



MARINHA DO BRASIL
DIRETORIA DE PORTOS E COSTAS
ENSINO PROFISSIONAL E MARÍTIMO

CURSO AVANÇADO DE INGLÊS TÉCNICO

MANUAL DO ALUNO

RIO DE JANEIRO, 2005

Colaboração: OGMO - Paranaguá (Francisco José Rodrigues)
OGMO - Recife (Mariana de Albuquerque Braga)
OGMO - Rio Grande

Elaboração dos conteúdos: Erika Coachman

Projeto gráfico: Rodolpho Oliva

© 2005 direitos reservados à Diretoria de Portos e Costas

Diretoria de Portos e Costas
Rua Teófilo Otoni, nº 4 - Centro
Rio de Janeiro - RJ
20090-000
<http://www.dpc.mar.mil.br>

CURSO AVANÇADO DE INGLÊS TÉCNICO

Lesson One

In this lesson you are going to learn:

The verbs to lift, to lower, to use, to put, to replace, to charter, to store, to containerize

Types of ships

Documents papers

Simple Past



VERBS

to lift, lifted (*levantar*)
to lower, lowered (*abaixar*)
to use, used (*usar*)
to put, put (*colocar*)
to replace, replaced (*substituir*)
to charter, chartered (*fretar*)
to load (*carregar, no sentido de abastecer*)
to carry (*carregar, no sentido de transportar*)
to store (*armazenar, estocar*)
to containerize (*acomodar mercadorias em container*)

New Vocabulary

freight (*frete*)
vessel = ship (*navio*)
aboard (*a bordo*)
charterer (*fretador*)
chemical product (*produto químico*)
harbour (*porto*)
sea (*mar*)
bay (*baía*)
river (*rio*)
warehouse (*armazém*)
dock = quay (*cais, embarcadouro*)
stacking machine (*empilhadeira*)

Types of Ships

chemical tanker (*navio-tanque, para transporte de produtos químicos*)
bulk carrier (*graneleiro, tipo de navio especializado no transporte de carga a granel*)
support ship (*navio de suporte, ajuda*)
supply ship (*navio de suprimentos*)
chartered vessel (*navio fretado*)
container ship (*navio de transporte de containers*)
passengers ship (*navio de passageiros*)

Papers

Bill of lading (*Conhecimento de embarque – abreviatura: B/L*)
Cargo manifest (*Relação de cargas/Manifesto de carga*)

Expressions

On (*ligado*) To turn on = to switch on (*ligar*)

Off (*desligado*) To turn off = to switch off (*desligar*)

To pile up (*empilhar*)

Grammar Points

The Japanese company chartered twenty vessels.

Did the Japanese company charter twenty vessels?

No, the Japanese company didn't charter twenty vessels.

The British company chartered twenty vessels.

The crane driver lifted the cargo two minutes ago.

Did the crane driver lift the cargo two minutes ago?

No, the crane driver **didn't** lift the cargo two minutes ago.

He lifted the cargo two hours ago.

The electric drill was on yesterday.

Was the electric drill on yesterday?

The electric wasn't on yesterday. It was off.

Verb to be

I am – I was	It is – It was
You are – You were	We are – We were
He is – He was	You are – You were
She is – She was	They are – They were

Text

- Paul** Excuse me. May I see your Cargo Manifest?
- Tomas** OK.
- Paul** May I see your Bill of Lading?
- Tomas** Ok.
- Paul** What's your first port of call in Brazil?
- Tomas** Recife.
- Paul** What's your last?
- Tomas** Santos.
- Paul** What's your final destination?
- Tomas** Buenos Aires.

The "Bill of Lading" and "Cargo Manifest" are important papers to receive and ship any kind of cargo.

CURSO AVANÇADO DE INGLÊS TÉCNICO

Lesson Two

In this lesson you are going to learn:

*The verbs to talk, to meet, to leave,
to arrive, to ask, to answer*

*Vocabulary related to customs
and cargo*

*Vocabulary related to commercial
business*



VERBS

To pay, paid
 to buy, bought (*comprar*)
 to change, changed (*trocar*)
 to sell, sold (*vender*)
 to deal, dealt (*negociar*)
 to lend (*emprestar*)
 to borrow (*tomar emprestado*)
 to agree, agreed (*concordar*)
 to meet, met (*encontrar*)
 to leave, left (*sair, deixar*)
 to arrive, arrived (*chegar*)
 to return, returned (*regressar*)
 to ask, asked (*perguntar, pedir*)
 to answer, answered (*responder*)

New Vocabulary

Types of Cargo

hazardous cargo, dangerous cargo (*carga perigosa*)
 dry cargo (*carga seca – não líquida ou gasosa*)
 bagged cargo (*carga embalada em sacos*)
 fragile cargo (*carga frágil*)
 inflammable cargo (*carga inflamável*)

Business

sale (<i>venda</i>)	deal (<i>negócio fechado</i>)
exchange (<i>câmbio</i>)	agreement (<i>acordo</i>)
price (<i>preço</i>)	loan (<i>empréstimo</i>)
expensive (<i>caro</i>)	interests (<i>juros</i>)
cheap (<i>barato</i>)	

Customs

customs (*alfândega*)
 customs officer (*oficial da alfândega*)
 tax (*imposto*)
 fine (*multa*)
 extra fee (*taxa extra*)
 insurance (*seguro*)

Expressions

High tide (<i>maré alta</i>)	Go away (<i>ir embora</i>)
Ebb tide (<i>maré baixa</i>)	Go back (<i>voltar</i>)
Beware of (<i>Seja cuidadoso, cuidado com</i>)	Come back (<i>vir de volta</i>)

Grammar Points

The charterer paid an extra fee, so the product was too expensive.

The charterer didn't pay an extra fee, so the price was low.

Did the charterer pay an extra fee? No, he didn't.

The crane driver lifted the hazardous cargo carefully.

The crane driver didn't lift the hazardous cargo carefully.

Did the crane driver lift the hazardous cargo carefully?

The master was asking important questions.

The master wasn't asking important questions.

Was the master asking important questions?

Exercises

1. Put the sentences in the past form.
Make the necessary changes:

a) The stevedore is helping the master now.

b) The charterer paid an expensive fine.

c) The TV is on all night long.

d) The captain answered my questions.

e) The stevedores work a lot every day.

**2. Ask questions for the answers below:
(use *when* , *where*, *what*, or *who*)**

- a) _____
The duty officer helped the agent.
- b) _____
The tally clerk is on deck.
- c) _____
The winch man locked the door last night.
- d) _____
I help the master when he needs help.

**3. Write a short paragraph describing what you were doing before
you came to class:**

CURSO AVANÇADO DE INGLÊS TÉCNICO

Lesson Three

In this lesson you are going to learn:

*Some new verbs: to charge, to take,
to bring, to order, to deliver*

The possessive case



VERBS

to charge, charged (*cobrar*)
to take, took (*levar*)
to bring, brought (*trazer*)
to order, ordered (*ordenar, encomendar*)
to deliver, delivered (*entregar*)

New Vocabulary

delivery (*encomenda*)

charge (*cobrança*)

payment (*pagamento*)

order (*encomenda, ordem*)

mail-order (*encomenda por correio*)

fuel (*combustível*)

tank (*tanque*)

empty (*vazio*)

full (*cheio*)

shallow water (*água rasa*)

deep water (*água profunda*)

salt water (*água salgada*)

fresh water (*água doce*)

overloaded (*sobrecarregado*)

Expressions

To work overtime (*fazer hora extra*)

It's upside down (*está de cabeça para baixo*)

It's fragile (*é frágil*)

Be careful! (*seja cuidadoso*)



Grammar Points

The vessel was overloaded.

The vessel wasn't overloaded.

Was the vessel overloaded?

The company charged an additional fee.

The company didn't charge an additional fee.

Did the company charge an extra-fee?

Possessive Case

The captain's cabin is small. (*A cabine do capitão é pequena*).

Jack's payment was late. (*O pagamento do Jack estava atrasado*).

The agents' car is full. (*O carro dos agentes está cheio*).

Exercises

1. Translate the sentences into English:

a) O capataz levou a encomenda para a cabine do capitão.

b) Os agentes gostam de almoçar ao meio dia.

c) Eu e George trouxemos as ferramentas do David.

d) Por favor, leve isso com você.

e) O escritório do Anthony está molhado.

f) Os navios japoneses estavam sobrecarregados.

2. Change the sentences into their negative and interrogative forms:

a) The agent charged an extra-fee from the Japanese company.

N

I

b) The duty officers want to travel to England next year.

N

I

c) The boss has to speak German very well.

N

I

d) They wanted to ask me some important questions.

N

I

e) The crane drivers had to work overtime yesterday night.

N

I

f) The chief mate can speak Italian very well.

N

I

Lesson Four

In this lesson you are going to learn:

Some new verbs:

to import, to export, to look, to see

*There is / There are – There was /
There were*



VERBS

to import, imported (*importar*)
to export, exported (*exportar*)
to look, looked (*olhar*)
to see, saw (*ver*)

New Vocabulary

arrival (*chegada*)
departure (*saída*)
delay (*atraso*)
early (*cedo, adiantado*)
late (*tarde, atrasado*)
label (*rótulo, etiqueta*)
package (*embalagem*)

wet (*molhado*)
dry (*seco*)
collision (*colisão*)
near (*perto, próximo*)
far (*longe, distante*)
coast (*litoral, costa*)
crew (*tripulação*)

Expressions

Fire! (*fogo, incêndio*)
Look! (*olhe!*)
Over there (*lá*)
Over here (*aquí*)



Grammar Points

The departure was delayed.

The departure wasn't delayed.

Was the departure delayed?

No, the departure was a little bit early.

The tally clerks were early for the meeting.

The tally clerks weren't early for the meeting.

Were the tally clerks early for the meeting?

No, they were late for the meeting.

There is one table in the office.

There isn't one table in the office.

Is there one table in the office?

No, there are two tables in the office.

There are four crew members working on deck.

There aren't four crew members working on deck.

Are there four crew members working on deck today?

No, there were four crew members working on deck yesterday, but today there are seven crew members working on deck.

There was one agent speaking with the chief mate.

There wasn't one agent speaking with the chief mate.

Exercises

1. Make sentences using *there is/ there are/ there was/ there were*:

a) one vessel near the harbor yesterday.

b) some crew members eating potatoes now.

c) seven agents in the master's office last week.

d) one crane here everyday.

3. Change the sentences into the present:

a) The master took the tools to his cabin yesterday. (everyday)

b) The crane driver worked last Sunday very much. (every Monday)

c) The company didn't pay the expensive fee.

CURSO AVANÇADO DE INGLÊS TÉCNICO

Lesson Five

In this lesson you are going to learn:

*The verbs to talk, to arrive
and to leave*

Future time with going to

Why / Because



VERBS

to talk, talked (*conversar*)
to leak, leaked (*vazar*)
to arrive, arrived (*chegar*)
to leave, left (*sair, deixar*)

New Vocabulary

leak (*vazamento*)

bridge (*ponte*)

container (*recepiente, container*)

container number (*número do container*)

crew member (*tripulante, abaixo dos
oficiais e do capitão*)

elevator (*elevador*)

hook (*gancho*)

crane (*guindaste*)

hose (*mangueira*)

jack (*macaco para erguer*)

rope (*corda, mangueira*)

truck (*caminhão*)

before (*antes*)

after (*depois*)

until (*até*)

Expressions

To pick up (*apanhar, buscar*)

How many (*quantos / número de*)

How much (*quanto / quantidade de*)



Grammar Points

How many containers are aboard?

There are one hundred containers aboard.

How much money are you taking with you?

I am taking four thousand dollars with me.

I am going to arrive at the harbor at 7 p.m.

I am not going to arrive at the harbor at 7 p.m.

Are you going to arrive at the harbor at 7 p.m.?

What time are you going to arrive at the harbor?

The chief mate is going to leave his office before noon.

The chief mate isn't going to leave his office before noon.

Is the chief mate going to leave his office before noon?

When is the chief mate going to leave his office?

The stevedores are going to work until Friday.

The stevedores aren't going to work until Friday.

Are the stevedores going to work until Friday?

Why are the stevedores going to work until Friday?

Because they have to.

Exercises

1. Make questions to the answers below, using *What/When/Why/What time / Who / Where / How much / How many*:

a) _____?
The chief mate has seventy dollars.

b) _____?
Because there is a lot of work to do.

c) _____?
The stevedores went to the master's office.

d) _____?
They want to talk to the agent.

e) _____?
She likes to go to church on Sunday.

f) _____?
There were five cranes near the harbor.

CURSO AVANÇADO DE INGLÊS TÉCNICO

Lesson Six

In this lesson you are going to learn:

*Some new verbs: to think, to observe,
to guess, to do, to make*

Comparative and Superlative



VERBS

to think, thought (*pensar*)
to observe, observed (*observar*)
to guess, guessed (*acreditar que, adivinhar*)
to do, did (*fazer*)
to make, made (*fazer, produzir*)

New Vocabulary

to do an exercise (*um exercício*)

a job (*um trabalho*)

a service (*um serviço*)

a favor (*um favor*)

business with (*negócios com*)

to make friends (*amigos*)

a loan (*um empréstimo*)

food (*comida*)

a promise (*uma promessa*)

money (*dinheiro*)

Expressions

I have an idea (*eu tenho uma idéia*)

I think so (*eu acho que sim*)

I don't think so (*eu acho que não*)

I guess so (*eu acredito que sim*)



Grammar Points

The master is fat. The agent is fat too, but the master is fatter than the agent. The master is the fattest person aboard. The stevedore is thin. The duty officer is thin too but the stevedore is thinner than the duty officer. The stevedore is the thinnest friend I have.

These containers are heavy. Those containers are heavier than these ones. They are the heaviest containers on the vessel.

The German ship is modern. The Japanese ship is modern too. The German ship is more modern than the Japanese ship. I guess the German ship is the most modern ship in the world.

Japanese is a very difficult language. Chinese is very difficult too. In my opinion, Japanese is more difficult than Chinese. I think Japanese is the most difficult language (that) I know.

Watch out:

Good – better – the best

Bad – worse – worst

Exercises

1. Follow the example below:

*I think / the tally clerk / short / the chief mate.
I think the tally clerk is shorter than the chief mate.*

a) I guess / English / easy language / I study at the moment.

b) I don't think / the American agent / intelligent / Korean agent.

c) This idea / interesting / that one

d) The food at the harbor / good / the food aboard.

2. Write five sentences in the superlative:

CURSO AVANÇADO DE INGLÊS TÉCNICO

Lesson Seven

In this lesson you are going to learn:

Future using will



VERBS

Future time using *will* and *won't (will not)*.

New Vocabulary

tomorrow (*amanhã*)

next (*próximo*)

agency (*agência*)

bridge (*ponte*)

cargo handling equipment
(*equipamento para o
manuseio de carga*)

carton (*caixa de papelão*)

switch (*interruptor, chave*)

switch board (*painel de
controle*)

outlet (*tomada*)

wire (*fio elétrico*)

cord (*cabo*)

failure (*falha*)

too (*também, demais*)

Expressions

To work out (*funcionar*)

To start (*dar partida ou começar a funcionar*)

What can I do for you? (*o que eu posso fazer por você?*)



Grammar Points

The duty officer will travel tomorrow morning at 8 a.m.

The duty officer will not travel tomorrow morning at 8 a.m.

What time will the duty officer travel tomorrow?

The tally clerks will help the agent next Monday.

The stevedores won't help the agent next Monday.

When will the chief mate help the master?

John will go to the master's office.

John won't go to the master's office.

Who will go to the master's office?

Can you help me?

The engine won't start.

The plan is not working out.

*will not = won't

The container is too heavy for the crane.

The other containers are very heavy too.

Exercises

1. Change the sentences into future time using *will*

a) The master travels every week. (tomorrow)

b) The agents work overtime almost every day. (next month)

c) The master's idea isn't working out.

d) The stevedores went to the harbor yesterday. (in a few minutes)

2. Write a composition describing what you will do next week
(try to use the days of the week – Sunday, Monday...)

Lesson Eight

In this lesson you are going to learn:

The verb May

*Vocabulary related to parts
of vehicles*



VERBS

May (ideas of probability or permission)

New Vocabulary

accident (*acidente*)

wheel (*roda ou volante*)

tire (*pneu*)

spare tire (*estepe*)

brakes (*freio*)

accelerator (*acelerador*)

truck (*caminhão*)

crane (*guindaste*)

coast (*costa, litoral*)

shore (*litoral*)

bay (*baía*)

island (*ilha*)

peninsula (*península*)

beach (*praia*)

wave (*onda*)

I – me

You – you

He – him

She – her

It – it

We – us

You – you

They - them

Expressions

Help me out! (*me ajude!*)

Take care! (*Cuide-se!*)

Stuff (*coisas em geral – gíria*)

May I help you? (*posso te ajudar?*)

Maybe (*pode ser, talvez*)

Perhaps (*talvez*)



Grammar Points

You may take your stuff into your cabin.

The agent may not take his stuff aboard.

May I take my stuff into your office?

No, you may not / **Yes, you may.**

The weather is sunny today but it may rain tomorrow night.

Maybe I will talk to the master tonight.

Perhaps the stevedores will unlock the gate in the morning.

We have to load the ship today. Tomorrow may be too late.

I gave him the papers and then he gave them to the master.

Exercises

1. Take a look at lesson six. Review the comparative forms and do the exercises below:

a) This crane / old / the other one.

b) The Japanese cargo / fragile / the American one.

c) The German ship / large / the Italian one.

2. Now review the superlative forms and do the exercises below:

a) The American ships / fast / in the world.

b) This engine / modern / I know.

c) Santos harbor / important coffee exporter / in the world.

3. Complete using the appropriate pronoun:

a) _____ (Jane) loves _____ (Peter).

b) _____ (the stevedores) are going to talk to _____ (the master) next Saturday.

c) _____ (the chief mate) likes to live near the harbor.

d) Please, can you give it to _____ (Anthony and James).

Lesson Nine

In this lesson you are going to learn:

The verbs must, should

The parts of the body

Units of time measurement



VERBS

Must
Should

New Vocabulary

flag (*bandeira*)
tow (*reboque*)
hour (*hora*)
minute (*minuto*)
second (*segundo*)
obligation (*obrigação*)
permission (*permissão*)
prohibition (*proibição*)
duty (*dever*)
favor (*favor*)

Parts of the body

head (<i>cabeça</i>)	arm (<i>braço</i>)
hair (<i>cabelo</i>)	shoulder (<i>ombro</i>)
face (<i>rosto</i>)	hand (<i>mão</i>)
eye (<i>olho</i>)	finger (<i>dedo</i>)
nose (<i>nariz</i>)	chest = breast (<i>peito</i>)
mouth (<i>boca</i>)	belly (<i>barriga</i>)
tooth, teeth (<i>dente, dentes</i>)	leg (<i>perna</i>)
ear (<i>ouvido</i>)	knee (<i>joelho</i>)
	foot, feet (<i>pé, pés</i>)

Expressions

On time (*na hora certa*)
In time (*a tempo*)
Just in time! (*bem na hora!*)
Half an hour (*meia hora*)
Can you do me a favor? (*Você pode me fazer um favor?*)



Grammar Points

The agents must be on time at work. (*Os agentes devem chegar na hora no trabalho*) – obligation

John doesn't have to come to the harbor tomorrow. (*John não tem que vir para o porto amanhã*) – it's not necessary

The workers mustn't be late at work. (*Os trabalhadores não devem chegar atrasados no trabalho*) – prohibition

The stevedores should talk to the master tomorrow afternoon.

The agent shouldn't smoke so much. It's not good for him.

Should I come early tomorrow morning?

Exercises

1. Make six sentences talking about your obligations at work:

2. Make six sentences talking about things you think your friend should do:

3. Make sentences using *should* / *must*. The sentences can be in the negative or affirmative according to the information given.

a) The agents / work overtime / tomorrow evening.

b) The tally clerk / see a doctor.

c) I / smoke inside the hospital.

d) The master / get up early next Monday.

Lesson Ten

In this lesson you are going to learn:

*The verbs: to measure, to weigh,
to clean, to count*

*Vocabulary related to measurement,
and health & safety cares*



VERBS

Could

To clean, cleaned (*limpar*)

To wash, washed (*lavar*)

To measure, measured (*medir*)

To weigh, weighed (*pesar*)

To count, counted (*contar*)

To breath, breathed (*respirar*)

To drink, drank (*beber*)

To eat, ate (*comer*)

To break, broke (*quebrar*)

New Vocabulary

Length Overall – LOA (*comprimentos máximos do navio incluindo peças ou acessórios ligados ao casco que se projetam para fora da superfície exterior do chapeamento*)

Breadth (*boca – é a largura da seção transversal, significa a maior largura do casco e por esse motivo é medida na seção mestra*)

Freeboard (*borda livre – distância vertical entre a superfície da água e o convés de borda livre, medida em qualquer ponto da extensão do casco do navio*)

Freeboard Deck (*convés da borda livre – é o mais alto convés contínuo, dotado de meios de fechamento de todas as suas partes expostas ao tempo*)

measurement (*medida*)

weight (*peso*)

width (*largura*)

height (*altura*)

pound (*libra*)

ounce (*onça*)

foot / feet (*pé / pés*)

inch (*polegada*)

mile (*milha*)

yard (*jarda*)

ton (*tonelada*)

Health and safety cares:

Health (*saúde*)

Disease = sickness = illness (*doença*)

Sick (*doente*)

Headache (*dor-de-cabeça*)

Bath (*banho*)

Shower (*chuveiro*)

Medicin (*remédio*)

Doctor (*médico*)

Fever (*febre*)

Infection (*infecção*)

Accident (*acidente*)

Safety (*segurança*)

Expressions

To move forward (*mover para frente*)

To move backward (*mover para trás*)

To move to the left (*mover para a esquerda*)

To move to the right (*mover para a direita*)

I need a room in a hotel for the weekend, but I don't have a reservation.

Grammar Points

The door is six feet tall.

The swimming pool is 25 yards long.

The shore is 10 miles from here.

This container weighs 130 pounds.

Can you move this container a little bit to the right?

Should we move the cargo backward or forward?

We must wash our hands before meals.

After meals we must brush our teeth.

The use of safety equipments is the best way to avoid accidents.

We must keep our body and clothes clean if we don't want diseases.

Text

Telephone Talk:

Captain Williams Hello, here is Captain Williams. I have to talk with Pedro.

Pedro This is Pedro speaking. How can I help you?

Captain Williams I need some informations about the cargo you are just shipping.
Who is in gcharge of the loading operation?

Pedro Captain Jones is responsible for that, but he's not aboard right now.

Captain Williams Please ask him to call me when he gets back.

Pedro I will do it. Do you need more information?

Captain Williams Oh, yes! Please, I want you to measure the length of the deck.
If you don't have time for that, just ask one of the crew members to do it for me. OK?

Pedro All right!

Exercises

1. Answer the questions with the information given:

a) How far is the coast from here? (30 miles)

b) How wide is the ship? (164 feet)

c) How much does the cargo weigh? (200 pounds)

d) How much weight can the vessel carry? (50 tons)

2. Answer the fax message below:

Dear Mr. Silva

First of all, we wish to thank you for the nice job in our ship. We would like to invite you for the weekend in our town and we are proceeding to get reservations for you and your crew in a good hotel. Please send us some information about the number of rooms that will be necessary.

Captain Williams



Symbology for dangerous cargo



INFLAMMABLE LIQUID



SPONTANEOUS COMBUSTION



DANGEROUS WHEN WET



ORGANIC PEROXIDE



OXIDIZING AGENT



TOXIC



CORROSIVE



TOXIC GAS



RADIOACTIVE



INFECTIOUS SUBSTANCE



SEA POLLUTANT



HIGH TEMPERATURE

"Fonte: Organização Internacional do Trabalho - OIT (Programa de Desenvolvimento do Trabalho Portuário - Unidade P.3. 1)"

Bibliografia

LUNA, E. P. **Terminglês**: glossário de expressões inglesas de uso corrente no comércio exterior. 6. ed. São Paulo: Edições Aduaneiras Ltda.

DE LUCCA, J. L. **Dicionário de transporte internacional**: inglês-português/português-inglês. Publicações sobre comércio exterior. São Paulo: Edições Aduaneiras Ltda.
