

IIS “ENZO FERRARI”

Sede via contardo ferrini, 83

PROGRAMMA DI INGLESE

Classe IV° C 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.