

## Part 2

When an alarm <u>goes off</u>	it starts ringing
Loading bay	Warehouse area where goods are loaded on/off a vehicle, the point where warehouse meets the outside world. <b>Polish ???</b> Rampa wyładowcza
Follow procedures	Work in accordance with procedures
When a vehicle has a flat tyre	it has a puncture, a hole in the tyre.
Admit delay Admission	Agree that that there has been delay
fade	If the colour or makings fade, they gradually becomes less clear and finally disappear. Loose colour or distinction
Fitting	That part of a larger item which is used as a connection for another part. A small part that is connected to sth, <b>Polish???</b> Mocowanie okucie
Fit sb/sth	Be the right size or shape for sth, e.g. This key does not fit to the lock. I'm trying to fit the part. <b>Polish???</b>
Fix a part to/on sth	Install, mount it on sth Also: repair, mend <b>Polish???</b> zamontować
Heap of sth	A large pile or collection of items arranged untidily. By contrast a <u>stack</u> is a collection of items arranged nicely one on top of another <b>Polish???</b> sterta
To stack pallets, etc	Arrange them one on top of another
Logistics is (singular noun)	Management of the flow/movement of goods
Mislay, mislaid, mislaid	To lose sth because you do not remember where you have left sth
Night, morning shift	The workday is divided into periods of work called shifts
Forklift Forklift truck Pallet forklift	a self-propelled machine for hoisting (lifting) and transporting heavy objects by means of steel fingers inserted under the load. <b>Polish ???</b>

Pallet, Palletise	a flat wooden structure that heavy goods are put onto so that they can be moved using a fork-lift truck
Rack Car, pallet rack	A structure for storing things consisting of small shelves, spaces
Round-the-clock	Twenty-four hours a day, 24/7
skip	A large metal container used at construction sites to collect waste. Once it has been filled, it is loaded onto a track and carried away <b>Polish???</b>
Underlying, underpinning reason	is the reason behind sth, e.g. carbon emissions are the underlying reason for rising global temperatures.
Note the following corporate departments: Production Stock Sales Accounts Accounting Legal (Affairs)	
Reduce stock movements	lower the flow of items from one part of the company to another
Brief sb about sth	Give sb essential information, give instructions
Give, allow sb a discount on the next order a 10% discount	Reduce the price for the next order <b>Polish ?????</b> Opust, zniżka Note: discount is in percentage terms, a rebate is in money terms, e.g. \$10 rebate
<p><b>Passive voice</b></p> <p><b>Simple</b> The company uses fork lifts to stack items up.</p> <p><b>Passive</b> Fork lifts are used to stack items up. – Present Simple Fork lifts have been used to stack items up – Present Perfect Fork lifts had been used to stack items up – Past Perfect Fork lifts will be used to stack items up – Future</p> <p><b>Continuous</b> The fork lift is stacking pallets up.</p> <p><b>Passive</b> Pallets are being stacked up – Present Pallets were being stacked up – Past</p>	

### Modal verbs

Sales should give them a 10% discount.

### Passive

They should be given a 10% discount.

can

may

might

could

must

### Past forms - Passive

They should/can/could/might/must have been given a discount.

Should they have been given a discount? No, they shouldn't.