

PROGRAMMA SVOLTO DAL DOCENTE DISCIPLINARE

ANNO SCOLASTICO:	2023/24
CLASSE:	IV AR
DISCIPLINA:	INGLESE
DOCENTE:	MAFFIOLI PAOLA
TESTO IN USO:	“ <i>YOUR BUSINESS PARTNER</i> ” – G. ZANI, A. FERRANTI, A. PHILLIPS – MINERVA SCUOLA (MONDADORI EDUCATION)

PROGRAMMA DETTAGLIATO

- Unit 1- Written communication: Trends in written communication, Written communication: Emails important points and activity one pg.17, parts of an email, email headers and addresses, Email netiquette, activity 7 pg.20. Dos and Don's in writing emails pg.21 activity 8, Business letters, the parts of the letter, business functions pg.22,23,24, Business functions, memos and forms ex:1,2 pg.26, Focus on grammar: Present Simple vs Present Continuous ex:1,2,3 pg.27, working on production: writing an email:1 pg.28, Beyond the classroom: writing a phone note ex:1,2 pg.30, writing an office memo ex:3 pg.30, writing an informal email(internal) ex:4 pg.30, Writing an informal email(internal) and external email(work groups), Easy review pg.32,
- Unit 2- Oral and viaual communication: phone calls pg.34, activity 1,2 pg.35, Telephone calls: business functions pg.35,36,activities: 3,4,5 pg.36, Activities: 3,4 pg.36, 6,7 pg.37, 8,9 g.38. Face to face conversation and activities 11,12 pg.39, Meetings: listening activity n.22 pg.42,activity 23,24 and business functions pg.43, Focus on grammar and on vocabulary:pg.46,47, future forms revision pg.48, working on production ex:1 pg.50.
- Unit 3: Looking for a Job, job advertisements activity 1,2,3,4 pg.56,57,58,59, Curriculum vitae- European format: activity 5,6 pg.60, Applications, focus on vocabulary: work related words ex:1 pg.65, Working on production: Job advertising translation ex:1 pg.68, in didattica: letter of application and related words and expressions, Applications: correzione mails and translation sentences condivise in classe,
- Unit 4: Enquiries,replies and offers: First contact in business, enquiries: activities 3 pg.76, traduzione in classe di enquiries condivise in didattica, Replying to enquiries: spiegazione e svolgimento attività 6,7,8 pg.78, request for services e svolgimento attività 9,10,11 pg.78, le business functions pg.80 e attività 12,13 pg.80, Business functions revision, wrting reply to enquiries ex:14,15 pg.81, Quotations via the Web and activities:16,17 pg.82, Telephone enquiries, activities 18, Enquiries: negative replies ex:20 pg.84, unsolicited offers ex:23 pg.85, correzione homework,focus on vocabulary pg.88,89 and ex:1,2,3,4,5 pg.89, Focus on grammar(the passive voice): svolgimento esercizi 1,2,3 pg.90 e ripasso tempi al passivo in contesto formale. Homework:4,5,6 pg.91- 3,4 pg.92,93.

- Unit 5: Orders, placing orders and activities 1,2,3 pg.99, Order forms pg.10, business functions: ordering goods activity:5 pg.101, Acknowledging orders: activities(8,9 pg.103),sending an invoice: activities 10 pg.104. Modifying an order(activities 11,12 pg.105), Modifying an order, buyer cancelling an order, seller cancelling an order pg.106,107 ex:13,14,15,16, focus on vocabulary(words and expression related to order and stock).
- Managing payments: making payments by bank transfer or letter of credit, ex:2 pg.119. Asking for open account terms, Issuing late payment reminders.
- **APPROFONDIMENTI IN CLASSE:** Discussione e conversazione in lingua inglese con volontaria Europea sulle seguenti tematiche: il volontariato europeo, la cultura europea con particolare riferimento alla Catalogna e alla Spagna in generale.
- **EDUCAZIONE CIVICA:** Il volontariato europeo: indicazioni generali e in particolare l'esperienza dell' ESC. Il Fair work collegato con l'attività di volontariato.

Il Docente

PAOLA MAFFIOLI

(firma autografa sostituita a mezzo stampa)