



PROGRAMMA SVOLTO

MATERIA INGLESE

Classe 4^A Servizi Commerciali

– a.s. 2020-2021

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

Prof.ssa : ROSSELLA BAZZETTA

- **UDA 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

- **UDA N. 2**

BUSINESS CORRESPONDENCE

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

- UDA N. 3

BUSINESS THEORY

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

- UDA 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

EDUC. CIVICA:

UDA : "UMANITÀ, DIGNITÀ E DIRITTI UMANI":

- Definizione di DIGNITY e EU Charter of Fundamental rights.
- Violations of human dignity : definizione e categorie (humiliation – Instrumentalization Degradation– Dehumanization)
- Approfondimento a scelta di una tematica delle quattro categorie. Power Point individuale.

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

- MY CV
- LETTER OF PRESENTATION

Inveruno, 27/05/2021

La docente Prof.ssa Bazzetta Rossella