

**ISTITUTO ENZO FERRARI**  
**ANNO SCOLASTICO 2019\2020**  
**TESTO IN ADOZIONE: “ BUSINESS EXPERT”**  
**PROFESSORESSA VIRGINIA DE GERONIMO, CLASSE IV B**

Business theory :

**Commerce and e-commerce :**

- Commerce and trade
- Channels of distribution
- The four factors of production
- The three sectors of production
- The chain of production
- Types of economy
- The internet revolution

Business communication :

**Introduction :**

- The business transaction
- E-mails
- Faxes
- Letters

**Job application :**

- The application process
- Europass curriculum vitae
- Curriculum vitae
- The cover letter

**Enquiries and replies :**

- Enquiries
- Positive replies to enquiries
- Enquiries and negative replies to enquiries

Revisione di tutte le strutture grammaticali necessarie alla comunicazione in lingua straniera.

**Docente**