

"Competent student – experienced graduate: international workshops on key competencies for the labour market"

The project is financed by the National Agency for Academic Exchange within the International Academic Partnerships Programme

Agreement No. PPI/APM/2019/1/00014/U/00001

## English for Logistics

### Goals:

- the participant gains knowledge about logistics, its main areas, purposes, actions and processes that this term involves;
- the participant is able to understand vocabulary connected to the theme of logistics, gain practice in use of English in logistics;
- the participant gains knowledge on the definitions of specific terms that logistics involves.

### Outcomes:

- the participant is able to implement the knowledge on the topic in conversations about logistics and other practical settings;
- the participants understand the importance of the coordination of the flow of information and resources in logistics;
- the participants know the theoretical basics of proper logistics in companies and other environments;
- participants can properly communicate about logistics

### Language courses

The language school from Opole, ProfiLingua, was responsible for conducting English for Logistics online classes for all students participating in the project. The students had to choose between three possible days of the week of the class: Tuesday, Wednesday and Saturday. The course included 20 lessons of the duration time 45 minutes each. The courses started in the beginning of April 2022 The courses were conducted online with the use of zoom application. The teaching methods implemented by the teachers were PowerPoint presentations, speaking practice, and a variety of types of written tasks. The course was divided into four parts, each of them was introduced with the use of online presentations with True/False questions, gap filling, and definition-term matching exercises. The students learnt about: 1. Introduction to Logistics; 2. Supply Chain; 3. Transportation; 4. Export Documents. The students had to be able to answer specific questions regarding the topic of Logistics and write replays to business emails. All the materials were provided to them before the class, so that they could have access them earlier, print, and ask for any clarification needed. Throughout the course students were getting homework in order to revise information that was given during the class. Afterwards, materials from homework was useful source to study before the exam.



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# 1. Certificate of Origin is typically required for all products. 2. Certificate of Analysis is a document that declares, in which country goods were manufactured. 3. Carnets are international customs documents that simplify customs procedures for the temporary import of various types of goods. 4. A T A CARNET permits the tax-free and duty-free temporary export and import of goods for up to ten years. 5. Certificate of Analysis is required for seeds, grain, health foods, dietary supplements, fruits and vegetables, and pharmaceutical products. 6. Insurance Certificate confirms that the specified imported goods are normally and freely sold in the exporting country's open markets and are approved for export. 7. Exports submitted for handling by air carniers and air freight forwarders classified as dangerous goods need to be accompanied by the Shipper's Declaration for Dangerous Goods. 8. Health Certificate is required for shipment of live animals and animal products. 9. Health Certificate is used to guarantee the consignee that insurance will cover the loss of or damage to the cargo during transit. 10. Export License is a government document that authorizes the export of specific goods in specific quantities to a particular destination.

Photo: The example of a task from one of the presentations - True/False questions

# Additional preparation for the English in Logistics examination

The course ended with a written exam in Mercure hotel in Opole. Before the examination, the University of Opole organized classes with Doctor Bartosz Poluszyński to give the students a chance to revise the material. Doctor Poluszyński is an academic representing the University of Opole, he specializes in linguistics, practical English classes, as well as translation. The students were divided into three groups. The preparation started on Wednesday, 27<sup>th</sup> of April. The students received printed materials based on the syllabus of the course. The second part of preparation took place before the examination on Thursday, 28<sup>th</sup> of April. During the preparation sessions students had a chance not only to revise vocabulary on logistics topic in written form, but also there were practice exercises on listening.

# Examination

The exam was on B1/B1+ level. It took place on the 28<sup>th</sup> of April in Mercure hotel in Opole. The test included gap-filling and definition matching exercises, and writing an email to the potential costumer with business details regarding future cooperation. The test time was limited to 90 minutes, with the possibility to use a scratch piece of paper for the email part, provided that the students rewrote the email to the original one. The students found out about their results on the 14<sup>th</sup> of May. Since not all of them did well, there is a retake online examination planned for the 18<sup>th</sup> of May. It will also be a chance to take the test for those students who were not present in Poland.