

IPS Lombardini

PROGRAMMA SVOLTO

MATERIA INGLESE

Classe 3^A Servizi Commerciali

– a.s. 2018-2019

Testo utilizzato: “ Best Performance” Business, Marketing & Finance - Alison Smith - Ed. Eli

Prof.ssa : ROSSELLA BAZZETTA

GRAMMAR:

Ripasso tempi verbali presenti, passati , futuri – Comparativo e superlativo
Domande aperte/chiose

- **UFM N. 1**

BUSINESS BACKGROUND

TEORIA: PRODUCTION

Production process, needs and wants, factors and sectors of production.

LAVORO MULTIMEDIALE IN POWER POINT: THE CHAIN OF PRODUCTION

FLIPPED CLASSROOM 1:

* **VIDEO *Why do we need to change our food system? - YouTube ▶3:47***

<https://www.youtube.com/watch?v=VcL3BQeteCc>

Analisi video individuale -discussione in classe - verifica
How healthy is my lifestyle?

TEORIA: COMMERCE AND TRADE

Commerce and its main branches.
Domestic and international trade.

- **UFM N. 2**

BUSINESS COMMUNICATION

TEORIA: METHODS OF COMMUNICATION:

-**ORAL COMMUNICATION:** business telephone calls (UFM ASL),
voice mails, face to face communication, video conferencing and presentations;

VISUAL COMMUNICATION: diagrams and charts,

GRAMMAR: passive voice

- **UFM N. 3**

BUSINESS IN PRACTICE

TEORIA: METHODS OF COMMUNICATION: WRITTEN COMMUNICATION:

E-mails, memos, forms , faxes.

Layout e fraseologia della business letter.

BUSINESS CORRESPONDENCE: LETTER OF ENQUIRY : fraseologia e redazione di lettere.

LETTER OF REPLY TO ENQUIRY: fraseologia e redazione di lettere.

- **UFM. N. 4**

BUSINESS ORGANIZATIONS

TEORIA: THE WORLD OF BUSINESS: BUSINESS ORGANIZATIONS

Sole traders, Partnerships, Franchises, Joint-Stock Companies, Cooperatives Multinationals.

BUSINESS CORRESPONDENCE: PLACING AN ORDER: fraseologia e redazione di lettere

Order forms/ online orders and phone orders

GRAMMAR: used to get used to be used to, if clauses

Inveruno, 04/06/2019

L'insegnante:

Gli alunni:
