

ISTITUTO D'ISTRUZIONE SECONDARIA SUPERIORE "FIANI - LECCISOTTI"

TORREMAGGIORE (FG)

Programma svolto – LINGUA E CIVILTÀ INGLESE

A.S. 2022/2023

CLASSE: 4 B AFM

DOCENTE: Prof.ssa Daniela Coppola

LIBRO DI TESTO:

- Bowen, Cumino, *Think Business*, Petrinì

BUSINESS THEORY

UNIT 7 BANKING AND FINANCE	<ul style="list-style-type: none">- Banking services:<ul style="list-style-type: none">○ Business banking and online banking;○ current accounts and statements of accounts;○ savings account;○ direct debit, standing orders, cash, cheques, credit transfer;○ mortgage, leasing, overdraft.
UNIT 8 LOGISTICS AND INSURANCE	<ul style="list-style-type: none">- Logistics;- IT in distribution;- Transport:<ul style="list-style-type: none">○ Choice of transport;○ New modes of transport.- Modes of Transport:<ul style="list-style-type: none">○ Road transport;○ Rail transport;○ Transport by water;○ Transport by air <p>Reading: <i>Domino's delivers pizza by drone!</i></p>

BUSINESS COMMUNICATION

UNIT 1 INTERNATIONAL TRADE DOCUMENTS	<ul style="list-style-type: none">- Trade documents:<ul style="list-style-type: none">○ The invoice<ul style="list-style-type: none">▪ Examining a commercial invoice;○ Packing list<ul style="list-style-type: none">▪ Examining a packing list.- International Delivery Terms- Transport and Insurance documents:<ul style="list-style-type: none">○ Road and Rail Transport<ul style="list-style-type: none">▪ Examining a Consignment Note○ Sea Transport
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	<ul style="list-style-type: none"> ▪ Examining a Bill of Lading ○ Air Transport <ul style="list-style-type: none"> ▪ Examining an Air Waybill ○ Certificate of Insurance <ul style="list-style-type: none"> ▪ Examining an Insurance Certificate. - International Payment Terms: <ul style="list-style-type: none"> ○ Open account; ○ Bank Transfer; ○ Bill of Exchange; ○ Cash against documents; ○ Letter of Credit; ○ Payment in advance
UNIT 2 ENQUIRIES	<ul style="list-style-type: none"> - Key Vocabulary <ul style="list-style-type: none"> ○ Specific enquiries ○ Requesting ○ Granting and refusing requests - Written enquiries - Written replies to enquiries - Telephone enquiries - Telephone replies to enquiries

LANGUAGE REVISION

- Conditionals, Simple Present, relative pronouns and relative clauses (defining and non-defining)

LAVORI IN DDI

- Web quest: TAV
- International Delivery Terms
- Preparing documents for export
- Create your own international trade documents
- Banking

EDUCAZIONE CIVICA

- Logos, Brands and Values: Naomi Klein's *No Logo*

Torremaggiore, 10/06/2023

Gli studenti

La docente