

# **IIS “ENZO FERRARI”**

**Sede via contardo ferrini, 83**

## **PROGRAMMA DI INGLESE**

**Classe IV° A Anno scolastico 2016-2017**

### **SECTION 1- BUSINESS, FINANCE AND MARKETING**

- Business in its Economic background
- Economic system

### **SECTION 2- BUSINESS COMMUNICATION- JOB APPLICATION**

#### **Finding job vacancies**

- Focus on grammar
- Analysing and writing a covering letter
- Understanding and writing a curriculum vitae

#### **The basic of business communication**

- Writing business: emails and letters
- Netiquette
- Focus on functions
- Focus on vocabulary
- Information technology for internal
- Enterprise communication

#### **The international business transaction**

- Reading enquiries and positive replies
- Reading enquiries and negative replies
- Focus on vocabulary
- Focus on phraseology
- Focus on grammar
- Writing enquiries and replies

#### **Orders and replies**

- Listening
- Speaking
- Reading orders and positive replies
- Reading enquiries and negative replies
- Focus on vocabulary
- Focus on phraseology
- Writing
- Check your knowledge
- Check your competences

### **GRAMMAR REVISION:**

- Present Perfect
- Simple Past
- Past Perfect
- Futuro con Will
- Futuro con To Be Going To
- Present: formazione e uso
- Present: interrogativa e negativa
- Past Regolare: formazione
- Past e Paradigmi Irregolari
- Past: interrogativa e negativa

Alunni

---

---

---

Docente

Virginia De Geronimo

Recupero debito con prova scritta ed orale.