

ITES “ Leonardo da Vinci”

Programma di Lingua Inglese

Classe 4 E indirizzo SIA

From: BUSINESS THEORY

UNDERSTANDING ECONOMIC DATA

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

THE ECONOMIC CONTEXT

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

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

BUSINESS TRANSACTIONS

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

BUSINESS THEORY:BUSINESS ORGANISATIONS

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

WORKING IN A COMPANY

Ed.Civica

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

CULTURE: 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 lifestyle. UK festivities

CURRICOLO TRASVERSALE DI EDUCAZIONE CIVICA:

IL MONDO DEL LAVORO: IL LAVORO COME DIRITTO COSTITUZIONALE, TUTELA DEI LAVORATORI, SICUREZZA SUI LUOGHI DI LAVORO, LE NUOVE FORME DI LAVORI E LA DIGITALIZZAZIONE,

IL DOCENTE
Prof.ssa Rosaria Strippoli