



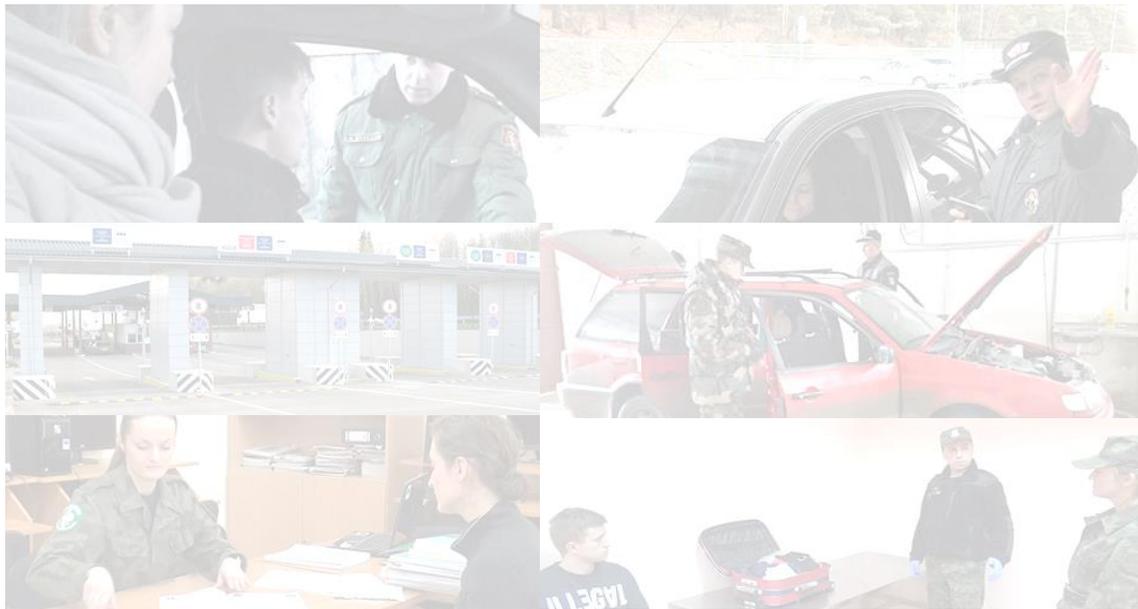
Erasmus+



**ERASMUS+ PROGRAMME
KA2 STRATEGIC PARTNERSHIP PROJECT
NO. 2014-1-LV01-KA202-000487 IN THE FIELD OF VOCATIONAL EDUCATION**

**“STRATEGIC PARTNERSHIP FOR THE DEVELOPMENT OF ENGLISH
LANGUAGE TRAINING TOOL FOR BORDER GUARDS”**

**CLASSROOM MATERIALS FOR TEACHING SPECIALISED
ENGLISH LANGUAGE TERMINOLOGY FOR BORDER GUARDS
WORKING AT ROAD BORDER CROSSING POINTS**



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PARTICIPANTS OF THE PROJECT “STRATEGIC PARTNERSHIP FOR THE DEVELOPMENT OF ENGLISH LANGUAGE TRAINING TOOL FOR BORDER GUARDS”

State Border Guard College of the Republic of Latvia

1. Project Manager, lecturer of General Subjects’ **Mārtiņš Spridzāns**
2. Project Coordinator, head of General Subjects’ Department **Marina Žukova**
3. Lecturer of General Subjects’ Department **Diāna Soboļeva**
4. Assistant of General Subjects’ Department **Inta Madžule**

Estonian Academy of Security Sciences Police and Border Guard College

1. Project Manager, deputy director of Police and Border Guard College Police **Maiko Martsik**
2. Head of Border Management Chair **Piret Teppan**
3. Lecturer of Border Management Chair **Kai Veispak-Rawlings**
4. Lecturer of Language Centre of EASS, Russian teacher **Jelena Kapura**
5. Assistant of Border Management Chair **Marek Liiva**
6. Educational technologist of study affairs department **Vaiko Mae**

Border Guard Training Centre of the Republic of Poland in Kętrzyn

1. Project Manager, head of External Funds Unit **Paweł Korowaj**
2. Head of Border Department **Marek Zygowski**
3. Senior controller, English teacher **Karolina Złonkiewicz**
4. Specialist, Russian teacher **Monika Huro**
5. Specialist, Russian language teacher **Anna Kardas**
6. Specialist, Russian teacher **Marzena Melzacka**

Border Guard School at the State Border Guard Service under the Ministry of the Interior of the Republic of Lithuania

1. Project Manager, chief specialist of Training Organization Department **Ignas Valkauskas**
2. Chief specialist of Integrated Subjects Department **Julija Ziminska**
3. Chief specialist of Integrated Subjects Department **Alicija Urbanovič**
4. Chief specialist of Professional Subjects Department **Viktorija Ugianskytė**

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TOPIC 1
BORDER GUARDS' WORK
Border guard's duties
Vocabulary

Exercise 1 Match the items on the right to the items on the left

on	duty
to carry out	duties
to be	on service
documents	check/examination
vehicle	check / examination
border	control
to check against	database
detain	person
to convoy/ escort	expelled person
to issue	visas
refusal	of entry
to do risk	analysis
to check sufficient means	of subsistence/ financial means
to check/examine vehicle's	technical condition
traveller's luggage	check / examination

Exercise 2 Match the items on the right to the items on the left

to prevent illegal	border crossing
to ensure	public order
to detect	crime
to control legality	of stay
to expel/remove	persons
to receive asylum	seeker's application
to seize / confiscate	articles/items
to apply/ use	coercive measures
to give / provide	first aid
safety in international	communication
state border	protection
to ban	the entry
to issue readmission/return	decision

AUDIO AND VIDEO EXERCISES

TOPIC 1 BORDER GUARDS' WORK Border guard's duties

Exercise 1 Listen to the audio track and fill in the gaps

Border guards who **serve** on border have different **duties**. Those border guards who work at road border **crossing** points usually work in **shifts** and their main tasks are to **check** documents, **examine** vehicles and check **information** against databases. It is important to do **profiling** correctly, **interview** travellers, check if they have **valid** travel documents and **sufficient** means of subsistence. Border guards have the right to search **persons**, that is to carry out body search, check traveller's **luggage** as well as means of transport, to prevent smuggling of **prohibited** items and **substances** across the border. Border guards not only prevent law **violation** and illegal border crossing but also **ensure** public order, **detect** crime, **carry** out operational investigation activities and **conduct** proceedings based on national regulations. Sometimes border guards need to **refuse** entry, detain or **expel** persons and in that case they have the right to use **coercive** measures. Border guards also control the **observation** of residence regulations in the country, process visa **applications** and **receive** asylum applications. To prevent illegal transportation of **dangerous**, chemical, nuclear, radioactive substances across the border, border guards cooperate with the law **enforcement** institutions such as the Police, the **Customs**, border guarding services from other countries as well as public **institutions** and state services.

Exercise 2 Match the items on the right to the items on the left

Border guards who serve on border	have different duties
Border guards have the right to	search persons
Border guards also control	the observation of residence regulations in the country
Border guards cooperate with	the law enforcement institutions
Sometimes border guards need	to refuse entry
Border guards prevent	law violation and illegal border crossing

Exercise 3 Match the items on the right to the items on the left

1. Main tasks of border guards who work at road border crossing points are to check documents, examine vehicles and check information against databases.	True
2. It is enough to check if travellers have sufficient means of subsistence.	False
3. Border guards have the right to check traveller's luggage.	True
4. Border guards prevent only law violation and illegal border crossing.	False

5. Border guards do not process visa applications but they receive asylum applications.	False
6. Border guards cooperate with the Police, the Customs in order to prevent illegal transportation of hazardous materials.	True
7. Border guards can refuse an entry, detain or expel persons	True
8. Border guards do not have the right to use coercive measures.	False
9. Border guards carry out operational investigation activities.	True

Audio: Duties of border guards at border crossing point

Exercise 1 Listen to the audio track and fill in the gaps

J: Could you tell us about the **tasks** of border guards who work at this road border **crossing** point?

BG: We can have different **duties**, it depends on **specific** position, for example those who work on the first line check have to **examine travel** and **vehicle documents**, check **vehicles** to prevent smuggling of **prohibited** items across the border and if it is necessary they check **information** against data bases.

J: You said “if it is necessary”. Does it mean that not all persons are checked against data bases?

BG: According to **regulations** we perform a thorough check which includes checking personal data against data bases on all **third-country** nationals who enter or exit the country. Persons enjoying the **Community** right of free **movement** are subject to minimum check and checking against data bases is done on non-systematic basis to ensure that person does not represent a **threat** to the **internal** security, public policy, international **relations** of the Member States or a threat to the **public health**.

J: And what does it mean a **thorough** check on third-country nationals?

BG: It means that border guards have to check if they have **valid travel** documents, a **visa** or **residence** permit as well as corresponding **supporting** documents. Border guards also have to check if travel documents are not **falsified**, to ensure if travellers have **sufficient** means of **subsistence** for their stay and to verify the purpose of the intended stay.

J: And what about vehicles, how do you check them?

BG: We examine vehicles to prevent transportation of **prohibited** items, verify if vehicle is not **stolen** and vehicle’s **technical** condition is appropriate for driving in our country.

J: And what do you do if you detect law **violation**?

BG: In that case persons are subject to **second** line check which is performed by second line officers (shift leaders) who have the right to make **decision** and do **further** procedures.

J: Could you give an example of such situation?

BG: Yes, of course. If during the **first** line check my **colleagues** have suspicion about **false** travel or vehicle documents they **consult** me. It can also be the case of possible stolen vehicle if border guards detect signs of **falsification** or any other changes in standard **technical condition** of vehicle. Shift leaders have to collect as much information and **evidence** as possible to make **appropriate** decision. In all situations I have to interview **travellers** in detail to clarify the **reasons** of law violation.

J: Thank you for giving this information and good luck in your **service**.

Exercise 2 Match the items on the right to the items on the left

According to regulations we perform a thorough check	which includes checking personal data against data bases on all third-country nationals who enter or exit the country.
We examine vehicles	to prevent transportation of prohibited items, verify if vehicle is not stolen and vehicle's technical condition is appropriate for driving in
Shift leaders have to	collect as much information and evidence as possible to make appropriate decision
Persons enjoying the Community right of free movement are subject	to minimum check and checking against data bases is done on non-systematic basis to ensure that person does not represent a threat to the internal security, public policy, international relations of the Member States or a threat to the public health

Exercise 3 Listen to the audio track then choose the correct answer for each question

1. A thorough check includes:

- a) checking personal data against data bases on all third-country nationals who enter or exit the country
- b) checking personal data against data bases on all nationals who enter or exit the country
- a) checking personal data against data bases on all third-country nationals who enter or the country

2. During the thorough check border guards:

- a) check if persons have valid travel documents, supporting documents and sufficient means of subsistence for their stay
- b) check only if persons have valid travel and supporting documents
- c) subject all persons to second line check

3. Persons enjoying the Community right of free movement are subject to:

- a) a thorough check which includes checking personal data against data bases upon entry and exit
- b) minimum check and checking against data bases is done on non-systematic basis

4. In case of law violation border guards:

- a) collect as much information and evidence as possible to make a negative decision, interview travellers in detail to clarify the reasons of law violation
- b) are not allowed to make any decisions
- c) collect as much information and evidence as possible to make appropriate decision, interview travellers in detail to clarify the reasons of law violation

Audio: Guest and host officer

Exercise 1 Listen to the audio track and fill in the gaps

1BG: Hello, I am a **guest officer** from Poland.

2BG: Nice to meet You and welcome, I am a **shift leader** at this BCP. Let me **explain** you the aims and tasks of our meeting. During this week, we are **expecting** your help in detecting **false** vehicles and travel documents.

1BG: Could you explain me how you organize your **shift work**?

2BG: Currently, we have a lack of staff at our BCP, and it happens often that one and the same border guard performs several tasks during one shift, for example he does both documents and persons check and vehicles **examination**.

1BG: Could you show me my **work place** and explain what tasks I'm expected **to carry** out?

2BG: You are going to work with the 1st line officer on the **entrance** lane. The officer will have the right to make the **final decision** and he is the one, who has **access** to **databases**. You are expected to help him with **persons** and **vehicles** documents check.

1BG: But if I detect a **violation**, do I have the right to give **suggestions** for further decisions?

2BG: Yes, of course.

1BG: And what kind of duties can I do **individually**?

2BG: You can do the **second line** document **examination**, you can examine and search vehicles. You are also allowed to do the first and second line check and **search persons**.

1BG: In Poland it is allowed to search persons only with one more border guard **participating**. Is it the same here?

2BG: Yes, it is. And you can search persons only in **detention** room or in the second line **interviewing room**. Now let's go to the **entry** lane and I'll show you your work place.

Exercise 2 Listen to the audio track then choose the correct answer

1. This is a conversation between:

- a) a guest officer and chief of BCP
- b) a guest officer and shift leader**
- c) a guest officer and 1st line officer

2. During the week the guest officer:

- a) will help in detecting false vehicles and travel documents**
- b) is going to work on the 1st line alone
- c) is not allowed to give suggestions for making decisions

3. Persons can be searched:

- a) at any place
- b) only in detention room or in the second line interviewing room**
- c) only if border guards have detected prohibited items

EXERCISES FOR VOCABULARY

TOPIC 1 BORDER GUARDS' WORK

Border guard's equipment Vocabulary

Exercise 1 Match the items on the right to the items on the left to form definitions.

magnifying glass - a piece of curved glass that makes objects look larger than they are;

tweezers - a small piece of equipment made of two narrow strips of metal joined at one end. It is used to pull out hairs or to pick up small objects by pressing the two strips of metal together with the fingers;

handcuffs - two metal or plastic rings joined by a short chain that lock around a prisoner's wrists;

metal detector - a machine that you walk through at places such as airports, to discover if you are carrying anything dangerous or illegal:

night vision goggles – piece of equipment that helps you to see when it is dark;

pepper spray - a chemical compound that irritates the eyes to cause tears, pain, and temporary blindness used in policing, riot control, crowd control, and personal self-defence, including defence against dogs and bears;

reflective/safety jacket – a type of personal protective equipment, is a clothing worn that has highly reflective properties or a colour that is easily discernible from any background;

truncheon/baton - a thick, heavy stick used as a weapon by border guard and police officers;

road/traffic spikes – is a device used to impede or stop the movement of wheeled vehicles by puncturing their tires;

bullet-proof vest – is an item of personal armour that helps absorb the impact and reduce or prohibit penetration to the body from firearm-fired projectiles and shrapnel from explosions, and is worn on the torso;

video surveillance camera / CCTV – closed-circuit television : a system that sends television signals to a limited number of screens, and is often used in shops and public places to prevent crime:

VSC (video spectral comparator) – is a tool used in the analysis of questioned documents. It's an imaging device that allows an examiner to analyse inks, visualize hidden security features, and reveal alterations on a document.

Exercise 2 Match the items on the right to the items on the left

passport	reader
magnifying	glass
UV	lamp
metal	detector
traffic	paddle
mirror	for vehicle examination
drug	identification test
video	endoscope

Exercise 3 Match the items on the right to the items on the left

Document examination equipment	passport reader, magnifying glass, UV lamp, back light magnifying glass /illuminating magnifier, mobile or stationary document analysis kit/ device, VSC (video spectral comparator), tweezers, microscope
Green border surveillance equipment	GPS (global positioning system), monitoring/surveillance system, radiotelephone, night vision goggles, helicopter, motorbike, quad /ATV, snow scooter/motorbike, service dog, sniffer dog, torch/ flashlight, binoculars, video surveillance camera CCTV(Closed -circuit television), weapon/ firearms, digital camera
Detention of a person	handcuffs, taser, pepper spray, service dog, sniffer dog, truncheon/baton, road/traffic spikes, weapon/ firearms
Vehicle and cargo search equipment	metal detector, mobile radiation sensor/ detector/ pager, radiometric control gate, CO2 sensor, CO2 detector, heartbeat detector, monitoring/surveillance system, service dog, sniffer dog, torch/ flashlight, video endoscope, drug-identification test, mirror for vehicle examination, portable contraband detector, digital camera, safety glasses

EXERCISES FOR AUDIO AND VIDEO

TOPIC 1 BORDER GUARDS' WORK Border guard's equipment

Exercise 1 Listen to the audio track and fill in the gaps

Border guard's equipment

Border guards who work at road border crossing points have **equipment** for different **purposes**. To **examine** documents border guards use passport **readers**, **magnifying** glasses, UV lamps, **back light** magnifying glasses, **mobile** and **stationary** document analysis devices.

For detailed document examination **video spectral comparator** and **microscope** are used.

Sometimes border guards need to apply **coercive** measures and use **truncheons**, **handcuffs**, **taser** and **pepper** spray.

For **vehicle** examination border guards use **mirrors** and **portable** **contraband** detectors. **Heart** beat detectors, **sniffer** dogs, CO2 **sensors** are used to prevent **trafficking** in human beings.

To detect transportation of **prohibited** items border guards use metal **detectors**, **radiometric** control gates, mobile **radiation** sensors, video **endoscopes**, x-ray scanners and drug-**identification** tests.

Sometimes for safety purposes border guards have to wear **reflective** jackets, **bullet**-proof vests and **helmets**.

Exercise 2 Match the items on the right to the items on the left

To examine documents border guards use	passport readers, magnifying glasses, UV lamps, back light magnifying glasses, mobile and stationary document analysis devices
Sometimes border guards need to apply coercive measures and use	truncheons, handcuffs, taser and pepper spray.
For vehicle examination border guards use	mirrors and portable contraband detectors
To prevent trafficking in human beings border guards use	Heart beat detectors, sniffer dogs and CO2 sensors

Exercise 3 Listen to the audio track and answer “true” or “false”

1. For detailed document examination border guards use passport readers, magnifying glasses and UV lamps.	False
2. Sometimes border guards can use truncheons, handcuffs, taser and pepper spray.	True
3. For vehicle examination border guards use video spectral comparator.	False
4. CO2 sensors are used to prevent trafficking in human beings.	True
5. Bullet-proof vest is one of safety measures used by border guards	True
6. By using microscope, border guard can decide if the document is forged or not.	True
7. X-ray device is used for radiation level control.	False

Exercise 3 Listen to the audio track then choose the correct answer

1. UV lamp is used for:	Documents check
	Radiation control
	Vehicles examination
2. Video spectral comparator is used for:	Detection of hidden places
	Documents check
	Vehicles examination
3. Video endoscope is used for:	Detection of prohibited items transportation
	Documents check
	Vehicles examination
4. Mirror is used for:	Documents check
	Radiation control
	Vehicles examination
5. X-ray device is used for:	Detection of prohibited items transportation
	Radiation control
	Vehicles examination
6. To examine documents border guards use:	Back light magnifying glasses
	Truncheons
	Video endoscopes
7. For detailed document examination border guards use:	CO2 sensors
	Microscopes
	Sniffer dogs
8. To measure the level of radiation border guards use:	Mobile radiation sensors
	Pepper spray
	X-ray devices
9. When applying coercive measures border guards use:	Reflective jackets
	Sniffer dogs
	Taser

Exercise 4 Listen to the audio track and fill in the gaps

Border guard's equipment

Visitor: I'm planning to study BG profession and I would like to know more about the types of equipment border guards' use, especially at road BCP.

BG: Well, while checking documents and vehicles border guards use different kinds of equipment in their everyday work.

V: What equipment do you use for documents examination?

BG: The most common devices are border guards' stamps, magnifying glasses, passport readers and UV lamps. For more complicated document examination we use microscopes with cameras, computers, databases and Video Spectral Comparators.

V: What kind of devices do you use for vehicle examination?

BG: As a rule, we use torches, heartbeat detectors, video endoscopes, X-ray devices and CO2 gas sensors.

V: What do you use video endoscopes for?

BG: We use them if we have to carry out a detailed examination of a vehicle and check some hidden places. And sometimes we use X-ray devices for this purpose, too. Besides that border guards also control the radiation level of vehicles and cargoes.

V: And how do you control that?

BG: We use portable and stationary radiation level detection devices.

V: Thank you for information.

BG: You are welcome, and I'm glad to help you.

Exercise 5 Match the items on the right to the items on the left

What equipment do you use for documents examination?	The most common devices are border guards' stamps, magnifying glasses, passport readers and UV lamps. For more complicated document examination we use microscopes with cameras, computers, databases and Video Spectral Comparators.
What kind of devices do you use for vehicle examination?	As a rule, we use torches, heartbeat detectors, video endoscopes, X-ray devices and CO2 gas sensors.
What do you use video endoscopes for?	We use them if we have to carry out a detailed examination of a vehicle and check some hidden places. And sometimes we use X-ray devices for this purpose, too. Besides that border guards also control the radiation level of vehicles and cargoes.
How do you control the radiation level of vehicles and cargoes?	We use portable and stationary radiation level detection devices.

EXERCISES FOR VOCABULARY

TOPIC 1 BORDER GUARDS' WORK

Infrastructure of Border crossing point Vocabulary

Exercise 1 Match the items on the right to the items on the left

traffic	sign
duty	office
restricted	area
communication	tower
interview	room
room	for asylum seekers
second	line check office

Exercise 2 Translate the following words to your national language

1. barrier
2. security service booth /checkpoint/control booth
3. traffic sign/lights
4. lane
5. EU/EEA/CH citizens lane
6. green lane/Nothing to declare
7. goods to declare (red lane)
8. pedestrian lane / pedestrian crossing
9. shed
10. administrative building
11. monitoring centre
12. building for vehicles thorough check
13. car park/parking lot
14. customs/customs service
15. veterinary control
16. weighbridge
17. X-ray
18. heart beat detector/ heart beat detection facility
19. duty free shop
20. toilet/WC/ Rest room
21. communication tower
22. informative notice/ sign
23. radiation control gates
24. turnstiles
25. fence

EXERCISES FOR AUDIO AND VIDEO

Exercise 1 Listen to the audio track and fill in the gaps

Infrastructure of border crossing point

As a rule all border crossing points are fenced and monitored by video surveillance systems. When entering a border crossing point, travellers see a checkpoint, a barrier and traffic signs indicating speed limitation and the lanes they must drive to. There are entry and exit lanes for cars, buses and lorries. There are separate lanes for the EU/EEA/CH citizens and third country citizens. They are marked as “EU/EEA/CH” and “All passports”. There are also lanes indicated as “nothing to declare” and “goods to declare” as well as an emergency lane. In the centre of border crossing point there is an administrative building and pavilion where the first line border check is performed. Chief’s office, shift leader’s room, duty office, border guards’ service rooms, detention room or custody and a room for asylum seekers are situated inside administrative building. Border guards’ weapons are stored in armoury. Some areas are restricted and some are available for public, for example banks, insurance offices or duty-free shops. To detect law violations or smuggling border guards and customs officers use a building for thorough check of vehicles, x-ray facility and a room for travellers’ luggage control. There is also a waiting area, car parks for travellers and personnel, parking for detained vehicles, communication tower and radiation control gates.

Exercise 2 Match the items on the right to the items on the left

As a rule all border crossing points are	fenced and monitored by video surveillance systems.
When entering a border crossing point, travellers see	a checkpoint, a barrier and traffic signs indicating speed limitation and the lanes they must drive to.
There are	separate lanes for the EU/EEA/CH citizens and third country citizens.
In the centre of border crossing point there is	an administrative building and pavilion where the first line border check is performed.
Border guards’ weapons are	stored in armoury.
To detect law violations or smuggling border guards and customs officers use	a building for thorough check of vehicles, x-ray facility and a room for travellers’ luggage control.
Some areas are	restricted and some are available for public, for example banks, insurance offices or duty-free shops.

Exercise 3 Watch the video and answer true or false

1. Border crossing points are monitored by video surveillance systems.	True
2. Not all border crossing points are fenced.	False
3. In all border crossing points there are entry and exit lanes for cars, buses and lorries.	True
4. Separate lanes for the EU/EEA/CH citizens are marked as “All passports”.	False
5. Second line border check is performed on entry and exit lanes.	False
6. Border guards’ weapons are stored in armoury.	True
7. Border crossing points has some restricted areas and some are available for public	True
8. Custody and a room for asylum seekers are situated in separate buildings.	False
9. To detect law violations or smuggling border guards use a building for thorough check of vehicles, x-ray facility and a room for travellers’ luggage control.	True

Video

Introduction to BCP

Exercise 1 Watch the video and fill in the gaps

S.L. Hello, I am major Ignas Valkauskas and I’m a shift leader.

BG: Hello, I am Viktorija Ugianskyte and I’ve just graduated from Border Guard College. Nice to meet you.

S.L. Nice to meet you, too. Firstly, I’d like to welcome you and show you our BCP. Well ... now we are in the **duty** office. You can see that the duty border guard is also a video **surveillance** system operator.

BG: How many officers usually work here?

S.L. A shift leader and a duty border guard. Next to the duty border guard’s room there is a room for keeping **special means** and **technical equipment**.

BG: And what is there behind those doors?

S.L. There is a **detention** room or **custody** and the next door is a room for **asylum** seekers.

BG: Who is responsible for asylum seekers and detained persons while they are at the BCP?

S.L. It is duty border guard’s **responsibility**. Let’s go downstairs and I’ll show you the lanes.

BG: And where are the offices of **customs**, **veterinary** and **phytosanitary** officers situated?

S.L. They have offices in the **administrative building**, work places on the lanes and also some **special terminals** and **facilities**. Well ... this is the **entry** lane from Belarus.

BG: I’m sorry, you said that other institutions have work places on the first line. But why is there only one booth on each lane?

S.L. Well, officers from each institution share this booth and they have separate work places. Also as you see each lane is marked according to types of vehicles and traveller’s citizenship.

BG: Can you show me what is there inside the booth, please?

S.L. Of course, let’s go. Now we can see the workplace of the first line check border guard.

BG: How many officers usually work here?

S.L. There are two fully **equipped** work places in each booth.

BG: Excuse me, what do you mean by saying “fully equipped”?

S.L. Well, it means that each border guard has all **necessary** equipment for the first line check. There is a computer with online access to data bases, passport reader, **magnifying** glass with light, UV light, VSC, fingerprint scanner, telephone.

BG: Can I see the premises of customs and other institutions?

S.L. Later on, because now you’ll have to **fill** in some documents.

Exercise 2 Watch the video and answer true or false

The duty border guard is also a video surveillance system operator. – True

Officers from each institution do not share booths. – False

Duty border guard is responsible for asylum seekers and detained persons while they are at the BCP. – True

At this BCP there is a computer with online access to data bases, passport reader, magnifying glass with light, UV light, VSC, fingerprint scanner, telephone. – True

Room for asylum seekers at this BCP is in separate building. – False

Exercise 3 Match the items on the right to the items on the left

How many officers usually work here?	A shift leader and a duty border guard.
And what is there behind those doors?	There is a detention room or custody and the next door is a room for asylum seekers.
Who is responsible for asylum seekers and detained persons while they are at the BCP?	It is duty border guard’s responsibility.
And where are the offices of customs, veterinary and phytosanitary officers situated?	They have offices in the administrative building, work places on the lanes and also some special terminals and facilities.
Can I see the premises of customs and other institutions?	Later on, because now you’ll have to fill in some documents.

Exercise 1 Watch the video and fill in the gaps

Head of BCP: Dear guests, I’m the **Head** of Medininkai BCP and today I’m going to give you a short **presentation** of Medininkai BCP **infrastructure**. Please feel free to ask **questions** after my presentation. To begin with, I would like to **mention** that BCPs in Lithuania were constructed in different periods and they all look **differently**, but the border check **procedure** is similar at all of them. Medininkai BCP was **modernized** recently, now it corresponds to Schengen **requirements**. I would like to mention that we have a new video **surveillance** system installed. It allows to monitor the territory of the BCP which is fully **fenced**. The **entrance** and exit lanes are separated by a fence, too. There are fully **equipped** booths, **turnstiles** and signs for traffic control in the first line check terminals. In the separate area we’ve installed an x-ray **device**, there is also a building for **vehicles** thorough check, a parking lot for **detained** vehicles and a building for heart-beat **detector**. The entrance and **exit** lanes are equipped with automatic **radiation** control gates which are operated by **duty** border guard. Well, if you have any questions, please ask now, because I am going to show you the BCP.

Exercise 2 Match the items on the right to the items on the left

Dear guests, I'm going to	give you a short presentation of Medininkai BCP infrastructure.
Please feel free to	ask questions after my presentation.
To begin with, I would like	to mention that BCPs in Lithuania were constructed in different periods
I would like to mention	that we have a new video surveillance system installed.
Well, if you have any questions,	please ask now, because I am going to show you the BCP.

Exercise 3

Watch the video and answer true or false

BCPs in Lithuania look similar. - False

There is a new video surveillance system installed. – True

BCP was modernized recently, now it corresponds to Schengen requirements. – True

The entrance and exit lanes are not separated by a fence. – False

There are fully equipped booths, turnstiles and signs for traffic control in the first line check terminals. – True

The entrance and exit lanes are equipped with automatic radiation control gates which are operated by shift leader. - False

EXERCISES FOR VOCABULARY

TOPIC 1 BORDER GUARDS' WORK

Giving instructions and orders Phrases

Exercise 1

Match the items on the right to the items on the left

Calm	down!
Wait	here!
Stop	filming!
Wait a	minute!
Follow	me!

EXERCISES FOR AUDIO AND VIDEO

TOPIC 1 BORDER GUARDS' WORK Giving instructions and orders

Exercise 1 Listen to the audio track and fill in the gaps

Giving instructions to driver for changing lane

BG: Good afternoon.

T: Hello officer. I want to ask if I can fill in tax-free **form** here.

BG: No, you can't, you've chosen the wrong **lane**. You should go to the red lane ("Goods to declare") and look for the **Customs** officer.

T: Ohhh, how can I get to the right lane now?

BG: Ok, you have to turn **around** via this parking and then choose the second lane from the **main** building.

T: Thank you very much. Have a nice day.

BG: Good bye.

Exercise 2 Match the items on the right to the items on the left to form a proper sentence

Good	afternoon.
You should	go to the red lane.
You have	to turn around.
Choose	the second lane.
Thank you	very much.

Have a nice day.

Video

Giving instructions for driving to parking lot

Exercise 1 Watch the video and fill in the gaps

BG: Good evening, give me your passport and **vehicle** documents, please.

T: Here you are.

BG: What is the **purpose** of your visit?

T: **Tourism**. I'm going to visit Warsaw.

BG: Show me the hotel **reservation confirmation**, please.

T: I haven't **booked** any hotel yet.

BG: Ok, in that case I'll have to check the purpose of your visit, that's why you'll have to go with me now.

T: Ok.

BG:.

T: Where is that parking lot?

BG: Drive 50 metres **straight** ahead, then **turn** right and the parking lot is near the black **metal gate**. Do you **understand**?

T: Yes, officer.

BG: Well, I'll be waiting for you at the **administrative** building over there.

Exercise 2

Match the items on the right to the items on the left to form a proper sentence

Give me	your passport.
Show me the hotel	reservation confirmation.
Go	with me now.
Drive	straight ahead.
Park	your car in the parking lot.

Audio

Giving instructions for driving to the building for vehicle thorough check

Exercise 1 Listen to the audio track and fill in the gaps

BG: Good morning, give me your passport and vehicle documents please.

T: Here you are.

BG: Step out of the car, open the **bonnet** and the **boot**, please.

T: Ok... I'm sorry officer, but something is wrong with the **boot**. I cannot open it.

BG: What's the matter?

T: I really don't know.

BG: Well, I still have **to examine** your car, that's why you'll have to drive to the building for vehicle **thorough check**.

T: Really? Do I have to? I'm in a hurry.

BG: Your vehicle must be checked before **entering** the Schengen area. Just **follow** my instructions.

T: Ok.

BG: Firstly drive to that grey building. Do you see it?

T: Yes.

BG: The officer who is working there will let you enter the **waiting area**. Then turn right and follow the yellow line till the **entrance** to the green **hangar**.

T: Ok, I understand.

Exercise 2 Match the items on the right to the items on the left to form a proper sentence

Your vehicle	must be checked before entering the Schengen area
You'll have	to drive to the building for vehicle thorough check.
Firstly drive	to that grey building.
The officer	who is working there will let you enter the waiting area.
Then turn	right and follow the yellow line till the entrance to the green hangar.

Exercise 1 Watch the video and fill in the gaps

Video

Giving instructions at the checkpoint on entry to BCP (on exit from EU)

BG: Good morning.

T: Good morning.

BG: Please show me your documents, please.

T: What documents?

BG: **Travel documents**, **vehicle registration certificate** and your **driving licence**.

T: Here you are.

BG: How many **travellers** are there in your car?

T: A **driver** and two **passengers**.

BG: Are the **number plates** clean? Please, clean them if they are dirty.

T: OK.

BG: Please wait, I will give you the **control voucher**.

BG: Now you can enter the **territory** of the BCP, please don't forget to give the **control voucher** to the border guards who will check your documents on the **checking lane** and at the exit from the BCP.

T: Thank you, goodbye.

BG: You are welcome.

Exercise 2

Match the items on the right to the items on the left to form a proper question

What	documents?
How	many travellers are there in your car?
Are	the number plates clean?

Exercise 1 Watch the video and fill in the gaps

Giving instructions for driving at the checkpoint after border check on exit from BCP

BG: Good morning.

T: Good morning.

BG: Please, show your control voucher.

T: Here you are.

BG: Your documents are in order, have a nice trip.

T: Thank you.

Exercise 2 Arrange the words in correct order to form a proper sentence

Show your control voucher.

Here you are.

Your documents are in order.

Have a nice trip.

Exercise 3 Watch the video and fill in the gaps by typing the letters in the gaps

BG: Good morning.

T: Good morning.

BG: Please, show your control voucher.

T: Here you are.

BG: Your documents are in order, have a nice trip.

T: Thank you.

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1 Match the items on the right to the items on the left

Go	this direction.
Follow	this road.
Turn	left.
Go straight	ahead.
Come	here.

Exercise 2

Match the items on the right to the items on the left

on the right	on the left
north	south
east	west
up	down
in front of	behind

Exercise 3

Match the items on the right to the items on the left

Where is the nearest bank?	The bank office is in that building!
I'm looking for an exchange office.	Follow this road, then turn right and you'll see it on your left. You can exchange your money into Euro there.
How far is it from here?	It's about 500 meters.
Can I get there on foot?	No, it's too far. It's better to take a taxi or bus.
Are we going in the right direction to get to the hospital?	Yes, go straight ahead, turn left at the first crossroads. You will see a big red cross on the wall of the building. You cannot miss it.
Do you have a map? I got lost.	I'm sorry, but I cannot help you. I don't have any with me.

EXERCISES FOR AUDIO AND VIDEO

BORDER GUARDS' WORK

Topic 1

Giving directions

AUDIO 1

Exercise 1 Listen to the audio track and fill in the gaps

T: **Excuse** me, could you help me, please?

BG: What is the problem?

T: I'm looking for an **administrative** building. Is there any nearby here?

BG: What exactly do you need?

T: I would like to find **Customs** officer, because I have to **declare** some goods.

BG: What kind of goods do you need to declare?

T: I'm **carrying** three horses. I'm not sure, what kind of **documents** I have to fill in.

BG: It means that the horses need to undergo a **veterinary** control.

T: Is there any veterinary control office near here?

BG: Yes, of course. You have to go **ahead** to the nearest shed. Pass it by and turn left just behind it. You will see there a green building with a brown roof. A veterinary is inside that building on the second **floor**.

T: Is it far away?

BG: No, it's quite **close**.

T: Can I get there on foot?

BG: Yes, it will take about 5 minutes on foot.

T: Thank you very much for giving me **directions**.

BG: Have a nice trip.

Exercise 2 Match the items on the right to the items on the left

Excuse me,	could you help me, please?
What	kind of goods do you need to declare?
Is	there any nearby here?
No,	it's quite close.
Can	I get there on foot?
Pass	it by and turn left just behind it.

AUDIO 2

Exercise 1 Listen to the audio track and fill in the gaps

BG: Excuse me sir, what are you doing here?

T: I'm looking for the **duty-free** shop.

BG: Have your documents been already checked?

T: No, I'm still waiting for my passport.

BG: So it is **prohibited** to be here. You have to go back to your car.

T: Can I go to the toilet with my **children**?

BG: Yes you can.

T: Can you be so kind as to tell me where the toilet is?

BG: You have to go **straight** ahead. You will see there a **parking** for **seized** vehicles. Turn right before it, **cross** the road at the pedestrian crossing. In front of you will see a grey building. The toilet is **inside**.

T: Can I go through that parking?

BG: Yes, you can use it, if the main **gate** is open.

T: Thank you.

Exercise 2 Match the items on the right to the items on the left

Excuse me sir,	what are you doing here?
I'm looking	for the duty-free shop.
You have to	go back to your car.
Yes	you can.
Can I	go through that parking?
Yes, you can use it,	if the main gate is open.

Video

Giving directions to Kętrzyn

Exercise 1 Watch the video and fill in the gaps

BG: Your **documents** are all right. Have a nice stay in Poland.

T: Thank you. May I ask you, how can I get to the nearest **insurance** office?

BG: So you have to drive to the **nearest** town which is Kętrzyn.

T: Where is it exactly?

BG: Kętrzyn is on the north-east part of Poland. It's about 20 km from this BCP. It is advisable to have a map.

BG: I have one. Can you show me the exact location of the town?

BG: Yes. ... So we are here right now, and Kętrzyn is over there. You have to drive the road No 66. You should go along Sikorskiego Street. At the second crossroads turn left and you will be on the main square. Between a fountain and a soldier's monument there is an insurance office.

T: Is there any parking place nearby?

BG: Yes, but you have to buy a parking ticket. It costs 3 EUR for the whole day.

T: Where can I buy it?

BG: There is a parking meter opposite the monument.

T: Thank you very much for the directions.

BG: You're welcome. Good bye.

Exercise 2 Match the items on the right to the items on the left

How can I	get to the nearest insurance office?
Can you	show me the exact location of the town?
Is there	any parking place nearby?
Where can	I buy it?
Where	is it exactly?

EXERCISES FOR VOCABULARY

TOPIC 2 INTERVIEWING STANDARD SITUATIONS

TRAVEL DOCUMENTS

Exercises

Exercise 1 Match the items on the right to the items on the left

Diplomatic	passport
Stateless person's	travel document
Seafarer's	discharge book
Return	certificate
Identity	card
NATO	soldier's identification document

Exercise 2

Choose the name of document from the drop- down list.

1. Document issued to diplomats of a country and their accompanying dependants for official international travel and residence. (Diplomatic passport)
2. Document issued to a refugee by the state in which she or he currently resides allowing them to travel outside that state and to return back. (Refugee travel document).
3. Document issued to defined groups for travel together to particular destinations, such as a group of school children on a school trip (Collective passport)
4. It is a temporary one-way travel document issued to return to country in case you have lost passports. Return Certificate
5. Document issued to a non-EU citizen who is a family member of an EU citizen. Residence permit of a family member of an EU citizen
6. Document issued to government employees for work-related travel, and their accompanying dependants (Service passport)

EXERCISES FOR AUDIO AND VIDEO

TOPIC 2 INTERVIEWING STANDARD SITUATIONS TRAVEL DOCUMENTS

Exercise 1 Listen to the audio track and fill in the gaps

According to regulations to cross the border persons must have valid travel documents. At the external border EU nationals undergo minimum checks to verify their identities on the basis of travel documents non-EU nationals must present a valid travel document and a visa, if required, or a residence permit. The most common travel document is a passport and there can be different types of passports, for example, citizen's and national passport, service passport, diplomatic passport, alien's passport, special passport and emergency passport. There can also be different types of other travel documents, such as temporary travel document, stateless person's travel document, repatriation certificate, refugee travel document and other documents. The primary task of border guard is to check if the travel document presented is not falsified, it is recognized for travelling and the validity term has not expired.

Exercise 2 Listen to the audio track again and match the items on the right to the items on the left to form a proper sentence.

According to regulations all persons who want to cross the state border	must have valid travel documents.
At the external border EU nationals	undergo minimum checks in order to verify their identities on the basis of travel documents.

At the external border non-EU nationals must	present a valid travel document and a visa, if required, or a residence permit.
There are different types of passports:	national, service and diplomatic.
There can also be different types of travel documents, such as	temporary travel document, stateless person's travel document.
The primary task of border guard is to check if the travel document	is not falsified, it is recognized for travelling and the validity term has not expired.

EXERCISES FOR VOCABULARY

TOPIC 2 INTERVIEWING STANDARD SITUATIONS

INFORMATION IN TRAVEL DOCUMENTS Vocabulary

Exercise 1 Match the items on the right to the items on the left

Issuing	authority/ office/ country
Holder's	signature
Machine-readable	zone
Country	code
Military	rank
Registered	domicile
Other	notes
Stamp of	issuing authority
Distinguishing	mark

Exercise 2 Match the definitions on the right to the items on the left

Nationality	- the official right to belong to a particular country
Maiden name	- the family name a woman has before she gets married
Endorsement	- the act of saying that you approve of or support something or someone
Fingerprint	- the pattern of curved lines on the end of a finger or thumb that is different in every person, or a mark left by this pattern
Occupation	- a person's job

EXERCISES FOR AUDIO AND VIDEO

TOPIC 2 INTERVIEWING STANDARD SITUATIONS Information in travel documents Audio and video

Exercise 1 Listen to the audio track and match the items on the right to the items on the left.

The most important information in travel documents.

Important/ useful	information
Construction of the	travel documents
Documents	examination
Security	elements
Printing	techniques
Quality of	the paper
Possible	damages and faults
Missing	page
To interview	the person
Untrue	purpose
Sufficient means	of subsistence
Road and railway	border crossing points
Cargo	trains

Exercise 2 Listen to the audio track and decide whether the statement is true or false.

1. In border guard's opinion all information included in travel documents is very important..
a) True
b) False
a) True
b) False
2. From border guard's personal experience while doing documents examination it is more important to pay special attention to construction of the travel document, security elements, printing techniques, quality of the paper, possible damages and faults and the validity of the travel document than interviewing the person.
a) True
b) False
3. If border guards have suspicions they can ask about the person's name, place of birth, date of birth, age and compare the information given with the information on the data page.
a) True
b) False
4. During interview we can also find out if travellers have sufficient means of subsistence to stay in the country.

- a) True
 - b) False
5. The border guard has been working in this BCP since 2010.
- a) True
 - b) False
6. Last year they checked over 1 billion travellers.
- a) True
 - b) False

Exercise 1

Listen to the audio track and fill in the gaps

Information in travel documents

Although there are ICAO standards for information in travel documents, the information in passports can differ from country to a country. All passports must contain information about passport such as, type of passport, **number**, country code, issuing authority or office, date of issue and date of expiry. Some passports, for example Pakistani passport contains a booklet number and tracking number. All passports include holder's photos. In addition the data pages contain information about holders - **surname**, name or first name, nationality, sex, date and place of birth and holder's **signature**.

Some passports contain additional information about the holder, for example, **middle** name, maiden name, father's name, personal number, **height**, eye colour, occupation, registered domicile, **distinguishing** marks, etc.

Passports also have pages for **amendments** or endorsements, where respective institutions and services make necessary marks or notes, e.g. border guards affix entry and exit **stamps**.

The most important for border guards is to check if there are no signs of falsification in the document, and interview the person to compare if the information in passport corresponds to traveller's **answers**.

Audio Information in travel documents.

Exercise 2 Listen to the audio track and decide whether the statement is true or false.

7. The information in passports differs from country to country.
- c) True
 - d) False
8. Type of passport, number, country code, issuing authority or office, date of issue and date of expiry is the information which can be found in some passports.
- a) True
 - b) False
9. Not all passports include holder's photo.
- c) True
 - d) False
10. Pakistani passports contain a booklet number and tracking number.
- c) True
 - d) False
11. Height, father's name, registered domicile distinguishing marks is additional information about the holder.

- a) True
b) False
12. Passports do not have pages for amendments.
a) True
b) False
13. The most important for border guards is to interview the traveller.
c) True
d) False

Exercise 1 Listen to the audio track and fill in the gaps :

This is a refugee's travel **document** issued by the Republic of Latvia. The **holder** of this document is a woman Mira Hashimi. Mira is her name and Hashimi is **surname**. You spell it HASHIMI. Mira is a **citizen** of Morocco. She was born on the 10th of August 1985, so the **date of birth** of the holder is the 10th of August 1985. The **place of birth** is Morocco. Mira is **170** centimetres tall and her **personal number** is 11111-**11680**. The woman received her document in the Department of Refugees' Affairs. The number of the document is LP 3000064. The **date of issue** of the document is the 17th of November 2007 and it **expires** on the 16th of November **2012**. The code of **issuing** state is LVA.

Exercise 2 Listen to the audio track and match the items on the right to the items on the left.

This is a refugee's travel document	issued by the Republic of Latvia.
The holder of this document is	a woman.
She was	born on the 10 th of August 1985.
Mira is 170	centimetres tall.
The date of issue of the document is	the 17 th of November 2007
The date of expiry of the document is	the 16 th of November 2012
The code of issuing state is	LVA.

Exercise 1 Listen to the audio track and fill in the gaps

This is a **specimen** of the citizen's passport of the Republic of Ukraine. The **holder** of the passport is Ivan Grytsenko. Ivan is a name and Grytsenko is surname. The holder is **male**. His nationality is Ukrainian. He was born in Mikolajev, so Mikolajev is the holder's place of birth. Ivan's date of birth is the **25th** of July 1983 and personal number is **3052125257**. Now some information about the document. The passport number is EK000001. It was issued by an authority with the code number **8090**. The date of issue is the **3rd** of August 2009. The passport is valid for 10 years, its date of expiry is the 3rd of August **2019**. The code of issuing state is UKR. The data page of the passport contains the holder's photograph and signature. There is also a machine **readable** zone in the data page.

Exercise 2 Listen to the audio track and then choose the correct answer

1. What is the code of the issuing state?
a) PL

- b) LV
 - c) UKR
2. What is the citizen's surname?
 - a) Mikolajev
 - b) Grytsenko
 - c) Ivan
 3. Date in the passport 3rd of August 2009 is:
 - a) date of birth
 - b) date of issue
 - c) date of expiry
 4. What is the citizen's personal number?
 - a) 3052123257
 - b) 3052125227
 - c) 3052125257
 5. What does the number EK000001 stand for?
 - a) passport number
 - b) personal number
 - c) authority's code number
 6. What is the date of expiry of the document:
 - a) 3rd of August 2009
 - b) 25th of July 1983
 - c) 3rd of August 2019

Exercise 3 Listen to the audio track and fill in the gaps

This is a specimen of the identification card of the Czech Republic. It contains information about the holder and the document itself. The holder of the identification card is **Vzor Specimen**. The holder of this document was born on the 8th of October 1981 in **Ricany**. She is Czech by nationality. The document was issued on the 10th of **January 2012**. This identification card is valid for 10 years, its date of expiry is the 10th of January **2022**. The document number is **998000398**. The identification card contains the holder's photograph and **signature**.

Exercise 4

Listen to the audio track and answer the questions:

- 1) Where is the holder of the passport from? **Czech Republic**
- 2) What is the name of the holder? **Vzor**
- 3) What is the holder's last name? **Specimen**
- 4) What is the name of town she was born in? **Ricany**
- 5) What is her nationality? **Czech**
- 6) What is valid for 10 years? **Identification card**
- 7) What is the document's number? **998000398**

Exercise 5

Listen to the audio track and match the items on the right to the items on the left.

This is a specimen	of the identification card.
It contains	information about the holder and the document itself.
She is	Czech by nationality.
This identification card is	valid for 10 years
The identification card	contains the holder's photograph and signature.
Its date of expiry is	the 10 th of January 2022.

Exercise 1 Listen to the audio track and fill in the gaps

Officer teaching cadet how to check travel documents of a person.

BG: Well ... , we have examined the vehicle and interviewed the person. The next step is to verify the information from vehicle and identity documents in the data bases.

C: Would you let me try to do that under your supervision?

BG: Sure. Click on the data base and choose the button "Person check".

C: Do you mean that one?

BG: Yes, very good. Now open the data page of the passport.

C: Should I enter the data manually?

BG: You can use the scanner, but I'll show you how to do it manually first.

C: Ok. What should I do first?

BG: You have to write the number of the document in this gap. Please, remember you should start with the number of the document every time you enter the data manually. Do you understand?

C: Yes. As far as I know this is the number of the passport.

BG: Yes it is. Now fill in the other field with the required information. Try to do it yourself.

BG: Don't worry, I am here to make sure you do it correctly.

C: Well... Ok... Now I will enter the citizenship and the name of the country that issued the document. Are they always the same?

BG: No, they aren't. You have to check in the passport if the person is the citizen of the country that issued the document.

C: Well ... I see that this person is the citizen of the country which issued the passport. Now I have to enter the name and surname ...

BG: Remember that you should always use Latin alphabet letters when entering the name and given name of the person.

C: I see. Well ... in this case I should write the name and surname from the second line of this part.

BG: That's right.

C: Do I always have to enter the date of birth and personal identification number?

BG: No. Personal identification number is not always included in the travel document. Besides that the data base of our country does not recognize foreign personal identification numbers.

C: I see...but is it obligatory to enter the date of birth for all persons?

BG: Yes, it doesn't matter which country national is checked, you must always enter the date of birth to data base.

C: Here I entered date of expiration of the passport.

BG: Very well.

C: And how about the rest of the information from the passport. Where should I enter the date of issue, issuing authority and other information?

BG: We do not enter this information to data base, but you have to verify it while checking and interviewing person.

Exercise 2 Listen to the audio track and match the items on the right to the items on the left.

Click on the data base and	choose the button "Person check"
Now it is very important to be very attentive,	so that you enter the information into the data base correctly.
Now fill in the other field with	the required information.
Now I will enter the citizenship	and the name of the country that issued the document.
Personal identification number is	not always included in the travel document.
Besides that the data base of our country	does not recognize foreign personal identification numbers

TOPIC 2
INTERVIEWING
STANDARD SITUATIONS
SUPPORTING DOCUMENTS

EXERCISES FOR VOCABULARY

Exercise 1 Match the items on the right to the items on the left

Letter of	authorisation
Work	permit
Return	ticket
Birth	certificate
NATO	travel order
Written	approval
Authorization for	transport of remains
Traveler's	cheques
Business	license
Credit	card

Exercise 2

Fill in the gaps, the first letter is given

m^ariage certificate

health insurance certificate
birth certificate
vaccination certificate
ticket to the event

EXERCISES FOR AUDIO AND VIDEO

Exercise 1 Watch the video and decide whether the following sentences are True or False.

Asking to show supporting documents

Video

1. The traveller is going for a business meeting.
True
False
2. The conference is about innovations in modern technology.
True
False
3. The border guard asks for vaccination certificate.
True
False
4. The traveller doesn't know which hotel he is going to stay at.
True
False
5. The traveller has about 300 Euros in cash.
True
False

Exercise 2 Watch the video and fill in the gaps

Asking to show supporting documents

BG: Good morning, please show your travel documents.

T: Here is my passport.

BG: What is the purpose of your visit?

T: I'm going to a business meeting.

BG: What kind of business meeting?

T: It's a conference about innovations in safety technology.

BG: Please show me the supporting documents.

T: What do you mean by supporting documents?

BG: For example invitation to the conference, hotel reservation confirmation, bus return ticket, health insurance certificate.

T: Well I see ..., here is the invitation to the conference and the bus return ticket, but I'm not sure about the hotel I will be staying at, because the host of the conference didn't send me the detailed information.

BG: Do you have sufficient means of subsistence to stay in our country?

T: Yes, I have a credit card and cash about 300 Euros. Here you can also see a bank statement.

BG: Thank you. Everything is fine. Have a nice trip.

Audio

Exercise 1 Listen to the audio track and fill in the gaps

Types of supporting documents

Depending on situation border guards ask travellers to show different types of supporting documents. If a person enters a country for business reasons he must be ready to show a programme, entry tickets or a letter of invitation from the organiser of the event, e.g. a meeting, conference, fair, seminar or workshop. If somebody comes to a country for educational purposes he must have a certificate of admission or enrolment to a training institution and an international student card. Travellers must be also ready to show documents regarding their accommodation and route of the trip, such as hotel booking or reservation confirmations, return or round-trip tickets, health insurance certificates, letters of invitation from persons they are going to stay at, traveller's cheques and vouchers. According to regulations 3rd country nationals must have sufficient means of subsistence for their stay in the EU country. Credit cards, cash and bank statements are used as a proof. Minors when travelling alone must have letters of consent to leave their country by parent or guardian. Depending on the purpose of the trip border guards can also ask travellers to show birth certificates, marriage certificates, death certificates, employment contracts, medical examination certificates, any written approvals and letters of authorisation.

Exercise 2

Listen to the audio track and match the items on the right to the items on the left.

Depending on situation border guards	ask travellers to show different types of supporting documents.
If a person enters a country for business reasons	he must be ready to show a programme, entry tickets or a letter of invitation from the organiser of the event
If somebody comes to a country for educational purposes	he must have a certificate of admission or enrolment to a training institution and an international student card.
Travellers	must be also ready to show documents regarding their accommodation and route of the trip, such as hotel booking or reservation confirmations.
According to regulations 3 rd country nationals must	have sufficient means of subsistence for their stay in the EU country.
Minors when travelling alone must	have letters of consent to leave their country by parent or guardian.

Exercise 1 Match the items on the right to the items on the left.

short	-stay visa
limited	territorial validity visa
single	-entry
EU family	member residence permit
temporary	residence permit

Exercise 2 Match the items on the right to the items on the left.

Approved destination	status
Facilitated transit	document
Local border traffic	permit
Personal	code
Seal of	consulate
Duration of	stay
Issued	in

Exercise 3 Match the items on the right to the items on the left.

Valid for	Schengen states
Duration of stay	80 days
Remarks	No insurance required
Issued on	10.12.16
Valid from	10.01.17
Number of entries	MULT

EXERCISES FOR AUDIO AND VIDEO

TOPIC 2 INTERVIEWING STANDARD SITUATIONS

VISAS AND RESIDENCE PERMITS

Exercise 1 Listen to the audio track and fill in the gaps

Visa is an authorisation issued by the EU **member** state to a third country national who wishes to **transit** through or stay in the territory of the EU member state for a certain period of time.

There are 3 types of Schengen visas: an airport **transit** visa, a **short**-stay visa and a **long**-stay visa which is also called a **national** visa. Short stay visas are divided into **uniform** visas, that are visas which are valid throughout the territory of the member states and visas with **limited** territorial validity. The last are **valid** for the territory of one or more EU member states but not all members.

Schengen visa contains the following information: holder's name and surname, **validity** period which is indicated under "valid from until", **duration** of stay, type of visa, number of entries, for example **single**, double or **multiple**-entry visa, place and date of issue as well as **remarks**. The remarks usually contain some additional information regarding the visa **issue**, e.g. airport transit, transit, **seaman** in transit, long-stay visa, for residence permit, frontier area, **diplomatic**, official, vis or vis 0, EU/EEA/CH family member, no **insurance** required, international road carrier, railroad carrier, business valid only with work **permit** and humanitarian reasons.

Exercise 2 Listen to the audio track once again and decide whether the statement is true or false.

1. There are three types of Schengen visas:
a) True
b) False
1. A short stay visa is also called a national visa.
a) True
b) False
2. Long-stay visas are divided into uniform visas.
a) True
b) False
3. Uniform visas are visas which are valid throughout the territory of the member states and visas with limited territorial validity.
a) True
b) False
4. The remarks in Schengen visa usually contain some additional information regarding the visa issue.
a) True
b) False

Exercise 1 Match the items on the right to the items on the left.

Audio Issuing visas at a BCP

Present	adequate and valid travel health insurance
Provide	supporting documents
Submit	a travel document and a photograph
Fill in	an application form
Allow	the collection of his/her fingerprints
Pay	the visa fee in accordance with regulations
Justify	the reason for applying for a visa

Exercise 2 Listen to the audio track and fill in the gaps

Usually third country nationals can **apply** for visas at the embassy or consular mission of a particular EU member state abroad. In **exceptional** cases when a person does not have a chance to get a visa in **advance**, for example in case of a sudden death of a family **member**, visas can be issued at BCPs on the basis of **humanitarian** reasons. To obtain a visa at a BCP a person is **required** to:

- Fill in an application form;
- **Submit** a travel document and a photograph;
- Allow the collection of his/her fingerprints;
- Pay the visa fee in accordance with **regulations**;
- Provide supporting documents, which **justify** the reason for applying for a visa;
- Present adequate and valid travel health **insurance**.

A visa issued at the external border is usually a **uniform** visa, which allows the holder to stay in the country up to **15** days. The duration of stay will **depend** on the purpose and conditions of the **intended** stay. In case of transit, the length of the authorised stay shall **correspond** to the time necessary for the purpose of the transit.

Video

Standard interview

Exercise 1 Listen to the audio track once again and decide whether the statement is true or false.

1. The traveller is visiting relatives. - False
2. The traveller is a tourist. - True
3. The traveller wants to stay in the country for one month. – False
4. The traveller wants to stay in the country for one week. – True
5. The traveller has sufficient means of subsistence to stay in the country. - True
6. The traveller has some prohibited items. - False
The traveller does not have any prohibited items. - True
7. The documents are in order. – True
8. The traveller has already reserved a hotel – False
9. There are some situations when travellers overstay visas - True

Exercise 2

Match the items on the right to the items on the left

What is the purpose of your visit?	I'm here for tourism.
Where and how long are you going to stay in our country?	I'm going to stay for one week.
Do you have a hotel reservation confirmation document?	No, I don't. I haven't decided where to stay yet.
Do you have sufficient means of subsistence to stay in our country?	Yes, I have a credit card and 500 EUR in cash.
How long will it take?	About 5 minutes.

Exercise 1

Listen to the audio track and fill in the gaps by choosing the correct word.

Information in residence permits

Residence permit is an authorisation issued by the **authorities** of the EU member state. It allows a third-country national to stay **legally** on its territory. Residence permit can be produced either as a **sticker** or as a stand-alone document. It contains machine-**readable** zone and the following entries: the **title** of the document (residence permit) which appears in the language of the issuing member state, document number, holder's name and surname, place and date of issue and date of beginning of **validity**. The entry 'Valid until' **indicates** the respective expiry date. Residence permit can also **contain** the seal of the issuing authority and signature of the official who issued it, as well as the holder's **signature**.

The residence permit of the EU citizen's family member who **does** not have the right of free movement must contain the entry 'family member'.

Member States may enter details and **indications** for national use in remarks, including those related to any **permission** to work.

Residence permit produced in a form of a stand-alone document includes additional information-person's date and place of birth, nationality, sex, **address** and remarks.

Exercise 2

Listen to the audio track then choose the correct answer for each question.

1. Residence permit is the authorisation issued by the authorities of :
 - a) Third countries
 - b) EU member state**
 - c) Local government
2. Residence permit cannot be issued as a:
 - a) stand alone document
 - b) booklet**
 - c) sticker
3. The entry, 'Valid until' indicates:
 - a) expiry date**
 - b) issuing date
 - c) date of the beginning of validity
4. Residence permit cannot contain:
 - a) holder's signature
 - b) seal of the issuing authority
 - c) distinguishing marks**
5. Where can Member states enter details and indications for national use?
 - a) In the data page
 - b) In machine-readable zone
 - c) In remarks**

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1 Match the items on the right to the items on the left.

What is your nationality?	I'm Romanian.
Who are you going to visit?	My relatives.
What's your address?	It is 32 Kiseleff Avenue, Bucharest, Romania.
When were you born?	17.03.1986
Where were you born?	In Brasov
How much money do you have for your stay in the Schengen Area?	Only 350 EUR
Do you often come to our country?	Twice a year.
Is this child yours?	He is my son.
What's his date of birth?	He was born on March 8, 2012.

Exercise 2 Match the items on the right to the items on the left to form a proper question/sentence.

What countries are you going	to pass through in transit?
Do you have any documents to prove	the purpose and length of your trip?
How much money do you have for	your stay in the Schengen Area?
Who is travelling	with you?
What is your relationship	with other passengers?

Have you packed your luggage yourself?
How long are you going to stay in the Schengen Area?
With a local border traffic permit you can travel only within the indicated area.

Exercise 3 Fill in the gaps by choosing a word from the drop-down list.

1. Do you have travel **medical** insurance?
2. Is this your **personal** luggage?
3. What do you have in your **luggage**?
4. What countries did you pass through in **transit**?
5. What **country** do you come from?
6. Do you have any **supporting** documents?
7. Do you have a **letter** of invitation?
8. Who are you **accompanied** by?
9. What is your place of **birth**?

Exercise 4 Match the items on the right to the items on the left to form a proper question/sentence.

1. **Can** I see your documents, please?
2. **Is** this your passport?
3. **Who** are you going to visit? (person)
4. **Do** you have any documents to prove the purpose and length of your trip?
5. **What** countries did you pass through in transit?
6. **When** were you born?
7. **Have** you packed your luggage yourself?

EXERCISES FOR AUDIO AND VIDEO

TOPIC 2
INTERVIEWING
STANDARD SITUATIONS

BASIC INTERVIEW
Audio and video

Video

Basic interview

Exercise 1 Watch the video then choose the correct answer for each question.

1. Where is the traveller going to?
 - a) Ventspils
 - b) Vilnius
 - c) Vitebsk

2. What documents does the border guard ask to show?
 - a) Any travel document
 - b) Passport and vehicle documents
 - c) Passport

3. How old is the traveller?
 - a) 40
 - b) 30
 - c) 13

4. Was the traveller born in Ukraine?
 - a) Yes
 - b) No
 - c) Not mentioned

5. Where is the traveller going to?
 - d) Ventspils
 - e) Vilnius
 - f) Vitebsk

6. What documents does the border guard ask to show?
 - d) Any travel document
 - e) Passport and vehicle documents
 - f) Passport

7. How old is the traveller?
 - d) 40
 - e) 30
 - f) 13

8. Was the traveller born in Ukraine?
 - d) Yes
 - e) No
 - f) Not mentioned

Exercise 2 Watch the video and fill in the gaps

BG: Good afternoon! Where are you traveling?

Traveller: Vilnius.

BG: May I have your passport, please?

T: Here you are.

BG: How old are you?

T: I'm 30.

BG: And **where** were you born?

T: In Ukraine.

BG: What is the **purpose** of your visit in Lithuania?

T: I'm here for business matters.

BG: How long are you going to **stay** in our country?

T: For two weeks.

BG: Do you have sufficient means of **subsistence** to stay here?

T: Yes, I have a credit **card** and 1000 Euro in cash.

BG: Do you have any **prohibited** items in your car?

T: Could you explain what you mean by **prohibited** items, please?

BG: Drugs, **weapons**, explosive substances, radioactive **materials**, valuable antique items, etc.

T: No, I don't have any of them.

BG: Have a nice **stay** in Vilnius.

T: Thank you.

Exercise 1

Basic interview in bus - schoolchildren excursion

1. Listen to the audio track and tell whether the statement is true/ false or not mentioned in the dialogue.
 1. Headmaster is responsible for the schoolchildren's excursion.
 - a) **True**
 - b) False
 - c) Not mentioned
 2. There are 30 schoolchildren and two teachers in the bus.
 - a) True
 - b) **False**
 - c) Not mentioned
 3. They are going to visit Krakow zoo.
 - a) True
 - b) False
 - c) **Not mentioned**
 4. Border guard asks a question to specify the route of their trip.
 - a) **True**
 - b) False
 - c) Not mentioned
 5. From Poland they will go directly to Latvia.
 - a) True
 - b) **False**
 - c) Not mentioned
 6. They have booked the hotel in advance.
 - a) **True**

- b) False
 - c) Not mentioned
7. Border guard collects all passports in order to check information against databases.
- a) **True**
 - b) False
 - c) Not mentioned

Exercise 2 Are the following questions used in the dialogue?

1. Who is responsible for this group? **YES/NO**
2. How many adults and children are there in this bus? **YES/NO**
3. Have you packed your luggage yourself? **YES/NO**
4. What is the route of your excursion? **YES/NO**
5. Are you going to visit Slovenia? **YES/NO**
6. What is your return route? **YES/NO**
7. Which country are you going to cross in transit? **YES/NO**
8. Do you have hotel reservation confirmations? **YES/NO**
9. Do you have any documents to prove the length of your trip? **YES/NO**

TOPIC 2 INTERVIEWING PROBLEM SITUATIONS

PROBLEMS WITH TRAVEL DOCUMENTS

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1 Fill in the gaps in the sentences by picking from the drop-down list.

1. You cannot **cross** the border with this document.
2. You don't have a **valid** travel document.
3. The validity period of your document has **expired**.
4. Your travel document expired 2 months **ago**.
5. There is no **entry** stamp in your travel document.
6. You have a **counterfeit** document.
7. The data on your travel document has been **altered**.
8. Border check **stamps** have been forged.
9. This travel document does not **belong** to you.
10. It is not your **travel** document.
11. Your document allows **temporary** stay only.
12. This travel document is not **recognized** in our country.
13. Your travel document is **damaged**.
14. **Information** in your travel document is not readable.

15. You need to get a **new** passport if you want to cross the border.
16. **Children** also must have travel documents.

Exercise 2 Fill in the gaps in the sentences by typing a proper word.

1. You cannot cross the **border** with this document.
2. You don't have a valid **travel** document.
3. The **validity** period of your visa has expired.
4. Your passport **expired** 2 months ago.
5. There is no entry **stamp** in your travel document.
6. Your document is not genuine. You have a **counterfeit** document.
7. Border **check** stamps have been forged.
8. This service passport does not **belong** to you. It is not your document.
9. Your document allows **temporary** stay only.
10. Our country does not **recognise** your passport.
11. Your seaman's book is **damaged**. There is no one page in it.
12. Information in your travel document is not **readable**. I cannot read anything.
13. Your passport has expired. You need to get a **new** passport if you want to cross the border.
14. All travelers including **children** must have travel documents.

Exercise 3 Match the items on the right to the items on the left to form a proper sentence.

You cannot cross	the border with this document.
You don't have a valid	travel document.
The validity period	of your document has expired.
Your identification card expired	2 months ago.
There is no exit stamp in	passport.
The data on your travel	document has been altered.
Border check stamps	have been forged.
This travel document does	not belong to you.
Your document allows	temporary stay only.
It is not your	son's passport.
Our country does	not recognise your travel document.
The information in	your travel document is not readable.
You need to get a new passport	if you want to cross the border.
There is no place for	stamps in this passport.

EXERCISES FOR AUDIO AND VIDEO

AUDIO 1

Problems with travel documents

Exercise 1 Fill in the gaps in the sentences by typing a proper word.

BG: According to regulations persons are not **allowed** to cross the border if there are problems with their travel documents ...

BG1: What are the most typical problems?

BG2: In most cases persons do not have travel documents or the **validity** period of their documents has **expired**. It can happen that traveller's document has been **damaged** or the information in it is not **readable**. Quite often we detect **counterfeit**, forged, falsified or pseudo documents. Sometimes the data on travel document has been **altered** or border check stamps have been **forged**. Persons can also show travel documents which are not **recognized** in our country.

BG1: What do you do if you **identify** those problems?

BG2: It depends on situation. **According** to regulations travellers can cross the border only with valid travel documents. If they don't have any valid travel documents they are **refused** entry to our country.

Exercise 2 Listen to the audio and fill in the gaps by picking a word from the drop-down list.

BG: According to **regulations** persons are not allowed to cross the border if there are **problems** with their travel documents ...

BG1: What are the most **typical** problems?

BG2: In most cases persons do not have **travel** documents or the validity period of their documents has expired. It can happen that traveller's document has been damaged or the information in it is not readable. Quite often we **detect** counterfeit, forged, falsified or **pseudo** documents. Sometimes the **data** on travel document has been altered or border check **stamps** have been forged. Persons can also **show** travel documents which are not recognized in our country.

BG1: What do you do if you identify those problems?

BG2: It **depends** on situation. According to regulations travellers can **cross** the border only with valid travel documents. If they don't have any valid travel documents they are refused **entry** to our country.

Exercise 3 Listen to the audio and choose the correct ...to complete the statements (sentences)

1. According to regulations persons _____ to cross the border if there are problems with their travel documents.

- a) **are not allowed**
- b) are allowed
- c) are not refused

2. In most cases persons do not have travel documents or the _____ validity period of their documents has expired.

- a) expiration
- b) validity**
- c) registration

3. It can happen that traveller's document has been _____.

- a) broken
- b) torn
- c) damaged**

4. Sometimes the _____ on travel document has been altered.

- a) data**
- b) photo
- c) date

5. Quite often border guards _____ counterfeit, forged, falsified or pseudo documents.

- a) open
- b) detect**
- c) detain

6. Persons can also show travel documents which are not _____ in our country.
- issued
 - revised
 - recognized
7. If persons don't have any valid travel documents they are _____ entry to our country
- refused
 - allowed
 - refusal

Exercise 4 Listen to the audio and choose the correct answer

- Are persons allowed to cross the border if there are problems with their travel documents?
 - Yes, they are.
 - No, they aren't.
 - Yes, they were some years ago.
- What is the most common problem with the travel document?
 - The person shows other person's document.
 - There is no travel document at all.
 - The person does not want to show a document.
- Do border guards detect damaged and pseudo documents?
 - No, they don't.
 - Yes, they do.
 - Yes, they did some time ago.
- What do border guards do if persons do not have valid travel documents?
 - They refuse entry to the country.
 - They allow crossing the border.
 - They help the persons cross the border.
- Do persons try to alter data on their travel documents?
 - Yes, they do.
 - No, they don't.
 - Yes, they will do this in the future.

Exercise 1 Listen to the audio and fill in the gaps by typing a proper word.

BG: Good morning, State Border Guard **service**. Please switch off the engine and put your car on the handbrake. ... Please, show your documents.

T: Here are vehicle documents and my **driving** licence.

BG: But where is your passport?

T: Officer, there is a problem, my passport was **stolen** yesterday.

BG: Did you go to the Police to report the **accident**?

T: No, I didn't have time to do it.

BG: Unfortunately you cannot **enter** our country without a valid travel document.

T: But officer, I have a driving licence and vehicle documents are **in order**.

BG1: I am very sorry, but **according** to regulations travellers are not allowed to enter our country if they do not have any valid travel documents.

T: What should I do now?

BG1: My colleague will **fill in** the form for refusal of entry. It is a document where the **reason** of refusal is explained. After that you will have **to return** to your country and apply for a new passport. You will be welcome to our country with a valid travel document.

T: Bye! I hope to see you soon!

Exercise 2 Listen to the audio and fill in the gaps by picking a sentence from the drop-down list

BG: Good morning, State Border Guard service. Please switch off the engine and put your car on the handbrake. ... **Please, show your documents.**

T: Here are vehicle documents and my driving licence.

BG: **But where is your passport?**

T: Officer, there is a problem, my passport was stolen yesterday.

BG: **Did you go to the Police to report the accident?**

T: No, I didn't have time to do it.

BG: **Unfortunately you cannot enter our country without a valid travel document.**

T: But officer, I have a driving licence and vehicle documents are in order.

BG: **I am very sorry, but according to regulations travellers are not allowed to enter our country** if they do not have any valid travel documents.

T: What should I do now?

BG: **My colleague will fill in the form for refusal of entry.** It is a document where the reason of refusal is explained. After that you will have to return to your country and apply for a new passport. You will be welcome to our country with a valid travel document.

T: Bye! I hope to see you soon!

Exercise 3 Listen to the audio and decide if the statements are true or false

1. The traveller shows his passport and vehicle documents.
 - a) True
 - b) False**
2. The traveller's passport was damaged.
 - a) True
 - b) False**
3. The traveller reported the accident to the Police.
 - a) True
 - b) False**
4. The traveller can't cross the border.
 - a) True**
 - b) False
5. The border guard is going to fill in the form for refusal of entry.
 - a) True**
 - b) False
6. The traveller must apply for a new visa in his country.
 - a) True
 - b) False**

**TOPIC 2
INTERVIEWING
PROBLEM SITUATIONS**

PROBLEMS WITH VISAS AND RESIDENCE PERMITS

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1 Fill in the gaps by choosing a word from the drop-down list.

Allows, enter, residence permit, valid, travel, consent, laws and regulations, forged, Schengen Area, permitted.

1. Your visa will be valid in 2 days.
2. How long have you stayed in the Schengen Area with this visa?
3. With this visa, you can travel all over the Schengen zone.
4. You have no legal grounds to enter into the country.
5. The data of your border check stamps has been forged.
6. This residence permit does not belong to you.
7. You have stayed in the country for more days than your visa allows.
8. You have exceeded the number of days permitted by your visa.
9. While staying in our country, you must follow our laws and regulations.
10. Children must have one of their parents' consent.

Exercise 2 Match the items on the right to the items on the left to form a proper sentence.

- You must observe the time and dates _____ indicated on the visa.
- Do you know how many times _____ you can enter the country with this visa?
- On the basis of this visa, _____ you are not allowed to work in our country.
- Do you know that you have _____ a single/double/multiple entry visa?
- The data on your travel document _____ is illegible.

Exercise 3

Match the items on the right to the items on the left to form a proper sentence.

Do you know that	you cannot use this visa anymore?
You have	violated the visa regulations.
You have no	legal basis of stay in the country/you are staying in the country illegally
You have used	your visa for not its intended purpose.
You have provided	false/inaccurate data/information in visa application.
Please sign	standard form of visa refusal/annulment/revocation.

EXERCISES FOR AUDIO AND VIDEO

Video 1 “No visa to enter the Schengen Area 1st line interview

Exercise 1 Watch the video and fill in the gaps

BG: Good morning, Border Guard service, please **switch** off the engine and put your **vehicle** on the handbrake.

BG: Please, show your travel documents, vehicle registration certificate, **driving** licence, car insurance policy.

T: Here they are.

BG: What is the **purpose** of your visit?

T: I’m here on business.

BG: Where and how long are you going to stay in our country?

T: I’m going to stay in a hotel for 2 weeks.

BG: Do you have a Schengen visa or residence **permit**?

T: No, I don’t have it.

BG: According to **regulations** you cannot enter the Schengen area if you don’t have a visa! ... Please follow me to the shift leader, he will **explain** you the further procedure.

Exercise 2 Match the items on the right to the items on the left to form a proper sentence.

What is the purpose of your visit?	I’m here on business.
Where and how long are you going to stay in our country?	I’m going to stay in a hotel for 2 weeks.
Do you have a Schengen visa or residence permit? According to regulations	No, I don’t have it. you cannot enter the Schengen area if you don’t have a visa!
Please follow me to the shift leader,	he will explain you the further procedure.

Video

“No visa to enter the Schengen Area 2nd line

Exercise 1 Watch the video and fill in the gaps by picking from the drop-down list.

BG: Good morning, I am a shift **leader**.....Unfortunately you cannot **enter** our country because you don’t have a **visa**. According to **regulations**, travellers can enter our country only with a **valid** visa or residence permit.

T: What will happen now?

BG: Please wait here, we will fill in the form for **refusal** of entry and you must return back to your country ... Here is the refusal of **entry**, please **sign** here and now you must **return** back.

T:Thanks, goodbye.

Audio 1

“Issuing visa at the BCP for humanitarian reasons 1st line interview”

Exercise 1 Listen to the audio recording and fill in the gaps with the correct word.

BG: Good morning, Border Guard service, please switch off the **engine** and put your car on the **handbrake**.

BG: Please, show your documents.

T: What documents?

BG: Your travel documents and driving licence, car **registration** certificate and insurance policy, health insurance certificate.

T: Here you are.

BG: What is the **purpose** of your visit?

T: I'm going to my relative's funeral.

BG: I see, but you don't have a Schengen **visa**!

T: Yes, I didn't have enough time to get it in the embassy, but they said that in such situation I can get a visa here.

BG: Yes, it is possible, please follow me to the **shift** leader, he will explain you the **further** procedure.

Exercise 2 Listen to the audio recording and decide if the given sentences are true or false.

1. The traveller is going to his relative's wedding.
A. True
B. False
2. The traveller hasn't got a car registration certificate.
A. True
B. False
3. The traveller hasn't got a Schengen visa.
A. **True**
B. False
4. It is possible to get a visa at a border crossing point.
A. True
B. False
5. The Border Guard will lead the traveller to the shift leader.
A. True
B. False

Audio 2

“Issuing visa at the BCP for humanitarian reasons 2nd line interview”

Exercise 1

Listen to the audio recording, read the questions and choose a correct answer.

1. What documents does a traveller need in order to attend his relative's funeral?
A. a visa
B. a child's travel document
C. an emergency passport
2. What supporting documents does a traveller need in order to get a visa?
A. Divorce certificate

B. Booking confirmation

C. Death certificate

3. How much does the traveller have to pay for visa?

A. 15 euro

B. 5 euro with 10 % discount

C. 0 euro

Exercise 2 Listen to the audio recording and fill in the gaps with the correct word or phrase.

BG: Good morning, as I understand you need a visa to attend your relative's funeral.

T: Yes, that's correct.

BG: Do you have any supporting documents, for example, a death certificate or a telegram?

T: Yes, here is the copy of the death certificate.

BG: Now you must fill in the visa application form, and then we will issue you a visa for humanitarian reasons.

T: Do I have to pay for this visa?

BG: No, in this case the visa will be issued free of charge. ... Here is your passport with the visa in it. This is a short stay visa and you can stay in the Schengen Area only for 15 days. Good bye.

Exercise 3 Listen to the audio recording and put the words of the underlined sentences into correct order.

BG: Good morning, as I understand you need a visa to attend your relative's funeral.

T: Correct/that's/yes.

BG: Do you have any supporting documents, for example, a death certificate or a telegram?

T: Yes, certificate/of/here/the/is/the/copy/death.

BG: Now you must fill in the visa application form, and then we will issue you a visa for humanitarian reasons.

T: this/I/have/do/to/for/visa/pay?

BG: No, in this case the visa will be issued free of charge. ... Visa/is/it/with/passport/here/your/the/in.
This is a short stay visa and you can stay in the Schengen Area only for 15 days. Good bye.

ORIGINAL VERSION

BG: Good morning, as I understand you need a visa to attend your relative's funeral.

T: Yes, that's correct.

BG: Do you have any supporting documents, for example a death certificate or a telegram?

T: Yes, here is the copy of the death certificate.

BG: Now you must fill in the visa application form, and then we will issue you a visa for humanitarian reasons.

T: Do I have to pay for this visa?

BG: No, in this case the visa will be issued free of charge. ... Here is your passport with the visa in it. This is a short stay visa and you can stay in the Schengen Area only for 15 days. Good bye.

Audio 3

“Issuing visa at the BCP for the EU family member 1st line interview”

Exercise 1 Listen to the audio recording and decide if the given sentences are true or false.

1. The traveller has to turn the music off and open the boot.

- A. True
 - B. False
2. The border guard asks for the travel documents to be shown.
 - A. True
 - B. False
 3. The traveller would like to visit his sister.
 - A. True
 - B. False
 4. The person is travelling with his brother.
 - A. True
 - B. False
 5. All travel documents are in order.
 - A. True
 - B. False

Audio 3 “Issuing visa at the BCP for the EU family member 1st line interview”

Exercise 2 Listen to the audio recording and fill in the gaps with the correct word.

BG: Good morning, Border Guard service, please switch off the **engine** and put your car on the handbrake.

BG: Please, **show** your documents.

T: What documents?

BG: Your travel documents, driving licence, car **registration** certificate, insurance policy and health insurance **certificate**.

T: Here you are.

BG: What is the purpose of your **visit**?

T: I'm here to visit my sister.

BG: Your wife doesn't have a Schengen visa to **enter** our country.

T: I know, but since she is a family member of the EU citizen then she has the right to get a **visa** here.

BG: Please **follow** me to the shift leader, he will explain you the further procedure.

Audio 4 “Issuing visa at the BCP for the EU family member 2nd line interview”

Exercise 1

Listen to the audio recording and fill in the gaps with the correct word.

BG: Good morning, as I understand your **wife** needs a visa to enter the Schengen Area.

T: Yes, that's correct.

BG: Do you have any **supporting** documents proving your **relationship**, for example a **marriage** certificate?

T: Yes, here is the **original** of the certificate.

BG: Now you must fill in the visa **application** form, we will **process** your application and then we will **issue** a Schengen visa.

T: Do I have to pay for this visa?

BG: No in this **case** the visa will be issued free of charge. ... Here is your passport with the visa in it. This is a short stay visa and your wife can **stay** in the Schengen Area only for 15 days. Have a nice trip.

Exercise 2 Match the items on the right to the items on the left to form a proper sentence.

Do you have	any supporting documents proving your relationship?
Yes,	here is the original of the certificate.
Now you	must fill in the visa application form.
No in	this case the visa will be issued free of charge.
This is a	short stay visa and your wife can stay in the Schengen Area only for 15 days.

Video

“3rd country national has already stayed for 90 days during 180 days period in the Schengen Area – 1st line

Exercise 1

Watch the video recording, read the questions and choose the correct answer.

1. What does the traveller have to show to the border guard?
 - A. Travel and supporting documents.
 - B. Hotel reservation.
 - C. Nothing.
2. Why does the traveller cannot enter the country?
 - A. He has forgotten his travel documents at home.
 - B. The visa has already expired.
 - C. The traveller has already stayed the allowed amount of time in the Schengen area.
3. What does the traveller have to do next?
 - A. He has to escape from the border guard.
 - B. He has to follow the border guard.
 - C. He has to move the car to the parking lot and wait for some further orders.

Exercise 2 Listen to the audio and match the numbers of the words to form a proper sentence.

1. Do
2. you
3. know
4. that
5. you
6. cannot
7. enter
8. our
9. country
10. with
11. this
12. visa
13. ?

Video

“3rd country national has already stayed for to 90 days per 180 days period in the Schengen Area – 2nd line

Exercise 1

Watch the video and and fill in the gaps by typing the words in the gaps

BG: Good morning, I am a shift leader.... Unfortunately you cannot **enter** our country because you don't have a **valid** visa!

T: But I have a visa in my passport and **according** to this date here, the visa is still valid for 2 **months**.

BG: Yes, the validity period of the visa **expires** in 2 months' time, but this kind of visa **allows** you to stay only for 90 days during 180 days **period**, and you have already **stayed** in the Schengen area for 90 days with this visa. Here are the **stamps** proving that.

T: What will happen now?

BG: Please, **wait** here, I will fill in the form for **refusal** of entry and you must return to your country and **get** a new visa. ... Here is the refusal of entry, please sign here.

T: Thanks.

Exercise 2 Watch the video and decide whether the sentences are true or false.

1. A duty border guard is talking to a traveller.
a) True
b) **False**
2. The traveller thinks that it is still possible to use the visa.
a) **True**
b) False
3. The validity period of the visa has expired.
a) True
b) **False**
4. The traveller has already stayed with the visa 90 days during the 180 days period.
a) **True**
b) False
5. There are stamps on the visa proving that the traveller has already stayed in the Schengen area the permitted number of days.
a) **True**
b) False
6. The border guard is going to fill in the administrative violation report.
a) True
b) **False**
7. The traveller must wait in the room next to the shift leader's office.
a) True
b) **False**
8. The border guard gives the copy of the refusal of entry to the traveller.
a) **True**
b) False

Audio 5 “3rd country national has overstayed the allowed period in the Schengen Area – 1st line

Exercise 1

Listen to the audio recording and fill in the gap with an appropriate word.

BG: Good morning, Border Guard service. Show your documents- your **travel** documents and driving licence, your vehicle **registration** certificate and insurance policy.

T: Here you are.

BG: Do you know that you have **overstayed** your visa?

T: What, I don't understand.

BG: Your visa **expired** 60 days ago, it is a violation of the law.

T: What will happen now?

BG: **Follow** me, my colleagues will explain everything to you.

Exercise 2 Listen to the audio and match the numbers of the words to form correct dialogue

1. Good morning, Show your documents- your travel documents and driving licence, your vehicle registration certificate and insurance policy.
2. Here you are.
3. Do you know that you have overstayed your visa?
4. What, I don't understand.
5. Your visa expired 60 days ago, it is a violation of the law.
6. What will happen now?
7. Follow me, my colleagues will explain everything to you.

Audio 6

“3rd country national has overstayed the allowed period in the Schengen Area – 2nd line

Audio 6 “3rd country national has overstayed the allowed period in the Schengen Area – 2nd line

Exercise 1 Choose a correct variant

BG: Good morning. Do you know that you have **overstayed/overtook/overpaid** the allowed period in the Schengen Area for 60 days?

T: Sorry I didn't count the days.

BG: Unfortunately this is a **evacuation/detention/violation** of the law.

T: What should I do now?

BG: I will draw up an administrative violation **report/certificate/permit** and return decision without imposing entry ban. You will also have to pay a fine.

T: How much do I need to pay?

BG: If you haven't **deleted/committed/carried** any violations before, the fine will not be so heavy.

BG: Please, have a seat and fill in the **explanation/extradition/expulsion** form, here it is. Don't forget to sign it and wait here. ... Here are the documents, please sign the return **registration/declaration/decision** and administrative violation report. You must pay the fine in 30 days. And you have 10 working days to appeal this decision. If you don't pay the fine in time you will not be able to **enter/cross/leave** our country next time.

T: Can I pay it here?

BG: Yes, you can pay by credit card.

Exercise 2 Listen to the audio recording and decide if the following sentences are true or false.

1. The traveller has overstayed the allowed period in the Schengen Area.

- A. True
- B. False
- 2. The traveller overstayed in the Schengen Area on purpose.
 - A. True
 - B. False
- 3. The traveller has to pay a fine for travelling without a passport.
 - A. True
 - B. False
- 4. The traveller has to pay the fine at once.
 - A. True
 - B. False
- 5. The traveller can pay by credit card.
 - A. True
 - B. False
- 6. There is a possibility to appeal the decision of the border guard.
 - A. True
 - B. False

Audio 7 3rd country national has overstayed the allowed period in the Schengen Area – 1st line

Exercise 2

Listen to the audio recording and put the words into correct order.

BG: service/guard/border/morning/good. Please/show/documents/your.

T: are/here/you.

BG: Do you know that you have overstayed your visa?

T: earlier/but/ could/I/yes/not/leave.

BG: Your visa expired 16 days ago, law/violation/is/it/a/of/the.

T: What will happen now?

BG: Follow me, you/my/will/to/colleague/explain/everything.

Audio 8

“3rd country national has overstayed the allowed period in the Schengen Area with justification– 2nd line

Exercise 1

Select the right answer to the questions:

1) Why did traveller overstay his visa?

- a) because he had been unable to buy the return ticket
- b) because he had had been kidnapped
- c) because he had been in hospital

2) What kind of penalty was imposed on traveller for overstaying the visa?

- a) a big fine
- b) a ban of entry
- c) no penalty

Exercise 2 Rearrange the scrambled words into correct sentences

1. Why didn't you leave the country in time?

- Country in why time didn't the leave you?
2. Overstaying a visa is a violation of the law.
Visa the is violation a law overstaying of a.
 3. We will draw up a return decision without imposing entry ban.
Entry return draw a ban will imposing without up decision entry.
 4. You must fill in the explanation form.
Must in form you the explanation fill.
 5. Now you can continue your trip.
Trip can you now continue your.

TOPIC 2 INTERVIEWING PROBLEM SITUATIONS

REFUSAL OF ENTRY

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1 Fill in the gaps by choosing a word from the drop-down list.

- There is a problem, please **follow** me.
 You are subject to **refusal** of entry.
 We refuse you to **enter** our country.
 You have **broken** the law/regulation.
 You have **committed** a violation of law/offence in.... (the country).
 You have not paid the **fine**.
 You don't have **sufficient** means of subsistence/means of support.
 Your child **doesn't** have a travel document.
 You have no legal **grounds**/ basis for entering ...(country)
 You are **wanted** by the police.
 You will be **interviewed** by the second line officer/chief /shift leader/duty officer.
 You are **considered** to be a threat to:
- **public** policy,
 - **internal** security,
 - public health,
 - international **relations**.

Exercise 2

Match the numbers with the words to form a proper sentence

1. we
2. refuse
3. you
4. to
5. enter

6. our
7. country
8. .

Exercise 3 Match the numbers with the words to form a proper sentence

1. you
2. don't
3. have
4. sufficient
5. means
6. of
7. subsistence

EXERCISES FOR AUDIO AND VIDEO

Audio

Situations when border guards refuse entry

Exercise 1

Listen to the audio and fill in the gaps by picking words from the drop-down list.

According to **regulations** border guards have the right **to refuse** entry to the country for the following **reasons**:

- travellers don't have valid travel documents, valid visas or **residence** permits;
- travellers' documents, visas or residence permits are **false**;
- persons don't have any **supporting** documents to justify the purpose and **conditions** of their stay;
- persons have already stayed for three months **during** a six-month period on the territory of a Member State of the European Union;
- persons don't have **sufficient** means of subsistence for their stay;
- there is an **alert** issued for a person in border guard data bases and registers;
- a person is **considered** to be a threat to public policy, internal **security**, public health or the international **relations** of one or more of the Member States of the **European** Union.

Exercise 2

Listen to the audio and fill in gaps by typing proper words.

According to regulations border guards have the **right** to refuse entry to the country for the **following** reasons:

- travellers don't have valid travel documents, valid visas or residence **permits**;
- travellers' documents, visas or residence permits are false;

- persons don't have any supporting documents to justify the purpose and conditions of their stay;
- persons have already stayed for three months during a six-month period on the territory of a Member State of the European Union;
- persons don't have sufficient means of subsistence for their stay;
- there is an alert issued for a person in border guard data bases and registers;
- a person is considered to be a threat to public policy, internal security, public health or the international relations of one or more of the Member States of the European Union.

Exercise 3

Listen to the audio and decide if the statements are true or false.

1. Border guards have the right to refuse entry to the country.
 - a) True
 - b) False
2. Border guards can refuse entry to the country whenever they want.
 - a) True
 - b) False
3. Persons can't cross the border if their visas are not valid.
 - a) True
 - b) False
4. Supporting documents help persons to justify their purpose of entry to the country.
 - a) True
 - b) False
5. Persons can enter the EU country if they have already stayed for three months during a six-month period on the territory of a Member State of the European Union.
 - a) True
 - b) False
6. Border guards allow person cross the border if there is an alert issued for him/ her in border guard registers.
 - a) True
 - b) False
7. Person cannot enter the country if he is considered to be a threat to internal security of the EU member state.
 - a) True
 - b) False

Video

Explanation about refusing entry

Narrator: During border check on the first line it turned out that a third country national didn't have sufficient means of subsistence to stay in the Schengen Area. The shift leader is explaining the reason for refusing entry.

BG: As my colleague explained you are subject to refusal of entry because you don't have sufficient means of subsistence. Do you understand me?

T: No, I don't understand.

BG: You do not have enough money to stay in the Schengen Area and that's the reason you cannot continue your trip.

T: What will happen now?

BG: You will be returned. But first you have to sign the form for refusal of entry. The form includes the following information - the date and time and place where you tried to cross the border, your surname and first name, the date and place of your birth, the type and number of your travel document, the place where it was issued and the means of transport you are travelling by.

T: Ok.

BG: Here is the reason why you are refused entry to our country. There is also information provided on the way you can appeal this decision. If you agree with the content, please sign this form here. I will give you a copy of this document and then you must return to your country.

Exercise 1 Watch the video and fill in the gaps by typing proper words.

BG: As my colleague explained you are **subject to** refusal of entry because you don't have sufficient means of subsistence. Do you **understand** me?

T: No, I don't understand.

BG: You do not have **enough** money to stay in the Schengen Area and that's the reason you cannot **continue** your trip.

T: What will happen now?

BG: You will be returned. But first you have to **sign** the form for refusal of entry. The form **includes** the following information - the date and time and place where you **tried** to cross the border, your surname and first name, the date and place of your **birth**, the type and number of your **travel** document, the place where it was **issued** and the **means** of transport you are travelling by.

T: Ok.

BG: Here is the **reason** why you are refused entry to our country. There is also information **provided** on the way you can appeal this **decision**. If you agree with the **content**, please sign this form here. I will give you a copy of this document and then you must return to your country.

Exercise 2 Fill in the gaps by picking words from the drop-down list.

BG: As my colleague explained you are subject to **refusal** of entry because you don't have sufficient means of **subsistence**. Do you understand me?

T: No, I don't understand.

BG: You do not have enough money to stay in the Schengen Area and that is why you cannot **continue** your trip.

T: What will happen now?

BG: You will be **returned**. But first you have to sign the **form** for refusal of entry. The form includes the **following** information - the date, time and place where you **tried** to cross the border, your surname and first name, the date and place of your **birth**, the type and number of your travel document, the place where it was **issued** and the means of transport you are travelling by.

T: Ok.

BG: Here is the **reason** why you are refused entry to our country. There is also information provided on the way you can **appeal** this decision. If you **agree** with the content, please sign this form here. ... Thank you. I will give you a copy of this document and then you will return to your country.

Exercise 3

Watch the video and choose the correct word to fill in the gaps in the sentences.

1. During border check on the _____ line it turned out that a third country national didn't have sufficient means of subsistence to stay in the Schengen Area
 - a) first
 - b) second
 - c) third
2. The person is subject to _____ entry.
 - a) refuse
 - b) refusal
 - c) refusing
3. The person does not have sufficient means of _____ to stay in the Schengen Area.
 - a) transport
 - b) subsistence
 - c) supervision
4. The person must _____ back.
 - a) report
 - b) refuse
 - c) return
5. The person must read and _____ the form for refusal of entry.
 - a) sign
 - b) sing
 - c) signature
6. The form for refusal of entry includes the _____
 - a) information about the border crossing case, information about the person and travel document, information about means of transport used for crossing the border
 - b) information about the person and travel document, information about means of transport used for crossing the border
 - c) the information about the border crossing case, information about the person and travel document.

EXERCISES FOR VOCABULARY AND PHRASES

TOPIC 2 INTERVIEWING PROBLEM SITUATIONS

DETENTION

Phrases

Exercise 1

Match the items on the right to the items on the left to form a proper sentence.

1. We will take you _____ into custody.
2. We are going to _____ detain you for identification.
3. We will inform _____ your embassy of your detention.
4. The data in your travel _____ document is falsified.

5. The document is not readable.
6. There is an alert on you in the SIS.
7. Stand with the face to the wall.
8. Lean to the wall with your hands up.
9. Take everything out from your pockets.
10. Your belongings will be temporarily seized

Exercise 2

Fill in the gaps by picking a word from the drop-down list.

1. We **suspect** that you may escape.
2. We will **take** you into custody.
3. We are going to **detain** you for identification.
4. We will **inform** your consulate of your detention.
5. The document **has** become unusable.
6. You **are** detained for using the document belonging to another person.
7. **Take off** your jacket and shoes, please.
8. **Stand** with the face to the wall.
9. **Spread** your legs wider.
10. **Lean** to the wall with your hands up.
11. **Empty** your pockets.
12. **Open** your bag, please.
13. **Sit** down over there please.

Exercise 3

Fill in the gaps by picking a word from the drop-down list.

1. We have the **right** to detain you up to ... hours.

2. We suspect that you may **escape**.
3. We are going to detain you for **identification**.
4. If you would like to inform someone about your detention, please give us the contact **details**.
5. Your travel document has been issued without legal **basis**.
6. The **entry** in the document has become illegible.
7. There is an **alert** on you in the SIS.
8. Take everything out from your **pockets**.
9. Your **belongings** will be temporarily seized.

EXERCISES FOR AUDIO AND VIDEO

Audio 1

3rd country national did not leave the country in the specified term - 1st line

Audio 1

BG: Good afternoon, Border Guard service. Give me your travel document, please.

T: Good afternoon, officer. Travel document? Do you mean a passport?

BG: Yes, your passport please.

T: Here you are.

BG: Thank you. I see that you've overstayed your visa.

T: Yes, it was unintentionally. But I have paid the fine.

BG: All right, give me the return decision, please.

T: Sorry, what kind of document are you talking about?

BG: The return decision. When the officer imposed a fine on you, he gave you some documents. Do you have them with you?

T: Yes, sure. Just a second. Here they are.

BG: Let's see what we have. Here is the document that I need. This is the return decision.

T: Ohhh, it's good that I haven't thrown it away.

BG: But, still there is a problem.

T: Really, what kind of problem?

BG: You overstayed both your visa and your return decision.

T: Is it very bad?

BG: We'll have to go to the shift leader, and he'll explain everything to you.

Exercise 1

Listen to the audio track and choose the correct word.

BG: Good afternoon, Border Guard service. Give me your personal/ **travel**/ cargo document, please.

T: Good afternoon, officer. Travel document? Do you mean a registration card/ insurance/ **passport**?

BG: Yes, your passport please.

T: Here you are.

BG: Thank you. I see that you've overstayed your **visa**/ residence permit/ temporary identity card.

T: Yes, it was unintentionally. But I have paid the fine.
 BG: All right, give me the return document/ permit/ **decision**, please.
 T: Sorry, what kind of document are you talking about?
 BG: The return decision. When the officer gave/ handed over/ **imposed** a fine on you, he gave you some documents. Do you have them with you?
 T: Yes, sure. Just a second. Here they are.
 BG: Let's see what we have. Here is the paper/ **document**/ information that I need. This is the return decision.
 T: Ohhh, it's good that I haven't thrown it away.
 BG: But, still there is a case/ situation/ **problem**.
 T: Really, what kind of problem?
 BG: You overstayed both your visa and your return decision.
 T: Is it very bad?
 BG: We'll have to go to the officer on duty/ **shift leader**/ commander, and he'll explain everything to you.

Exercise 2

After listening to the recording decide, whether the sentences are true or false.

1. The BG officer asked the traveller for an **identity card**. F (travel document)
2. A travel document meant a **passport**. T
3. There was a problem because the traveller **had a forged document**. F (he has overstayed his visa)
4. The traveller was asked to show a **health insurance certificate**. F (return decision)
5. After checking the documents the traveller **was free to go**. F (he had to go to the shift leader)
6. The traveller overstayed **visa and return decision**. T

3rd country national did not leave the country in the specified term -2nd line

Audio 2

BG (to traveller): This is the shift leader. He'll explain you everything about your situation.
 BG (to shift leader): Here are his documents.
 Shift Leader (to BG): Thank you.
 S.L. (to traveller): Good afternoon.
 T: Good afternoon. What's going to happen now?
 S.L.: Let's go to the second line interview room, and I'll explain you the situation. Follow me please.
 T: Ohhh, ok.
 S.L.: Well, according to the documents you overstayed your visa and the officer drew up an administrative violation report on your case. He also issued a return decision to you. It was specified that you had to leave the Schengen area in 7 days. The specified term expired four days ago. According to Schengen regulations and national law you have to be expelled from our country now.
 T: Oh my God! What does that mean "expelled"?
 S.L.: Being expelled means that you are sent back to your country of origin under compulsion.
 T: I see.
 S.L.: And for that reason I'm detaining you for a short time, and then you will be transported to corresponding service.
 T: Oh my God! Oh no! I'm in a big trouble! Oh no, oh no!

S.L.: Please calm down, don't worry.

T: No, no, no, no, it's very bad!

S. L.: Please calm down! Let me finish! I'll explain you everything. Ok?

T: Oh my God! Ok ok ok, I'm listening.

S.L.: Now I'll detain you for 24 hours and you'll be staying at the BCP till tomorrow morning.

Tomorrow morning authorised officers will come and transfer you to their premises. There they'll draw up a report of expulsion, take your fingerprints and bring you back to this BCP. You will be allowed to take your car and officers will escort you to the border.

T: Oh my God, I'm in such a big trouble...

S.L.: I understand that it's not a very pleasant situation. But you really shouldn't be worried too much.

T: It's easy to say, officer.

S.L.: I understand. Well, Sir, now these officers are going to search you and your belongings. I will draw up a detention report meanwhile. I'll be back soon.

T: Oh well... Thank you for explaining the situation, officer.

Audio 2

3rd country national did not leave the country in the specified term -2nd line

Exercise 1

Listen to the audio track and choose the correct answer.

1. The traveller was taken to the:
 - a) officer on duty
 - b) shift leader**
 - c) commander of the post
2. The traveller was interviewed:
 - a) at the first line interview room
 - b) at the second line interview room**
 - c) in a detention room
3. According to the return decision, the traveller had to leave the Schengen area in:
 - a) one week**
 - b) five days
 - c) one month
4. Before being transported to corresponding service, the traveller:
 - a) called his lawyer
 - b) was examined by a doctor
 - c) was detained for one day**
5. The officers will:
 - a) expel the traveller by plane
 - b) let the traveller to leave the country on his own
 - c) escort the traveller to the border**
6. At the end of the interview the traveller:
 - a) was searched**
 - b) signed documents
 - c) run away

Exercise 2

Listen to the audio track and put the sentences in the correct order.

1. The traveller was taken to a shift leader.

2. The traveller was instructed, that in accordance with the previous decision he had to leave the Schengen area in 7 days.
3. The officers explained the traveller, that he is detained.
4. The traveller panicked.
5. The traveller will be detained till next morning.
6. The shift leader has to write a detention report.
7. The officers are going to search a detainee and his belongings.
8. Next morning authorised officers will come and transfer him to their premises.
9. Authorised officers will draw up a report of expulsion.
10. The officers will take the traveller's fingerprints and bring him back to the BCP.
11. The traveller will be allowed to leave the country by his own car under convoy.

Video
Detention and body search

Exercise 1

Watch the video and place the verbs in the right gaps.

check	come	lean	look
open	search	sign	sit
sit down	spread	stand	take off x2
take out			

Detention and body search

BG (to shift leader): This is the person who has to be detained. And here are his documents.

S.L.: Ok, thank you. Take him to the custody, please.

BG: Ok.

S.L.: I'll come in a minute and we'll search him.

S.L. (to BG): Let's start with his body search and then we'll move on to his belongings.

S.L. (to person): **Take off** your jacket and shoes, please.

P: Ok, Sir.

S.L.: Give them to my colleague.

P (to BG): Here you are, officer.

S.L. (to BG): **Search** them carefully.

BG: Ok.

S.L.: **Stand** with the face to the wall, Sir. **Spread** your legs wider. **Lean** to the wall with your hands up. Stand still, please.

BG: There is nothing in the shoes.

S.L. (to BG): Good.

S.L. (to person): **Take off** your belt.

P: Here you are.

S.L.: **Take** everything **out** from your pockets.

P: I don't have anything in my pockets.

S.L.: **Open** your bag, please.

P: Here you are officer.
 S.L.: Now **sit down** over there, please.
 BG (to shift leader): Everything is Ok with the jacket.
 S.L. (to BG): Good. Now look after him while I'll check his bag and belongings.
 BG (to shift leader): Ok.
 BG (to person): **Sit** still, Sir.
 P: I am still, officer.
 S.L. (to BG): Ok, there is nothing illegal or dangerous in his belongings. Keep an eye on him while I'll be filling in the reports.
 BG: Ok, I will.
 S.L. (to person): **Come** closer, please. I will give you the detention report.
 P: Can I sit here?
 S.L.: Yes, please. **Look** here, **check** if your personal data, such as name, surname, date of birth is correct.
 P: Ok.
 S. L.: It is written in this part of the report, that your passport, driving license, 84 Euros and 27 cents will be temporarily seized. You'll receive them back after being released. The hearing of your case will be tomorrow, so now you are detained for 24 hours. If you understand everything, please **sign** this report here.
 P: Ok, officer.

Exercise 2

Watch the video and choose the correct answer.

Detention and body search

1. The detainee was taken to the:
 - a) interviewing room
 - b) custody**
 - c) border guard post
2. At the beginning of body search officers have ordered the detained person to take off:
 - a) a belt
 - b) a jacket and shoes**
 - c) a jacket and a belt
3. The detainee had to:
 - a) **lean to the wall**
 - b) lay down
 - c) kneel
4. The person had in his pockets:
 - a) keys and money
 - b) cash and documents
 - c) they were empty**
5. The officers filled in a/ an:
 - a) deportation report
 - b) detention report**

- c) obligation to leave the country
6. The following items were seized:
- a) passport, driving license, 84 Euros and 27 cents
 - b) identity card, driving license, 84 Euros and 27 cents
 - c) passport, driving license, 27 Euros and 84 cents

**INTERVIEWING
PROBLEM SITUATIONS**

ASYLUM PROCEDURES

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1

Fill in the gaps by choosing a word from the drop-down list.

1. Do you have any health **problems**?
2. Do you need medical **help**?
3. What is your mother **tongue**?
4. When and how did you leave your country of **origin**?
5. What languages do you **speak**?
6. Are you travelling **alone**?
7. Do you have close relatives in our **country**?
8. Do you have any forbidden **items**?
9. Is your life in **danger**?
10. Have you ever applied for granting the refugee status in any European Union **country**?

Exercise 2

Match the items on the right to the items on the left to form a proper sentence.

- | | |
|----------------------------------|-------------------------------|
| 1. Do you have | any health problems? |
| 2. Do you need | medical help? |
| 3. Have you been in contact with | someone who has AIDS/Ebola? |
| 4. We must take | your photo. |
| 5. We must collect your | fingerprints. |
| 6. When and how did you | leave your country of origin? |

7. Did you leave your country legally or illegally?
8. We accept the application for asylum.
9. We will escort you to the place of temporary accommodation.
10. Do you have any forbidden items?
11. Are you being persecuted?
12. Have you ever applied for granting the refugee status in any European Union country?

Exercise 3

Fill in the gaps by choosing a word from the drop-down list.

1. Do you have **AIDS**?
2. Have you been in **contact** with someone who has Ebola?
3. If you wish to apply for asylum, you must help us to fill in this **application** form.
4. Do you need an **interpreter**?
5. What is your **mother** tongue?
6. When and how did you leave your **country** of origin?
7. Have you been staying in the **territory** of our country within the last 10 years?
8. Do you have close **relatives** in our country?
9. You have to stay at the border **crossing** point in order to verify the facts necessary for processing your application.
10. We will do a security **check**.
11. We will conduct fast asylum **procedure**.
12. Explain **reasons** why you apply for the status of a refugee.
13. What type of **decision** have you received?
14. Do you have any **documents** issued by our country?

EXERCISES FOR AUDIO AND VIDEO

Video

3rd country national who doesn't have visa claims asylum during 1st line check.

BG: Good morning, Border Guard service. Give me your travel documents, please.

A.S.: Good morning. Here is my passport.
BG: Do you have a visa?
A.S.: No. I want asylum.
BG: Well, come with me! Do you have any bags?
A.S.: I have only this bag.
BG: Ok then, follow me please.

Exercise 1

Watch the video and fill in the gaps by typing words in the gaps.
BG: Good morning, Border Guard service. Give me your travel documents, please.
A.S.: Good morning. Here **is** my passport.
BG: **Do** you have a visa?
A.S.: No. I want **asylum**.
BG: Well, **come** with me! Do you have any bags?
A.S.: I **have** only this bag.
BG: Ok then, **follow** me please.

Exercise 1 Watch the video and fill in the gaps

3rd country national who doesn't have visa claims asylum during 2nd line.

BG: My **colleague** informed that you are seeking asylum in our country, is it true?
AS: Yes, I want asylum.
BG: Do you need any **medical** help?
AS: No, all is fine.
BG: If I understand correctly you don't need **interpreter**, right?
AS: Yes, I speak good English.
BG: Now I will explain your **rights** to you. Here is some information about your rights in English. Please read it carefully and **sign** there.
AS: All right, here is my signature.
BG: Let's **continue**, according to regulations if you want to apply for asylum, you must fill in this application **form**. Here you have to write your name, surname, date of birth, **nationality**, place of birth, your gender, and here you have to write the reason for **seeking** asylum in our country. What has happened in your country?
AS: There is war, suicide **bombings**, ethnic **persecution**, that is why I have **escaped**.
BG: Don't worry, everything will be fine.
AS: How long is the asylum procedure?
BG: To begin with we will accept your **application**, take your fingerprints, make copies of your documents and **photograph** you. Then authorised officers will deal with your case. They will explain you **further** procedures. Please wait here until we process information and the **officers** arrive.

Exercise 2

Match the items on the right to the items on the left to form a proper dialogue.

My colleague informed that you are seeking asylum in our country, is it true?	Yes, I want asylum.
Do you need any medical help?	No, all is fine.
If I understand correctly you don't need interpreter, right?	Yes, I speak good English.
Please read it carefully and sign there.	All right, here is my signature.
What has happened in your country?	There is war, suicide bombings, ethnic persecution, that is why I have escaped.
How long is the asylum procedure?	To begin with we will accept your application, take your fingerprints, make copies of your documents and photograph you. Then authorised officers will deal with your case.

Audio

Unaccompanied 3rd country national minor without a visa claims asylum during 1st line check

Exercise 1

Match the items on the right to the items on the left to form a proper dialogue.

Do you have a passport or any other documents?	I have a passport.
Then I need to see it, please.	Yes, sure, officer.
Do your mommy and daddy let you travel alone?	I don't know where my mommy and daddy are.
When did you see your parents for the last time?	I don't know. I don't remember.
Why were you afraid?	Soldiers were shouting and shooting.
Are you hungry?	I want to drink.

Exercise 2

Fill in the gaps by picking a word from the drop-down list.

BG: Hello, I'm a border guard. Are you travelling alone?

Minor: Yes, I am.

BG: Do you have a passport or any other documents?

M: I have a passport.

BG: Then I need to see it, please.

M: Yes, sure, officer.

BG: Do your mommy and daddy let you travel alone?

M: I don't know where my mommy and daddy are.

BG: When did you see your parents for the last time?

M: I don't know. I don't remember.

BG: Do you remember where you saw them last time?
 M: They **were** at home when soldiers came. I was afraid and I was hiding.
 BG: **Why** were you afraid?
 M: Soldiers were shouting and shooting. **When** mommy and daddy disappeared I looked for somebody to help me.
 BG: Let's go inside this building and I'll give you something to eat. Are you hungry?
 M: I want to drink.
 BG: Do you like apple juice?
 M: Yes.
 BG: Let's go.

Audio

Interviewing asylum seeker – unaccompanied 3rd country national minor.

Exercise 1

Listen to audio and decide, whether the sentences are true or false.

1. Bohdan is twenty years old. **F (he is twelve)**
2. The boy came there to help his parents. **T**
3. Bohdan comes from Belarus. **F (from Ukraine)**
4. A grandfather sent Bohdan to look for his parents. **F (a neighbour bought a ticket)**
5. Bohdan came to Poland by bus via Dyakove. **F (via Kiev)**
6. Liudmyla was not travelling together with Bohdan during the whole trip. **T**
7. Bohdan has a few relatives in his village. **F (he doesn't know)**

Exercise 2

Fill in the gaps by picking a word from the drop-down list.

BG: Hello, my name is Stella. **What's** your name?
 Minor: I'm Bohdan.
 BG: Nice to meet you. **How** old are you?
 M: I'm twelve.
 BG: **Can** I sit here, Bohdan?
 M: I don't know.
 BG: **Has** anybody already taken this seat?

M: I don't know. I didn't see anybody sitting here.
 BG: Then I'll wait a little bit and if nobody comes I'll sit here. Ok?
 M: I guess so.
 BG: **How** do you like it here?
 M: It's Ok. I drank apple juice. The officer gave me a sandwich, too.
 BG: Do you feel good now?
 M: I'm ok, Madam.
 BG: So why **did** you come here darling?
 M: I wanted to help my mommy and daddy.
 BG: **What** happened? Why do your parents need help?
 M: Soldiers came to our house and wanted to hurt mommy and daddy.
 BG: **Where** is your home Bohdan?
 M: I live in Dyakove.
 BG: Is Dyakove far from here?
 M: Hmmmm... Maybe... It is in Ukraine.
 BG: **Who** helped you come here?
 M: Neighbour bought me a bus ticket to Kiev and gave me a bag of apples.
 BG: And how did you come here from Kiev?
 M: One lady took me to the bus and bought me a ticket.
 BG: **Do** you know that lady?
 M: Her name is Liudmyla.
 BG: Did she stay with you during all trip?
 M: No, she got off the bus earlier.
 BG: Do you **have** any relatives in your village or in some other village or town, Bohdan.
 M: I don't know madam. I want to find my mommy and daddy.
 BG: I'll do everything I can to help you. I promise.
 M: Thank you madam.
 BG: Now come with me to another place.
 M: Ok.

EXERCISES FOR VOCABULARY AND PHRASES

TOPIC 2 INTERVIEWING PROBLEM SITUATIONS

FIRST AID

Exercise 1

Match the items on the right to the items on the left

Is something	wrong?
Can we	do anything for you?
Where is	the pain?
Are you	allergic to anything?
Do you	suffer from any disease?
Calm down,	everything will be fine.
I will	call an ambulance.
An ambulance is	on the way.
Stay	alert.

Exercise 2

Fill in the gaps by choosing a word from the drop-down list.

If you are injured, we must call the **Ambulance**.
 A lot of **diseases** are spreading in refugee camps.
 Human traffickers often **hurt** their victims to make them obedient.
 The people rescued from the boat had bad **injuries**.
 If you are suffering from food **allergies**, let us know.
 The victim is **unconscious**, check if he has a concussion.
 In case of **bleeding**, the wound must be bandaged.
 If you do not disinfect your **scratch**, it will become infected.
 Do you feel **pain** in any part of your body?
 Can we talk to the victim now, is she **conscious**?

EXERCISES FOR AUDIO AND VIDEO

Exercise 1 Listen to the audio track fill in the gaps by typing the words in the gaps.

BG: Is anything **wrong**?
 T: Officer, I don't feel **well**.
 BG: Can we do anything for you?
 T: Please, **bring** me a glass of water.
 BG: Just a moment, my **colleague** will bring you a glass of water.
 T: Thank you.
 BG: Are you **allergic** to anything? Do you suffer from any **disease**?
 T: No, it's just a long trip and it is very hot today.
 BG: Do I need to call an **ambulance**?
 T: No, I feel better now, thank you.

Exercise 2 Match the items on the right to the items on the left

Is anything wrong?	Officer, I don't feel well.
Can we do anything for you?	Please, bring me a glass of water.
Do you suffer from any disease?	No, it's just a long trip and it is very hot today.
Do I need to call an ambulance?	No, I feel better now, thank you.

Audio 2

Exercise 1 Listen to the audio track fill in the gaps by typing the words in the gaps.

BG: Is anything wrong?

T: **Pain**, it hurts.

BG: Where is the pain? Where does it **hurt**?

T: In my **stomach**, terrible pain, please, help.

BG: **Calm down**, everything will be fine. I will call an ambulance. ...

An ambulance is on the way. ... Don't worry doctors will help you. ... **Stay alert**.

Exercise 2 Arrange words in correct order to make a proper sentence

1. An
2. ambulance
3. is
4. on
5. the
6. way
7. .

Exercise 3 Arrange words in correct order to make a proper sentence

1. Don't
2. worry
3. doctors
4. will
5. help
6. you
7. .

EXERCISES FOR VOCABULARY AND PHRASES

Topic 2 Interviewing Problem situations

Trafficking in human beings

Exercise 1

Form correct questions, matching the words in the left column with the words in the right column.

Who is	the leader of your group?
How was	your group formed?
How long	have you known each other?
How and when	did you meet first?
How much	did you pay for the ticket?

Which countries	did you pass on your way/ during your trip?
Do you	feel that you are in danger?
Do you know	whom to contact in case of problems?
Does your	family have your contact details?
Why are you	wearing similar clothes?

Exercise 2

Form correct questions, matching the words in the left column with the words in the right column.

Are you	travelling alone?
Do you	know each other?
How long	have you known each other?
Who	organized your trip?
Who has	your travel documents?
Do you know	whom to contact in case of problems?
What is	your relationship with this child?

EXERCISES FOR AUDIO

Exercise 1

Listen to the audio track and fill in the gaps

BG: Good afternoon, State Border Guard service. Give me your travel document, please.

T: Good afternoon, officer. Travel document? Do you mean my passport?

BG: Yes, your **passport** please.

T: Here you are.

BG: Thank you. What is the **purpose** of your trip?

T: Tourism.

BG: Is it your first visit to the European Union?

T: Yes, this is my first visit.

BG: Do you have or have you already booked the **return** ticket?

T: My group leader has my ticket.

BG: By which means of **transportation** do you plan to return home?

T: I think, by bus.

BG: **When** do you plan to leave the European Union?

T: I think we'll stay for one week and we will return to Russia then.

BG: Where are you planning to stay **during** your visit?

T: I don't know yet. I think, when we arrive to Tallinn, we'll look for a hotel.

BG: Do you have a **health** insurance?

T: Yes, I have. My group leader holds it for me.

BG: Do you have any **luggage**?

T: No, I don't. Only some personal belongings.

BG: Are you travelling alone?

T: No. We are traveling in a small group.

BG: Who is the **leader** of your group?

T: Our leader is Mikhail.

BG: How long do you know each other?

T: I met this person for the first time just before our **departure**.

BG: How and when did you first meet?

T: One month ago. I wanted to go to the European Union, that's why I went to a travel agency, where I met Mikhail. I gave all my documents to him and he promised to **arrange** all the other documents and to organise the trip. I met the other people for the first time when we started the trip.

BG: Who paid for your travel?

T: I did.

BG: How much did you pay for the ticket?

T: I don't remember.

BG: How did you get the ticket?

T: Mikhail organized it all.

BG: Who organized your trip?

T: Mikhail.

BG: Which countries did you **pass** on your way?

T: Maybe Lithuania and Latvia.

BG: Describe the **route** of your travel.

T: First we will go to Tallinn, where we'll meet a friend of Mikhail, after this we will go to Riga and Vilnius.

BG: Who has your travel documents?

T: Mikhail does. He told us that it is safer this way.

BG: Do you feel that you are in **danger**?

T: Maybe a little bit. Why is he holding all our documents?

BG: Do you know whom to contact in case of **emergency**?

T: No, I don't. Maybe you could give me some contacts.

BG: Do you know where exactly you are going to?

T: I only have the information that Mikhail gives us.

BG: How well do you know the person who will meet you?

T: I don't know this person.

BG: Does your family know where you are and where you are going?

T: No, they don't. I think I will call them some time from the hotel.

BG: Does your family have your contact details?

T: No, they know only my phone number.

BG: Why are you all wearing similar clothes?

T: Before we started the trip, we went to a shop and bought new clothes.

BG: Why don't you have your documents, money, health insurance, tickets?

T: I do have them, but Mikhail explained us that it is better if he holds all the documents.

BG: Do you have any **suspicious** feelings about the people you are travelling with?

T: No, I think they are all good people.

BG: Why is this country the **destination** of your trip?

T: I don't remember.

BG: Why did you choose this route?

T: I don't know. Mikhail said that this is a good route, a very interesting one.

BG: We are sending all the group to the second line check.

Exercise 2

Match the items on the right to the items on the left to form a proper dialogue.

What is the purpose of your trip?	Tourism.
Is it your first visit to the European Union?	Yes, this is my first visit.
By which means of transportation do you plan to return home?	I think, by bus.
When do you plan to leave the European Union?	I think we'll stay for one week and we will return to Russia then.
Where are you planning to stay during your visit?	I don't know yet. I think, when we arrive to Tallinn, we'll look for a hotel.
Do you have a health insurance?	Yes, I have. My group leader holds it for me.
Do you have any luggage?	No, I don't. Only some personal belongings.
Are you travelling alone?	No. We are traveling in a small group.
Who is the leader of your group?	Our leader is Mikhail.
How long do you know each other?	I met this person for the first time just before our departure.
Describe the route of your travel.	First we will go to Tallinn, where we'll meet a friend of Mikhail, after this we will go to Riga and Vilnius.
Do you feel that you are in danger?	Maybe a little bit. Why is he holding all our documents?
Do you know whom to contact in case of emergency?	No, I don't. Maybe you could give me some contacts.

Exercise 3

Listen to the audio track and answer the questions.

1. Does the family of traveller know her telephone number?

Yes/No

2. Is the group dressed similarly or differently?

Similarly/differently

3. Has Mikhail returned all the documents to the group?

Yes/No

4. Is it true that traveller does not like the people who are travelling?

Yes/No

5. Has traveller read a lot about her route?

Yes/No

6. The traveller knows which countries they have passed?

Yes/No

7. The traveller doesn't know whom to contact in case of emergency.

Yes/No

6. The traveller paid 500 Euros for the trip.

False (she doesn't remember)

TOPIC 3

VEHICLE EXAMINATION STANDARD SITUATIONS

BASIC VEHICLE EXAMINATION

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1

Form correct questions, matching the words in the left column with the words in the right column.

What is the	purpose of your trip?
Do you have	any prohibited items/restricted articles?
How many	people are travelling with you?
Who is	the owner of the vehicle?
Do you	have vehicle ownership document?
Where did	you buy this vehicle?

Exercise 2

Form correct phrases, matching the words in the left column with the words in the right column.

Switch	off the engine.
Put	your car on the handbrake.
Show	me your identity and vehicle documents
Step	out of the vehicle!
Open	the boot and bonnet.

EXERCISES FOR AUDIO AND VIDEO

Audio

“Border check on 3rd country nationals upon exit from the EU”

Exercise 1

Listen to the audio track and choose a correct word to complete the sentences.

- Show your travel documents and driving licence, vehicle registration certificate and insurance _____.
a. Permit
b. Refusal
c. Policy
- Where are you _____ from?
a. Travelling
b. Going
c. Driving
- _____ must stay in the car.
a. Strangers

- b. Passengers
 - c. Passenger
 - d. Driver
4. Please, open the rear and front doors, the boot and the _____.
- a. Bonet
 - b. Bonnet
 - c. Bayonet
5. No, just personal _____.
- a. Belongings
 - b. Findings
 - c. Surroundings
6. Thanks, everything is in _____, you can close it.
- a. Border
 - b. Order
 - c. Oarder
7. Have a nice _____.
- a. Grip
 - b. Travel
 - c. Trip

Exercise 2

Listen to the audio track and fill in the gaps

BG: Good morning, Border Guard service. Please switch off the **engine** and put your car on the **handbrake**.

BG: Show your documents, please.

T: What documents do you need?

BG: Your travel documents and **driving** licence, vehicle **registration** certificate and **insurance** policy.

T: Here you are.

BG: Where are you traveling from?

T: We are travelling from Poland to Russia.

BG: Please, **step out** of the car. Passengers must stay in the car.

BG: Please, open the rear and **front** doors, the boot and the bonnet. ... Do you have any **prohibited** items?

T: No, just personal belongings.

BG: Please, open the **bag**. ... Thanks, everything is in order, you can close it. ... Please wait in the car, your documents will be checked in **database** and I will bring them back to you.

T: Ok.

BG: Your documents are in **order**. Have a nice trip.

T: Thank you. Goodbye.

Video

“Border check on 3rd country national upon entry to the EU”

Exercise 1

Watch the video and match the items on the right to the items on the left.

Please switch off the engine and	put your car on the handbrake.
Where and how long	are you going to stay in our country?
Do you have a	hotel reservation?
Please open the rear and front doors	I will check the inside of the car.
Do you have any	prohibited items?
What is there	in the glove compartment?
I will check your documents in the database	and I will bring them back to you.
Your documents are	in order.

Exercise 2

Watch the video and fill in the gaps

BG: Good morning, Border Guard service. Please **switch** off the engine and put your car on the handbrake.

BG: Please, show your documents.

T: What documents?

BG: Your travel documents, driving licence and health insurance certificate, vehicle **registration** certificate and insurance policy, and any proof that your car passed the **roadworthiness** test.

T: Here you are.

BG: What is the purpose of your visit?

T: I'm here for business.

BG: Where and **how** long are you going to stay in our country?

T: I'm going to stay in the hotel for 2 weeks.

BG: Do you have a **hotel** reservation confirmation?

T: Here it is.

BG: Do you have sufficient means of **subsistence** to stay in our country?

T: Yes, I have a credit card and 500 EUR in cash.

BG: Please, step out of the car. Do you have any **passengers**?

T: No, I'm travelling alone.

BG: Well .. Please open the rear and **front** doors I will check the inside of the car. ... Now open the boot ! Do you have any **prohibited** items? Drugs, weapons, alcohol, etc?

T: No, just some business related equipment.

BG: Please, open this suitcase. Thank you. ... Open this door (the driver opens the front right door). What is there in the **glove compartment**?

T: Just some maps.

BG: OK. ... Now open the bonnet... Everything is fine with your car. Please wait inside your car. I will check your documents in **database** and I will bring them back to you.

T: How long will it take?

BG: About 5 minutes.

BG: Your documents are in order. Have a **nice trip**.

T: Thank you. Have a nice day.

Video "Border check on the EU citizen – minimum check upon exit from the EU"

Exercise 1 Watch the video and fill in the gaps

BG: Good **morning**, Border Guard service. Please, switch off the engine and put your car on the **handbrake**.

BG: Please show me your travel documents, vehicle registration **certificate**, driving licence and insurance policy.

T: Here you are.

BG: Everything is **fine** with your car. Please wait while I **check** your documents in database and I will **bring** them back to you. ... Thanks, your documents are in order. Have a nice trip.

T: Thank you, **goodbye**.

Exercise 2

Watch the video and choose a correct word to complete sentences.

1. Please, switch off the engine and put your car on the _____.
 - a) boot
 - b) bonnet
 - c) **handbrake**.
2. Show your _____ documents
 - a) **travel**
 - b) registration
 - c) driving
3. Everything is fine with your car. Please wait while I check your documents in _____ and I will bring them back to you.
 - a) suitcase
 - b) computer
 - c) **database**
4. Show vehicle registration certificate and _____ policy.
 - a) certificate
 - b) **insurance**
 - c) registration

Exercise 3

Watch the video and choose the correct sentence.

1. a. **The border guard asks to switch off the engine.**
b. The border guard asks to turn off the music.
2. a. **The traveller has to show the vehicle registration certificate.**
b. The traveller has to show the marriage certificate.
3. a. Something's wrong with the traveller's vehicle.
b. **Everything's ok with the traveller's vehicle.**
4. a. **The border guard has given the travel documents back to the traveller.**
b. The border guard has forgotten to give the travel documents back to the traveller.
5. a. Something's wrong with the documents.
b. **Everything's ok with the documents.**

Video

“Border check on the EU citizen – minimum check upon entry to the EU

Exercise 1

Watch the video and match the items on the right to the items on the left.

Border Guard	service
Show your	documents
Put your car	on the handbrake
Vehicle registration	certificate
The purpose of	your visit
Your documents are	in order
Have	a nice trip

Exercise 2

Watch the video and choose the correct answer

1. The vehicle was examined in the evening - False (it happened in the morning)
2. The border guard asked to show all documents – False (the border guard did not ask to show driving licence)
3. The border guard didn't ask to put the car on the handbrake – False (the border guard asked to put the car on the handbrake)
4. There were no passengers in the car – True
5. The purpose of travellers's visit was sightseeing in Riga – False (the purpose was visiting relatives in Riga)

TOPIC 3 VEHICLE EXAMINATION STANDARD SITUATIONS

VEHICLE DOCUMENTS

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1

Match the items on the right to the items on the left.

MOT	An annual test of vehicle safety, roadworthiness aspects and exhaust emissions
REGISTRATION CERTIFICATE	An official document stating that a person or company has provided all the necessary information for an official or government record

DRIVING LICENCE	An official permission for someone to drive a car, received after passing a driving test, or a document showing this
VEHICLE SALES AGREEMENT	A legal document that gives details of the conditions when one person or company buys a vehicle from another
OWNERSHIP DOCUMENT	A document which proves that you own something -

Exercise 2

Match the items on the right to the items on the left.

Service	book
Certificate of periodic	technical inspection
Technical condition	stamp
Car	rental document
Car insurance	policy
Frontier insurance against	motor civil liability
International Circulation	Mark sticker
Written approval to	drive a vehicle
European Certificate	of Conformity
Notification of	Permanent Export

EXERCISES FOR AUDIO AND VIDEO

Vehicle documents

Exercise 1

Listen to the audio track and fill in the gaps by typing a proper word.

1. If you want to cross the border with a vehicle you must have a vehicle registration **certificate** which is an official document providing proof of registration of a **motor** vehicle.
2. All drivers must have driving **licences** with appropriate category. Sometimes persons cross the border with **international** driving licences, but those licenses are valid only if **national** driving licenses are presented.
3. To cross the border drivers must have **insurance policy** for their vehicle. It is sometimes called a **green** card. If you buy it at the border it's called Frontier insurance against motor **civil** liability.
4. All vehicles crossing the border must be fit to be used on road and border guards must check if there is MOT or road **worthiness** test sticker, technical condition **stamp** or certificate of periodic technical **inspection**
5. Depending on national **regulations** vehicles must have international Circulation Mark **sticker** (oval car sticker) which must be attached at the back of the vehicle in case there is no **information** indicated about vehicle registration **country** on the vehicle registration number plate.

6. If border guards have **suspensions** that person drives a **stolen** vehicle they can ask for supporting documents such as vehicle **sales** agreement, written **approval** to drive a vehicle, car **rental** document, service book, notification of permanent export, European certificate of **conformity**.

Exercise 2

Listen to the audio recording and decide if the sentences are true or false.

1. Vehicle registration certificate is an official document providing proof of the ownership of the vehicle.
A. True
B. False (it is an official document providing proof of registration of a motor vehicle)
2. If a driver does not have national driving license, he or she can present an international driving license instead.
A True
B False (international driving licences are valid only if national driving licenses are presented)
3. Insurance for the vehicle is sometimes called a green card.
A True
B False
4. Insurance policy which is bought at the border is called Frontier insurance against motor civil liability.
A True
B False
5. Some vehicles crossing the border must be in order to be used on road.
A. True
B. False (All vehicles crossing the border must be fit to be used on road and border guards must check if there is MOT or road worthiness test sticker, technical condition stamp or certificate of periodic technical inspection.)
6. The international oval car sticker must be attached in front of the vehicle if there is no information indicated on the vehicle number plate.
A. True
B. False (it must be attached at the back of the vehicle in case there is no information indicated about vehicle registration country on the vehicle registration number plate.)
7. When a border suspects a person of driving a stolen car, he has the right to ask for some supporting documents.
A True
B False

Audio

Checking of vehicle documents

Exercise 1

Listen to the audio track and fill in the gaps by typing a proper word.

J: What documents does the driver of a vehicle need in order to pass border checks at a road border crossing point?

BG: First of all we check **driver's** licence to be sure it is valid, not falsified and the **category** is appropriate for driving the particular type of vehicle. Some drivers have **international** driving licences and they think that they can cross the border with them, but then we **explain** that international driving licences are valid for crossing the border only accompanied by valid **national** driving licences.

Sometimes when checking person's data against **databases** we find out that the person showed the driving licence which has been reported **stolen**. The driver explains that he found it and he did not report to the **Police**. In such case we ask him to fill in a special form, then do a **detailed** examination of the document and allow to cross the border if everything is OK.

The other document which should be checked is a vehicle registration **certificate**. According to regulations a driver of a vehicle **registered** in a third country is not allowed to enter our country if there is no valid registration certificate of the vehicle. It is allowed for the driver of a vehicle registered in the EU/EEA/CH to enter our country without a registration certificate. In both cases we perform a **thorough** check and check information against the databases.

According to regulations border guards check vehicles **insurance** policies for all third country vehicles. Travellers are not allowed to enter our country if they do not have a valid insurance policy for their vehicles. Persons have a possibility to **buy** insurance at the BCP. Well ... these are the basic documents we check.

J: You said basic documents, are there any other documents you check?

BG: Yes of course, depending on a situation border guards can ask drivers to show supporting documents such as service **books**, vehicle sales **agreements** and car **rental** documents.

Exercise 2

Listen to the audio track and choose the proper word to fill in the gaps in the sentences.

1. Border guards check driver's _____ to be sure it is valid.
a) **licence**
b) certificate
2. _____ driving licences are valid for crossing the border only accompanied by valid national driving licences.
a) **international**
b) national
3. Border guards can find out that the person showed the driving licence which has been reported _____.
a) broken
b) **stolen**
4. According to regulations a driver of a vehicle _____ in a third country is not allowed to enter our country if there is no valid registration certificate of the vehicle.
a) **registered**
b) purchased
5. It is allowed for the driver of a vehicle registered in the EU/EEA/CH to enter our country _____ a registration certificate.
a) **without**
b) with
6. Persons have a possibility _____ insurance at the BCP.
a) to show
b) **to buy**

Exercise 3

Listen to the audio track and choose the correct answer for each question.

1. What is the first document which border guards check during vehicle examination?
a) **Driver's licence**
b) Insurance policy

2. What kind of accompanying document does the driver need if he has an international driving licence?
 - a) A national driving licence
 - b) A national passport

3. What do border guards do if they find out that the driving licence has been reported stolen?
 - a) They ask the driver to fill in a special form and do a detailed examination of the document.
 - b) They do a detailed examination of the document and send the driver back.

4. What kind of check do border guards perform if the driver does not have a vehicle registration certificate?
 - a) A thorough check
 - b) A minimum check

5. Which of the documents below is considered to be a supporting document?
 - a) Vehicle sales agreement
 - b) Vehicle road worthiness test sticker.

**TOPIC 3
VEHICLE EXAMINATION
STANDARD SITUATIONS**

INFORMATION IN VEHICLE DOCUMENTS

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1

Match the items on the right to the items on the left.

Year of	manufacture
Total	permissible weight
Body	type
Mass	in service
Registered	keeper/owner
Present	mileage
Check	digit
Stamp	of issuing authority
Pin	(product identification number)

Gearbox number

Exercise 2

Match synonymous phrases

Unladen mass	Mass in service
Year of manufacture	Year of production
Maximum permissible weight	Gross weight
Vehicle acquired on	Date of acquisition
Cylinder capacity	Engine capacity
VIN (Vehicle identification number)	Chassis number
Registration mark	Registration number

Exercise 3

Match the items on the right to the items on the left.

Make	BMW
Model/ type	528I SE
Body type	4 door saloon
Cylinder capacity	2793 CC
Type of fuel	Petrol
Wheelplan	2-axle-rigid body
VIN/ chassis number	WBADD520X0BV36617
Colour	Red
Maximum permissible weight	2205
Unladen mass	1670
Registered keeper	Virginius Rogale
Date of first registration	22.12.1999

EXERCISES FOR AUDIO AND VIDEO

Audio

Exercise 1

Listen to the audio and fill in the gaps by picking words from down-drop list.

Vehicle registration certificates usually **include** the following information about vehicle: registration **number**, date of first **registration**, serial number, **make**, model, **body** type, type of **fuel**, engine capacity, **engine** number, year of **manufacture**, maximum **permissible** weight and unladen mass, **colour** and number of seats. The information about **owner** of the vehicle is also included in registration certificate. The most **important** number to be checked by border guards is the VIN or Vehicle identification number which is used for **identification** of vehicles. It consists of 17 characters and helps border guards to identify the vehicle, its **manufacturer**, the type of vehicle and the **year** of the vehicle model. Border guards must **compare** the VIN written on registration certificate with the VIN on the body of the vehicle. If it is different, then the vehicle must be subjected to the **thorough** check.

Exercise 2

Listen to the audio and choose the correct word to complete the sentences.

1. Vehicle registration _____ includes the information about vehicle and its owner.
a) **certificate**
b) application
c) report
2. The information about vehicle includes _____ number, date of first registration, make, model, type of body and fuel.
a) registry
b) **registration**
c) register
3. It is important for border guards to check VIN – vehicle _____ number.
a) identity
b) **identification**
c) identifying
4. VIN consists of 17 _____.
a) **characters**
b) numbers
c) letters
5. Border guards compare the VIN on the vehicle registration certificate with the VIN on the _____.
a) chassis
b) boot
c) **body**
6. Vehicle is subjected to the _____ check VIN on the body is different from the VIN on the document.
a) **Thorough**
b) Thought

c) Through

Audio

Exercise 1

Listen to the audio and fill in the gaps by typing a proper word or number.

The registration number of this car is **GE 1839**. The make of this car is **Audi** and the model is **Q7**. It has a **V8** petrol engine with the capacity of 4,2 litres. This car was manufactured in **2006** but the date of first registration in this country is the **1st** of October **2013**. The maximum permissible weight of this car is **3115** and the unladen mass is **2420** kilograms. This car has **7** seats and 5 doors. The colour of this car is ice silver metallic. The owner of the car Mr Jehn Walterson lives in Austria. The VIN number of this car is **WAUZZZ8E86N901071**.

Exercise 2

Listen to the audio and fill in the gaps by choosing a proper word from the drop-down list.

The **registration** number of this car is GE 1839. The **make** of this car is Audi and the model is Q7. It has a V8 petrol **engine** with the capacity of 4,2 litres. This car was **manufactured** in 2006 but the date of first registration in this country is the 1st of October 2013. The maximum permissible **weight** of this car is 3115 and the **unladen** mass is 2420 kilograms. This car has 7 **seats** and 5 doors. The **colour** of this car is ice silver metallic. The **owner** of the car Mr Jehn Walterson lives in Austria. The **VIN** number of this car is WAUZZZ8E86N901071.

Exercise 3

Listen to the audio and choose the proper word to complete the sentences.

- The _____ number of this car is GE 1839.
a) **registration**
b) register
c) registry
- It has a V8 _____ engine with the capacity of 4,2 litres.
a) **petrol**
b) gas
c) diesel
- This car was _____ in 2006.
a) **manufactured**
b) manufactory
c) manufacture
- The maximum _____ weight of this car is 3115.
a) **permissible**
b) permit
c) permitted
- The _____ mass is 2420 kilograms.
a) unloaded
b) unlanded
c) **unladen**
- The _____ of the car Mr Jehn Walterson lives in Austria.
a) own

- b) owner
- c) holder

Exercise 4

Listen to the audio and decide if the sentences are true or false.

1. The registration number of this car is JI 1839.
 - a) True
 - b) False (it is GE 1839)
2. The make of this car is Audi and the model is Q7.
 - a) True
 - b) False
3. This car was manufactured in 2016.
 - a) True
 - b) False (it is 2006)
4. The car was registered for the first time in this country on 1 October 2003.
 - a) True
 - c) False (it is 2013)
 - b)
5. The maximum permissible weight of this car is 3115 kilograms.
 - a) True
 - b) False
6. There are 4 doors and 5 seats in the car.
 - a) True
 - b) False (7 doors)
7. The car is ice pink metallic.
 - a) True
 - b) False (it is silver metallic)
8. The owner of the car lives in Austria.
 - a) True
 - b) False (he lives in Australia)

EXERCISES FOR VOCABULARY AND PHRASES

Topic 3 Vehicle examination
Standard situations

Types of vehicles

Exercise 1

Match the items on the right to the items on the left.

VAN	Box-shaped vehicle on four wheels used for <u>transporting</u> goods or groups of people. Referred to as a <u>light commercial vehicle</u> .
TRUCK/ LORRY	Is a <u>motor vehicle</u> designed to transport <u>cargo</u> . Vary greatly in size, power and configuration.
BICYCLE	A vehicle known as a bike with two wheels in tandem, usually propelled

	by pedals connected to the rear wheel by a chain, and having handlebars for steering and a saddle like seat.
MOPED	A motorcycle with a small engine which is driven by both an engine and bicycle pedals .
COACH	Motorized vehicle for intercity transportation of seated passengers over medium and long distances.
HARVESTER	Any of various farm machines for harvesting field crops.
EXCAVATOR	A power-driven machine for digging, moving, or transporting gravel, sand, or soil.
HORSEBOX/ HORSE TRAILER OR HORSE VAN	A vehicle that is used to transport horses .
ALL-TERRAIN VEHICLE	A small open motor vehicle with one seat and four wheels with very thick tyres, designed especially for use on rough ground

Exercise 1

Choose the correct name of the vehicle from the drop down list.

1.		transporter
2.		tanker
3.		cargo van

		
4.		passenger van
5.		motorbike
6.		quad bike/all-terrain vehicle
7.		hearse
8.		truck (lorry)
9.		wood transportation lorry
10.		crane lorry

11.		fire engine/ fire lorry
12.		horsebox
13.		breakdown lorry/ recovery vehicle

EXERCISES FOR AUDIO AND VIDEO

Interview about the types of vehicles

Audio

Exercise 1 Listen to the audio track and decide if sentences are true or false.

1 Vehicle examination is carried out on a regular basis.

a) True

b) False

2. While performing the tasks, border guard officers use their skills and knowledge gained during the trainings.

a) True

b) False

3. In January and February 5 744 vehicles crossed the border at discussed BCP.

a) True

b) False(7 544)

4. Border guard officers checked 1 360 minibuses.

a) True

b) False(1 630)

5. Border guards can identify a stolen car very rarely.

- a) True
 - b) False (even during last month border guards succeeded to detain 1 stolen car)
6. Border Guards co-operate closely with national and international institutions.
- a) True
 - b) False

Exercise 2

Listen to the audio track and fill in the gaps by picking a sentence from the drop-down list.

J – Journalist

BG – Border Guard officer

J: Vehicle examination is one of the greatest challenges faced by border guards working at road border crossing points.

B.G. I wouldn't say it is a challenge. Vehicle examination is carried out on a regular basis and border guards need to apply specific skills and knowledge gained during their training.

J: What is the number of vehicles examined at your BCP, do you have any statistics?

B.G. The Border Guard statistics shows that in the period of the first two months of 2015 7544 vehicles crossed the state border at our border crossing point. Thus border guards performed border control to 3625 cars, 2233 lorries, 1630 minibuses, 32 vans, 5 tractors, 17 motorbikes and 2 tankers.

J: Can border guards spot and identify a stolen car?

B.G. Of course. During this month our border guards succeeded to detain 1 stolen car, which has been wanted by the police for 6 months. The driver was detained and handed over to the Police.

J: It means that you have to work in close cooperation with other law enforcement institutions.

B.G. If it is necessary we contact not only our national services and institutions but also border guarding, national and public services from other countries in order to collect the required information.

Exercise 3

Listen to the audio track and fill in the gaps by typing the numbers in the gaps

J – Journalist

BG – Border Guard officer

J: Vehicle examination is one of the greatest challenges faced by border guards working at road border crossing points.

B.G. I wouldn't say it is a challenge. Vehicle examination is carried out on a regular basis and border guards need to apply specific skills and knowledge gained during their training.

J: What is the number of vehicles examined at your BCP, do you have any statistics?

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J: It means that you have to work in close cooperation with other law enforcement institutions.

B.G. If it is necessary we contact not only our national services and institutions but also border guarding, national and public services from other countries in order to collect the required information.

Audio

Types of vehicles

A car is a road vehicle, typically with four wheels, powered by an engine and able to carry a small number of people – a driver and a few passengers.

A lorry is a large and heavy vehicle for carrying heavy goods.

A bus is a large road vehicle with a lot of seats that you pay to travel on, especially one that takes you fairly short distances and stops frequently.

A coach is a long comfortable vehicle for carrying a large number of passengers, especially on long journeys.

A mini bus is a small bus with seats for six to twelve people.

A transporter is a long vehicle that can carry one or more other vehicles.

A trailer is a vehicle that can be pulled behind another vehicle, used for carrying something heavy.

A camper van is a large motor vehicle with living accommodation.

A motorbike is a small fast two-wheeled vehicle with an engine.

A tanker is a lorry that carries petrol or oil.

A van is a vehicle used especially for carrying goods, which is smaller than a truck and has a roof and usually no windows at the sides.

A moped is a small two-wheeled vehicle with an engine.

A pick-up is a small vehicle with low sides that is used for carrying goods.

A tractor is a strong vehicle with large wheels, used for pulling farm machinery.

A horse box is a large vehicle for carrying horses, often pulled by another vehicle.

Exercise 1

Listen to the audio track and fill in the gaps by typing a proper word.

1. A **car** is a road vehicle, typically with four wheels, powered by an engine and able to carry a small number of people – a driver and a few passengers.
2. A **lorry** is a large and heavy vehicle for carrying heavy goods.
3. A **bus** is a large road vehicle with a lot of seats that you pay to travel on, especially one that takes you fairly short distances and stops frequently.
4. A **coach** is a long comfortable vehicle for carrying a large number of passengers, especially on long journeys.
5. A **mini bus** is a small bus with seats for six to twelve people.
6. A **transporter** is a long vehicle that can carry one or more other vehicles.
7. A **trailer** is a vehicle that can be pulled behind another vehicle, used for carrying something heavy.
8. A **camper** van is a large motor vehicle with living accommodation.

9. A **motorbike** is a small fast two-wheeled vehicle with an engine.
10. A **tanker** is a lorry that carries petrol or oil.
11. A **van** is a vehicle used especially for carrying goods, which is smaller than a truck and has a roof and usually no windows at the sides.
12. A **moped** is a small two-wheeled vehicle with an engine.
13. A **pick-up** is a small vehicle with low sides that is used for carrying goods.
14. A **tractor** is a strong vehicle with large wheels, used for pulling farm machinery.
15. A **horse box** is a large vehicle for carrying horses, often pulled by another vehicle.

Exercise 2

Listen to the audio track and match the pictures with vehicles definitions.

A car is a road vehicle, typically with four wheels, powered by an engine and able to carry a small number of people – a driver and a few passengers.



A lorry is a large and heavy vehicle for carrying heavy goods.



A bus is a large road vehicle with a lot of seats that you pay to travel on, especially one that takes you fairly short distances and stops frequently.



A coach is a long comfortable vehicle for carrying a large number of passengers, especially on long journeys.



A mini bus is a small bus with seats for six to twelve people.



A transporter is a long vehicle that can carry one or more other vehicles.



A trailer is a vehicle that can be pulled behind another vehicle, used for carrying something heavy.



A camper van is a large motor vehicle with living accommodation.



A motorbike is a small fast two-wheeled vehicle with an engine.



A tanker is a lorry that carries petrol or oil.



A van is a vehicle used especially for carrying goods, which is smaller than a truck and has a roof and usually no windows at the sides.



A moped is a small two-wheeled vehicle with an engine.



A pick-up is a small vehicle with low sides that is used for carrying goods.



A tractor is a strong vehicle with large wheels, used for pulling farm machinery.



A horse box is a large vehicle for carrying horses, often pulled by another vehicle.



Exercise 3

Listen to the audio track and fill in the gaps by typing a proper word.

A car is a road vehicle, typically with four **wheels**, powered by an engine and able to carry a small number of people – a driver and a few **passengers**.

A lorry is a large and heavy vehicle for **carrying** heavy goods.

A bus is a large road vehicle with a lot of **seats** that you pay to travel on, especially one that takes you fairly short **distances** and stops frequently.

A coach is a long **comfortable** vehicle for carrying a large number of passengers, especially on long **journeys**.

A mini bus is a small bus with seats for six to **twelve** people.

A **transporter** is a long vehicle that can carry one or more other vehicles.

A trailer is a vehicle that can be **pulled** behind another vehicle, used for carrying something **heavy**.

A camper van is a large **motor** vehicle with living **accommodation**.

A **motorbike** is a small fast two-wheeled vehicle with an **engine**.

A tanker is a **lorry** that carries **petrol** or oil.

A van is a vehicle used especially for carrying **goods**, which is smaller than a truck and has a roof and usually no **windows** at the sides.

A **moped** is a small two-wheeled vehicle with an engine.

A pick-up is a small vehicle with low **sides** that is used for carrying goods.
A tractor is a **strong** vehicle with large wheels, used for pulling **farm** machinery.
A horse **box** is a large vehicle for carrying horses, often pulled by another vehicle.

Topic 3 Vehicle examination Standard situations

Types of bodies

EXERCISES FOR VOCABULARY AND PHRASES

Match the pictures with the types of bodies

1. Sports car



2. Hatchback



3. Convertible



4. Crossover



5. Saloon/ Sedan



6. Limousine



7. All-terrain / off-road vehicle



8. Microcar/ bubble car



9. Pickup truck



10. Roadster



11. Minivan /people carrier/ multi-purpose vehicle



12. Estate/ station wagon



13. Coupe



EXERCISES FOR AUDIO

Audio

Exercise 1

Listen to the audio track and fill in the gaps .

Types of bodies

There are different **types** of bodies for cars, for example **saloon** or sedan, sports car, limousine, **hatchback**, minivan which is sometimes called as people **carrier** or multi-purpose vehicle , estate or station wagon, **convertible**, pickup truck, all-terrain or off-road vehicle, **coupe**, roadster, 2-axle-rigid body, **crossover**, microcar or bubble car. Border guards must check if the type of **body** included in vehicle registration certificate **corresponds** to the type of body of the car being examined.

Exercise 2

Listen to the audio track and choose the right word from the drop-down list

Types of bodies

There are **different** types of bodies for cars, for example saloon or **sedan**, sports car, limousine, hatchback, **minivan** which is sometimes called as people carrier or multi-purpose vehicle, **estate** or station wagon, convertible, **pickup** truck, all-terrain or **off-road** vehicle, coupe, roadster, 2-axle-rigid body, crossover, **microcar** or bubble car. Border guards must check if the type of body included in vehicle **registration** certificate corresponds to the type of **body** of the car being examined.

Audio

Types of bodies

A sports car is a low fast car, often with a roof that can be folded back or removed.

A limousine is a large expensive comfortable car in which a screen separates the driver from the passengers.

A hatchback is a car with a door at the back that opens upwards.

An estate car is a car with a door at the back, folding back seats, and a lot of space at the back.

Convertible is a car with a soft roof that you can fold back or remove.

All-terrain vehicle is a vehicle with no roof, three or four wheels, and usually only one seat, used for driving over rough, soft, or wet ground/ a vehicle that is designed to be used in rough country such as hills and deserts.

Coupe is a car with two doors and a sloping back.

Microcar is the smallest car classification, usually applied to very small cars (smaller than the city cars).

More recent models are also called bubble cars due to their bubble-shaped appearance.

Exercise 1

Listen to the audio track and match the types of bodies to their definitions.

Sports car	a low fast car, often with a roof that can be folded back or removed.
Limousine	a large expensive comfortable car in which a screen separates the driver from the passengers.
Hatchback	a car with a door at the back that opens upwards.
Estate car	a car with a door at the back, folding back seats, and a lot of space at the back.
Convertible	a car with a soft roof that you can fold back or remove.

All-terrain vehicle a vehicle with no roof, three or four wheels, and usually only one seat, used for driving over rough, soft, or wet ground; a vehicle that is designed to be used in rough country such as hills and deserts.

Coupe a car with two doors and a sloping back.

Microcar the smallest car classification, usually applied to very small cars (smaller than the city cars).

Bubble car a bubble-shaped car.

Exercise 2

Match the pictures on the left with the words on the right.



A sports car is a low fast car, often with a roof that can be folded back or removed.



A limousine is a large expensive comfortable car in which a screen separates the driver from the passengers.



A hatchback is a car with a door at the back that opens upwards.



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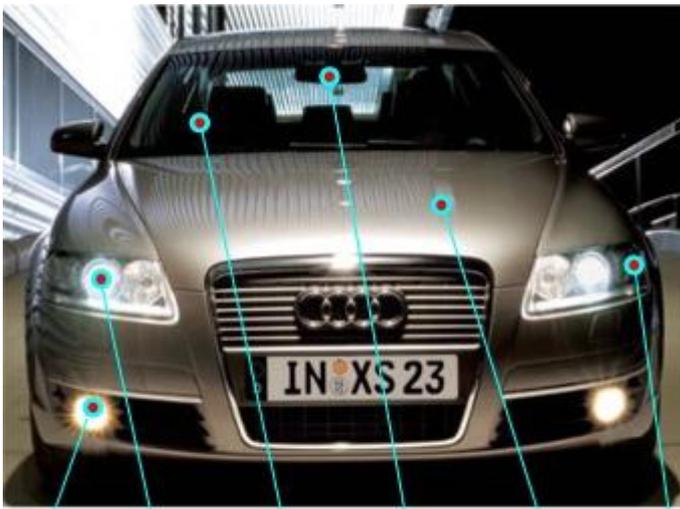
**Topic 3 Vehicle examination
Standard situations**

Parts of vehicles

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1

Match the names with proper vehicle parts.



12 13 14 15 16 17



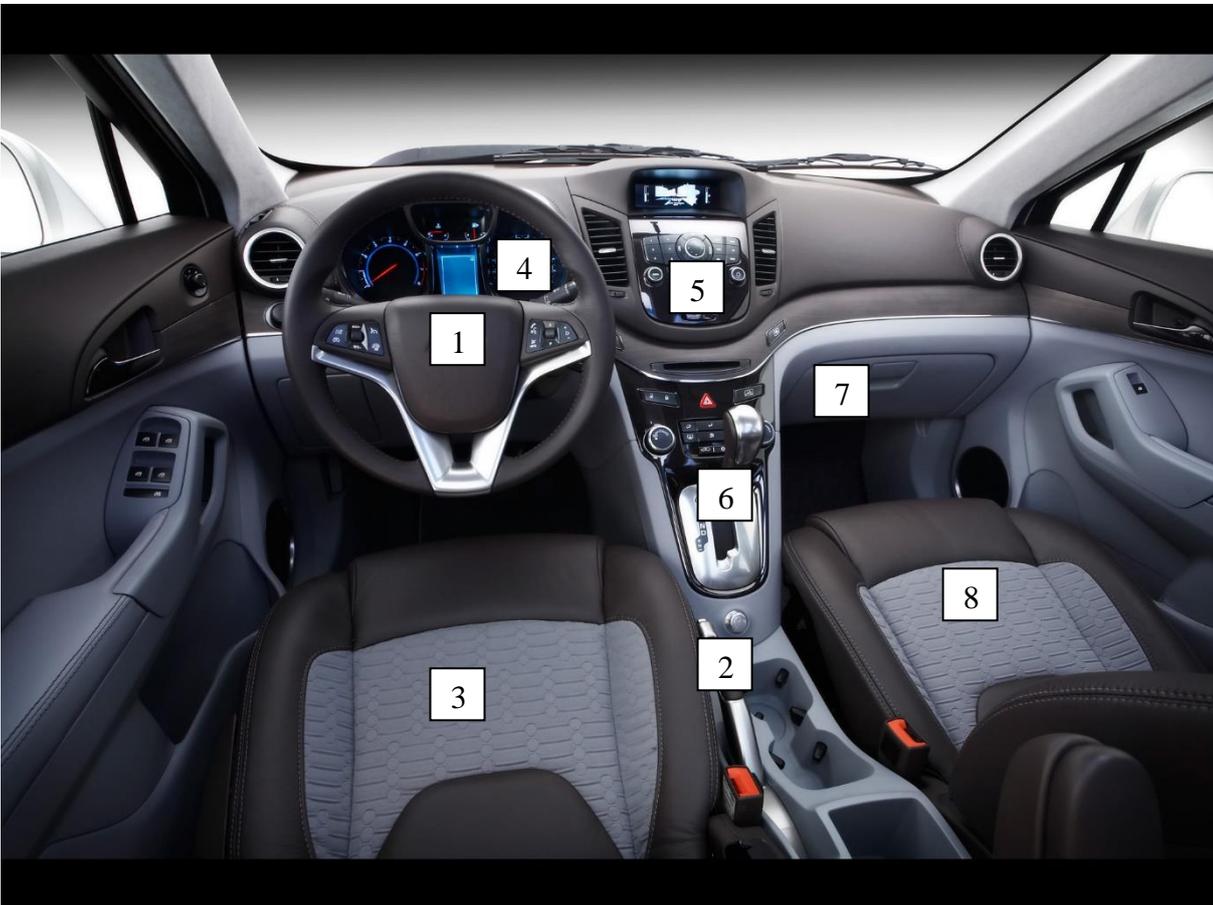
0
1
2
3
4
5

- 0. rear window
- 1. number plate
- 2. boot
- 3. bumper
- 4. brake light
- 5. reversing

6. wheel
7. wing mirror
8. door
9. door handle
10. side window
11. exhaust pipe
12. fog light
13. headlight
14. windscreen
15. rear-view mirror
16. bonnet
17. indicator

Exercise 2

Drag and drop the names of the car parts in correct position



1. steering wheel
2. handbrake
3. driver's seat
4. speedometer
5. car stereo
6. gear stick
7. glove compartment
8. passenger's seat

Exercise 3

1. Match the word with its definition.

Engine	a machine that uses energy from liquid, fuel or steam to produce movement
Fire extinguisher	a device containing water or special gas, powder or foam that is put onto a fire to stop it from burning
Warning triangle	a triangle placed by a broken-down car to warn motorists to avoid it.
Jack	a piece of equipment that can be opened slowly under a heavy object such as a car in order to raise it off the ground
First aid kit	a <u>small box</u> or <u>bag</u> with the <u>things</u> that you would <u>need</u> to <u>treat</u> someone if they were <u>injured</u> or <u>suddenly</u> became ill

Exercise 4

Match the items on the right with the item on the left.

ignition	key
towing	line
fuel	tank
roof	rack
mud	flap
hazard	lights
air	bag
clutch	pedal
spare	tyre
seat	belt

EXERCISES FOR AUDIO

Audio

- Good afternoon. Polish border control. Lower the window, put your car on the handbrake and switch on the hazard light, please. Make your documents ready for the control.
- Here you are. It is my passport, driving licence, insurance and vehicle documents.
- Thank you. I'll check them and give them back to you at the end of the control. And now turn off the engine, take out the keys and put them on the dashboard. Switch on the interior light. I'll check your car.
- Is it necessary? I'm in a hurry.
- Yes, it is necessary. If you carry out my orders, you will be free to go in a few minutes.
- OK. What do I have to do?
- Firstly, turn on the left, and then the right indicator. OK. Now I would like to check the windscreen wipers.
- Yes, sure.
- Press the horn, please. OK, it works. So, step out of the car now, please. Move the passenger's seat. I would like to see, what's under it.
- Is it enough?

- Yes, thank you. What do you have in the boot?
- Nothing, just some personal belongings.
- Open the boot, please. Show me the fire extinguisher, warning triangle and first aid kit.
- Here you go. Can I put them back?
- Not yet. Take out the spare wheel and put it next to the car. Thank you. You may put them back now.
- Is that all? Can I go now?
- In a minute. I would like you to open the bonnet, too. Where is the VIN?
- Over there.
- OK. It seems, that everything is all right. Here are your documents.
- Thank you for your cooperation. Have a nice stay in Poland.
- Thank you. Good bye.

Exercise 1

Listen to the audio and fill in the gaps by picking a word from the drop-down list.

- Good afternoon. Polish border control. Lower the window, put your car on the handbrake and switch on the hazard light, please. Make your documents ready for the control.
- Here you are. It is my passport, driving licence, insurance and vehicle documents.
- Thank you. I'll check them and give them back to you at the end of the control. And now turn off the engine, take out the keys and put them on the dashboard. Switch on the interior light. I'll check your car.
- Is it necessary? I'm in a hurry.
- Yes, it is necessary. If you carry out my orders, you will be free to go in a few minutes.
- OK. What do I have to do?
- Firstly, turn on the left, and then the right indicator. OK. Now I would like to check the windscreen wipers.
- Yes, sure.
- Press the horn, please. OK, it works. So, step out of the car now, please. Move the passenger's seat. I would like to see, what's under it.
- Is it enough?
- Yes, thank you. What do you have in the boot?
- Nothing, just some personal belongings.
- Open the boot, please. Show me the fire extinguisher, warning triangle and first aid kit.
- Here you go. Can I put them back?
- Not yet. Take out the spare wheel and put it next to the car. Thank you. You may put them back now.
- Is that all? Can I go now?
- In a minute. I would like you to open the bonnet, too. Where is the VIN?
- Over there.
- OK. It seems, that everything is all right. Here are your documents.
- Thank you for your cooperation. Have a nice stay in Poland.
- Thank you. Good bye.

Exercise 2

Listen to the audio and fill in the gaps by typing the words in the gaps

- Good afternoon. Polish border control. Lower the window, put your car on the handbrake and switch on the hazard light, please. Make your documents ready for the control.

- Here you are. It is my passport, driving licence, insurance and vehicle documents.
- Thank you. I'll check them and give them back to you at the end of the control. And now turn off the **engine**, take out the **keys** and put them on the dashboard. Switch on the **interior** light. I'll check your car.
- Is it necessary? I'm in a hurry.
- Yes, it is necessary. If you carry out my orders, you will be free to go in a few minutes.
- OK. What do I have to do?
- Firstly, turn on the left, and then the right indicator. OK. Now I would like to check the windscreen **wipers**.
- Yes, sure.
- Press the **horn**, please. OK, it works. So, step out of the car now, please. Move the **passenger's** seat. I would like to see, what's under it.
- Is it enough?
- Yes, thank you. What do you have in the boot?
- Nothing, just some personal **belongings**.
- Open the boot, please. Show me the fire **extinguisher**, warning **triangle** and first aid **kit**.
- Here you go. Can I put them back?
- Not yet. Take out the **spare** wheel and put it next to the car. Thank you. You may put them back now.
- Is that all? Can I go now?
- In a minute. I would like you to open the **bonnet**, too. Where is the VIN?
- Over there.
- OK. It seems, that everything is all right. Here are your documents.
- Thank you for your cooperation. Have a nice stay in Poland.
- Thank you. Good bye.

Exercise 3

Listen to the audio and decide if the sentences are true or false.

1. Person wants to enter Finland.
 - a) True
 - b) False** (Person wants to enter Poland)
2. Person gives the border guard the passport, driving licence, insurance and vehicle documents.
 - a) True**
 - b) False
3. The border guard checks the documents and immediately gives back to the driver.
 - a) True
 - b) False** (at the end of the control)
4. The border guard asks the traveller to switch on the interior light because he wants to check the interior of the car.
 - a) True**
 - b) False
5. The border guard finds a suspicious box under the front passenger's seat.
 - a) True
 - b) False**
6. There is a fire extinguisher, warning triangle and first aid kit in the boot of the car.
 - a) True**
 - b) False
7. The border guard asks the traveller to take out the spare wheel from the boot.
 - a) True**
 - b) False

8. The traveller is not allowed to cross the border.
a) True
b) False (the driver is allowed to continue the trip)

Exercise 4

Listen to the audio and choose the best word to complete the sentences.

1. Lower the window, put your car on the _____ .
a) handbrake
b) handle
2. I'll check them and give them back to you at the end of the _____ .
a) examination
b) control
3. And now turn off the engine, take out the keys and put them on the _____ .
a) seat
b) dashboard
4. Press the _____, please.
a) horn
b) button
5. So, _____ out of the car now, please.
a) step
b) get
6. Take out the spare wheel and put it _____ to the car
a) next
b) at
7. Show me the fire extinguisher, warning triangle and first aid _____ .
a) kit
b) kite
8. Thank you for your _____ .
a) explanation
b) cooperation

Exercise 5

Listen to the audio and fill in the gap in the dialogue by choosing a proper phrase from the drop-down list.

- Good afternoon. Polish border control. Lower the window, put your car on the handbrake and switch on the hazard light, please. Make your documents ready for the control.
- Here you are. It is my passport, driving licence, insurance and vehicle documents.
- Thank you. I'll check them and give them back to you at the end of the control. And now turn off the engine, take out the keys and put them on the dashboard. Switch on the interior light. I'll check your car.
- Is it necessary? I'm in a hurry.
- Yes, it is necessary. If you carry out my orders, you will be free to go in a few minutes.
- OK. What do I have to do?
- Firstly, turn on the left, and then the right indicator. OK. Now I would like to check the windscreen wipers.
- Yes, sure.

- Press the horn, please. OK, it works. So, step out of the car now, please. Move the passenger's seat. I would like to see, what's under it.
- Is it enough?
- Yes, thank you. What do you have in the boot?
- Nothing, just some personal belongings.
- Open the boot, please. Show me the fire extinguisher, warning triangle and first aid kit.
- Here you go. Can I put them back?
- Not yet. Take out the spare wheel and put it next to the car. Thank you. You may put them back now.
- Is that all? Can I go now?
- In a minute. I would like you to open the bonnet, too. Where is the VIN?
- Over there.
- OK. It seems, that everything is all right. Here are your documents.
- Thank you for your cooperation. Have a nice stay in Poland.
- Thank you. Good bye.

Exercise 6

Match the items on the right with the items on the left

Put your car	on the handbrake.
I'll check them and	give them back to you at the end of the control.
take out the keys and put	them on the dashboard.
If you carry out my orders,	you will be free to go in a few minutes.
Move the passenger's seat,	I would like to see, what's under it.
Take out the spare wheel and put	it next to the car.
Switch on.	the interior light.
It seems, that everything	is all right.
And now turn off	the engine.

**Topic 3 Vehicle examination
Standard situations**

Types of bags and containers

EXERCISES FOR VOCABULARY

Exercise 1

Match the names of the containers with the pictures.

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

- 1. crate
- 2. cage
- 3. barrel
- 4. tin
- 5. jar

- 6. pallet
- 7. box
- 8. sack
- 9. bottle
- 10. basket

Exercise 2

Match the word with its definition.

handbag – a small bag for money, keys, make-up etc., carried especially by women

suitcase – a large, rectangular container with a handle, for carrying clothes and possessions while travelling

wallet – a small container for carrying coins, money and credit cards.

backpack – a large bag used to carry things on your back, used especially by people who go camping or walking

garment bag – a long flat bag that is carried folded in half, in which a suit can be kept while travelling

EXERCISES FOR AUDIO

AUDIO 1

BG: Good evening. State Border Guard service. May I see your documents?

T: Here you are.

BG: What is the purpose of your trip?

T: I'm on a business trip. I work in an international chemical company.

BG: What are you carrying?

T: Samples of chemicals to be analyzed.

BG: Do you have all the necessary documents to transport them?

T: Yes, of course. Here are all the certificates. According to regulations all the samples are stored in special containers. They are in boxes, glass jars, plastic barrels, bottles and sacks for powders. On each container there is a tag with a detailed description of the product.

BG: Open the boot and show me your cargo.

T: Here you are.

BG: Thank you very much. Now you have to drive to the Customs officers.

T: OK. Bye.

Exercise 1

Fill the gaps with the words from the word bank

Documents	purpose	trip	samples	necessary	certificates
regulations	sacks	containers	description	cargo	

BG: Good evening. State Border Guard service. May I see your **documents**?

T: Here you are.

BG: What is the **purpose** of your trip?

T: I'm on a business **trip**. I work in an international chemical company.

BG: What are you carrying?

T: **Samples** of chemicals to be analyzed.

BG: Do you have all the **necessary** documents to transport them?

T: Yes, of course. Here are all the **certificates**. According to **regulations** all the samples are stored in special containers. They are in boxes, glass jars, plastic barrels, bottles and **sacks** for powders. On each **container** there is a tag with a detailed **description** of the product.

BG: Open the boot and show me your **cargo**.

T: Here you are.

BG: Thank you very much. Now you have to drive to the Customs officers.

T: OK. Bye.

Exercise 2

Listen to the audio track and decide if the sentences are true or false

1. The traveller is on leasure trip

a) True

b) **False** (the traveller is on a business trip)

2. The traveller is carrying chemicals with him.

a) **True**

b) False

3. The traveller has left all the certificates at home.

a) True

b) **False** (he has all necessary documents)

4. The chemicals are stored in special containers.

a) **True**

b) False

5. The detailed description of the product can be found on tag located on the container.

a) **True**

b) False

6. The traveller pays the custom tax to the border guard.

a) True

b) **False** (no he doesn't have to pay)

Audio 2

A bag is a container made of paper, cloth, or thin plastic which usually opens at the top.

A suitcase is a large case with a handle, used for carrying clothes and possessions when you travel.

A brief case is a [case](#) for [carrying documents](#) and other [things](#) to [work](#).

A rucksack is a bag used for carrying things on your back, especially by people on long walks

A purse is a small bag in which woman keeps paper money, coins, cards etc.

A sack is a large bag made of strong rough cloth or strong paper, used for storing or carrying flour, coal, vegetables etc.

A crate is a large box made of wood or plastic that is used for carrying fruit, bottles etc.

A wallet is a small flat case, often made of leather, that you carry in your pocket, for holding paper money, bank cards etc.

A cage is a structure made of wires or bars in which birds or animals can be kept.

A barrel is a round [wooden](#), [metal](#), or [plastic container](#) with a [flat](#) top and bottom, [used](#) for [storing liquids](#).

A basket is a container made of thin pieces of plastic, wire, or wood woven together, used to carry things or put things in.

A bottle is a [glass](#) or [plastic container](#) for [liquids](#), [usually](#) with a [narrow](#) part at the top that is [called](#) the [neck](#).

A Tin is a small metal container in which food or drink is sold.

A carton is a small box made of cardboard or plastic that contains food or a drink

Exercise 1

Listen to the audio track and fill in the gaps

1. A bag is a [container](#) made of paper, cloth, or thin plastic which usually [opens](#) at the top.
2. A suitcase is a large [case](#) with a handle, used for [carrying](#) clothes and possessions when you travel.
3. A brief case is a [case](#) for [carrying documents](#) and other [things](#) to [work](#).
4. A rucksack is a bag [used](#) for carrying things on your [back](#), especially by people on long walks
5. A purse is a small [bag](#) in which woman keeps paper money, coins, cards etc.
6. A sack is a large bag made of strong rough [cloth](#) or strong paper, used for [storing](#) or carrying flour, coal, vegetables etc.
7. A crate is a large box made of wood or [plastic](#) that is used for carrying fruit, bottles etc.
8. A wallet is a small flat case, often made of [leather](#), that you carry in your [pocket](#), for holding paper money, bank cards etc.
9. A cage is a structure made of wires or [bars](#) in which birds or [animals](#) can be kept.
10. A barrel is a [round](#) [wooden](#), [metal](#), or [plastic container](#) with a [flat](#) top and bottom, [used](#) for [storing liquids](#).
11. A basket is a container made of thin pieces of plastic, wire, or wood [woven](#) together, used to carry things or [put](#) things in.

12. A bottle is a **glass** or **plastic container** for **liquids**, **usually** with a **narrow** part at the top that is **called** the **neck**.
13. A Tin is a small **metal** container in which food or **drink** is sold.
14. A carton is a small box made of **cardboard** or plastic that contains food or a drink

Exercise 2

Listen to the audio track and fill in the gaps by picking a word from the drop-down list.

1. **A bag** is a container made of paper, cloth, or thin plastic which usually opens at the top.
2. **A suitcase** is a large case with a handle, used for carrying clothes and possessions when you travel.
3. **A briefcase** is a **case** for **carrying documents** and other **things** to **work**.
4. **A rucksack** is a bag used for carrying things on your back, especially by people on long walks
5. **A purse** is a small bag in which woman keeps paper money, coins, cards etc.
6. **A sack** is a large bag made of strong rough cloth or strong paper, used for storing or carrying flour, coal, vegetables etc.
7. **A crate** is a large box made of wood or plastic that is used for carrying fruit, bottles etc.
8. **A wallet** is a small flat case, often made of leather, that you carry in your pocket, for holding paper money, bank cards etc.
9. **A cage** is a structure made of wires or bars in which birds or animals can be kept.
10. **A barrel** is a round **wooden**, **metal**, or **plastic container** with a **flat** top and bottom, **used** for **storing liquids**.
11. **A basket** is a container made of thin pieces of plastic, wire, or wood woven together, used to carry things or put things in.
12. **A bottle** is a **glass** or **plastic container** for **liquids**, **usually** with a **narrow** part at the top that is **called** the **neck**.
13. **A tin** is a small metal container in which food or drink is sold.
14. **A carton** is a small box made of cardboard or plastic that contains food or a drink.

VIDEO

BG: OK. Your documents are in order, but I have to check your baggage. What are you carrying?

T: Only my personal belongings.

BG: What is the purpose of your trip?

T: I'm on holidays.

BG: Do you have any drugs, weapons, explosives or any other prohibited items?

T: No, not at all.

BG: Open the gloves compartment. ... OK. What is inside that green envelope?

T: There is a vaccination certificate of my dog.

BG: And where is the dog?

T: In the travel crate for animals.

BG: Can I have a look at it?

T: Yes, it is behind that basket.

BG: OK. And what is there in the basket?

T: There is our food. Some sandwiches, three bottles of water, a box of sweets and some fruits.

BG: I see. But there is also a rucksack. What is there in it?

T: There is a camera and my computer in a laptop bag.
 BG: Now open the boot, please?
 T: OK... There are suitcases with our clothes.
 BG: Open them, please.
 T: Just a second. I have to move that barrel before.
 BG: Are you carrying any alcoholic drinks?
 T: No. It's empty. It's a gift for my friends.
 BG: What is it made of?
 T: It's made of oak wood. It's a modern product. It's not a work of art. I have a receipt for it in my wallet.
 BG: All right. There is no need to show it. Take out that carton, please. I would like to have a look what's inside.
 T: There are only tins with food for my dog.
 BG: OK. Everything is all right. Here are your documents. Now you have to undergo the veterinary control. Drive up to that building.
 T: Thank you. Good bye.
 BG: Good bye.

Exercise 1

Fill in the gaps by picking a word from the drop-down list.

BG: OK. Your documents are in **order**, but I have to check your **baggage**. What are you carrying?
 T: Only my personal **belongings**.
 BG: What is the **purpose** of your trip?
 T: I'm on holiday.
 BG: Do you have any drugs, weapons, explosives or any other **prohibited** items?
 T: No, not at all.
 BG: Open the glove **compartment**. ... OK. What is inside that green envelope?
 T: There is a vaccination **certificate** of my dog.
 BG: And where is the dog?
 T: In the travel **crate** for animals.
 BG: Can I have a look at it?
 T: Yes, it is behind that basket.
 BG: OK. And what is there in the **basket**?
 T: There is our food. Some sandwiches, three **bottles** of water, a **box** of sweets and some fruits.
 BG: I see. But there is also a rucksack. What is there in it?
 T: There is a camera and my **computer** in a laptop bag.

Exercise 2

Watch the video and fill in the gaps.

Now open the **boot**, please?
 There are **suitcases** with our clothes.
 Open **them**, please.
 Just a second. I have to move that **barrel** before.
 Are you **carrying** any alcoholic drinks?
 No. It's empty. It's a **gift** for my friends.
 What is it **made** of?
 It's made of **oak** wood. It's a modern **product**. It's not a work of **art**. I have a **receipt** for it

in my wallet.

All right. There is no need to show it. Take out that **carton**, please. I would like to have a look what's inside.

There are only **tins** with food for my dog.

OK. Everything is all right. Here are your **documents**. Now you have to **undergo** the veterinary control.

Drive **up** to that building.

Thank you. Good bye.

Good bye.

Exercise 3

Choose the proper words to complete sentences.

1. The _____ is full of clothes.
a) **suitcase**
b) cage
2. The dog is in the _____.
a) Purse
b) **crate**
3. This is the veterinary _____.
a) **certificate**
b) insurance
4. The flashlight in the _____.
a) **glove compartment**
b) sack
5. Are you _____ alcoholic drinks?
a) **carrying**
b) keeping
6. Take your personal _____ with you.
a) **belongings**
b) products
7. Do you have any _____ items?
a) **prohibited**
b) allowed
8. Put your money back into your _____.
a) **wallet**
b) barrel
9. What is the _____ reason of your trip?
a) **purpose**
b) reason

TOPIC 3 VEHICLE EXAMINATION PROBLEM SITUATIONS

PROBLEMS WITH VEHICLE DOCUMENTS

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1

Match the items on the right to the items on the left.

Where did you	get this document?
We have suspicion that this	document is falsified.
You cannot cross the border	without vehicle documents.
The validity period of this document	has expired.
You are refused	entry to our country.
You cannot drive this vehicle if you don't have	appropriate driving category.
International driving licence is valid only	with national driving licence.
Your car is wanted	by the police.
There is an alert	issued in the SIS on your document.
Your vehicle document is	damaged.
Your vehicle is removed	from the register.
This document contains	unstipulated corrections.
You don't have vehicle	insurance policy.
Your vehicle is not registered	according to the required procedures.
The validity of vehicle transit	number plates has expired.

Exercise 1

Arrange the words according to numbers to make a correct phrase

1. You
2. cannot
3. cross
4. the
5. border
6. without
7. vehicle
8. documents
9. .

EXERCISES FOR AUDIO AND VIDEO

Audio

No vehicle insurance for 3rd country national to enter the Schengen Area

Exercise 1

Listen to the audio track and fill in the gaps by typing a proper word.

BG: Good morning, Border Guard service. Please, **switch** off the engine and put your vehicle on the **handbrake**. ... Show your documents, please.

T: What documents?

BG: Your travel documents, driving **licence** and health insurance **certificate**, vehicle **registration** certificate and **insurance** policy, and any proof that your car passed the roadworthiness test.

T: Here you are.

BG: What is the **purpose** of your visit?

T: I'm going to attend the trade fair.

BG: Where and how long are you going to **stay** in our country?

T: I'm going to stay for 2 days. My company will provide the accommodation for me, here is the letter of **invitation** from the organiser.

BG: Please, step out of the car, but passengers must stay in the car. Please, open the **rear** doors, the boot and the bonnet. ... Now could you open the glove compartment? Do you have any **prohibited** items?

T: No, just some business related equipment.

BG: Please, open this suitcase. ... Everything is fine with your car, but you don't have vehicle insurance and you **cannot** enter the EU without it.

T: Can I **buy** it here?

BG: Yes, you can buy it in the main **building**, go straight to the central entrance and there you will find the insurance **office**.

T: Here is the insurance.

BG: Well ... now your documents are in order, we will enter the information in **database**. Have a nice trip.

T: Thank you. Have a nice day.

Exercise 2

Listen to the audio track and fill in the gaps by picking a sentence from the list.

BG: Good morning, Border Guard service. **Please, switch off the engine and put your vehicle on the handbrake**. ... Show your documents, please.

T: What documents?

BG: Your travel documents, driving licence and health insurance certificate, vehicle registration certificate and insurance policy, and any proof that your car passed the roadworthiness test.

T: Here you are.

BG: What is the purpose of your visit?

T: I'm going to attend the trade fair.

BG: Where and how long are you going to stay in our country?

T: **I'm going to stay for 2 days.** My company will provide the accommodation for me, here is the letter of invitation from the organiser.

BG: Please, step out of the car, but passengers must stay in the car. Please, open the rear doors, the boot and the bonnet. ... Now could you open the glove compartment? **Do you have any prohibited items?**

T: No, just some business related equipment.

BG: Please, open this suitcase. ... **Everything is fine with your car**, but you don't have vehicle insurance and you cannot enter the EU without it.

T: Can I buy it here?

BG: Yes, you can buy it in the main building, go straight to the central entrance and there you will find the insurance office.

T: Here is the insurance.

BG: Well ... now your documents are in order, we will enter the information in database. Have a nice trip.

T: Thank you. Have a nice day.

Exercise 3

Listen to the audio and decide if the statements are true or false.

1. The border guard asked the traveller to show only travel documents, health insurance certificate, vehicle registration certificate and insurance policy. – False (the border guard also asked to show the driving licence)

2. The purpose of travel was sightseeing in the capital city – False (the purpose was attending the trade fair)

3. The traveller had business related equipment in his car. - True

4. The traveller had no vehicle insurance. - True

5. The traveller bought the vehicle insurance at the border crossing point. - True

Video

Expired insurance for 3rd country on exit from the EU – 2nd line

Exercise 1

Watch the video and fill in the gaps by typing a proper word:

BG: Sir, the validity of your vehicle insurance policy has expired. Please, explain why you were driving the car without a valid insurance!

T: I didn't pay any attention to it.

BG: Now we will fill in the administrative violation report and you will have to pay a fine. ... You can pay the fine here with a credit card or you have 30 days to pay it in any bank. If you don't pay in 30 days you will not be able to enter our country until you have paid the fine.

Exercise 2

Watch the video and match the items on the right with the items on the left to make correct sentences.

Sir, the validity of your	vehicle insurance policy has expired
I didn't pay	attention to it.

Now we will fill in the administrative	report and you will have to pay a fine
You can pay the fine here with a credit card	or you have 30 days to pay it in any bank
If you don't pay in 30 days you will not be able	to enter our country until you have paid the fine.

PROBLEM SITUATIONS

Technical condition requirements

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1

Match the items on the right to the items on the left.

unreadable	number plate
lack of obligatory	vehicle equipment
tint windows	against regulations
driving with	studded/flat tires
poor condition	of tires
too wide	tires
low air	pressure of tyres
not working	windscreen wipers
leaking out	technical liquids of the vehicle
inadequate level	of exhaust fumes
loose bodywork	parts
inadequate level	of external noise
exceeding the maximum	permissible weight of the vehicle
hole in	exhaust pipe
improper cargo	loading

Exercise 2

Match the items on the right to the items on the left.

You are not allowed	to continue the trip by this car.
---------------------	-----------------------------------

Registration number must be	readable. Please, clean it.
Registration number is	not properly placed.
If you fix technical	problems, you can continue your trip.
I inform you, that due	to technical condition of your vehicle...
You will be	able to continue your trip if....
Please, fix	the fault, otherwise...
Your vehicle	registration card is seized because....
Technical condition	of your vehicle poses a threat to public safety.
I have to seize your	vehicle documents.
Your vehicle will	be taken by a towing car...

Exercise 2

Arrange the words according to numbers to make a correct phrase

1. You
2. are
3. not
4. allowed
5. to
6. continue
7. the
8. trip
9. by
10. this
11. car
12. .

EXERCISES FOR AUDIO AND VIDEO AUDIO

Technical condition requirements

Exercise 1

Listen to the audio track and fill in the gaps

According to **regulations** border guards must check if vehicles have passed **roadworthiness** test and the technical **condition** of the vehicle does not pose a **threat** to public safety. There are specific national regulations and **sanctions** in cases of crossing the border with a vehicle in not **acceptable** technical condition. Drivers must make sure if the number plate is **readable** and properly **placed**, especially in summer time you can find cars with bicycles attached at the **back** and the registration number is not **visible**. Drivers must also check if there is **obligatory** vehicle equipment, required marks are attached for **crossing** the border, lights, tint windows are according to regulations, condition and the type of **tires** is appropriate for driving, for example sometimes drivers drive their cars with **studded** tires in summer time. Sometimes at BCPs you can find cars with **damaged** or broken parts of the body, **leaking** out technical liquids or lack of specific **parts**, such as number plate. Drivers have a possibility to fix the fault, in specific **situations** they are not allowed to continue the trip by their cars, in some situations vehicle must be taken by a **towing** car.

Exercise 2

Fill the blank with the right word or phrase from the options provided.

1. According to the regulations, border guards must check if vehicles have passed test.

a) driving

c) **roadworthiness**

2. Drivers must make sure if the number plate is

a) **readable**

b) comprehensible

3. Drivers must also check if there is vehicle equipment

a) optional

b) **obligatory**

4. Drivers have a/an to fix the fault

a) obligation

c) **possibility**

Audio

Driving a vehicle in not acceptable technical condition

BG: Sir, do you know that registration number of your car is not properly placed?

T: Sorry officer, I don't understand.

BG: You can cross the border only if registration number is visible, in this case, there are two bicycles attached to the back of your car and the registration number is not visible.

T: I'm sorry, I didn't know anything about such regulations, I just bought bicycles last week ago and then we decided to go for bicycle tour in your country. What should I do now?

BG: You must attach the registration number behind the frame for bicycles otherwise you cannot enter our country.

T: All right, I will do it now

Exercise 1

Listen to the audio track and fill in the gaps

1. Do you know that **registration** number of your car is not properly **placed**?

2. You can cross the border only if registration number is visible.
3. There are two bicycles attached to the back of your car.
4. We decided to go for bicycle tour in your country.
5. Attach the registration number behind the frame for bicycles.

Registration, placed, border, registration number, bicycles, back, decided, tour, attach, frame.

Exercise 2

Listen to the audio and decide if the statements are true or false.

1. The registration number is not properly placed. TRUE/FALSE
2. The condition of the number plate when crossing the border is not important. TRUE/FALSE (it must be visible)
3. The driver of the car knows the regulations regarding the number plate very well. TRUE/FALSE (traveller didn't know anything regulations)
4. The registration number must be placed on the bicycles. TRUE/FALSE. (travellers must attach the registration number behind the frame for bicycles)

TOPIC 3 VEHICLE EXAMINATION PROBLEM SITUATIONS

STOLEN VEHICLES

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1

Match the items on the right to the items on the left.

stolen	vehicle
false/forged	VIN
a scratch	on the body
pull out	ignition key
investigate	a stolen vehicle case
route	of the trip
alert	in SIS

Exercise 2

Match the items on the right to the items on the left.

Where did you	buy/get this car?
Are you the	owner of this car?
Who sold you	this car?
We detain this car for	further examination /thorough check.
The car will undergo	further examination/ thorough check.
We will seize your car	as an evidence in criminal proceedings.
We will hand	you over to the police.

Your vehicle	will be placed in parking for detained vehicles
Show me	the VIN in on-board computer.

EXERCISES FOR AUDIO AND VIDEO

Audio:

Actions of border guards if they detect stolen vehicles

Every time border guards have suspicions that vehicle has been stolen, they perform a thorough check of the vehicle. During the thorough check border guards pay attention to indicators which help to spot a stolen vehicle, for example signs of falsification in registration certificate, damaged door locks, destroyed or removed vehicle type stickers, any signs indicating that some changes have been made to vehicle standard technical condition. The fact that the driver uses an ignition key which is not original can also indicate a stolen vehicle. It is very important to check if VIN has not been falsified. Border guards interview the driver and ask questions about the vehicle purchase date and information about the seller. They also ask the driver to show supporting documents. If border guards spot a stolen car, the case is handed over to the Police for further investigation.

Exercise 1

Listen to the audio track and fill in the gaps

Actions of border guards if they detect stolen vehicles

Every time border guards have suspicions that **vehicle** has been stolen, they perform a **thorough** check of the vehicle. During the thorough **check** border guards pay attention to **indicators** which help to spot a stolen vehicle, for example signs of **falsification** in registration certificate, **damaged** door locks, destroyed or removed vehicle type **stickers**, any signs indicating that some changes have been made to vehicle standard **technical** condition. The fact that the driver uses an **ignition** key which is not original can also **indicate** a stolen vehicle. It is very important to check if VIN has not been **falsified**. Border guards **interview** the driver and ask questions about the vehicle **purchase** date and information about the seller. They also ask the driver to show **supporting** documents. If border guards spot a stolen car, the case is handed over to the Police for further **investigation**.

Exercise 2

Listen to the audio and decide if the statements are **true** or false.

1. A thorough check has to be performed on every vehicle. TRUE/**FALSE** (if border guards have suspicions that vehicle has been stolen)
2. An ignition key that is not original may indicate a stolen vehicle. TRUE/FALSE
3. Damaged door locks are not an indication of a stolen vehicle. TRUE/**FALSE** (it is also one of the indicators)
4. VIN cannot be falsified. TRUE/**FALSE** (it also can be falsified)
5. Information about the seller is not important when trying to identify a stolen vehicle. TRUE/**FALSE** (it is also important information to investigate the case)
6. The case of a stolen vehicle is handed over to the Police. **TRUE**/FALSE

Video

During vehicle examination border guards detect stolen vehicle – 2nd line interview

BG: Are you the owner of the car you are driving?

T: Yes, it's my car, is anything wrong?

BG: We have detected that VIN on your car is different from VIN in your registration certificate. Can you explain me why is it different?

T: I'm sorry, I don't know. I just bought this car not long time ago.

BG: When and where did you buy this car?

T: I bought it in Germany 2 days ago. What will happen now?

BG: Well ... I have suspicions that you are driving a stolen vehicle. First I will fill in the explanation about this incident, draw up the report of violation, and then Police officials will come and you will be handed over to them.

Exercise 1

Match the items on the right to the items on the left.

Are you the owner	of the car you are driving?
We have detected that VIN	on your car is different from VIN in your registration certificate.
Can you explain me	why is it different?
When and	where did you buy this car?
I have suspicions	that you are driving a stolen vehicle.
First I will fill in the explanation about this incident, draw up the report of violation,	and then Police officials will come and you will be handed over to them.

Exercise 2

Watch the video and decide if the statements are **true** or false.

1. The driver is not the owner of the car. TRUE/FALSE (She is the owner of this car)
2. The VIN number does not match the VIN number on the certificate **TRUE**/FALSE
3. The driver has had this car for a long time TRUE/**FALSE** (She bought it in Germany 2 days ago)
4. It may be a stolen car. **TRUE**/FALSE
5. After examination the traveller was allowed to continue the trip TRUE/**FALSE** (The case will be handed over to the Police)

Exercise 3

Watch the video and fill in the gaps

Video

During vehicle examination border guards detect stolen vehicle – 2nd line interview

BG: Are you the **owner** of the car you are driving?

T: Yes, it's my car, is anything wrong?

BG: We have **detected** that VIN on your car is **different** from VIN in your registration certificate. Can you **explain** me why is it different?

T: I'm sorry, I don't know. I just bought this car not long time ago.

BG: **When** and **where** did you buy this car?

T: I bought it in Germany 2 days ago. What will happen now?

BG: Well ... I have suspicions that you are driving a stolen vehicle. First I will fill in the explanation about this **incident**, draw up the report of **violation**, and then Police officials will come and you will be **handed** over to them.

Topic 3 Vehicle examination Problem situations

Imposing a fine

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1

Match the items on the left to the items on the right.

administrative	sanction
to issue	a warning
to impose	a fine
to be subject	to administrative liability
administrative	violation case
to make	a decision
to draw up	a report
to commit	a violation/ offence/ crime
to pay	a fine
to put	the signature
to break/ violate	a regulation/ a law
appeal	decision

road traffic	regulations
--------------	-------------

Exercise 2

Match the items on the left to the items on the right.

You have violated	the regulation/ law.
According to the regulations border guards have the right	to issue a warning to you or impose a fine.
You will have	to pay a fine.
Since it is the first time you break this regulation	I will issue a warning.
Please fill in	the explanation form.
I will draw	up the report.
If you agree with	the content of the report sign it, please.
You have the right	not to sign the report.
I will make a remark	in the report that you refuse signing it.
You can sign the report,	but you can also make a remark that you do not agree with the decision.
In accordance with legislation	you have the right to appeal against the decision.
You can	appeal this decision.
Your complaint	will be considered within days.
You will be	informed about the final decision.
Here is the	decision on your case.
The amount of	fine is stated/ indicated in the decision.
You must pay the fine if you want	to cross the border.

EXERCISES FOR AUDIO AND VIDEO

AUDIO:

Issuing a warning

Exercise 1

Listen to the audio and fill in the gaps by picking a proper word from the drop-down list.

BG: Good morning. Border Guard service. Sergeant Kowalski. Make your documents ready for the **control**.

T: Here is my passport, driving licence, insurance and car **registration** certificate.

BG: Thank you. Is it your first **time** in Poland?

T: Yes. This is my first visit. I'm going to visit Krakow.

BG: Do you know that in Poland you have to drive with your car **lights on** all year round?

T: Really? I didn't know that.

BG: You have **committed** an administrative violation. According to the regulations border guards have **the right** to issue a warning to you or impose a fine. Since it is the first time you have **broken** this regulation I will **issue** a warning.

T: Thank you very much. Now I will remember it. I have already **switched on** the lights.

BG: Have a safe trip and nice stay in Poland.

T: Thank you. Good bye.

BG: Good bye.

Exercise 2

Listen to the audio and match the items on the left with the items on the right to make correct sentences.

Make your documents ready	for the control
Here is my passport, driving licence, insurance	and car registration certificate
Is it your first	time in Poland?
I'm going to	visit Krakow.
Do you know that in Poland you have to drive	your car lights on all year round?
You have committed an	administrative violation.
According to the regulations border guards have	the right to issue a warning to you or impose a fine.
Since it is the first time you	have broken this regulation I will issue a warning.
I have already switched	on the lights.

Video

Imposing a fine – 1st line check

BG: Good afternoon. Border Guard service. Warrant officer Kwiatkowski. Prepare your documents for the control.

T: Good afternoon. Here you go.

BG: What's your surname?

T: Pawlak.

BG: What's the purpose of your visit?

T: I'm going to visit my girlfriend.

BG: How long are you going to stay in Poland?

T: One week.

BG: Why haven't you fastened the seatbelt?

T: I just wanted to go to the duty-free shop. It's close.

BG: it doesn't matter. You must observe the regulation anyway. Let's go to the shift leader, he will explain the procedure.

Exercise 1

Watch the video and match the items on the left with the items on the right to make correct sentences.

Prepare your documents	for the control
What's the purpose	of your visit?
I'm going to visit	my girlfriend.
How long are you	going to stay in Poland?
Why haven't you	fastened the seatbelt?
I just wanted to go to	the duty-free shop. It's close.
You must observe	the regulation anyway.
Let's go to the shift leader,	he will explain the procedure.

Exercise 2

Watch the video and fill in the gaps

BG: Good afternoon. Border Guard service. Warrant officer Kwiatkowski. **Prepare** your documents for the control.

T: Good afternoon. Here you go.

BG: What's your **surname**?

T: Pawlak.

BG: What's the purpose of your visit?

T: I'm going to visit my girlfriend.

BG: How long are you going to **stay** in Poland?

T: One week.

BG: Why haven't you **fastened** the seatbelt?

T: I just wanted to go to the duty-free shop. It's close.

BG: it doesn't matter. You must **observe** the regulation anyway. Let's go to the **shift leader**, he will explain the procedure.

Imposing a fine – 2st line check

Exercise 1

Watch the video and fill in the gaps by picking proper words from the drop-down list.

BG (shift leader): I have to inform you, that you **have broken** the law. According to the regulation I **have to impose** a 50 EUR fine on you for driving a car without a **seatbelt fastened**.

T: Do you have to do that? Maybe a warning would be enough?

BG: Unfortunately, you have to pay a fine.

T: Can it be at least a little bit lower?

BG: **The amount of the fine** is indicated in the regulations. Now I will draw up the administrative violation report. Give me your passport, please. I must fill in the form with **your personal data**. ... Well, read the report now. If you **agree with the content** of the report sign it, please. ... You have the right **not to sign** the report.

T: I don't know your language and I don't understand what is written in the report.

BG: No problem. I will **make a remark** in the report that you refuse signing it. Anyway you must pay the fine if you want to cross the border. ... In accordance with legislation you have the right **to appeal against the decision**.

T: Where can I pay?

BG: You can pay the fine in the terminal or in a bank. Here is the information on the administrative violation and bank details with the account number.

T: All right. Is it all?

BG: Yes. Have a nice trip.

T: Thank you.

Exercise 2

Watch the video and choose the best word to complete the statements.

1. Border guard imposes a fine on the traveller for driving a car without ...
a) **seatbelt fastened**
b) lights on
2. The ... of the fine is indicated in the regulations.
a) **amount**
b) number
3. The traveller has the right not to sign the report if he does not agree with the ... of the report.
a) **content**
b) decision
4. Border guard will make a remark in the report that the traveller ... signing it.
a) **refuses**
b) agrees
5. In accordance ... legislation the traveller has the right to appeal against the decision.
a) **with**
b) to

Person hasn't paid the imposed fine for road traffic regulations
2nd line interview on exit from the EU

Exercise 1

Listen to the audio and fill in the gaps by typing a proper word.

BG: We have detected that you have not paid the imposed **fine** for violation of road traffic regulations during one year period.

T: What does it mean? What is going to happen now?

BG: According to regulations we will **draw up** a report of administrative violation, seize your driving licence and **refuse** you to cross the border in this vehicle. Until you have not paid the fine you cannot cross the border in your car.

T: What should I do now, I don't understand.

BG: We will **seize** your driving licence until you pay the fine which was imposed for **violation** of road traffic regulations. Once we receive **confirmation** about the payment we will return you the driving licence and then you will be allowed to continue the trip in your car.

T: But what if I don't have money to pay the fine, does it mean that I will have to stay here?

BG: No, in this case it's considered to be a **prohibition** to cross the border in this vehicle, you can find a person with appropriate driving category to cross the border, if not we will park your car in the parking place for **detained** vehicles. Anyway we will return your driving licence only after you have paid the imposed fine.

T: All right, I must check my **account**, perhaps I have enough money to pay, where should I pay?

BG: You must go to the bank, or you can pay online, here in the decision of **administrative** violation you can see the details of **payment**. After that you must bring us receipt of payment and we will return you the driving licence.

T: Ok. I will pay the fine and bring you payment **confirmation**.

Exercise 2

Match the items on the left with the items on the right to make correct sentences.

We have detected that	you have not paid the imposed fine.
According to regulations we	will draw up a report of administrative violation.
Once we receive confirmation about the payment	we will return you the driving licence.
Until you have not paid	the fine you cannot cross the border.
You must go to the bank	or you can pay online.
Here in the decision of administrative violation	you can see the details of payment.

Exercise 3

Listen to the audio and decide if the statements are true or false

1. Border guards detected that traveller hasn't paid the fine for violating public order rules. – False (for violation of road traffic regulations during one year period)
2. Border guards seized traveller's driving licence. - True
3. If the traveller wants to cross the border he must pay the fine. - True

4. The traveller can pay the fine only in cash to border guards. - False (Traveller must go to the bank, or pay online)
5. The traveller refused to pay the fine and returned back. (traveller said “I will pay the fine and bring you payment confirmation”)

Audio 2

Exercise 1

Listen to the audio and fill in the gaps by picking a sentence from the drop-down list.

BG: Good afternoon, give me your travel and vehicle documents, please.

T: Here you are officer.

BG: Thank you. **When did you enter Estonia?**

T: About two weeks ago. If you want to know the exact day, it was last Wednesday.

BG: Thank you. **I'm going to check your documents against the data bases**, wait here until I finish the check, please.

T: Ok officer.

BG: Miss, I see that you've been fined for speeding three days ago and **didn't pay the fine.**

T: Yes, sir, I've been fined, but I didn't have a chance to pay it yet. Maybe I can pay fine here at the BCP?

BG: **Yes you can.**

T: Can you tell me where, please?

BG: Sure. Park your car in the parking which is next to the main building. It is twenty metres straight ahead from here.

T: I'll have to follow this lane to the parking, won't I?

BG: Yes, you're right. Leave your car at the parking lot and go to the main building. **The Bank branch is the second door as you go.**

T: Sorry, is there any sign or name on the door?

BG: Yes, there will be written National Bank Estonia in navy blue letters.

T: Thank you very much. And after I pay, where do I have to go next? Do I have to bring you the receipt?

BG: No, I don't need any receipt, because we'll see your payment in the system. **After you pay, go back to your car and drive.**

T: Thank you officer.

BG: You're welcome. Have a safe trip. Good bye.

T: Good bye.

Exercise 2

Listen to the audio and decide if the statements are true or false.

1. The traveller entered Estonia one week ago. – False (About two weeks ago.)
2. The traveller paid the imposed fine a day ago. - False (BG said “Miss, I see that you've been fined for speeding three days ago and didn't pay the fine”)
3. The border guard allowed crossing the border after paying the fine. - True
4. The border guard explained the traveller where to park the car. - True
5. There is National Bank Lithuania branch at the border crossing point. – False (National Bank Estonia)

Exercise 3

Watch the video and match the items on the left with the items on the right to make correct dialogue.

When did you enter Estonia?	About two weeks ago.
Miss, I see that you've been fined for speeding three days ago and didn't pay the fine.	Yes, sir, I've been fined, but I didn't have a chance to pay it yet.
Maybe I can pay fine here at the BCP?	Yes you can.
Can you tell me where, please?	Park your car in the parking which is next to the main building. It is twenty metres straight ahead from here.
Sorry, is there any sign or name on the door?	Yes, there will be written National Bank Estonia in navy blue letters.
Do I have to bring you the receipt?	No, because we'll see your payment in the system.

**Topic 3 Interviewing
Problem situation**

Prohibited and restricted articles

EXERCISES FOR VOCABULARY AND PHRASES

Exercise 1 Match the names of the articles with proper pictures.

1. tobacco products	
2. explosives	

3. ammunition



4. military equipment



5. radioactive materials



6. tobacco products



7. alcohol



8. gas



9. coffin



10. urn



Exercise 2

Match the items on the left to the items on the right.

Do you have any	forbidden items?
Please show	all the items for detailed examination.
Do you	carry any prescribed medicine?
Can I see doctor`s	prescription for the medicine?
What is your	declared place of residence?
If you have anything to declare	please proceed to the Customs.
How many	cigarettes are you carrying?
How much fuel	is there in your vehicle`s fuel tank?
It is forbidden	to bring these items into ...
Is the cargo you are carrying	on the list of hazardous cargo?
Please keep	a safe distance.
Please turn round here and go through	the radiation gate again.

EXERCISES FOR AUDIO AND VIDEO

1st line check of EU country national upon entry. Green line chosen, carry prescribed medicine.

Exercise 1

Listen to the audio track and fill in the gaps

Border Guard: Good morning. Border guard service. Give me your passport please.

Traveller: Here you are. Do you need any additional documents?

BG: You've chosen the green lane, does it mean that don't have any goods to declare?

T: Yes, you are right. I don't have anything dangerous or prohibited. I don't even carry any cigarettes or alcohol, officer. I'm traveling home from holiday in Kaliningrad.

BG: Step out of the car and open the rear doors.

T: Ok, officer.

BG: Open the boot, please. What is there in this bag?

T: Just personal belongings.

BG: Open it, please.

T: Here you are.

BG: Thank you. ... and what is there in this small case?

T: I keep my medicine in it. I carry medicine for my personal needs.

BG: I need to check if you do not carry any **prohibited** medicine. Well, could you show me **prescriptions** for each type of medicine?

T: Ok, officer. Here you are.

BG (after checking): Here are your prescriptions, everything is in order.

T: Thank you.

BG: I would like to warn you that the medicine you are carrying is **considered** to be restricted items. That is why you must inform border control officer about it at the beginning of the border check.

T: I didn't know that. Thank you very much for the information, officer.

BG: Have a safe trip!

T: Thank you. Good bye.

Exercise 2

Listen to the audio track and decide if the statements are true or false

1. The passenger had nothing to declare. – TRUE
2. The passenger was carrying a large amount of alcohol - FALSE (it was medicine for personal needs)
3. The border guard asked to show prescriptions. - TRUE
4. The medicine that the passenger was carrying is considered to be a restricted item. TRUE

1st line check of tanker with hazardous cargo upon entry.

Exercise 1

Listen to the audio track and fill in the gaps

Border Guard: Good afternoon.

Driver: Good afternoon.

BG: I see a **warning** label on your tanker. Do you carry any hazardous cargo?

D: Yes, officer. **Flammable** material – fuel.

BG: Then show all documents for dangerous cargo together with your travel documents and documents of the vehicle.

D: Ok ... here is my passport and registration documents for **tanker**. Do you need the **certificate** of technical inspection and insurance policy?

BG: Of course.

D: Here you are.

BG: Thank you. And now give me the documents for the cargo, please.

D: Just a second. Here you are, all documents for the cargo are in this folder.

BG: What kind of fuel is there in the tank?

D: Petrol.

BG: What is the **capacity** of the tank and is it fully filled?

D: Yes, it is full. **5000** litres of petrol.

BG: Do you carry any other goods that must be **declared**?

D: I have two packs of cigarettes for my personal **consumption**.

BG: Well ... here are your documents. Now **proceed** to the Customs officer for customs procedures.

D: Thank you. Good bye.

BG: Bye.

Exercise 2

Listen to the audio track and decide if the statements are true or false

1. The tanker contains toxic material. - FALSE (it contains flammable material)
2. The driver has all the necessary documents with him. -TRUE
3. The tanker is not equipped with a warning label. – FALSE (there is a warning label)
4. The tanker contains is 5000 litres of diesel. - False (petrol)
5. The driver must proceed to the Customs officer for customs procedures. - True

1st line check of a vehicle upon entry. Possible hiding-place in the vehicle suspected.

Video

Border Guard: Good morning. Show your travel documents and vehicle documents, please.

Driver: Here you are.

BG: What is the purpose of your visit?

D: It's business.

BG: Do you carry any prohibited items or excise goods?

D: No officer, I don't.

BG: Step out of the car, please. Open the back door and the boot, please.

Driver opens the door and the boot.

BG: Thank you. Now step back, please, I must check if there are any hiding places made in your car.

D: Ok. (Driver steps back)

BG: Lift up the rear seat, please.

D: I can't, it is fixed.

BG: But why did it lift up when I pulled this handle? I suspect you might be hiding some prohibited or restricted articles there.

D: No, officer. I really don't carry anything illegal.

BG: I will have to do a detailed examination to check that. Drive to the second line check, please.

Exercise 1

Watch the video and fill in the gaps

Border Guard: Good morning. Show your travel documents and vehicle documents, please.

Driver: Here you are.

BG: What is the **purpose** of your visit?

D: It's business.

BG: Do you carry any prohibited items or **excise** goods?

D: No officer, I don't.

BG: **Step** out of the car, please. Open the back door and the boot, please.

Driver opens the door and the boot.

BG: Thank you. Now step back, please, I must check if there are any **hiding** places made in your car.

D: Ok. (Driver steps back)

BG: Lift up the **rear** seat, please.

D: I can't, it is **fixed**.

BG: But why did it lift up when I pulled this handle? I suspect you might be hiding some prohibited or restricted articles there.

D: No, officer. I really don't carry anything illegal.

BG: I will have to do a detailed examination to check that. Drive to the second line check, please.

Exercise 2

Watch the video and match the items on the left to the items on the right.

Show your travel documents and vehicle documents, please.	Here you are.
What is the purpose of your visit?	It's business.
Do you carry any prohibited items or excise goods?	No officer, I don't.
Lift up the rear seat, please.	I can't, it is fixed.
I suspect you might be hiding some prohibited or restricted articles there.	No, officer. I really don't carry anything illegal.

