

Contents

Unit	Reading A	Listening and Speaking	Reading B	Writing	Project	Vocabulary	Grammar
Unit 1 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	Part of Speech
Unit 2 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
Unit 3 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
Unit 4 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
Unit 5 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
Unit 6 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
Unit 7 Distribution (P133)	Distribution Centers	Package Delivery	Delivery Form	Notification of Delivery	Distribution Management	New Words and Expressions Vocabulary and Structure	Subjunctive Mood
Unit 8 Customer Service (P155)	Customer Services	Dealing with Complaints	Letter of Complaint	Reply Letter	Handling Customer Complaints	New Words and Expressions Vocabulary and Structure	Punctuation