

IIS Marcora sede assoc. Lombardini

PROGRAMMA SVOLTO

MATERIA INGLESE

Classe 4^A Servizi Commerciali

– a.s. 2019-2020

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

Prof.ssa : ROSSELLA BAZZETTA

- **U. D. N. 1**

REVISION BUSINESS CORRESPONDENCE AND GRAMMAR:

- LETTERS OF ENQUIRY, REPLY TO ENQUIRY, ORDER
- VERBAL TENSES: SIMPLE , PAST, FUTURE- COMPARATIVE AND SUPERLATIVE

GRAMMAR: IF CLAUSES, PASSIVE VOICE,

BUSINESS THEORY:

FOREIGN TRADE TERMS: SALES TERMS AND INCOTERMS.

TRANSPORT:

TYPES OF TRANSPORT

TRANSPORT BY LAND

TRANSPORT BY WATER

TRANSPORT BY AIR

MEANS OF TRANSPORT

PACKING

DOCUMENTS OF TRANSPORT

THE ENVIRONMENTAL IMPACT OF FREIGHT TRANSPORT

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

BUSINESS CORRESPONDENCE

- REPLIES TO ORDERS: FRASEOLOGIA E LESSICO SPECIFICO.
LATE PAYMENTS AND REMINDERS

- **U.D. N. 3**

BUSINESS THEORY

- INSURANCE
- LLOYD'S
- POWER POINT INDIVIDUALE LABOR. INFORMATICA : LLOYD'S GREATEST LOSSES

- **U.D. N. 4**

BUSINESS THEORY:

- PAYMENTS IN FOREIGN TRADE: RISK ASSESSMENT, OPEN ACCOUNT , PAYMENT IN ADVANCE, BANK TRANSFER, BILL OF EXCHANGE, DOCUMENTARY COLLECTION, DOCUMENTARY LETTER OF CREDIT.

BUSINESS CORRESPONDENCE

- COMPLAINTS AND ADJUSTMENTS : FRASEOLOGIA E LESSICO SPECIFICO

GRAMMAR: PAST PERFECT E LINKERS

***U. F.M.** EDUCAZIONE ALLA LEGALITÀ : FRAUD

* **PCTO:** TITOLO: LA REALTA' AZIENDALE: MY CV

Inveruno, 04/06/2020

Prof.ssa Bazzetta Rossella