

**PROGRAMMA SVOLTO**

**MATERIA INGLESE**

**Classe 4<sup>A</sup> Servizi Commerciali**

**– a.s. 2021-2022**

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

**Prof.ssa : Cristiana Albanese**

|| **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

**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.

- || MY CV
- || LETTER OF PRESENTATION

Inveruno, 31/05/2022

La docente Prof.ssa Cristiana Albanese

