Commercial Letters- SHIPPING AND RATES (expedition et tarifs)

Letter 1

Rate next know from quote

Dear Sirs,

Please \_\_\_\_\_\_\_\_\_ us your freight \_\_\_\_ for a shipment \_\_\_\_\_ London to Valetta, and let us \_\_\_\_\_\_ when you will be sailing to Malta during the \_\_\_\_\_\_ 3 months.

Yours faithfully

Letter 2

the consignment forward latest terms an order by

Dear Sirs,

We are about to make \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a customer in Beirut for 3 cases textile machinery parts, and in accordance with the \_\_\_\_\_\_\_\_\_\_\_ of the letter of credit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has to be shipped \_\_\_\_\_\_\_\_\_\_\_15 January at the \_\_\_\_\_\_\_.

We are looking to reading from you soon.

Yours faithfully

Letter 3

inclusive assisting reply enclosed yours to

Dear Sirs,

In \_\_\_\_\_\_\_\_\_ to your letter of 12 December, we are pleased to inform you that the *S. Morning Star* of the Blue Crescent Line will be receiving cargo from 12 to 18 January \_\_\_\_\_\_\_\_\_\_\_\_, and is expected \_\_\_\_ start loading on the 14th.

Details of the Blue Crescent Line’s rates are \_\_\_\_\_\_\_\_\_\_\_\_\_.

We look forward to \_\_\_\_\_\_\_\_\_\_\_\_ you.

\_\_\_\_\_\_\_\_\_\_\_\_\_ faithfully.

**Translate the words between brackets**

1. We have received an urgent order for the shipment of machines and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (pieces detachées), from Birmingham to Paris, and would \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (apprécier) an all-in rate including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enlèvement) from works (or factory), Birmingham and delivery to Station, Paris.
2. Please let us know the difference in cost between transport by train-ferry via Dover/Dunkerque, and road-ship-road via Newhaven/ Dieppe. If there is any \_\_\_\_\_\_\_\_\_\_\_\_\_ (probabilité) of \_\_\_\_\_\_\_\_\_\_\_\_ (retard) we would prefer to have goods carried by road and ship, and not \_\_\_\_\_\_\_\_\_\_\_\_ (dépendre de) railway.
3. We would be \_\_\_\_\_\_\_\_\_\_\_\_\_ (content) to know time of transit and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (fréquence) of sailings.
4. We would be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (reconnaissant) if you could send us your current \_\_\_\_\_\_\_\_\_\_\_\_ (tarifs).
5. We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (joindre) a commercial invoice in triplicate, plus the certificate of origin.
6. The goods must be shipped by the first vessel \_\_\_\_\_\_\_\_\_\_\_\_\_ (disponible).
7. We are going to ship the goods listed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ci-dessous).
8. We look forward to receiving your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cotation).
9. Could you please indicate your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (délai de livraison).
10. Please let us know your delivery is expected to arrive to destination \_\_\_\_\_\_\_\_\_\_ (d’ici) the end of the month
11. I’m \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (peur) the goods are missing.

**Fill the table below**

|  |  |  |  |
| --- | --- | --- | --- |
| VOCABULARY | | | |
| Pieces détachées |  | A vessel |  |
| Apprécier |  | To ship |  |
| Disponible |  | An invoice in triplicate |  |
| Joindre |  | A shipment of machines |  |
| Les tarifs |  | A sailing |  |
| Reconnaissant |  | A works |  |
| Content |  | A shipment |  |
| Retard |  | A consignment |  |
| Enlèvement |  | A certificate of origin |  |
| Probabilité |  | To quote |  |
| Fréquence |  | quotation |  |
| Dépendre de |  | Delivery times |  |
| J’ai bien peur |  | missing |  |