

I.T.E.S. "L. DA VINCI" S. Maria C. V. (CE)

PROGRAMMA DI LINGUA E CULTURA INGLESE CLASSE IV B A.F.M.

A.S. 2022/2023

DOCENTE: Prof.ssa ANGELA MORRONE

Libro di testo: **TWENTY-THIRTY 2030**

**From: BUSINESS THEORY**

*Unit 0 UNDERSTANDING ECONOMIC DATA*

Main sources of economic information. Visual communication of economic data.

*UNIT 1 THE ECONOMIC CONTEXT*

The purpose of business activity- Business activities and sectors- The four factors of production- Commerce and Trade- Distribution channels- E-commerce

**From: COMMUNICATION**

*UNIT 1/2 BUSINESS COMMUNICATION AND CONTACTS*

Forms of communication

-Business letters- The layout of the letter.

-Emails-Parts of an email, Email netiquette - Oral communication and visual communication-To make an appointment with a potential customer.

*UNIT 3 BUSINESS TRANSACTIONS*

Business transaction: Enquiries, Writing enquiries, Replying to enquiries, Offers and unsolicited offers. Placing orders.

**From: BUSINESS THEORY**

*UNIT 2 BUSINESS ORGANISATIONS*

Private and public sectors- Sole traders- Partnerships- Limited companies-Cooperatives- Franchising- Multinationals- Globalisation and delocalisation.

*UNIT 4 WORKING IN A COMPANY*

The organisational structure of a company.-The role of entrepreneurs and managers.-Safety rules and Web security

**From: CULTURE**

*UNIT 2/6 THE UNITED KINGDOM- SOCIETY*

A short history of the UK (from O. Cromwell to Victorian Age), A portrait gallery of English literature: W. Wordsworth. Society: British and American lifestyle. UK festivities

**EDUCAZIONE CIVICA:IL MONDO DEL LAVORO.**

Approfondimento dei seguenti argomenti:

The organisational structure of a company.-The role of entrepreneurs and managers.-Safety rules and Web security

La Docente

Prof.ssa Angela Morrone