

ISTITUTO D'ISTRUZIONE SUPERIORE "ITALO CALVINO"
CITTA' DELLA PIEVE
A.S. 2022/2023
LINGUA INGLESE
PROGRAMMA CLASSE IVD – ISTITUTO PROF.LE PER i SERV. COM.LI
Prof.ssa Rossella Bisti

Libro di testo: "BUSINESS EXPERT" - Pearson - Longman

Module 0

✓ **GRAMMAR REVISION:**

- ✓ Simple present - Present Continuous; Simple past - Past Continuous, Present Perfect – Present Perfect Continuous, Future tense; If clauses (1st, 2nd, 3rd type), Passives.

Module 1

BUSINESS COMMUNICATION:

❖ **THE BASICS OF BUSINESS COMMUNICATION**

- ✓ Writing business: emails and letters
- ✓ Parts of an email
- ✓ Netiquette
- ✓ Speaking business: focus on vocabulary

BUSINESS THEORY

✓ **INTERNATIONAL TRADE**

- ✓ Commerce and trade; Sectors of production; Economic systems – Command, Free market and Mixed economy; Mature and emerging markets; The regulation of international trade; Trading blocs; E-commerce; Advantages and disadvantages of E- Commerce; Types of companies; Adam Smith – the father of Economics (photocopy).

Module 2

BUSINESS THEORY:

✓ **BUSINESS ORGANISATION**

- ✓ Sole traders, Partnership, Limited Companies, Co-operatives, Franchising
- ✓ How businesses grow: Mergers, Takeovers, Acquisitions, Joint ventures; Types of integration, Multinationals, Why business become multinationals- advantages and disadvantages
- ✓ Business in the current economic climate: Start-up companies, Micro businesses, Co-working
- ✓ The internal organisation of a business

BUSINESS COMMUNICATION

❖ **THE INTERNATIONAL BUSINESS TRANSACTION**

- ✓ Enquiries and replies: reading enquiries and positive replies; reading enquiries and negative replies; writing enquiries and replies; listening and speaking
- ✓ Focus on Vocabulary and Phraseology
- ✓ Focus on grammar: prepositions in business

Module 3

CULTURAL INSIGHTS

❖ **HISTORY**

- ✓ The making of the USA: Natives and first Europeans; American Revolution, The American Civil War
- ✓ The Industrial Revolution; Focus on Literature: "Coketown" extract from "Hard Times" – Charles Dickens

Module 4

BUSINESS COMMUNICATION

❖ **THE INTERNATIONAL BUSINESS TRANSACTION**

- ✓ Orders and replies; reading orders and positive and negative replies; writing orders and replies
- ✓ Focus on Vocabulary and Phraseology

- ✓ Documents in business: the invoice; export documents and terms; Incoterms
- ✓ UDA: "The UK at work"; "Working in the UK";

Module 5

CULTURAL INSIGHTS

❖ **GOVERNMENT AND POLITICS**

- ✓ How the UK is governed: Monarch, Parliament, Prime Minister and government, Supreme Court
- ✓ How the USA is governed: President, Congress, Supreme Court

- ❖ **EDUCAZIONE CIVICA:** "Conoscere per difendere: l'impatto dell'uomo sul territorio" - "The place of my heart" -

Gli alunni

La Docente
Prof.ssa Rossella Bisti
