

I.I.S. “M. BUONARROTI”, GUSPINI
Programma svolto per la classe IV A Amministrazione, Finanza e Marketing
A.S. 2017/2018
Materia: Lingua e Civiltà Inglese
Docente: Francesco Carboni

Sono stati affrontati i seguenti argomenti:

Modulo 1: The World of Business

Unit 1 Production

- Needs and wants;
- Goods and services
- Factors of production
- Sectors of production

Unit 2 Commerce and Trade

- Home trade
- International trade
- UK international trade

Modulo 2 Business communication

Unit 1 Methods of communication

- Methods of communication
- Written communication
- Oral communication
- Visual communication

Unit 2 Written communication

- Electronic messages
- Fax and E-mail
- Business letters layout
- The body of a business letter

Modulo 3 Cultural Background

Unit 1 Geography

- . The UK - Quick facts
- . Geography of the UK:
- . Physical features; rivers, lakes and seas; climate and population.
- . The History of English.

Language work and Grammar

Present continuous and Present Simple; Talking about the past: Past simple - to be and can; Past simple affirmative (regular and irregular verbs); Past simple (negative and questions), The future; Present Perfect (all forms); must, mustn't have to, don't have to; should; Defining relative clauses: who, which, that, whose.

Testo in adozione: Margherita Cumino Philippa Bowen – *Next Generation* - Petrini

Testi di consultazione: Jane Comyns Carr, Jennifer Parsons, with Elizabeth Foody, *Speak your Mind 1 e II*

Pallini Lelio Raymond Murphy - *Essential Grammar in Use* - ELI

Dizionari, fotocopie e contenuti multimediali.

IL DOCENTE

GLI ALUNNI