

Procurement Fundamentals: Understanding the Procurement Process and Building Essential Procurement Vocabulary

About this Training

This lesson was designed for procurement specialists working within the energy sector who wanted to develop both their technical procurement vocabulary and their confidence when discussing procurement-related topics in English. Through a combination of guided discussions, vocabulary exercises and authentic video materials, students explored the key stages of the procurement process and practised explaining concepts and processes using clear and accurate Business English.

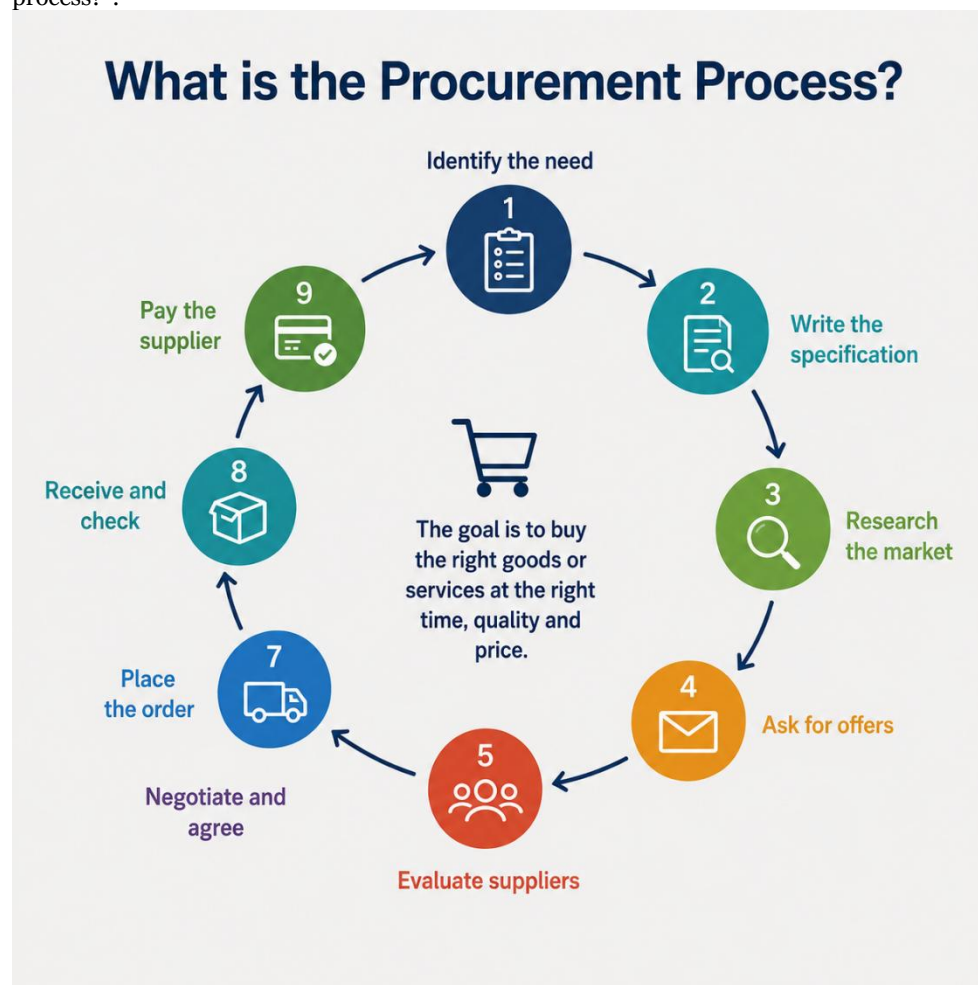
Learning Objectives

By the end of this lesson, students will be able to:

- Describe the purpose and main stages of the procurement process in English.
- Understand and use essential procurement-related vocabulary accurately.
- Explain the difference between direct and indirect procurement.
- Discuss the different phases of procurement and describe what happens at each stage.
- Compare procurement processes with their own professional experience and working practices.
- Develop greater confidence when speaking about procurement-related topics in a professional context.

Introduction and Group Discussion

The lesson began with students being shown the following diagram before discussing the questions: “What does the following image show?”, “What is procurement?” and “What are the main stages of the procurement process?”.



The aim of this activity was to activate the students' existing knowledge of procurement while identifying gaps in both their technical and general Business English vocabulary. The discussion naturally drew out a great deal of essential language, which was recorded during the lesson, translated into German where appropriate and sent to the students afterwards as part of the lesson notes.

Introduction to Technical Vocabulary

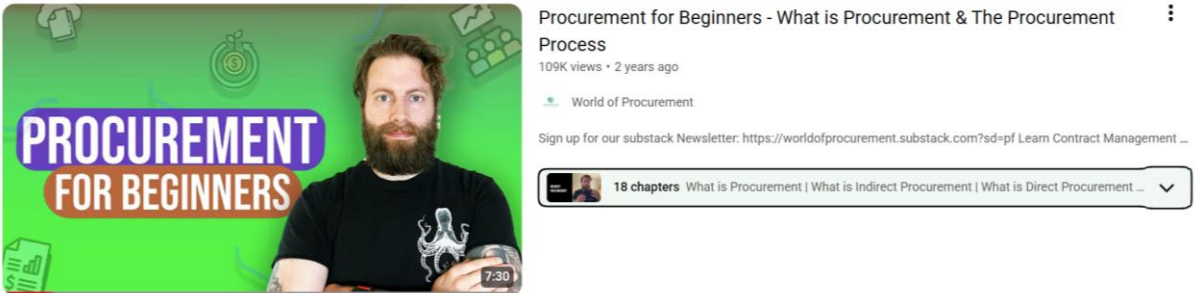
Having introduced the topic, students were then presented with the following vocabulary table, with a number of the English and German terms blanked out. Working together, they completed the missing vocabulary and discussed the meaning and use of each term.

English	German
Procurement	Beschaffung
Procurement Requirement	Beschaffungsanforderung / Bedarf
Specification	Spezifikation / Leistungsbeschreibung
Market Research	Marktforschung
Request for Information (RFI)	Informationsanfrage
Request for Proposal (RFP)	Angebotsanfrage
Request for Quotation (RFQ)	Preis-anfrage
Contract Negotiation	Vertragsverhandlung
Order Placement	Bestellung
Delivery	Lieferung
Inspection	Prüfung / Wareneingangskontrolle
Payment	Zahlung
Supplier	Lieferant
Supply Chain	Lieferkette

This activity was designed to familiarise students with some of the most important procurement terminology while encouraging them to actively use and explain the vocabulary rather than simply memorise translations.

Video Exercise

Having identified and practised some of the essential vocabulary, we then moved on to two exercises based on the following video:



Procurement for Beginners - What is Procurement & The Procurement Process

109K views • 2 years ago

World of Procurement

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18 chapters What is Procurement | What is Indirect Procurement | What is Direct Procurement ...

Link to the video: <https://www.youtube.com/watch?v=w7cZ-Xz9C1s>

For the first exercise, students watched the section from 00:00–01:53, which provides a short introduction to procurement and explains the difference between direct and indirect procurement. Afterwards, students answered the questions “What is procurement?” and “What is the difference between direct and indirect procurement?”. The purpose of this task was to give students the opportunity to explain key concepts in their own words while practising newly introduced vocabulary.

For the second exercise, students watched from 01:53–03:54, which provides a more detailed overview of the different phases of the procurement process. Following the video, students took turns explaining the various stages of procurement, discussing what happens during each phase and comparing the examples shown in the video with their own working practices. This encouraged students to move beyond simply understanding the terminology and towards describing and discussing procurement processes in greater detail.

The Learning Effect

By repeatedly working through the procurement process across a range of activities—including group discussion, vocabulary building, video comprehension and spoken explanations—students were able to develop both their technical procurement vocabulary and their confidence in discussing procurement-related topics in English. The lesson was designed not only to introduce key terminology, but also to provide multiple opportunities for students to actively use the language when describing processes, explaining concepts and comparing professional practices.

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