

4.3. Business talk

Read the information and make the dialogs of your own

Credit

I am interested in...

(We are interested in...)

- commercial plans of your firm.

We are willing to establish with your firm... relations

- long-term
- contractual
- trade
- financial

What interests you in particular?

We'd like to get a...credit

- state
- financial
- long-term
- commercial
- short-term
- soft
- intermediate-term

How shall the credit be repaid?

The credit shall be repaid within ten (fifteen, twenty) years by...

- annual payments
- semi-annual payments
- equal payments

What services will be financed out of the proceeds of the credit?

The credit will cover...

- the sending of specialists
- delivery of equipment
- delivery of goods
- design works

What is the interest rate?

The terms provide for a five (ten, twelve) per cent interest rate.

The interest rate is...

- overestimated
 - underestimated
- Credit repayment shall be paid...
- in hard currency
 - by deliveries of goods
- Could you reduce the interest rate?
- Yes, we could.
 - No, we couldn't.

Contract

- What do you think of our offer?
We have studied your offer
On the whole your offer is acceptable
We can't agree to your...
- price
 - terms of payment
 - delivery period
 - terms of delivery
- Have you any questions as regards the draft contract?
We agree to the draft contract.
We have the remarks to make on...
- the terms of the contract
 - the contractual obligations
 - of both parties
- We ask you...
- to make your comments
 - to consider our requests once again
- We are ready to accept your wordings
I think we have settled all the points
We can sign the contract at seven o'clock in the morning (evening)
Agreed

Price of Contract

- Have you got our...?
- competitive materials
 - price-lists
 - catalogues
- Yes, we have, we study them
You've overestimated the expenses in...

- local currency
- roubles
- hard currency

We are prepared to grant you a reasonable discount

What do you think of our prices?

They suit us

The prices are overestimated

Your prices are at the level of world prices

We're glad that you find our prices...

- justified
- acceptable

Your prices exceed world prices by seven per cent

We are ready to discuss prices

We're glad to settle the price problem

We've prepared a breakdown of the contract price

The price includes insurance and cost of transportation

The price covers packing expenses

Terms of Payment

The advance of 15 percent in ... currency seems to us too high

- local
- hard

The advance payment is overestimated

I can't agree with you here

The advance covers mobilization expenses under our contract

We would like to have a calculation of your mobilization expenses

We agree to an advance of seven per cent of the contract price

The seven per cent advance is not sufficient

We ask you to increase it to ten per cent

We agree

I'm glad that we've agreed (about the amount of the advance)

Let's discuss the procedure of making payment

The sums of the payments should be fully adjusted to the volume of works

Payments will be made...

- according to the progress of work(s)
- following deliveries (of equipment)

I see your point. What methods of payment do you propose?

We propose...

- payments by a letter of credit
- payment for collection
- transfers

The transfer of sums due to us to our account of your Central bank is the most convenient method of payment

No objections

Insurance

We would like to discuss the insurance problem

I'm prepared to answer your questions

Against what accidents can we insure the cargo?

Against...

- petty average
- general average
- particular average

Where must we apply to concerning insurance?

To an insurance agency

In what case is an insurance guarantee granted?

If it is provided for by the contract

What premium (fee) are we to pay?

An installment premium

You can exercise your rights on the insurance contract

Have you studied the contents of the insurance contract and your liability under the insurance contract?

We release ourselves from the liability under the insurance contract

You have the right to the insured property

When did you sign the insurance contract?

On the 25 of February

All the terms and conditions of the insurance contract suit us

Force-Majeure Circumstances

Force – majeure;

force – majeure circumstances;

(natural) calamity;

(natural) hazard;

- blockade
- explosion
- insurrection
- military operations

- strike
- snow – drifts
- earthquake
- grounding
- flood
- fire
- accident
- unforeseen event
- collision
- hurricane
- adverse weather conditions
- tsunami
- storm
- embargo
- declare
- damaged party

What delayed the execution of the contract?

Will you inform us about the beginning of force – majeure circumstances?

Yes, we shall write to you

It is difficult to foresee force – majeure circumstances

We cannot protest ourselves against force – majeure circumstances

What measures will you take with regard to force – majeure circumstances?

We have the right to the insured property

We shall suspend the delivery of the equipment

We shall not bear responsibility for...

- adverse weather conditions
- unforeseen circumstances
- accidents

Yes, if you prove that this hindered the fulfillment of obligations under the contract

In what case is the impossibility to carry out contractual obligations under the contract taken into account?

If there are circumstances that release you from obligations?

Arbitration

What is the award on the...?

- appeal
- damage statement
- case

Arbitration...the appeal

- dismissed
- satisfied
- stayed

...will be arbitrated

- issue
- case
- claim

Who will bear expenses on arbitration?

The expenses on arbitration shall be born by the...

- appellant
- noteholder
- debtor
- claimant
- respondent

Arbitration has...

- instituted a legal proceeding
- begun hearing the case
- entered in the reference

We are in possession of...evidence

- additional
- written
- convincing

What documents must we furnish to arbitration?

You are to forward to arbitration...

- a legalized letter
- a damage statement
- a declaration

You'll have to pay...

- extra costs
- law expenses
- costs

You have the right of action and you can bring a...

- counter claim /action/
- class claim /action/
- patent claim /action/
- lawsuit

The Court announced the award to...

- meet a cassation
- dismiss a claim /action/
- disallow a claim
- levy the expenses on the defeated party

There is no appeal from the decision of the court

Have you studied the...?

- arbitration award
- supplementary award
- final judgment
- adjudication

Yes, we have

We have to challenge the total sum of the...

- costs
- expenses
- damage
- penalty

Design and survey works

When will the initial data on the... be ready?

- construction site
- underground communications
- seismicity of the region
- topographic and geological
- survey of the area

The initial data will be ready in accordance with the contract

You delay submitting...

- bill of volume of works
- estimate documentation
- technical data

We shall need no less than two (five) months to collect the...data

- technical
- necessary
- final
- remaining

The final data has been collected

Forward this data to the design organization

Please take into account our remarks on the...

- design assignment
- design documentation

Don't delay the approval of the detailed project report

It will delay the elaboration of the working drawings

Everything will be done on time

What is your opinion of the economic feasibility of the construction of legal costs of the...?

- nickel plant
- sewing factory
- medicines plant

We consider the construction of this project (un)reasonable

Sending of Specialists Abroad

We'd like our specialists to...

- collect the initial data
- carry out the design's supervision
- carry out starting-up and adjustment operations
- put the equipment into operation

We have no objections

Please let us know...

- the number of specialists
- your specialists' specialties
- the period of the specialists'
- the conditions necessary for the i
- specialists' work

The necessary information will be submitted to you without delay

You are to provide our specialists with...at your own expense

- furnished offices and living accommodation
- transport facilities for business trips
- medical service

All these items are specified in the draft contract

Your terms of sending specialists are (un)acceptable to us

Delivery of Equipment and Materials

When shall we be able to settle the delivery point?

We'll need two weeks to finalize the delivery point

We can't accept your delivery terms

Inform us of the delivery dates

The deliveries will start in May as stay indicated in the contract

We can't proceed with deliveries

Could you reduce the delivery time by two months?

How will deliveries be made?

In five consignments at four month interval

We are not responsible for disrupting the delivery schedule as the deliveries are made on f.o.b. terms

We undertake to make timely deliveries

The final delivery will be made in the time stipulated in the contract

Packing

Each package must have the marking...

- "gross weight"
- "net weight"
- "keep dry"

These goods got a special marking

Have you specified the marking in the...?

- waybill
- specification

We have specified the ...

- total number of cases
- ordinal number of package
- number of a cargo waybill

In what packing will you supply the cargo?

We shall provide a...packing at our own expense

- seaworthy
- customary
- suitable

Doing Business Through Agents

Have you received our draft agency agreement?

Yes, and we are ready to sign it.

Does the commission rate suit you?

Not quite. We would like it to be increased up to...% per cent of the total sales.

How are you going to pay the commission?

After receipt of payments from the customer and in the currency of his payments.

Sale of Licenses, "Know-How"

What does a license agreement cover?

A license agreement includes the transfer of...

- patent right
- knowledge

- technical experience
- “secrets” of production
- “know-how”

What is “know-how”?

This is a set of knowledge and experience to master the “secrets” of production

Why are you unwilling to patent your inventions?

We prefer to sell them as “know-how”

What does a patent list?

It lists the...

- priority of invention
- exclusive sole right to use the invention

Only a patent holder has the right to use the invention

The trademark is specified to distinguish items of one enterprise from those of other enterprises

The trademark is protected by industrial right

How is the right to invention transferred?

The licensor grants a license-permission to the licensee to use this right

We would like to obtain licence

- building license
- exclusive license
- foreign-trade license
- import license

We can grant you...

- an exclusive right
- a sole right
- a patent right
- an industrial right
- a right to use inventions

Transportation

Who can we turn to discuss transport problems?

A...will help you

- general freight agent
- carrier agent
- chartering agent

How will the...the luggage be compensated?

- damage to
- loss of

You'll have to apply to insurance company

What documents are we to submit to you?

You are to submit the...to us

- shipping documents
- document of title
- shipping instructions

How will the cargo be delivered?

We shall send it by...

- railway
- highway
- sea
- air
- river

We undertake to observe the...

- delivery time
- transportation plan
- rules of international carriage
- terms of delivery

What forwarding documents will be required for the transportation of the cargo?

It will be necessary to check if a (an)...is available

- marine way bill
- railway bill
- air way bill

What kind of shipment is provided for in the contract?

The contract provides for...shipment

- carload
- gross
- prompt

What kind of transportation does your firm practise?

Mostly...transportation

- motor
- air
- railway
- overseas

On what terms do you normally transport cargo?

As a rule on terms

- c.a.f. (cost and freight)
- c.i.f. (cost, insurance freight)
- f.o.b. (free on board)