



ISTITUTO TECNICO STATALE “MARCHI – FORTI”

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PROGRAMMA SVOLTO a.s. 2023/2024

della Prof.ssa Susanna Bagnoli

Docente di Lingua inglese

nella classe **4 sez. B** indirizzo **AFM**

n° ore settimanali 3, sede 'Forti', Monsummano Terme

1. TESTI IN ADOZIONE

Career Paths in Business, di Bettinelli-Galimberti, Ediz. Pearson

2. ALTRO RIFERIMENTO BIBLIO/SITO-GRAFICO

Animal Farm – G. Orwell, testo in versione integrale

3. MODULI E UNITA' DIDATTICHE SVOLTE

Da *Animal Farm* (G. Orwell)

Revisione lettura assegnata per le vacanze estive.

Author, time, and place of written, context and genre, narrator, setting (time and place), characters, plot, themes, parallelism with the Russian Revolution.

Da *Career Paths in Business*

English in the workplace

Unit 1 – Successful communication

Written communication: e-mails and e-mails basics; Netiquette; Business letters; Oral communication: talking on the phone and telephone phrases; Useful phrases and fillers; Visual communication

Unit 2 – Job hunting

Understanding job ads; Working on a CV (Europass CV, functional CV, Video CV, completing a CV); Working on a cover letter; Applying for a position; Preparing for an interview; A job interview

Unit 3 – Enquiries and replies

Oral enquiries and replies; Written enquiries and replies.

Unit 4 – Orders and replies

Oral orders and replies; Understanding order forms; Written orders; Written replies.

Unit 5 – Sending goods

Modes of transport (road transport, rail transport, water transport, air transport); Packing goods (packing and labelling, sustainable packaging, packing list); Incoterms; Transport documents (road and rail consignment notes, sea bill of lading, air waybill, certificate of insurance)



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Unit 6 – Invoicing and payments

Invoices; E-invoices; Payment terms (payment in advance, open account, down payment); Payment methods (bank transfer, bill of exchange, CAD)

Unit 7 – Complaints and remainders

Oral complaints and adjustments; Written complaints and replies; Oral reminders and replies; Written reminders and replies

Business theory

Unit 1 – Production and Economy

Business activities: needs and wants; Factors of production; Industry and commerce; Economic systems (free market, planned economy, mixed economy, privatisation); Economic indicators (GDP and GNP), Inflation, Unemployment

Down to business: Talking about trends

Unit 2 – The international market

International trade; International organisations (World Bank; IMF; WTO); Trading blocs (USMCA; Mercosur; EU; APEC); Protectionism; Mature and emerging markets; Emerging markets: BRICS

Unit 3 – Business organisations

Business enterprises and entrepreneurship: sole traders, partnerships, limited companies, cooperatives, franchising; Emerging business structures: start-ups and crowdfunding; Business growth; Multinational companies

Ed. Civica (5 ore)

Educazione al volontariato e alla cittadinanza attiva

Cultural context: Non-Governmental Organisations (NGOs): Emergency; Amnesty International Save the Children; Oxfam International; Doctors Without Borders (materiale fornito in fotocopia).
Volunteering (materiale fornito in fotocopia).

Visione del film *The Great Gatsby* (2013), in lingua originale e sottotitolato.

Per le vacanze estive tutti gli studenti dovranno:

-rivedere con cura il programma svolto;

-leggere il testo ***The Great Gatsby*** di **F. Scott Fitzgerald** (ed. **Black Cat**, versione integrale).

Data, 06/06/2024

L'Insegnante:

Prof.ssa Bagnoli Susanna