PROGRAMMA SVOLTO DAL DOCENTE DISCIPLINARE

ANNO SCOLASTICO:	**2020/2021**
CLASSE:	**4CR**
DISCIPLINA:	**LINGUA INGLESE**
DOCENTE:	**MAFFIOLI PAOLA**
TESTO IN USO:	**"*YOUR BUSINESS PARTNER*" – G. ZANI, A. FERRANTI, A. PHILLIPS – MINERVA SCUOLA (MONDADORI EDUCATION)**

PROGRAMMA DETTAGLIATO

CONTENUTI SVOLTI :

Trends in written communication: emails, Email netiquette, Business letters: the parts of the letter, business functions, memos and forms, focus on grammar: Present simple vs Present continuous, Writing a telephone note,writing an office memo, Telephone calls, listening and functions, Focus on vocabulary: phone call, ring up, phrasal verbs on the phone, ask, reply, answer, say, tell, Focus on grammar: Future forms revision, Looking for a job: Job advertisements, CV - European format, Making an Application(covering letter), Letter of application: business functions, Focus on vocabulary: work-related words, "The Devil wears Prada", Job interview, past simple/present perfect revision, Reading: how to dress for your next job interview, Agenda 2030: lettura e predisposizione argomenti, The business transaction, first contacts in business: reading and listening activity, Condivisione in didattica schema enquiries, spiegazione e svolgimento di una letter of enqury, Replying to enquiries, making and replying to enquiries, Quotations via the Web, telephone enquiries, Negative replies, Ethical banks and principles of ethical banks, Educazione Civica: Leon and Oaknorth- financing healthy food, unsolicited offers, Conditionals revision, Acknowledging orders (business functions), Buyer cancelling an order and seller cancelling an order, The framework of business and the production process, factors of production, Commerce and trade, The impact of digital technologies on business, Managing payments, Asking for open account terms, Building the green economy, Case Study: Airbnb"The story behind the 1.3bn dollars room -letting website, Customer care: complaints.

Il Docente

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(firma autografa sostituita a mezzo stampa)