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Sinopsis

La documentación requerida en el comercio internacional es mucho más compleja que la que se maneja a nivel nacional, debido a diversos factores como la distancia geográfica, diferentes leyes, la necesidad de utilizar diversos medios de transporte, etc.

En este libro, que se publica enteramente en inglés, aprenderemos a identificar la estructura y fórmulas habituales en este tipo de documentos comerciales y a redactar cartas utilizando la terminología propia en cada caso, expresándonos con claridad y exactitud, interpretando qué tipo de información se requiere en cada apartado y conociendo diferentes tipos de abreviaturas, usos o expresiones habituales, para elaborar documentos específicos propios del comercio internacional. Cada capítulo se complementa con actividades prácticas, cuyas soluciones están disponibles en www.paraninfo.es.

Los contenidos se corresponden con los establecidos en la UF1765 *Documentación en inglés para comercio internacional*, incardinada en el MF1010_3 *Inglés profesional para comercio internacional*, transversal a los certificados de profesionalidad COMM0110 *Marketing y compraventa internacional* y COMT0210 *Gestión administrativa y financiera del comercio internacional*, ambos regulados por el RD 1522/2011, de 31 de octubre.

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The documentation required for international sales is more complex than that one to be developed for national

sales due to the special characteristics of foreign trade: geographical distance, different customs laws, use of different means of transport, etc.

In this book, which is published entirely in English, we will learn to identify the common structure and formulas in this type of commercial documents and to interpret and write letters using the terminology required in each case. We will also learn to use common expressions and abbreviations to produce specific documents in international trade, expressing ourselves clearly and accurately. Each chapter is complemented by practical activities whose answer key is available on www.paraninfo.es.

The contents correspond to those established in the UF1765 *Documentación en inglés para comercio internacional*, included in the MF1010_3 *Inglés profesional para comercio internacional*, cross curricular to the certificates of professional qualification COMM0110 *Marketing y compraventa internacional* and COMT0210 *Gestión administrativa y financiera del comercio internacional*, both regulated by RD 1522/2011, of October 31st.

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Indice

Introducción normativa

Introduction

Some tips for developing international trade documents

Block 1. Commercial management documentation

Unit 1. Linguistic structures and vocabulary of offers and international commercial documentation

The form style

The narrative style

International Offer: the Pro-Forma Invoice

Unit 2. Drafting of agreements in international trade transactions

2.1. Sample commercial agreements between companies

2.2. Sample Contracts for the International Sale of Goods

Unit 3. Linguistic structures and vocabulary of invoicing in commercial transactions

3.1. Abbreviations

3.2. Interpretation of sample invoices

Unit 4. Financial documentation and common payment methods

4.1. Interpretation of documents and terminology of payment methods and financial instruments

Unit 5. Export/import insurance policies

5.1. Sample Insurance Policies

5.2. Key terms

Unit 6. Business reports

6.1. Common report wording

Unit 7. Other commercial documents

7.1. Order Form

7.2. Delivery or Dispatch Note

7.3. Purchase Order

Block 2. Drafting of reports and business correspondence

Unit 8. Common practices for drafting commercial texts

Unit 9. Commercial offers by mail and catalogue

Unit 10. Complaints

10.1. Complaint letters related to reimbursement and delays and other common cases in international trade

10.2. Response to complaints

Unit 11. Extension

11.1. Extension requests samples

11.2. Responses to extension requests

Unit 12. Notices of default in their various stages

Unit 13. Faxes

Unit 14. E-mails

14.1. Abbreviations

Block 3. Border documentation and management in international contexts

Unit 15. Sources for customs information: the World Customs Organization (WCO) and customs institutional information in other countries

Unit 16. Interpretation of terms and expressions in customs documents

16.1. The SAD

16.2. Other customs documents in third countries: China, Russia or other countries with commercial relationships

Unit 17. Documentation of intra-Community transactions

Unit 18. Tax settlement

18.1. Form EU and Form 349

18.2. Taxation terminology

Unit 19. International certifications and standardization

19.1. Forms (EUR. 1 Certificate and A or GSP Certificate)

19.2. Terminology

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