SMOOTH SAILING

Guidelines for part-time students

Київ
2022

УДК 811.11

Рекомендовано до друку кафедрою мовних дисциплін
Державного університету інфраструктури та технологій
Протокол №5 від 28.12.2021

Рецензенти:
Тирон О.М. – канд. психол. наук, доцент ДУІТ;
Дишлева С.М. – доцент кафедри іноземних мов НПУ ім. М. Драгоманова.

Автори:
Корєшкова С.П. – завідувач кафедри мовних дисциплін Державного університету інфраструктури та технологій, кандидат педагогічних наук, доцент
Діденко М.О. – старший викладач кафедри мовних дисциплін Державного університету інфраструктури та технологій
Камінська С.В. – старший викладач кафедри мовних дисциплін Державного університету інфраструктури та технологій
Сибірко О.С. – старший викладач кафедри мовних дисциплін Державного університету інфраструктури та технологій

Smooth Sailing : Guidelines for part time students / Безпечне плавання : навчально-методичний посібник для самостійної роботи студентів заочної форми навчання / С.П. Корєшкова, М.О. Діденко, С.В. Камінська, О.С. Сибірко. – Київ: Видавництво Ліра-К, 2022. – 254 с.

Посібник Smooth Sailing / Безпечне плавання (Guidelines for part time students) створено для студентів заочної форми навчання факультету судноводіння Державного університету інфраструктури та технологій. Мета посібника – сприяти оволодінню англійською мовою як засобом професійного спілкування у майбутній професійній діяльності.

УДК 811.11

ISBN 978-617-520-245-6

CONTENTS

INTRODUCTION

Speaking Maritime English is an essential condition for all seafarers to get a job. The guidelines aim to develop communicative skills in the professional field.

The guidelines are designed for the part-time students of the Navigation Department. They consist of 23 units.

The goal of the language is communication and the aim of speaking in a language scope is to promote communicative efficiency. There are activities for group and pair work.

Reading is an essential part of language learning at every level because it supports learning in multiple ways. The students' purpose for reading is to obtain information about a subject they are studying. After-reading tasks are designed to develop reading comprehension. Some units provide project work, research and brainstorming. The guidelines suggest references to maritime videos.

UNIT 1
THE SHIP'S CREW

A skilled and well-trained crew is a must-have for every ship. As there is a lot of complex equipment onboard ships, seafarers should be able to operate it. The organization of a cargo ship crew is changing, but usually, there are three departments on such ships: the deck department, the engine department and the catering department.

The deck department includes navigators, a boatswain and sailors. We call navigators according to their rank on board ship: the Master (Captain), the Chief Officer (First Mate), the Second Officer (the Second Mate), the Third Officer (Third Mate).

The Master of the ship is in command of the ship. He has the overall responsibility for the safe navigation of the ship, the safety and protection of the crew and passengers, the safe delivery of the cargo, and the efficient maintenance of the ship's equipment.

The Chief Officer is the Master's main assistant and the head of the Deck Department. He is responsible for loading, discharging and care of the cargo in port and at sea; the general maintenance of the deck and accommodation areas; and maintaining the navigation and safety equipment. He also assists the Master in the general administration on the ship. While at sea the Chief Officer normally keeps the 4-8 morning and evening navigation watch.

The Second Officer is often called the Navigating Officer and is responsible for the upkeep of navigational charts, navigational equipment and publications. He plans the voyage under the guidance of the Master and plots the course on the chart before the ship sails. At sea, he keeps the navigational watch from 12-4 morning and night.

The Third Officer is responsible for the maintenance of the ship's safety equipment, including the fire-fighting and the life-saving equipment, under the guidance of the Chief Officer. He keeps the 8-12 mornings and evening navigational watch at sea.

All ships have a specialized training program and work schedule for hands-on job experience for the cadets. ***The trainee or Deck Cadet*** works under the guidance and command of the Chief Officer.

The Bosun, or Boatswain, is in charge of the Deck Ratings or crew. The Bosun takes orders from the Chief Officer for the maintenance work on deck and allocates work to the Deck Ratings. The Boatswain and sailors must keep the ship's hull, holds and tackle in good condition.
The Engine Department consists of the Chief Engineer, the Second, Third and Fourth Engineers, some motormen, fitter and two or three electricians. They keep watch in the engine room and must maintain and repair its equipment.

The Chief Engineer is the Head of the Engine Department. He has the overall responsibility for the maintenance and smooth operation of all machinery including the engine room and deck machinery, electrical and electronics systems, mooring equipment, deck pumps and cranes.

The Second Engineer is in charge of engine room machinery and personnel and assists the Chief Engineer in the maintenance of all machinery in the engine room and critical machinery on deck.

The Third Engineer is responsible for auxiliary engines and other electrical equipment.

The Fourth Engineer is responsible for auxiliary machinery such as purifiers, pumps and related equipment.

The Electrical Officer is responsible for the maintenance of electrical equipment onboard the ship, including radio, navigation and safety equipment.

The Fitter assists in the general maintenance of the Engine Room. The various repair jobs including welding and gas work are usually carried out by the Fitter.

Engine Ratings assist in general maintenance and cleaning and contribute to smooth operations in the Engine Room.

On cargo ships, ***the Chief Cook*** and ***the Stewards*** form part of a Catering Department team with the responsibility for food preparation and service and general accommodation area cleanliness. They work under the guidance of the Master. On Passenger Ships the Catering Department will have more personnel to meet the requirements of the passengers.

Only well-qualified sailors can perform their duties properly. That's why the crew's training is very important.

Task 1. Match the jobs with the responsibilities they include.

1. The Master		a. keeping the ship's holds, deck and hull in good condition
2. The Chief Mate		
3. The Second Mate	is / are } responsible for	b. maintenance and smooth operation of all machinery
4. The Third Mate		c. the safety of the ship, cargo and crew
5. The Chief Engineer		d. various repair jobs such as welding and gas work
6. The Boatswain		e. keeping radio, navigation and safety equipment in good condition
7. The electricians		f. navigational instruments and charts
8. The fitter		g. cargo
		h. safety equipment

Task 2. Answer the questions.

1. How many departments are usually there onboard cargo ships? What are they?
2. Who is the head of the Deck department?
3. Who is the head of the Engine department?
4. What is the Master responsible for?
5. What are the Chief Officer's responsibilities?
6. Who is responsible for safety equipment?
7. How many people does the Engine Department usually consist of?
8. Who is responsible for the work of sailors?
9. What are the Boatswain's duties?
10. What are the main duties of the sailors, Chief Engineer, fitter, etc.?

Task 3. Fill in the table.

Duties	
OS	**AB**

Task 4. Complete the table with a deck cadet's duties.

Deck cadet's duties

Deck work and maintenance	**Port work and cargo operations**	**LSA and firefighting equipment**	**Mooring operations**
Pilotage	**Keeping watch (including ISPS watch)**	**Navigation**	**Paperwork**

- to relay the orders of the Master to the ratings during mooring
- to assist the 3rd Mate with paperwork
- to usher in various officials (PSC Surveyors, Coast Guard, Medical/Health Inspectors etc.) to the ship's office
- to update the Muster lists and the cabin key log
- to check safety equipment for any defects
- to check IDs and log in the ship's 'Visitor's Log'
- to keep bond store, crew declaration etc. stamped, signed and ready with a fair number of photocopies
- to make photocopies of various lists
- to carry out repair work of LSA
- to keep a log of all the persons entering and leaving the vessel during ISPS watch
- to report of any abnormalities within the deck
- to monitor the entry and exit points of the vessel during ISPS watch
- to check expiry dates of life jackets, life buoys, life belts, etc.
- to assist the ratings in rigging the pilot ladder
- to assist the ship's bosun
- to assist a certified officer in keeping bridge watch
- to notice down precise timings of the start and end of loading/unloading
- to chip, paint, grind etc.
- to ensure overall cleanliness of the deck
- to monitor the cargo being loaded/unloaded
- to email the company for ordering new safety equipment
- to assist the duty officer with the different pilotage paperwork
- to check tank soundings regularly
- to lower the gangway for the pilot to board

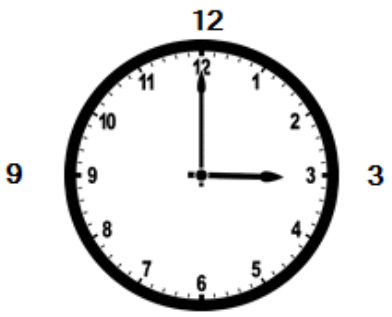
Task 5. Suggest possible collocations according to the table above.

1. To check
2. To assist
3. To chip
4. To keep
5. To carry out
6. To report
7. To ensure

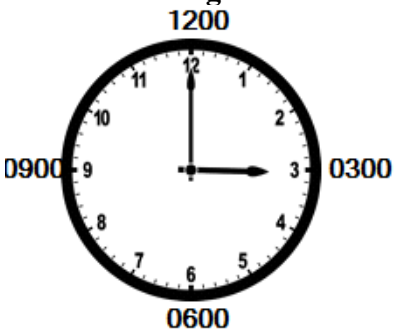
What's the time?

Look at the different ways of telling the time onshore and at sea.

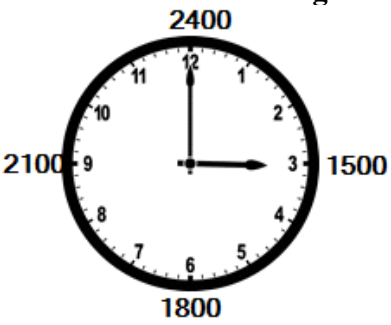
Onshore



At sea
from midnight to noon



At sea
from noon to midnight



The maritime clock starts at midnight, known as 0000 hours. This is called "Zero Hundred Hours". Note that the maritime clock does not use the colon to separate the hours and minutes. To know how to write the hours from midnight until noon in maritime time, you just have to add a zero before the hour and two zeros afterwards – 4 a.m. is 0400 hours.

In maritime time, you don't start a new twelve-hour cycle after noon, but you continue to count beyond 1200 instead. Therefore, 1 p.m. becomes 1300 hours, 2 p.m. becomes 1400 hours, etc.

If you're dealing with whole hours without any minutes, say
0100 hours is "Zero One Hundred Hours".
1100 hours is "Eleven Hundred Hours".

When you tell military time, you have to state the four-digit number as two pairs of numbers. For example, 1545 becomes "Fifteen Forty-Five Hours".

If there are one or more zeros in front of the number, say them. 0003 is "Zero Zero Zero Three Hours" and 0215 is "Zero Two Fifteen Hours".

Task 6. There are some documents seafarers need to have before their voyages. Match the documents with their descriptions

1. Seamen's passport	a. A document that contains a record of skills and knowledge achieved by a cadet during his/her training period
2. Travel Passport	b. A document confirming that cadet is ready for launching and handling of survival craft and use of rescue boats
3. Seagoing Service Record Book	c. A document confirming that cadet is not suffering from any diseases and is fit for work at sea
4. Training Record Book	d. A document confirming that cadet has passed the training course providing knowledge to enhance ship security
5. Security Awareness Certificate	e. An official document confirming the seafarer's person

6. Basic Safety Training and Instruction Certificate	f. A document confirming that cadet has passed the training course to ensure that he/she is aware of the hazards of working on a vessel
7. Proficiency in Survival Craft and Rescue Boat Certificate	g. An official document that confirms your yellow fever vaccination
8. Medical Fitness Certificate	h. An official document that makes it possible for you to travel abroad
9. Yellow Fever Certificate	i. An official document confirming seagoing periods and vessels the seafarer has served

UNIT 2
THE VESSEL
Parts of a ship: Exterior

Task 1. Analyse different reasons why ships are usually referred to as "she".

Task 2. Read the chapter from a seaman's guide.

You will serve onboard different types of vessels during your career at sea. But no matter what ship you are on, the parts are the same. For example, every ship has a hull or frame. The hull provides shelter to everyone on board and makes the ship buoyant. Below the waterline, a stem reaches from the keel to the forecastle. A sternpost extends from the keel to the poop deck. Propellers, or screws, drive the ship. Above the waterline, bulwarks line the weather deck**.** It is a ship's deck that is open to the sky and exposed to the weather. Main deck is the principal deck of a vessel. Decks above the weather deck are part of the superstructure. The Bridge of a ship is the command centre through which all communication, work requests, and information are relayed. This is the place on the ship where the captain and his crew manage the direction and speed of the ship, as well as other functions of the vessel. Those parts of the bridge on both sides of the ship wheelhouse are bridge wings. They should extend to the maximum beam of the vessel and shall provide a clear, unobstructed passage along their forward portions from the wheelhouse doors to the extreme ends of the bridge wings. A funnel is a smokestack or chimney on a ship used to expel boiler steam and smoke or engine exhaust. A mast is still present on ships, but not to support sails. Modern masts carry flags and signal lights.

Task 3. Say if the sentences are true (T) or false (F).

1. All ships have a keel below the waterline.
2. The sternpost is above the weather deck.
3. The principal deck of a ship is the weather deck.
4. The ship can be commanded from the bridge.
5. The bridge is used for the ship's engine room and machinery fumes.
6. Modern masts hold sails.

Task 4. Label the picture given below with the following words.

Rudder	Hull	Holds	Funnel
Main deck	Forecastle	Bridge	Bulkhead
Port Side	Monkey Island	Bottom	Superstructure
Propeller	Bow Thruster	Starboard	Bulbous

Task 5. Define parts of a ship and their functions. Fill in the gaps.

Part of a ship	Function
Superstructure	houses the crew accommodation, offices, stores etc.
	drains from the decks to take out excess rainwater, condensation or seawater.
Fairlead	
	are used to tie the mooring lines.
Windlass	is used for lifting and lowering the anchor cable.
	is designed to break up the bow wave before it reaches the ship.
Anchor	
Bow Thruster	
	provides the force for the ship's movement.
Rudder	steers the ship.
Signal Whistle	
	the ropes on the Main Mast for hoisting flags.
Funnel	
Engine Room	a space where the main and auxiliary engines are located.
Hawse	
	the windows in the cabins.
	the kitchen area used for food preparation.
Messroom	
Bulkhead	

Task 6. Match the words with the definitions.

1. bow thruster	a. the part of a ship that extends from the keel along the rear of a ship and supports the rudder
2. screw	b. the level along the side of a ship that meets the surface of the water
3. weather deck	c. the rear part of an elevated weather deck
4. sternpost	d. the top deck of a ship that is exposed to the outside
5. propeller	e. the set of structures on a ship that sit above the main weather deck
6. bulwark	f. a superstructure at or immediately aft of the bow of a vessel, used as a shelter for stores, mooring machinery, etc.
7. forecastle	g. a transversal propulsion device built into or mounted to the bow of a ship or boat to make it more manoeuvrable
8. mast	h. a device with rotating blades that moves a ship
9. stem	i. a long, vertical beam that extends up from a ship
10. superstructure	j. the shell of a ship, made up of the sides, bottom and deck
11. waterline	k. a type of propeller with a spiral blade that wraps around the propeller's shaft
12. keel	l. a long beam along the bottom of a ship
13. hull	m. the part of a ship that extends from the keel along the front of the ship, holding the two sides of the ship together
14. poop deck	n. a barrier that extends up from the shell plating and protects the weather deck

Parts of a ship: Interior

Task 7. Watch the tour around the ship https://www.youtube.com/watch?v=o2RfyGcRVcI **and answer the questions.**

1. What type of ship is it?
2. What is the function of a computer system onboard?
3. What decks does the ship have?
4. What facilities does the ship suggest?
5. What equipment is situated on the main deck?
6. How long is the ship?
7. What cargo facilities does the ship provide?
8. What equipment is there in the engine room?

Task 8. Read the passage on ship interiors and label the pictures.

A ship is like a building, and she has many similar structures. However, those structures have different names on a ship. For example, buildings have hallways. But there are no halls or corridors in a ship, only passageways. The floors of a ship are called decks, the walls are called bulkheads, and the stairs are called ladders. A room on a ship is a compartment, and walls are partitions. Ceilings are overheads. Openings on the outside of the ship are ports, not windows. And the restroom is known as the head.

Of course, some ship structures have no similar structures on the land. An opening between decks is called a hatch. Bulkheads are like walls and partitions. But bulkheads can stop flooding. That's because bulkheads have watertight doors.

Task 9. Match the words with the definitions.

1. compartment	a. a moveable part covering a horizontal opening between two areas
2. partition	b. a door in a bulkhead that seals to prevent water from passing through it
3. passageway	c. an enclosed area, or room, on a ship
4. bulkhead	d. the top surface of enclosed space on a ship
5. hatch cover	e. a narrow hallway that connects different areas
6. overhead	f. the room on a ship that houses the toilet
7. ladder	g. a watertight partition that separates different areas of a ship to avoid flooding
8. head	h. floor on a ship that extends all the way from one end of the ship to the other
9. deck	i. a non-watertight wall in a ship
10. watertight door	j. a series of steps that a person uses to move to a higher or lower deck

Task 10. Match the places onboard a ship with the activity that can be done there. Make up sentences.

1. bridge	2. galley	3. laundry	4. hospital
5. cabin	6. messroom	7. gym	8. storeroom

a. Have a rest or watch TV
b. Get first aid, basic medical treatment
c. Cook
d. Steer the ship
e. Keep inventory
f. Work out
g. Sleep
h. Wash clothes

Task 11. Use the passage on ship interiors to fill in the table

Parts of a ship: Interior	
Structure on Land	**Structure on a Ship**
Floor	
Ceiling	
Hallway	
Kitchen	
Room	
Restroom	