

International Business
Mirror, Mirror – Day 8
LAP mm8 – Mailing and Shipping



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Benchmark 3.11

Business/Computer Standard(s)

- Describe the financial aspects of international trade.
- Identify the economic concepts, currency, and trade items applicable to foreign trade.

Objectives

- Identify different classifications of international mail.
- Explain the international services of the United States Postal Service.
- Describe how mail travels and is handled and controlled around the world.
- Explain the role of the Universal Postal Union (UPU).
- Explain the international services of various courier services.
- Compute dimensional weight used for shipping purposes.
- Identify the proper documentation necessary to send mail to other countries.
- Prepare documentation for sending mail to other countries.
- Describe the part that U.S. and foreign customs offices play in the control of mail.
- Identify dutiable commodities and the differences among countries in establishing duties.
- Explain the handling of dangerous goods by shipping and mailing services.
- List items restricted for international shipment.
- Know the basics of the international metric system.

Text – Mirror Mirror Incorporated – An International Office Simulation (MM)

Resource – Day 8 – Mail and Shipping Services and Documentation

Time Frame – 4 hours (suggested)

Turn in completed activities as directed by instructor.

Read the following pages and complete the questions on Worksheet 8

- _____ pp. 189-192 and complete Question 1
- _____ pp. 192-198 and complete Question 2
- _____ pp. 198-209
- _____ Complete "Vocabulary Builder" (pg. 210 - 211)
- _____ Complete TASK 8-2 (See Worksheet)

Self-Assessment – "I/I can..."

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- describe the part that u.s. and foreign customs offices play in the control of mail.
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WORKSHEET 8

- 1) p. 192 Global Training Activity
 You are asked to send mirror samples to our office in Munich. Due to the heavy frames, the actual weight of 21 pounds is larger than the dimensional weight (dimensional weight will be explained later). Using the charts in Appendix 8-A
- a) how much will it cost to send this by surface parcel post? _____
- b) how much will it cost to send this by air parcel post? _____
- c) which method will you choose—and why?
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- 2) p. 198 Global Training Activity
 You are asked to send a mirror with an ornate frame that weighs 10 pounds to Glassware Specialties in Argentina. Because of the fragile nature of the mirror, it requires a great deal of packing and filler material in a box 3' x 2' x 8".
 For how many pounds will you be billed? _____
 (Show your calculations)
- How much would it cost to send the frame by courier service _____
 According to the rate chart in Appendix B?

TASK 8-2

Which of the following items can be sent by courier service to Saudi Arabia (see Appendix 8-D, p. 289)?

YES	NO	
		Mirror, Mirror catalogs
		Slides of custom mirrors
		A \$10 bill
		A postcard of a girl in a bikini
		Sales receipts
		Samples of mirror frames
		A bottle of wine (gift)
		Toys (gifts)
		A computer disk for business
		Cigarettes