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Sinopsis

La documentación requerida en el comercio internacional es mucho más compleja que la que se maneja a nivel nacional, debido a diversos factores como la distancia geográfica, diferentes leyes, la necesidad de utilizar diversos medios de transporte, etc.

En este libro, que se publica enteramente en inglés, aprenderemos a identificar la estructura y fórmulas habituales en este tipo de documentos comerciales y a redactar cartas utilizando la terminología propia en cada caso, expresándonos con claridad y exactitud, interpretando qué tipo de información se requiere en cada apartado y conociendo diferentes tipos de abreviaturas, usos o expresiones habituales, para elaborar documentos específicos propios del comercio internacional. Cada capítulo se complementa con actividades prácticas, cuyas soluciones están disponibles en www.paraninfo.es.

Los contenidos se corresponden con los establecidos en la UF1765 *Documentación en inglés para comercio internacional*, incardinada en el MF1010_3 *Inglés profesional para comercio internacional*, transversal a los certificados de profesionalidad COMM0110 *Marketing y compraventa internacional* y COMT0210 *Gestión administrativa y financiera del comercio internacional*, ambos regulados por el RD 1522/2011, de 31 de octubre.

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The documentation required for international sales is more complex than that one to be developed for national

sales due to the special characteristics of foreign trade: geographical distance, different customs laws, use of different means of transport, etc.

In this book, which is published entirely in English, we will learn to identify the common structure and formulas in this type of commercial documents and to interpret and write letters using the terminology required in each case. We will also learn to use common expressions and abbreviations to produce specific documents in international trade, expressing ourselves clearly and accurately. Each chapter is complemented by practical activities whose answer key is available on www.paraninfo.es.

The contents correspond to those established in the UF1765 *Documentación en inglés para comercio internacional*, included in the MF1010_3 *Inglés profesional para comercio internacional*, cross curricular to the certificates of professional qualification COMM0110 *Marketing y compraventa internacional* and COMT0210 *Gestión administrativa y financiera del comercio internacional*, both regulated by RD 1522/2011, of October 31st.

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