

# ISTITUTO PARITARIO SANDRO PERTINI

## AMMINISTRAZIONE, FINANZA E MARKETING PROGRAMMA DI INFORMATICA - CLASSE III A

### Modulo n°1 :

#### **Titolo: Into Business**

#### **Contenuti Cognitivi**

Trade and Commerce

The channels of distribution

The business transaction

**Ripasso + Unit 1 Funzioni linguistiche:** Talking about the past - Talking about the future - Talking about future possibility – Making promises - Talking about ecology, pollution and recycling – Expressing agreement and disagreement. Strutture grammaticali: Present Perfect Simple – Simple Past – Composti di some/any/no/every -Will (predictions, future facts, promises) - May/might (future possibility) - I think/I'm sure/I hope/I believe. Talking about obligation and necessity, rules and laws - Making deductions – Expressing opinions about classroom behavior, rules of the road, sports and fair play Strutture grammaticali: must/mustn't - have to/don't have to - past and future of must and have to

### Modulo n°2

#### **Titolo: Business correspondence**

#### **Contenuti Cognitivi**

The fax

The e-mail

The layout of the letter

Planning a business letter: the purpose

The general format: letterhead, sender's address, date, reference, inside address, salutations, body of

The letter, complimentary close, signature, copy line, layout, addressing an envelope

Other means of communication: memo, fax, e-mail, text message

Speaking on the phone

#### **Unit 2**

**Funzioni linguistiche:** Talking about conditions - Giving information - Talking about purpose – Talking about computers and films. Making deductions – giving extra information – describing places (climate, accommodation, facilities, location) and photos – talking about advantages/disadvantages of living in town/country

**Strutture grammaticali:** First conditional - When/as soon as/unless/if - Defining relative clauses (who, which, that, whose) - Infinitive of purpose (to/for) Modal verbs must, may, might, could, can/can't - Non-defining relative clauses

### Modulo n°3

#### **Titolo: Job Application:**

#### **Contenuti Cognitivi**

The application process

CV ( curriculum vitae)

The cover letter

The job interview

#### **Unit 3**

**Funzioni linguistiche:** Talking about past abilities - Talking about past actions in progress and interrupted past actions – Talking about air travel Talking about duration – Talking about multiple items – At the post office, talking about money and savings; winning the lottery

**Strutture grammaticali:** could/was-were able to/managed to - Past Simple vs Past Continuous – when, while, as – prefissi e suffissi di aggettivi: un- -ful –less –able Present Perfect Simple – for / since – Present Perfect vs. Past Simple – each, every, all. Present perfect with *for/since* - Present perfect/past simple - *each, every, all* - Present perfect continuous - Present Perfect Continuous vs Present Perfect Simple - Adjectives and prepositions (*good/bad at, keen on ...*).

### Modulo n°4

#### **Titolo: Enquiries and replies**

#### **Contenuti Cognitivi**

Enquiries

Positive replies to enquiries

Negative replies to enquiries

#### **Trade and Commerce**

Production: categories of production

Goods and services

Merchandise categories

#### **Unit 4**

**Funzioni linguistiche:** Talking about unfinished actions – Talking about skills – Going for a job interview. Usi particolari di *make, do, get* - Describing processes - Talking about natural disasters – Talking about immigration

**Strutture grammaticali:** Present Perfect Continuous vs. Present Perfect Simple; adjectives and prepositions: good at.., keen on.. + v.-ing; *Make, do, get* - Present simple passive

### Modulo n°5

#### **Titolo: Offers and replies:**

#### **Contenuti Cognitivi**

Offers

Positive and negative offers

Replies to offers

### Unit 5

**Funzioni linguistiche:** Talking about past habits – Comparing abilities – talking about lifestyles – talking about extreme sports.

**Strutture grammaticali:** *Used to* - Adverbs and comparative adverbs - Verbs + *to* or *-ing*

<b>Modulo n°6</b>
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**Titolo: Cultural profiles:**

**Contenuti Cognitivi**

The United Kingdom

USA

Who are the British?

Who are the Americans?

### Unit 6

**Funzioni linguistiche:** Talking about health, the body, illnesses and remedies; giving advice

**Strutture grammaticali:** *should/ought to* – Why don't you..?, You'd better.., If I were you ...

## Society, economy and culture in Britain

### Geography and Society

- The British Isles
- The United Kingdom
- The Monarchy and the Political Institution
- School in Britain

### BRITISH ECONOMY

- Economic activity in the UK
- Globalisation
- Economic indicators
- Industry: energy resource, manufacturing, reindustrialisation
- The tertiary sector: financial services, tourism, foreign trade