V.- TRANSLATE INTO SPANISH (COMPREHENSION READING)

PURCHASING

Purchasing consists of procurement of raw materials,equipment and supplies to meet the needs of the various departments of the organization.In a medium sized to large manufacturing firm the purchasing function is centralized in one department—the purchasing department.After the decision has been made regarding the type and quantity of product to be manufactured,a final quota is decided based on past sales volume, quantity on hand, and an ---- estimate for next year's sale.

Once a production quota has been approved and authorized, the stockroom is checked for the available amount of supplies. The net quantity of items needed is requisitioned by filling out a purchase requisition form, requesting the purchasing department to place an order for the needed supplies. The purchase department, in turn, locates and determines the suppliers from whom the order is to be filled,and follows this action by drawing up a purchase order.

The purchase order is made in three copies: the original,which goes to the supplier from whom the goods are to be purchased;the first carbon,to be

retained by the purchasing department; and the second carbon which is sent to the receiving department. After the source of supply has been determined, a purchase order is prepared.

As soon as the shipment is received, it is checked and verified against a copy of the original purchase order by the receiving department. The receiving clerk(1) inspects the merchandises to make sure that it is in good condition;(2) counts and weighs the merchandise and determines the quantity received, recording the quantity on his copy of the purchase order; and (3) initials the copy of the purchase order and forwards it to the ----- purchasing department to be filed in the "receiving" records.

When the sales invoice is received by the purchasing department, a checklist is used to verify the data it contains;the invoice describes the merchandise shipped shows the amount charged,and provides other important information.

After a proper inspection of merchandise by the receiving department, a purchasing department clerk marks the check sheet on the---- "goods checked to invoice" line. Next,the clerk checks the invoice against the first carbon copy of the purchase order for details recording the ---

merchandise ordered,prices,and discount and freight terms. If they are

correct,he places his initial on the "invoice footings and extensions

checked" line of the check sheet. Finally the purchasing department approves

payment and sends the invoice to the accounting department for disbursement.

SEE FIGURE I-C , NEXT PAGE.

VI._ ANSWER THE FOLLOWING QUESTIONS IN ENGLISH.

1._ WHAT DOES PURCHASING CONSIST OF?

2._ WHERE IS THE PURCHASING FUNCTION CENTRALIZED IN A LARGE MANUFACTURING FIRM?

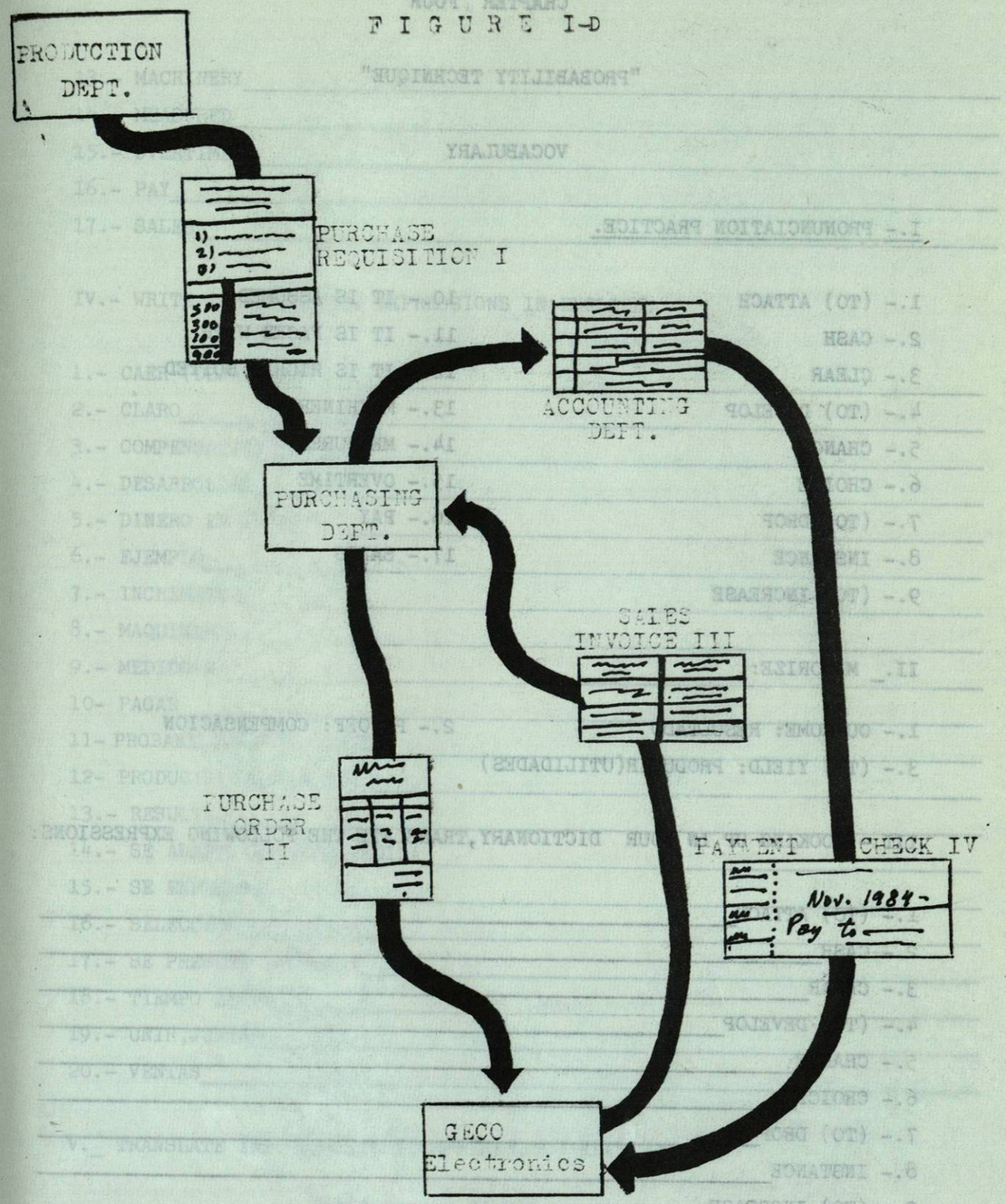
3._ HOW MANY COPIES DOES THE PURCHASE ORDER HAVE?

4._ WHAT PAPERS ARE THE SHIPMENT IS RECEIVED?

5._ WHAT DOES THE RECEIVING CLERK DO WHEN A SHIPMENT IS RECEIVED?

6._ WHAT HAPPENS WHEN THE SALES INVOICE IS RECEIVED BY THE PURCHASING DEPARTMENT?

FIGURE I-D



CHAPTER FOUR

"PROBABILITY TECHNIQUE"

VOCABULARY

I.- PRONUNCIATION PRACTICE.

1.- (TO) ATTACH
2.- CASH
3.- CLEAR
4.- (TO) DEVELOP
5.- CHANCE
6.- CHOICE
7.- (TO) DROP
8.- INSTANCE
9.- (TO) INCREASE
10.- IT IS ASSUMED
11.- IT IS FACED WITH
12.- IT IS HIGHLY SUITED
13.- MACHINERY
14.- MEASURED
15.- OVERTIME
16.- PAY
17.- SALES

II._ MEMORIZE:

1.- OUTCOME: RESULTADO
2.- PAYOFF: COMPENSACION
3.- (TO) YIELD: PRODUCIR(UTILIDADES)

III.- LOOKING UP IN YOUR DICTIONARY,TRANSLATE THE FOLLOWING EXPRESSIONS:

1.- (TO) ATTACH_____
2.- CASH_____
3.- CLEAR_____
4.- (TO) DEVELOP_____
5.- CHANCE_____
6.- CHOICE_____
7.- (TO) DROP_____
8.- INSTANCE_____
9.- (TO) INCREASE_____
10- IT IS ASSUMED_____
11- IT IS FACED WITH_____
12- IT IS HIGHLY SUITED_____

13.- MACHINERY_____
14.- MEASURED_____
15.- OVERTIME_____
16.- PAY_____
17.- SALES_____

IV.- WRITE THE FOLLOWING EXPRESSIONS IN ENGLISH:

1.- CAER (DEJAR CAER)_____
2.- CLARO_____
3.- COMPENSACION_____
4.- DESARROLLAR_____
5.- DINERO EN EFECTIVO_____
6.- EJEMPLO_____
7.- INCREMENTA_____
8.- MAQUINARIA_____
9.- MEDIDO(A)_____
10- PAGAR_____
11- PROBABILIDAD,OPORTUNIDAD_____
12- PRODUCIR(UTILIDADES)_____
13.- RESULTADO_____
14.- SE ADAPTA EN GRAN MEDIDA_____
15.- SE ENFRENTA A (CON)_____
16.- SELECCION_____
17.- SE PRESUME (SUPONE)_____
18.- TIEMPO EXTRA_____
19.- UNIR,JUNTAR_____
20.- VENTAS_____

V._ TRANSLATE INTO SPANISH (COMPREHENSION READING)

"PROBABILITY TECHNIQUE (THE DECISION CHART)"

The search method to developing strategies,is highly suited to the _____

application of probability theory. The search chart shows possible decisions selected for examination. At selected branches, probabilities may be attached and quantitative outcomes, can be measured.

Decision charts have a number of general characteristics which are ilustrated in fig. 1-E. In this particular instance the Gonzalez Company is faced with a 60 percent probability that sales will increase 20 percent next year from today's level of $100,000. There is also a 40 percent chance that sales will drop by 10 percent. If sales increase it will be necessary for the company either to buy new machinery or to pay overtime work.

A combination of the two is possible but is rejected.

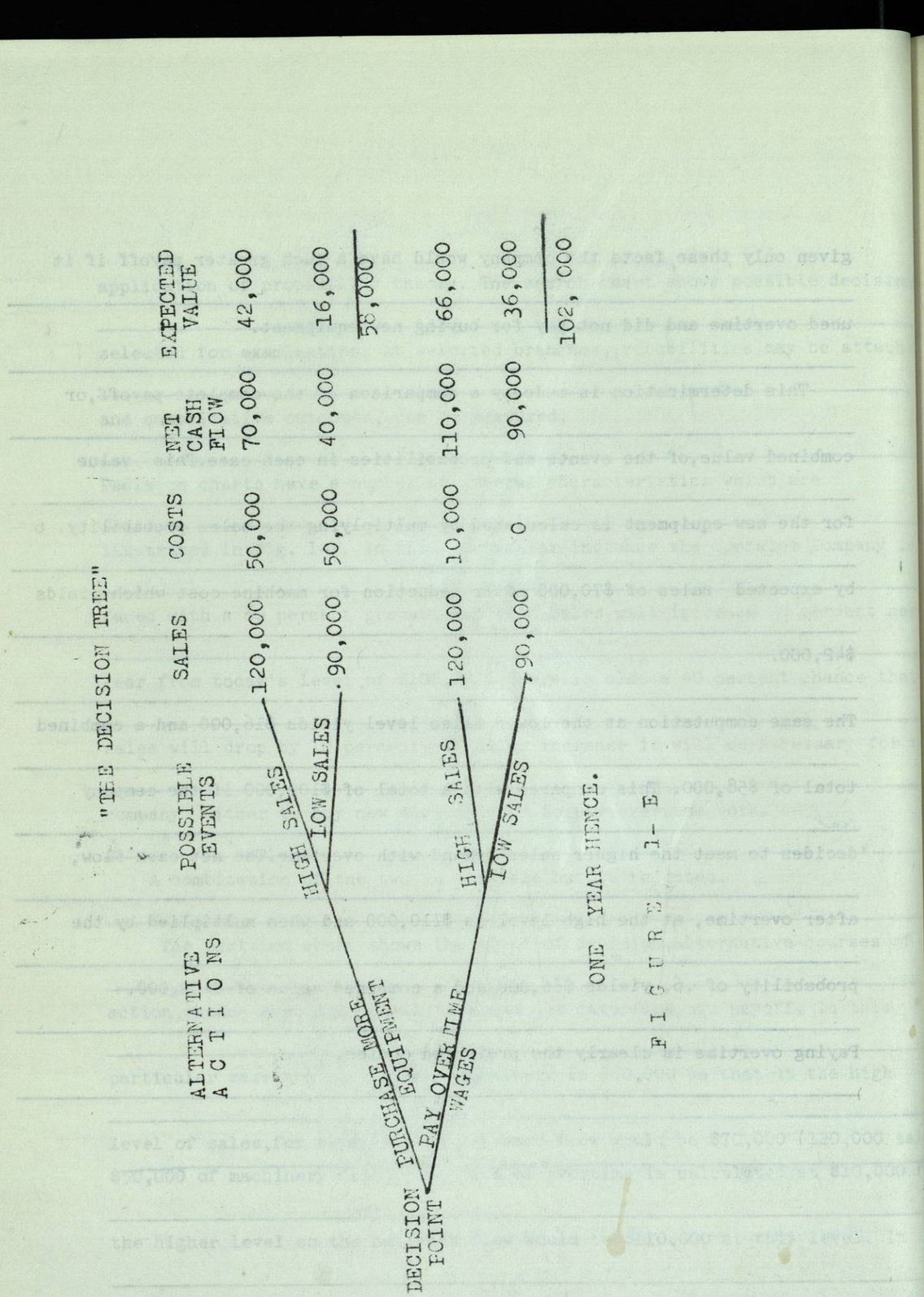
The decision chart shows the point of decision, alternative courses of action, chance events, probabilities and net cash flow or payoff. In this particular case the cost of new machinery is $50,000 so that at the high level of sales, for example, the net cash flow would be $70,000 (120,000 sales - $50,000 of machinery cost). The cost of overtime is calculated at $10,000 for the higher level so the net cash flow would be $110,000 at this level. It is assumed there will be no overtime if sales drop 10 percent. It is clear that

given only these facts the company would have a much greater payoff if it used overtime and did not pay for buying new equipment.

This determination is made by a comparison of the complete payoff, or combined value, of the events and probabilities in each case. This value for the new equipment is calculated by multiplying the sales probability. 6 by expected sales of $70,000 after deduction for machine cost which yields $42,000.

The same computation at the lower sales level yields $16,000 and a combined total of $58,000. This compares with a total of $102,000 if the company decides to meet the higher sales demand with overtime. The net cash flow, after overtime, at the high level is $110,000 and when multiplied by the probability of .6, yields $66,000 and a combined value of $102,000.

Paying overtime is clearly the preferred choice.



ONE YEAR HENCE.

FIGURE 1- E

VII.- UNDERLINE THE CORRECT ANSWER.

1.- The method described is suited to the application of:

a) Probability theory b) Personnel trainig theory c) Sallary theory.

2.- The diagram used in this example is called:

a) "The decision tree" b)The decision point c) The sale tree.

3.- According to this case,what percent probability is considered that sales might increase?

a) 60% b) 30% c) 20%

4.- What percent is supossed that sales might increase?

a) 60% b) 30% c) 20%

5.- What percent probability is considered that sales might drop?

a) 10% b) 40% c)20%

6.- What percent is supposed that sales might drop?

a) 10% b) 40% c)20%

7.- HOw much is the cost os new machinery?

a)$70,000 b) $110,000 c)$50,000

8.- If we have high level of sales,how much would the net cash flow be?

a)$70,000 b) $110,000 c)$50,000

9.- If we have low level of sales,how much would the net cashflow be?

a) $50,000 b) $40,000 c)$16,000

10.- After the whole analysis,which one is the preffered choice?

a) Paying overtime b) Purchasing more equipment c) None of them.

CHAPTER FIVE

" THE PROCESS OF SYSTEM ANALYSIS"

VOCABULARY

I.- PRONUNCIATION PRACTICE.

REPEAT AFTER YOUR TEACHER:

1.- ABOVE
2.- ASSUMPTIONS
3.- BEFORE PROCEEDING
4.- BENEFITS
5.- CHEAPLY
6.- DEVELOPED
7.- EQUATED
8.- FLOW
9.- FOR INSTANCE
10.- MEANS OF CARRIAGE
11.- POLLUTION
12.- SEARCH
13.- SOUGHT
14.- (TO) SPEED
15.- TASK
16.- UNDERGROUND
17.- (TO) UNDERTAKE

II.- MEMORIZE:

1.- DOUBLE DECKING HIGHWAYS: Autopistas con pasos a desnivel.
2.- TROLLEY BUSES: Trolebuses.
3.- WEIGHTING COSTS: Sopesando costos.

III.- LOO KING UP IN YOUR DICTIONARY,TRANSLATE THE FOLLOWING EXPRESSIONS:

1.- ABOVE _____
2.- ASSUMPTIONS _____
3.- BEFORE PROCEEDING _____
4.- BENEFITS _____
5.- CHEAPLY _____
6.- DEVELOPED _____
7.- DOUBLE DECKING HIGHWAYS _____
8.- EQUATED _____
9.- FLOW _____
10- SEARCH _____
11- MEANS OF CARRIAGE _____

12.- POLLUTION _____
13.- MEANS OF CARRIAGE _____
14.- SOUGHT _____
15.- (TO) SPEED _____
16.- TASK _____
17.- TROLLEY BUSES _____
18.- UNDERGROUND _____
19.- (TO) UNDERTAKE _____
20.- WEIGHTING COSTS _____

IV.- WRITE THE FOLLOWING EXPRESSIONS IN ENGLISH:

1.- ACELERAR _____
2.- ANTES DE PROCEDER _____
3.- ARRIBA _____
4.- AUTOPISTAS CON PASOS A DESNIVEL _____
5.- BENEFICIOS _____
6.- BUSCADO _____
7.- CONTAMINACION _____
8.- DESARROLLADO _____
9.- ECONOMICAMENTE _____
10- EMPRENDER _____
11- FLUJO _____
12- IGUALADO _____
13- INVESTIGACION _____
14- MEDIOS DE TRANSPORTE _____
15.- POR EJEMPLO _____
16.- SOPESANDO COSTOS _____
17.- SUBTERRANEO _____
18.- SUPOSICIONES _____
19.- TAREA _____
20.- TROLEBUSES _____