



PROGRAMMA SVOLTO DAL DOCENTE DISCIPLINARE

ANNO SCOLASTICO:	2019/2020
CLASSE:	4BR
DISCIPLINA:	INGLESE
DOCENTE:	ACERRA MARIA CARMELA
TESTO IN USO:	G. ZANI / A. FERRANTI / A. PHILLIPS, YOUR BUSINESS PARTNER, MINERVA ITALICA; F. INVERNIZZI / D. VILLANI / S. MASTROANTONIO, GRAMMAR MATRIX (senza chiavi), HELBLING LANGUAGES

PROGRAMMA DETTAGLIATO

DIDATTICA IN PRESENZA	Written Communication in business: Formal and informal emails: parts of an email Email pros and cons E-mail netiquette Formal and informal letters: the parts of the letter Opening and closing sentences, salutation Memos and forms Oral and Visual Communication: Telephone calls Call memos Face-to-face communication (introducing yourself, introducing other people) Conference calls Meetings (asking and giving an opinion, agreeing and disagreeing) Visual Communication and presentation Describing trends Looking for a job Job advertisements Curriculum vitae-European format Making an application Job interview Grammar: Phrasal verbs (look forward to, phrasal verbs on the telephone) Future forms Past tenses simple and continuous Modal verbs (should/ought to, must, have to, need; can, could, may, might, be able to; will, would, would like, would prefer to/would rather; wish) Reading: The ten things you probably don't know about Parliament



DIDATTICA A DISTANZA

Revision topics "Looking for a job"
The framework of business:
The production process
The factors of production
Commerce and trade
Distribution channels
Innovative trends:
The impact of digital technologies on business
The five components of digital transformation
The Green Economy
Business organisations:
Private and public enterprises
Sole traders
Partnerships
Limited companies
Cooperatives
Multinationals
How business grow and types of business integration
Franchising
Startups
Public enterprises in the UK
Historical topic:
Mary Queen of Scots
Focus on grammar:
Modal verbs (Wish and Need)

Il Docente

Maria Carmela Acerra

(firma autografa sostituita a mezzo stampa)