

IPS Lombardini

PROGRAMMA SVOLTO

MATERIA INGLESE

Classe 3^A Servizi Commerciali

– a.s. 2019-2020

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

- **U.D. 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

TEORIA: COMMERCE AND TRADE

Commerce and its main branches.
Domestic and international trade.

- **U.D. N. 2**

BUSINESS COMMUNICATION

TEORIA: METHODS OF COMMUNICATION:

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

VISUAL COMMUNICATION: diagrams and charts

- **U.D. 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

- **REPLYING TO AN ORDER:** fraseologia e redazione di lettere

GRAMMAR: if clauses

Inveruno, 04/06/2020

L'insegnante:
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