

## ПРЕДИСЛОВИЕ

### UNIT I. STRUCTURE AND PRESENTATION

### UNIT II. CONTENTS AND STYLE

### UNIT III. ENQUIRIES AND REPLIES

#### Part I

Introduction to subject

#### Part II

Correspondence relating to enquiries: sections 1-4

#### Part III

Section 1 - Translate letters into English

Section 2 - Compose letters in English

#### Part IV

Act as an interpreter

### UNIT IV. QUOTATIONS AND OFFERS

#### Part I

Introduction to subject

#### Part II

Correspondence relating to quotations and offers: sections 1-4

#### Part III

Section 1 - Translate letters into English

Section 2 - Compose letters in English

#### Part IV

Act as an interpreter

### UNIT V. ORDERS

#### Part I

Introduction to subject.

#### Part II

Correspondence relating to orders: sections 1-3

#### Part III

Section 1 - Translate letters into English

Section 2 - Compose letters in English

#### Part IV

Act as an interpreter

### UNIT VI. PAYMENT IN FOREIGN TRADE

#### Part I

Introduction to subject

#### Part II

Correspondence relating to payment: sections 1-2

#### Part III

Section 1 - Translate letters into English

Section 2 - Compose letters in English

#### Part IV

Act as an interpreter

### UNIT VII, AGENTS AND AGENCIES

#### Part I

Introduction to subject

#### Part II

Correspondence relating to agencies: sections 1-4

#### Part III

Section 1 - Translate letters into English

Section 2 - Compose letters in English

#### Part IV

Act as an interpreter

## UNIT VIII. CLAIMS

### Part I

Introduction to subject

### Part II

Correspondence relating to claims: sections 1-2

### Part III

Section 1 - Translate letters into English

Section 2 - Compose letters in English

### Part IV

Act as an interpreter

## UNIT IX. INSURANCE

### Part I

Introduction to subject

### Part II

Correspondence relating to insurance: sections 1-2

### Part III

Section 1 - Translate letters into English

Section 2 - Compose letters in English

### Part IV

Act as an interpreter

## SUPPLEMENT

### ORDERS

#### Part I

Correspondence relating to orders

#### Part II

Translate letters into English

#### Part III

Act as an interpreter

### PAYMENT IN FOREIGN TRADE

#### Part I

Correspondence relating to payment

#### Part II

Translate letters into English

#### Part III

Act as an interpreter

### AGENTS AND AGENCIES

#### Part I

Section 1. - Agency Contract and Role Play

Section 2. - Correspondence relating to agents

#### Part II

Translate letters into English

#### Part III

Act as an interpreter

### CLAIMS

#### Part I

Correspondence relating to claims

#### Part II

Translate letters into English

#### Part III

Act as an interpreter

APPENDICES (specimens of documents and letters)

### CONTRACT

### BIBLIOGRAPHY