

Programma svolto – LINGUA E CIVILTÀ INGLESE

A.S. 2021/2022

CLASSE: 4 B AFM

DOCENTE: Prof.ssa Daniela Coppola

LIBRO DI TESTO:

- Bentini, Bettinelli, O'Malley, *Business Expert*, Pearson

BUSINESS, FINANCE AND MARKETING

UNIT 2 BUSINESS ORGANISATION	<ul style="list-style-type: none">- Types of business organisation:<ul style="list-style-type: none">o Sole Traders;o Partnership (unlimited, limited);o Limited companies (private and public);o Co-operatives;o Franchising;o Multinationals;o Start-up companies, micro businesses, co-working.- How Business grow<ul style="list-style-type: none">o Mergers;o Takeovers;o Acquisitions;o Joint ventures.o Types of integration- The Internal Organisation of a Business:<ul style="list-style-type: none">o Organisational charts;o Departments in a company. <p>Focus on functions: Socialising</p> <ul style="list-style-type: none">o greetings and responding;o introducing yourself and someone else;o making a small talk and responding.
UNIT 3 BANKING AND FINANCE	<ul style="list-style-type: none">- Banking services:<ul style="list-style-type: none">o Business banking and online banking;o current accounts and statements of accounts;o savings account;o direct debit, standing orders, cash, cheques, credit transfer;o mortgage, leasing, overdraft.- Tips for banking online.- How to choose the best bank for a mortgage.

<u>BUSINESS COMMUNICATION</u>	
UNIT 2 THE BASICS OF BUSINESS COMMUNICATION	<ul style="list-style-type: none"> - Writing business: emails and letters; - The structure of an email; - Netiquette; - Speaking business (making and answering a call, leaving a message, exchanging conversations).
UNIT 3 DOCUMENTS IN BUSINESS	<ul style="list-style-type: none"> - Logistics and choice of transport; - Transport modes; - Transport (types of transport – advantages and disadvantages); - Packing and containers; - Transport documents (the IRCN, the Bill of Lading, the Air Waybill); - The invoice, the packing list, the certificate of origin; - Payment terms; - Payment documents: bank transfer, draft, CAD, letter of credit; - Preparing documents for export. - <i>Amazon and the Drone Delivery</i>
UNIT 4 THE INTERNATIONAL BUSINESS TRANSACTION	<p>Listening, Writing, Reading and speaking:</p> <ul style="list-style-type: none"> - Enquiries; - Positive and negative replies; - Orders and replies; - Orders and complaints; - Business phone call simulation.

<u>CULTURAL INSIGHTS</u>	
UNIT 3 ECONOMICS	<ul style="list-style-type: none"> - The UK at work <ul style="list-style-type: none"> o Agriculture, energy and mining, services industries; o Manufacturing and trade
<u>PROGETTO DI EDUCAZIONE CIVICA IN PCTO</u> 2030 Agenda – Goal 11 – Sustainable Cities and Communities	
<p>Attraverso lo studio di materiali inerenti il Goal 11 dell’Agenda 2030 “Sustainable Cities and Communities” gli studenti hanno raccolto informazioni riguardanti l’<i>European Green Capital Award</i>. Successivamente, suddivisi in gruppi, si sono occupati di creare un prodotto multimediale tramite la piattaforma Prezi che analizzasse gli aspetti e le motivazioni che hanno portato alcune città europee (dal 2012 al 2021) a vincere il suddetto premio.</p>	

Torremaggiore,

Gli studenti

La docente