

T.C.
MİLLÎ EĞİTİM BAKANLIĞI



MEGEP

(MESLEKİ EĞİTİM VE ÖĞRETİM SİSTEMİNİN
GÜÇLENDİRİLMESİ PROJESİ)

GIYİM ÜRETİM TEKNOLOJİSİ

VOCATIONAL ENGLISH - 2

ANKARA 2007

Milli Eğitim Bakanlığı tarafından geliştirilen modüller;

- Talim ve Terbiye Kurulu Başkanlığının 02.06.2006 tarih ve 269 sayılı Kararı ile onaylanan, Mesleki ve Teknik Eğitim Okul ve Kurumlarında kademeli olarak yaygınlaştırılan 42 alan ve 192 dala ait çerçeve öğretim programlarında amaçlanan mesleki yeterlikleri kazandırmaya yönelik geliştirilmiş öğretim materyalleridir (Ders Notlarıdır).
- Modüller, bireylere mesleki yeterlik kazandırmak ve bireysel öğrenmeye rehberlik etmek amacıyla öğrenme materyali olarak hazırlanmış, denenmek ve geliştirilmek üzere Mesleki ve Teknik Eğitim Okul ve Kurumlarında uygulanmaya başlanmıştır.
- Modüller teknolojik gelişmelere paralel olarak, amaçlanan yeterliği kazandırmak koşulu ile eğitim öğretim sırasında geliştirilebilir ve yapılması önerilen değişiklikler Bakanlıkta ilgili birime bildirilir.
- Örgün ve yaygın eğitim kurumları, işletmeler ve kendi kendine mesleki yeterlik kazanmak isteyen bireyler modüllere internet üzerinden ulaşılabilirler.
- Basılmış modüller, eğitim kurumlarında öğrencilere ücretsiz olarak dağıtılır.
- Modüller hiçbir şekilde ticari amaçla kullanılamaz ve ücret karşılığında satılamaz.

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EXPLANATION

KOD	222YDK012
ALAN	Giyisi Üretim Teknikleri
DAL/MESLEK	Kadın Giyim Modelistliği, Erkek Giyim Modelistliği, Çocuk Giyim Modelistliği, Hazır Giyim Model Makineci, Deri Giyim, Kadın Terziliği, Kesim
MODÜLÜN ADI	Mesleki Yabancı Dil II
MODÜLÜN TANIMI	Yabancı dilden mesleki alanda faydalanmak için, alanı ile ilgili iş akışı diyaloglarının yabancı dilde karşılıklarını kapsayan, aynı zamanda bu diyalogların iş hayatında anlaşılması - ifade edilmesi ve kullanılmasını içeren bir öğrenme materyalidir.
SÜRE	40/32
ÖN KOŞUL	Mesleki Yabancı Dil I modülünü almış olmak
YETERLİK	Mesleği ile ilgili iş akışı diyaloglarını yapmak
MODÜLÜN AMACI	Genel Amaç Bu Modülün sonunda; gerekli kaynak ve ortam sağlandığında mesleğiniz ile ilgili terim ve konuları yabancı dilde konuşabileceksiniz. Amaçlar 1. Sipariş almak için yapılan diyalogları doğru yapabileceksiniz. 2. Planlama ile ilgili diyalogları doğru yapabileceksiniz. 3. İş akışı süresince üretim aşamasında çalışanlarla diyalogları doğru yapabileceksiniz. 4. Sipariş teslimi için gerekli diyalogları doğru yapabileceksiniz.
EĞİTİM ÖĞRETİM ORTAMLARI VE DONANIMLARI	Yabancı kaynaklar, sözlükler, örnek teknik çalışmalar, modülün bilgisayarlı ortamda ve uygulamalı olarak işlenmesi konunun kavranması ve yeterliliği konusunda pekiştirici olacaktır.
ÖLÇME VE DEĞERLENDİRME	Modülün içinde yer alan her faaliyetten sonra, verilen ölçme araçlarıyla kazandığınız bilgi ve becerileri ölçerek kendi kendinizi değerlendireceksiniz. Öğretmen; modül sonunda sizin üzerinizde ölçme aracı uygulayacak, modül ile kazandığınız bilgi ve becerileri ölçerek, değerlendirecektir.

PREFACE

Sevgili Öğrenci;

Değişen ve gelişen teknolojik imkanlar, tüm dünyanın birbiriyle haberleşmesini ve iletişimini sağlamaktadır. Çağın gereklerini yerine getirebilmek ve uyum sağlayabilmek için bu gelişmelere bireysel olarak kendimizi hazırlamak durumundayız.

Bugüne dek öğrendiğiniz alanınızla ilgili tanım ve isimlerin, tekstil ve konfeksiyon terimleri olduğunu ve birbir çevrilerin bu nedenle doğru olmadığını biliyorsunuz. Markalaşma yolunda ilerlemeye çalışan, ancak halen fason ağırlıklı sektör olan Tekstil-Konfeksiyon alanında, yayınlardan faydalanmak, dünyayı takip etmek ve müşterilerle yazışmalarda hata yapmamak ve kaliteyi yakalamak adına bu terimleri bilmeye ve kullanmaya ihtiyacımız var. Elinizdeki modül, kaynaklarla desteklendiğinde size bu konuda yardımcı olacaktır.

Bu modül ile müşteriden sipariş almak için yapmanız gereken diyalogları, sipariş temininden sonrası için de firma içinde yapılan planlama, üretim ve teslim süresince geçen iş akışlarındaki diyalogları gerçekleştirebileceksiniz.

LEARNING FACILITY- 1

AIM

In direction of the knowledge given at the end of the activity, when convenient ambience and sources are provided, you will be able to make and understand dialogues made before production and you will be able to use your communication skill with technical information in English.

COMMENTARY

- Ø First present a sample event (taking order) to the class in Turkish and determine the terms and templates the meanings of which you don't know, solve these subjects that avoid communication.
- Ø Make a table about how the work goes on after the order has been taken and improve a strategy for the dialogues you think they are necessary, discuss with your friends in the class.

1. DIALOGUES BEFORE PRODUCTION

1.1. Dialogues To Take Order

Order ; It is a written or spoken ordering production which is given to a collection firm by the customer. An order has certain properties and condition with a document. The firms take the orders from the receiver directly or customer assistants.



Showroom

1.1.1. Pre Conversation

The conversation made with a new customer or older customer worked together before for an order. Conversations can be made by telephone but it is important that written documents should support the conversation.

EXAMPLE EVENT 1

GT Fashion wants to make the firm working together before in Turkey produce. So, the representative make the first conversations with the firm.



Conversation on the phone and correspondence

(Thomas: Foreign Firm Customer Representative ; Uğur : Representative)

Thomas: Hi Uğur! This is Thomas.

Uğur : Hi Thomas. How are you?

Thomas: Fine, Thanks! Yesterday a new customer visited us. They want to give a trial order to us. They liked the full cotton T-Shirt from our collection. The order will be less quantity but we have to do this quantity in order to gain this new customer because they have more than 200 shops in Europe.

Uğur : New and a big customer. Please let me know the details of the order by e-mail. I will try to do my best for the price and the shipment date.

Thomas: All right! In a few minutes I will sent you the details.

Uğur : Thank you! Bye..

Thomas: Bye!

At the end of this conversation, Thomas sends the order information to the representative again by e-mail and conversation starts.



Hi Uğur,

I get an order for 1245 pieces of %100. It is not a big order, but this is for a new costumer.
525 pieces A 3 Colours
720 pieces B 3 Colours

Delivery time is 10 January - in Germany.

It must be the same quality as the samples. (Rose, brown, lightgreen)

I think this samples are from AKNA. Please check the price and come back.

The invoice was for Lonita 6,60 € and for soft fine 5,50 €

Best Regards,

Thomas



Dear Thomas,

These prices are from AKNA and for the same quality with ART Company which has cheaper prices than AKNA . For A the price is 5,70 € and B 5,35 €

And the shipment date is okay for ART Company.

I am waiting your confirmation of the details to place the order to ART Company.

Best Wishes

Uğur.



- -And Thomas sends Uğur the order form by e-mail and fax.

Order No.: 1012-003	Name of collection: NR-05-AW-184	Delivery Date: 10.01.06 ex Istanbul
Customer: GT Fashion	Department: Ugur	Season: F/S 2006
Label: Orig. "New Generation" is in your hand	Hangtag: ----	Carelabel: Use standard
Print No.: ----	Embroidery: ----	Appli.: Like original but no sequins

Colour:		1. Var: stone gray 18-0615tc			2. Var: orchid pink 13-2010tc			3. Var: bachelor button 14-4522tc						
Material: Sweater quality like original		Composition: 100% CO			Weight:									
Zipper: Plastic zipper		Zipperpuller: ----			Buttons: ----									
LOTA	S	M	L	XL	LOT B	S	M	L	XL		S	M	L	XL
18-0615tc	1	2	1	1	18-0615tc	1	1	1	1		46	48	50	52
13-2010tc	1	1	2	1	13-2010tc	1	1	1	1		43	45	47	49
14-4522tc	1	2	1	1	14-4522tc	1	1	1	1		16	17	18	19
/ 15x35=525pc					/ 12x60=720pc						40	42	44	46
										Total length (hsp)	56	58	60	62
										1/2 armhole	20	21	22	23
										shoulder(each side)	11	12	13	14
										1/2 cuff	9,5	10	10,5	11
										sleeve length (SP)	62	63	64	65
										neckopening	20	20	21	21
										front neck drop	12	12	13	13
										back neck drop	2	2	2	2

Total: 1245pc	
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1.2. Dialogues About Planning



1.2.1. Dialogues in Determining Model

The dialogues during determination of the model which the customer has given by order, communicating with both customer and workers in the firm.

1.2.2. Pattern Model Form

First the collection forms which they have wanted come from the customer. If the firm takes the order, measurement chart will be sent by the customer. Base patterns are produced according to these measures. During these processes the customer and workers should communicate again.



1.2.2: Pattern Part

1.2.3. Sewing Model Form

Sewing directions, the customer should obey for the sewing sample, are declared. They must be written, clear and clean.

1.2.4. Dialogues Made In Sending Sample Sewing

The production of the sample is performed according to these dialogues. After it has been confirmed in the firm, it is sent to the customer to criticize and confirm.

1.2.5. Dialogues During Taking Order

If the sample has been confirmed by the customer, body set is prepared according to the request of the customer again. Dialogues are so important in view of the accordance of buying fabric, accessories, embroidery, and sewing techniques with the customer's request.

After all these stages

- Ø Amount of the fabric and accessories to be used in the production is determined.
- Ø How much fabric will be bought is declared in the purchase form.
- Ø Position of raw depot, storage and communication of the factory are asked in a written document.
- Ø Normal and extra amount are informed according to the storage amount.
- Ø In direction of the customer order, cards of fabric supply, accessory supply, and tread supply are prepared.

EXAMPLE EVENT 2

E-mails About Determining Model

After the customer firm's order and sending collection, correspondences and communication between two firms starts.

Number of Order: 1500

Type of Order: Summer Collection; 3 different model- T-shirt

Verena : Foreign Customer Representative
Ceyda: Representative
Nadine : Designer

Look over the e-mails among them.



-Dear Ceyda,

Here I've sent you a new collection, I will hope that Kurt has print all over this. So, we need this sample also for summer. If it is possible, that you can do this sample in 2 or 3 weeks?

Best regards
Verena

GT Fashion GmbH
Verena Przeszien
St. Jobstrasse 56
43234 Würselen
Tel.:00432-4466/40
Fax:00432-446644



Dear Verena,

I am sending you prototype samples by courier services. You will get some samples (9 pieces) from your order. The packet is delivered on 18.03.2006 12.52 p.m. to GT fashion. Pls check urgently or call the courier services.

Best Regards,
Ceyda

E-mails About Pattern Model Form

The designer of the customer firm gives information about criterion and measurement to the customer representative after he/she has taken the samples.



Hi Ceyda,

My name is Nadine, I am one of the designer at GT-Fashion. Here I send you the critics of the 3 t-shirt orders for our customer; Keilbach.
The samples have been ok. Pls follow for production exactly the measurement chart.

The critic for the sweat cardigan 1012-003 you will get in some minutes with an extra mail.

Best regards,

Nadine

Charts of measurement related is available attached to the e-mail.

Order No.: 1012-003

Supplier: GT Fashion

Customer: Keilbach

Art.no.: NI 06-SA-115

3/4 Arm-T-shirt

Material: 1x1 Rib

Composition: 100% Cotton

	S	M	L	XL	Sample Measured by GT-Fashion 16.12.05
1/2 chest	42	44	46	48	ok
1/2 waist	38	40	42	44	ok
1/2 hip					
1/2 hem	42	44	46	48	+0,5
Total length (hsp)	56	58	60	62	ok
1/2 armhole	18,5	19,5	20,5	21,5	+0,5
shoulder(each side)	9,5	10,5	11	12	+1,5
1/2 cuff	9,5	10	10,5	11	ok
sleeve length (SP)	43	44	45	46	-0,5
neckopening	21	21	22	22	ok
front neck drop	15	15	16	16	ok
back neck drop	2,5	2,5	2,5	2,5	-0,5

**1.Fit Sample from 16/12/05 is ok.
You can start the production ! - pls keep the
measures exactly like the measurement chart.**

20.12.05 Nadine



Hi Ceyda,

Here is the last critic for the order 1012-003, the sweat cardigan.

Here are big changings at the style, but you can start the production if you respect my critic faithfully.

All open edges are cancelled at the style, it should become normal seams. The whole measurement chart was graded one size up – watch the new chart on the critic and follow this measures.

If it is possible and you can manage it right in time, pls send us a pre-production sample of this style because of so many changings.

Best regards,
Nadine



-Hello Nadine,

There are really big changes in style 1012-003. Because of the cancelling open raw edges, we must change the ribs on the sleeve and bottom as double layer. So this will cause a problem both for you and us.

For us we must knit and dye new rib because the planning of fabric made according to one layer rib.

For you when we start dyeing to extra knitted fabric there will be difference in colour of first and last rib. All these processes need extra time, also the shipment date will be delayed.

Also we give these styles' price according to raw age and also one layer rib.
Pls confirm.

Best Regards,
Ceyda

E-mail About Sewing Model Form



-Hi Ceyda,

After checking this point with our customer, I want to inform you that we want to change the rib bindings into bindings out of body fabric. Then we will not have the problems of knitting and dyeing a new amount of fabric.

The open raw edges at the pocket and hems should be overlapped and simply fold down, that should not be a problem for you.

I hope we could help you with this new workmanship advice and we still can manage this order right in time.

Pls give me a reply as soon as possible

Best regards,
Nadine

E-mails About the Sample



-Hello Nadine,

We confirm the cancel of all the raw edges. But for the rib on bottom and sleeve, we prefer to use double layer ribs.

We are worrying about to make extra fabric cause difference in colours. But our fabric department chief was out of company yesterday. Today they have checked again and told us we have same raw rib in our stocks now. We can use this so that we might solve all the problem.

You know using self fabric will cause extra problem too. If you confirm using double layer rib, all things will be clear.

Also we want to inform these extra ribs will be added as cost to your invoice.

If possible we have a request from you, we want to start cutting. Because we are very delayed, this will effect the shipment date. You know the styles have too much embriodery and hand made.

Pls confirm.

Best Regards,
Ceyda



-Hi Ceyda,

It is ok then, pls use the double layer ribs, if they have the same colour.

And you can start cutting then, of course. I just want to remind you again to take special care, that the whole cardigan was graded one size bigger !!! watch therefore the new measurement chart from the last critic.

Best regards,
Nadine

APPLICATION ACTIVITY

Process Steps	Suggestions
Prepare dialogues about the stages from giving order to production.	<ul style="list-style-type: none"> - Make a list on paper or board. Try to form what an order needs. Example: What? How much ? When? How? Why? Who? etc. - You can ask for help from learning activity “ Measurement Module in Clothing” and “Preparing Order Form”.
Organize your groups	Work as 3 or 4 person- group. Collect information for the subject. Ask for help from Vocational Language 1 Module.
Determine your positions / roles	<ul style="list-style-type: none"> - Share the roles in dialogues with each other. Make a list of the dialogues about the work and order you should do. Ask for help from your teacher if necessary.
Perform the presentation	<ul style="list-style-type: none"> - Don't forget to use patterns when you present. - Prepare both positive and negative examples. - Explain technical terms and subjects you use first. - Use auxiliary materials and enrich the presentation.
Evaluate	<ul style="list-style-type: none"> - Tell your opinion about all groups. - Note your teacher's and friends's opinions carefully. Revise false or deficient subjects.

CONTROL LIST

Answer the control list you have prepared and change with your friends.

Evaluation Criterion	Yes	No
Could you describe the order process steps?		
Did you adapt your role?		
Did you notice the details for workfellow?		
Could you learn what the words and terms you don't know mean?		
Could you pronounce the words correctly?		
Could you use the patterns correctly?		
Could you complete the dialogue without problems?		
Could you take attention of your friends in the class?		
Did you use different ways except for spoken ones?		
Could you present different samples?		
Did you ask your friends suitable questions for back report?		

EVALUATION

At the end of the evaluation, if you have a lack of knowledge, revise the Learning Activity.

LEARNING FACILITY-2

AIM

In direction of the knowledge given at the end of this activity, when convenient ambience and sources are provided, you will be able to make dialogues among customer and different parts in work flow to provide communication between them, the dialogues among the workers, the dialogues with customer until the order has been delivered in English correctly.

COMMENTARY

- Ø Collect various samples of orders and steps of work flow from the manufacturers in your environment. Prepare an English chart of the list of people and works in these examples and hang on your classroom. Discuss of each example mutually.

2. DIALOGUES IN THE PRODUCTION



2.1. Dialogues in Workflow

2.1.1. Dialogues with Planning Part

Planning is a part which has integrity in the production. Firm managers determine the duties of each department. Charging varies with the strategy and greatness of the firm. Customer representative or Planner make planning.



Purchasing Accessories



Depot(Fabric)

Planning Duties : To calculate the fabric according to the order, to provide fabric, accessories (stiffening cloth, lining, thread, button, label etc..)

Example Event:

A firm has taken an order of 1000 jackets from the customer. After the example production has been confirmed and Planning Chief starts to do the planning necessary. He/she should communicate with customer representative and customer all the time.



Customer Representative, Ruba:

We have an order of 1000, two- colour(white-black) woman jackets from B firm. Sample has been confirmed by the customer. For production you should provide fabric and accessories. Contents of order form and technical form are here.



Planning chief, Semra :

Ok. I will calculate the fabric taking base pattern from the modelist. I am giving order for the accessories according to the customer's request.



Ruba:

It should be ready in 2 weeks. Let me know.



Semra:

Ok.

Semra takes base pattern from the modelist, calculates the fabric with cloth waste proportion and gives the order to the purveyor. For accessory she gives the order according to the criterion the customer requests.(in direction of technical forms).

2.1.2. Cutting Part

The part responsible for cutting of fabric in the firm. Cutting Place Chief is responsible for the chores in cutting part.



Picture 2.1.2: Cutting Part



Meto (Labelling)



Bundle (All of one type size)

EXAMPLE EVENT

After the fabric and accessories come from purveyor, the customer representative communicates with the cutting part chief.



Ruba :

You can start to cut. 500 pieces of black jacket and 500 pieces of white ones. It is the cutting direction.
Ok.



Cutting Place Chief :



Ruba :

If there is a problem in the fabric, cut the trouble-free fabric, we will give order again for the rest.



Cutting Place Chief :

I will give you information if there is a problem.

Cutting starts, cutting charge communicates with purveyor again. Cut pieces cut matched, labelled and bound.

2.1.3. Sewing Part

The part is responsible for the pieces coming from cutting part after cutting and matching. The chief is in charge of production, band chief or workmaster is responsible for workflow on the bands.



Picture 2.1.3. Sewing Part

EXAMPLE EVENT

Labelled parts are given to the charge of sewing part. Sewing part chief starts the process of entering to the band. Customer representative gives workmanship to sewing part charge.

Cutting Part Chief : 500 black jackets will be cut tomorrow. Have you chosen the thread?
Workmaster : Yes, everything is ok. We can pass to the band.
Cutting Part Chief: Care about process control. Sewing directions should be obeyed completely.
Workmaster: Ok.



Quality Control (Pieces to cut)

2.1.4. Ironing-Packaging Part

The sewn and controlled goods are given to the ironing-packaging charge with the form. In direction of customer request, it is placed into the parcels by ironing and it will be ready to delivery.



Picture 2.1.4. Ironing-Packaging Part

Example Dialogue:

The order to have been cut before and the thread of which is cleaned passes to the ironing-packaging part. Customer representative has given packing information to the charge of ironing-packaging.



Ruba:

While packaging, please care about the form. You should obey all directions completely .



Ironing-Packaging Charge:

We have worked together with this firm before. We know the conditions.



Ruba:

I don't like the loading to be late. If necessary, work more.



Ironing-Packaging Charge:

Workers are too tired.



Ruba:

There is no problem if we catch the loading date.



Ironing-Packaging Charge

Ok.

Now the order is packaged, signed and ready for delivery.

2.2. Dialogues Among Workers

The firms are to do everything in written in order to avoid misunderstanding and mistakes during the production. All work to be done and its qualities are certain in working guide. Correspondences in firm are preferred written type rather than spoken form so much. Thus, firms which have information-processing work editing on computer and the others work sending forms to each other and signing.



Picture 2.2: Workers

Example Dialogue 1

During the date from the order's taking from the firm to the delivery, many correspondences and dialogues are performed. The case might not be ok all the time. Customer often may ask for information, the delivery may be late. For all these situations correspondences and communication are going on intensively.

Firm B asks for information about the last situation of the order. Customer representative has to communicate with chiefs for this information every day.



Ruba :

How many jobs from band for 1012-003 number order have finished ?



Sewing Place Chief :

Black jackets have been sent to ironing-packaging. White jackets will be finished in half an hour.



Ruba :

Ok. Let me know. How many black jackets have been packaged?



Sewing Place Chief :

450 jackets have been packaged. The rest, 50 jackets will be packaged in an hour.



Ruba:

Ok.

Example Dialogue 2



Customer Representative Rosita :

Hello Ruba. I am Rosita. Is everything ok?



Ruba :

Hello Rosita. Everything is ok. How are you?



Rosita

Fine. Thanks. How is 1012-003 number order going on?



Ruba:

According to the information I have learned at the sewing part, white jackets will finish in half an hour. In ironing-packaging part there are 50 packaged black jackets. Packaging will finish in an hour.



Rosita:

Good. Let's communicate for loading. Is there anything else?



Ruba:

No. I'll call you back you. See you later.



Rosita:

Okey, Bye.



Ruba:

Bye.

2.3. Dialogues During Sending Orders

Customer gives delivery date to the firm after he/she has given the order. If the order finishes at the date declared, conditions of loading are fulfilled by the information taken. If there is a delay, customer may ask the order by plane. But this means a disadvantage for the producer firm.

The producer firm reports the order which is ready at the date determined before at its factory. The order is delivered to customer, customer prepares necessary documents for export and completes custom process and imports to his own country. All risks and cost and all other charges are under the responsibility of the receiver after the order has been delivered to the customer.

Customer firm pays the cost of order according to the conditions of contact. He/she prepares licence, administrative and commercial documents necessary for export and import processes, all cost is paid by him/her. He/she is responsible for the custom process of the order for export and import and responsible for paying custom taxes.



Picture 2.3: Carriage

Ø **Some Special Terms Used During Loading Processes:**

FCA: Free Carrier.	Delivery to the carrier at the determined place.
FOB : Free On Board	Delivery on ship board. The customer is responsible for everything after the order has been delivered .
CAD: Cash Against Document.	Payment after the order has been delivered.
CIF : Cost, Insurance And Freight.	Order cost, assurance, and freight are paid by the producer.
CIP : Carriage and Insurance Paid to...	
DAF : Delivered At Frontier	Delivery at the border
DDP : Delivered Duty Paid	The delivery of the taxes of which are paid.
SWIFT:	The code number of the abroad remittance, given by the bank

Example Dialogue :



Rosita : Hi Ruba. How is the loading going on?



Ruba: Hi Rosita.! We are loading at 7 o'clock tomorrow morning. I need the shipment details for the goods. Name of the company, address, etc.



Rosita : I will send it again by e-mail. Will you send by long vehicle and as FOB?



Ruba : Yes, as we talked before. The order will be loaded as FOB at the determined date.



Rosita: Ok. Send bank information for payment..



Ruba: Ok. I will send bank information soon. We will send the goods as Cash against Document. Is there any problem?



Rosita: No. Everything is ok. I am waiting for the information. If there is a problem, call me. See you.



Ruba: I call you. See you. Bye.



Rosita: Bye!

After the order has been loaded, it arrives to the customer in nearly 5 days. At the end of this duration, customer representative calls the customer firm and asks for SWIFT to control if the payment has been done or not by the bank.

Ruba : Hi Rosita.! This is Ruba. How are you?
Rosita : Thanks. We have got the order. The controller checked them and there aren't any problems.
Ruba : Good. Did you put the money in the bank?
Rosita: Yes. I will send SWIFT information in a few minutes.
Ruba : Ok. Thanks. See you.
Rosita: Bye.

>> If there were problems in the order !!!



Rosita: Hi Ruba.! How are you?



Ruba: Hi Rosita.! Thanks.



Rosita : We have got the order. QC (Quality Controller/ Inspector) checked it one by one. Button places are wrong 150 in 1000. We can't sell them. So, we ask for reduction for these 150 buttons..



Ruba: Really? Please send me a few examples of them. After I control them, I will return you.



Rosita: Ok. I am sending.



Ruba: I am waiting. See you.



Rosita: Ok! Bye.

APPLICATION ACTIVITY

Process Steps	Suggestions
Make dialogues about work flow from the production to transfer.	<ul style="list-style-type: none"> - Seperate workfellowes - Planning-Purchasing - Cutting - Production - Ironing - Freight
Create a work ambience in the classroom.	Use your module knowledge while creating a work ambience in the classroom. Refer to Vocational Language 1 Module to prepare necessary documents (form and control cards).
Organize your groups.	Make 3 or 4 people groups. Consider each group should prepare a different part.
Determine your roles.	<ul style="list-style-type: none"> - Determine where the work starts and finishes. - Determine the people related to the work. Enumerate workflow suitably. (Determine what to do day by day) and provide permanence.
Presentation	<ul style="list-style-type: none"> - Use the patterns while presenting. - Prepare both positive and negative examples. - Explain technical terms and subjects you first use. - Enrich the expression by using auxillary materials.
Evaluate	<ul style="list-style-type: none"> - Tell about your opinions about all groups. - Note your friends' and teacher's opinions carefully. Revise false or deficient subjects again.

CONTROL LIST

Answer the control list you prepared changing with your class-mate.

EVALUATION CRITERION	Yes	No
Could you describe the workflow of production?		
Did you determine the people working in workflow?		
Did you define work terms in English?		
Did you prepare necessary forms in English?		
Did you learn terms of freight?		
Did you adapt your role and its importance?		
Could you notice the details for workflow?		
Could you learn what the terms and concepts you don't know mean?		
Could you describe the subjects in English?		
Could you pronounce the words correctly?		
Could you use patterns correctly?		
Could you complete the dialogue trouble-free?		
Could you take attention of your friends in class?		
Did you use another way except for spoken state?		
Could you present different examples?		
Did you ask suitable questions to your friends for back report?		

EVALUATION

If you have deficiency at the end of the evaluation, please revise Learning Activity.

MODULE EVALUATION

Congratulations. You have finished the module...

Your teacher will apply a measurement toolbar to you to measure if you have got sufficiency at the end of the module.

You will be informed about if you will be able to pass to higher module or not by your teacher.

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