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## АНГЛИЙСКИЙ ЯЗЫК

Методические указания по подготовке к  
практическим занятиям по дисциплине «Иностранный язык в  
профессиональной сфере (английский)» студентов очной и  
заочной формы обучения направления подготовки  
38.05.02 Таможенное дело

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**Английский язык** : методические указания по подготовке к практическим занятиям по дисциплине «Иностранный язык в профессиональной сфере (английский)» студентов очной и заочной формы обучения направления подготовки (специальности) 38.05.02 Таможенное дело / Юго-Зап. гос. ун-т; сост. Л.А. Чернышёва. - Курск, 2021. - 31 с.: - Библиогр.: с.31

Методические указания содержат рекомендации по организации практических занятий студентов в рамках изучения дисциплины «Иностранный язык в профессиональной сфере (английский)». Предназначены для студентов очной и заочной формы обучения направления подготовки (специальности) 38.05.02 Таможенное дело.

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## ВВЕДЕНИЕ

Роль иностранного языка как средства общения и взаимопонимания становится в настоящее время еще более значимой вследствие определенных факторов, характерных для современного общества: расширение международных экономических, политических и культурных связей; развитие международных средств массовой коммуникации; открытость политики государства мировому сообществу.

Прагматический аспект изучения иностранного языка тесным образом связан с наличием потребности его применения в повседневной жизни и в ситуациях профессионального общения.

Изучение иностранного языка – это осознанная целенаправленная деятельность, ориентированная на усвоение структурных характеристик иностранного языка, таких как фонетика, лексика, грамматика. Данные методические указания ставят своей задачей помочь студентам направления подготовки «Таможенное дело» найти наиболее эффективные пути формирования умений и навыков языковой компетенции, необходимых для осуществления профессиональной коммуникации.

Практические занятия составляют важную часть теоретической и профессиональной практической подготовки обучающихся. Методические указания по подготовке к практическим занятиям по дисциплине «Иностранный язык в профессиональной сфере (английский)» являются составной частью УМК для специальности 38.05.02 Таможенное дело.

Задачи и содержание дисциплины, требования текущего, промежуточного и итогового контроля соответствуют Рабочей программе учебной дисциплины «Иностранный язык в профессиональной сфере (английский)».

## UNIT 1 WHAT IS CUSTOMS?

### **Text: What is Customs?**

Customs is an authority or agency in a country responsible for collecting and safeguarding customs duties and for controlling the flow of goods including animals, personal effects and hazardous items in and out of a country. Depending on local legislation and regulations, the import or export of some goods may be restricted or forbidden, and the customs agency enforces these rules. The customs LEBA may be different from the immigration authority, which monitors persons who leave or enter the country, checking for appropriate documentation, apprehending people wanted by international arrest warrants, and impeding the entry of others deemed dangerous to the country.

A customs duty is a tariff or tax on the export of goods. Commercial goods not yet cleared through customs are held in a customs area, often called a bonded store, until processed. All authorized ports are recognized customs area.

The service in customs bodies is a special type of activity within civil service targeted towards exercising the functions, rights and **obligations** of the customs bodies, which are part of the law bodies system.

A customs officer is a law enforcement agent who enforces customs laws, **on behalf of** a government. Customs officers are part of an integrated federal centralised system. The state power bodies of the constituencies of the Russian Federation, the local selfgovernance bodies and **public organisations** shall not interfere in the work of customs officers.

The customs officers **perform many functions**. They are appointed to effect the customs registration and customs control measures, create favourable conditions for expediting goods conveyance across the customs border and levy customs duties, taxes. The customs officials ensure the observance of the requirements regulating the conveyance across the customs border of goods and means of transport and ensure the observance of the restrictions and prohibitions according to the Federal Law of the Russian Federation on the State Regulation of Foreign Trade Activities and the international treaties. They protect the intellectual property rights provide within the sphere of their competence. One of the most important task today is to prevent smuggling and other crimes and administrative offences in the sphere of customs system, obstruct **illegal conveyance** across the customs border of drugs, weapons, items of cultural value, radioactive agents, plants and animals under the threat of extinction, intellectual property objects, as well as render assistance in the struggle against international terrorism.

Within the sphere of their competence according to the provisions of the Law of the Russian Federation on Currency Regulation and **Currency Control**, customs offices exercise currency control over the operations involving conveyance of goods and means of transport across the customs border.

According with the Russian legislation, customs officers shall bear disciplinary, administrative, criminal and other responsibility for their unlawful decisions, actions (inaction). Customs officers shall be obliged to reimburse any damage inflicted on persons and their property as a result of unlawful decisions, actions (inaction) of their customs officers. Any damage caused by the lawful actions of their officers shall not be subject to indemnity unless this Customs Code and other federal statutes contain other provisions thereto.

The professional training of the Customs Service staff includes systematic and planned activities for the training and continuous **professional development** of customs officers, according to the international standards, organized in the framework of the Training Center for Customs Officers. This activity is strategically important as it enhances the professional competences, expands and updates the knowledge of the customs staff, ensures professional integrity and develops the necessary skills for the efficient fulfillment of the **job responsibilities** and functions of the customs bodies as established through the current legislation.

### **Working on the text**

#### **Ex. 1 Read and translate the text**

#### **Ex. 2 Answer the following questions**

1. Why is the professional training important? 2. How is the Custom Service subsidized? 3. Who enforces customs laws? 4. What kinds of goods are forbidden to transfer across the state border? 5. What state acts of law regulate the action of the customs officers? 6. What do the customs officers do with the taxes and customs duties? 7. What do the custom officials ensure? 8. What responsibility can customs officers bear for their unlawful decisions? 9. What do the customs officials protect? 10. What is the Customs Service subordinated to?

#### **Ex. 3 Decide whether the following statements are true or false**

1. Customs is an authority or agency in a country responsible for safeguarding customers responsibilities. 2. The customs officers exercise many functions. 3. It is allowed to export the items of cultural value. 4. The Custom Service is a law subsidized body. 5. The customs staff must always continue to enhance their professional competence.

## **UNIT 2 AT THE CUSTOMS**

### **Text: At the Customs House**

#### **At the Customs House**

The moment a traveller crosses the border their luggage is taken to the customs- house by porters. Every country has its own customs regulations, which stipulate what articles are liable to duty and what are duty-free.

Sometimes an article which falls under customs restrictions and is liable to duty is allowed in duty-free if the traveller does not exceed a certain fixed quota. These are listed in a duty-free quota list. Customs restrictions also include a prohibited articles list. This is a list of items which may not be brought into a country or taken out of it. An official paper (from the proper authorities) giving permission to take items, which fall under special customs restrictions, in or out of a country is known as an import or export license.

If the traveller has any item which comes under customs restrictions he is asked to declare it. That is, he is asked to name the item, stating its value and other particulars. The declaration is made either orally or in writing on a special form. The practice seems to vary in different countries. Upon payment of duty the traveller is given a receipt. As a rule personal effects are duty-free.

It sometimes happens that a passenger's luggage is carefully gone through in order to prevent smuggling. The formalities at the customs-house usually take some time. Only after passing through the customs does one realize that their journey is drawing to an end (or beginning, as the case might be).

### **Working on the text**

#### **Ex. 1 Read and translate the text**

#### **Ex. 2 Answer the following questions:**

1. What are the duties of a customs inspector?
2. What is the meaning of the question "Have you anything to declare" one hears at the customshouse so often?
3. What is the phrase "I have nothing to declare" mean?
4. Do customs restrictions vary in different countries?
5. Have you ever gone through a customs inspection? If so relate your experience.
6. What is a duty-free item?
7. What do we mean by saying that something is an item liable to duty?
8. Why is smuggling punishable by law?
9. What does the Customs Inspected stamp stand for?
10. Can you name some of the "personal effects" one usually takes along on a journey?

#### **Ex. 3 Give the English equivalents of the following collocations:**

попадать под ограничения, осматривать (багаж), заниматься контрабандой, таможенный сбор, таможенная декларация, таможенное управление, личные вещи, пройти таможенный досмотр, таможенные правила, таможенные ограничения.

## UNIT 3

### CUSTOMS TARIFFS, TAXES AND DUTIES

**Text: Major types and forms of customs tariffs**

#### Tariffs

International trade includes all economic transactions that are made between countries. Accounts of barter of goods or of services among different people can be traced back almost as far as the record of human history. International trade, however, is specifically an exchange between members of different nations. Accounts and explanations of such trade begins only with the rise of the modern nation-state at the close of the European Middle Ages.

All nations interfere with international transactions to at least some degree. *Tariffs* may be imposed on imports – in some instances making them so costly as to bar completely the entry of the goods involved. *Quotas* may limit the permissible volume of imports. State subsidies may be offered to encourage exports. Money-capital exports may be restricted or prohibited. Investments by foreigners in domestic plants and equipment may be similarly restrained. These interferences may be simply the result of special-interest pleading, because particular groups suffer as a consequence of import competition. Or a government may impose restrictions because it feels impelled to take account of factors that comparative advantage sets aside.

The general pattern of interference follows the old mercantilist dictum of discouraging imports and encouraging exports.

Such interference or trade barriers may include state trading organizations and government procurement practice that may be used preferentially. Customs classification and valuation procedures, health regulations and marking requirements may also have a restrictive effect on trade. Excise taxes may act as a barrier to trade if they are levied at higher rates on imports than on domestic goods.

Different government regulations and practices also act as barriers to trade. For example, a tariff, or duty, which is a tax levied on a commodity when it crosses the boundary of the Customs area. The boundary may be that of a nation or group of nations that have agreed to impose a common tax on goods entering their territory. *Protective tariffs* are designed to shield domestic production from foreign competition by raising the price of the imported commodity. *Revenue tariffs* are designed to obtain revenue rather than to restrict imports. Still, protective tariffs, unless they are so high as to keep out imports, yield revenue, and revenue tariffs give some protection to any domestic producer of the duty-bearing goods. A transit duty, or transit tax, is a tax levied on commodities passing through a Customs area en route to another country. Similarly, an export duty, or export tax, is a tax imposed on



commodities leaving a Customs area.

Other practices may also act as barriers to trade. Quotas of quantitative restrictions may prohibit the importation of certain commodities or limit the amounts imported. Such quotas are usually administered by requiring importers to have licences to bring in particular commodities. Quotas raise prices just as tariffs do, but, being set in physical terms, their impact on imports is direct, with an absolute ceiling set on supply. Increased prices will not bring more goods in. There is also a difference between tariffs and quotas in their effect on revenues. With tariffs, the government receives the revenue; under quotas, the import licence holders obtain a windfall in the form of the difference between the high domestic price and the low international price of the import.

Tariffs on imports may be applied in several ways. If they are imposed according to the physical quantity of an import, they are called specific tariffs. If they are levied according to the value of the import, they are known as *ad valorem tariffs*.

Tariffs may differentiate among the countries from which the imports are obtained. They may, for instance, be lower between countries that have previously entered into special arrangements, such as the trade preferences accorded to each other by members of the Commonwealth.

### **Working on the text**

**Ex.1 Read the text about major types and forms of customs tariffs.**

**Ex.2 Answer the following questions:**

1. What is a tariff or duty?
2. What are protective tariffs designed to do?
3. What are revenue tariffs aimed at?
4. On what is a transit tariff or transit duty levied?
5. On what is an export duty or export tax imposed?
6. What are quotas usually introduced for?
7. In what way do quotas differ from tariffs?
8. What are the two ways in which tariffs or imports may be applied?
9. What trade preferences do members of the Commonwealth have?
10. How can tariffs encourage domestic production?
11. Why are tariffs favoured by industries?
12. What can force the price of the import down?
13. What are the negative results of imposing higher duty rates?
14. Why is the amount of revenue obtainable through tariffs always limited?

**Ex.3 Look through text again and underline the words essential for its general understanding.**

## UNIT 4

### FREE ECONOMIC ZONES

#### **Text: Free Zones**

Free zones are established, inter alia, in order to afford Customs-privileged facilities to neutralize the constraining effects of tariffs and other regulatory measures in the operation of export related activities. Free zones serve the purpose of facilitating the operation of import dependent export activities by instituting procedures which are simpler than other temporary admission procedures, thereby significantly reducing costly and cumbersome administrative requirements.

Thus, with a view to encouraging the development of their international commerce, several countries grant indefinite relief from import duties and taxes, and provide other concessions in respect of goods introduced to a part of their territory which is generally regarded as being outside the Customs territory. This part of the territory is referred to as a free zone. These free zones may be termed free ports, free warehouses or industrial processing zones.

A distinction is also made between commercial and industrial free zones. In commercial free zones, the permitted operations generally extend to those necessary for the preservation of goods and the usual forms of handling to improve their packaging or marketable quality. Operations which prepare the goods for shipment, such as breaking bulk, grouping of packages, sorting, grading and repacking, may be undertaken. Other operations in connection with the transport of goods, such as loading, unloading, transshipment and storage, may also be performed in commercial free zones. In industrial free zones, manufacturing, processing or assembly operations are performed with goods being imported for these purposes. Goods of domestic origin or in free circulation in the Customs territory may be allowed into free zones for manufacturing, processing and assembly. In certain countries, the commercial and industrial activities are combined in the same free zone. Apart from enhancing the development of a country's external trade and commerce, industrial free zones, in particular, are increasingly viewed as an effective means of attracting export-oriented industries which are expected, through their investment and operations, to provide investable resources, technology and employment to the host country. Establishment of free zones.

Free zones are established by making formal provision in national legislation. Free zones are generally established at seaports, river ports, airports and places with similar geographical advantages. Easy access to places of entry and exit within the country eliminate the need for goods to cross the Customs territory, thereby reducing the need to apply the usual Customs controls. However, due to the location of certain free zones it may

be necessary for goods to be moved across the Customs territory when travelling to/from free zones, from/to seaports, airports or land frontiers (rail and road traffic). In such situations, goods can be permitted to move under a national or international transit procedure.

Free zones may cover the entire port area where several commercial activities are permitted.

### **Working on the text**

**Ex.1 Read the text and translate it using a dictionary.**

**Ex.2 Write out and study all the international words from the text.**

**Ex.3 Match the words from the text with their corresponding definitions.**

- |                |  |
|----------------|--|
| 1. facilitate  | a. fit to be sold                              |
| 2. cumbersome  | b. by that means, in that connection           |
| 3. relief from | c. independently, leaving on one side          |
| 4. marketable  | d. remove, get rid of                          |
| 5. apart from  | e. benefit                                     |
| 6. host        | f. complete, full                              |
| 7. advantage   | g. inconvenient, clumsy                        |
| 8. eliminate   | h. a person who initiates any social gathering |
| 9. thereby     | i. help, ease                                  |
| 10. entire     | j. setting free from obligation, duty          |

**Ex.4 Translate the following questions.**

Для чего создаются свободные зоны?

Каким путем промышленные свободные зоны способствуют развитию внешней торговли страны?

Как можно нейтрализовать повышение стоимости в результате введения тарифов и других регулирующих средств?

Какие процедуры могут значительно сократить дорогостоящие административные требования?

Почему некоторые страны дают освобождение от уплаты таможенных пошлин и сборов?

В какой свободной зоне можно улучшить товарные качества?

Почему свободные зоны рассматриваются как эффективное средство размещения отраслей промышленности, ориентированных на экспорт?

Что может обеспечить занятость и усовершенствовать технологию в принимающей стране?

## UNIT 5 CUSTOMS FORMALITIES

### **Text: Export-Import Documentation**

The acquisition of overseas customers is only the first step in selling goods abroad. The job is not complete until a consignee has physically received the consignment and the consignor has been paid. The final part of the order cycle involves completing the documentation requirements, arranging the transport and ensuring the payment.

Every exporter can recall a horror story related to problems with documentation. Of course, some problems may be unavoidable, but in too many cases it is the exporter who has not been punctual enough in providing the required documents.

Errors in documentation cost money. The first consequence of a mistake is a delay to the consignment which may be kept in a warehouse under customs control. Whenever the delay occurs, storage charges will become payable almost immediately, and they have a tendency to rise as the delay extends.

The storage charges have to be paid in full. The warehouse operator will simply refuse to release the goods until all charges have been settled. The customs warehouses are not meant for longterm storage, that is why most customs authorities exercise their power to seize goods which have not been cleared through customs within a certain period.

The other danger of delay is the loss of confidence by the customer. Moreover, any delay in delivery will immediately lead to a deferment in settlement of the invoice, which will affect cash flow.

Documentation for export is not complicated. Many of the forms required for importing goods are the same as for exporting. These include invoices, packing lists, the certificate of origin, the CMR form, bill of lading and air waybill. The first three forms are issued by the consignor, the rest should be completed by carriers.

The basic document used both in export and import is a **commercial invoice**. The details that will always appear in it are the names, addresses and other information about the consignor and the consignee and a full description of the goods. Other details on the invoice will be the marks and numbers of the packages, the price and terms of sale. Normally, every invoice should contain a statement about the origin of the goods and in some cases it is compulsory to state the country of origin. The other document frequently requested is a **certificate of origin**, which should be completed before the goods are exported. Usually certificates of origin are obtainable from chambers of commerce.

A **packing list** will detail the contents of a consignment. It contains the number and kind of packages, their contents, the net and gross weight (in kilograms as a rule) and the full dimensions and total size of each package.

## Working on the text

### Ex.1 Read and translate the text using a dictionary.

### Ex.2 Find in the text English equivalents of the following:

а. под таможенным контролем; таможенные власти; вес и объем каждого упаковочного места; баланс оборотных средств; ошибки в документации; потеря доверия; содержимое; условия оплаты; дополнительные расходы; вес нетто и брутто.

б. наложить арест на имущество; выполнить требования по оформлению документации; снять арест с имущества (товара); оплатить перевозку полностью; указать страну отправления.

### Ex.3 Answer the following questions:

1. When is the job of selling goods abroad considered to be completed?
2. What does the final part of the order cycle involve?
3. What can every exporter recall?
4. What is the first consequence of a mistake in documentation?
5. Why will the warehouse operator refuse to release the goods?
6. What are the other consequences of delay in delivery?
7. What are the main documentation forms required for exporting as well as for importing goods?
8. What is a commercial invoice?
9. From where are certificates of origin usually obtainable?
10. What should a packing list detail?

### Ex.4 Sum up the contents of the text according to the following plan:

1. Errors in documentation and their possible consequences.
2. A commercial invoice as one of the main document's required for exporting and importing goods.
3. A certificate of origin and a packing list.

## UNIT 6 CUSTOMS CONTROL

### Text: Passenger Control

In dealing with any passenger, the single most important point to establish is "Why has this passenger travelled?" You should: Establish reasons for travel.

– Examine passport to ascertain previous and current journeys from drug production or suspect areas. If the passenger is a frequent traveller establish reasons for frequency of travel.

– Examine ticket to ascertain method of payment and whether ticket

matches the passenger's journey. (Remember: Late booked or cash tickets are often used by smugglers.)

– All the above should be carried out for all passengers stopped to satisfy you as to their reasons for travelling.

Your basic questions:

- Is this all your baggage? Did you pack it yourself?
- Do you know what the baggage contains?
- Are you carrying any items for anyone else? Are you travelling alone?
  - Do you know what the Customs allowances are? (Check that the passenger has correct baggage reclaim tags.)

Practical examinations:

Passenger travelling on business:

- Examine any documents in order to verify whether the passenger is engaged in legitimate business.
- Make sure that documents relate to up-to-date transactions. Visitors or residents returning from holidays:
  - Look for gifts, clothing, souvenirs and the usual items you would normally expect to find with this type of passenger. These will link passengers to the baggage and reasons for travel. (Be suspicious of passengers arriving with only light baggage containing few, if any, articles of personal nature.)

All passengers:

- Always check baggage for concealments.
- Regularly examine articles within the baggage by X-ray and/or opening them (e.g. tinned goods, toiletries, cigarette cartons, etc.). Don't overlook the commonplace.

Search of person:

- Carry out a search of person where suspicion still exists. Points to remember prior to baggage examination:
  - Adopt a positive approach. You must believe that if there are goods concealed, you will find them.
  - You are a representative of this department and in the public eye. At all times, act with courtesy and diplomacy. Be firm, but fair and confident.

- Do not be drawn into arguments. Remain calm however provoked.
- Do not hesitate to seek assistance or advice from colleagues.
- Experience has proved that goods, and in particular drugs, can be concealed within baggage and its contents in many different ways. Remember the basic concept that wherever there is a space there can be a concealment.

Helpful hints:

- The examination of baggage can be separated into two clearly

defined areas; the contents and container.

Contents.

– Remove the contents carefully and systematically. Examine individual items as necessary during this process. Separate any items worthy of closer attention and place out of the passenger's reach.

– To facilitate the examination of certain articles, each baggage station should have a comprehensive selection of tools and other equipment including an X-ray machine.

– You should make full use of the equipment at your disposal. When using tools to examine contents, exercise care to minimize damage. If it is necessary to damage an article, try to establish its value prior to examination.

– Always remind passengers to use the right channel (red or green).

### **Working on the text**

**Ex.1 Read and translate the text using a dictionary.**

**Ex.2 Look through text again and underline the words essential for general understanding.**

**Ex.3 Scan the text and write down what a Customs officer should do (be) and should not.**

**Ex.4 Answer the following questions:**

- What is the most important point in dealing with a passenger?
- What questions are supposed to be asked by a Customs officer?
- Why is it important to verify whether a passenger is engaged in legitimate business?
- Why should a Customs officer be suspicious if a passenger returning from holidays has only light baggage?
- What points are of major importance prior to baggage examination?
- What can make the examination of baggage more successful?
- What technical equipment is necessary for a better examination?
- What precautions should be taken when using tools to examine contents?

**Ex.5 Read the text again and make a short review (10-12 sentences) on how to make passenger and baggage control effective.**

## **UNIT 7 TRANSPORT DOCUMENTATION**

**Ex.1 Read the text and translate it using the dictionary.**

## Transportation

The three main methods of transporting goods, besides shipping are road, rail, and air. Road transport tends to be comparatively cheaper and more direct than rail. Rail transport is faster than road, which is necessary especially when transporting perishable goods, i.e. fish, fruit, meat, etc., and can haul bulk commodities (oil, grain, coal) in greater volume than road transporters. Some goods lose value over time, e.g. newspapers, or deteriorate, e.g. flowers; therefore air transport is used for speed, particularly over long distances.

## Documentation

The main document used in air transportation is the Air Waybill (AWB), which consists of 12 copies distributed to the airline, exporter, importer, and customs. In the economic Community, and European Free Trade Area (EFTA) movement certificates are used, especially for container shipments, if the consignment is taken through different customs posts to member countries. Correspondence in transport is generally between the sellers and freight firms. On claiming his goods the customer has to show a customs clearance form, which allows the goods to be taxed, copies of the certificate of origin, if necessary, commercial invoices, import license, and health certificate for food or animal imports. The bill of lading or waybill also has to be produced to prove ownership of the goods, and the customs issues an out of charge note once the goods have been cleared by them.

## Working on the text

**Ex.2 Match the words and their explanation (one item has been done for you):**

- |                   |   |
|-------------------|---|
| a. issue(v)       | 1. to ask in payment  |
| b. charge(n)      | 2. great size, shape, mass or quantity  |
| c. invoice(n)     | 3. money paid for the carrying of goods by some means of transport                                |
| d. freight(n)     | 4. to become worse  |
| e. deteriorate(v) | 5. the charge for the business of carrying goods by road  |
| f. haulage(n)     | 6. an article of trade  |
| g. commodity(n)   | 7. a bill for goods received  |
| h. bulk(n)        | 8. to bring out for the notice of public, to supply or provide officially                         |
| i. license(n)     | 9. ask for, demand  |
| j. claim(v)       | 10. starting point  |
| k. origin (n)     | 11. an official paper showing that permission has been given to do something, usually for payment |

**Ex.3 Read the following information about the forwarding agents and translate it in written form using the dictionary.**



## Forwarding Agent

Forwarding agents are used by exporters to arrange both import and export shipments. In the case of the former, their services include collecting the consignment, arranging shipment, and if required, packing and handling all documentation, including making out the bill of lading, obtaining insurance, sending commercial invoices and paying the shipping company for their clients. They also inform the importer's forwarding agent that the shipment is on its way, by sending an advice note, and he, in turn, will inform his client and send the goods on to him, or arrange for them to be stored until collected. Many forwarding agents in importing countries also act as clearing agents, insuring that the goods are cleared through the customs and are sent to the importer.

## UNIT 8 INSURANCE

### **Text: The Reason For Insuring Goods**

The general idea of insurance is to gain indemnity in the case of any happening that may cause loss of money.

Insurance has become more and more significant as commerce has developed. Neglecting to insure goods either warehoused or in transit is all very well until something goes wrong. While goods are being stored, there are the risks of fire and burglary. With the goods in transit the number of hazards even arise. While transporting, the goods may be damaged through a lot of reasons; for example vibration, an accident, poor handling, change of temperature, etc. And, of course, there is always the threat of pilferage when either a small part of consignment or the total contents of trailers or containers disappear without trace. Consequently, the reason for insuring goods is evident - both the buyer and the seller are protected against financial loss which may arise through no fault of them. Goods are normally insured for the full amount of their value, which is calculated as: price of goods + cost of freight + insurance premium + percentage of the total sum to represent a reasonable profit for the seller. There may be different types of insurance coverage - **insurance against fire, theft/burglary insurance, accident insurance** and a lot of others. But the usual procedure is to insure goods **against all risks**. This type of insurance involves a **W.A. clause** (= "with average", where the word "average" derived from French *avarie* means damage), which denotes that insurers pay claim for partial losses. The **F.P.A.** ("free of particular average") type of insurance means that partial losses are not covered.

**Particular average** denotes partial loss or damage accidentally caused to a particular lot of goods. The responsibility for particular average is set either upon the owner of the lost property or those who caused damage.

In the case of **general average**, which means any extraordinary loss, damage or expenditure borne for the purpose of preserving the ship and the cargo, all the parties interested in the adventure are responsible. The following events may serve as examples of general average: when goods are thrown into the sea to lighten the ship, when cargo is damaged by water used to put out a fire, the cost of towing a ship into the port for repair, etc.

The principal document used in insurance is **insurance policy** which acts as a contract. The policy may be known as a **floating policy**, when it covers a large quantity of goods for a fairly long period, usually a year, or it covers goods up to a large sum of money. For each shipment of goods another document is issued, which is called **the insurance certificate**.

A **cover note** is a small document issued by the insurance agents to their customers, to tell them that their goods are insured, and to give proof of this until the policy is ready.

### Working on the text

**Ex.1 Read and translate the text using a dictionary.**

**Ex.2 Answer the following questions:**

- What is the general idea of insurance?
- What kind of hazards can arise while goods are being stored or are in transit?
- How are goods normally insured?
- How is insurance value calculated?
- What types of insurance coverage can you mention?
- What do W.A. and P.P.A. clauses mean?
- What's the difference between a particular average and a general average?
- What kind of documents are issued by insurers?

**Ex.3 Reproduce the situations from the text where these collocations were used:**

to gain indemnity; to go wrong; to disappear without trace; to cause damage; to put out a fire; to act as a contract; to cover goods up to a large sum of money; to give proof of smth.

**Ex.4 Give English equivalents of the following:**

страховка (страховая сумма); страховое дело; страховая премия; страховое покрытие; страхование от пожара/на случай кражи/от всех рисков; генеральный страховой полис; воровство; мелкая кража; плохое обращение (с товаром); риск

**Ex.5 Sum up the contents of the text according to your own plan.**

**Ex.6 Insert the appropriate prepositions:**

1. Nowadays carrying goods can be effected sea, air, rail and road. One transaction may involve both land and sea transportation, that is first goods may be carried railway or road means conveyance and then\_ ships. Henceforth the export trade is subject many risks, because consignments may be damaged transit.

2. Usually exporters insure their goods all kinds risk professional insurance companies, \_ example Lloyd's\_\_\_ Great Britain or "Ingosstrakh"\_\_\_ Russia, which return a fee known as a premium will compensate\_ them if any loss or damage the goods occurs. Insurance is therefore a contract\_ indemnity which is called an Insurance Policy.

### **Grammar Exercises**

#### **1. Put in the verbs given in brackets in the appropriate form:**

##### **French Passport**

An elder American absent mindedly ..... (arrive) at French customs at Paris airport and fumbled for his passport. – You have been in France before, Sir?, the customs officer ..... (ask) sarcastically.

The ancient Yank admitted that he ..... (be) to France before. – Then you should know enough to have your passport ready for inspection, ..... (snap) the irate officer. The American said that the last time he came to France he ..... (not have) to show his passport. – Impossible, old man. You Americans always have to show your passports when ..... (arrive) in France.

The old American gave the Frenchman a long hard look. – I assure you, young man, that when I came ashore on Omaha Beach in Normandy on D-Day in 1944, there was no Frenchman on the beach ..... (ask) to see my passport!

D-Day – день высадки союзных войск на Атлантическое побережье Европы (6 июня 1944 г.)

#### **2. Put in the verbs given in brackets in the correct form:**

1. If the officer assigned to the job is ill or on vacation, severe backlogs and de- lays\_\_\_(can/ not/avoid).
2. If the certificate is not sent in time, the business community (penalize).
3. If he hadn't climbed the ladder, he\_\_\_\_\_(not/ break) his leg.
4. If it\_\_\_\_\_(not/ be) cold, they wouldn't have lit the fire.
5. I\_\_\_\_\_(give) John your message if I should see him today.
6. Those plants\_\_\_\_\_(not grow) if you don't water them.
7. I would buy that bag if it\_\_\_\_\_(be) cheaper.
8. If she\_\_\_\_\_(open) the letter, she would have been surprised.

#### **3. Put in the modal verbs in the correct forms if necessary):**

1. At UK ports and airports, all travelers\_\_\_\_\_pass through either a red or green customs channel.
2. You\_\_\_\_\_pass through the green channel only if you do not have any goods to declare.
3. You\_\_\_\_\_be sure that your goods are strictly within the Customs allowances and that you are bringing into the UK is not banned or restricted goods.
4. You \_\_\_\_\_to go to the red channel or -red point|| if you have goods that you \_\_\_\_\_to declare at Customs.
5. If you are a traveler arriving in the UK from another EU country and have nothing to declare you\_\_use the blue channel.
6. Whichever channel you are passing through, you\_\_\_\_\_be stopped by a Customs officer.

## UNIT 9 PAYING IN FOREIGN TRADE

### **Text: Paying in Foreign Trade**

Paying for goods supplied in the home trade is a fairly simple matter. Payment is made either in advance or within a short period after delivery.

Payment follows by cheque or draft, and the whole transaction is speedily concluded. If a buyer fails to pay, legal action is reasonably quick and payment can be enforced. Even so, the granting of credit entails its own problems, and as modern trade depends on credit, this always needs careful handling.

These problems are magnified many times in foreign trade. A great deal of time is unavoidably spent on correspondence, despatch and delivery. Who is to bear this loss? Must the seller wait perhaps 6 months for his money- or is the buyer to pay several months before he even sees his goods? Further, in a case of non-payment, a seller will be involved in expensive legal action and possibly total loss.

Banks play a vital part. Their services to exporters and importers include:

1. Handling of shipping documents.
2. Collection of payments.
3. Observance of buyers' conditions of purchase.
4. Discounting bills of exchange.
5. Loans to exporters.
6. Acting as agents for foreign banks and their customers.

By means of these services banks not only see to it that justice is done to both buyer and seller, but that the time-lag between order and delivery is overcome without loss to either party. These services have to be paid for, but are not expensive and are almost indispensable- the bank comes into every

transaction at some stage or another.

Payments in foreign trade may be made by:

1. Banker's transfer.
2. Bill of exchange.
3. Letter of credit.

Also, as in home trade, payment may be made:

1. In advance;
2. On open account.

Payment in advance might be helpful to a buyer in urgent need, or where the buyer is unknown to the seller, or in the case of single isolated transaction. The actual method of payment in such cases would probably be by banker's draft or banker's transfer.

Open account terms would be granted by a seller to a buyer of unquestioned standing or to a customer in whom he has complete confidence, e.g. regular buyers, agents or distributors. Payment might then be made quarterly by bill of exchange or banker's transfer. The Banker's Transfer

This is a simple transference of money from the bank account of a buyer in his own country to the bank account of the seller's country. It is merely necessary for the buyer or a debtor to send a letter of instruction to his bank- or use a special form. The transfer is carried out at current rates of exchange. Such transfers are, of course, subject to any exchange control regulations of the countries concerned. This transaction is simple and quick and can be speeded up by cabled instructions if desired.

### **The Bill of Exchange (B/E)**

A lot of foreign trade is paid for using Bills of Exchange so it is necessary to understand what a Bill of Exchange is. Basically it is a credit instrument or a piece of paper, which can be turned into money later

The bill is an order in writing from a creditor to a debtor to pay on demand or on a named date a certain sum of money to a person named on the bill. The bill is drawn by the creditor on the debtor, and is sent to the debtor (or his agent) for the latter to pay or accept (i.e. to acknowledge the debt). The debtor accepts by signing his name on the face of the bill, together with the date. The bill now becomes legally binding, and the acceptor must meet it on the due date.

The creditor (the drawer) can order the debtor (the drawee) to pay the money to any bank named by him on the bill. The drawee, in accepting the bill, can add the name of the bank, which he wishes to pay the bill. In this case, the bill stays with the drawer's bank till due for payment, when it will be presented to the paying bank for settlement. Such a bill is said to be domiciled with the holding bank.

An important feature of the bill of exchange is that it is negotiable, which means that it can be used by the holder to pay debts of his own, or in

other words, he can negotiate it. To do this, the holder must endorse it, i.e. sign his name on the back of the bill before passing it to the new holder.

Other ways in which the holder can use a bill are:

1. Sell it to a bank, which will pay face value, less interest: this is called discounting a bill.

2. Leave it with a bank as security for a loan.

It is this free negotiability of the bill, which makes it a practical means of payment in foreign trade. Of course, its successful operation depends on confidence and trust. Each individual firm's standing and reputation is known and taken into account in handling bills.

The advantages of the bill will be clear to a student who understands something of modern commerce; perhaps the two chief assets are: (a) it simplifies the financing of export and import trade; (b) it saves innumerable individual money transactions, or movements of currency.

Failure to meet a bill on the due date would result in total discredit for the drawee, and legal action can follow. An unpaid bill is to be dishonoured, and the drawer can protest it, which clears the way for him to prosecute (i.e. take legal action against) the drawee.

Bills are either inland or foreign. An inland bill is drawn by a person in one country upon another person resident in the same country as a bill drawn in London upon a person in Sheffield.

A foreign bill is one, which is drawn by a person resident in one country upon another person resident in some other country, as a bill drawn in New York upon a firm in London. Foreign bills are usually drawn in sets of 3, and sent abroad by different mails, so that in case the first gets lost by any means, the second or third may be safely delivered. Only one bill of the set should be accepted by the drawer.

The drawees agree to pay the draft at the time when it becomes due, that is say, 120 days after sight and the draft has to be accepted by being signed. But if a company of importers accepted the draft with their signature on the back, it would not have much value, because their name and the state of their finances might not be valued highly. So the draft has to be accepted by a well-known bank representing the importers. This turns the draft into a bill of Exchange which is sent to the exporters or their bank, who know by the signature on the back, that the bill will in fact be paid at maturity (60, 120 or 180 days after sight, the day the draft was accepted). The 3 extra days allowed in England for the payment of the bill are called days of grace.

### **The Letter of Credit**

The letter of credit (L/C) is the most generally used method of payment in the export trade. It starts with the buyer who instructs his bank to issue the L/C for the amount of the purchase and in favour of the seller. The buyer's bank sends this instruction, a special printed form containing full details of

the transaction, to its agent (a bank cooperating with it) in the seller's country. On receiving the instruction, the agent bank informs the seller about the credit. The seller can now carry out the buyer's order, knowing that when he has done so, the money will be paid at once by the agent bank. The buyer is equally secure, because the agent bank will pay on his behalf only if the conditions of the transaction are completely executed by the seller.

A L/C may be paid to the seller not immediately upon execution of the order. If there is an agreement between the seller and the buyer the agent bank can accept a bill of exchange drawn by the seller on the agent bank. The buyer gets credit and the action is absolutely safe for the seller, who can discount the bill for ready cash if he needs it.

### **Working on the text**

**Ex.1 Read and translate the text using a dictionary.**

**Ex.2 Give English equivalents of the following:**

а. акцептор; дебитор; кредитор; банковский счет; банковский перевод; переводной вексель; аккредитив; текущий курс обмена валюты; день оплаты; авансом; по открытому счету; поквартально; юридически обязательный; неоплаченный в установленный срок; акцептировать; опротестовать вексель; преследовать в судебном порядке

б. судебное разбирательство; единичная (разовая) сделка; безупречная репутация; полная дискредитация; полностью доверять; подлежать (подвергаться) чему-л.; по требованию

**Ex.3 Tick whether these statements are true (T) or false (F).**

- a. Bills of Exchange are used for foreign trade.
- b. The writer of a draft is the drawer.
- c. The drawee gets credit by accepting the draft.
- d. The draft is accepted by the exporters.
- e. Accepting Banks help finance foreign trade.

**Ex.4 Answer the following questions:**

- What types of payments in foreign trade do you know?
- In what way may they be made?
- When are payments in advance used?
- What is the method of payment in such cases?
- Whom are open account terms granted to?
- In what way is payment in these cases made?
- What is the banker's transfer?
- What is necessary for a customer to do while paying by banker's transfer?

- What is the bill of exchange?
- When does the B/E become legally binding?
- What is the letter of credit?
- How does it work?

## UNIT 10

### DISCUSSING TERMS OF PAYMENT OVER A PHONE

#### Ex.1 Read and translate the Dialogue.

##### Discussing Terms of Payment Over a Phone

*Customer:* Good morning, Mr Galiano. My reason for calling you up is to tell you that we have decided to place an order with your company and would be glad if you could give it your early attention.

*Supplier:* That's a good piece of news. In what way have you chosen to pay?

*Customer:* We have instructed The General Bank of Russia to open credit for £ 775 in your favour, valid until 12 September. The credit will be confirmed by the General Bank of Russia, Broad Street, Manchester, who will accept your draft on them at 30 days for the amount of your invoice.

*Supplier:* What shipping documents should we attach to our draft?

*Customer:* Two bills of lading, two commercial invoices and an Insurance policy.

*Supplier:* For what sum?

*Customer:* £ 800.

*Supplier:* What about despatch and marking instructions?

*Customer:* They will be given to you by our forwarding agents in Manchester, who will advise you of their charges. Your invoice should include CIF- St.Petersburg, and the amount of our credit is sufficient to cover your bank commission on the draft.

*Supplier:* Well, I must say that your choice of method of payment is quite acceptable to us, and I just note that this will be by irrevocable letter of credit for a sum not exceeding £ 775, valid till September 12. As soon as we receive confirmation of this credit from the General Bank of Russia, Manchester, we will make up your order and await despatch instructions from your agent.

*Customer:* Please advise us when the goods will have been dispatched.

*Supplier:* Sure, thank you for your call and your order.

**Ex.2 Give English equivalents of the following words and phrases:** действительный; прилагаемый; подтвержденный; приемлемый; не превышающий (о сумме); сделать заказ у кого-л.; принять к сведению что-л. как можно раньше; открыть кредит на сумму в ... на чье-л. имя;



заплатить комиссионные банку; оплата услуг; безотзывной аккредитив; чек (тратта)

**Ex.3 Use the following collocations in sentences of your own:**

to place an order with smb; to give smth early attention; to open a credit for the sum of...; in smb's favour; to cover bank commission on...; despatch and marking instructions

**Ex.4 Fill in the necessary prepositions:**

When the debtor has to settle his account\_delay, he can buy a cable transfer\_a bank, paying the equivalent amount\_the current rate\_exchange plus the cost\_the telegram to be sent\_the bank. The bank will then send their correspondent\_the creditor's town a telegram\_a secret code instructing the correspondent to pay the creditor the amount\_the debt. This method is called *T.T. (telegraphic transfer)*.

## UNIT 11

### CUSTOMS FIGHT AGAINST TERRORISM

**Ex.1 Read and translate the dialogue using a dictionary.**

**A Fresh Look At Customs Intelligence  
An Interview with the Director of the  
Intelligence Office of the U.S. Customs Service**

*Interviewer:* Since assuming the helm of Customs Intelligence last year, what is your perception of the role of the Office of Intelligence within the Customs?

*Director:* I see the role of the Office of Intelligence as providing national guidance and functional direction while the field intelligence managers provide direct management.

*Interviewer:* What are some of your long-term objectives for the Office of Intelligence?

*Director:* The most important long-term objective is to develop our analysts, through training, as experts in specific subjects. These experts would have deep knowledge not only of the intelligence process, but also of the particular Customs program - drugs, fraud, technology transfer, etc.

*Interviewer:* Since your appointment as the Director of Intelligence, has the Intelligence Program made any impact on the Customs enforcement mission?

*Director:* Intelligence is totally integrated into the Customs enforcement mission. The following example of this integration comes immediately to mind. The Intelligence Operations Centre received the information that the vessel "RIO" had departed from Colombia for Belgium with cocaine hidden in a shipment of bananas. The Resident Agent in Charge confirmed the

information and the vessel was placed on lookout in the TECS. Intelligence analysts noticed similarities in modus operandi with another vessel also reported to be smuggling cocaine. After a thorough research and analysis, information emerged which described a possible technique that the smuggling organisation would use. Intelligence reported the information to the Customs Attache in Paris, who then passed it to the Belgian Customs. On July 25 the Belgian Customs inspected "RIO" and discovered 75 kilograms of cocaine secreted in a shipment of bananas.

*Interviewer:* Is there anything else you would like to comment on during this interview? *Director:* Yes, most definitely. As you probably know, the Office of Intelligence is the clearinghouse for some of the most sensitive information within the Customs, information on national defence as well as on Customs investigations. To protect this information, the U.S. Customs needs individuals of the highest caliber in terms of trustworthiness and integrity. One of my goals as Director is to ensure that we recruit and hire only those who meet these strict security standards. Integrity and the pursuit of excellence are the cornerstones I want to use to build and further develop the Customs Intelligence Program.

**Ex.2 Answer the following questions:**

1. What are the roles of the Office of Intelligence within Customs?
2. What is the role of the field intelligence manager?
3. What is the most important objective of the new Office of Intelligence?
4. What are the experts supposed to acquire?
5. What are the relations between the functions of the Intelligence Office and the Customs enforcement mission?
6. What information did the Intelligence Operations Centre receive?
7. What happened after this information had been received?
8. What did the Intelligence analysts notice when they arrived in Belgium?
9. How did the Belgian Customs discover cocaine on board the vessel?
10. What kind of information should be protected?
11. What qualities are required from the people working at the Customs?
12. What will help to further develop the Customs Intelligence program?

**Ex.3 Sum up the contents of the dialogue according to the plan:**

1. The Office of Intelligence within the Customs: its role and objectives.
2. An example of cooperation between the Intelligence Operation Centre and the Customs.
3. The Director's point of view on the development of the Intelligence Office within the Customs.

#### **Ex.4 Translate into English:**

**а. Таможенник:** Приготовьте, пожалуйста, ваш багаж для досмотра.

**Пассажир:** Мне показывать весь багаж?

**Таможенник:** Да, таковы наши правила. Иногда пассажиры скрывают нелегально провозимые вещи в одежде, игрушках, книгах. Наша обязанность предотвращать контрабанду. А это что такое?

**Пассажир:** Это образцы тканей, которые я везу на выставку.

**Таможенник:** У вас есть на них грузовая декларация?

**Пассажир:** К сожалению, у меня только разрешение от моей фирмы. **Таможенник:** В таком случае я вынужден задержать ваш багаж до тех пор,

пока вы не предъявите декларацию.

**б. Таможенник:** У вас есть вещи, подлежащие декларации?

**Пассажир:** У меня есть несколько предметов из золота, которые я везу в качестве подарка своим друзьям.

**Таможенник:** Согласно нашим таможенным правилам, вы можете ввозить в нашу страну золотые изделия, но вы обязаны указать их в декларации.

**Пассажир:** Мне нужно платить на них пошлину?

**Таможенник:** Нет. В настоящее время пассажиры платят пошлину в основном на ввозимые товары. Таким образом, государства защищают свой рынок.

## **UNIT 12**

### **CUSTOMS LAUCHES ANTI-TERRORISM INITIATIVE**

#### **Ex.1 Read the text and translate it using the dictionary**

##### **What Is Terrorism?**

Terrorism is the sustained, clandestine use of violence, including murder, kidnap- ping, hijacking, and bombings, to achieve a political purpose. In popular usage, how- ever, as influenced by politicians and the media, -terrorismll is now increasingly used as a generic term for all kinds of political violence, especially as manifested in revolutionary and guerilla wars.

The deliberate killing of civilians to intimidate the civilian population or government is one of the worst features of modern terrorism. One important characteristic of modern terrorism is its quest for spectacular horror effects in order to attract media. Terrorism of today is internationally dimensioned. Terrorists can slip across national frontiers and are given support by a few countries. Prevention of domestic terrorism is in general the problem of local

law enforcement agencies or security forces. Such countries as the USA, France, Germany, Great Britain, Italy, Canada, France, and Japan promised to deny terrorist suspects entry into their countries to bring about close cooperation between the police and security forces in their countries, to place severe restrictions on diplomatic missions suspected of being involved in terrorism, and to cooperate in a number of other ways.

### Working on the text

#### Ex.2 Answer the following questions:

1. Why do terrorists take hostages?
2. Why do some governments always refuse to agree to terrorist demands?
3. Why is terrorism of today internationally dimensioned?

#### Ex.3 Match the words and their explanation (one item has been done for you):

- |                                   |  |
|-----------------------------------|--|
| hijacking (n)                     | 1. anything fired at, especially a round board with circles on it, used in shooting practice                       |
| target (n)                        | 2. the prisoners of terrorists   |
| release(v)                        | 3. a member of an unofficial fighting group which attacks the enemy in small groups                                |
| unexpectedly secure (v) or plane; | 4. to take control of a bus, train, ship or plane; the people on the board then become                             |
| prisoners guerilla (n) often      | 5. taking someone away unlawfully and often by force in order to demand money or something else for his/her return |
| hostage (n)                       | 6. to make safe  |
| kidnapping (n)                    | 7. to permit someone to go free  |

#### Grammar Exercises.

1. Find in the texts above sentences with the Participles and define their forms and functions.
2. Find in the texts above sentences with the Gerund and define their forms and functions.
3. Find in the texts above sentences with the Infinitive and define their forms and functions.
4. Fill in each space in the following sentences with a verb given in brackets in a suitable form:

1. If you (follow) the customs instructions and if you do not break any law, you (enjoy) your trip abroad.
2. If you (carry) goods for commercial purpose, go to the channel indicated by the red symbol.
3. If you (catch) with goods that are prohibited or restricted, or goods in excess of your Customs allowances, you (risk) heavy fines and possibly a prison sentence.
4. You could pass through the green channel only if you (not have) any goods to declare to Customs.
5. If you (carry) any commercial goods, or goods belonging to your employer, such as laptop computers, you must declare them in the Red Channel.

**5. Fill each space in the following text with one suitable verb:**

*working, loaded, seized, discovered, was arrested, alerted to appeared, weighting.*

U.S. Customs Service inspectors ... at the Otay Mesa port of entry on Friday evening ... over three tons of marijuana from a tractor-trailer truck ... with a cargo of furniture. The seizure was made at around 6p.m. on July 19, after inspectors noticed that the driver ... extremely nervous. During a secondary examination, a Customs narcotics detector dog ... to the trailer and its load of sofas. Inspectors ... a false front wall behind which were 2.125 wrapped packages of marijuana ... 7,513 pounds and valued at \$3,4 million. The 25-year-old driver ... by U.S. Customs special agents and subsequently transported to the Metropolitan Correctional Centre.

**6. Read the following text and fill in the gaps with suitable words given below:**

The U.S. Customs and Border Protection Mission Statement  
 We are the ..... of our Nation's borders. We are America's  
 frontline. We ..... the American homeland at and our  
 borders.

We ..... the American public against terrorists and the instruments of  
 terror.

We steadfastly enforce the laws of the United States while our Nation's  
 economic security through lawful international trade and travel.

We serve the American public with..... , integrity and professionalism.  
*safeguard guardians beyond protect fostering vigilance*

**7. Put the verbs in brackets using ing-forms or Participle II:**

## **Speech Practice**

### **1. Agree with the following statements. Enlarge upon the matter:**

1. Our security and the security of cargo will always be at risk.
2. Anti-Terrorism initiatives are just a formality.
3. If your line of business involves exporting or importing of goods, you will come into the contact with the Customs Authorities.
4. A common reason for violation of customs regulations has always been foreign currency.
5. The chartering of ships is a highly specialised business.

### **2. Discuss the following points:**

- Anti-Terrorism initiatives are too strict in our country.
- A Customs officer should have a special training to carry his work efficiently.

### **3. Speak about:**

- The procedure of protecting cargo against terrorism.
- The role of Customs Intelligence.

### **4. Make up dialogues and act them in pairs:**

1. Between an interviewer and a Customs official working at the Customs Investigation Department.
2. Between a customs officer and a passenger trying to carry out restricted and prohibited articles.

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