

Lesson One: Spelling in Alphabets and Numbers (字母及數字拼讀)

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| Dialong A | Calling Dalian Radio Station. |
| M/V Golden dove | Dalian Radio, Dalian Radio. This is M/V Golden Dove, Golden Dove. |
| Dalian Radio/XSZ | Signal Strength 3. Please use Standard Marine Communication Phrases to spell your ship's name and call sign. |
| M/V Golden dove | My ship's name is Golden Dove. Spell in Alphabets: Golf-Oscar-Lima-Delta-Echo-November, Delta-Oscar-Victor-Echo. My call sign is P3GL4. Spell in Alphabets and Numbers: Papa-Terrathree-Golf-Lima-Kartefour, over. |
| Dialong B | Report the particulars of the ship. |
| Singapore Radio/9VG | What are your particulars, over? |
| M/V Wan Tong (萬通輪) | M/V Wan Tong/ BTBZ. LOA: 156m, Width: 22.8m. Mean Draft: 9.2m. Engine power: 7200 kilowatts, over. |
| Singapore Radio/9VG | What is your registry port, over? |
| M/V Wan Tong (萬通輪) | My port of registry is Dalian. Spell in Alphabets: Delta- Alpha- Lima- India- Alpha- November, over. |
| Dialong C | Report the position and Course. |
| M/V Fordham/ELJD5 | I can not identify you on my APRA radar. Inform me your course and position, over. |
| M/V Huang Shan/BORW | My present position is 33°45'N, 101°31'e. course 175° |
| M/V Fordham/ELJD5 | Spell in numbers, over. |
| M/V Huang Shan/BORW | Position: Terrathree- Terrathree Degrees Kartefour- Pantafive minutes North, Unaone- Nadazero-Unaone degrees Terrathree- Unaone- minutes East. Course: Unaone- Settesever- Pantafive degrees, over. |

Alphabets:

Alfa 、 Bravo 、 Charlie 、 Delta 、 Echo 、 Foxtrot 、 Golf 、 Hotel 、 India 、 Juliet 、 Kilo 、 Lima 、 Mike 、 November 、 Oscar 、 Papa 、 Quebec 、 Romeo 、 Sierra 、 Tango 、 Uniform 、 Victor 、 Whisky 、 X-ray 、 Yankee 、 Zulu

Numbers:

Nadazero 、 Unaone 、 Bissotwo 、 Terrathree 、 Kartefour 、 Pantafive 、 Soxisix 、 Setteseven 、 Oktoeight 、 Novenine 、 Stop 、 Decimal

Lesson Two: Pilot age (引航業務)

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| Dialog A | Calling for pilot. |
| M/V Midas/3EEG5 | Dalian pilot Station, Dalian Pilot Station. M/V Midas calling. I require a pilot, over. |
| Pilot Station | What's your ETA at Huang Baizui lighthouse? |
| M/V Midas/3EEG5 | My ETA at Huang Baizui lighthouse is 0900 hours local time. |
| Pilot Station | What are the colour of the funnel and the colour of the hull? |
| M/V Midas/3EEG5 | The funnel is red and blue bands. The hull is green. When will pilot embark? On which side shall I rig the pilot ladder? |
| Pilot Station | Pilot will embark at 0930 hours local time. Pick up pilot at the No.5 Fairway buoy. Advise you rig the pilot ladder on port side, over and out. |
| Dialog B | Pilot Coming. |
| Captain | Third Mate. Pilot boat coming now. You stand by the pilot ladder. Tell A.B on duty to lower Flag 'G' and hoist Flag 'H'. Send out one long blast, OK? |
| Third Mate | Yes, Sir. |
| Pilot: | Lower the ladder a little more, please. Throw a heaving line to take my bag and handheld VHF aboard. |
| Third Mate | Welcome to our ship. Let's go up to the bridge. The captain is expecting to meet you anxiously. |
| Dialog C | Pilot Prepares Working |
| Pilot | I'd like to know the particulars before working |
| Captain | My pleasure, Mr. Pilot. Our vessel is a general cargo ship. LOA is 110m. Breadth is 18m. Draft forward is 7.5m. Draft aft is 8.5m. Gross tonnage is 12000 tons. Net tonnage is 2200 tons. The twin screw propellers are right- hand. The revolutions at full speed are 106 r/min. Anything else? |
| Pilot | How long will it take to reverse the engine from full ahead to full astern? What is the harbour speed? |
| Captain | No more than 70 seconds. But the 'full stern' is much slower than 'full head'. Harbour speed is 9 knots. |
| Pilot | O.K. Advice you to heave up the anchor. |
| Captain | Ready to enter harbour fore and aft. Follow the instructions given by our pilot. (Use handheld VHF) Chief Mate 'Heave up the anchor' O.K. Start to work now, Mr. Pilot. |

- On which side shall I rig the pilot ladder?
- Must I take pilot?
- Yes, you must take pilot. Pilot age is compulsory at here.
- Do you require pilot?
- Yes, I require pilot.
- No, I do not require pilot- I am holder of pilotage exemption certificate.
- How many tugs assist pilotage?
- What is your ETA at Antwerp pilot station in local time?
- My ETA at Dalian pilot station 2200hours local time.
- Advice you rig Jacob's ladder on port side.
- What is your distance from Wu Song Pilot Station?
- Is pilot boat on station?
- Yes, pilot boat on station.
- Put on lights at pilot ladder position.
- Pilot boat on station at 1330hours local time.
- In what position can I take pilot?
- Stand by the pilot ladder.
- Take pilot in 67°36'N, 121°45'E at 2100 hours local time.
- Take pilot near Huang Bai Zui lighthouse at 1000 UTC.
- What is the position of the pilot boat?
- When will pilot embark?
- Pilot will embark at 0800 hours local time.
- Pilot coming to you.
- Pilot boat approaching your vessel.
- Make a lee for the pilot boat, please.
- Keep pilot boat on port side.
- Rig gangway combined with pilot ladder on port side.
- What is your freeboard?
- What are your particulars?
- Stop in present position and wait for pilot.
- The employment of pilot is optional.
- Change to VHF CH22 for pilot transfer.
- Follow pilot boat inward where pilot will embark.
- You may navigate by yourself (or wait for pilot at the entrance buoy).
- I stay in position 135°2.5miles from Chang Jiang Kou lighthouse until the pilot arrives.
- Do you accept shorebased navigational assistance from pilot?
- Pilot cannot embark at Dalian pilot Station due to stress of weather.
- Stand by on VHF CH13 until pilot transfer completed.
- Pilotage at Dalian Pilot station suspended until 2200 hours local time, 1st,feb,1998
- Pilotage at Qingdao Pilot Station resumed.
- Rig pilot ladder on port/ starboard side/ a meter above water.
- You must rig another pilot ladder.
- Pilot ladder unsafe.

44. Pilot ladder has broken steps.
45. Rig accommodation ladder in combination with pilot ladder.
46. Rig pilot ladder alongside hoist.
47. Man ropes required.
48. Have heaving line ready at pilot ladder.
49. Correct list of vessel.
50. Steer 90 degrees to make lee.
51. Keep sea on your port quarter.
52. Make boarding speed of 8 knots.
53. Stop engine until pilot boat is clear.
54. Put helm hard to port.
55. Alter course to port- pilot boat cannot clear vessel.
56. Put ahead engine.
57. Embarkation not possible.
58. Boarding arrangements do not comply with SOLAS Regulations.
59. Vessel not suitable for pilot ladder.
60. Is engine diesel or turbine?
61. Is engine-room manned or is engine on bridge control?
62. How long does it take to change engine from ahead to stern?
63. How long does it take to start engine from stopped?
64. Is extra power available in emergency?
65. Do you have controllable or fixed pitch propeller?
66. Do you have right- hand or left- hand propeller?
67. Do you have bow thruster or stern thruster?
68. What is maximum manoeuvring power ahead?
69. What is maximum manoeuvring power astern?
70. What are maximum revolutions ahead?
71. Do twin propellers turn inward or outward when going ahead?
72. I require pilot card.
73. What is diameter of turning circle?
74. What is advance and transfer distance in crash- stop?
75. Is turning effect of propeller very strong?
76. Where is whistle control?
77. What notice is required to reduce from full sea speed to manoeuvring speed?
78. Do you have automatic pilot?
79. Does helmsman understand English?
80. Give three short blasts (on whistle).
81. Stand by lookout.
82. Maintain speed of 10 knots.
83. Fairway speed 9 knots.
84. What is full sea speed?
85. What is speed at full ahead?

Lesson Three: Tug Assistance (拖帶協助)

| Dialog A | Call for Tugs |
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| YongMen/BOCV (永門輪) | Avonport. This is M/V YongMen. I am anchor at Lambs Roadstead. I require tugs. |
| Avonport P.C (愛汶港口調度) | Roger. How many tugs do you require? |
| YongMen/BOCV (永門輪) | I will order two tugs. When will tugs expect to meet me? |
| Avonport P.C (愛汶港口調度) | The tugs expect to meet you in half an hour. |
| Dialog B | Tug Operation |
| M/V Eternal Glory (永恒光榮輪) | Hold on your towing line. Make fast please. Forward tug. |
| Forward tug | O.K. The current is too rough. I suggest the aft tug single up. |
| M/V Eternal Glory (永恒光榮輪) | O.K. Single up. Aft tug. |
| Aft tug | O.K. Sir. Single up. |
| Dialog C | Finishing Work |
| ChangTing/BOSA Bridge (長亭輪) | Chang Ting. Let go fore and aft. |
| ChangTing/BOSA aft (長亭輪) | Chang Ting Bridge. I will let go. |
| ChangTing/BOSA for- ward (長亭輪) | Chang Ting Bridge. I will let go. |
| Tug 1 | Let go my towing line. Chang Ting aft. |
| ChangTing/BOSA Bridge (長亭輪) | O.K. just a moment. It's done. |
| ChangTing/BOSA Second Officer (長亭輪) | Chang Ting Bridge. We finished our job. Can we leave now? |
| Tug 2 | I will sign the tugage paper. Thank you for co- operation. |

1. Let go fore and aft.
2. Single up.
3. Slack down on tug towing line.
4. How many tugs do you require?
5. Heave on the towing line.
6. Must I take tugs?
7. How many tugs must I take?
8. I will order tug(s).
9. In what position will tug(s) meet me?
10. Must I take my towing lines?
11. Tug services suspended until April 20th 1200 local time.
12. Tug services resumed on April 20th at 1200 local time.
13. We will take 2 tugs.
14. Tug(s) will pull.
15. Stand by for making fast tug(s).
16. Standing by for making fast tug(s).
17. Use centre lead.
18. Sending heaving line to tug.
19. Lower towing line(s) to tug.
20. Slack away towing line(s).
21. Lower towing line(s) 5 meters from water.
22. Slack away towing line(s).
23. Make fast tug(s).
24. Make fast tug(s) forward.
25. Put eyes of towing lines on bitts.
26. Keep well clear of towing line(s).
27. Stand by for let go tug(s).
28. Let go tug(s).
29. Towing line broken.

Lesson Four: Helicopter Operations (直升飛機操作)

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| Dialog A | Calling for a Helicopter |
| Ocean Leo (海洋利奧輪) | Hong Kong Radio. This is M/V Ocean Leo. Change to CH13, over. |
| Hong Kong Radio | Positive. |
| Ocean Leo (海洋利奧輪) | Hong Kong Radio. I have 3 injured persons. I require a helicopter, over. |
| Hong Kong Radio | M/V Ocean Leo. This is Hong Kong Radio. What is the visibility at your position? What is the wind direction and force? Over. |
| Ocean Leo (海洋利奧輪) | I navigate near the Green Island. Visibility at my position is 2.5 miles. Wind direction and force is south west, Beaufort force 5. Over |
| Hong Kong Radio | Helicopter now proceeding to you. Stand by on VHF CH16, over. |
| Dialog B | Helicopter in Operation. |
| Helicopter | M/V Ocean Leo. Ready for helicopter? Over. |
| Ocean Leo (海洋利奧輪) | Helicopter. This is M/V Ocean Len. Ready for helicopter. My course and speed is 190°, 16.5 knots. Over. |
| Helicopter | M/V Ocean Leo. This is helicopter. Identify yourself by directing signal lamp at me. Over. |
| Ocean Leo (海洋利奧輪) | Helicopter. This is M/V Ocean Len. I am now making identification signal, over. |
| Dialog C | Landing on Board |
| Helicopter | M/V Ocean Leo. This is helicopter. You are identified. Your relative direction and speed. Over? |
| Ocean Leo (海洋利奧輪) | Helicopter. This is M/V Ocean Leo. Present relative wind direction and speed 030° on port bow, 35 knots. Our relative speed is 0, and relative course is 000°, over. |
| Helicopter | I will drop off the ladder. Hold on to it. |
| Ocean Leo (海洋利奧輪) | O.K. |

1. I require helicopter.
2. M/V Parrot Lake. I will drop the ladder.
3. M/V Joy Sea, are you ready for helicopter?
4. Ready for helicopter in 30 minutes.
5. M/V Utopia, helicopter is on way to you.
6. M/V Nile River, what is your position?
7. M/V Shun Tai. What is your course and speed?
8. M/V Ohio, make identification signals.
9. M/V Milkyway, you are identified.
10. M/V Sea Queen, what is relative wind direction in degrees and knots?
11. M/V Treasure, keep wind on starboard bow.
12. M/V Nol Diamond, indicate landing area.
13. M/V Kaede indicate pick up area.
14. M/V Ocean Apex, can I land on deck?
15. M/V Maritime Eternity, I will use hoist.
16. I am ready to receive you.
17. M/V Ohio, I am landing.
18. M/V Oliver, I am starting operation.
19. M/V Fuji Maru do not fix hoist cable.
20. M/V Yu Long, operation finished.
21. M/V Song Shan, I am taking off.
22. Use 3023 kHz for communication.

Lesson Five: In Icy Water (在有冰的水域)

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| Dialog A | Ice- breaker Assistance. |
| M/V Utopia (烏托邦輪) | Skedholm Radio. This is M/V Utopia. Channel 26. My position 55°30' N, 048°40' W. My destination Skedholm. Do I require ice- breaker assistance to enter? |
| Skedholm Radio (斯科德海姆台) | Yes, you require ice- breaker assistance. Receiving point is 225°, 10 miles from Freys Head. Do not pass receiving point until 1100 hours local time. |
| Dialog B | Ice- breaker in operation. |
| M/V Princess Silva (絲維並公主輪) | M/V Nutcracker, This is M/V Princes Silva. O.K. I am following you. I will keep a distance of three cables between vessels. |
| M/V Nutcracker. (那特可利克輪) | M/V Princess Silva. This is M/V Nutcracker. Your place in the convoy is astern of M/V Golden Dove. You will be followed by M/V Fuji Maru. |
| M/V Nutcracker. (那特可利克輪) | Attention all vessels. Slow down. Shorten the distance to one cable. Proceed along the ice channel. |
| Dialog C | M/V Nutcracker Finished Work. |
| M/V Nutcracker (那特可利克輪) | M/V Dainty River. This is M/V Nutcracker. Stop your engine immediately. Be ready to cast off towing line. |
| M/V Dainty River (雅河輪) | M/V Nutcracker. I am stopping my engine immediately. I am ready to cast off my towing line. |
| M/V Nutcracker. (那特可利克輪) | Attention all vessels. Proceed along the ice channel. Follow me. Keep a distance of 120 meters between vessels. |
| M/V Nutcracker. (那特可利克輪) | Attention all vessels. Ice- breaker assistance is finished. You may proceed now (One hour later). |

- I am fast on ice in position 55°34' N 001°39'E.
- I require ice breaker assistance to North Harbour.
- Ice breaker assistance suspended until February 1st 1200local time.
- Ice breaker assistance suspended after sunset.
- Ice breaker assistance suspended until favourable weather conditions.
- Ice breaker assistance resumed at 0800 local time.
- Ice breaker assistance for convoy will start now.
- Ice breaker assistance for convoy will start at 0915 local time.
- Stand by on VHF CH16.
- Keep lookout for sound and visual signals.
- Your place in convoy is number 16.
- M/V Atlantia will follow you.
- You will follow M/V Atlantia.
- Go ahead and follow me.
- Do not follow me.
- Proceed along ice channel.
- Increase your speed.
- Reduce your speed.
- Reverse your engine(s).
- Keep a distance of 120 meters between vessels.
- Increase distance between vessels to 200 meters.
- Reduce distance between vessels to 100 meters.
- Stand by for receiving towing line.
- Stand by for let go towing line.
- Switch on bow search light.
- Stay where you are.
- Ice breaker assistance for convoy finished.
- Open water ahead.
- Light ice condition ahead.
- Proceed by yourself.
- Ice breaker Nutcracker will escort you.
- Stand by for close coupled towing.
- Veer out your anchors under hawse pipes.
- Pass heaving lines through hawse pipes.
- Receive towing line on deck.
- Lash together eyes of towing lines with manila lashing.
- Fasten towing line on towing bitts.
- I start to draw your bow into stern notch of ice breaker.
- Stand by for cutting manila lashing if required.
- Keep yourself in centre plan of ice breaker.
- What is latest information?
- What kind of ice was located in position 6550N, 00616E?
- What ice situation is expected in my position?
- Ice situation expected to change in your position.
- Navigation dangerous in your position.
- Navigation dangerous in area around the North Pole due to pack ice.
- Navigation dangerous in your navigation area due to iceberg(s).
- Navigation in area around the Greenland without ice breaker assistance only possible for high powered vessels of strong construction.
- Navigation in area around snake Island only possible with ice breaker assistance.
- Area around the Dot Island temporarily closed for navigation.
- Danger of icing in area around the North Pole.

Lesson Six: Acquiring and providing information on VHF(超高頻上調問提供信息)

| Dialog A | Ship's Particulars |
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| Yokohama Radio (橫濱台) | Please tell your ship's particulars, over? |
| M/V Yu Long (育龍輪) | LOA, 121 meters. Breadth, 20.6 meters. T.G.T 12800tons, draft forward 7.5 meters, draft aft 8.5 meters. |
| Yokohama Radio (橫濱台) | What is your intention of calling this port, over? |
| M/V Yu Long (育龍輪) | We are calling at this port for replenishment of fuel oil. Over. |
| Dialog B | Changing Channel |
| M/V Nathan (內森輪) | , Kobe Radio. This is M/V Nathan. Signal strength 2. Advise to change channel 12, over? |
| Kobe Radio(神戸) | Positive. |
| M/V Nathan (內森輪) | Kobe Radio, Kobe Radio. This is M/V Nathan, M/v Nathan. How do you read me, over? |
| Kobe Radio(神戸) | Signal strength 2. There is a crosstalk. Advise to change channel 26. |
| M/V Nathan (內森輪) | Negative. Reason, I do not have Channel 26. |
| Dialog C | Port of Call, Destination. |
| Hong Kong Radio (香港台) | What was your last port of call, over? |
| 金江輪 M/V Jin Jiang | My last port of call was Dalian, over. |
| Hong Kong Radio (香港台) | What will be your destination, over? |
| 金江輪 M/V Jin Jiang | My destination will be London, over. |
| Hong Kong Radio (香港台) | What is your ETA at Hong Kong? Over. |
| 金江輪 M/V Jin Jiang | My ETA at Hong Kong July 1 st , 1700 local time. |

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| 1. What is your name, call sign? | 20. Do you have any deficiencies? |
| 2. What is your flag state? | 21. M/V Fu Hai hampered by draft. |
| 3. What is your position? | 22. Maximum permitted draft 15 meters. |
| 4. What is your present course and speed? | 23. Do you have any list? |
| 5. From what direction are you approaching? | 24. Are you trimmed by head? |
| 6. What is your destination? | 25. Are you trimmed by stern? |
| 7. What was your departure? | 26. Are you on even keel? |
| 8. What was your last port of call? | 27. Are you hogged? |
| 9. What is your ETA in position 3550N, 12105E? | 28. Instruction |
| 10. What is your draft forward? | 29. How do you read me? |
| 11. What is your maximum draft? | 30. What is your signal strength? |
| 12. What is your freeboard? | 31. Wilco |
| 13. What is your air draft? | 32. Roger |
| 14. Are you underway? | 33. Correction |
| 15. I am ready to get underway. | 34. Positive |
| 16. What is your full speed? | 35. Negative |
| 17. What is your manoeuvring speed? | 36. Say it again. |
| 18. What is your cargo? | 37. What is the under keel clearance in your position? |
| 19. Do you have any dangerous goods? | |

Lesson Seven: Quarantine (檢疫)

| <i>Dialog A</i> | <i>Radio Pratique Application</i> |
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| M/V Neptune (海神輪) | London Radio. This is M/V Neptune. My ETA at Roadstead is 0900 GMT. 38 crew on board are all healthy. Request Free Pratique, over. |
| London Radio | What was your last port of call? Over. |
| M/V Neptune (海神輪) | My last port of call was Antwerp on April 20 th . |
| London Radio | Prepare duplicates of Crew Lists. Stand by on channel 13. |
| <i>Dialog B</i> | <i>In Quarantine Operation</i> |
| Quarantine Officer | Show me your crew's inoculation papers, and your latest Bill of Health, please? |
| Captain | My pleasure. Here you are, Sir. |
| Quarantine Officer | Oh, I am afraid the Second Officer's paper was out of date. Inform him to inject in my office tomorrow. |
| Captain | I will. Thank you, sir. |
| <i>Dialog C</i> | <i>Enquiry the Healthy Conditions on Board.</i> |
| Quarantine Officer | Do you have any infectious diseases on board? |
| Captain | Our crew are all in good health. |
| Quarantine Officer | Do you have a little fruit, but plenty of vegetables? |
| Captain | Tell your hands not to take any fruit ashore. Moreover, taking pets ashore is forbidden in this port. Now you've got Free Pratique. Quarantine is over. |

1. Shall I muster the crew on the deck?
2. Was inoculation compulsory here?
3. Fill up Maritime Declaration of Health.
4. Do you have deratting certificate?
5. The quarantine inspection will be held in the saloon.
6. May I have the Vaccination Certificate?
7. I am afraid your certificate ran out a few days ago.
8. Please arrange fumigation as soon as possible.
9. Give me the crew's yellow books.
10. You should be inoculated against infectious diseases.
11. Some certificates have expired?
12. Shall I get the Free Pratique?
13. Will you show me your latest Bill of Health, please?
14. The cook has contracted appendicitis.
15. Please arrange an ambulance while the ship arrives.
16. Advice you haul down the Yellow Flag.
17. Hoist the Quarantine Flag.
18. Fix rat traps on the gangplank.
19. Do not forget to mount rat guards on the cable when the ship is alongside.
20. Tell your hands not to take any fruit ashore.
21. The Quarantine service is over.
22. Lower down the yellow flag.
23. Has anyone contracted plague?
24. The inspection shows his HIV is positive (HIV: Human Immune Deficiency Virus).
25. He was infectious with Hepatitis.
26. He is in hospital.
27. Will you please ask the Captain to come over for quarantine formalities?
28. When was the last deratization carried out on your ship?
29. Are there any rat guards on board?
30. Have you found any rats on board?
31. We have set many traps and placed a lot of rat poison, but no rat has been caught or killed by poison.
32. How long will it take to carry out the fumigation?
33. We request you to carry out the fumigation.
34. This inoculation certificate against yellow fever was not dated.
35. The holder of the certificate was inoculated on board a few days ago.
36. I suspect that there is any infectious disease on board?
37. Is that all for Bill of Health?
38. I would like to inspect the galley pantry, mess-room, steward's store-room, saloon.
39. We are compulsory to keep you under quarantine a little bit longer.
40. I want to look at the Crew's Replacement Report.
41. I suppose there were no epidemics in my port of call.

Lesson Eight: Customs Inspection (海關檢查)

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| Dialog A | Sealed Firearms. |
| Customs Officer | Have you any firearms on board? Mr. Captain. |
| Captain | Yes, we have three rifles and four pistols. Here is the Firearm Declaration. |
| Customs Officer | Locked them on board during staying in this port. Any a firearm should not be allowed to take ashore, otherwise you violate the law. |
| Captain | Let us go to bonded store to seal the firearms |
| Dialog B | Customs Formalities |
| Customs Officer | Let us start working now, Captain. |
| Captain | Yes, please. Which documents shall I prepare? |
| Customs Officer | The following documents are needed: The Captain's Declaration, the Import Cargo Manifest, double Crew Lists, late Port Clearance, duplicates of Crew Personal Articles Lists, Stores and Provisions List. You should have your signature. |
| Captain | Must I write any guarantee? |
| Customs Officer | It has been written by the agent. You should sign it. That's all for customs procedures. |
| Dialog C | At Bonded Locker |
| Customs Officer | How much spirits and tobacco do you have on board? |
| Purser | 30 cases of spirits, 35 cases of wine, and 800 packets of cigarettes. |
| Customs Officer | According to the Customs Law, I will leave 4 packets cigarettes, 1 bottle spirits or wine for every crew. That is 120 packets cigarettes, 30 bottle spirits altogether. The rest must be sealed at have now. Do you have any articles not declared? |
| Purser | So far as I know, we have not. |
| Customs Officer | When you desire to unseal the bonded locker at laydays, ask the agent to call in a Customs Officer. |
| Purser | Thank you, sir. |

1. Possessions must be declared, otherwise should be regarded as smuggled goods.
2. Let's go to check and seal the bonded store.
3. No alcohol or cigarette is allowed to take ashore.
4. Here is a list of personal articles.
5. Please sign the guarantee.
6. This file includes all the documents you required.
7. Please fill up this form.
8. Anything special to declare?
9. What quantity of cigarettes is duty free?
10. Please show us the Regulations of this Port.
11. I you to unseal the bonded store.
12. We are requested to clear the customs and pay the due tolls.
13. What can be taken along duty- free?
14. What duty must I pay?
15. To confiscate the smuggled articles.
16. When will the customs examination take place?
17. To traffic in narcotics will be punished severely.
18. Do you find any drug dealer embarked?
19. Heroin, marijuana, opium are the major drugs.
20. Pass the green channel if you have nothing to declare.
21. Camera, TV, refrigerator, golden ornaments must be registered at red channel.
22. Reservation of morphine is also illegal.
23. Firearms should be bonded in our port; otherwise you need to pay a fine.
24. Have you found any stowaway?
25. Hide stowaways will be punished three years in jail.
26. Clothes you take must be declared as well.
27. Now let's start to go through the formalities.
28. Please ask your crew to come to the mess-room one by one.
29. Is that all for the exit formalities?
30. Here is the landing permission. Tell your crew to observe the Landing Rules.
31. Please return the passes to me before departure.
32. You should go to the Frontier Defence Office to attend other formalities.
33. We have two passengers: One disembarking here, one in transit.
34. I am sorry that some crew are on duty and can not come here to be inspected.

Lesson Nine: canal and Lock Operations (運河和船閘航行)

| <i>Dialog A</i> | <i>Enquiry</i> |
|--------------------|--|
| M/V Sincere Apollo | Port Said Radio, this is M/V Sincere Apollo. I will be at fairway buoy No.1 in half an hour. I wish to take bunkers and fresh water in Port Said, and then transit the rest of the Suez Canal. What are your instructions? Over. |
| Port Said Radio | M/V Sincere Apollo. This is Port Said Radio. You will berth at No.2 jetty. Your berth is clear now. Transit will begin at 2000 hours local time, over and out. |
| <i>Dialog B</i> | <i>Transit St. Lambert Lock</i> |
| | M/V Great Nanvy. This is pilot Station. What is your draft and what is your air draft? Over. |
| | Pilot Station, M/V Great Nancy. My maximum Permitted draft is 9.5 meters. Air draft is 20 meters. Over. |
| | M/V Great Nanvy, Pilot Station. Report arrival at way point No.1 buoy. Wait for pilot there, over and out. |
| <i>Dialog C</i> | <i>Receiving Instructions</i> |
| M/V Grand Noble | Otlar Radio. This is. I am at way Nobriga Buoy. What time can I enter the canal? |
| Otlar Radio | M/V Grand Noble. Otlar Radio. You will enter the canal at 2130 hours local time. Transit speed 8 knots. |
| Otlar Radio | M/V Grand Noble. This is Otlar Radio. You must close up vessel ahead of you. Distance between ships is two cables. |
| Otlar Radio | M/V Grand Noble. This is Otlar Radio. Advise you wait at lock clearance until 0130 hours local time. You will enter east lock at 0145 hours local time, when all eastbound vessels have passed your vessel. |

- I wish to take bunkers in Sao Pedio (塞得港).
- I wish to transit Suez Canal (蘇伊士運河).
- Transit speed is 8 knots.
- Advice you close up on vessel ahead of you.
- Advice you drop back from vessel ahead of you.
- Advice you wait at the entrance buoy.
- Instruction: You moor at No.2 jetty.
- Convoy 8 must wait at Lay-by.
- Convoy 8 must moor at Buoy no.1.
- You must wait for lock clearance at east lock until 1200UTC.
- You will join convoy at 0800 UTC.
- Transit will begin at 0930 UTC.
- Your place in convoy is number 15.
- Convoy speed is 8 knots.
- Convoys will pass area "C".
- You will enter canal at 1200 UTC.
- Stop where you are. Bridge defective.
- Inform Chief Engineer for entering anchorage.
- Approach Suez Bay (蘇伊士灣) and reduce speed.
- Canal Electrician will embark at 0900 hours local time.
- Watchman and water police have embarked.
- Canal Inspector will board you for checking certificates.
- Keep two mooring boats on your port deck.
- Hoist three vertical White light for convoy.
- Let go starboard anchor with 4 shackles in 30m of water at outside stand-by area of Suez Bay(蘇伊士灣).
- Keep contact with Taufig Control on VHF CH06.
- Hoisted flags "Q" and "G" and national flag of the A.R.E.
- Report Suez tonnage, D.W.T.C. and draft to port control.
- Immigration officer embarked for issuing shore landing passes and port entry formalities cleared.
- Stand-by engine and shorten chain to 2 shackles for pilot embarkation.
- We have passed Little Bitter Lake.
- Signal Station SEM abeam on port side. We are entering the canal at transit speed of 8 knots.
- Drop anchor at Great Bitter Lake (大苦湖) for awaiting Southbound convoy and report.
- Change pilot at Issmailia (伊斯梅利).
- Check all blue steering lights from conning positions and report.
- Canal linesman embarked.
- Let go port anchor at Schiip Siding (斯願伯，塞汀) signal station and wait for further orders.
- Ship makes fast to lock on port side before gate closed.
- Cast off mules.
- Passed fairway buoy no.10 and steady course to 205°, we are proceeding to the Pacific Ocean.

Lesson Ten: Anchoring (拋錨，下錨)

| | |
|-----------------------|--|
| Dialog A | Proceed to Sheltered Anchorage |
| Dalian Radio (on VHF) | Attention all vessels. This is Dalian Radio. Typhoon No.5 will land in the next four hours. All vessels at mooring must move to the sheltered anchorage, over and out. |
| M/V Kaede/ KBMC5 | Dalian Radio, Dalian Radio. This is Japanese ship, Kaede, Kaede, over. |
| Dalian Radio | Kaede, Kaede, Dalian Radio. Over. |
| M/V Kaede/ KBMC5 | What is anchoring position for me? Over. |
| Dalian Radio | You must anchor at 075°, 3 miles from Huang Baizui lighthouse. |
| | (After one hour the pilot on the bridge to order anchoring at destination. Communication means between pilot and chief is portable VHF) |
| Pilot | Stand by starboard anchor. Chief. |
| Chief Mate | Yes, Sir. Stand by starboard anchor. Now standing by starboard anchor. |
| Pilot | Let go the starboard anchor. |
| Chief Mate | Let go the starboard anchor. Now starboard anchor is let go. |
| Pilot | How many shackles in the water? |
| Carpenter | (To Chief and then chief reports) 4 shackles in the water. |
| Pilot | How is the chain leading? |
| Chief Mate | Leading ahead. |
| Dialog B | Anchoring at Wrong Position. |
| New Orleans Radio | M/V Ocean Lion. This is New Orleans Radio. You are at anchor in the wrong position. |
| M/V Ocean Lion | I followed your instructions anchoring at 030°, 3 miles from Dear Tower. |
| New Orleans Radio | You are dragging anchor, and obstructing the fairway. |
| Dialog C | Asking for communication Permission. |
| M/V Jin Fan Captain | Tokyo Radio. Tokyo Radio. This is Chinese Vessel Jin Fan/ BAST, Jin Fan/ BAST, over. |
| Tokyo Radio | Jin Fan/ BAST. Tokyo Radio, over. |
| M/V Jin Fan Captain | I am at anchor in the Bay to shelter the wind. May I use our transmitter to send messages? |
| Tokyo Radio | You are not allowed to send any messages at Tokyo Bay according to Port Rules, otherwise you make harmful interference. Advise you contact with Port Control. Read your message on VHF. Agent will send for you on land. |
| M/V Jin Fan Captain | Thank you, out. |

- | | |
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| 1. You must anchor at 0930 UTC. | 21. Stand by port anchor for let go. |
| 2. You must anchor until pilot arrives. | 22. Port anchor standing by for let go. |
| 3. Do not anchor in position 21°36'N, 097°15'W. | 23. Walk out anchor(s). |
| 4. Anchoring prohibited. | 24. We are going to anchorage. |
| 5. Do not dredge anchor. | 25. We are going to let go port anchor. |
| 6. You must heave up anchor. | 26. We will let go port anchor. |
| 7. You must anchor in different position. | 27. Put 5 shackles in water. |
| 8. You must anchor clear of fairway. | 28. Walk back port anchor one shackle. |
| 9. Advise you have your crew on stand by for weighing anchor when pilot embarks. | 29. Let go port anchor. |
| 10. You have permission to anchor at 0900 UTC. | 30. Pay out cables(s). |
| 11. You have permission to anchor in position 32°34'N, 101°09'E. | 31. Check the cable. |
| 12. You have permission to anchor until pilot arrives. | 32. Hold on port cable. |
| 13. You have permission to anchor until tugs arrive. | 33. How is cable leading? |
| 14. You have permission to anchor sufficient water. | 34. Is anchor holding? |
| 15. M/V Parrot Lake (鸚鵡湖號) at anchor in position 47°16'N, 061°11'E. | 35. Yes, anchor(s) holding. |
| 16. You are obstructing fairway. | 36. Are you brought up? |
| 17. You are obstructing other traffic. | 37. Switch on anchor light(s). |
| 18. You are at anchor in wrong position. | 38. Hoist anchor ball. |
| 19. Are you dragging anchor? | 39. Check anchor position by bearings. |
| 20. Are you dredging anchor? | 40. Check anchor position every 30 minutes. |
| | 41. Anchor position bearing 035 degrees, distance 3 nautical miles from Barr Head lighthouse. |
| | 42. How much cable is out? |

- 43. Stand by for heaving up.
- 44. Put windlass in gear.
- 45. Heave up port cable.
- 46. How much weight is on cable?
- 47. Stop heaving.
- 48. How many shackles are left?
- 49. 3 shackles left.
- 50. Attention! Turn in cable(s).
- 51. Anchor(s) aweigh.
- 52. Anchor(s) clear of bottom.
- 53. Anchor(s) clear of water.
- 54. Anchor(s) home.
- 55. Anchor(s) foul.
- 56. Anchor(s) secured.

Lesson Eleven: Berthing and Unberthing (靠泊與離泊)

| | |
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| Dialog A | Enquiry of Berthing Instruction |
| M/V Zhiyuan/ BOJN(致運輪) | Singapore Radio, what is my berth instruction? Over. |
| Singapore Radio | Your berth instruction is clear at No.3 jetty, 2100 hours local time. |
| M/V Zhiyuan/ BOJN(致運輪) | When will pilot embark? Over. |
| Singapore Radio | Pilot will board you at 1800 hours local time. You will pick up pilot at the entrance of the strait. |
| M/V Zhiyuan/ BOJN(致運輪) | On which side will I alongside? |
| Singapore Radio | Starboard side, over and out. |
| Dialog B | Berthing Operation |
| M/V Rainbow ELX05 Pilot (彩虹輪) | Dead slow astern. |
| M/V Rainbow ELX05 Third mate | Dead slow astern. Now engine dead slow astern. |
| M/V Rainbow ELX05 Pilot | Stop engine. |
| M/V Rainbow ELX05 Third mate | Stop engine. Now engine stopped. |
| M/V Rainbow ELX05 Pilot | Stand by for let go port anchor. (use VHF) |
| M/V Rainbow ELX05 Chief mate | Stand by for let go port anchor. Standing by for let go port anchor (use handheld VHF) |
| M/V Rainbow ELX05 Pilot | Let go port anchor. |
| M/V Rainbow ELX05 Chief mate | Let go port anchor. Now, let go port anchor. |
| M/V Rainbow ELX05 Pilot | Push a little, tug aft (use VHF) |
| M/V Rainbow ELX05 Captain | Yes, sir. Push a little. Pushing a little. Rainbow (use VHF) |
| M/V Rainbow ELX05 Pilot | How is chain leading? |
| M/V Rainbow ELX05 Chief mate | Cable round the bow up and down. |
| M/V Rainbow ELX05 Pilot | Send heaving line ashore. |
| Dialog C | Unberthing Operation |
| Pilot | (The pilot is on M/V Marina Ace/ ELCO7 which is from Liberia. LOA:199.6m. Breadth: 32.2m. Draft:11m) Are you ready to get underway? Captain. |
| Captain | Yes, ready to get underway. |
| Pilot | Stand by engine. |
| Third Mate | Stand by engine. Now engine stand by. |
| Pilot | Stand by for heaving up anchor. (Use VHF) |
| Chief Mate (on the bow) | Yes, Sir. Stand by for heaving up anchor. Standing by for heaving up anchor. (Use handheld VHF) |
| Pilot | Single up fore and aft. |
| Chief Mate (on the bow) | Single up forward. |
| Second Mate | Single up aft. |
| Pilot | Let go aft. |
| Chief Mate | Let go, Linesman (use handheld VHF). Bridge, Aft is let go. |
| Pilot | Let go forward. |
| Chief Mate | Let go, Linesman (Use handheld VHF). Bridge, Forward is let go. |
| Pilot | Heave up anchor. |
| Chief Mate | Yes, Sir. Heave up anchor. Heaving up anchor. |

| | |
|------------|--|
| Pilot | Port ten. |
| Helmsman | Port ten. Now wheel port ten. |
| Pilot | Dead slow ahead. |
| Third Mate | Dead slow ahead. Now engine dead slow ahead. |

1. Is propeller clear?
2. Are fenders on berth?
3. Have fenders ready fore and aft.
4. We will berth port side alongside.
5. We will moor alongside.
6. Send out head line.
7. Do you have tension winches?
8. Have heaving lines ready forward and aft.
9. Send heaving line ashore.
10. The linesmen will use shackles for securing mooring.
11. Use centre lead.
12. Heave on head line(s).
13. Pick up slack on stern line(s).
14. Heave away.
15. Slack away head line(s).
16. Stop slacking head line(s).
17. Hold on head line(s).
18. Heave in easy.
19. Keep lines tight.
20. Report forward distance to quay.
21. We have to move 10 meters ahead.
22. We are in position.
23. Fast forward.
24. Fast aft.
25. Stand by engine(s).
26. Are you ready to get underway?
27. Stand by for let go.
28. Single up head lines and two springs fore and aft.
29. Let go everything forward.
30. Stand by bow anchor(s).
31. Your orders are to berth on No.3 jetty.
32. Your orders changed.
33. Proceed to entrance of breakwater for orders.
34. You may enter at 1100 UTC.
35. You may proceed at 0900 UTC.
36. Vessel turning in position 34°49'N, 061°22'E.
37. M/V Eternore Glory (永恒光榮輪) will turn in position 01°11'N, 101°37'E.
38. M/V Yong Ding He will leave Dalian at 0900 UTC.
39. M/V Chang Sha leaving Shanghai port.
40. M/V Man Hai left Guishan Anchorage.
41. M/V Maritime King entered fairway in position 45°50'N, 101°11'N.
42. Your berth is not clear until 1900 UTC.
43. Your berth will be clear at 0830 UTC.
44. You will berth at 0700 UTC.
45. You will dock at 0920 UTC.
46. Berthing delayed by three hours.
47. Move ahead 15 meters.
48. Move astern 10 meters.
49. Your vessel in position- make fast.
50. Pilot ordered for departing vessel at 0900 UTC.
51. Instruction.

Lesson Twelve: Cargo Handling (一) (貨運一)

| | |
|-----------------|---|
| Dialog A | Calling for Shifts |
| Captain | We are planning to stay at this port only two days. We need separate stevedore gangs for each hold, the more, the better. |
| Agent | How many holds do you have? And how many shifts do you request? |
| Captain | Seven holds. We need to work for 24 hours. |
| Agent | We are short of hands. Stevedores only work in two shifts. Each shift has 4 gangs. |
| Dialog B | Instructing Craneman |
| Duty Officer | Stop lifting. Man! You should work in safe load. |
| Craneman | I am sorry. Officer. We are in hurry. |
| Duty Officer | Each sling only allows 10 bags. When switching on, push the control rod slightly. If so, we are satisfied with our co- operation. |
| Dialog C | Arguing the Goods |
| Forman | (To winchman) Lift the empty barrels back. |
| Chief Mate | No, you shouldn't According to the delivery term, the goods overboard shall be deemed as delivery. We can not permit to lift back. |
| Forman | If you don't permit to lift back, I won't discharge the goods. |
| Chief Mate | If so, I do not take the responsibility. As the barrels standing on shore can not be guaranteed security. Did you arrange watchmen to guard? Can you guarantee the stevedores not to steal the goods? |
| Forman | I suggest that your captain should consult with our harbour master. |

1. What is deadweight of vessel?
2. What is hold capacity of vessel?
3. What is bale capacity of vessel?
4. What is grain capacity 35,000 cubic meters.
5. What is container capacity of vessel?
6. How many reefer plugs has vessel?
7. How many 20' containers has vessel to load?
8. How many tones can vessel still load?
9. How many cubic meters of cargo space are required?
10. How many tones vessel load on deck?
11. How many containers can vessel load on deck?
12. How many cars can vessel load?
13. What is length of No.2 hold?
14. What is size of hatch openings?
15. What is safety load of No.2 hold 10 tonnes per square meters.
16. How many tones of deadweight are booked?
17. Vessel has still to bunker 100 tonnes of fuel.
18. Are dockside cranes available?
19. What is capacity of crane?
20. What is maximum reach of crane?
21. What is handling capacity of container crane?
22. What is handling capacity of grain elevator?
23. What is pumping capacity of cargo pumps?
24. Are fork- lift trucks for cargo holds available?
25. Only use electric fork- lift trucks in holds.
26. What is elevation of fork- lift truck?
27. What is capacity of fork- lift truck?
28. What is capacity of derricks of vessel?
29. What is capacity with traverse?
30. Can you work with union purchase?
31. Who will provide slings?
32. Are can hooks available?
33. Are car slings available?
34. What is capacity of slings?
35. These slings do not permit safe cargo handling.
36. Are bob cats available for trimming?
37. Are stiffeners available?
38. Prepare vessel for loading.
39. Unlock hatch covers.
40. Rig hatchrails in No.2 hold.
41. Give notice of readiness to load by 1900 hours local time.
42. Is cargo list available and complete.
43. Complete stowage plan.
44. Agree stowage plan with stevedores.
45. Make stability calculation.
46. Are goods ready to load?
47. Are holds clean?
48. Clean hold(s).
49. Are safety arrangements in hold(s) operational?
50. Cover bilge(s) with tarpaulins.
51. Cover bilge(s) Wrapper before loading.
52. Are sufficient dunnage and mats available?
53. Fill double bottom tanks before loading heavy lifts.
54. Pump out ballast water.
55. What is maximum loading rate?
56. Open all hatches before loading.
57. All cranes operational?
58. Rig derricks of No.1 hold.
59. Shift derricks of No.2 hold to port side.
60. Check preventers.
61. Top derrick over hatch.
62. Swing derricks outboard.
63. Keep safe working load of derricks.
64. Instruct winchman.
65. Clean tween deck before oopening lower hold.
66. Switch on hold ventilator.
67. Switch on hold lights.
68. Close cargo port to No.4 hold.
69. Open cargo port to No.5 hold.

70. Check hold(s) for damage and report.
71. Hold ladder(s) bent.
72. Are hold ventilators operational?
73. Are winch motors operational?
74. Check repair of crane personally.
75. Lubricate blocks of cranes.
76. Lubricate wires of cranes.
77. Check careful and safe stowage.
78. Check complete unloading.
79. Check proper use of handling gear.
80. Check careful separation of different lots.
81. Close hatches in case of rain.
82. Cover goods with mats before closing hatches for sea.
83. Refuse damaged.
84. Do not overstow cartons with other goods.
85. Do not use hooks for handling bags.
86. Place dunnage between tiers.
87. Fill up broken stowage with small stowage.
88. Stow dunnage into tween deck of No.1 hold.
89. Stow pallets closely together.
90. Stow cargo in reefer hold.
91. Stow empty containers in topmost tiers.
92. Stow container(s) onto hatch cover(s).
93. Check containers for damage.
94. Check correct interlock of stowpieces.
95. Check correct fixing of rope clips.
96. Secure heavy lift(s) immediately.
97. Relash all lashings.

Lesson Thirteen: Cargo handling(二) (貨運二)

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|-----------------|---|
| Dialog A | Delivery of goods |
| Consignor | I'd like to get entitled the goods. Here is the full set of B/L. No. S3218, No. N6307, and No. P66089. |
| Chief Mate | I am afraid that you should have original B/L. The duplicate B/L might be refused by shipper, otherwise you have the guarantee from Bank. |
| Consignor | We have only received duplicates of B/L. But we drew guarantee from the Collecting Bank. |
| Dialog B | Check Handling Dangerous Cargo |
| Superintendent | May I have your Valid Cargo Gear certificate, Captain? |
| Captain | Here you are, Sir. |
| Superintendent | I wonder about your preparatory measures at this port? |
| Captain | We are handling IMO Class B chemicals. We hoisted 'flag B' when goods are being handled. Besides, we keep the engine running at 24 hours. Duty officer and ratings watch on deck all times. |
| Dialog C | Cargo Damage |
| Chief Mate | The stevedores use hooks to lift bagged goods. We warned them all the time. I found a lot of bags were broken due to rough handling. |
| Agent | What will you suggest? |
| Chief Mate | I will sign the endorsement: Shipper does not take responsibility for the damage, as bagged goods were broken by rough handling. |
| Agent | Could you talk with Harbour Officer, now? |

1. What is IMO- Class of these goods?
2. This package contains IMO- Class B goods.
3. These goods are flammable.
4. These goods are liable to spontaneous heating and combustion.
5. These goods emit flammable gases in contact with water, keep dry.
6. Do not touch the surface.
7. Check correct marks.
8. Observe IMDG- Code when loading.
9. Check proper segregation of goods.
10. Check correct technical names in documents.
11. Check compatibility of IMO- Class B goods.
12. Stow flammable goods away from engine room bulkhead.
13. Stow drums away from IMO- Class C goods at minimum of 3 meters.
14. You can stow poisonous and flammable goods in one hold.
15. Brief stevedores on dangerous goods in number 3 hold.
16. Refuse packing with dangerous goods.
17. Ventilate hold(s) before entering.
18. Use calibrated test meters for checking oxygen level.
19. Loading IMO- Class A goods first.
20. No smoking when loading.
21. Sling(s) with carboys of IMO- Class E goods dropped on deck.
22. Several drums leaking.
23. The top layer container with IMO- Class A goods leaking out of door.
24. Leaking substance damaged goods.
25. (To inform Pollution Control) Leaking substances of IMO- Class B escaped into harbour basin.
26. Temperature in locker with IMO- Class E goods increasing.
27. Temperature in container with IMO- Class A goods increasing.
28. Explosion in number 3 hold.
29. Fire extinguished.
30. Report injured person.
31. 5 stevedores complain about headache.
32. 2 stevedores received acid burns on hands.
33. Take actions according to emergency plan and report.
34. Turn vessel out of wind- leaking gas poisonous.
35. Put on protective clothing and breathing apparatus.
36. Stop leakage.
37. Let leakage evaporate.
38. Remove leakage with synthetic scoops.
39. Separate contaminated goods from other goods.
40. Cover contaminated goods with tarpaulins.
41. Only open container when smoking stopped.
42. Cool down container with water.
43. Ventilate hold(s) carefully.
44. Close hatch- switch on fire extinguishing system.
45. Fight fire from great distance.
46. Flood No.2 hold(s).
47. Rescue persons.
48. Take off and dispose contaminated clothing.
49. Alter course for nearest port (inform on radio).
50. Prepare safety measures.
51. Plug save- alls and report.
52. Close sea valves and report.
53. Stand by absorbent material and report.
54. Stand by spill control gear and report.
55. Stand by emergency fire pump and report.
56. Fit bonding wire and report.
57. Maintain contact on VHF channels 13 and 26 with bunker.
58. Is oil spill plan available?
59. Instruct pumpman and report.
60. What is maximum loading rate?
61. How many tones of diesel oil can you take?
62. Is COW system operational?
63. Is inert gas system operational?

64. When will crude oil washing start?
65. How many pumps?
66. What is pumping pressure?
67. Can we connect loading arm?
68. Inform: 30 minutes before loading will start.
69. What is back pressure for stripping?
70. Are cargo hoses connected?
71. Are cargo booms connected?
72. Are you ready to load?
73. Keep safe working pressure.
74. Open valve(s) and report.
75. Start pumping.
76. Are you pumping?
77. Are you receiving?
78. Up pumping rate.
79. Down pumping rate.
80. (Quantity received)- Stop pumping.
81. Leak at manifold connection.
82. How much spill?
83. Clean up spill with water.
84. Stand by oil clearance team.
85. Oil escaping into water.
86. Inform pollution control (according to oil spill plan) and report.
87. Plug scuppers and report.
88. Open ballast tank valve No.1 and report.
89. Close ballast tank valve No.1 and report.
90. Ballast tank No.1 pumped out.
91. Pump slops into slop tank and report.
92. Dispose sludge into slop tanks.
93. Order shore slop tank and report.
94. Start pumping slops and report.
95. Keep safe working pressure.
96. Stop pumping slops and report.
97. Close and secure hatch covers for sea and report.
98. Lash and secure goods for sea and report.
99. Close and secure bow door and report.
100. Fold and secure bow ramp.
101. Lash and secure all cars and report.
102. Lower and secure derricks for sea and report.
103. Check lashings and securing and report.
104. Check seaworthiness of holds and report.
105. How many tones loaded?
106. How much ballast can vessel take (down to her marks)?
107. Check trim.
108. Is equipment for cargo care operational?
109. What is air change rate of hold ventilators?
110. Are temperature recorders in hold(s) operational?
111. Operate reefer holds separately and report.
112. Operate reefer holds jointly report.
113. Instruct the crew how to connect reefer plugs.
114. Holds must be inspected by surveyor before loading.
115. Are holds clean (dry and free of smell)?
116. Check operation of hold ventilators and report.
117. Order surveyor to check cargo securings.
118. Is certificate of survey available and complete?
119. Check cargo regularly during voyage.
120. Check lashings and securings everyday.
121. Enter all checks into logbook.
122. Before unloading open hatches only when surveyor present.
123. Inflammable cargo in bad condition.
124. Package of optional cargo wet.
125. Switch on hold ventilators to supply air.
126. Switch off hold ventilators.
127. Switch on automatic temperature control.
128. Switch on automatic temperature recorder.
129. Relash containers in No.2 hold and report.
130. Replug reefer containers in No.1 hold.
131. Replug reefer containers on deck.
132. Secure shifting cargo in No.1 hold and report.
133. Protect deck cargo of wool against sun.
134. keep deck cargo of alumina cement dry.
135. Check contents of drums with false labels.

Lesson Fourteen: Lifeboats and Life Drills (救生艇及救生演習)

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|-------------------|--|
| Dialog A | Talking about Contingency Plan |
| Captain | Did you finish your contingency plan? Third Mate. |
| Third Mate | I pasted contingency plan in corridor, Besides, I wrote cards for every crew. I sent crew the cards last night. This card is special for you, Mr. Captain. |
| Captain | Thanks a lot. |
| Dialog B | Checking Lifeboats |
| Surveyor | Could you show your latest inspection, Third Mate? |
| Third Mate | Here you are, Sir. |
| Surveyor | Let me check the provisions: fresh water, biscuits, medicine. Oh, do you have any position- fixing equipment wh8ch can be use on lifeboat? |
| Third Mate | We have sextants and magnetic compass on board. DF will carry on when emergency. |
| Surveyor | Where are EPIRBs and SART? |
| Third Mate | Permanently fixed on lifeboat. |
| Surveyor | Could we test them? |
| Third Mate | Sure! |
| Dialog C | Launching Lifeboat |
| Chief Mate | Carpenter and A.B embark. |
| Carpenter and A.B | Yes, Sir. |
| Chief Mate | Let go all lines and securings. |
| Every crew | Yes, Sir. Now all lines and securings let go. |
| Chief Mate | Launch lifeboat. |
| Chief Mate | (The lifeboat launched to sea bottom) Climb down nets, and embark the lifeboat over manropes, everyone. |

1. Check launching tracks and report.
2. Check working parts and report.
3. Check securings of launching appliances and reports.
4. Check fuel oil of lifeboat engines and report.
5. Operate lifeboat engine(s) and report.
6. Check bilge pumps of lifeboat and report.
7. Check drain plugs and report.
8. Check slip gears in lifeboat and report.
9. Check lifeboat equipment and report.
10. Launch No.2 lifeboat and report.
11. Hoist No.2 lifeboat and report.
12. Secure lifeboats and report.
13. Check liferafts and report.
14. Evacuate all rooms and report.
15. Evacuate engine room and report.
16. Evacuate No.3 hold and report.
17. Evacuate superstructure and report.
18. Evacuate port deck and report.
19. Report missing persons.
20. Report injured person.
21. Provide first aid (in vessel's hospital).
22. All persons outside danger area.
23. Report number of all persons at assembly stations.
24. Watchkeepers to assembly stations.
25. Lifeboatmen! Check equipment of crew at assembly stations and report.
26. Complete equipment and report.
27. Lifeboatmen! Check outfit of passengers at assembly stations and report.
28. Passengers and crew! Follow lifeboatmen to lifeboat stations on embarkation deck.
29. Swing out No.1 lifeboat and report.
30. Lower No.1 lifeboat alongside embarkation deck and report.
31. Enter lifeboats and report.
32. No.2 lifeboat entered.
33. Let go No.5 liferaft and report.
34. Throw over board No.6 liferaft and report.
35. Inform coast radio stations in vicinity about number of lifeboats launched and report.
36. Stand clear of vessel and report.
37. Stand by engines and report.
38. Recover persons in water and report.
39. Report number of lifeboats in sight.
40. Contact lifeboats on radio and report.
41. Give distress signals for identification.
42. Start engine and report.
43. Set sail and report.
44. Use oars.
45. Join other lifeboats.

Lesson Fifteen: Fire Protection and Fire Fighting (消防與救火)

| | |
|-----------------|--|
| Dialog A | Check Fire Fighting Appliance |
| Captain | Did you replace a CO2 cylinder in saloon? |
| Third Officer | What is the problem? |
| Captain | You serve as the Third Officer. A CO2 cylinder weighed lighter than normal weight. You asked me the problem. Listen, if I find this kind of problems again, you must disembark at the nearest harbour. |
| Third Officer | I am sorry, I replace it now! |
| Dialog B | Fire Fighting Dirlls |
| Chief Mate | (After fire alarms a long blast) On forward deck. Put on breathing apparatus, smoke helmet, protective clothes, carry your outfits. Let's go! |
| A.B. | Yes, Sir. |
| Chief Mate | Connect water hoses. Stand by water. |
| A.B. | Water is on. |
| Chief Mate | Fighting fire. |
| Bridge | Is fire under control? |
| Chief Mate | Fire extinguished. Ask retreat signal. |
| Bridge | Agree on retreat signal. Fire alarm cancelled. |
| Dialog C | Finding the Fire |
| Third Mate | I smell burnt in living spaces. Let us check and report. |
| Carpenter | Yes, Sir. |
| Third Mate | Smoke is from deck, Look at hatches. |
| Carpenter | Third Mate! Hatch No.3 is on fire. We must come back to bridge immediately, and report to captain. |
| Third Mate | O.K. You go to bridge immediately. Then report to captain. I push fire alarm button and wait for fire party. |

1. Have fire patrols.
2. Everything in order?
3. Check fire alarms and report.
4. Switch on fire alarms.
5. Check fire alarm displays on bridge and report.
6. Check portable extinguishers and report.
7. Check fire mains and report.
8. Check fixed foam system and report.
9. Check sprinkler system and report.
10. Check ventilation system and report.
11. Check skylights windows and report.
12. Check watertight door control and report.
13. Check electrical lighting and report.
14. Check emergency power supply and report.
15. Check firemen's outfits and report.
16. Fire on board!
17. Report injured persons.
18. What is on fire?
19. Is smoke toxic?
20. Is fire under control?
21. What is damage?
22. Pressure on fire mains.
23. Shut down main engines.
24. Stop fuel.
25. Close hatch covers.
26. Close all openings.
27. Switch off ventilators.
28. Turn bow to windard.
29. Turn port side to windard.
30. Stand by fire party.
31. Stand by CO2 station.
32. Close all openings and report.
33. Start fire fighting.
34. Go following route:
35. Take following safety measures and report.
36. Fire party must have following outfit:
37. Manning of fire party is as follows:
38. Restrict action to 10 minutes.
39. Use the following extinguisher means:
40. Run out fire hoses.
41. Water on.
42. Cool down boundaries with water and report.
43. Is fire extinguished?
44. Is fire under control?
45. Post fire watches and report.
46. Fire extinguishing systems remain on stand- by.
47. Rope- off fire area and report.
48. Check fire area every 10 minutes for re- ignition and report.

Lesson sixteen: Ship Manoeuvring (船舶操縱)

| | |
|------------------------------|---|
| Dialog A | Overtaking |
| M/V Uthai Navee | I, M/V Uthai Navee, will overtake you on your starboard side. |
| M/V Wan Tong | I can not locate you on my radar. What is your present course and speed now? |
| M/V Uthai Navee | Course 175 degrees, speed 20 knots. |
| M/V Wan Tong | I identified you on my radar. Advise you make course 200 degrees. Shallow water ahead of you. |
| Dialog B | Restricted Visibility |
| Captain | The visibility is expected to decrease to 1000 meters in the next 4 hours. Chief Mate and Second Mate keep a watch on bow and stern immediately. |
| Chief Mate | Yes, Sir. I will tell Second Mate as soon as possible. |
| Captain (on the bridge) | Dead slow ahead. |
| Third Mate | Dead slow ahead. Now engine dead slow ahead. (Write down logbook) |
| Captain | A long blast to warn the vessels in vicinity. |
| Chief Mate | The bow is not clear. Fishing boats ahead. Advise hard- a- starboard. (on VHF) |
| Dialog C | Proceeding down River |
| Yuan Ji/ BJVL (運吉輪) | Newharbour Pilot Station. This is Chinese M/V Yuan Ji Call sign BJVL. My destination is Avonport. My ETA at Pilot Station is 1330 local time. Draft forward 6 meters. Draft aft 6.9 meters. I have a list to starboard of one degree. |
| Newharbour Pilot Station(新港) | M/V Yuan Ji. Visibility is reduced by fog. Visibility is expected to decrease to 2000 meters in one hour. There are salvage operations in position south side of fairway. Navigate with caution. |
| Newharbour Pilot Station(新港) | (after a while) M/V Yuan Ji. Newharbour Pilot Station. Vessel Lima will turn at the Refinery Quay ahead of you. Advise you stay clear of the fairway. |
| Yuan Ji/ BJVL (運吉輪) | Newharbour Pilot Station. M/V Yuan Ji. I am proceeding at reduced speed. I will wait for M/V Lima to clear before entering fairway. |
| Newharbour Pilot Station(新港) | Stand by on VHF channel 16, over and out. |

- You are entering fairway.
- Your position 42°15N, 142°18'E.
- We are in sight.
- You are passing fishing area.
- You are in centre of fairway.
- You are on referend line.
- You are not on reference line.
- You are in middle of fairway.
- You are on east side of fairway.
- You are on referece line of fairway.
- You are approaching starboard limit of fairway.
- You are approaching port limit of fairway.
- You are approaching reference line of fairway.
- Your position buoy number 3 distance 3 cables to port side of reference line.
- Your position buoy number 2 distance 4 cables to starboard of reference line.
- Your position distance 400 meters from intersection of reference line.
- Your position distance 500 meters from intersection of reference line A and reference line B and distance 700 meters to port side of reference line C.
- M/V Fuji Maru (富士丸) has reported at way point "C".
- You are getting closer to vessel ahead.
- Vessel on opposite course passing your port side.
- Vessel on opposite course passing your starboard side.
- M/V Tian Jang (天江輪) 10 cables ahead of you on your port bow.
- M/V Tian He (天河輪) 2 kilometers ahead of you on your starboard.
- M/V Tian Huai (天淮輪) ahead of you on opposite course.
- M/V Tian Shan (天山輪) following you will overtake you on your starboard side.
- M/V Tian Hua (天華輪) following your will overtake you on your starboard side.
- Vessel anchored ahead of you in position 46°45'N, 006°34'W.
- You will meet crossing traffic in position 32°24'S, 155°06'E.
- Vessel ahead of you obstructing your movement.
- Vessel entering fairway at fairway buoy No.2.
- Vessel leaving fairway at buoy No.6.
- Buoy No.3 distance 500 meters ahead.
- Vessel ahead of you turning.
- Traffic clearance required before entering the fairway.
- Do not enter traffic lane.
- Proceed to emergency anchorage.
- Vessels are advised to keep clear of fishing area.
- Vessels are advised to avoid collision in narrow waters.
- You may enter traffic lane.
- You may enter traffic lane in position 33°40'N, 006°18'E at 0900 UTC.
- Do not pass report point 'C' until 0800 UTC.
- Report at next way point 'D' at 0830 UTC.
- You must arrive at way point 'A' at 1200 UTC.

44. Do not arrive in position 40°04'N, 132°16'E before 0900 UTC.
45. Do not arrive in position 00°16'N, 121°32'E after 1330 UTC.
46. Tide with you.
47. Tide against you.
48. It is dangerous to anchor in your present position.
49. It is dangerous to remain in your present position.
50. It is dangerous to alter course to port side.
51. It is dangerous to alter course to starboard side.
52. Large vessel leaving fairway- keep clear of fairway approach.
53. Nets with buoys in this area- navigate with caution.
54. Nets without buoys in this area- navigate with caution.
55. Collision in position 070°, 3 miles from Green lighthouse.
56. Keep clear.
57. M/V Fei Chui Hai (翡翠海輪) aground in position 01°10'S, 090°10'E.
58. Vessel Yu Cai (育才輪) on fire in position 37°35'N, 10°17'E.
59. Stand by for giving assistance.
60. Vessels must keep clear of this area.
61. Vessels must avoid this area.
62. Advise you keep clear of entrance buoy- search and rescue in operation.
63. Your present course too close to outbound vessel.
64. Do not overtake.
65. Do not cross fairway.
66. You must wait M/V Chang Sheng (長生輪) to clear fairway before entering fairway.
67. You are proceeding at dangerous speed.
68. You must proceed by east fairway.
69. You must stay clear of fairway.
70. Advise you stop engines.
71. Advise you pass north of departing vessel.
72. M/V Chang Zi (長自輪) wishes to overtake on your port side.
73. M/V Tian He (天河輪) does not agree to be overtaken.
74. M/V Tian Hua (天華輪) approaching obscured area- approaching vessels acknowledge.
75. Your track is paralld with reference line.
76. Your track is diverging from reference line.
77. Your track is converging to reference line.
78. Course to 175 degrees.
79. You are steering dangerous course.
80. Vessel ahead of you on same course 095 degrees.
81. Advise you make course of 310°.
82. Advise you alter course to 040° in position 01°00'S, 101°20'W.
83. Have you altered courses?
84. What is your present course?
85. You are running into danger. Shallow water ahead of you.
86. Advise you alter course to port side.
87. Is radar operational?
88. Has radar any blind sectors?
89. Change radar to 3 nautical miles range scale.
90. Change radar to relative head- up.
91. What is draft?
92. What is air draft?
93. What is free board?
94. What is your deep draft?

Lesson Seventeen: Distress Signals (遇險信號)

| | |
|------------------|---|
| Monolog A | Initiating Distress Messages |
| | MAYDAY, MAYDAY, MAYDAY. This is M/V Yuying, Yuying, Yuying. MAYDAY. I am in danger. My position is Latitude 37.15degrees North, Longitude 123.05 degrees East. I am on fire at 1615 hours local time and have IMO- Class B cargo on board. I require fire-fighting assistance. Master, over. |
| Monolog B | Relaying Distress Messages |
| | MAYDAY RELAY, MAYDAY RELAY, MAYDAY RELAY. This is Singapore Radio, Singapore Radio, Singapore Radio. Relaying from Chinese M/V Yue Jin. MAYDAY. I am in collision with suberged rock. My position is 03°16'N 132°30'E. No.3 and No.4 holds flooding. The situation is very dangerous. Please send immediate assistance. Master, over. |
| Monolog C | Cancel distress Messages |
| | MAYDAY. HELLO ALL STATIONS, HELLO ALL STATIONS, HELLO ALL STATIONS. This is Yanjiu No.1. Yanjiu No.1. Yanjiu No.1. Distress vessel has sunk. All survivors rescued by our vessel. Assistance is no longer required. You may proceed. SEELONCE FEENEE at 0830 hours local time, out. |

1. Vessel on fire (after explosion) in position 05°17'S, 121°39'E.
2. I am on fire in position 35°52'N, 107°16'E.
3. What is on fire?
4. Are dangerous goods on fire?
5. Is danger of explosion?
6. What is damage?
7. Is fire under control?
8. Can you get fire under control?
9. Is smoke toxic?
10. What kind of assistance do you require?
11. Report injured persons.
12. I have leak below water line.
13. I am making water.
14. Can you stop leak?
15. Can you control flooding?
16. What kind of assistance do you require?
17. I have dangerous list.
18. I am in critical condition.
19. How many compartments flooded?
20. Flooding under control.
21. Can you proceed without assistance?
22. I require escort.
23. I have collided with M/V Yu Hong (育紅輪).
24. What is damage?
25. Can you repair damage?
26. What kind of assistance do you require?
27. Are you aground?
28. I went aground in position 23°16'N, 119°23'E.
29. I went aground at high water.
30. I went aground at half water.
31. I went aground at low water.
32. What part is aground?
33. Uncharted rocks in position 31°14'N, 159°26'E.
34. Risk of grounding at low water.
35. Can you jettison cargo forward to refloat?
36. When do you expect to refloat?
37. Can you beach?
38. I have heavy list to port side.
39. I have heavy list due to flooding.
40. I have heavy list due to shifting cargo.
41. List increasing.
42. I am in danger of capsizing.
43. Can you transfer cargo to stop listing?
44. Listing stopped after transferring.
45. I am sinking in position 03°17'N, 090°18'E.
46. I require assistance.
47. I proceed to your assistance.
48. I expect to reach you within 2 hours.
49. I am not under command in position 67°31'N, 095°13'E.
50. I am adrift neat position 17°18'N, 115°31'E.
51. I am drifting at 5 knots to 170 degrees.
52. What kind of assistance do you require?
53. I am under attack of pirates.
54. I was under attack of pirates.
55. What kind of assistance do you require?
56. What is damage?
57. Can you proceed?
58. I have problems.
59. What problems have you?
60. I must abandon vessel after collision in 22°19'N, 101°18'E.
61. MAYDAY, MAYDAY, MAYDAY.
62. CQ, CQ, CQ.
63. Hello All Stations, Hello All Stations, Hello All Stations.
64. Seelonce Feenee. (讀作：silence fini)
65. Pru- Donce. (讀作：prudence)
66. MAYDAY RELAY, MAYDAY RELAY, MAYDAY RELAY.
67. DE.
68. I will act as co- ordinator surface search.
69. Inform radio coast stations in vicinity and report.
70. Stand by bridge team.
71. Following message from the Co- ordinator surface search: A lifeboat with 12 persons, 5 persons in water.
72. We carry out radar search.
73. Keep sharp lookout for signals of vessel in distress and report.
74. Light signals in 120 degrees.
75. Search finished at 0900 UTC.

76. Resume on- board routine at 0930 UTC.
77. Cancel all rescue preparations.
78. Inform coast radio station about cancellation of search and rescue.
79. Rescue persons in following order: persons in water; injured persons; women and children; passengers; crew members.
80. Inform coast radio station about condition of vessel in distress.
81. Inform coast radio station about name of vessel with survivors.

Lesson Eighteen: Urgent Signals (緊急信號)

| <i>Monolog A</i> | <i>Man Overboard</i> |
|------------------|--|
| | PANPAN, PANPAN, PANPAN. This is M/V Midas, M/V Midas, M/V Midas. I have lost a man overboard at the head of basin. Approximate position 43°20'N, 103°06'E. Help with search and rescue. Master, over. |
| <i>Monolog B</i> | <i>Disabled</i> |
| | PANPAN, PANPAN, PANPAN. This is M/V Phoenix, M/V Phoenix, M/V Phoenix. My ship is disabled. My position is latitude 15.45 degrees north longitude 118.30 degrees east. I require tug to harbour urgently. Phoenix master, over. |
| <i>Monolog C</i> | <i>To a Designated Station on 156.8 MHz</i> |
| | PANPAN, PANPAN, PANPAN. Singapore Radio, Singapore Radio, Singapore Radio. This is M/V Yucai, M/V Yucai, M/V Yucai. Medical. Change to channel 12. A crew badly burns. My ETA at pilot station 0900 local time. Please arrange rescue vessel and ambulance to take patient to hospital. Master, over. |

- I require assistance.
- I proceed to your assistance.
- What is your position?
- What is your present course and speed?
- How many persons on board?
- Report injured persons.
- Will you abandon vessel?
- How many life boats will you launch?
- How many persons will stay on board?
- What is weather situation in your position?
- Are there danger to navigation?
- Received MAYDAY from M/V Yu Hong (育紅輪) at 1200 UTC on channel 16.
- Vessel in position 16°34'N, 120°50'E on fire.
- Vessel in position 21°37'N, 165°23'E flooded.
- Vessel requires assistance.
- Received your MAYDAY.
- M/V Grand Noble (大貴族輪) proceeds to your assistance.
- When will you arrive?
- This is M/V Aberous (艾伯魯斯輪). I will act as Co-ordinator Surface Search.
- Can you proceed to distress position?
- The position given in MAYDAY not correct.
- Vessels are advised to proceed to position 03°16'N, 107°30'E to start rescue.
- Carry out search pattern authority ashore starting at 0900 UTC.
- Initial course 090°, search speed 9 knots.
- Carry out radar search.
- M/V Great Nancy (巨南希輪) is allocated track number 6.
- M/V Fu Hain (福海輪) adjust interval between vessels to 2 kilometers.
- M/V Maritime King (海王輪) and M/V Parrot Lake (鸚鵡湖輪) adjust interval between vessels to 2 nautical miles.
- Adjust track spacing to 2 kilometers.
- Search speed now 5 knots.
- Alter course to 175°.
- Alter course for next leg of track now.
- We resume search in positions 06°16'S, 009°10'W.
- Crew has abandoned vessel.
- What is result of search?
- Continue search in position 08°50'N, 053°35'E.
- Sighted vessel in position 11°48'N, 147°11'E
- Can you pick up survivors?
- M/V Maritime Victory (海上功成輪) will proceed to pick up survivors.
- Pick up 6 survivors in position 05°10'N, 107°36'E.
- Picked up liferaft with 3 casualties in position 02°00'N, 115°20'W.
- Picked up 3 casualties in lifejackets in position 01°09'S, 109°30'W.
- Survivors in bad condition.
- Do you require medical assistance?
- Try to obtain information from survivors.
- There are still 7 liferafts with survivors.
- Total number of persons on board was 20.
- Rescue all persons.
- M/V Tuan Jie (團結輪) can stop search and proceed.
- There is no hope to rescue more persons.
- We finish with SAR operations.
- M/V Dainty River lost person overboard in position 33°50'N, 133°40'E.
- Assist with search in vicinity of position 33°50'N, 133°40'E.
- All ships in vicinity of position 20°19'S, 063°38'W. Keep sharp lookout and report to M/V Man Hai (曼海輪).
- I am proceeding for assistance, and arriving at 1330 UTC.
- Search in vicinity of position 65°50'N, 009°30'E.
- M/V Wu Chang (武昌湖輪) searching in vicinity of position 37°26'N, 075°32'E.
- Aircraft arriving within 2 hours to assist in search.
- Can you continue search?
- Stop search and return to base.
- Stop search and proceed your voyage.
- I located person in position 54°32'N, 168°26'E.
- M/V Ping Xing Guan (平型關輪) picked up person in position 46°43'N, 131°50'E.
- Person picked up is crewmember of M/V Wei Shan Hu (微山湖輪).
- What is condition of person?
- I require medical assistance.

67. What kind of assistance do you require?
68. I will arrange for boat.
69. Boats will arrive within 2 hours.
70. Have you doctor on board?
71. Can you make rendez- vous in position 32°13'N, 121°12'E?
72. I will send boat to pick up doctor.
73. Transfer of person not possible.
74. Man overboard!
75. Drop lifebuoys and report.
76. Hoist flag signal "Oscar" and report.
77. Hard- a- port the wheel.
78. Is person in water located?
79. Return manoeuvre.
80. Report position.
81. Report traffic situation.
82. Report weather situation.
83. Have man- overboard stations manned and report.
84. What is retreat signal for rescue boat?
85. Person overboard rescued.
86. Stand by litter.
87. Hoist person and report.
88. Report condition of survivor.
89. I am not command in position 55°43'N, 100°48'E.
90. What problems do you have?
91. I am manoeuvring with difficulty.
92. Keep clear of me.
93. Navigate with caution.
94. Vessel not under command in position 35°11'N, 035°11'E.
95. I try to proceed without assistance.
96. Keep in contact on VHF channel 16.
97. Aircraft made forced landing near position 32°18'N, 123°30'E.
98. Vessels in vicinity of position 07°06'S, 109°38'E. Keep sharp lookout.
99. I have lost dangerous substance of IMO-Class A in position 70°18'N, 040°30'W.
100. Containers with dangerous substance of IMO- Class B adrift near position 45°56'N, 143°16'E.
101. Barrels with dangerous substance of IMO- Class C adrift near position 17°30'N, 102°38'E.
102. Bags with dangerous substance of IMO- Class A adrift near position 37°53'S, 107°33'W.
103. M/V Fordham (福特海姆號) spilling dangerous substance of IMO- Class C in position 23°19'S, 032°34'E.
104. I am spilling crude oil in position 00°30'N, 121°36'E.
105. Require oil clear assistance- danger of pollution imminent.
106. I am dangerous source of radiation.
107. M/V Fei Cuihai (翡翠海輪) has major damage above waterline.
108. Extent of damage unknown.
109. What kind of assistance do you require?
110. I have stability problems due to heavy icing.
111. Can you proceed without assistance?
112. Stand by on VHF channel 16.
113. PAN- PAN, PAN- PAN, PAN- PAN.
114. ALL STATIONS, ALL STATIONS, ALL STATIONS.
115. DE.
116. Cancel urgency signal.

Lesson Nineteen: Safety Information (安全信息)

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|------------------|--|
| Monolog A | Calling on VHF Channel 16 |
| | Securite. Securite. Securite. All Stations. All Stations. All Stations. This is Sydney Radio Station, Sydney Radio Station, Sydney Radio Station. Gale Warning. Listen to Channel 12. |
| Monolog B | Reporting Mine on VHF Channel 12 |
| | Securite. Securite. Securite. This is M/V Bi Jia Shan, M/V Bi Jia Shan, M/V Bi Jia Shan. Mine sighted in position 53°00' North 003°02' East. Drifting direction 123° at 5 knots. Keep clear, out. |
| Monolog C | Combined Safety Messages Ashore on VHF Channel 13 |
| | Securite. Securite. Securite. All vessels, this is Nicholas Strait Information Service. Warning: Port one: There is a wreck buoy in position 50°45'N 030°25'W unlit. There is a vessel with a difficult tow on passage to Eekhavn now approaching Pelican Bank buoy. Port two: The visibility at Gannet Head is 1.5 miles. The visibility at Dolphin Bank lightvessel is 2 miles, out. |

1. Prepare training plan for occupational safety.
2. When was last training session on occupational safety?
3. When is next training session on occupational safety?
4. Next training session is about accident analysis.
5. Are new crew members instructed on occupational safety?
6. Participation in training sessions on occupational safety is mandatory.
7. Instruct crew on occupational safety before departure.
8. Have special instruction on dangerous goods.
9. Where are dangerous goods carried on board?
10. Prepare emergency plan.
11. Brief all crew members on symptoms caused by dangerous substances.
12. What signals are used in case of emergency?
13. Brief all crew members on restricted areas.
14. Brief all crew members how to report.
15. Brief all crew members on storm.
16. Attention! Entering forecastle of vessel prohibited.
17. Brief all crew members on winter conditions.
18. Brief all crew members on tropical conditions.
19. Check completeness and availability of occupational safety equipment and report.
20. Appoint officer in charge of safety before working.
21. Take additional safety measures.
22. Reporting accident.
23. What happened?
24. Take immediate action and report.
25. What kind of assistance required?
26. Secure danger area and report.
27. Prepare accident report.
28. What is wind direction and force in your position?
29. Is wind backing?
30. What wind direction and force is expected in my position?
31. What is latest gale warning?
32. What is latest tropical storm warning?
33. What is atmospheric pressure in your position?
34. What is barometric change in your position?
35. What is position, patch and speed of advance of tropical storm Ida?
36. What is maximum winds are expected in storm area?
37. What is sea state in your position?
38. Is sea state expected to change?
39. What is visibility in your position?
40. Is visibility expected to change in my position?
41. What is latest ice information?
42. What kind of ice was located in position 54°40'N, 167°45'E?
43. What ice situation is expected in my position?
44. Navigation dangerous in area around fairway due to floating ice.
45. Navigation in area around Vladivostock (海參崴) without ice- breaker assistance only possible for high- bowered

vessels of strong construction.

46. Area around Greenland (格林蘭) temporarily closed for navigation.
47. Danger of ice activities.
48. Volcanic activities expected in position 04°15'N, 143°30'E.
49. Earthquake expected in position 35°52'N, 136°10'E.
50. Tsunami wave expected in position 20°06'N, 104°20'E.
51. Abnormal wave expected in position 33°04'S, 008°30'E.
52. Move to high seas- keep off coast.
53. Present tide 0.5 meters above datum in position 15°20'N, 105°38'E.
54. Tide above prediction.
55. Tide rising.
56. Wait until high water.
57. Abnormally high tides expected in position 05°30'N, 103°00'E.
58. Abnormally low tides expected in position 33°58'N, 151°11'E at about 1200 UTC.
59. Is sufficient depth of water in position 01°38'N, 034°50'E.
60. My draft 15 meters- can I enter?
61. Charted depth of water increased by 2 meters due to winds.
62. Small fishing boats in area around Green Island (綠島).
63. Small fishing boats within 10 nautical miles of me. Navigate with caution.
64. Is fishing gear ahead of me?
65. Fishing gear fouled my propeller.
66. You have caught my fishing gear.
67. Advise you to recover your fishing gear.
68. Fishing in area bounded by 32°16'N, 120°16'E; 34°00'N, 120°16'E; 32°16'N, 121°16'E; 34°00'N, 121°16'E prohibited.
69. You are approaching prohibited fishing area.

Lesson Twenty: Passengers Care (關照旅客)

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| Monolog A | Instruction |
| | Ladies and Gentlemen. May I have your attention? This is Captain Henry Hock speaking. I have pleasure in informing you that all safety equipment is in full working order. The bow and stern doors are closed and secured. The ship is in all respects ready for sea. Please listen carefully to the safety instructions which follow. In the unlikely event of an emergency, please obey the orders given on the public address system. |
| Monolog B | Abandon vessel |
| | Attention please! Attention please! This is your captain with an important announcement. I repeat, this is your captain with an important announcement. We have collided with a cargo ship. Two holds are flooding. There is imminent danger to our ship. We abandon the ship immediately. For safety reasons we request all passengers to go to their assembly stations on deck. Please follow instructions given by the officers and crew members there. I ask you kindly to remain calm. Women and children first. |
| Monolog C | Embarkation the ship |
| | Ladies and Gentlemen. May I have your attention? Vessel "Flying Dragon" will leave Dalian Harbour punctually at 1530 hours local time. Would you mind if I ask you to show your ticket to stewardess standing by ganyway? Mind your head and care your steps when your embarking. The Captain is Wang Guowei. Welcome to our vessel. I hope you have a prosperous voyage. |

1. Passengers are requested to read all notes and leaflets concerning safety regulations.
2. All regulations concerning the ship's routine have to be obeyed.
3. Safety regulations do not permit passengers to enter the following spaces; Navigating bridge; engine rooms; manoeuvring areas at the front and back of the ship; cargo rooms and compartments; service rooms; all areas and spaces marked "crew only" all closed sealed and roped off areas, spaces and rooms; car decks when the ship is at sea.
4. International regulations require all passengers to be assembled in a drill which has to take place within 24 hours of leaving port.
5. A drill will be held to familiarize passengers with their assembly stations.
6. All passengers must attend this drill.
7. In case of emergency seven short blasts and one long blast will be given with the ship's whistle and the alarm system.
8. Remain calm when you hear the general emergency alarm.
9. Passengers will be taught how to act and behave in cases of emergency.
10. Always remember that fire is the greatest hazard aboard ship.
11. Always act immediately if you detect fire, smell or smoke.
12. Always inform somebody of the crew if you detect fire, smell or smoke.
13. Be careful to extinguish cigarettes completely.
14. Put used cigarettes in a container provided.
15. Never smoke in bed.
16. Never smoke on deck except in area labeled as smoking areas.
17. Never throw a cigarette overboard.
18. The use of naked light and open fire is strictly prohibited.
19. Never use lighted candles.
20. Never hang anything over or near an electric bulb.
21. Never use an electric iron in a cabin. If you need to iron something use the ironing room on quarter deck. The key may be collected at the information desk.
22. If you detect a fire, smell or smoke act immediately as follows: Call out "Fire"; Operate the nearest fire alarm; Inform a member of the crew; Telephone the navigating bridge. The number to dial is 19.
23. There is no immediate danger to our passengers or the ship and there is no reason to be alarmed.
24. The ship's fire brigade is fighting the fire.
25. We have also radio contact with other radio stations.
26. The fire is under control.
27. As soon as I have further information, I will make another announcement. I ask you kindly to remain calm. There is no danger at this time.
28. There is smoke formation in main deck- access to this area is prohibited.
29. For safety reasons we request all passengers to prepare to go to their assembly stations. Access to the assembly stations will be via galley door and upstairs. Do not forget to take your lifejackets and blankets with you.
30. All passengers of deck No.1 are requested to followed the crew members who will escort you to your assembly stations.
31. When you get to your assembly stations, put on your lifejackets and wait for further orders.
32. Do not go to the lifeboats until you are ordered to do so.
33. Go to your lifeboat stations.
34. Follow the escape route shown.
35. Do not enter the lifeboats. The order to enter lifeboats will be given from the bridge or by the officers.
36. We have just received a message from other ships that assistance is on the way. Assistance should arrive within approximately 2 hours.
37. If you see anybody fall overboard, act as follows;

1. Callout "Man overboard".
2. Throw lifebuoys overboard.
3. Keep your eyes on the person in the water.
4. Tell crew the person's position in the water, or telephone the bridge immediately, the number is 03.
38. Children must be kept under permanent observation.
39. Never let children climb or sit on the ship's rails.
40. Special lifejackets for children are available; Please ask the stewardess.
41. You may leave your children under qualified care in the children's playroom.
42. When the general emergency alarm is sounded which consists of seven short blasts and one long blast, all passengers have to go to their assembly station. Take your lifejackets and blankets with you. Lifejackets are stored in your cabins under your beds and at your assembly stations. You are encouraged to try on your lifejacket.
43. All passengers must put on: Warm clothing; Long trousers; long- sleeved jackets; Strong shoes and head covering.
44. All passengers are requested to carefully study the safety instructions behind their cabin doors.
45. Do not use lifts.
46. When you hear the abandon ship alarm which consists of one long and one short blast repeated continuously. Please act in the same manner as under the general emergency alarm.
47. During the voyage you may hear some other sounds. These are exclusively for the information of the crew.
48. If you have any questions regarding safety, do not hesitate to ask the ship's officers or crew.
49. No put on high- heeled shoes.
50. Do not forget personal documents. Your spectacles and medicine if necessary.
51. Do not return to your cabin to collect your property.
52. At your assembly station one of the officers will perform a roll call.
53. The officer will say: "This is a roll call", and he will call out the passengers individually by their names.
54. When your name is called out, please answer loudly "Here".
55. If one of your cabinmates is not able to attend the roll call, please inform the officer immediately.
56. Pull lifejacket over your head; tighten string well; put strings around your waist and tie in front.
57. Follow closely the demonstration given by the officer. The crew members will help you if necessary.
58. Carefully study the demonstration in the pictures in your cabin.
59. Carefully study the demonstration in the pictures at the assembly station.
60. Clear entrance of lifeboat when entering.
61. Do not push each other when entering.
62. Hold on to ropes or to your set when lowering or hoisting.
63. Provisions and drinking water will be distributed by an officer only.
64. Strictly obey all instructions given by lifeboatman.
65. Discipline in the lifeboat is of vital importance.
66. Do not remove your shirts.
67. Do not remove long trousers.
68. Do not remove your head covering.
69. Who needs medical first aid?
70. Everybody will get the same ration of provisions and water.
71. Warning! Do not drink sea water whatever the situation.
72. We will fire rockets.
73. We will use smoke buoys to attract attention.
74. We will join the other lifeboats.
75. Keep calm. There is no reason to panic. The officers know exactly what to do.
76. There are enough provisions and drinking water for 48 hours.
77. You obtain medicine for seasickness from the lifeboatman.
78. Search all cabins for missing persons.
79. Assist those who need help.
80. We require warm clothing and blankets for the children.
81. We require a skretcher for the injured.
82. All persons, please move closer. The injured need room to lie down.
83. All persons, please, be quiet. The children need rest.

Lesson Twenty- One: Chart Works (海圖工作)

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| Dialog A | Asking for Planning Route |
| Captain | Second Mate, we are about to sail from Hong Kong to Antwerp the day after tomorrow. Could you prepare the Passage Plan beforehand? |
| Second Mate | Certainly, Sir. But we lack of Chart 3807. |
| Captain | I will order it from Chart Agent tomorrow morning. |
| Dialog B | Submitted Navigational Warnings |
| Captain | Second Mate, I received these sets of navigational warnings from Tokyo Radio Station this morning. I suppose some of them are useful. |
| Second Mate | Put them on the chart, and write down the warning numbers in register book. I will handle it. Thanks a lot. |
| Dialog C | Blame on Chart Work |
| Captain | Why did you not fix charts, Second Mate? |
| Second Mate | I'm terribly sorry. It's no my fault. I take over the job from former Second Officer recently. But I found there is no Admiralty Notice to Mariners. Besides, Radio Offices seldom provided the latest messages. |
| Captain | Why did you not report immediately? |
| Second Mate | That is my mistake, Sir! |

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| <ol style="list-style-type: none"> 1. Lowestoft (拉沃克福特) Light (52°19'.6N, 001°18'E) unlit. 2. Caister (凱斯特) Light buoy of chart 108 damaged. 3. North Well Light- buoy of Chart 108 damaged. 4. Cromer (克勒漢) Lighthouse of chart 106 (52°56'N, 001°18'E) off station. 5. Roaring Middle Light- float (52°58'N, 000°21'E) missing. 6. For major lights only: Fog signal at Fire Range Control Tower (53°04'N, 000°14'E) inoperative. 7. Lighthouse in position 65°10'55"N, 012°07'15"E changed to isophase Red 4 seconds 23 feet 2 miles. 8. Light in 50°49'.7N, 000°14'.8W temporarily changed to group occulting light 5 seconds 8 meters 10 miles. 9. Light in 65°10'.9N, 012°06'.9E temporarily removed. 10. Port- hand pillar lightbuoy with topmark in 31° 60'.63N, 121°38'.50E temporarily discontinued. 11. Port- hand light- beacon with topmark Flashing Red 10 seconds established in position 53°35'.98N, 000° 05'.97W. 12. E. Cardinal pillar lightbuoy quick flashing 3 seconds 10 seconds Chong 1 re- established in position 31° 27'.82N, 121°28'.58E. 13. Radar beacon moved 3 miles 175 degrees to 29° 39'.57N, 032°32'.15E. 14. Superbuoy adrift in vicinity 50°45'N, 010°26'W at 0800 hour local time. 15. Hazardous mine adrift in vicinity 26°31'N, 078° 46'W at 1200 UTC. 16. Unlit derelict vessel adrift in vicinity 32°05'N, 081° 06'W at 0830 UTC hours local time. 17. Four containers adrift in vicinity 36°39'S, 174°54'E at 0200 UTC. 18. GPS stellite 6 unusable from 09 0600 UTC to 12 0600 UTC Cancel one hour after time of restoration. 19. Loran A station Cheng Shan off air from 01 0800 | <ol style="list-style-type: none"> UTC hours local time to 05 0800 hours local time. Cancel one hour after time of restoration. 20. Racon in position 32°05'S, 081°05'E off air from 08 0800 hours local time to 05 0800 hours local time. Cancel one hour after time of restoration. 21. Decca off air from 08 1000 UTC to 10 1000 UTC. Cancel one hour after time of restoration. 22. Uncharted reef in position 02°28'N, 111°15'E. 23. Dangerous wreck located in position 06°22'S, 006° 10'E. 24. Dangerous wreck in position 34°21'N, 134°03'E marked by Red Lightbuoy at 0.5 mile 090°. 25. Cable operations by M/V Alxander (亞歷山大輪) in vicinity 32°44'.92S, 071°29'.30W from 09 1000 UTC to 15 1000 UTC. Wide berth requested. Contact via channel 13. 26. Seismic survey by Xiang Yanghong (向陽紅輪) No.10 from 08 0800 UTC to 10 0800 UTC in position 34°40'N, 130°16'E to 34°50'N, 130°16'E. Wide berth requested. Contact via VHF channel 26. 27. Survey vessel Xiang Yanghong (向陽紅輪) No.5 towing 50 meters seismic cable along line joining 32° 16'N, 125°26'E. Wide berth requested. 28. Survey vessel M/V Hydrographer (測量員號) towing 100 meters in area bound by 01°30'N, 130° 40'E, 02°30'N, 130°40'E, 01°30'N, 131°40'E, 02° 30'N, 131°40'E from 0302 0800 UTC to 0401 1800 UTC. Wide berth requested. Contact via VHF channel 20. 29. Hazardous operations by HuJiu No.6 (護救六號) in vicinity 32°40'N, 127°30'E from 03 0800 UTC to 06 0800 UTC. Wide berth requested. Contact via VHF channel 13. 30. Current meters moored in 03°06'.50N, 145°33'.46E. Wide berth requested. 31. Diving operation by vessel YanJiu No.10 (煙救十號) from 08 1200 UTC to 10 2200 UTC in position 34° 52'.97N, 134°52'.06E. Wide berth requested. |
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32. Difficult tow from Yan Tai (煙台) on April 1st to QingDao (青島) on April 3rd. Wide berth requested.
33. Dredging operations by vessel Shu De (樹德輪) from March 1st 0800 hours local time to March 3rd 0800 hours local time in position 36°39'N, 130°36'E. Wide berth requested.
34. Platform ocean Explorer established in position 06°15'.30S, 132°36'.40W. Wide berth requested.
35. Platform Hua Tan No.1 (華探一號) removed from 03°16'N, 132°36'E on April 4th.
36. Pipeline Hua Xia No.6 (華廈六號) in position 33°35'.07N, 130°08'.30E spilling oil. Wide berth requested.
37. Platform Kai Cai No.2 (開采二號平台) in position 26°15'.03N, 126°40'.50E leaking gas. Wide berth requested.
38. Derelict platform Orient Weller (東方掘井者) being removed at 98 0403 0800 UTC from 36°11'.05N, 137°30'.40E. Wide berth requested.
39. Lock St Lambet (怪拉姆特船閘) defective.
40. Bridge Estuary No.6 (河口六號) defective.
41. Avoid this area- no possibility for vessels to turn.
42. Gunnery exercises in area bounded by 01°00'N, 132°00'E, 03°00'N, 132°00'E, 01°00'N, 134°00'E, 03°00'N, 134°00'E from 98 0214 0800 UTC to 98 0414 0800 UTC Wide berth requested.
43. Rocket firing exercises in area bounded by 33°40'N, 121°50'E, 35°40'N, 121°50'E, 33°40'N, 123°50'E, 35°40'N, 123°50'E. Wide berth requested.
44. Missile exercises in area bounded by 59°19'.0N, 006°16'.1E, 59°22'.8N, 006°02'.6E, 59°19'.0N, 007°16'.1E. Wide berth requested.
45. Torpedo exercises in area bounded by 02°28'.70N, 111°11'.22E, 02°29'.12N, 111°11'.50E, 02°27'.70N, 111°12'.97E, 02°28'.23N, 111°13'.29E. Wide berth requested.
46. Mine clearing operation from May 1st 0800 UTC to May 10th 1800 UTC in area bounded by 32°45'.02S, 071°29'.67W, 32°44'.92S, 071°29'.30W, 32°44'.92S, 071°29'.40W. Wide berth requested. Contact via VHF channel 13.

Lesson Twenty- Two: Inspection (檢查)

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| Dialog A | Occupational Inspection from Shipowner's Representative |
| Representative | According to ISM code and our company management system, we shall check crew the understanding of our management system. |
| Captain | Yes, Sir. |
| Representative | How many items are there for master's responsibility? Choose one to express your understanding, Mr. Captain. |
| Captain | There are four items. Second item says "The master must know the ship thoroughly". This means, a competent master needs to know conditions of Deck Department, and takes charge of safety operation and effective management of the ship. Are you satisfied? |
| Representative | Now, let's focus on the other item. |
| Dialog B | PSC inspection |
| U.S.C.G (美國海岸警備隊) | Captain, I am afraid the ship store on forward deck has weakness. Fire extinguishers should be installed both outside and inside. |
| Captain | That is designed defective. I supposed that it doesn't need inside. Normally, we fight fire from outside to inside. |
| U.S.C.G (美國海岸警備隊) | How would you take measures if crew in inside and a fire is caused? In addition, how long will crew run from bridge to ship store? |
| Captain | I guarantee that our crew rush to ship store within 2 minutes. |
| U.S.C.G (美國海岸警備隊) | 2 minutes? Let's check. |
| Dialog C | Recheck Weakness |
| Inspector | Yesterday, we checked that you didn't launch the new life boat into water. Now we should recheck it before sailing. |
| Third Mate | Yes, Sir. We can launch the new lifeboat as we studied the manual and have gotten well knowledge of the working principle. |
| Inspector | Let you start and I will evaluate. |
| Third Mate | OK. Get ready fore and aft. Launching lifeboat. (A few minutes later lifeboat is still in launching track) |
| Inspector | I am sorry to tell you that your ship should be detained at this port to be trained contingency procedure. |
| Third Mate | Could you allow us to do it again? Wait a minute. I will call Captain. |

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| <ol style="list-style-type: none"> 1. Various walkways over pipes on foredeck corroded. 2. Hold ventilators between No.2 and 3 holds closing devices seized. 3. Starboard side life boat boarding light (emergency) not working. 4. Emergency fire pump vacuum pump seized and can not be driven by engine. 5. Lifeboats not in water in last 3 months. 6. Charts for forthcoming voyage not corrected. 7. Port diesel generator flywheel guard missing. 8. SOLAS training manuals not enough for every crew. 9. Gally- range hood oily. 10. 2128 auto watchkeeper not available. 11. Main receiver antenna kroken. 12. Auto alarm antenna broken. 13. Radio batteries s.g. below below 1.285. 14. Sea anchor in starboard lifeboat rotted. 15. Main and reserve transmitters antenna slack in cage and may short. 16. Official logbook not clean. 17. Ladder boat deck to funnel deck portside bottem step severely corroded. 18. Emergency fire pump not pumping. 19. Purifiers, auxiliary diesel engines tanktop oily. 20. Main deck e. r. entrance door port- door closer missing. | <ol style="list-style-type: none"> 21. Chain cables No.2 length port side and No.5 & No.7 lengths stb'd to be remeasured and renewed at next docking survey as found necessary. 22. Biscuit in No.5 liferaft expired. 23. The ship's type altered from general cargo ship to training ship, all relating alteration plans designed and approved by CCS Dalian Approve Centre (中國船級社大連項目批准中心). 24. One tier of deck house newly built and installed on boat deck in way of Frs. Nos. 7- aft with 9100×7400×2500mm in size. 25. A set of fire detection and alarm system newly installed in the whole accommodation spaces as per the requirement of IIC method. 26. Two new lifeboats (Capacity:65 persons each), davits and winches installed on board the ship instead of old ones. Details refer to the product cert. No; NJP98 520020-25. 27. After altering, additional calculation for stability information carried out and approved by CCS Dalian Plan Approve centre and International Tonnage Certificate (1996) re-issued with new G.T.T. remeasured this time. 28. As per the Fax instruction (No. BJRRD98060) of headquarters, subdivision and stability information |
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- exempted, and additional class notation for restriction of trade area on Hull Classification Certificate, i.e. "sailing among China, Korea, Japan, and South-east Asia".
29. The ship's owner and port of registry changed from previous Tianjin Ocean Shipping Company and Tianjin to present Yucai Shipping Company and Dalian.
 30. Chain cables No 1,4,5,6,7, &8 lengths port side were renewed, detailed particulars of new chain cables as follows: Total length, 6×27.5m. Diameter, 50mm, Grade, AM2. Proof load applied, 981kN, Product cert No, JYP98320B5.
 31. The fresh water high- temperature sensor of the main generator engines is not available.
 32. When the air compressors starting the output of oil is excessive.
 33. The sea- water pipe outlet of air compressors fresh water cooler found leaking.
 34. Thermometer is not available on hot well.
 35. The high level alarm of bilge tank is not work properly.
 36. The roller of fairleader amidships not turn.
 37. Four steps on hatch No.1 comings deformed and dewelded.
 38. The top position of No.2 derrick post is mandering.
 39. Chain cable is in turned condition.
 40. Handrails is not available in the passage way wall of accommodation.
 41. The handle for store davit not turn.
 42. The door of control room leaked.
 43. the deck cover in Saloon and Mess room damaged.
 44. The hydraulic switch of skylight found leaking.
 45. The timer of Facsmile recorder is not correct..
 46. The error of magnetic compass is not adjusted.
 47. The steam valve of main engine fresh water heater leaked.
 48. The fuel injection pump of No.4 cylinder found leaking.
 49. The filter of No.2 hydraulic pump not seal ring.
 50. The door of distribution board after galley to be rewelded.
 51. The remain ballast water (30 cm ~ 40 cm) in No.2 W.B.T. (P&S) can not be discharged.
 52. There is a big hole on the outlet pipe of No.1 and No.2 general service pumps.
 53. The position of block for opening No.2 hatch cover is incorrect and the block on turn.
 54. Four fixed rings need to be added on upper deck for derrick holds.
 55. The lifejacket whistle in Chief Mate's cabin missing.
 56. Y2K problem has been solved by our company.
 57. We can change to manual operation in case the Y2K problem happens.
 58. We have obtained Y2K Compatible Certificate.

Lesson Twenty- Three: Maintenance and Repairing (維修與保養)

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| Dialog A | Inform Repairing |
| Agent | Captain, your shipowner requires you to submit repairing items to shipping company immediately. |
| Captain | What is repairing arrangement? |
| Agent | I received a telephone from your shipping company. It says that your ship needs to sail to Hong Kong to wait for drydock. |
| Captain | How much will company arrange for this repairing? |
| Agent | Approximately 100000 Hong Kong dollars. You can phone your manager to get information in more detail. |
| Dialog B | Ordering Ship Stores |
| Chief engineer | Captain, I checked store room for Engine Department last night. We lack of many tools for repairing, such as non- spark cutting pliers, screw plate sets, adjustable wrenches. |
| Captain | O.K. I will order them from agent. Could you look them up in Marine Store Guide? |
| Chief engineer | Chief Officer has looked up. Look: non- spark side cutting pliers- 615867; screw plate sets-632201; adjustable wrenehes 616101. |
| Captain | O.K. I will write a telegraph for ordering. Agent will take them while the ship is alongside. |
| Dialog C | Maintenance Meeting |
| Chief Officer | Tomorrow bosun and three O.S will serve for painting. |
| Bosun | Yes, Sir. Where will we paint? |
| Chief Officer | Main deck and upper deck. |
| Bosun | O.K. Johnson, Tommy, Lazy Smith. You three do. |
| Chief Officer | The derrick boom on hatch No.1 is not safe, and it may be harmful for navigation. Second, could you check it tomorrow? |
| Second Office | All right. Chief. |
| Chief Officer | Third Mate, you will serve for captain to receive harbour master tomorrow. |

1. Two rollers of hatch cover not turn, to be renewed or repaired.
2. Six claws to be welded on upper deck bulwark for mooring the small tugs etc. as C/Officer requirement.
3. The derrick boom rests to be renewed as C/Officer requirement because the rests are too high and too high and too thin and not safety for navigation. Also the deformed positions to be corrected.
4. Two aluminium alloy stanchions for accommodation ladder were lacked, to be provided.
5. The handrails around store davit to be changed with portable type.
6. Shell plate about one sq. m on No.2 cargo hold starboard side deformed and six positions on bulwarks about two sq. m deformed, to be corrected.
7. The hooks for wheelhouse windows can not use, to be renewed.
8. The diffuser in C/Officer room damaged the temperature of this room can not become to lower when cooling, to be repaired.
9. The wash basin in stevedore's lavatory damaged, to be renewed.
10. Two urinal in poopdeck common lavatory damaged, not flow and upper position leaked, to be repaired.
11. The soil pipe in pilot room not follow and this room has not shower, to be repaired and added.
12. The position of one electric heater in wheelhouse to be changed as C/Officer requirement.
13. The insulation for exposed part of A deck to be carried out.
14. Two axes, fire rods and fire hooks etc to be provided and fixed as C/Officer requirement.
15. The Engine Telegraph recorder damaged, to be repaired.
16. Chronometers (Crystal clock) to be provided and installed in wheelhouse as specification.
17. The door of flag locker damaged, to be repaired.
18. Barometer damaged, to be renewed.
19. Cooling sea water pipes in No.2 cargo hold to be modified to outside of cargo hold because the pipe condensing water damage cargo.
20. The opening hatch cover method also not to be satisfied that using the warping head of cargo gear not through derrick boom open the hatch cover because using derrick boom is not safe.
21. The thermometer (0°C~100°C) to be provided for main engine fuel settling tank.
22. Main engine expansion tank to be connected with main generator engine expansion tank for warming M/E cylinder by pass pipe vent pipe to be leaded to the tanks coamings.
23. Main engine fuel oil flow meter found leaking, to be deleted.
24. The coamings to be provided in front of fuel oil purifier for preventing sludge flowing to the reseroir around.
25. While vessel is in port cooling sea water is supplied by port service cooling sea water pump. Marine growth preventing system is very difficult to use and not safety for operation, to be solved.
26. The natural ventilation exhaust with demper to be provided for control room.
27. Open gratings over generator to be replaced by solid

- nonship checkered steel plate.
28. The coamings to be provided around hot- water heater and hot- water circulating pump in steering gear room.
 29. The sea- water inlet of refrigerating plant leaked to be renewed.
 30. The graduated scale to be provided for circulating lube oil tank.
 31. No.1 main generator engine starting air pressure gauge damaged, to be renewed.
 32. The safety cover of No.2 main generator engine exhaust pipe damaged owing to vibration, to be renewed.
 33. No.2 main generator engine has serious vibration, to be deleted.
 34. Sea- water pressure gauges (0 kg/cm² ~ 5 kg/cm²) to be provided for main generator.
 35. The test board of main generator engine fuel injector to be fixed near fuel oil purifier for operating safety and easily.
 36. The rack of fixed fuel oil injector to be provided and the bottom coamings and safety cover to be expanded.
 37. No.1 main generator engine fresh water cooling outlet to turbine inlet damaged to be renewed.
 38. The inspection glass for oil level of main generator engine governor to be renewed.
 39. Fuel oil flow meter of main generator engine found air leaking to be repaired or renewed.
 40. The air compressors have serious vibration, to be deleted.
 41. Two thermometer of fuel oil purifier damaged owing to vibration to be renewed, then vibration to be solved.
 42. The thermometer (0 °C ~100 °C) to be provided for diesel oil setting tank.
 43. The drain screw of fuel oil sludge tank to be changed with valve or cock.
 44. The coamings of diesel oil service tank found leaking, to be repaired.
 45. The drain pipes to be installed from the boiler flat and hot water well flat to bilge well for leading the waste oil water.
 46. The spring of boiler throttle to be renewed.
 47. There are two leakages on the place near the flange of general service pipe. One is over the boiler and another one is over the door of engine room. These pipes to be renewed.
 48. The return pipe of heating coil for No.2 fuel oil tank leaked on the tank bottom, to be renewed.
 49. The follow meter for fuel oil of boiler not correct to be adjusted.
 50. Heating pipe for fuel oil tank leaked on the flange position which under the floor front the boiler, to be renewed.
 51. There is an air hole on the casing of No.1 general service pump, to be renewed.
 52. There is an air hole nearby of the flange of No.1 sanitary pump inlet pipe, to be renewed.
 53. The location of discharge valve operating handle for ballast system is incorrect, valve shaft to be of upwards for convenience.
 54. The outlet pressure gauge of hydraulic oil pump in bosun store have not glass, to be fitted.
 55. Anew stop valve to be installed before the waste oil filter of waste oil incinerator for convenient slushing. The drain screw to be changed with cock.
 56. Resistance of motor for No.1 and No.2 auxiliary blower of M/E is only 0.1M ohm, to be repaired.
 57. The control timer of No.2 fresh water pump of M/E is out of order, to be renewed (Type NTS-4A-S TAIYO).
 58. Start / Stop button if mooring at aft is not active, to be repaired.
 59. There is electricity trouble of electric potato peeler to be repaired.
 60. The light beds on aft post near side navigation bridge broken to be renewed.
 61. In order to clean the bottom floor of enging room, the hot and cold fresh water pipes and cocks to be installed from engine control room to bottom floor.
 62. The measuring range of pressure gauge on outlet pipe of hot water circulating pump is too small (4 kg/cm²), to be change with 61 kg/cm². The outlet pressure gauge of No.2 hot water circulating pump is out of order, to be renewed.

Lesson Twenty- Four: Handover (交接班)

| | |
|-----------------|---|
| Dialog A | Chief/ Second Mates Handover |
| Second Mate | Did you have a nice dream? |
| Chief Mate | Oh, at the mid- way. A/B wakes me. |
| Second Mate | Course 275°. A passing vessel is on our port bow. The clock has been adjusted. Dead racon is on the chart. Captain orders that call him if there is something abnormal. |
| Chief Mate | O.K. have a nice dream. |
| Dialog B | Second/ Third Mates Handover |
| Second Mate | What's the matter? |
| Third Mate | The wind is so strong. Sea rough. Captain orders: Alter course if necessary. Present course 202°, speed 10.5 knots. |
| Second Mate | O.K. The movie shown in saloon is wonderful. Won't you watch? |
| Third Mate | A good sleep is number one choice. |
| Dialog C | Handover alongside |
| Third Mate | The dock side crane is not working. The stevedores used our cranes one hour ago. No.1 crane motor is inoperative as well. |
| Second Mate | Call electrician and report to Chief. Third Mate. |
| Third Mate | I did. The electrician is repairing. The Chief is consulting with harbour master. I reported to Mr. Captain. |
| Second Mate | O.K. I will have a bath and go to duty free shop to buy a T.V. |
| Third Mate | Good luck. |

1. Due to dense fog. Keep a sharp lookout, Navigate with caution.
2. Wake me up while arriving at Cheng Shan Tou (成山頭).
3. Call me at any time if you find abnormal.
4. In form me at any time if the bridge needs.
5. When on duty, strictly obey Night Orders. Report me on turning position.
6. Notify me if the weather changed.
7. It is reported that fog will set in tonight. Inform me when fog at rives.
8. Safety navigation should be borne in mind.
9. Wake me up if the ice deteoriate.
10. Navigate with reduced speed when the fog set in. Report me immediately.
11. Report to me if you find abandoned vessel.
12. Consult anything with C/O. Do not call me until arrival at mouth of strait.
13. We made rendevous with M/V Jin Gang Ling (金剛嶺). Keep a sharp lookout in vicinity.
14. Inform me when arriving at Good Hope Cape (好望角).
15. Check Gyro and Magnetic courses frequently.
16. Alter course to 175° when the distance recorder shows 610' and report to me.
17. Don't determine the position in accordance with few radar information.
18. Test auto pilot once each watch by hand wheel operation.
19. Never alter course without my instruction unless close quarters imminent.
20. Take celestial azimuth and find compass error on each watch if the weather in fine.
21. Use echo sounder frequently when passing shallow water.
22. When passing One Fathom Bank, check the depth and variable sand waves below the sea level all the time by echo sounder.
23. Keep a sharp look out for passing vessels and fishing boats, especially the boat carrying no lights.
24. When watching at night, strictly obey the Maritime Traffic Safety Laws of Japanese Coast.
25. Pay much attention to lands in later half of night, let me know when you sight any land.
26. Keenly look out for lessels and fishing boats not to approach too close to them.
27. More sea burying in vicinity. Navigate with caution.
28. Read and note the barometer every hour, and keep watch to seas and winds all the time.
29. Call me when the fog set in. Sound regulation whistle, attend to echo sounding and start radar at an interval not more than 20 mimutes.
30. Adjust all clocks at mid- night by zone time signal.
31. All order as usual.
32. Same as above.
33. Everything is in order.
34. Your handover is not clear.
35. Pay much attention to fishing boat ahead. NAVAIDS work in normal condition.
36. Course 180°. Magnetic compass course 185°, speed 15 KTs.
37. See Night Orders from captain tonight.
38. The course deviates to port due to current.
39. Are you clear for all items?
40. Thank you for coming on time.
41. At alteration position change chart.
42. There is no vessel in the vicinity. Everything is O.K.
43. I have reported to Cheng Shantou at C.I.P.
44. Spring tide. Pay much attention to headline.
45. The wind is strong. Pay much attention to cables.
46. The second radar has no sweeping line.
47. The full astern of the telegraph is much later, pay attention.

- 48. I am relax.
- 49. A container vessel wished to overtake us. I did not agree.
- 50. The captain orders: Don't alter course using larger arc.
- 51. The radar is on. Check the course again.

- 52. Did you have your dinner?
- 53. There is 5 nautical miles left to Barr head lighthouse.
- 54. The gyro compass error has been adjusted.
- 55. All certificates are available and complete.
- 56. The captain orders: Give a wide berth for crossing vessels.

Lesson Twenty- Five: NAVAIDS (助航儀器)

| | |
|-----------------|---|
| Dialog A | Talking about New Installed APRA |
| Chief Officer | The new. Installed APRA can not be used, Mr. Captain. |
| Master | What's the matter? |
| Chief Officer | The scanning line is dark red, and the background is black. Sometimes it is difficult to distinguish the scanning line on the display. |
| Master | It must be designedly defective. I will send a cable to the manufacturer to ask for replacing the software. |
| Dialog B | Reporting VHF Defectiveness |
| Second Mate | The VHF transmitting/ receiving conversion button is not working. When I wished to overtake the vessel ahead and used VHF, I found the VHF installation can not send any message. The VHF installation still works in receiving function. |
| Chief Mate | Let me check. Oh, the button is out of order. It can not be pushed down, Inform radio officer to come with necessary tools. |
| Second Mate | Yes, Sir. Anything else? |
| Chief Mate | Tell Third Officer strictly obey the international regulations for preventing collision at sea. Navigate with caution. If necessary, use siren instead of VHF to express handling intentions for vessels in the vicinity. I hope the VHF will be in good order very soon. |
| Dialog C | Reception of Repair Personnel |
| Second Mate | Won't you have a cigarette? |
| Repair Engineer | No thanks. Let's continue to work. Pass me the multi- meter and the screw, please. |
| Second Mate | O.K. Sir! |
| Repair Engineer | Oh, my God! I got it! The magnetron is out of order. |
| Second Mate | Did you take the spares? |
| Repair Engineer | I am sorry to tell you that I have not carry any spare. I must return to the station to fetch it. |
| Second Mate | O.K. See you then! |

1. Switch on fine trning button.
2. The sensitivity is not enough. The gyro compass does not respond when the course changed within 1.5 degrees.
3. The current of gyro ball is too big. The value has exceeded 1.1 Ampere.
4. The course error is about 30 degrees to 60 degrees.
5. Rotate the gyro ball continually along vertical axis.
6. The gyro ball is too low. The height of sinking test is below 6 mm.
7. Check s.g of support liquid with hydrometer.
8. The generator turns wrong direction due to wrong phase of the power supply.
9. Please check the circuit with circuit map.
10. Connect voltage meter in the connection bar No. 134/135 of the electric motor.
11. Insert simulative bridge 148-108 instead of amplifier.
12. The follow bridge circuit has cut off or high resistanced. The trouble is convergence coil, brush or amplifier.
13. Keep follow system with minimum voltage rotation from 000 degree to 360 degrees. Find the insensitive point.
14. The course indication of repeaters does not match that of gyro compass.
15. All the courses of repeaters are same, except for main gyro compass.
16. Please turn graduated disc of 0.5 degree.
17. Change electron tube ECC- 82. Check the voltage whether or not it is 20V.
18. Switch off follow button. The course gear wheel is free from synchro accordingly.
19. Turn graduated disc of main gyro compass to comply with the graduated disc of repeaters. Then install synchro.
20. The gyro ball has tilted. It has scars. Request to replace.
21. Check and correct s. q of support liquid.
22. The position indication on display has been wrong. The error has been calculated by degree.
23. Shut down it and start it with COLD switch on. Try again and again.
24. There is no indication on screen. The fuse has been broken down.
25. There is no illumination. The fuse has been broken down.
26. The tracking of satellite is not stable. It has lost ship's position.
27. The capacitors C251 and C252 need to be replaced.
28. Cease to track satellite in coastal waters. Then return to normal working order in offshore waters.
29. The terminal can not respond any signal unperiodically. Switch off power. It resumes after 5 seconds.
30. The INMARSAT-C SES terminal printer is out of order.
31. the receiving level of the INMARSAT SES in not stable.
32. The fuse has been broken down due to unstable power supply of the ship.
33. The control button of STAURN-C is not sensitive. The interface between keyboard and CPU has been found broken.
34. The transceiving signal level sometimes disappeared.

- It can not guarantee correctness of receiving.
35. The maker is Sailor company.
 36. The INMARSAT-A display was damaged. The high-voltage insulation was broken down.
 37. The ship-to-shore communication can not be established even if the circuit is not busy.
 38. The receiving part of machine memory is occupied due to misuse of text editor. It can not eliminate useless messages.
 39. My weather FAX receiving machine is out of order. The model type is FRUNO made from JRC.
 40. The symptom is all control buttons inoperative.
 41. The wheel does not turn. And printer only prints a heavy line.
 42. The printing of FAX-214 facsimile machine is not clear. The print head is probably out of service.
 43. The FAX receiver's antenna was broken due to strong wind. For emergency use, we must connect to main receiver's antenna.
 44. The memory controls of FAX receiver are out of operation.
 45. The motor carbon brush of radar antenna has been worn seriously due to long time service. It can not touch really.
 46. There is sometimes no scanning line on radar screen.
 47. The radar antenna can not rotate.
 48. The waveguide assembly was full of water. The radar can not transmit and receive normally. There is a cluster of echoes in the centre of radar screen.
 49. The surface of display sweep coil contaminated by dust. The echo signals in some sectors missing on the screen.
 50. The echo signals are very weak. Small targets can not be sighted. It is possible to say that magnetron is out of service.
 51. The automatic tracking function of the APRA is out of order. We can only input data manually, and the deviation is beyond the scope.
 52. The rotation of scanning line is not in even speed.
 53. There is no scanning line is not in even speed.
 54. The rotation of scanning line is reverse.
 55. The scanning line reverses, pauses, skips.
 56. The false targets occurred.
 57. There is no echo signal. But brightness, scanning line are still exists.
 58. There is no echo and brightness. It is examined that fuse has broken.
 59. The antenna does not synchronize scanning. The heading line is not stable. The echo position is changed accordingly.
 60. The change button between relative motion and true motion in the panel does not touch firmly.
 61. You should often clear up carbon brush.
 62. The flag rope fouled with antenna. The antenna can not rotate.
 63. The waveguide assembly flooded. It affects resolving power.
 64. The mixer crystal is outdated. The echo signals are not clear. For bigger range scales, small targets are always missing.
 65. The synchronous motor is out of order. The heading line swings back and forth.
 66. The echo signals are weak. The edges of the signals are unclear as well. The current of the magnetron is a little bit less than normal.
 67. The fixed screw in synchronous motor is not fixed, The antenna motor rotates with synchronous motor. The signal line was broken by rotation.
 68. You are kindly advised that APRA radar has been found inoperative.
 69. There should be one target, whereas two targets are indicated in the radar screen.
 70. There is blind sector between 330 degrees and 350 degrees for DP-2000 type radar.
 71. The frequency synthesizer can not lock well. It can not transmit messages but illumination light glimmers.
 72. The output power is too low. Require to replace power tubes.
 73. The grid circuit is out of order.
 74. The touch points are not firmly connected due to long time usage of relay.
 75. The high voltage fed in. The circuit was cut off. The current meter shows over loaded.
 76. The transmitting distance was shortened, as transmitting can not be performed with full power.
 77. The numerical indicator tube is out of order.
 78. The tune in S-1250 is not stable.
 79. The receiver has occurred frequency shift.
 80. The frequency changing relay is out of order. It can not change frequencies.
 81. MF transmitter is in normal working order, but HF transmitter is out of order.
 82. The rechargeable accumulator can not be recharged. It can not operate longer when it is full recharged.
 83. The possible reason is that the accumulator is out of date, or that it is not recharged and discharged periodically.
 84. You did not make a DF self-deviation curve table.
 85. The receiving voice in VHF distorted.
 86. The VHF transmitting / receiver converter relay can not touch firmly.
 87. When pushing button in handset, the VHF still works in receiving function.
 88. Adjust magnetic core in resonance coil connected to No.9 foot of Integrated Circuit MC 3357, until normal voice is received.
 89. The VHF transmitting / receiving button vibrates, We can not communicate via it.
 90. The function controls of the ARQ terminal are defective.
 91. The thermohead is damaged.
 92. The DSC transceiver connector is trouble.

Lesson One: Greetings (問候語)

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|-----------------|---|
| Dialog A | Greeting a Close Friend |
| Carl | Hello, there. |
| Mary | Hello. |
| Carl | How are you these days? |
| Mary | So- so, and you? |
| Carl | I am super. I have traveled to Hong Kong. |
| Mary | Lucky you. |
| Dialog B | Meeting a Businessman |
| Mr. William | Good morning, Mr. Green. |
| Mr. Green | Good morning, Mr. William. |
| Mr. William | I have a business meeting at 3 o'clock P.M. I hope you can come. |
| Mr. Green | OK, I will be there by 3 o'clock. Thank you. |
| Mr. William | Thank you. |
| Dialog C | Greeting a Stranger |
| Zhang | Excuse me. I don't think we have met. My surname is Zhang. How do you do? |
| Mike Jackson | How do you do? Mr. Zhang. My name is Mike Jackson. I'm very glad to meet you. |
| Zhang | Me, too. |

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|---|--|
| 1. Good morning. | 14. How is it going? It is going fine. |
| 2. Good afternoon. | 15. Lovely day, isn't it? Yes, isn't it? |
| 3. Good evening. | 16. So-so. |
| 4. How are you? Very well, and you? | 17. Pretty good. |
| 5. How are you these days? So-so, and you? | 18. Not too bad. |
| 6. How was your weekend? It was super, I.... | 19. Hi. |
| 7. How is everything going? Everything is going fine. | 20. Hello (hullo). |
| 8. How are you doing? I am doing fine. | 21. It's very nice to meet you. |
| 9. What's new? Nothing special. | 22. I'm very glad to meet you. |
| 10. How are you getting along? I am getting along fine. | 23. I'm pleased to meet you. |
| 11. How was your holiday? Pretty good. | 24. A pleasure to meet you. |
| 12. How was your vacation? So-so, and you? | 25. Charm! |
| 13. What's up? Not son much. | 26. How do you do! |
| | 27. G- day! |

Lesson Two: Introducing Someone (介紹某人)

| | |
|-----------------|--|
| Dialog A | At an Office |
| | Good morning officer. I am Zhang Hong. I am a seaman. I come from the People's Republic of China. Could I enter the office to talk with Mr. Harry? |
| Dialog B | At a Lecture |
| | Ladies and Gentlemen. May I have your attention? Here is our distinguished guest. He is very famous in navigation. His name is Thomas William. Now welcome Mr. Thomas Willaim. |
| Dialog C | A News from VOA |
| | It is zero hour thirty univerisal time. Here is the news in special English on the Voice of America. I'm Richario from Washington. |

1. I'm Zhang Mei.
2. My name is Jason. R. Harrison.
3. I'm 31 years old.
4. I graduated from Dalian Maritime University.
5. I was graduated from No.15 middle school.
6. My initials are Z. X. F.
7. My wife is a teacher.
8. My daughter is a preschool child.
9. My infant name is Tian Tian.
10. My full name is Jack Field.
11. I work in Dalian Ocean Shipping Company.
12. I live in Bejing.
13. My first name is Harry.
14. My last name is Green.
15. My parents are farmers.
16. I come from Zhong Shan District, Dalian City, Liaoning Province, the People's Republic of China.
17. My surname is Green.
18. My family name is Wang.
19. Her given name is Ping.
20. His written name is Flying Dragon.
21. I have a master's degree.
22. I am holding a doctor's degree.
23. I have a Bachelor degree of Arts.
24. I have a Scholar degree of Scicence.
25. I have an associate degree.
26. There are three people in my family, my wife, my daughter and I.

Lesson Three: Saying Goodbye (說再見)

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| Dialog A | At a Party |
| Guest | Well, it was a nice party, I enjoy it very much. |
| Hostess | Thank you for coming. |
| Guest | My baby- sitter must go home by 11 o'clock. |
| Hostess | I hope you can come again next time. |
| Guest | Bye- bye. |
| Hostess | Take care. |
| Dialog B | After a Dinner |
| Guest | Well, all the food is delicious. I like them very much. By the way, I have an appointment at 7 P.M. I must go now. |
| Host | I'm very glad you came. |
| Guest | Goodbye. |
| Host | Goodbye. |
| Dialog C | After a Meeting |
| Mr. Kissinger | Well, it was a very productive meeting. |
| Mr. Green | We are happy to have made an agreement. |
| Mr. Kissinger | So- long. |
| Mr. Green | So- long. |

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|----------------------|-----------------------|
| 1. Goodbye. | 9. Good luck. |
| 2. See you. | 10. Take care. |
| 3. See you later. | 11. Take it easy. |
| 4. See you again. | 12. Bye- bye. |
| 5. See you tomorrow. | 13. Bye for now. |
| 6. So- long. | 14. Well, cheerio. |
| 7. Farewell. | 15. Have a nice trip. |
| 8. Good night. | |

Lesson Four: Could You Tell Me The Way.....? (你能告訴我路嗎?)

| | |
|-----------------|---|
| Dialog A | To the post Office |
| Zhang | Excuse me. |
| Passer- by | Yes, may I help you? |
| Zhang | Could you tell me where the post office is? |
| Passer- by | Go down this street. Turn left, it's on your left. |
| Zhang | Go down this street. Turn left, then it's on my left, is that right? |
| Passer- by | Yes, that is right. |
| Zhang | Thank you. |
| Passer- by | Yes, that is all right. |
| Dialog B | To the supermarket |
| Wang | Excuse me. |
| Stranger | Ah- yes. |
| Wang | Can you tell me the way to the supermarket? |
| Stranger | Yes, go down this street, then first turn to your left, second turn to your right. On the corner. |
| Wang | Is it far? |
| Stranger | No, it is about on hundred meters. |
| Wang | That's O.K. Thank you. |
| Stranger | Don't mention it. Bye. |
| Wang | Good bye. |
| Dialog C | To the Railroad Station |
| Harry | Excuse me, could you do me a favor? |
| Stranger | Yes, I'd be glad to. |
| Harry | Where is the railroad station, please? |
| Stranger | Go straight. It's about fifteen minutes walk, on the corner. |
| Harry | Much appreciated. |
| Stranger | You are welcome. |

1. Excuse me.
2. I'm sorry to interrupt you.
3. Where is the Chinese Embassy, please?
4. How can I get there?
5. How do I get there?
6. Could you tell me where the seaport is?
7. Do you know where the berth No.15 is?
8. Which way should I take to the drugstore?
9. Which street should I walk to the grocery store?
10. I am lost.
11. Where am I?
12. Is it all right to take this way to the supermarket?
13. Go straight.
14. Go down this street.
15. Cross this avenue.
16. On the corner.
17. Turn to your left.
18. Turn right.
19. It is about five minutes walk.
20. It is about two kilometers walk.
21. It is about two blocks.
22. It's about five minutes drive.

Lesson Five: Looking for a Bath Room (找洗手間).

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|-----------------|---|
| Dialog A | At a Shop |
| Mark | Excuse me, where is the bath room? |
| Clerk | Over there, in the corner. |
| Mark | Thanks. |
| Clerk | You are welcome. |
| Dialog B | At a Hotel |
| Thomas | I'm sorry to interrupt you. Do you have a men's room? |
| Servant | Yes, Sir. Room 1013 is the men's room. |
| Thomas | Thank you very much. |
| Servant | You are welcome. |
| Dialog C | At a Building |
| Mary | I'd like to wash my hands. Is there any a ladies' room? |
| A Woman | Yes, pass that hall, on your left. |
| Mary | Much appreciated. |
| A Woman | No problem. |

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|--|---|
| 1. Where is the bath room? | 16. Where is the loo? |
| 2. Where is the men's room? | 17. Where is the rest room? |
| 3. Where is the women's room? | 18. Where is the Chic Sales? |
| 4. I must answer the call of nature. | 19. Where is boy's? |
| 5. I need to powder my nose. | 20. Where is girl's? |
| 6. I'd like to wash my hands. | 21. Where is dike? |
| 7. Is there any bath room here? | 22. Where is dunny? |
| 8. Is there a toilet for men? | 23. I'd like to go to number one. |
| 9. Is there any toilet for women? | 24. May I please leave the room? |
| 10. May I use your bath room? | 25. May I use the facilities? |
| 11. Could I enter the men's room? | 26. Could you show me to a necessary vault? |
| 12. Where is the W. C? (W.C 即 Water Closet) | 27. Gone to the fourth. |
| 13. May I use your washroom? | 28. May I flush nothing unnecessary down the commode? |
| 14. Is there a public lavatory near here? | |
| 15. Could you allow me to use your bathroom? | |

Lesson Six Telephoning (打電話)

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|-----------------|--|
| Dialog A | <i>In an Office</i> |
| Armstrong | Hullo, is that Johnson's office? |
| Clerk | Yes. |
| Armstrong | May I speak to Mr. Hoover? |
| Clerk | Yes, who is speaking, please? |
| Armstrong | It's John Armstrong's speaking. |
| Clerk | OK. Just a moment. Mr. Armstrong. |
| Dialog B | <i>Dialing a Wrong Number</i> |
| Kent | Is that 4791719? |
| A woman | No, this is 4791718. |
| Kent | I'm sorry. I dialed a wrong number. (Dialed again) |
| Kent | Hello, is this 4791719? |
| A man | Yes. |
| Kent | May I speak to Mr. Zhang Xin? |
| A man | I'm sorry. He is not in the office. Could you leave message for him? |
| Kent | Just tell him Kent's calling. |
| A man | OK. I'll tell him as soon as possible. |
| Dialog C | <i>An International Telephone</i> |
| A man | May I ask for an overseas call to London? |
| Operator | My pleasure, Sir. Is this a station call or a personal call? |
| A man | Station call please. 555-331-56961. |
| Operator | May I have your number, please? |
| A man | 86-0411-4671611. |
| Operator | Just a minute, please. |

1. Is this Mr. Zhang's office?
2. What's your telephone number?
3. What number do you want?
4. Could I speak to Mrs. Green?
5. Who is speaking, please?
6. Who is calling, please?
7. Could you call back after a while?
8. Could I leave a message for him?
9. Wait a minute.
10. Just a moment, please.
11. I'll tell him as soon as possible.
12. I'm sorry. I dialed a wrong number.
13. I'm sorry to trouble you.
14. But I found this number in the yellow pages.
15. Sorry, I have dialed the wrong area code.
16. Sorry, this number has been changed.
17. Nobody by that name works here.
18. Can you hear me?
19. Do you understand my English?
20. Yes, I follow you.
21. I'm all ears.
22. It is he.
23. Hold on this line.

Lesson Seven: Apologizing (道歉)

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|-----------------|--|
| Dialog A | On Board a Ship |
| Captain | Why didn't you clean your room, Second Officer? |
| Second Office | I'm terribly sorry, Captain. I'm not feeling well. |
| Captain | You must see a doctor while the ship arrives. |
| Second Office | Thank you for your concern, Captain. |
| Dialog B | Being Late |
| Clerk | Good morning. |
| Boss | I'm very sorry for being late. I have met a traffic jam, but I managed to be here as soon as possible. |
| Clerk | Never mind, sit down and start your work. |
| Boss | Thank you, Mr. Green. |
| Dialog C | Could you Say It Again? |
| John | Turn down the radio, Richard. |
| Richard | I beg your pardon? |
| John | I say turn down the radio. |
| Richard | I'm sorry. I didn't catch what you said. |
| John | I said TURN- DOWN- THE- RADIO. |
| Richard | Oh, turn down the radio. Yes, it's really too loud. |

- | | |
|----------------------------|--|
| 1. I'm sorry. | 11. It is my fault. |
| 2. I'm so sorry. | 12. I'm sorry. I didn't catch what you said. |
| 3. I'm very sorry. | 13. What a shame. |
| 4. I'm terribly sorry. | 14. What a mind. |
| 5. Sorry? | 15. Never mind. |
| 6. I beg your pardon? | 16. It doesn't matter. |
| 7. Excuse me. | 17. Come on, this is not the end of the world. |
| 8. I do apologize. | 18. I'm sorry to interrupt you. |
| 9. I'm sorry to hear that. | 19. Please forgive me. |
| 10. My mistake. | |

Lesson Eight: At a Restaurant (上餐館)

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|-----------------|--|
| Dialog A | At a Fast Food Restaurant |
| Waiter | Good evening, Sir. |
| Consumer | Good evening. |
| Waiter | What would you like to order, Sir? |
| Consumer | I would like a shrimp take- away. |
| Waiter | Yes, Sir. Would you like anything to drink? |
| Consumer | Yes, please. A tin of cocacola. |
| Waiter | Anything else? |
| Consumer | No, thanks. |
| Dialog B | A simple Breakfast |
| Waitress | Good morning, Sir. |
| Mr. Becon | Good morning. |
| Waitress | Here is the breakfast menu. What would like to order, Sir? |
| Mr. Becon | Yes, please. A hamburg, a fried egg. |
| Waitress | What would like to drink, tea or coffee? |
| Mr. Becon | A cup of tea, please. How much does it cost? |
| Waitress | It costs \$10.57 altogether. |
| Dialog C | Paying the Bill |
| Benjamin | Waiter, may I pay this time? |
| Waiter | Yes, Sir. 23.35 pounds altogether. |
| Benjamin | Here is 25 pounds. Keep the change as your tip. |
| Waiter | Thanks a lot. |

1. Are you ready to order now, Sir?
2. What would you like, Sir?
3. What would you like to drink?
4. I'll have cream of tomato soup, please.
5. Anything else?
6. May I have the bill, please?
7. Could I check the bill?
8. May I see the bill again?
9. Are you satisfied?
10. It is 22.96 dollars altogether including the commission.
11. May I pay this time?
12. Does that include service?
13. Here is the menu.
14. What is the onion soup like here?
15. I think I would like to start with a soup.
16. What kind of drinks do you have?
17. A cup of tea, please.
18. This fish is not fresh. Could you change it?
19. I have booked a table for two.

Lesson Nine: Appointment (約會).

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| Dialog A | On the Telephone |
| Mr. William | Hello, May I speak to Mr. James? |
| Mr. James | Yes, it is he. Who is calling, please? |
| Mr. William | It is Mr. John William's calling? Could we make an appointment at this week? |
| Mr. James | Let me see my schedule. Yeah, shall we meet at 9 o'clock Wednesday morning? |
| Mr. William | Ok. See you then. |
| Mr. James | Ok. Goodbye. |
| Mr. William | Goodbye. |
| Dialog B | Asking to Join a Party |
| John | Mary, I will hail a party this weekend. Will you have free time? |
| Mary | I'd like to, but I have made an appointment with Jimmy. I'm sorry, I can't come. |
| John | Are you sure you can't change your schedule? |
| Mary | I'm sorry, I can't. |
| John | What a pity. Perhaps next time. |
| Mary | Bys. |
| Dialog C | Going to an Appointment (At an Office) |
| Mr. Jackson | Sorry to interrupt you. I made an appointment with Mr. Jones at 10:30. May I see Mr. Jones? |
| Secretary | What's your name, Sir? |
| Mr. Jackson | My name is Mike . S. Jackson. |
| Secretary | Just a moment, please? (Use telephone) Hello, Mr. Jackson want to talk with you. Do you have free time now? |
| Mr. Jackson | Let him in. |
| Secretary | Mr. Jackson. You can enter the Dean Office now. |

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| 1. Do you have spare time? | 13. May I ask you to change your appointment? |
| 2. Do you have leisure time? | 14. Please make another appointment. |
| 3. Do you have free time now? | 15. I have made a date with my girlfriend. |
| 4. Will you have free time next week? | 16. I'd like to meet you some time this week. |
| 5. I have made an appointment with Harry. | 17. Do you have any particular time in mind? |
| 6. I'd like to, but I am busy now. | 18. Is nine o'clock Thursday all right? |
| 7. Let me see my schedule. | 19. Mr. William is available on 9 o'clock. |
| 8. I'm sorry, I can't attend your party. | 20. When would you like us to meet? |
| 9. Are you sure you can't attend this meeting? | 21. Could you make tomorrow instead? |
| 10. I have no free time next month. | 22. I've got another engagement. |
| 11. I have got a tight schedule. | 23. Something's come up. |
| 12. Could we meet on Friday morning? | 24. What time is convenient for you? |

Lesson Ten: Getting Information (問詢)

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| Dialog A | On a Cinema |
| Bob | Excuse me, this movie is in English, isn't it? |
| Doorkeeper | Yes, it is. But it has French subtitles. |
| Bob | Oh, by the way, when does it start? |
| Doorkeeper | There are shows at 5 o'clock and 9 o'clock. |
| Bob | What time will 9 o'clock show finish? |
| Doorkeeper | About 11:30 o'clock. |
| Dialog B | At a Rail way station |
| Seaman | Excuse me, could you tell me the time of the next train to Los Angeles? |
| A woman | There is one in twenty minutes. |
| Seaman | Oh, a single ticket, please. |
| A woman | Here you are. |
| Seaman | Which platform does it leave from? |
| A woman | Platform 5. But you would better be quick. |
| Dialog C | At the Airport |
| Clerk | Put your case on the scales, please sir. |
| Seaman | How much does it weigh? |
| Clerk | 11 Kilograms. You are allowed 15 kilograms. Do you have any other baggage? |
| Seaman | Only this one. |
| Clerk | Next go to the Immigration, please. |
| Seaman | What gate does the plane to New York leave from? |
| Clerk | Gate 6. |

1. What time is it by your watch?
2. What time does the shop open?
3. I would like some information, please.
4. How long does it take to get to Hong Kong?
5. Where is the information office?
6. Where can I buy a ticket?
7. When will the train arrive?
8. Where can I catch the No.2 bus?
9. Are there any shops near here?
10. Which platform to New York?
11. What do I need to take with me?
12. Could you tell me the time of next train to London?
13. What gate does the plane leave from?
14. What time does it finish?
15. What time does the office close?
16. What time does the film start?
17. How often does the train come?
18. How long does it stop?

Lesson Eleven: Shopping (購物)

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| Dialog A | At a Grocery |
| Shopkeeper | Good morning, what can I do for you, Sir? |
| Captain | I'd like to buy some fruit? |
| Shopkeeper | We've got oranges, bananas, apples, pears. |
| Captain | A kilo of apples, please. |
| Shopkeeper | Anything else? |
| Captain | No, thanks. |
| Shopkeeper | Two dollars, Sir. |
| Captain | Here you are. |
| Shopkeeper | Thank you, Sir. |
| Dialog B | A Bargain |
| Shopkeeper | Good morning. May I help you? |
| George | I want to buy a T- shirt. |
| Shopkeeper | Which colour and size do you like, Sir? |
| George | Yellow, I like the yellow one and medium- sized. |
| Shopkeeper | O.K. Medium- sized, yellow. Here you are. |
| George | How much is it? |
| Shopkeeper | 25 U.S. dollars. |
| George | Oh, it is too expensive. What if I give 20 U.S. dollars? |
| Shopkeeper | How about 23 U.S. dollars? |
| George | O.K. |
| Shopkeeper | Here you are. |
| George | Here you are, 25 U.S. dollars. |
| Shopkeeper | Here is your change, 2 dollars. Thank you, Sir. |
| Dialog C | At a Duty- free Shop |
| Shopkeeper | Good morning, Sir? |
| Seaman | Good morning. What kinds of TVs do you have? |
| Shopkeeper | We have Toshiba, Sharp, Hitachi, National, Sony and so on. Which do you like? |
| Seaman | I would like Sony, and how much does this type coat? |
| Shopkeeper | It costs 68000 Japanese Yens. |
| Seaman | It is too much. |
| Shopkeeper | How about the Hitachi? We have got Hitachi SF 2125, 2157. I can make a special price for you. |
| Seaman | Have you got a Hitachi TV with international systems? |
| Shopkeeper | Yes, we have. It costs 60000 Japanese Yens. |
| Seaman | Oh, dear. I like the international system TV, but all of them are too expensive. I'm undecided. |
| Shopkeeper | It does not matter, Sir. |

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| 1. How much is it? | 11. It fits you. |
| 2. How much does it cost? | 12. Oh, It is too expensive. |
| 3. Which one do you like? | 13. Oh, It is too much. |
| 4. Which colour do you prefer? | 14. What if I give you 11 dollars? |
| 5. Which size do you want? | 15. How about 12 dollars? |
| 6. I would like the medium sized one. | 16. What about 22 dollars? |
| 7. I prefer the yellow one. | 17. That is a deal. |
| 8. It doesn't fit me. | 18. It is very cheap. |
| 9. I do not like it. | 19. This is a bargain. |
| 10. It looks very nice (smart) on you. | 20. Please pay cash. |

Lesson Twelve: At the Post Office (在郵局)

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| Dialog A | Mailing a Letter |
| Seaman | I'd like to mail this letter to the People's Republic of China. What is the postage? |
| Clerk | It is two dollars fifty cents, Sir. |
| Seaman | Where can I buy the stamps? |
| Clerk | Give your letter and the money to me. I'll handle it. |
| Seaman | Thank you very much. |
| Dialog B | Buying Some Stamps |
| Zhang | Excuse me, where can I buy stamps? |
| Clerk | Right here. |
| Zhang | Can I buy a ten dollars stamp? |
| Clerk | O.K. Just a moment please, Sir. |
| Dialog C | Buying a Postal Money Order |
| Purser | Can I buy a postal money order here? |
| Clerk | Sorry? |
| Purser | Can I buy a money order? |
| Clerk | For how much? |
| Purser | Two hundreds dollars. |
| Clerk | O.K. One moment, please. |
| Purser | Here is your money. |
| Clerk | Thank you, Sir. |

1. Where can I buy stamps?
2. Which window handles EMS?
3. How much postage for this letter to China?
4. When will this letter get there?
5. What is the postage?
6. Can I buy a postal money order here?
7. Is this airmail window?
8. I am afraid that your stamps do not cover your postage.
9. Window No.4 only handles packages.
10. Here is the money.
11. Here is your money order.
12. Here is the stamp.
13. Do you happen to know the airmail rate to Hong Kong?
14. How long does it take a letter to get there by airmail?
15. Could you look it up for me?
16. I think regular mail is much cheaper than airmail.
17. I am afraid that your letter must have been lost.

Lesson Thirteen: At the Rail way Station (火車站)

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| Dialog A | Asking about the Train Schedule |
| Mary | Excuse me, is this a through train? |
| Servant | Yes, it is. Where do you want to go? |
| Mary | I want to go to London. Does this train stop in London? |
| Servant | Yes, it does. |
| Mary | When will I get there? |
| Servant | You will get there at about 10:45. |
| Mary | Thank you very much. |
| Dialog B | Buying a Ticket |
| Mark | Excuse me. Where can I get a limited express ticket to Tokyo? |
| Clerk | Right here at this window. |
| Mark | Well, I want one ticket to Tokyo. |
| Clerk | Sorry, the seats on the 8 o'clock train are all booked up. |
| Mark | How about a later train? |
| Clerk | Those are all booked up also. |
| Mark | I suppose it is necessary to make a reservation. |
| Clerk | Yes, at least a day in advance. |
| Mark | Well, thanks anyway. |
| Dialog C | Buying Tickets |
| Seaman | I want two tickets to New York. What is the fare? |
| Clerk | They are 350 dollars each. |
| Seaman | Where is the ticket office, please? |
| Clerk | Go that way and you will find it. |
| Seaman | Thank you very much. |
| Clerk | You are welcome. |

1. Where is the ticket office?
2. When will the train arrive?
3. Can I book a ticket on the 8 o'clock train tomorrow morning?
4. Which platform should I go to take No.312 train.
5. Is there a dining hall on the train?
6. I'd like to buy a limited express ticket.
7. Is this a express train to New York?
8. When will the next train arrive?
9. Where do you want to go?
10. What is the ticket fare?
11. Can I make a reservation?
12. You can make a reservation two days in advance.
13. You should pay cash in advance.
14. Do you have any tickets for a later train?
15. Is this a through train?
16. Does this train stop in Tokyo?

Lesson Fourteen: Hailing a Taxi (叫出租車)

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| Dialog A | To the Harbour |
| Seaman | Taxi! I say, taxi.... To the harbour berth No. 15. And I'm rather in a hurry. My ship will leave the port in 20 minutes. |
| Dirver | O.K. Sir. I'll get you there in time if the traffic is not to bad. |
| Dialog B | Ordering a Taxi by the Telephone |
| Captain | Is this the taxi service? |
| Clerk | Oh, yes. Can I help you? |
| Captain | We need a minibus which has 12 seats for sighteeing. |
| Clerk | All right. We have got three types: Toyota, Mitsubishi and Fort. |
| Captain | How much is the rate perday? |
| Clerk | We measure it in mileage charge. Twelve dollars for one mile. |
| Captain | O.K. Toyota please. Tomorrow morning 08:45 at the harbour berth No.1. |
| Dialog C | Visiting a Friend |
| Driver | Where will you go, Sir? |
| Mr. Hudson | Holliwood Rood, please. |
| Driver | What number, Sir? |
| Mr. Hudson | Number 126. |
| Driver | It is the luxury villa, isn't it ? |
| Mr. Hudson | That is right. |

1. Where to?
2. How much is the mileage charge?
3. How much is the rate per- day?
4. We need to leave (have) your deposit.
5. Do you have a driver's license?
6. I'd like to go to Part Road, please.
7. Do you have car insurance?
8. Could I look at your license?
9. Where will you go?
10. Where are you going?
11. How long will you use the car?

Lesson Fifteen: Booking a Hotel Room (預訂房間)

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| Dialog A | Booking on Telephone |
| COSCO Agency | Is this the William's Hotel? |
| Clerk | Yes, Madam. What can I do for you? |
| COSCO Agency | I'm calling from London. I'd like to book 7 single rooms with bath rooms for five days, please. |
| Clerk | One moment, please, Madam. Yes, that is all right. What's your name? |
| COSCO Agency | My name is Zhang Mei. |
| Clerk | Could you spell that, please? |
| COSCO Agency | Z-H-A-N-G M-E-I, Okay? |
| Clerk | All right. Thank you, Ms. Zhang. |
| Dialog B | Canceling a Hotel Room London |
| Ship Agent | Hello, This is COSCO London Headquarter's. I made a reservation for 20 people next Saturday. I'm afraid I have to cancel it, because flight 217 has been changed to Paris. |
| Hotel | Wait a minute please. I'll put you through to Advance Reservations. (To Advance Reservations and repeat the same reason) |
| Advance Reservations | When was it for? What are the rooms number? |
| Ship Agent | Last Saturday, ten double room 1010- 1019. |
| Advance Reservations | Well, I'll cancel it, then , I hope we can help you another time. |
| Dialog C | Complaining about a Room |
| Waitress | May I help you, Sir? |
| Seaman | Yes, I have booked the room 1015. I found this room is too wet and near the bath- room. Water is pouring through ceiling. Could I change rooms? |
| Waitress | I'm sorry, Sir. Let me check! Yes, room 1020 is vacant, and everything is in order, would you like that room? |
| Seaman | O.K! |
| Waitress | Here is the room key! |

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| 1. May I have a room for 7 people next Saturday? | month? |
| 2. Could I reserve a double room for the 14 th ? | 11. Can we change to a room with a view of the sea? |
| 3. It was a double room booked in the name of Mr. Smith for a month starting on the 18 th . | 12. We'd like to have 7 rooms, 3 rooms for 4 people, 2 double rooms, and 2 single rooms. |
| 4. How long will you stay? | 13. I booked a single room with bath. |
| 5. I want to change my booking. | 14. We booked a presidential room. |
| 6. When will you come? | 15. Let me check in at first. |
| 7. How long will you use the room? | 16. Let me check out. |
| 8. May I cancel my reservation? | 17. How much is the per- day rate? |
| 9. I'm afraid I can't change the reservation. | 18. May I help carrying your luggage? |
| 10. Do you have a room for 7 people at the end of this | 19. Tip for you. |

Lesson Sixteen: Seeing a Doctor (看病)

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| Dialog A | Describing the Symptoms |
| Doctor | Good morning. What's the trouble? |
| Patient | Sometimes I feel cold and sometimes hot. I have a bad headache. |
| Doctor | Yes, you are fever. When did this start? |
| Patient | I felt very bad last night when I went to bed. Then I felt worse this morning. |
| Doctor | Let's check your temperature. Put this thermometer under your tongue. |
| Dialog B | Writing a Prescription |
| Patient | What's the matter with me? |
| Doctor | You've got the flu. I'll write you a prescription. Take it to the chemist's and they will give you some medicine. You must rest for a day or two. |
| Patient | Thank you very much, doctor. |
| Doctor | I hope you'll be better soon. |
| Dialog C | Suffering from Fracture |
| Doctor | What's wrong with your? |
| Seaman | I injured my arm on board yesterday. |
| Doctor | Let me take a look at your arm. Oh, dear. It must be broken. |
| Seaman | What should I do? |
| Doctor | I will fix your arm. Then you should stay at home for one month. You'd better not move your arm. |
| Seaman | Thanks a lot. |

1. What's the matter? (What's the matter with you?)
2. What wrong? (What's wrong with you?)
3. I've got a stomachache.
4. I've got a headache.
5. You've got heart disease.
6. You've got the flu.
7. I've got a toothache.
8. You must have a high fever.
9. I've got a cough.
10. I'll write a prescription for you.
11. You'd better take the sleeping pills once a day.
12. Your friend has compound fracture.
13. His breathing is weak. I'm afraid he's had a heart attack.
14. I think you've got gas poisoning.
15. Do you have any Cholera medicine?
16. You should go to see a doctor.
17. I don't feel very well.
18. Take your temperature.
19. You should take it easy for a few days.

Lesson Seventeen: At the Bank (在銀行)

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| Dialog A | Transfer |
| Clerk | May I help you, Sir? |
| Purser | Yes, I'd like to have 2000 U.S. dollars from my savings account to my checking account. |
| Clerk | Could you fill out these two slips, please? This one is for withdrawal and this one is for your deposit. |
| Purser | I'll do that. |
| Clerk | And don't forget to write down your account numbers and the amount. |
| Dialog B | Exchange |
| Clerk | May I help you, Sir? |
| Chief Officer | Yes, I'd like to exchange U.S. dollars into Japanese Yens. What is current exchange rate? |
| Clerk | The exchange rate for today is 1:126.32. |
| Chief Officer | O.K. Exchange 500 U.S. dollars. |
| Clerk | What notes do you prefer? |
| Chief Officer | 10000 notes, please. |
| Clerk | Here you are. Six pieces of 10000 notes, and the others. It makes 63160 altogether. |
| Dialog C | Cashing Traveller's Check |
| Captain | Excuse me, I'd like to cash some traveller's checks, please. |
| Clerk | Next wicket, Sir. |
| Captain | Can I cash these traveller's checks here, please? |
| Clerk | Certainly. Please sign your name on each of these checks. May I have your passport? |
| Captain | Here it is. |
| Clerk | How did you want that? |
| Captain | Fifties will be fine. |

1. I'd like to cash this check, please.
2. Do you have an account with us?
3. I'd like to deposit this check, please.
4. Here is my account number.
5. What denomination, Sir?
6. Do you want to deposit the whole amount?
7. Fill out this deposit slip.
8. Can you sign each of these checks, please?
9. You can't cash your check without an account.
10. I'd like to open a savings account, please.
11. Fill out this form.
12. Here is your receipt.

13. I'd like to cash some traveller's checks, please.
14. How did you want that?
15. We don't accept personal checks.
16. May I exchange Hong Kong dollars?
17. Do you want a joint account?
18. For our checking account, there is no service charge.
19. You must keep as little as three dollars.
20. What is the exchange rate for today?
21. How much is the interest al- together?
22. I'd like to deposit US dollars in your bank.
23. The exchange rate between Gold Franc (GF) and Special Drawing Right (SDR) is fixed.