

## Grammar and Vocabulary

### Lesson 13 – A

Topic: SHIPPING

Aim:

1. Learn useful vocabulary related to Shipping.
2. Review Subject and Verb Agreement Rules Part 2. (numbers 13–16)

#### I. Vocabulary

##### Exercise 1: Let's Review Words ! (5–6minutes)

Choose the meaning of the underlined words from the choices that follow. Then practice using the words in your own sentences.

1. From shipments of two tons in the first year of trading sales have grown to fifty tons last year.
  - a. leaving
  - b. cargo
  - c. schedule
  - d. large vehicle
2. By working closely with a leading European distributor based in Germany we get continental euro prices beating by a margin UK high street prices.
  - a. company
  - b. direct mailer
  - c. retail chain
  - d. provider
3. Payment policy all services are charged on a prepay basis either yearly or monthly.
  - a. already paid
  - b. to pay beforehand
  - c. is paid upon delivery
  - d. pay monthly
4. The time that bill of lading processing results are returned is different for vessel entries.
  - a. receipt
  - b. bill
  - c. invoice
  - d. certification

5. This included looking extensively for an imaginary island that had been reported by the captain of a merchant vessel.

- a. store owner
- b. manager
- c. tradesman
- d. shopkeeper

### Exercise 2: Let's use the words! (5-7 minutes)

Complete the dialog using the words from the box.

Wholesale	fee	delivered	products
paid	merchandise	charge	shipped

### SALES TERMINOLOGY

Julian : I'm new to this job, could you explain some of the terminology?

Jack : That's what I'm here for. Shoot.

Julian :What's the difference between retail and wholesale?

Jack :Wholesale is to distributors. Retail to consumers.

Julian :Distributors? Consumers?

Jack :Distributors are stores that sell our \_\_\_\_\_. Consumers are the people who buy the\_\_\_\_\_.

Julian :Oh, I see. What's a bill of lading?

Jack :The bill of lading lists the merchandise \_\_\_\_\_. It's included with every shipment or delivery.

Julian : I get what pre-paid means. That means the merchandise has been \_\_\_\_\_ for. But, what's C.O.D.?

Jack :Cash on delivery.

Julian :What does that mean?

Jack :Exactly what it says: cash is paid upon receiving the goods. Of course, it could be a credit card or a check, as well.

Julian :Oh, I understand. What's a delivery\_\_\_\_\_?

Jack :The delivery fee is an extra \_\_\_\_\_ that the customer pays to have the goods \_\_\_\_\_.

Julian :I think I'm beginning to understand now.

## II. GRAMMAR REVIEW

13. If one subject is singular and one plural and the words are connected by the words or, nor, neither/nor, either/or, and not only/but also, you use the verb form of the subject that is nearest the verb.

- Do your sisters or your girlfriend want any pizza?

14. Indefinite pronouns typically take singular verbs.

- **Everybody wants to be loved.**

15. Except for the pronouns (few, many, several, both) that always take the plural form.

- **Few were left alive after the flood.**

16. If two infinitives are separated by and they take the plural form of the verb.

- **To walk and to chew gum require great skill.**

### Exercise 1: Let's try this out!

#### A: Error Recognition

Identify the one underlined word or phrase that should be corrected or rewritten. Then, write the correct sentence.

1. Alex is the merchant who meet the needs of the customers.

A B C D

2. To exchange goods and to refund causes the number of clients to decrease.

A B C D

3. Few was not shipped due to the strong typhoon.

A B C D

4. Everyone complain about the shipment.

A B C D

5. He is one of the men who does the loading.

A B C D

#### References:

Barron's How to Prepare for TOEIC Test 2nd Edition – Dr. Lin Lougheed  
Business Basics International Edition – David Grant and Robert McLarty