bartering one unit or set of goods or services for another unit or set.

Exercise 6. **Complete the sentences according to the text.**

1. Economics was defined as… . 2. Economics deals with … . 3. Economics is also concerned with … . 4. It is the study of … . 5. Resources include … . 6. Economics also addresses … . 7. Microeconomics starts by … . 8. Macroeconomics considers … .

Exercise 7. **Translate into English.**

1. Економіку визначали як вивчення людства у повсякденному діловому житті. 2. Економіка не вичерпується описом економічної діяльності. 3. Економіка вивчає зусилля людини, спрямовані на задоволення своїх необмежених потреб за рахунок бережливого використання відносно недостатніх ресурсів. 4. Економіка також вивчає колективну поведінку підприємств та промисловості, урядів та країн, землі вцілому. 5. Мікро та макроекономіка важливі для розуміння більшості економічних явищ.

Exercise 8. **Put the words in the correct order to make sentences:**

1. economist/ an/ studies/ the/ agricultural/ economics/ industry/ of/ agriculture/ the 2. the/ government/ is/ nationalize/ system/ planning/ to/ banking/ the 3. an/ idea/ has/ of/ entrepreneur/ new/ founding/ the/ organization/ a 4. salary/ her/ around/ $85,000/ is 5. company/ the/ very/ time/ became/ short/ a/ profitable/ in 6. up/ value/ pushes/ yen/ the/ that/ of/ the 7. its/ reached/ in/ since/ has/ ceiling/ fallen/ output/ June/ and/ back 8. are/ consumers/ gas/ at/ increase/ protesting/ the/ in/ prices 9. return/ to/ I/ ticket/ to/ a/ Edinburgh/ want 10. Bank/ the/ banknotes/ England/ of/ new/ issued

Exercise 9. **Read and translate**: • Input: financial input; human input; input from the work force; this business needs more input. • Commodity: expensive commodity, a scarce commodity; cotton isn't a cheap commodity; the country exports such commodities as coffee and tea. • Profit: total profit; do something for profit; a rise in profits; make a profit; the company's profits rose; we make a profit of $1 on each book we sell. • Salary: to increase salary; an annual salary, salary agreement; a monthly salary; his starting salary isn't very high. • Interest: to pay interest, absolute interest; life interest; if you borrow (take) 100 hrn, the interest will be 10 hrn. • Wage: minimum wage; real wages; wages check; wage level; guaranteed wage; to receive wages; she is earning a good wage.

Exercise 10. **Write a definition for each of the following terms**: a) economics; b) consumer; 19 c) consumer goods; d) services; e) producer; f) resources; g) scarcity; h) capital goods.

Exercise 11. **Make the following sentences interrogative and negative:**

1. Individuals and countries face the basic problem of scarcity. 2. Human wants tend to be unlimited. 3. Macroeconomic decisions involve the national economy. 4. A person's role as producer depends on available resources. 5. Scarcity is the situation that exists when demand for a good, service, or resource is greater than supply. 6. Economists try to find relationships in the data they collect.

Unit 2: Microeconomics and Macroeconomics

Exercise 1. **Learn the following words and word combinations.**

employment	–	робота, зайнятість
income	–	заробіток, доход, прибуток
attain	–	досягати
well-being	–	благополуччя, добробут
concern	–	справа, інтерес, стурбованість
essential	–	суттєво необхідний, основний
comprise	–	містити, включати в себе
actually	–	дійсно, справді
outcome	–	результат, наслідок
welfare	–	добробут
performance	–	досягнення

Exercise 2. **Read, translate and give the gist of text 2.**

Text 2. Microeconomics and Macroeconomics

Understanding how various economies work is the basic purpose of studying economics. We seek to know how an economy is organized, how it behaves, and how successfully it achieves its basic objectives. Then if we are lucky, we try to discover better ways of attaining those same objectives.

Four major economic goals are generally accepted. These goals are:

- full employment
- price stability
- economic growth
- an equitable distribution of income.

In each case, the goal itself is formulated through the political process. The economist's job is to help design policies that will allocate the economy's resources in ways that best achieve these goals.

The study of economics is typically divided into two parts: macroeconomics and microeconomics. Macroeconomics focuses on the behavior of an entire economy - "the big picture". In macroeconomics we worry about such national goals as full employment, control of inflation, and economic growth, without worrying about the well-being or behavior of specific individuals or groups. The essential concern of **macroeconomics** is to understand and improve the performance of the economy as a whole.

Microeconomics is concerned with the details of this "big picture". In microeconomics we focus on the individuals, firms, and government agencies that actually comprise the larger economy.

The distinction between macro- and microeconomics is a matter of convenience. In reality, macroeconomic outcomes depend on micro behavior, and micro behavior is affected by macro outcomes. Hence one cannot fully understand how an economy works until one understands how all the participants behave and why they behave as they do.

Our interest in microeconomics is motivated by more than our need to understand how the larger economy works. The "parts" of the economic engine are people. To the extent that we care about the welfare of individuals in society, we have fundamental interest in microeconomics behavior and outcomes. In this regard, we examine the goal of individual consumers and business firms, seeking to explain how they can maximize their welfare in the economy. In microeconomics, for example, we spend more time looking at which goods are produced, who produces them, and who receives them. In macroeconomics we tend to focus only on how much is produced, or how many people are employed in the process. There are only some aspects of economics as a science.

Exercise 3. **Translate the following words and word-combination into Ukrainian.**

To achieve basic objectives, to discover better ways of attaining objectives, generally accepted economic goals, full employment, price stability, economic growth, an equitable distribution of income, to be formulated through the political process, to allocate the economy's resources, to focus on the behavior of an entire economy, macroeconomic outcomes, to depend on micro behavior, to be motivated by more than our need, to understand how the larger economy works, to care about the welfare of individuals in society, to have fundamental interest in microeconomics behavior and outcomes, to examine the goal of individual consumers and business firms, to be employed in the process.

Exercise 4. **Match the word from the left column and its meaning in the right.**

1. motivate	a. concentrate on something
2. fundamental	b. act or react in the specific way
3. equitable	c. the effect or result of an action or event
4. welfare	d. essential, necessary
5. focus	e. become or make something better
6. attain	f. cause somebody to act in a particular way
7. behave	g. achieve something especially with effort
8. employment	h. the good health, happiness, comfort etc. of a person or group
9. outcome	i. fair and just reasonable
10. improve	j. work especially in return for regular pay

Exercise 5. **Match up the verbs on the left with an appropriate word or phrase on the right:**

1. to spend	a. on the behavior of an entire economy
2. to allocate	b. basic objectives
3. to help	c. the economy's resources
4. to focus	d. design policies
5. to be affected	e. about the welfare of individuals
6. to depend	f. the performance of the economy as a whole
7. to care	g. on micro behavior
8. to formulated	h. through the political process
9. to improve	i. by macro outcomes
10. to achieve	j. more time

Exercise 6. **Supply the statements with necessary details:**

1. If we are lucky we try to _____ better ways of the (discover, objectives, attaining). 2. Four major economic _____are generally _____ (accepted, goals). 3. The economist's job is to help _____ policies that will _____ economy's resources in ways that best _____ these _____ (achieve, goals, design, allocate). 4. _____ focuses on the _____of an entire economy - "the big picture" (behavior, macroeconomics). 5. The____ ____of macroeconomics is to understand and _____ the _____of the economy _____ _____ _____ (improve, performance, as a whole, essential concern) 6. The _____ between macro- and microeconomics is a _____ _____ _____ (distinction, matter of convenience). 7. Macroeconomic outcomes _____ _____ micro behavior, and micro behavior is _____ by macro ____ (outcomes, behavior, depend on, affected).8. _____ one cannot fully understand how an _____ works until one understands how all the _____ behave and why they _____ as they do (participants, behave, hence, economy). 9. _____ _____ _____ _____ we care about the _____ of individuals in _____ , we have -_____ _____ in microeconomic behavior and outcomes (fundamental interest, welfare, to the extent that, society).

Exercise 7. **Find in the text and translate all sentences with Passive Voice; define the tense-form of the verbs.**

Exercise 8. **Discuss the text "*Microeconomics and Macroeconomics*" with your partner using the following questions:**

1. What is the basic purpose of studying economics? 2. What four major economic goals are generally accepted? 3. What is the role of economists in the political process? 4. What two parts is the study of economics typically divided into? 5. What does macroeconomics focus on? 6. What is the essential concern of macroeconomics? 7. What is microeconomics concerned with? 8. What is the distinction between macroeconomics and microeconomics? What is their dependence upon each other? 9. Under what conditions can one only understand how the economy works? 10. What is particular motivation in studying microeconomics? 11. Are microeconomic behavior and outcomes interesting to us? To what extent?

Unit 3: Types of Economy

Exercise 1. **Read the words with the same root. State the part of speech and translate these words:** Contribute – contribution, value – valuable, per cent – percentage, give – given, condition – conditionally, formula – formulate, apply – application.

Exercise 2. **Use the Past and Future Indefinite Passive in these sentences:**

1. The report is typed by the secretary. 2. A lot of money is given to help the 69 hungry. 3. The service is provided under a contract. 4. It is proposed that prices should increase. 5. A new government is elected. 6. It is agreed by the committee to support the idea. 7. Drivers are advised to use an alternative route. 8. Twenty potential candidates are asked to complete the test. 9. The invoices are processed by the finance department. 10. Unfortunately, the project isn't completed on time.

Exercise 3. **Write sentences in the Past Indefinite Passive. Translate them:**

1. The goods properly (pack). 2. My question (to answer) yesterday. 3. The letter (to receive) yesterday. 4. I (to ask) at the lesson yesterday. 5. I (to give) very interesting book at the library last Friday. IV. Read the sentences. Translate them: 1. Our aim is to maximise profits. 2. To elect and to be elected to the parliament is the right of every citizen of Ukraine guaranteed by the Constitution. 3. I went to the shop to buy some sugar. 4. The company has the means to launch the new product. 5. Union leaders came to meet the negotiating committee.

Exercise 4.**Read and translate the following:**

• law: law academy; to break law; civil law; to obey the law; commercial law; law of supply and demand; lawyer,

• to perform: to perform job; he performs his duties well; performance;

• economy: a market economy, to stabilize economy; to help struggling economies of the developing world; to practise some economy, black economy, economy pack;

• industry: to finance an industry; heavy industry, the tourist industry; to develop new industries; industrial;

• enterprise: an economy is based on free enterprise; to start up a new enterprise; catering enterprise; a successful enterprise; she works for a private enterprise;

• to cost: How much does it cost?; This is costing an extra hour's work; the cost of a new computer, high cost; to cover costs; average costs;

• property: private/public property; to buy a property; personal property, to invest in property; property development.

Exercise 5. **Learn the following words and word combinations.**

economics	–	економічна наука, економіка
economic	–	економічний, економічно-вигідний, рентабельний
economical	–	економний, ощадливий, економічний
economist	–	економіст

economize	–	економити, економно використовувати або витрачати
economy	–	економіка господарства
command economy	–	централізовано-керована економіка, неринкова економіка
free market economy	–	вільна ринкова економіка
mixed economy	–	змішана економіка
demand	–	вимога, попит, потреба
demand for something	–	попит на щось
be in high / low demand	–	користуватись великим / невеликим попитом
consumption	–	споживання
make a decision	–	приймати рішення
entirely	–	повністю, зовсім
at a certain level	–	на певному рівні
allocate	–	виділяти, розміщати, асигнувати
restriction	–	обмеження
former	–	колишній, попередній
(the) former	–	перший
(the) latter	–	останній
regulation	–	регулювання
resource(s)	–	ресурси, кошти

***Exercise 6*. Read, translate and give the gist of text 3.**

Text 3. Types of Economy

Economics is a science that analyses what, how, and for whom society produces. The central economic problem is to reconcile the conflict between people's unlimited demands with society's ability to produce goods and services.

In industrial Western countries markets are to allocate resources. The market is the process by which production and consumption are coordinated through prices.

In a command economy, a central planning office makes decisions on what, how, and for whom to produce. Economy cannot rely entirely on command, but there was extensive planning in many Soviet block countries.

A free market economy has no government intervention. Resources are allocated entirely through markets.

Modern economies in the West are mixed and rely mainly on the market but with a large dose of government intervention. The optimal level of government intervention remains a problem which is of interest to economists.

The degree of government restrictions differs greatly between countries that have command economies and countries that have free market economies. In the former, resources are allocated by central government planning. In the latter, there is not any government regulation of the consumption, production, and exchange of goods. Between the two main types lies the mixed economy where market and government are both of importance.

***Exercise* 7. Give English equivalents.**

Неринкова економіка, вільна ринкова економіка, змішана економіка, користуватись великим (невеликим) попитом, розподіляти ресурси, приймати рішення, на певному рівні, обмеження, державне втручання, державне регулювання, споживання, виробництво, обмін товарами, координуватись цінами, державне центральне планування, мати значення, покладатись на, ціна на товар, за високими (низькими) цінами.

Exercise 8. **Translate the following sentences into Ukrainian. Put questions to any two of them.**

1. The government plays an important role in allocating resources in the economy. 2. A government planning office decides what will be produced, how it will be produced, and for whom it will be produced. 3. Resource allocation decisions are being made in every city, mostly through the mechanisms of markets and prices. 4. Grain markets have greatly changed over the 25 years in the United States and Europe. Both have high levels of government intervention in their agriculture. 5. The problem with government regulation of markets is to control how government restriction work in real life. 6. Governments are to regulate or plan production and consumption. The former is typical of mixed economics, the latter is typical of command economics. 7. In many countries there was a large dose of central regulation and planning. 8. All-round planning is not an easy task, and there is not any command economy that relies entirely on planning for all resources allocation decisions.

Exercise 9. **Choose the appropriate word from the variants given in brackets.**

1. (Economics / economy) studies how markets and prices allow society to solve problems of what how and for whom to produce.
2. (A command economy / free economy) is society where the government makes all decisions about production and consumption.
3. Every economist sees (the restriction / the importance) of the question of what, how, and for whom to produce.
4. Nations have different (consumption / levels) of farm production.
5. When (the price / the importance) of some goods grows, people will try to use less of them but producers will want to produce more of them.
6. After years of competition between command and market economies (the former / the latter) gave way in many countries of the world to (the former / the latter).
7. In (mixed / both) countries, Canada and the USA, structural changes in the agricultural sector of economy have become of interest to economists and general public in the 80s and 90s of the 20th century.

Exercise 10. **Put the verbs in brackets into the correct form.**

There (to be) various forms of government restrictions and regulations in economies. For example, Turkey and Norway both (to limit) profits of firms, the latter also (to control) prices and wages; in Bolivia the tin mines (to nationalize); in China communes (to establish); in Cuba the government (to own) many industries and firms; and in Britain eight basic industries (to nationalize).

A free market economy (to be) rare in the world.

The level of economy regulation (to be) different in different countries. In some countries it (to grow) in recent years, in others more freedom (to grant) to firms and individuals. But the general tendency (to be) to keep government regulation at quite a high level.

Exercise 11. **Complete the sentences below by inserting the words**: economy, economics, economist, economic, economize, economical.

1. The national … is the system of the management and use of resources of a country. 2. You can … if you compare the prices of goods before buying them. 3. An early definition of … was "an inquiry into the nature and causes of the wealth of nations". 4. J.M. Keynes was a famous … . 5. Inflation may cause a bad … state in a country. 6. If you've got a large family, it's more … to travel by car than by train.

Exercise 12. **Translate into English.**

1. Розвинуті країни досягають економічного успіху через спеціалізацію. 2. В економіках змішаного типу є урядові обмеження щодо того, що виробляти і як виробляти. 3. Кожний менеджер приймає рішення як розподілити обмежені ресурси найефективнішим способом. 4. За умов ринкової економіки регулювання виробництва і

споживання здійснюється через ціни. 5. Економісти контролюють ціни і рівні споживання різних товарів і послуг. 6. Якщо ми асигнуємо досить коштів на розвиток господарства, ми одержимо високий рівень виробництва. 7. Рекомендації економістів можуть мати важливе значення для урядів, але вони не завжди на них покладаються. 8. Проблемою державного регулювання ринків є контроль за тим, як урядові обмеження працюють в реальному житті.

Exercise 13. **Discuss the text "Types of Economy" with your partner using the following questions:**

1. What is the central economic problem of a society? 2. What is the market? 3. What is the function of the market in an industrial country? 4. How are decisions made in a command economy? 5. In what way does a free market economy differ from a command economy? 6. To which type do most economies in the West belong? 7. To which type does the economy of present day Ukraine belong? 8. Is the level of government regulation growing or falling in Ukraine's economy now?

Exercise 14. **Speak about the Economic and types of economic. Make up a text for about 10-12 sentences**

Unit 4: National Economy of Ukraine

Exercise 1. **Learn the following words and word combinations.**

equal	–	рівнятися
favorable	–	сприятливий
output	–	продукція, випуск
iron ore extraction	–	видобування залізної руди
cast iron	–	чавун
mineral fertilizers	–	мінеральні добрива
coal mining	–	видобуток вугілля
concrete	–	бетон
crossroads	–	перехрестя
ramified network	–	розгалужена мережа
attendant branches	–	обслуговуючі галузі
ferrous metallurgy	–	чорна металургія
mineral deposits	–	мінеральні поклади
dyes	–	барвники
canned	–	консервований
highway	–	шосе
design	–	розроблювати
encourage	–	підтримувати
be targeted	–	бути націленим на

Exercise 2. **Write the verbs in Past Indefinite:** To increase, to take, to need, to produce, to result, to grow, to lose, to absorb, to contain, to prevent, to come, to give, to live, to regulate, to meet, to use.

Exercise 3. **Put the words in the correct order to make sentences.** 1. universities/ has/ and/ Ukraine/ about/ colleges/ 900 2. has/ of/ presidential-parliamentary/ Ukraine/ government/ a /system 3. occupy/ a/ lowlands/ part/ of/ considerable/ country/ a 4. treeless/ called/ flat/ of/ area/ the/ is/ the/ polonyna/ summit/ a 25 5. kilometer/ average/ today/ the/ 82/ population/ is/ density/ per/ people/ square/ 6. was/ Ukrainian/ formed/ influenced/ by/ mentality/ factors/ many 7. economy/ minerals/ are/ necessary/ there/ all/ almost/ the/ for/ important/ a/ national 8. different/ differences/ the/ in/ contribute/ climate/ in/ to/ regions/ the/ of/ richness/ the/ economy/

national 9. elect/ the/ Ukraine/ people/ of/ president/ term/ for/ five-year/ a 10. yellow/ the/ light/ Ukrainian/ above/ blue/ is/ flag/ symbol/ a/ unity/ of/ the

Exercise 4. **Translate into Ukrainian the following word-combinations. Make up your own sentences with some of them.**

To be very favorable, to border on, to have an idea of, to define the scale of reforms, to be acquainted with, to have a considerable potential, to be explained by the convenient geographical position, to constitute a ramified network with modern attendant branches, to occupy an important place, to allow for considerable progress in agricultural production, to have rich mineral deposits, to have the greatest concentration of power stations, to be more and more attractive for foreign capital, to design a programme to promote foreign investments, to facilitate industrial restructuring, to increase domestic consumption level, to encourage a new product development.

Exercise 5. **Read, translate and give the gist of text 4.**

Text 4. National Economy of Ukraine

Ukraine is a state and it is one of the largest countries in Europe. It has its own territory, constitution, higher and local bodies of state power and government. The territory of Ukraine is 603.700 sq. km. Its population equals 48 million people. There are 24 administrative regions and the Autonomous Republic of Crimea in Ukraine. The geographical position of Ukraine is very favorable to the development of relations with the countries of Europe, as well as with countries throughout the world. It borders on the Russian Federation, Belarus, Moldova, Poland, Slovak Republic, Hungary and Romania.

To have an idea of Ukraine's economic potential, its resources, and define the scale of reforms which must be carried out let us get acquainted with some objective data. Ukraine produces almost 5 per cent of the world output. Ukraine is the first in Europe in iron ore extraction, production of steel, cast iron, tractors, mineral fertilizers, sugar and grain; the second in coal mining and the third in producing concrete, electric energy and various equipment.

Historically the following two factors determined the development of Ukrainian lands: firstly, the presence of fertile chernozem soils and secondly remarkably convenient geographical location on the crossroads of international trade routes.

Present-day independent Ukraine has a considerable potential to quickly develop its economy - and this is explained not only by favorable natural conditions, but also by the convenient geographical position in terms of international trade exchanges.

Ukrainian industries constitute a ramified network with modern attendant branches. Heavy industries, especially ferrous metallurgy, coal and machine building are predominant in the national industrial complex. Defense industry also occupies an important place. At present, it is being restructured and converted with the emphasis on the output of consumer goods.

Together with the fact, that Ukraine's climate is mainly moderately continental it allows for considerable progress in agricultural production after the village reoriented towards the market economy.

Ukraine can be divided into three economic areas: Southwestern, Donets-Dnieper and Southern. The Southwestern Economic Area has supplies of metals and fuel, largest reserves of mineral and wood. The top position is held by the sugar industry. Sweets of the Lviv factory "Svitoch" have won great popularity. The Donets-Dnieper Economic Area has rich mineral deposits. It has major industrial base for heavy industry - the Donets Basin contains plants producing zinc, plastics, soda and dyes. The area has the greatest concentration of power stations in Ukraine.

The Southern Economic Area is close to the sea. Its key sector is shipbuilding. Local factories produce machinery for the power industry, tractors and harvesters. Southern Ukraine is a large producer of grape wines, canned fruits and vegetables. Crimea has rich recreational resources.

Ukraine has a well-developed transportation system. Ukraine's highways include about 147.000 km of paved roads. Kyiv and Kharkiv have subway systems. A large railroad network connects major cities and industrial centers.

Ukraine's chief airports are at Borispol, Kharkiv and Odessa. Major ports include Illichevsk, Kerch, Kherson, Mariupol, Mykolayiv, Odessa, Sevastopol and Yalta.

Ukrainian Economy promises to become more and more attractive for foreign capital. Foreign partners are now able to evaluate correctly the market in Ukraine and work out investment strategies which would make the realization of large-scale, mutually beneficial programs possible. The Ukrainian government has designed a programme to promote foreign investments. It could facilitate industrial restructuring, increase domestic consumption level, promote export and import and encourage a new product development. This programme is targeted on fuel, machine building, electric energy, metallurgy of ferrous and nonferrous metals, chemical industry, food and food processing, paper manufacturing, agro industrial complexes, civil building and other branches of industry.

Exercise 6. **Speak about the general information of Ukraine.**

1. What does Ukraine produce? 2. What factors influenced the development of Ukrainian lands? 3. What are three economic areas in Ukraine? 4. What are they rich in? 5. What do you know about transportation system of Ukraine?

Exercise 7. Select the correct words from the list below to complete the sentences: ***connects, recreational, chief, determined, leading, key, to be solved, located, famous for, produce.***

1. Ukraine's _____ exports are wheat, sugar beets, coal, construction equipment. 2. The _____ sector of this economic area is shipbuilding. 3. Ukraine's heavy industries _____ iron and steel, machine tools, and mining equipment. 4. Ukraine is _____ its agricultural production. 5. The country also has hydroelectric plants _____ mainly on the Dnieper River. 6. Ukraine is a _____ producer of manganese, which is used in making steel. 7. Crimea has rich _____ resources. 8. These problems are _____ in the course of new economic reforms. 9. A railroad network _____ major cities and industrial centers. 10. Two factors _____the development of Ukrainian lands.

Exercise 8. **Give the names to the following definitions.**

A main road, usually connecting large towns, any public road; fully independent nation or state; to make or manufacture something, especially in large quantities; the amount of something that a person, a machine or an organization produced; the small hard seeds of food plants such as wheat, rice etc.; the investing of money; having a helpful or useful effect; suiting somebody's needs or plans, giving no trouble or difficulty, suitable; a place where two roads meet and cross; to help something to develop or increase, to stimulate something.

Exercise 9. **Match up the verbs with an appropriate preposition.**

1. to be divided	a) with
2. to border	b) to
3. to occupy	c) by
4. to be acquainted	d) on
5. to be converted	e)of
6. to be targeted	f) into
7. to be favorable	g) for
8. to have an idea	h) out
9. to be explained	
10. to allow	
11. to be crossed	

Exercise 10. **Write a plan of the text in the form of statements. Get ready to retell the text according to the plan.**

Unit 5: Microeconomic Goals

Exercise 1. **Learn the following words and word combinations.**

efficiency	– ефективність, продуктивність
equity	– справедливість, об'єктивність власний капітал
be relevant to	– той, що має відношення до справи, важливий
scarcity problem	– проблема нестачі
pervasive	– той, що розповсюджується
demand price	– ціна, яку покупці готові сплатити
supply price	– ціна пропозиції, постачання
pinpoint	– точно визначити
contend	– протистояти
realm	- галузь, область
normative economics	- нормативна економічна теорія (напрям економічної науки, який трактує проблеми економічних цілей та економічної політики)
equality	- рівність

Exercise 2. **Read, translate and give the gist of text 5.**

Text 5. Microeconomic Goals

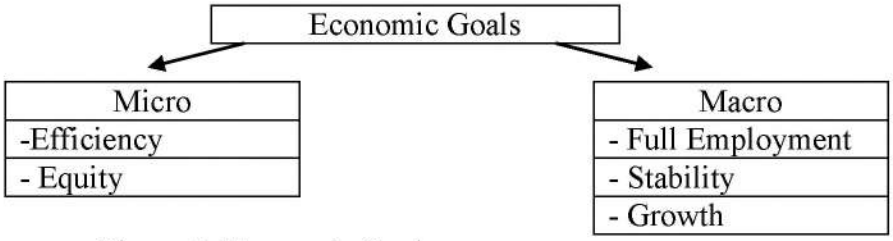


Figure 1. Economic Goals.

Efficiency and equity are the two microeconomic goals most relevant to markets, industries, and parts of the economy, and are thus important to the study of microeconomics.

Efficiency. Efficiency is achieved when society is able to get the greatest amount of satisfaction from available resources. With efficiency, society cannot change the way resources are used in any way that would increase the total amount of satisfaction obtained by society. The pervasive scarcity problem is best addressed when limited resources are used to satisfy as many wants and needs as possible.

While efficiency is indicated by equality between demand price and supply price for a given market, there are no clear-cut comprehensive indicators for attaining this efficiency goal. While it is possible, in theory, to pinpoint what is needed for efficiency, the complexity of the economy makes the task difficult to accomplish in practice.

Equity. Equity is achieved when income and wealth are fairly distributed within a society. Almost everyone wants a fair distribution. However, what constitutes a fair and equitable distribution is debatable. Some might contend that equity is achieved when everyone has the same income and wealth. Others contend that equity results when people receive income and wealth based on the value of their production. Still others argue that equity is achieved when each has only the income and wealth that they need.

Equity means income and wealth are distributed according to a standard of fairness. But what is the fairness standard? It could be equality. Or it could be the productive value of resources. Or it could be need. Standards for equity moves into the realm of normative economics.

Exercise 3 . **Make sure you can translate the following phrases.**

To achieve efficiency, the greatest amount of satisfaction, equality, complexity of the economy, to accomplish in practice, a fair distribution, productive value of resources.

Exercise 4. **Answer the question.**

1. What are the two microeconomic goals? 2. What are they relevant to? 3. What is efficiency? 4. How is efficiency achieved? 5. How is efficiency indicated? 6. Why is efficiency difficult to be accomplished in practice? 7. What is equity? 8. How is equity achieved? 9. What constitutes a fair distribution? Why is it debatable? 10. What is a standard of fairness?

Exercise 5. **Match the terms and their definitions.**

1. distribution	a) organized economic activity concerned with manufacture, extraction and processing of raw materials, or construction.
2. industry	b) the quality of being reasonable, fair .
3. efficiency	c) the division of the total income of a community among its members.
4. equity	d) the fulfillment of a desire.
5. satisfaction	e) the ratio of the useful work done to the energy supplied to it.

Exercise 6. **Find sentences with the Passive Voice in text 5.**

Exercise 7. **Translate into English.**

1. Ефективність досягається тоді, коли суспільство спроможне отримати максимальне задоволення з наявних ресурсів. 2. Ефективність визначається рівністю між ціною, яку покупці готові сплатити, та ціною пропозиції. 3. Рівність досягається тоді, коли доходи та добробут справедливо розподілені в суспільстві у відповідності до стандартів справедливості.

Exercise 8. **Mind the spelling of the words. Insert the omitted letters.** a . . iev. , scar . . ty, stan . ar. , eq . . ty, effi . iency, e . . ality, soc .. ty, comple . . ty, w . . lth, v . . ue.

Unit 6: Economic Activity of Airlines

Exercise 1. **Learn the following words and word combinations.**

complex interaction	– складна взаємодія
foster	– сприяти
intangible benefits	– нематеріальні переваги
surface transport	– наземний транспорт

Exercise 2. **Read, translate and give the gist of text 6.**

Text 6. The Role of Air Transport in Civil Economic and Social Development

Civil aviation, through a complex interaction with other economic sectors, benefits from and contributes to the economic development of nations. As incomes and production levels increase, the demand for aviation services expands; at the same time by fostering tourism, trade and employment, aviation is an important instrument in economic development. Air transport also provides intangible benefits by facilitating increased international contact and understanding.

As economic activity increases, so does the extent of business travel and with it the need for the speed and convenience of air transport services. Also, as personal income and available leisure time increase, air tourism becomes increasingly popular.

Freight transport by all modes increases as interregional trade expands, and since the more dynamic sectors of industry often rely heavily on air transport for distribution of their products, the demand for air freight services tends to grow faster than the demand for surface transport.

Air transport widens the markets for many types of product and promotes the interchange among nations of ideas, professional experience and skill. Because of the increasingly important role of air transport in the economic development of countries and regions, it is important to take due account of the economic and social benefits which an efficient air transport system can offer, and to ensure that future air transport needs are properly assessed together with the associated financial and human resources that need to be provided.

Exercise 3. **Answer the questions to the text.**

1. How does civil aviation influence the development of nations? 2. Why does the demand for air transport expand? 3. Why is aviation an important tool for economic development? 4. What does the increase of economic activity result in? 5. When does freight transport increase? 6. What does air transport widen? 7. Why is it important to take due account of the economic and social benefit offered by air transport?

Exercise 4. **Find English equivalents.**

Складна взаємодія, отримувати користь, робити внесок в економічний розвиток, рівень доходів, рівень виробництва, попит на авіаційні послуги, сприяти туризму, торгівлі та зайнятості; швидкість та зручність авіатранспорту, наявний вільний час, мати тенденцію до швидкого зростання.

Exercise 5. **Form all possible derivatives: to produce, to employ, to promote, to distribute.**

Exercise 6. **Make sure you can translate.**

Surface transport, to rely heavily on, to widen the markets, to promote interchange, to take due account, to ensure and assess the needs, to provide financial and human resources, interchange among nations, professional experience and skills.

Exercise 7. **Match the terms and their definitions.**

1. tourism	a) the part of the transport that travels by land rather than by air or under the sea.
2. trade	b) the business of providing things for people to do, places for them to stay while they are on holiday.
3. employment	c) the activity of buying, selling, or exchanging goods.
4. freight transport	d) the condition of having a paid job.
5. surface transport	e) transport that carries goods.

Unit 7: Airline services

Exercise 1. **Learn the following words and word combinations.**

jet plane	– реактивний літак
propeller airplane	– гвинтовий літак
trunk line	– головна повітряна лінія
feeder line	– допоміжна повітряна лінія
scheduled flight	– регулярні рейси
non-scheduled flight	– нерегулярні рейси
to make a reservation	– бронювати місце (на літаку)
jumbo jet	– великий реактивний літак
charters	– чартерні рейси
in-flight service	– обслуговування під час рейсу
aisle	– прохід
departure gate	– місце виходу з аеровокзалу на посадку
passenger compartment	– пасажирський салон

reclining seat	– відкидне крісло
maintenance	– технічне обслуговування
air traffic control	– центр керування повітряним рухом
ground service personnel	– наземний обслуговуючий персонал

Exercise 2. **Read, translate and the gist of text 7.**

Text 7. Airline services

The airlines of the world offer many varieties of services in many different kinds of aircraft. Transcontinental and transoceanic flights are made in giant jet planes, some of which can carry several hundred passengers on each flight. Smaller jets are commonly used on the shorter, more heavily travelled routes between major centres of population – Paris-London, for example, or New York-Chicago. In contrast to the jets are propeller airplanes, which are slower and smaller than the jets. Many different kinds of propeller planes fly on short routes into small airports.

There are several ways in which airline service can be divided into categories. One distinction is between *trunk lines* and *feeder lines*. Trunk lines are those which operate between major population centres. New York to San Juan, Puerto Rico, is an example of a trunk route. Feeder lines, which are sometimes called local lines, connect smaller cities and towns with each other or with the major centres and the major airports.

Airline passenger service can be divided into *scheduled* and *non-scheduled* flights. A scheduled flight leaves at the same time on the same day to the same destination. The schedule for the flight is published by the airline in its timetable. The passenger can make a reservation in advance for a scheduled flight with the reasonable expectation that the flight will leave at a certain time and go to a certain place regardless of the number of passengers who have tickets for the flight. Many scheduled flights often carry only a small number of passengers.

A non-scheduled flight depends on the availability of passengers and aircraft. Non-scheduled flights may carry only a few passengers in a small plane, or they may carry hundreds of people on a jumbo jet. These latter flights are often called *charters*. Charters are especially popular with groups on vacation since they usually cost much less than scheduled flights on the same routes. Scheduled airlines often provide non-scheduled services – particularly charter flights – during the tourist season.

On the flight itself, there is usually a distinction between *first class* and *economy*, which was formerly known as *tourist class*. The first class passenger has more space and receives more in-flight service. In most modern jets, the seating plan in first class is usually two seats on each side of the aisle; in economy there are usually three seats side by side. The first class seats are usually farther apart so that the passenger has more room for his legs. To the passenger, the chief difference between first class and economy may well be the cost – first-class fares are much higher than economy fares.

Many airlines offer one-service flights, especially on short, heavily travelled routes. In the USA on a few routes, notably New York-Washington, New York-Boston, and Los Angeles-San Francisco, there are *shuttle flights*. The passenger does not have to make a reservation in advance, and he pays for his ticket either at the departure gate or on the flight itself.

A final distinction is between *passenger* and *freight* (or *cargo*) service. In the early days of the airlines, freight was usually carried in the baggage compartment of the plane. In some cases, freight was even carried in the passenger compartment. In this event, the reclining seats were taken out, the passengers sat in "bucket seats" along the sides of the plane, and the freight was strapped down in the middle of the compartment. Nowadays, small shipments may still be carried in the baggage compartment, but there are also special planes which provide both scheduled and non-scheduled air freight service. Some of these planes are converted from passenger aircraft; others are specially designed to carry freight. With these special planes, freight in bulk can be moved by air, though the cost is usually considerably higher than surface shipment.

The airline industry is still very young, but it is growing rapidly often occupying an increasingly important place in the economy of many nations. In some areas of the world, air

service is the only effective means of public transportation. Today the airlines carry millions of passengers every year on both local and long-distance flights. They employ thousands of people to handle the passengers and freight that they carry.

Many of these people work in various technical jobs where they have little or no direct contact with the public – in aircraft maintenance or air traffic control, for example. Thousands of others, however, come into daily contact with the travelling public. They include reservations and ticket agents, ground service personnel, cabin attendants and other flight personnel, and many others.

Exercise 3. **Translate into Ukrainian.**

To offer many varieties of services, giant jet planes, propeller airplanes, to fly on short routes, trunk lines, feeder lines, scheduled and nonscheduled flights, destination, to depend on the availability of passengers and aircraft, a jumbo jet, in-flight service, first class and economy (tourist) class, to have two seats on each side of the aisle, heavily traveled routes, shuttle flights, to make a reservation in advance, to pay for the ticket either at the departure gate or on the flight itself, passenger and freight service, to be carried in the baggage compartment of the plane, the reclining seats, "bucket seats", to be strapped down in the middle of the compartment, to be converted from passenger aircraft, to carry freight, freight in bulk, to employ thousands of people, to handle passengers and freight, aircraft maintenance, air traffic control, to have little or no direct contact with the public.

Exercise 4. **Name the following definitions.**

A journey made by air, esp. in an aircraft; a very large aircraft with one or more jet engines; an aircraft with two or more blades, fixed to a revolving rod for propelling; lines which connect smaller cities and towns with each other or with the major centers and the major airports; lines which operate between major population centres; flight which depends on the availability of passengers and aircraft, the hiring of an aircraft for a particular purpose or group of people; a passage between rows of seat in an aircraft; flight performed by aircraft with the most comfortable accommodation; the cheapest class of air travel (second class).

Exercise 5. **Define the following terms: trunk lines, feeder lines, scheduled flights, charter flight, first class flight, economy (tourist) class flight, shuttle flight.**

Exercise 6. **Answer the questions.**

1. What services do the airlines of the world offer? 2. What flights are made in giant jet planes? 3. What routes are smaller jets commonly used on? 4. Why do many kinds of propeller planes fly on short routs into small airports? 5. What is the distinction between trunk lines and feeder lines? 6. What flights can airline passenger service be divided into? 7. What distinction is there between scheduled and non-scheduled flight? 8. When are charters especially popular? 9. What distinction is there between first class and economy class flight? 10. When do airlines offer shuttle flights? 11. What do you know about passenger and freight service? 12. Why are some planes converted from passenger aircraft into freighters? 13. Why is the airline industry growing rapidly often occupying an increasingly important place in the economy of many nations?

Exercise 7. **Name and analyze the use of tense-form in text 7.**

Unit 8: Airline Finance and Accounting Management

Exercise 1. **Learn the following words and word combinations.**

accounting	–	офіційна звітність, аналіз господарської діяльності, бухгалтерська справа, бухгалтерський облік
bookkeeper	–	обліковець
provision	–	забезпечення

interpret	–	тлумачити
financial data	–	фінансові дані
capital budget	–	капітальний (основний) бюджет
allocate	–	призначати, асигнувати
assets	–	активи, капітал, фонди
exercise	–	здійснювати
key people	–	провідні спеціалісти
treasury	–	казна, скарбниця
cash flow	–	потік готівки, приплив коштів
idle funds	–	незайняті фонди
derive	–	одержувати, діставати
income	–	прибуток, надходження
refund procedures	–	процедури відшкодування втрат за невикористаний квиток
remittance	–	грошовий переказ

Exercise 2. **Read, translate and give the gist of text 8.**

Text 8. Airline Finance and Accounting Management

The provision of timely financial information and analysis is essential for the achievement of an airline's business objectives. It is often the difference between success or failure in the increasing competitive marketplace. Accounting and control of passenger sales is essential if hard earned revenues are to be protected.

Airlines can no longer afford finance and accounting people who are just bookkeepers. To be truly effective they need to be able to interpret financial data, provide advice for strategic planning, construct capital budgets, allocate assets and exercise financial control.

This course offers airlines an opportunity to have their key people acquire the knowledge and skills needed to perform these functions effectively.

The increasing complexity of our industry has broadened the scope and responsibility of the treasury function.

The airline treasurer is expected to perform at higher levels and in some cases treasury has become a profit centre.

These changes require strategies for effective management of cash flow to minimize the costs of idle or underemployed funds and to unneeded borrowing and to derive maximum income.

Managers in all these fields of financial activity should be trained to know:

- the role of financial departments and relationships with other corporate functions.
- business strategy and corporate financial planning.
- mathematics of finance and the financial analysis.
- funding of corporations and corporate growth and investment.
- ticket inventory and control, registration of ticket use and sales reporting.
-forms of payment, refund procedures and remittance procedures.

Exercise 3. **Answer the questions on the text.**

1.Why is the provision of timely financial information and analysis essential for the achievement of an airline`s business objectives? 2. What airlines can be truly effective? 3. What is the sphere of knowledge Finance and Accounting managers should master? 4.What are market requirements for Finance and Accounting people?

Exercise 4. **Give English equivalents and make-up your own sentences with them.**

Забезпечення своєчасною фінансовою інформацією, успіх і невдача, бухгалтерська справа, захищати важко зароблений прибуток, обліковець, тлумачити фінансові дані, складати капітальний бюджет, асигнувати активи, здійснювати фінансовий контроль, провідні спеціалісти, розширювати кругозір, ефективне управління потоком готівки, одержувати максимальний прибуток, фінансування корпорацій, корпоративне зростання та інвестування, процедура відшкодування збитків за невикористаний квиток.

Exercise 5. **Match the terms and their definitions.**

Terms	Definitions

1. revenue	a) the achievement of a desired aim or of fame, wealth or social position
2. bookkeeper	b) income esp. total annual income of a state or an organization
3. budget	c) a thing, esp. property owned by a person, company, etc., that has value and can be used or sold to pay debts
4. failure	d) a person whose job is keeping a record of the financial affairs of a business
5. success	e) a sum of money paid back
6. asset	f) a lack of success in doing or achieving smth
7. treasury	g) an annual government statement of a country's income from taxes and how it will be spent
8. refund	h) a sum of money spent in payment for smth
9. remittance	i) the government department that controls public money

Exercise 6. **Match the verbs in the first column with the most likely phrases in the second column. More than one combination may be possible.**

to provide	financial control
to construct	scope and responsibility
to allocate	financial data
to interpret	advice
to exercise	hard earned revenues
to perform	maximum income
to broaden	capital budget
to protect	functions
to derive	assets

Exercise 7. **Complete the sentences according to the text.**

1. The provision of timely financial information and analysis is … 2. Accounting and control of passenger sales is essential if … 3. To be truly effective finance and accounting people need to be able… 4. This course offers airlines an opportunity … 5. Managers in all fields of financial activity should be trained to know…

Exercise 8. **Find all infinitives in text and analyze them.**

Unit 9: Airlines Economic Considerations

Exercise 1. **Learn the following words and word combinations.**

equity	–	активи, звичайна акція, чиста вартість капіталу за вирахуванням зобов'язань
externality	–	економічний ефект, що є результатом економічного вибору
outweigh	–	переважувати, бути більш впливовим
consensus	–	погодженість, одностайність
proliferate	–	розповсюджуватися, швидко збільшуватися
leveraged operations	–	операції з позиковими коштами
reliance	–	надія, опора
defunct	–	неіснуючий, зниклий
slots	–	право аеропортів мати позначені місця для зльоту і посадки літаків в певний час дня чи ночі
tradable asset	–	активи, що можуть бути легко продані чи куплені, або обміняні на гроші чи товари
hedge	–	страхувати ризик

Exercise 2. **Give Ukrainian equivalents.**

Cumulative loss, state support, equity, subsidy for aircraft development, airport construction, positive externalities, to outweigh the microeconomic losses, to justify continuing government intervention, political consensus, low-cost carriers, to proliferate, state-owned airlines, parastatal airlines, to be privately owned, to be governed by, to maximize shareholder profit, to make major long-term fleet decisions, to meet the demands, hedging oil and fuel purchases, ownership of slots at certain airports, to attract the less profitable routes, surface transport facilities, onward connections.

Exercise 3. **Read, translate and give the gist of the text.**

Text 9. Airlines Economic Considerations

Historically, air travel has survived largely through state support, whether in the form of equity or subsidies. The airline industry as a whole has made a cumulative loss during its 120-year history, once the costs include subsidies for aircraft development and airport construction.

One argument is that positive externalities, such as higher growth due to global mobility, outweigh the microeconomic losses and justify continuing government intervention. A historically high level of government intervention in the airline industry can be seen as part of a wider political consensus on strategic forms of transport, such as highways and railways, both of which receive public funding in most parts of the world. Profitability is likely to improve in the future as privatization continues and more competitive low-cost carriers proliferate.

Although many countries continue to operate state-owned or parastatal airlines, many large airlines today are privately owned and are therefore governed by microeconomic principles in order to maximize shareholder profit.

Assets and financing

Airline financing is quite complex, since airlines are highly leveraged operations. Not only must they purchase (or lease) new airliner bodies and engines regularly, they must make major long-term fleet decisions with the goal of meeting the demands of their markets while producing a fleet that is relatively economical to operate and maintain.

A second financial issue is that of hedging oil and fuel purchases, which are usually second only to labor in its relative cost to the company. However, with the current high fuel prices it has become the largest cost to an airline. While hedging instruments can be expensive, they can easily pay for themselves many times over in periods of increasing fuel costs, such as in the 2000—2005 period.

In view of the congestion apparent at many international airports, the ownership of slots at certain airports (the right to take-off or land an aircraft at a particular time of day or night) has become a significant tradable asset for many airlines. Clearly take-off slots at popular times of the day can be critical in attracting the more profitable business traveler to a given airline's flight and in establishing a competitive advantage against a competing airline. If a particular city has two or more airports, market forces will tend to attract the less profitable routes, or those on which competition is weakest, to the less congested airport, where slots are likely to be more available and therefore cheaper. Other factors, such as surface transport facilities and onward connections, will also affect the relative appeal of different airports and some long distance flights may need to operate from the one with the longest runway.

Exercise 4. **Answer the questions on the text.**

1. Why has the airline industry made a cumulative loss during its 120-year history? 2. Why is airline financing quite complex? 3. What has become the largest cost to an airline? Why? 4. What has become a significant tradable asset for many airlines? Why? 5. What other factors will affect the relative appeal of different airports?

Exercise 5. **Match the terms and their definitions.**

Terms	Definitions
1. subsidy	a) money gained in business, especially the difference between the amount earned and the amount spent
2. consensus	b) a group of aircraft, buses, taxis, etc. traveling together or owned and operated by one organization
3. government intervention	c) the process of transferring smth from state control or ownership to private ownership

4. fleet	d) money paid, esp. by a government, e.g. to reduce the costs of producing goods so that their prices can be kept low
5. privatization	e) a hard surface along which aircraft take off and land
6. runway	f) the state of being crowded or too full of smth
7. profit	g) a general agreement about a matter of opinion
8. congestion	h) the government policy or practice of becoming involved in the domestic economic affairs, esp. so as to prevent or to try to help

Exercise 6. **Fill in the blanks with correct conjunctions (since, while, whether, once, although).**

1.Historically, air travel has survived largely through state support, … in the form of equity or subsidies. 2. The airline industry as a whole has made a cumulative loss during its 120-years history, … the costs include subsidies for aircraft development and airport construction. 3. … many countries continue to operate state-owned or parastatal airlines, many large airlines today are privately owned. 4.Airline financing is quite complex, … airlines are highly leveraged operations. 5. … hedging instruments can be expensive, they can easily pay for themselves many times over in periods of increasing fuel costs.

Exercise 7. **Name and analyze the use of tense-forms in the text.**

Розділ №2. «Логістика»

Unit 1. INTRODUCTION TO LOGISTICS

Exercise 1. Before reading the text check the meaning of the Key Words in the dictionary.

Nouns: goods, flow, resources, consumer, consumption, user, product, producer, storage, retailer, inventory, warehouse, destination, re-engineering, customs, taxes, duties, logistician
Verbs: to consume, to handle, to include, to require, to comprise, to produce, to manufacture, to manage, to purchase, to sell, to implement, to perform, to ensure, to increase, to decrease, to pack

Exercise 2. Translate the following terms.

1. Supply chain, supply chain management, flow of goods, storage of goods, point of origin, point of consumption, consumer, supplier, customer, provider, huge network, procurement, transformation, warehousing and distribution, intermediate product, finished product, to meet customers' requirements, re-engineering, freight and transport costs, destination market, seasonal trends, import and export regulations, customs duties and taxes, various activities, inventory management, delivery services, order fulfilment.

Exercise 3.Read and translate the text

Text 1. LOGISTICS

Logistics can be defined as the management of the flow of goods, information and other resources, energy and people between the point of origin and the point of consumption in order to meet the requirements of consumers. Logistics involves the integration of information, transportation, inventory, warehousing, material- handling, packaging and security. Logistics may have an internal focus (inbound logistics), or external focus (outbound logistics).

If the company manufactures a product from parts purchased from suppliers, and those products are then sold to customers, one can speak about a *supply chain. Supply Chain* can be defined as a network of facilities and distribution options that performs the function of procurement of materials, transformation of these materials into intermediate and finished products, and the distribution of these finished products to customers.

Logistics management is part of supply chain management. Logistics management plans, implements, and controls the efficient flow and storage of goods, services and related

information between the point of origin and the point of consumption in order to meet customers' requirements.

Successful supply chain operators work in close partnerships with their customers; they jointly explore the opportunities for increasing efficiency of the supply chain and improving service levels by using the latest systems and techniques. This approach is also referred to as *logistics re-engineering.* The re-engineering process considers the following factors: the nature of the product, the optimal or preferred location of source or manufacture, freight and transport costs and the destination market, seasonal trends, import and export regulations, customs duties and taxes, etc.

A professional working in the field of logistics management is called a *logistician.* The main functions of a qualified logistician include, among other things, inventory management, purchasing, transportation, warehousing, consultation and organizing and planning of these activities. Logisticians are responsible for the life cycle and supply chain operations of a variety of products. They are also responsible for customs documentation. They regularly work with other departments to ensure that the customers' needs and requirements are met.

Exercise 4. Review questions.

1.What does the term "logistics" imply? 2. What does the term "supply chain" imply? 3. What is logistics management? 4. What do service providers do in order to increase efficiency of the supply chain? 5. What process is called "logistics re-engineering"? 6. What factors does this process consider? 7. What are the main functions of a qualified logistician? 8. What are professional logisticians responsible for?

Exercise 5. Decide whether the following statements are true or false.

1.Logistics can be defined as the management of the flow of goods between the point of origin and the point of consumption. 2. Logistics involves the integration of information, transportation, inventory, warehousing, etc. 3. Usually, logistics does not involve the management of the flow of energy and people. 4. Logistics always has an external focus. 5. All supply chains are very simple. 6. The complexity of the supply chain will vary with the size of the business. 7. Logistics management is part of supply chain management. 8. Logistics management plans, implements, and controls the efficient flow and storage of goods, services and related information. 9. Successful supply chain operators work in close partnerships with their customers. 10. The re-engineering process does not consider the nature of the product. 11. A professional working in the field of logistics management is called an academician. 12. The main functions of a qualified logistician include, inventory management, purchasing, transportation, warehousing, etc. 13. Logisticians are responsible for the life cycle and supply chain operations of a variety of products. 14. Logisticians normally do not work with other departments of the company.

Exercise 6. Match the parts you find under A with the parts under B to make meaningful sentences.

A	B
1) Supply chain	a) work in close partnerships with their customers
2) Successful supply chain operators	b) inventory management, purchasing, transportation, and warehousing
3) Service providers	c) the integration of information, transportation, inventory, warehousing, material-handling, and packaging, and security
4) The re-engineering process considers	d) is the ability to ensure that the right products are sourced, made available at the right place and at the right time
5) Logistics involves	e) to ensure customer needs and requirements are met
6) The main functions of a qualified logistician include	f) the nature of the product, the optimal or preferred location of source or manufacture, the projected volumes freight, etc.
7) Logisticians work with other departments	g) use the latest systems and techniques to re-engineer the process

TEXT 2. THE IMPORTANCE OF LOGISTICS IN BUSINESS

Exercise 7. Before reading the text check the meaning of the Key Words in the dictionary.

Nouns: prerequisite, environment, speed, precision, origin, transportation, network, production, competition, inventory, freight, solutions, costs, order, demand, customer, benefit, performance, market, retailer

Verbs: to succeed, to lower, to gain, to move, to grow, to operate, to execute, to schedule, to compete, to centralize, to broaden, to improve, to distribute, to fulfil, to rely on

Today, efficient logistics and transportation system are important prerequisites of the development of any economy. In modern competitive environment, it is not enough to offer a product that meet customers' requirements. The way of its delivery is also very important. The art and science of delivering goods with speed and precision can help businesses operate more efficiently, lower costs and gain new customers.

Logistics has evolved throughout centuries to become an integral part of every business. Logistics has been performed since the beginning of civilization. Raw materials and finished products had always to be moved, though on a small scale. Gradually, people began moving from rural to urban areas; the geographical distance between the point of production and the point of consumption increased considerably.

There was a time when companies used to develop a product range, plan their distribution channels, schedule marketing campaigns and deliver the finished product to their retailers themselves. However, since the early 1990's logistics operations have become much more complex. The global logistics market has grown radically over the years.

The major benefits of efficient logistics operations can be summarized as follows:

- Cost savings by centralizing inventory management.
- Faster order fulfilment by relying on a global transportation network.
- Improved cash flow.
- Flexibility to change distribution patterns for new products based on ever-changing customer demands.
- The main customer groups (market segments) served by the logistics industry are the following:
- Parcel and documents express delivery services.
- Freight by air, ocean, road or rail.
- Warehousing and distribution.
- Supply chain solutions.

Logistics is one of the spheres, which still have potential as far as improving performance is concerned. There are large unused capacities in logistics processes in terms of costs reduction and quality of service.

Exercise 6. Answer the questions.

1. Are efficient logistics and transportation system important prerequisites of the development of any economy? Why? 2. Why have logistics operations become much more complex recently? 3. How has technology changed transportation? 4. What are the major benefits of efficient logistics operations? 5. What are the main customer groups served by the logistics industry? 6. What potential does logistics have?

Exercise 7. ***Which of the following words are nouns?***

Internal, management, procure, distribute, information, involve, manufacturer, produce, consume, manage, consumption, requirement, develop, consumers, production, integration, transportation, manufacture, purchaser, suppliers, option, sell, distribution, internal, efficiently, consumer, partnership, efficiency, improvement, consider, location, fast, regulation, include, activity, responsible, quickly, radically, performance, systematically, development, worker, operator.

Exercise 8. ***Find in the texts synonyms for the following verbs.***

To improve, to manufacture, to include, to work, to require, to control, to increase, to operate, to obtain, to produce, to advance, to purchase, to buy, to grow, to manage, to need, to involve, to get.

Exercise 9. Match each word from a with one from b to make word combinations.

a) Internal, finished, qualified, service, optimal, logistics, seasonal, destination, life, customs.

b) Provider, documentation, location, cycle, focus, logistician, trends, market, re-engineering, product.

Exercise 10. *For nouns in column B find suitable attributes in column A.*

A	B
1. customer	a) management
2. order	b) logistician
3. product	c) channel
4. cost	d) flow
5. inventory	e) fulfilment
6. experienced	f) regulations
7. export	g) network
8. cash	h) savings
9. express	i) range
10. customs	j) services
11. supply	k) process
12. transportation	l) duties
13. distribution	m) chain
14. re-engineering	n) group

Unit 2. INBOUND AND OUTBOUND LOGISTICS

Exercise 1. Before reading the text check the meaning of the Key Words in the dictionary.

Nouns: activity, service, materials, operation, production, opportunities, system, agility, storage, inventory, shipment, freight, cargo, area, quality, facility, delay, compliance, procedure, visibility, efficiency
Verbs: to receive, to store, to affect, to distribute, to manufacture, to bring, to arrive, to maintain, to take place, to set back, to cost, to reduce, to supply, to eliminate, to ship, to pick, to trace, to consolidate, to collect, to analyze, to provide

Exercise 2. Translate the following phrases.
Raw materials, cargo collection and consolidation, cargo forwarding, transit warehousing, cargo tracing, materials handling, cargo handling operations, customs clearance, customs compliance procedures, overall service provision, excessive stocks, storage of goods, point of origin, point of consumption, to meet customers' requirements.
Exercise 3.Read and translate the text

TEXT 1. INBOUND LOGISTICS

Inbound Logistics involves the activities of receiving, storing, and distributing raw materials for use in production. It is an integral element of business operations for a manufacturing firm. Inbound logistics services cover all activities required to bring goods from a sourcing location to a warehouse or production plant, such as transportation, inventory, warehousing and materials handling.

Receiving and storing raw materials is a big responsibility for manufacturers. Big companies may have separate facilities for storing raw materials. Smaller companies often maintain receiving areas within the plant, in which the manufacturing process takes place. The organizational element of the materials receiving process is important because it significantly affects the efficiency, with which staff can distribute materials. Delays in this process can set back production and cost the company money or opportunities.

Inbound Logistics is an outsourced service, which offers customers the following *benefits*: identification and reduction of inbound costs; lower inventory levels of both packaging and

ingredients; increase supply chain agility so that new products or promotions can be brought to market faster, etc.

The advantages of the effective inbound logistics service are as follows:

- Consolidation of goods prior to shipping that helps eliminate costly part shipments.
- Local representation to affect customs compliance procedures in the country of origin.
- Product picking and packing prior to export.
- Temporary storage prior to shipping.
- Product quality control.
- Mapping the supply chain and analyzing the cost elements on a comparable basis.
- Managing the transport and freight forwarding of inbound materials and finished product.
- Use of state-of-the-art IT systems to provide full visibility of transit throughout the supply chain.

Exercise 4. Review questions.

1.What does the term Inbound Logistics imply? 2. Is Inbound Logistics an outsourced service? 3. What activities does Inbound Logistics involve? 4. What benefits does Inbound Logistics offer to customers? 5. Is receiving and storing raw materials a big responsibility for manufacturers? Why? 6. What facilities do big companies have for storing raw materials? 7. What may significantly affect the efficiency, with which staff can distribute raw materials?

Exercise 5. Decide whether the following statements are true or false.

1. Inbound Logistics involves the activities of manufacturing finished products. 2. Inbound logistics services cover all activities required to bring goods from a sourcing location to a warehouse or production plant. 3. Receiving and storing raw materials is a big responsibility only for large manufacturers. 4. Delays in this process can set back production and cost the company money or opportunities. 5. Small companies usually have separate facilities for storing raw materials. 6. Huge companies typically maintain receiving areas within the same plant, in which manufacturing takes place. 7. The organizational element of the materials receiving process is important because it significantly affects the efficiency, with which staff can distribute materials. 8. Inbound Logistics is an outsourced service. 8. Inbound Logistics offers customers many benefits. 9. These benefits includes, among other things, identification and reduction of inbound costs as well as lower inventory levels of both packaging and ingredients. 10. The advantages of the effective inbound logistics service include consolidation of goods prior to shipping, product picking and packing prior to export, etc. 11. Consolidation of goods prior to shipping helps logisticians eliminate costly part shipments.

Exercise 6. Before reading the text check the meaning of the Key Words in the dictionary.

Nouns: recipient, carrier, ingredient, delivery, warehousing, inspection, customs clearance, documentation, provision, transparency, value, stocks, merchandise, order, receipt, acknowledgement, Letter of Credit

Verbs: to carry, to move, to trace, to inspect, to complete, to import, to export, to ship, to change, to demand, to handle, to deal with, to undertake, to supply, to monitor, to communicate, to receive

Exercise 7. Make nouns from the following verbs.

To provide, to supply, to move, to carry, to deliver, to ship, to collect, to require, to pack, to complete, to receive, to acknowledge, to consolidate, to distribute, to maintain, to consume, to serve, to develop, to integrate, to contain, to inspect, to operate, to procure, to clear, to reduce, to produce, to add, to inform, to add, to respond, to locate.

Exercise 8. Read and translate the text

TEXT 2. OUTBOUND LOGISTICS

Outbound Logistics is the process related to the storage and movement of the final product and the related information flows from the end of the production line to the end user. Outbound logistics focuses

on distribution. Shipping, freight and warehousing are all key functions that fall under this category. This also includes communication with recipients and carriers.

Inbound and outbound systems share some common activities (e.g. transportation, inventory, warehousing, materials handling). Nevertheless, like inbound systems, outbound systems have some activities that are unique in nature.

The *cargo handling services* may include:

- Cargo collection and consolidation.
- Cargo forwarding.
- Transit warehousing.
- Product completion and inspection.
- Cargo tracing.
- Documentation and import handling.
- Customs clearance, etc.

Recently, IT developments have forced a change to the *overall service provision* as customers now demand and receive online cargo tracking and complete transparency of operations through the integration of systems.

Value in Outbound Logistics is obtained through reducing transit time, eliminating unnecessary or excessive stocks, providing customers with additional benefits.

The additional *benefits* for customers are the following:

- First line of quality control (monitoring the specification, quality and condition of merchandise supplied by a manufacturer prior to collection or shipment).
- Receipt and acknowledgement of orders (dealing with export documentation and Letters of Credit requirements, instructions to transport operations, completion of pre- shipment inspection, etc.).

Exercise 9. Review questions.

1. What does the term Outbound Logistics imply? 2.What does Outbound Logistics focus on? 3. Do inbound and outbound systems share common activities? 4. Do outbound systems have any activities that are unique in nature? 5. What operations do the cargo handling services include? 6. How is value obtained? 7. What additional benefits does Outbound Logistics offer? 8. What does quality control involve?

Exercise 10. Match the parts you find under A with the parts under B to make meaningful sentences.

A	B
1) Outbound Logistics is	a) monitoring the specification, quality and condition of merchandise supplied by a manufacturer prior to collection or shipment
2) Inbound Logistics is	b) online cargo tracking and complete transparency of operations through the integration of systems
3) The cargo handling services include	c) the flow, or management, of goods into a production unit or warehouse
4) First line of quality control includes	d) lower inventory levels of both packaging and ingredients
5) Logistics is a service, which offers customers	e) some common activities, such as transportation, inventory, warehousing, materials handling
6) Customers now demand	f) the process related to the storage and movement of the final product and the related information flows from the end of the production line to the end user
7) Inbound and outbound systems share	g) customs clearance and services through to onward and final delivery

Exercise 11. ***Make up sentences using the following phrases.***

To be responsible for, to consider some factors, to focus on, to provide customers with additional benefits, to increase efficiency, to obtain value, to distribute materials, to deserve special emphasis, to reduce transit time, to meet customers' requirements, to control the efficient flow of goods, receipt and acknowledgement of orders, prior to shipping.

Exercise 12. Match each word from a) with one from b) to make word combinations as they occur in the text.

a) Inbound, outsourced, temporary, customs, raw, cost, full, service, supply chain.
b) Service, materials, visibility, storage, provision, elements, clearance, agility, logistics.

Exercise 13. For nouns in column B find suitable attributes in column A.

A	B
1. outbound	a) time
2. unique	b) transparency
3. shipping	c) activities
4. cargo	d) user
5. transit	e) forwarding
6. export	f) department
7. excessive	g) logistics
8. complete	h) documentation
9. manufacturing	i) customer
10. final	j) product
11. end	k) firm
12. loyal	l) stocks

Exercise 14. Fill in the gaps using suitable word combinations from the box below.

cargo forwarding, cost elements, supply chain agility, consolidation of goods, Letter of Credit, online cargo tracking, additional benefits, service provision, service levels

1. Value is obtained through providing customers with_____. 2. The cargo handling services include cargo collection and consolidation, as well as_____. 3.Recently, IT developments have forced a change to the overall _____ as customers now demand
complete transparency of operations through the integration of systems. 4. Receipt and acknowledgement of orders presuppose dealing with export documentation and _____ requirements, etc. 5. Inbound logistics increases _____ so that new products or promotions can be brought to market faster. 6. We must provide _____ prior to shipping, so eliminating costly part shipments. 7. It is essential to map the supply chain and analyze the _____on a comparable basis. 8. Customers and service providers must jointly explore the opportunities for increasing efficiency and improving _____. 9. Customers require and receive _____ and complete transparency of operations through the integration of systems.

Exercise 15. Underline the gerunds or gerund phrases in the following sentences. Translate the sentences

1. Inbound Logistics involves the activities of receiving, storing, and distributing raw materials for use in production.
2. Receiving and storing raw materials is a big responsibility for large manufacturers.
3. The additional benefits for customers include monitoring the specification, quality and condition of merchandise, dealing with export documentation and Letters of Credit requirements, etc.).
4. The main functions of a qualified logistician include other purchasing and warehousing.

5. Logisticians are responsible for delivering cargo to the end customer.

Unit 3. LOGISTICS SERVICES

Exercise 1. Before reading the text check the meaning of the Key Words in the dictionary.

Nouns: challenge, pallet, label, stamp, container, transportation, representation, surveyor, waybill *Verbs:* to process, to complete, to represent, to administer, to weigh, to lash, to palletize, load, to reload, to sort, to stick, to label, to wrap, to mark, to pack, to repack, to secure

Exercise 2. Translate the following terms.

Simultaneous processing, rail freight cars, customs authorities, less than container load, full container load, door to door cargo delivery, out-of-gauge cargo transportation, freight forwarding, vessel stevedoring, container storage and handling, "Cross-dock" operations, storage of dangerous goods, international express deliveries, full range of services, small package shipping, aircraft maintenance.

Exercise 3. Read and translate the text.

TEXT 1. CUSTOMS AND WAREHOUSING SERVICES

The main challenge for logistics companies is to offer various services at a competitive price. Logistics companies usually provide various services including the following.

1. Customs services

- Processing of documents required for customs procedures.
- Completion of CMR (road transport waybill) and TIR Carnet.
- Administering of documents required for sanitary border inspection and presentation of goods for control.
- Presentation of documents and procedure execution in the customs.
- Consultation of customs duties and tariff issues.
- Representation of the client interests in the customs.
- Processing of sanitary border documents.
- Provision of convoy services.
- Information on freight transportation.
- Freight weighing, inspection and other services in accordance with the customs requirements.

2. Warehousing services

- Long-term and short-term storage in warehouses.
- Storing of special and non-standard cargoes and containers.
- Reloading, weighing of cargo and containers.
- Cargo lashing and securing within containers.
- Palletisation / depalletisation, wrapping, marking.
- Cargo sorting, damage and quantity inspection.
- Repacking of cargo content, pre-packing, labelling or sticking stamps.
- Cargo consolidation.
- Photo and video monitoring documentation upon the customer's request.
- Surveyor services.

Exercise 4. Complete the following statements.

1.Logistics company may provide various ... 2. Customs services include processing of documents required for customs… . 3. Special documents are required for sanitary border …. 4. The company provides information on freight …. 5. The company offers consultation concerning customs and tariff …. 6. The company is responsible for provision of convoy …. 7. Customs services incorporate freight weighing and inspection in accordance with the ... 8. The company is also responsible for reloading, weighing of cargoes and complete …. 9. Photo and video monitoring documentation is performed upon the …. 10. Warehousing services include long-term and short-term storage in ….. 11. They also include storing of special and non-standard cargoes and ….

Exercise 5. Decide whether the following statements are true or false.

1.Customs services include processing of documents required for customs procedures. 2. Logistics companies may be responsible for cargo palletisation and wrapping. 3. Customs services include repacking of cargo content, pre- packing and labelling. 4. Warehousing services involve cargo transportation. 5. Customs services include processing of sanitary border documents. 6. Customs services may involve cargo consolidation. 7. Customs services incorporate cargo lashing and securing

within containers. 8. Warehousing services include freight weighting in accordance with the customs requirements. 9. Any logistics company must provide information on freight transportation.

TEXT 2. TRANSPORT AND TERMINAL SERVICES

Exercise 6. **Before reading the text check the meaning of the Key Words in the dictionary.**

Nouns: rail, railway, port, terminal, vessel, container, trailer, carrier, stevedore, load, gauge, authorities, freight car, tank, mode, partnership, Cross-dock, charter *Verbs:* to contain, to deliver, to operate, to process, to repair, to ship, to shift, to handle

Logistics companies may also provide the following services.

1. Transport services

Railway transportation

- Cargo transportation and transit by rail.
- Railway line for simultaneous processing of a certain number of rail freight cars.
- Processing of documents necessary for rail transportation and customs authorities.

b) Sea transportation

- Regular cargo shipments of less than container (LCL) and full container loads (FCL) in partnership with all shipping lines operating in the port.
- Door to door cargo delivery.
- Dangerous and valuable cargo transportation.
- Special (out-of-gauge) cargo transportation through the port.

c) Road transportation

- Cargo transportation on trailers and container carriers.
- Special (out-of-gauge) freight forwarding.
- Local delivery.

d) Air transportation

- International express deliveries.
- Charters and special project cargo handling services (large equipment, refrigerated goods, animals, etc.).
- Small package shipping.
- Aircraft maintenance and other support services.

2. Terminal services

- Vessel stevedoring.
- Full / empty container storage and handling.
- Container "Cross-dock" operations (cargo from one mode of transport is shifted to another mode of transport).
- A full range repair services for the customer's container.
- Tank container repair.
- Storage of dangerous goods.

Exercise 7. Decide whether the following statements are true or false.

1. Transport services involve cargo transportation by rail only. 2. Logistics companies never process documents necessary for rail transportation and customs authorities. 3. LCL stands for *less than container load.* 4. FCL stands for *full container load. 5.* CMR stands for *rail transport waybill. 6.* Transport services normally include tank container repair. 7. Terminal services do not involve vessel stevedoring. 8. Container "cross-dock" operations involve shifting cargo from one mode of transport to another mode of transport. 9. Some logistics companies may offer a full range repair services for the customer's container. 10. Regular cargo shipments of less than container (LCL) and full container loads (FCL) can be performed in partnership with all shipping lines operating in the port. 11. Charters and special project cargo handling services include shipping large equipment and refrigerated goods.

Exercise 8. Match each word from a) with one from b) to make word combinations as they occur in Text 1 and Text 2.

a)Cargo, photo, customs, sea, convoy, full, sanitary, express, non- standard, TIR, tank, aircraft, cross-dock, refrigerated, certified, fast.

b)Monitoring, Carnet, lashing, logistician, transportation, operations, range, port, services, inspection, cargo, goods, procedures, maintenance, deliveries, container.

Exercise 9. ***Make up sentences using the following phrases.***

To contain, to inspect, to secure, to compete, to provide, to complete, to present, to consult, to weigh, to store, to pack, to authorize, to palletize, to include, to maintain, to operate, to equip, to process, to carry, to employ, to organize, to know, to reduce, to certify, to authorize.

Exercise 10. For nouns in column B find suitable words in column A.

A		B
1. container	a)	shipments
2. customs	b)	services
3. vessel	c)	transportation
4. cargo	d)	forwarding
5. repair	e)	inspection
6. video	f)	monitoring
7. freight	g)	stevedoring
8. quantity	h)	authorities
9. sea	i)	line
10. railway	j)	load

Exercise 11. Ask ten questions to the text from Exercise 2 (three general, three special, two disjunctive and two alternative questions). Retell the text.

Exercise 12. Complete the passage below with the words below.
Services, money, vessels, systems, vehicle, clearance, cargo, costs

Customers can take advantage of a wide range of terminal services, which help optimize the movement of 1)_____through the port to its final destination. Depending on the terminal, these services can include customs 2)_____, pre-delivery inspection, storage, re-forwarding and inland transport. Some
terminals also have 3) _____ processing centres that offer additional services such as upgrades, repair and accessory installation. Communication and information 4)_____within the terminals are linked to the customized information technology solutions. This means that we know the exact location of cargo while at our terminals or on board any of our 5)_____. This knowledge allows customers to control their cargo. By simplifying and reducing administration and handling 6)___ _____, logistics companies help customers save time, energy and 7)____ _____. Modern companies focus on their customers' needs and continually provide creative new 8)____to add flexibility, reliability and efficiency to their businesses.

Exercise 13. Complete the following sentences using the correct degree of the adjective given in the brackets.

1. BEE Inc. is (large) company in this region. 2. BEE Inc. offers a (broad) range of products and services than any other company in this region. 3. We can offer various services at a (competitive) price compared to Mono Ltd. 4. This is (big) container I have ever seen. 5. Logistician is one of (popular) professions today. 6. A train is (fast) than a truck. 7. Air is (fast) mode of transportation. 8. Fundamentals of Logistics is (interesting) subject for me! 9. Their transport services are (expensive) compared to their competitors.

Unit 4. SUPPLY CHAIN

Exercise 1. Before reading the text check the meaning of the Key Words in the dictionary.

Nouns: chain, goal, responsiveness, channel, quality, quantity, accuracy, department, item, invoice, supplier, method, area, sales order, link, date, site, inventory

Verbs: to assemble, to purchase, to move, to involve, to transform, to deliver, to respond to, to plan, to decide, to complete, to test, to fulfil, to send, to combine, to select, to determine, to test, to require, to link, to specify

Exercise 2. Read and translate the text.

TEXT 1. INTRODUCTION TO SUPPLY CHAIN

A *supply chain* can be defined as a system of organizations, people, technology, activities, information and resources involved in moving a product or service from supplier to customer. Supply chain activities transform natural resources, raw materials and components into a finished product that is delivered to the end customer. The supply chain goal is to reduce the total cost, whereas providing the desired level of responsiveness to customers. The supply chain segment involved with getting the finished product from the manufacturer to the consumer is known as the *distribution channel.*

For most companies, the supply chain is an essential component of success. The supply chain is a key determinant of a company's responsiveness to emerging opportunities. The supply chain is an important link with the company's customers.

A simple supply chain links a company that manufactures or assembles a product with its suppliers and distributors and customers. It should be noted that every supply chain starts and ends with the customer. A typical supply chain is made up of a number of elements that are connected by the movement of goods along it.

Customer. The supply chain begins with the customers and their need for a particular product. The customer contacts the Sales Department of the company, which enters the sales order for a specific quantity to be delivered on a specific date. The sales order includes specific requirements that have to be fulfilled by the production facility.

Planning. The requirements activated by the customer's sales order are combined with other orders. The Planning Department creates a production plan to make the products to complete the customer's orders. To manufacture the products the company has to purchase some raw materials.

Purchasing. The Purchasing Department receives a list of raw materials and services required by the Production Department to fulfil the customer's orders. The Purchasing Department sends purchase orders to selected suppliers asking for the necessary raw materials to be delivered to the manufacturing site.

Inventory. The raw materials are received from the suppliers; then they are checked for quality and accuracy and moved into the warehouse. The supplier will then send an invoice to the company for the delivered items.

Production. The finished products ordered by the customer are manufactured using the raw materials purchased from suppliers. The items are tested and then they are stored in the warehouse prior to delivery to the customer.

Transportation. The Shipping Department determines the most efficient method to ship the products to the customer so that they are delivered on time. When the goods are received by the customer, the company will send an invoice for the delivered products.

Exercise 3. Review questions.

1.What does the term "supply chain" refer to? 2. What is the goal of any supply chain? 3. What does the term *"distribution channel"* imply? 4. Why is the supply chain regarded as an essential component of success for most companies? 5. Is the supply chain an important link with the company's customers? 6. What elements is a simple supply chain made up of? 7. What is the function of the Sales Department? 8. What is the function of the Planning Department? 9. What is the function of the Purchasing Department? 10. What is the function of the Production Department? 11. What is the function of the Shipping Department?

Exercise 4. Decide whether the following statements are true or false.

1.A supply chain is a system of organizations, people, technology involved in moving a product or service from customer to provider. 2. Supply chain activities transform natural resources, raw materials and components into a finished product that is delivered to the end customer. 3. The supply chain starts and ends with the provider. 4. A simple supply chain links a company that manufactures or assembles a product with its suppliers and distributors and customers. 5. The customer contacts the Shipping Department of the company, which enters the sales order for a specific quantity to be delivered on a specific date. 6. The requirements activated by the customer's sales order are combined with other orders. 7. The Sales Department will create a production plan to produce the products to fulfill the customer's orders. 8. The Purchasing Department receives a list of finished products required by the production

department to complete the customer's orders. 9. The Purchasing Department sends purchase orders to selected suppliers to deliver the necessary raw materials to the manufacturing site on the required date. 10. The raw materials are received from the customers, checked for quality and accuracy and moved into the warehouse.

TEXT 2. ROLE OF TRANSPORTATION IN THE SUPPLY CHAIN

Exercise 5. ***Before reading the text check the meaning of the Key Words in the dictionary.***

Nouns: costs, opportunities, party, mode, level, responsiveness, network
Verbs: to transport, to amount, to lower, to exchange, to respond to, to invest, to create, to take place, to suit, to evaluate, to consider, to decrease, to increase, to communicate, to allow, to own

The term "transportation" refers to the movement of product from one point to another as it moves from the beginning of a supply chain to the customer. In the United States, for example, freight transportation costs amount to about 6% of the GDP (Gross Domestic Product).

Any supply chain's success is closely linked to the appropriate use of transportation. Logistics companies effectively use responsive transportation systems to lower overall costs. They employ *"Cross-docking"* - a process, in which product is exchanged between trucks so that each truck going to a retail store has products from different suppliers. Today, the growth in shipments to and from China is creating both problems and opportunities for logistics companies. Many large corporations have already invested in buying offices in China and India.

There are two key players in any transportation that takes place within a supply chain. *The shipper* is that party that requires the movement of the product between the point of origin and the point of consumption. *The carrier* is the party that moves or transports the product.

The modes of transportation include water, rail, intermodal, truck, air, pipeline and package carriers. Water is typically the least expensive mode, but is also the slowest, whereas air and package carriers the most expensive and the fastest.

Rail and water are best suited for low-value and large shipments that do not need to be moved in a hurry. Air and package carriers are best suited for small, high-value, emergency shipments. Intermodal carriers are faster than rail and water, but more expensive.

Logistics firms should take into consideration a combination of a) transportation costs; b) inventory costs; c) the level of responsiveness to the customers' requirements. Managers should consider an appropriate combination of company-owned and outsourced transportation to meet their needs. Managers must also use the information technology available to help decrease cost and improve responsiveness in their transportation networks. For example, satellite-based communication systems allow carriers to communicate with each other.

Exercise 6. Review questions.

1.What does the term "transportation" imply? 2. What do logistics companies use to decrease overall costs? 3. What are two keys players in any transportation that takes place within a supply chain? 4.What modes of transportation are used in Logistics? 5. What is the least expensive mode of transportation? 6. What is the fastest mode of transportation? 7. What is the information technology utilized for? 8. What do satellite-based communication systems allow carriers to do?

Exercise 7. Translate the following word combinations.

Raw materials, finished product, distribution capacity, supply and demand, retail store, modes of transportation, large shipments, intermodal carrier, huge warehouse, communication systems, satellite-based systems.

Exercise 8. Make up sentences using the following phrases.

To optimize, to implement, to maintain, to locate, to improve, to pack, to carry, to prepare, to communicate, to receive, to pay, to respond, to store, to operate, to agree, to transport, to decide, to determine.

Exercise 9. ***Match the following synonyms.***

1. include	a) enlarge
2. maximize	b) contain
3. eliminate	c) transfer
4. need	d) produce
5. transport	e) advance

6. improve	f) require
7. manufacture	g) put into operation
8. implement	h) avoid

Exercise 10. ***For nouns in column b) find suitable word in column a).***
a) raw, finished, responsive, manufacturing, purchasing, primary, high, loyal, outsourced
b) transportation, agreement, sites, customer, materials, objective, network, product, level

Exercise 11. ***Find in the sentences the verbs in the Passive Voice and underline them. Translate the sentences.***
1.Any supply chain's success is closely linked to the appropriate use of transportation. 2. The sales order includes specific requirements that have to be fulfilled by the production facility. 3. The requirements activated by the customer's sales order are combined with other orders. 4. The final products are manufactured using the raw materials. 5. The raw materials were received from the suppliers and checked for quality and accuracy. 6. The list of raw materials was received by the Purchasing Department last Monday. 7. These goods will be delivered in two weeks. 8 .The cargo has not been shipped yet. 9. All necessary documents have already been received. 10. Professional logisticians are often certified by professional associations.

Exercise 12. Rewrite the sentences below in the Passive Voice.
1. Transportation involves the movement of products from one location to another. 2. Logistics companies use responsive transportation systems to lower overall costs. 3. Logistics companies employ Cross-docking. 4. People utilize rail transportation for low-value and large shipments. 5. The firm evaluated the transportation function based on a combination of transportation costs.6. Logisticians should consider an appropriate combination of company-owned and outsourced transportation. 7. Managers used the available information effectively.8. People transform natural resources, raw materials and components into a finished product.9. The supply chain must provide the desired level of responsiveness to customers. 10. The Planning Department of our company has already created a production plan to fulfill the customer's orders.

Unit 5. SUPPLY CHAIN MANAGEMENT

Exercise 1. Before reading the text check the meaning of the Key Words in the dictionary.

Nouns: objective, capacity, inventory, factory, plant, mix, metrics, invoice, decision, payment *Verbs:* to eliminate, to optimize, to implement, to integrate, to seek, to test, to monitor, to improve, to prepare, to communicate, to source, to set up, to decide, to pay, to support

Exercise 2. Read and translate the text.

TEXT 1. WHAT IS SUPPLY CHAIN MANAGEMENT?

The term *Supply Chain Management* (SCM) was introduced in the 1980s. The primary objective of supply chain management is to fulfil customer's needs through the most efficient use of resources, including distribution capacity, inventory and labour.

Various aspects of optimizing the supply chain may include

- Communicating with suppliers to eliminate bottlenecks in the supply chain.
- Sourcing strategically to establish balance between the lowest material cost and transportation.
- Implementing JIT (Just-In-Time) techniques to optimize manufacturing flow.
- Maintaining the right mix and location of factories and warehouses to serve customer markets.
- Using location and distribution analysis, vehicle routing analysis, traditional logistics optimization methods to maximize the efficiency of the distribution.

The five basic components of SCM are the following:

Plan. Logistics Companies must create a strategy for managing their resources in order to meet customer demand for their product or service. SCM planning includes developing a set of metrics to monitor the supply chain so that a) it is efficient, cost-effective; b) it delivers high quality and value to customers.

Source. Logistics companies must choose suppliers to deliver the goods and services they need for creating their product. Therefore, supply chain managers must a) develop a set of pricing, delivery and

payment processes with their suppliers; b) create metrics for monitoring and improving these relationships.

Make. Supply chain managers must schedule the activities that are necessary for manufacturing, testing, packaging and preparation for delivery.

Deliver. Logistics companies have to develop a network of warehouses, select carriers that will get products to customers and establish an invoicing system for receiving payments.

Return. Supply chain planners have to create a responsive and flexible network for receiving defective or surplus (excess) products back from their customers. They must provide support to those customers who have problems with delivered products.

Supply chain managers make decisions at different levels.

Strategic level. At this level, managers develop strategic decisions that affect the long-term performance of the company, such as the size and location of manufacturing sites, partnerships with suppliers, products to be manufactured and sales markets.

Tactical level. Tactical decisions focus on taking measures that will produce cost benefits, such as using industry best practices, developing a purchasing strategy with preferred suppliers, working with logistics companies to develop cost-effective transportation and creating warehouse strategies to reduce the cost of storing inventory.

- *Operational level.* Decisions at this level are made each day. Such decisions are often administrative in nature. Operational decisions involve making schedule changes to production, purchasing agreements with suppliers, taking orders from customers and moving products in the warehouse.

Exercise 3. Review questions.

1. When was the term *Supply Chain Management* introduced? **2.** What is the primary objective of supply chain management? **3.** What do various aspects of optimizing the supply chain include? **4.** What are the basic components of SCM? **5.** What decisions are made at the strategic level? **6.** What decisions are made by top managers? **7.** What decisions are made at the operational level?

Exercise 4. ***Translate the following word combinations.***

To fulfil customer demands, to match demand with supply, to eliminate bottlenecks, to optimize manufacturing flow, to maximize efficiency, to monitor the supply chain, to deliver the goods and services, to receive payments, to make decisions, to take orders from customers.

TEXT 2. GLOBAL SUPPLY CHAIN MANAGEMENT

Exercise 5. ***Before reading the text check the meaning of the Key Words in the dictionary.***

Nouns: issue, factor, costs, expenses, tariff, rate, labour, conditions, productivity, employer, employee, research,
Verbs: to involve, to consider, to address, to deal with, to vary, to impact, to affect, to expect, to face

With increased globalization, global supply chain management is becoming an important issue for many businesses. The main factors influencing global supply chain management are the following: a) reducing the costs of procurement; b) decreasing the risks related to purchasing activities.

It should be noted that global supply chain management involves a company's worldwide interests and suppliers rather than simply a local or national orientation. Thus, it comes with a number of new issues. For example, companies have to consider the overall costs. Although local labour costs may be significantly lower, companies must also focus on the costs of space, tariffs, and other expenses that are related to doing business overseas. Additionally, companies need to consider the exchange rates.

Time is another big issue that should be addressed when dealing with global supply chain management. The productivity of the overseas employees and the extended shipping times can either positively or negatively affect business.

Besides, the weather conditions vary greatly in different parts of the globe; they can impact production and shipping too. Customs clearance time and other governmental red tape can add further delays that need to be planned.

Another issue that must be integrated into a global supply chain management strategy is supplier selection. This is one of the first decisions companies must make; such decisions must be based on research. Companies should make decisions about the number of suppliers. Fewer supplies may be easier to manage, but it could also lead to potential problems if one seller is unable to deliver goods as expected. Finally, companies, which choose to move their manufacturing overseas, may face some additional considerations: the number of plants that are needed, the locations for those plants, etc.

Exercise 6. ***Review questions.***

1. Why is global supply chain management becoming an important issue for many businesses? 2. What are the main factors that influence global supply chain management? 3. What does global supply chain management involve? 4. What issues must global supply chain management consider? 5. How can the productivity of the overseas employees affect business? 6. Why should logistics companies consider the exchange rates? 7. Why should important decisions be based on research? 8. What problems may companies, which choose to move their manufacturing facilities overseas, face?

Exercise 7. ***Decide whether the following statements are true or false.***

1. The main factors influencing global supply chain management reducing the costs of procurement and decreasing the risks related to purchasing activities. 2. Because global supply chain management usually involves many countries, it comes with a number of new issues. 3. Time is another big issue that should be addressed when dealing with global supply chain management. 4. The productivity of the overseas employees usually does not affect business. 5. Customs clearance time can add further delays that need to be planned. 6. Supplier selection is not important for global supply chain management. 7. Logistics companies must make decisions about the number of suppliers. 8. Fewer supplies may be easier to manage, but could also lead to potential problems. 9. Companies that choose to move their manufacturing overseas also face some additional considerations, for example, the number of plants that are needed. 10. The weather conditions can impact both production and shipping.

Exercise 8. ***Write a short summary of Text 2.***

Exercise 9 ***State whether the "-ing" form in each sentence is Participle I or the Gerund. Translat the sentences.***

1. Like in traditional supply chain management, there are many factors influencing global supply chain management.
2. Time is another big issue that should be addressed when dealing with global supply chain management.
3. The productivity of the overseas employees and the extended shipping times are the main factors affecting business.

1. Various aspects of optimizing the supply chain may include communicating with suppliers to eliminate bottlenecks in the supply chain.
2. SCM planning includes developing a set of metrics to monitor the supply chain so that it is efficient, cost-effective and it delivers high quality and value to customers.
3. Choosing suppliers companies must consider a few important factors.
4. Supply chain managers must create metrics for monitoring and improving these relationships.
5. Logistics companies have to develop a network of warehouses and establish an invoicing system for receiving payments.
6. Supply chain planners have to create a responsive and flexible network for receiving defective or surplus products back from their customers.
7. Developing high level strategic decisions company management work in the frame of an overall action plan.
8. Tactical decisions focus on using industry best practices, developing a purchasing strategy with preferred suppliers, working with logistics companies to develop cost-effective transportation and creating warehouse strategies to reduce the cost of storing inventory.
9. Operational decisions involve taking orders from customers and moving products in the warehouse.
10. The manager has spent the whole morning preparing the required documentation.

5 Рекомендовані навчально-методичні матеріали для вивчення навчальної дисципліни

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2. Аудіододаток до підручника Civil Aviation, Career Paths CD 1 https://www.youtube.com/watch?v=N2Ptdb_4joo

3. Аудіододаток до підручника Civil Aviation, Career Paths CD 2 https://www.youtube.com/watch?v=1GCBrAFwGIw&list=PL3-F8fyH_iznlaB_41pbm1Hyy9MQ6HXR6&index=36

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