

## ORGANIZING MATERIALS

### 28.1. Vocabulary

*Ex. 1. Match the words with their Russian equivalents.*

1. Bagging and tagging	a. Склад
2. Location	b. Упаковка и маркировка
3. Material tracking chart	c. Список материалов
4. Materials list	d. Поддон
5. On-site	e. Заказ
6. Order	f. На месте
7. Pallet	g. Хранить
8. Procure	h. Таблица учёта материалов
9. Store	i. Закупать
10. Warehouse	j. Местоположение

*Ex. 2. Complete the sentences with the words in Ex. 1.*

1. Before starting the project, make sure to create a detailed \_\_\_\_\_ to ensure nothing is missing.
2. All items should be \_\_\_\_\_ to keep track of what is available and where it is.
3. The \_\_\_\_\_ helps in monitoring the movement and usage of each item.
4. It's important to know the exact \_\_\_\_\_ of each item in the storage area.
5. When materials arrive, they should be placed on a \_\_\_\_\_ for easy transportation.
6. To avoid delays, \_\_\_\_\_ the necessary items well in advance.
7. Keep frequently used items \_\_\_\_\_ for quick access.
8. Large quantities of supplies should be kept in the \_\_\_\_\_ to save space.
9. Once the materials are \_\_\_\_\_, they can be easily identified and used efficiently.
10. Always place an \_\_\_\_\_ for additional materials if stock levels are low.

### 28.2. Reading

*Ex. 1. Read the text.*

Effective organization of plumbing materials is crucial for successful project execution. As future professionals, understanding how to manage these materials efficiently will save time and reduce costs.

Firstly, creating a comprehensive materials list is essential. This list should include all necessary items, such as pipes, fittings, and tools, ensuring that nothing is overlooked. Once you have the list, the next step is to procure the materials. Ordering everything in advance helps avoid delays caused by missing components.

Upon receiving the materials, proper storage is key. Use a warehouse to store bulk items, keeping them safe and accessible. For items needed on-site, ensure they are organized on pallets to facilitate easy transport. This minimizes the risk of damage and makes handling more efficient.

Bagging and tagging each item is another vital step. This process involves labeling materials with important details, such as size and type, allowing for quick identification. Additionally, maintaining a material tracking chart will help monitor inventory levels and track usage during the project.

Knowing the exact location of each item is crucial. Arrange materials logically, perhaps by type or usage frequency, to ensure quick retrieval. This organization not only streamlines workflow but also enhances safety by reducing clutter.

By mastering these organizational skills, you will enhance your efficiency and professionalism, laying a strong foundation for a successful plumbing career.

***Ex. 2. Answer the questions.***

1. Why is creating a comprehensive materials list important in plumbing projects?
2. What is the benefit of procuring materials in advance?
3. Where should bulk items be stored to ensure they are safe and accessible?
4. How does organizing materials on pallets benefit a plumbing project?
5. What is the purpose of bagging and tagging materials?
6. How does a material tracking chart assist in a plumbing project?
7. Why is knowing the exact location of each item crucial for efficiency and safety?

### **28.3. Communication**

*Ex. 1. Make sentences using the following words.*

1. sort/pipes/size
2. help/find/wrench
3. organize/fittings/boxes
4. label/valves/important
5. store/tape/neatly
6. seen/pipe/cutters
7. connectors/drawer
8. arrange/plungers/shelves
9. enough/PVC/glue
10. soldering/iron/case

### **28.4. Writing**

*Ex. 1. Create a blog post discussing the benefits of organizing plumbing materials on-site versus off-site. Include examples of efficient order processing, procurement of materials, and proper storage techniques to maximize productivity.*