

# Contents

Unit	Reading A	Listening and Speaking	Reading B	Writing	Project	Vocabulary	Grammar
<b>Unit 1</b> Introduction to Logistics (P1)	Introduction to Logistics	Careers in Logistics	Job Advertisements	Company Introduction	Analysis of Information on Logistics Industry	New Words and Expressions; Vocabulary and Structure	Parts of Speech
<b>Unit 2</b> Procurement Logistics (P23)	Procurement Logistics	Jobs in Procurement and Business Enquiry	Purchase Contract	Letter of Enquiry	The Process of Procurement	New Words and Expressions; Vocabulary and Structure	Modal Verbs
<b>Unit 3</b> Packing (P45)	Packing Materials	Choice of Appropriate Packing Materials	Packing List	Packing List	Choosing Appropriate Packing Materials	New Words and Expressions; Vocabulary and Structure	Tenses
<b>Unit 4</b> Warehousing (P67)	Warehousing	Warehousing Conditions and Choice of Warehouses	Warehousing Service Contract	Confirmation Letter	Choosing an Appropriate Warehouse	New Words and Expressions; Vocabulary and Structure	Sentences
<b>Unit 5</b> Material Handling (P89)	The Handling of Materials	Loading and Unloading Goods	Shipping Advice	Claim for Cargo Damage	Material Handling	New Words and Expressions; Vocabulary and Structure	Attributive Clauses
<b>Unit 6</b> Transportation (P111)	Transportation	Choices of Modes Transportation	Bill of Lading	Notification of Issuance of a Bill of Lading	Choosing the Best Way of Transportation	New Words and Expressions; Vocabulary and Structure	Non-finite Verbs
<b>Unit 7</b> Distribution (P133)	Distribution Centers	Package Delivery	Delivery Form	Notification of Delivery	Distribution Management	New Words and Expressions; Vocabulary and Structure	Subjunctive Mood
<b>Unit 8</b> Customer Service (P155)	Customer Services	Dealing with Complaints	Letter of Complaint	Reply Letter	Handling Customer Complaints	New Words and Expressions; Vocabulary and Structure	Punctuation