



PROGRAMMA SVOLTO DAL DOCENTE DISCIPLINARE

ANNO SCOLASTICO:	2019-2020
CLASSE:	4^A - RELAZIONI INTERNAZIONALI
DISCIPLINA:	INGLESE
DOCENTE:	ENRICO BRODINI
TESTO IN USO:	YOUR BUSINESS PARTNER di G. ZANI, ed. MINERVA

PROGRAMMA DETTAGLIATO (IN PRESENZA)

Unit 1 - WRITTEN COMMUNICATION

Emails: parts of an email; email headers and addresses

Email netiquette: dos and don'ts in writing emails

Business letters: the parts of the letter

Memos and forms

Focus on vocabulary and grammar: present simple vs present continuous

Written production: writing a telephone note; writing an office memo; writing formal and informal e-mails

Unit 2 – ORAL AND VISUAL COMMUNICATION

Telephone calls: Call memos

Face-to-face communication: conference calls; meetings

Visual communication

Focus on vocabulary and grammar: future forms

Written and oral production: role playing a phone call; writing a formal email; participating in a meeting; presenting your products and services

Unit 3 – LOOKING FOR A JOB

Job advertisements: how to write and respond to a job advertisement

Curriculum Vitae – European Format: how it is structured; how to write a C.V.

Making an application or covering letter

Job interview: what to do before during and after a job interview

Focus on vocabulary and grammar: past simple; present perfect; present perfect continuous

Written and oral production: writing an application e-mail; writing job related emails; arranging a meeting for a job interview; preparing a job interview; simulating a job interview.

Extras:

Oral production: open debate (public speaking) on several issues (introducing environmental sustainability; Food and Agriculture Organisation F.A.O.; Transition movement; Fridays For Future; Greta Thunberg; Recycling; etc.) with assessment.

**PROGRAMMA DETTAGLIATO (A DISTANZA)****Unit 4 . ENQUIRIES, REPLIES AND OFFERS**

Steps in a business transaction

First contact in business

Understand enquiries; Replying to enquiries; Request for services Quotations via the Web; telephone enquiries; negative replies; Unsolicited offers – contacting a potential customer by phone.

Focus on vocabulary and grammar: the passive voice; conditionals

Written and oral production: writing an unsolicited offer; writing and answer to an offer by a seller; following up a written offer by telephone; sending a quotation; writing a negative reply to an enquiry.

Il Docente

Enrico Brodini

(firma autografa sostituita a mezzo stampa)