

Title: English (for Logistics)

Course duration: 5h (semester 1)

Faculty: LTHR (Department of Logistics)

UE of affiliation:

Code: INL1012

Type: Lecture

Credit:

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I- Course description

This lecture is designed for Licence 1 students in logistics. Based on the four linguistic skills, it is composed of basic logistics terminologies and appropriate vocabulary. It is mainly designed to describe logistics activities and services in English language. It also takes into account some linguistic practices in the logistics domain.

a- General objective

This lecture is entitled to provide Licence 1 students with basic logistic terminologies and vocabularies in English language.

b- Specific objectives

By the end of this lecture students should be able to:

- Use logistics terms in English
- Use English language for talking about logistic activities and services
- Describe basic logistics tasks while using rightful terms in English

II- Course content

Unit 1: Introduction to logistics

Chapter 1: Areas of logistics (terminologies)

- 1- Jobs in logistics
- 2- Regular activities and present simple tense

- 3- Using verbs in logistics

Chapter 2: Logistics services

- 1- Logistics acronyms
- 2- Product ranges
- 3- 3PL providers
- 4- Value-added services

Unit 2: Inventory management and procurement

Chapter 1: management

- 1- Inventory management
- 2- Continuous replenishment
- 3- Job advertisement

Chapter 2: Modes of transport

- 1- Transport and handling equipment
- 2- Container types
- 3- Types of goods
- III- Methodology

The course is a full lecture that induces note taking.

IV-Assessment method

This lecture will be assessed by a final exams taking into account the tutorial composed of Grammar points

V- Bibliography

GRUSSENDORF, M., (2009). *English for Logistics*. Oxford: Oxford University Press

BROWN, E. S and CEIL L., (2009). *English in Everyday Life*. New York: Mc Graw Hill

MIGUEL, F. et al., (2010). *English for Professional and Academic Purpose*. New York: Editions Rodopi

PILBEAM, A. and O'Driscoll N., (2010). *Logistics Management. Marker Leader (Business English)*. Harlow: Person Education Limited

STUKALINA, Y., (2014). *Professional English for Students of Logistics*. Transport and Telecommunication Institute

INL1012-ANGLAIS-CM-LICENCE 1 – 2023-2024

LECTURE_ENGLISH FOR LOGISTICS_ LICENCE1_2023-2024

Unit 1: Introduction to logistics

Chapter 1: Areas of logistics (terminologies)

1- Jobs in logistics

a- Associating logistics to tasks.

Useful terminologies for describing logistics areas	
Logistics	- purchasing - procurement - transportation - maintenance - distribution - inventory management, - stock control - storage - freight forwarding

b- Defining logistics with tasks

- ✓ Logistics means that you **manage** the **procurement** and movement of **goods** and the **storage** of inventory.
- ✓ It means the **delivery** of the goods to the **customer** at the right time, in the right place, and of the right quality.

- ✓ It is **to plan, organise, and manage** operations that provide **services and goods**.
- ✓ Logistics is about **the purchasing, maintenance distribution, and replacement of material and staff**.
- ✓ Logistics is **the planning and support of operations** such as **warehousing, inventory, transport, procurement, supply, and maintenance**.

2- Talking about regular activities:

Present simple tense is the appropriate tense used to talk about daily activities, for examples:

- ✓ In my job, I oversee the maintenance of vehicles and machinery.
- ✓ Do they also deliver parcels and packages on Sundays?
- ✓ Goods are normally bought in the purchasing department.
- ✓ We provide a 24-hour delivery service.
- ✓ This company only transports goods by road.
- ✓ We store all our goods in the warehouse.

3- Using verbs in logistics

From nouns to verbs		
	Noun	Verb
1	Provision	To provide
2	storage	To store
3	Support	To support
4	Delivery	To deliver
5	Distribution	To distribute
6	Maintenance	To maintain
7	Transportation	To transport
8	Purchasing	To purchase

4- Logistics terminologies and definitions

	Terminologies	Definitions
1	Carrier	Company that transports and conveys goods.
2	Freight forwarder	Person or business that arranges documentation and travel facilities and for companies dispatching goods to customers.
3	Supplier	Company which supplies parts or services to another company, also called vendor.
4	Haulage contractor/haulier	Company which carries goods by road
5	Courier	Company that specializes in the speedy and secure delivery of small goods and package.
6	Consignee	Person or firm named in a freight contract to whom goods have been shipped or turned over for care.

Chapter 2: Logistics services

1- Logistics acronyms

USE OF ACRONYMS IN LOGISTICS		
	Acronyms	Definitions
1	FCL	Full container load
2	3PL	Third-party logistics
3	HGV	Heavy goods vehicle
4	DC	Distribution centre
5	LCL	Less than container load
6	EDI	Electronic data interchange

7	VAS	Value-added services
8	RFID	Radio frequency identification
9	ISO	International Standard Organisation
10	GPS	Global Positioning System

2- Product ranges

	Tasks	Definitions
1	Transshipment	Loading goods from one means of carriage onto another.
2	Break-bulk	Packing goods in small, separable units.
3	Cross-docking	Direct flow of goods from receipt at warehouse to shipping, bypassing storage.
4	Order-picking	Selecting and assembling items from stock for shipment
5	Reverse logistics	Collecting and handling of used or damaged goods or of reusable transit equipment.
6	Tracking and tracing	Locating items in transit.
7	Warehousing	Receiving and storing goods.
8	Collection	Picking up goods at a named place.

3- 3PL providers

Selling one's 3PL provider		
Business	Specialises in	Transport mode used
Provider 1 (Everyday Global Carrier)	Solution for full container load and less than container consolidated freight	Sea
Provider 2 (Trade International)	Home textiles	Road
Provider 3 (Cargo Express)	Consolidated air freight forwarding	Air

4- Value-added services

It consists in providing additional services to customers. This means the logistics business proposes other services to its customers for a good market share.

For example, a 3PL provider can offer to provide value-added logistics services such as poly-bagging and shrink-wrapping, bundling or unbundling, labelling...

Unit 2: Inventory management and procurement

Chapter 1: Management

1- Inventory management

	Terminologies	Definitions
1	Economies of scale	Reducing costs per unit by increasing production
2	Buffer stock	Goods kept in store to cover unforeseen shortages or fluctuation in demand
3	Factory gate pricing	Transport costs are not included in the purchase price of a product
4	Supply chain	The close co-operation of all parties in the making, selling, and delivering of a product
5	Tender	An offer for goods or services that follows a request for a quotation made by an official body, e.g. the local government

Some more inventory management techniques:

	Inventory management techniques	Definitions
1	DSD: Direct store delivery	Orders are transferred electronically to the manufacturer. Then they are delivered to the retail store
2	CM: Category management	Products that have similar characteristics regarding their selling profile are characterised into 'families'
3	VMI: Vendor-managed inventory	A system in which the inventory is monitored, planned and managed by the manufacturer on behalf of the customer, e.g. the retailer

4	CRP: Continual replenishment	Real-time demand is identified by electronic cash register and the product movement is co-ordinated from supply to the retail store
5	QR: Quick response	Similar to CPR, it is a system which is often used for products that need to be supplied frequently and in small batch sizes

2- Continual replenishment: Understanding key terms

	Terms	Definitions
1	Lead time	It's the time it takes to produce and supply a product
2	Procurement	The purchasing of goods (materials, parts, supplies, equipment) required to run an enterprise
3	Retailer	It's a business that buys products from wholesalers or manufacturers and resells them to the ultimate customer
4	Customer order cycle time	It's the time customers are prepared to wait for the delivery of their order
5	Wholesaler	It's an intermediary between manufacturers and retailers which buys in large quantities and resells in smaller quantities
6	JIT – Just in time	It's a concept of reducing inventories by co-ordinating the delivery of materials just before they are needed

3- Jobs advertisement/an offer

We are looking for a proactive and dynamic professional to take care of our strategic procurement and supplier relationship management.

Reporting to the Director of Corporate Procurement, the successful applicant will be responsible for managing both internal and external customers and for working with the appointed 3PL providers. While liaising with the procurement team, vendors, and related stakeholders, you will also be involved in providing business support to optimise finance-logistics process, order fulfilment logistics costs.

Other responsibilities include providing initiatives to help maximise company business profitability and efficiency.

The ideal candidate should have a degree in supply chain management or logistics management with a deep understanding and knowledge of the China logistics market. You should have at least 5 years' experience in multinational company and you should possess

outstanding negotiation skills. Based in Macau, excellent command of English and Cantonese is a must with Mandarin an advantage.

If you are interested in the role, please send your CV in word format to....

Different parts of the offer:

- ❖ Position
- ❖ Responsibilities
- ❖ Qualification and experience
- ❖ Location of the job
- ❖ Language skills
- ❖ Mode of application

Chapter 2: Modes of transport

1- Transport and handling equipment

A swap-body



A container ship



A grappler lift



A road-railer trailer



A river barge



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LGV (a large goods vehicle)



2- Container types

Type of container	Suitable of transport of...
General purpose	Dry cargo
Reefer, refrigerated	Delicate cargo and perishable
Tanktainer	Liquids
Open-top	Bulky cargo
Flat-rack	Heavy machinery and pipes

General purpose container



Reefer container



Tanktainer container



Open-top container



Flat-rack container



3- Types of goods

Perishable cargo	Non-perishable cargo	Heavyweight and over-width cargo
Meat	Crude oil	Steel pipes
Fresh produce	Alcohol	Industrial boilers
Seafood	Harmful chemicals	Tractors
Dairy products		
Chilled or frozen foodstuffs		