

Programma di Lingua Inglese

Classe 3Ae (ind. Amministrazione Finanza e Marketing)

Docente: Prof.ssa Maria Balistreri

a.s. 2020/2021

(sede "V. Bachelet")

Dal libro di testo: "Your Business Partner", ed. Minerva Scuola

Unit 1: Written communication

Formal emails, parts of an email, email headers and addresses (activities);
email netiquette, dos and don'ts in writing emails

Business letters – the parts of the letter, business functions (pag.24)

Memos and forms

Focus on vocabulary, focus on grammar (pagg. 26/27)

Working on production (pag. 28)

Unit 2: Telephone calls, business functions (pag. 35)

Face to face communications, business functions (pag. 39)

Conference calls, business functions

Meetings, business functions (pag. 43),

Focus on vocabulary, focus on grammar: future forms

Unit 4: Enquiries, replies and offers

Steps in business transaction

First contacts in business

Understanding enquiries

Replying to enquiries

Request for services

Quotation via the Web

Telephone enquiries

Negative replies

Unsolicited offers

Focus on grammar: the passive voice (pag. 90), conditionals (pag. 91)

Unit 5: Orders – Placing orders

Unit 4 – History I

The making of the British and American nations – An early history of invasions

The Plantagenet Sovereigns

The Tudor Century

The Stuarts, the Civil War and the Restoration

Educazione Civica:

The Sustainable Development Agenda

The Civil Rights Movement and Martin Luther King

The Green Book

Roma, il 2 giugno 2021

Prof.ssa Maria Balistreri