



IPS Lombardini

**PROGRAMMA SVOLTO**

**MATERIA INGLESE**

**Classe 3<sup>A</sup> Servizi Commerciali**

**– a.s. 2021-2022**

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

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**GRAMMAR:**

Ripasso tempi verbali presenti, passati, futuri

- **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- passive

**UDA :EDUC. CIVICA**: educazione alla salute e al benessere: nutrition: food balance, fivefood groups. power point di approfondimento

Inveruno, 31/05/2022

L'insegnante:  
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