

**PROGRAMMA SVOLTO**

CLASSE 3A RIM - A.S. 2016 – 2017

MATERIA: **LINGUA INGLESE**

INSEGNANTE: Stefania Maruccio

**GRAMMAR:**

Present Perfect Simple v Present Perfect Continuous; Past Perfect; Past Simple v Past Perfect; Passive Forms

Grammar revision: Present Simple v Present Continuous, Past Simple v Past Continuous, Present Perfect Simple v Present Perfect Continuous, Present Perfect v Past Simple, Past Perfect v Past Simple, Future: Present Simple and Present Continuous for future actions, *be going to*, Simple Future.

Textbook: *The Business 2.0 B1* Pre-intermediate, Macmillan, J. Allison – P. Emmerson

**BUSINESS FUNDAMENTALS**

- Business activities
- Business organization
- Profit and loss
- CVs (British CV and Europass) and Cover letters  
approfondimento: describing people's personality, writing a cover letter and a CV  
tips for preparing for a job interview  
conversation: job interviews: answering most common questions during a job interview

**1. GAINING EXPERIENCE**

- 1.1 About business: Internship abroad  
Chinese internships impress employers
- 1.2 Vocabulary: Personal details
- 1.3 Meeting people and making conversation
- 1.4 Writing: informal emails
- 1.5 Case study: The Intern Shop

**2. CUSTOMER SATISFACTION**

- 2.1 About business: Customer service  
How to keep your customers happy
- 2.2 Vocabulary: Contacting customers  
How to talk to customers by telephone

### 2.3 Speaking: Telephoning

Approfondimento: **Making Telephone Calls**: phrases and phrasal verbs used in telephone calls; role plays on business calls

### 2.4 Writing: Formal letters and emails

Approfondimento: **Business letters and emails** : general introduction and elements of business letters and emails; writing formal business letters and email; translation of short enquiries

### 2.5 Case study: Rock tour

Nel corso dei due quadrimestri, gli alunni hanno svolto attività di reading comprehension di corrispondenza commerciale con domande di comprensione del testo e di collegamento ad argomenti studiati.

#### **Other topics:**

- Approfondimento: **Brexit**  
Slides dell'insegnante sulla Brexit
- **Oliver Twist**:  
Trama e breve spiegazione della Victorian Age  
Visione del film *Oliver Twist* di Roman Polanski  
Il 31 marzo gli alunni si sono recati al Teatro di Santa Teresa per assistere alla rappresentazione teatrale del romanzo *Oliver Twist* di C. Dickens

Verona, li 15 giugno 2017

L'Insegnante

Stefania Maruccio