

Programma svolto – LINGUA E CIVILTÀ INGLESE

A.S. 2021/2022

CLASSE: 4 A AFM

DOCENTE: Prof.ssa Daniela Coppola

LIBRO DI TESTO:

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

BUSINESS, FINANCE AND MARKETING

<u>BUSINESS, FINANCE AND MARKETING</u>	
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. <p>Reading: <i>Cashpoint Use Biometrics to Combat Fraud</i></p>

BUSINESS COMMUNICATION

<u>BUSINESS COMMUNICATION</u>	
UNIT 2 THE BASICS OF BUSINESS COMMUNICATION	<ul style="list-style-type: none">- Writing business: emails and letters;- 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.
UNIT 4	<p>Listening, Writing, Reading and speaking:</p> <ul style="list-style-type: none">- Enquiries;

THE INTERNATIONAL BUSINESS TRANSACTION	<ul style="list-style-type: none"> - Positive and negative replies; - Orders and replies; - Orders and complaints; - Business phone call simulation.
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<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 - Comparing economies: UK, USA, and Italy <p>Reading: <i>New York Replaces London as World's Top Financial Centre</i></p>

<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