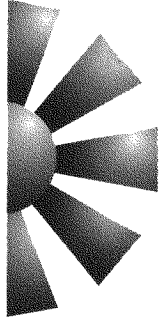


17a

Getting information

ASIA GLOSS TRANSLATION



PRICES

Translation from English into:	rates per 1,000 words (English text)
Japanese	£128.75
Korean	£109.50
Malay	£109.50
Mandarin Chinese	£158.75
Nepali	£101.35
Tamil	£102.50
Thai	£119.75
Vietnamese	£118.50

- Minimum charge: £50.00
- Turnaround: Small jobs (less than 10,000 words): five days, all languages except Mandarin Chinese which is ten days. Larger jobs are negotiable individually.
- Supplement for urgent jobs (less than normal turnaround time) 25%.
- Final text can be delivered on disk in most WP formats and/or on paper.
- There is a supplement of £5 per 50 pages for extra copies on paper, with a minimum charge of £5 per copy.

DeskTop Publishing

Rate per 1,000 words (source text): £11.50 per language.



Tuesday morning:
get informations about translations: Asia Gloss
JOB: Translation of an 8,000 word proposal into Vietnamese, Korean and Mandarin Chinese - five presentation copies by Friday afternoon.

Getting information

Worksheet


ACTIVITY

Groupwork and pairwork: speaking

AIM

To negotiate a price by telephone.

GRAMMAR AND FUNCTIONS

Talking about money

Questions

First conditional

VOCABULARY

rates, turnaround, negotiable, minimum charge, supplement, WP (Word Processing), format

PREPARATION

Make one copy of the worksheet for each pair of students and cut it in two as indicated.

TIME

5-10 minutes

PROCEDURE

- 1 Tell the students they are going to practise asking for and obtaining information by phone.
- 2 Divide the class into two groups: *Customers* and *AsiaGloss representatives*.
- 3 Give out the appropriate sections of the worksheet.
- 4 Brief the two groups. The customers must decide what questions they will ask. The AsiaGloss representatives must read their information. Allow 2-3 minutes.
- 5 Put the students in pairs: a customer and an AsiaGloss representative in each pair. Ask them to sit back to back if you like, to make it more like a phone call.
- 6 The customer rings up to get a telephone quotation from the company.

FOLLOW-UP

AsiaGloss representatives write faxes summarising the information. Customers write faxes checking the information.