Język obcy zawodowy –technikum obsługi turystycznej

Spis treści.

1. Zamówienie - Order
2. Potwierdzenie otrzymania zamówienia – Confirmation of an order
3. Umowa o świadczenie usług turystycznych – Contract for tourist services
4. Zaproszenie - Invitation
5. Potwierdzenie otrzymania zaproszenia – Confirmation of an invitation
6. Ulotka reklamowa - leaflet
7. Opis miejsca/destynacji –description of a place/destination
8. Voucher
9. Faktura - invoice
10. Kalkulacja - calculation
11. Program wycieczki – the programme of a trip
12. Menu/jadłospis
13. Harmonogram wybranego dnia kolonii

*Zamówienie na imprezę turystyczną.*

To: Biuro podróży „Wakacje” Legnica, 5th February 2010.

Ul. Słoneczna 3

59-220 Legnica

NIP 625-62-53-153

 From: Przedsiębiorstwo Handlowe Pinokius”

Ul. Grabowa 25

59-200 Legnica
NIP 625-45-251

 An order

I am writing to ask you to organize a one day trip to Prague for the employees of our company on 19th May 2010. The aim of the trip is to integrate our team and get to know the monuments of this city.

The program of the trip should include “The Singing fountains” concert, shopping in Lubawka and dinner in the Czech Republic. The trip is organized for 43 workers (20 men and 23 women). Please prepare a calculation of the trip for 41 people ( 2 people travel free/out of charge). The entrance tickets for the monuments and dinner will be paid for by the participants. Please, prepare the total cost of the trip per one person.

We look forward to hearing from you.

Yours faithfully,

Agnieszka Frąk

The manager.

*Potwierdzenie zamówienia na imprezę turystyczną.*

To: Przedsiębiorstwo Handlowe Pinokius” Legnica, 15 February 2010

Ul. Grabowa 25

59-200 Legnica
NIP 625-45-251

Biuro podróży „Wakacje”

Ul. Słoneczna 3

59-220 Legnica

NIP 625-62-53-153

The confirmation of the order

Dear Ms Frąk

I am writing to confirm your order from the 5th of February 2010 for a one day trip for the employees of your company to Prague on 19th May 2010. We will be happy to organize the trip for you. The trip will be organized to integrate the team members and go sightseeing/visit the city.

The program includes the Singing Fountains concert, shopping in Lubawka and dinner just as you requested/asked/ordered. We will organize the trip for 43 people; 20 men and 23 women. We will prepare a calculation for 41 people and the total costs for one person. We understand that 2 people travel for free and that the entrance tickets and the dinner are paid for by the participants.

We look forward for cooperation in the future.

Yours sincerely/ Best regards

Anna Majewska

Travel Agent

*Umowa o świadczeniu usług turystycznych-* A contract for tourist services.

The contract number ………………………….

The client ………………………………………………………………………………. instructs/orders,

and the travel agency……………………………………………… accepts/agrees to organize

 a…………… day trip, from ……………………………………to……………………… (dates).

Number of participants …………………………………., including …………………………………. Transport/transfer by coach (on the route) from ...............…………………………………………………

Coach ;…………………………………………………………………………………………………………………………………

The coach leaves from ………………………………………………… (the place) on……………………………… (the day) at ………………………………………..(time)

The programme includes: ....…………………………………………………………………………………………………………………………………………

The total cost of the trip/event………………… zl. Amount in words: …………………………………………..

Attention!

The costs have been calculated for the contracted number of participants and will change if the number of participants changes.

If the client resigns from/gives up the trip after the contract is signed, he/she/they must cover all the costs of the trip.

The costs include; insurance of……………………(kwota/amount) per person, if the information about the participants including the number, dates of birth and addresses is sent to us three days before the trip. Dinner and the entrance tickets …………………………………………………………….

The down payment of………………………… % of the total cost, that is…………………. zl, will be paid on the day of signing the contract, that is………………………… by the person representing the client. The remaining sum will be paid ……………………………….before the trip, that is …………………. on the bank’s account ………………………………………………. or in the travel agency office ( delete as appropriate).

 Any changes to the contract need a written annexe to the contract.

The client The travel agency

………………………………………………. …………………………………………………….

Date and place of the contract :

*Zaproszenie – wzór* A letter of invitation for a trip.

|  |
| --- |
| To: Skyline company From: Butterfly Travel Agency George Street 59 Zielona Street 27 Edinburgh EH2 2LQ 67-200 Głogów United Kingdom PolandDate: ……………………………………. Invitation for a trip to…..Dear Sir or Madam,I am writing to invite you for a trip to…….. We are a tourist company specializing in inbound/outbound tourism. Your business partner / client / contractor - Winiary S.A from Poland asked us to organize a training and sightseeing trip for you. The trip is from … to …The aim/goal of the trip is to show you………../making the cooperation stronger/showing you Cracow, one of the most beautiful places in Poland.The programme of the trip, ordered by you partner, includes: sightseeing / visit to a SPA centre / a dinner party / a celebration party……………..If you have any questions, please let us know an we will be more than happy to answer.I hope you can accept this invitation and I look forward to hearing from you.Yours faithfully,/ Truly yours,/Best regards,Anna KowalskaSenior Travel Agent.  |

Outbound tourism - turystyka wyjazdowa

Inbound tourism - turystyka przyjazdowa

Invitation to – zaproszenie na

Informacje do sporządzenia zaproszenia;

Napisz zaproszenie go gminy partnerskiej, której przedstawicieli zapraszacie.

Zaproszenie ma zawierać:

- dane gminy partnerskiej,

- nazwę zleceniodawcy,

- dane biura podróży, które jest odpowiedzialne za organizację wyjazdu; nazwę i adres,

- termin wyjazdu oraz miejsce i czas rozpoczęcia wyjazdu,

- miejsce docelowe i informacje o nim,

-cele wyjazdu oraz sposoby ich realizacji,

- zamówione usługi dla zagranicznych gości: atrakcje zgodnie z zamówieniem - co najmniej 3,

-rodzaj wyżywienia i informacje o zakwaterowaniu,

- liczbę uczestników z uwzględnieniem struktury,

 -nazwisko i stanowisko osoby piszącej list,

-formę i strukturę zaproszenia.

 *Zaproszenie.*  From: Taurus Travel Agency

Słoneczna 24 Street

 67-258 Poznań

 Poland

To: ‘Chocolate’

 Wellington Street 15

 LN 35287 London

 Great Britain

23 March 2012

INVITATION FOR A TRIP TO POLAND

Dear Sir/Madam

It is with great pleasure that I write / I am writing to invite you for a three day trip to Poznań in Poland. We are a travel agency specializing in inbound tourism and we were asked by your business partner in Poland: Bombonierka (Chocolate Box) –

a chocolate company to organize a training trip for you to Poznań from 13 to 15 July 2012 ( Friday, Saturday and Sunday).

The aim of the trip is to show you the production process in your partner’s company, making the cooperation stronger and making you familiar with / showing you the tourist attractions of Poznań. The return flights and airport transfers will be booked for you. The hotel will offer you a wellness and a SPA centre and full board meals.

The programme of the trip, ordered by your business partner, includes: a visit to our company on the first day, a sightseeing trip of Poznań and a theatre show on the second day of your stay. A visit to a SPA and wellness centre to let you relax and rest at the end of your stay is also included. A tour guide speaking English will accompany you on each day of your stay. The trip is organized for eighteen people from your company.

If you need any additional information about the event do not hesitate to ask.

We hope you can accept this invitation and we look forward to hearing from you.

Yours faithfully,

Anna Kowalska

Senior Travel Agent

*Informacje do sporządzenia potwierdzenia zaproszenia*

Napisz potwierdzenie otrzymania zaproszenia do swojego partnera biznesowego w Polsce/biura turystycznego organizującego wyjazd. Potwierdzenie powinno zawierać:

- dane waszej firmy,

- dane kontrahenta,

- dane biura podróży odpowiedzialnego za wyjazd,

- akceptację zaproszenia i podziękowanie,

- waszą opinię na temat programu i celu,

- informację o najciekawszym punkcie programu,

- dodatkowe pytanie z waszej strony,

- słownictwo i strukturę potwierdzenia zaproszenia.

*Potwierdzenie otrzymania zaproszenia.*

‘Chocolate’

 Wellington Street 15

 LN 35287 London

 Great Britain

Przedsiębiorstwo Wyrobów

Czekoladowych ‘Bombonierka’

Ul. Nowa 18

61-769 Poznań

Poland

3 April 2012

 A letter of Confirmation

Dear Ms Małecka,

I am writing to confirm that we received your invitation for the three day training trip to Poland. We received the invitation written on 23 March 2012, from ‘Taurus’ travel agency from Poznań in Poland, the travel agency you asked to organize the trip.

We are very happy to let you know that we accept the invitation and we want to thank you for your proposal.

We think that the aim of the trip is very important for our cooperation. We would like to see the production process in your company and also visit the beautiful city of Poznań.

The programme of the trip, as described by the tourist company, is very interesting. We will be more than happy to have a chance to see the company, see a theatre show and pay a visit to a SPA and wellness centre to let our employees rest and enjoy their stay. The best thing is the chance to visit Poznań, one of the most beautiful and successful cities in Poland.

We have one question. Could you send us some brochures of the city, so the employees can get some basic information about the city?

Than you once again for your invitation. We look forward to meeting you in Poland.

Yours sincerely,

Adam Smith Public Relations Manager

Leaflet – ulotka reklamowa

Come and visit Cracow!

Visit one of the most beautiful places in Poland. Famous for its great history, wonderful atmosphere and beautiful architecture. Visit the Royal Castle, the market square, numerous monuments and much more.

Come and meet nice people and get to know the history of Poland. The city is full of surprises and attractions. It offers tasty cuisine and great shopping.

Apart from history and high culture, it gives you a chance to relax, slow down and feel the wonderful atmosphere of a friendly city.

 Come and stay for a while an you will never forget it.

Voucher – skierowanie

Voucher number: 16/06/2012

For: Globus Travel agency, Orzechowa Street 52, 57-235 Wrocław

To: Budapest – Hungary

Number of tourists: 46 Children: 0

Tour guide: Adam Kowalski

Drivers: Paweł Dec, Jan Nowacki

Accommodation: Hotel XXX in the centre of Budapest

Dates: from 01.07.2012 to 07.07.2012

Overnights: 6 (six)

Number and kinds of rooms: 23 double rooms, 2 single rooms

Board/food/meals: 3 meals a day, the first day: dinner and supper, the last day: breakfast.

Other benefits/services: insurance x 47

Place/city: Wrocław

Date: 28.06.2012

 Signature: ………………………………..

Costs/calculation.

|  |  |
| --- | --- |
| Service: | Costs in PLN |
| Overnights  |  |
| Board/meals |  |
| Sightseeing |  |
| Insurance |  |
| Coach |  |
| Tour guide |  |
| Extra costs |  |
| Total cost |  |
| Margin ………………% costs |  |
| VAT -23% margin |  |
| Total cost of the trip/event |  |
| Price per one participant/person |  |
| Rounded Price per one participant  |  |
| Rounded total price of the trip/event |  |
|  |  |

Oferta kolonii do Bukowiny Tatrzańskiej

Travel agency; address and business information

……………………………………………………………………………………………………………………………………………………….

 A camp in Bukowina Tatrzańska.

Dates: ……………………………………………

Transport: ………………………………………………

Accommodation: ……………………………………………………………..

Board: ………………………………………………

Insurance: …………………………………………………………………………

The programme includes: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Sport and recreation activities: …………………………………………………………………………

Integration activities: ……………………………………………………………………………………….

Trips with tourist attractions: …………………………………………………………………………….

The price includes: ……………………………………………………………………………………….

Price/cost per person…………………………………….

Typical Day at our Camp – typowy dzień na obozie/kolonii

Holiday Camp Schedule – program

Monday
12:30 pm Arrival!
1:00 pm Lunch and Games 2:30 pm Opening Session
3:30 pm Group Games
4:30 pm Cabin “Get-To-Know-You” Time
5:30 pm Supper
6:30 pm Team games
7:30 pm “Get-To-Know-You” Night
8:30 pm Snack (Dining Hall)
9:00 pm Cabin activities 9:30 pm Camper Bedtime

 Tuesday-Thursday
7:30 am Wake-Up Call/Get Ready!
8:30 am Breakfast
9:30 am Cabin Clean-Up
10:00 am Gym Session 11:00 am Cabin Activity, followed by Juice Break
11:30 am sport activities
12:30 pm Lunch
1:30 pm Outdoor Games
2:30 pm Canteen / Free Time
3:30 pm Water Activity
4:15 pm Water Activity 5:00 pm Dry Off / Free Time
5:30 pm Supper
6:30 pm Cabin Theme Night Preparation
7:00 pm Theme Night
8:30 pm Snack Time (Dining Hall)
9:00 pm Cabin activities 9:30 pm + Camper Bedtime

Friday
7:30 am Wake-Up Call/Get Ready and Pack!
8:30 am Breakfast
9:30 am Cabin Clean-Up and Pack!
10:00 am Closing Session and good bye

Menu – karta dań

Breakfast

* Hot or cold cereal/Toast/Muffins/Bagels/Fruit
* Your choice of Pancakes or French Toast
* Eggs (Boiled, Scrambled or Fried)
* Bacon, Ham or Sausages and Toast
* All served with Tea/Coffee/Juice/Milk

 Lunch

* Soup and Sandwiches
* Nuggets and your choice of fries, salad
* Hamburger or Hot Dog with your choice of fries
* Macaroni & Cheese, salad and roll
* Chicken Burger, coleslaw & fries, Chef or Caesar Salad
* Spaghetti, Salad and Roll
* Pizza, Garlic Fingers and Salad

Supper

* Pork Chop Dinner Fried or Roasted Chicken dinner
* Roast Beef Dinner
	+ The above comes with your choice of baked or mashed potato, fries and mixed vegetables
* Lasagne, Caesar Salad & Garlic Fingers

Coffee Breaks (Snacks)

* Muffins/Tea Buns/ Tea or Coffee
* Fruit
* Cheese and crackers
* Cookies, Banana Bread, Cake

Faktura – Invoice

|  |  |  |
| --- | --- | --- |
| Seller:Address:NIP:  | Invoice VAT margin Number: | Place: Date :Date of sales: |
| Buyer:Address: | NIP: |
| Product or service | Quantity | Price per one item | VAT rate |  Price  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  Total  |  |  |  |
| Form of payment: Date of paymentBank: Account number: |
| Amount to be paid: Amount in words: |
| Signature: |