

PROGRAMMA SVOLTO

a.s. 2023/2024

della Prof.ssa Gori Anna Maria

Docente di Inglese

nella classe 4 sez. **B AFM** Indirizzo **Economico**

n°ore settimanali 3 Sede Pescia

1. TESTO IN ADOZIONE

'Focus Ahead', V. Jones, S.Kay, D. Brayshaw, D. Montanari, Pearson e 'Best Performance', A. Smith, ELI Publishing

2. MODULI E UNITA' DIDATTICHE SVOLTE *(specificare se in riferimento al testo in adozione o altro)*

Da 'Focus Ahead': Unit 6, 7, 8 (Vocabulary, Grammar, Listening, Reading, Watching and Speaking, Writing).

Dal testo '**Focus Ahead**'

GRAMMAR STRUCTURES

- Second conditional
- Third conditional
- Wish/if only
- Reported speech :
 - statements, questions and imperatives
- The Passive
- Have/get something done

VOCABULARY

Parts of the body-Word families- injuries; Body idioms

Television- Word families-TV shows

Human qualities

Dal testo "**Best Performance**"

Module 1

The World of Business

Business in theory

Production:

The production process

Needs and wants

Factors of production

Sectors of production

Commerce and trade:
Commerce
Trade
The supply chain
The distribution chain
E-commerce
Information technology
Green economy

Business in Practice

Business communication - Methods of communication:

Written Communication:

- e-mails
- Memos
- Forms
- Notes
- Business Letters
- The elements of a business letter
- The body of the letter
- Faxes and Electronic faxes
- Social Media and apps

Oral Communication:

- Telephon calls
- Voice mail
- Face-to-face communication
- Video conferencing
- Presentations

Visual Communication:

- Examples of the most common diagrams and charts

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