

Repertorio n. 286/2018
Prot n. 6219 del 05/06/2018 (2018-VRLEEIN-0006219)

ITES L. EINAUDI – VERONA

PROGRAMMA SVOLTO

CLASSE 3C - A.S. 2017 – 2018

MATERIA: **LINGUA INGLESE**

INSEGNANTE: Stefania Maruccio

GRAMMAR:

Saxon Genitive; *Whose is/are...?*; Paradigmi verbi irregolari; Present Perfect Simple v Present Perfect Continuous; Present Perfect v Past Simple, Past Perfect v Past Simple, Past Perfect Simple; Past Simple v Past Perfect Simple; Passive Forms; If clauses (type 0,1,2,3)

Grammar revision: Present Simple v Present Continuous, Past Simple

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

BUSINESS FUNDAMENTALS

- Business activities
- Approfondimento: The sectors of economic activity
- Business organization
- Profit and loss
- CVs and Cover letters
- Writing: redazione di una covering letter rispondendo ad annunci reali
- Writing: compilazione dell'Europass CV

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

Approfondimento: caratteristiche di una informal letter

Writing: writing informal letters to friends

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 Writing: Formal letters and emails

Approfondimento: **Business letters and emails** : general introduction and elements of business letters and emails;

2.4 Case study: Rock tour

Review 1: exercises on vocabulary

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

Indicazioni di studio per l'estate:

Reading Comprehensions:

- 1) How to measure progress
- 2) How can Apple be so successful? Eight reasons why Apple works

Verona, li 5 giugno 2018

L'Insegnante

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