

ISTITUTO PARITARIO SANDRO PERTINI

ISTITUTO TECNICO SETTORE TECNOLOGICO
INDIRIZZO AMMINISTRAZIONE FINANZA E MARKETING

MATERIA: LINGUA INGLESE **CLASSE:** IV (A.F.M.)

Modulo n°1 :

Production, commerce, e-commerce and trade

- Commerce and trade
- the 4 factors of production
- the 3 sectors of production
- the chain of production
- the UK economy
- home trade
- channels of distribution
- importing and exporting
- e-commerce
- types of online business activities

Strutture grammaticali : revision of
the present simple and present continuous
the past simple
the present perfect simple and continuous
verbi che non vengono usati nella forma progressiva

Modulo n°2

Methods of communication

- Understanding informal and formal correspondence
- Presenting letters appropriately
- planning letters in a logical manner
- writing a business letter
- using standard phrases in telephone conversations
- listening to telephone conversations for general and specific information

Strutture grammaticali : modal verbs – the passive form

Modulo n° 3

Titolo: Business organisation

Contenuti Cognitivi

- The organisation of business
- Franchising
- Sole traders
- Partnerships

- Limited companies
- The growth of business
- Multinationals
- The structure of a company
-

Modulo n°4

Titolo :The Internet Revolution

- internet and the World Wide Web
- e-mail
- internet at work

Strutture grammaticali : reported speech

Modulo n° 5

Transportation and insurance:

Contenuti Cognitivi

- Transportation
- Packing
- Transport documents
- Insurance

Modulo n°6

Business communication:

Contenuti Cognitivi

- requesting information
- offering things
- Orders
- Positive and negative replies
- Modification and cancellation of orders
- Enquiries and replies

Strutture grammaticali: conditional clauses: zero, first and second conditional

Modulo n° 7

- International Trade
- Trade documents and customs procedures
- Import / export documents
- Incoterms
- Methods of Payment