

IIS Marcora sede assoc. Lombardini

PROGRAMMA SVOLTO

MATERIA INGLESE

Classe 4^A

– a.s. 2015-2016

Testi utilizzati: ““ Step into Business” ed. Petrini

Prof.ssa : ROSSELLA BAZZETTA

- **UFM N. 1**

BUSINESS BASICS

REVISION BUSINESS CORRESPONDENCE

CONTENUTI

- LETTERS OF ENQUIRY, REPLY TO ENQUIRY

* simulazione d'impresa labor. Informatica

- **UFM N. 2**

BUSINESS TRANSACTIONS

BUSINESS VOCABULARY + BUSINESS CORRESPONDENCE

CONTENUTI

- 4.3 CATALOGUES AND OTHER PRINTED MATERIAL
- 4.4 VOCABULARY EXTENSION
- 5.1 TRADE DOCUMENTS: ORDER FORMS, ON LINE ORDERS, THE INVOICE.
- 5.2 VOCABULARY ESSENTIALS
- 5.3 VOCABULARY EXTENSION
- REVISION: ORDERS
- 5.5 REPLIES TO ORDERS.
- 5.6 MODIFICATION / CANCELLATION OF ORDERS- FRASEOLOGIA E LESSICO SPECIFICO.

* simulazione d'impresa labor. Informatica

- **UFM N. 3**

BUSINESS THEORY:

FOREIGN TRADE

CONTENUTI

- 4.1 FOREIGN TRADE TERMS: SALES TERMS AND INCOTERMS
- 4.2 PAYMENTS IN FOREIGN TRADE

- 5.1 TRADE DOCUMENTS + MODULE PRACTICE
- 6.4 LATE PAYMENTS AND REMINDERS + MODULE PRACTICE

- **UFM N. 4**

BUSINESS THEORY

DISTRIBUTING GOODS

+ BUSINESS CORRESPONDENCE

CONTENUTI

- 7.1 INSURANCE
 - LLOYD'S
 - 7.2 TRANSPORT
 - 7.3 TRANSPORT MODES
 - 7.5 COMPLAINTS - FRASEOLOGIA E LESSICO SPECIFICO
 - *Power Point labor. Informatica : Lloyd's greatest losses
-
- **U. F.M. : Titolo: LA REALTA' AZIENDALE/ GESTIONE DELLE VENDITE**

CIVILISATION:

GAP YEAR

THE EUROPEAN UNION

THE EUROPEAN CV

GRAMMAR:

Ripasso tempi verbali

domande aperte/chiose, oggettive /sogettive- question tags-

if clauses, passivo, .

Inveruno, 01/06/2016

Prof.ssa Rossella Bazzetta

Alunni:.
