

ISTITUTO TECNICO ECONOMICO "WALTHER"

PROGRAMMA DI INGLESE

ANNO SCOLASTICO 2016/2017

CLASSE III

LIBRO DI TESTO: Heather Bedell, Carla Rho Fiorina, Denis Delaney, Anna Bellini, Katy Miller, *Good Practice in Business*, Ed. G. Principato SpA

COMMUNICATING BUSINESS

Chapter 1 INTRODUCTION TO BUSINESS COMMUNICATION

- Business phone calls
- Business letters, faxes, email
- Focus on the language and on phraseology
- Lexis reference

Chapter 2 OFFERS AND REPLIES

- Telemarketing

Chapter 3 MAKING AND RESPONDING TO ENQUIRES

- Making enquires on the telephone
- Online enquires
- Making enquires in writing
- Responding to orders, giving confirmation
- Focus on the language and on phraseology
- Lexis reference

Chapter 4 NEGOTIATING ORDERS

- Making orders on the telephone
- Making orders in writing
- Focus on the language and on phraseology

- Lexis reference

Chapter 7 JOB HUNTING

- Finding a job
- Job advertisements
- Making an application
- The covering letter
- The application form
- Focus on the language and on phraseology
- Lexis reference

CULTURE FILES

American Values

Chapter 1 THE UNITED KINGDOM

- The Land
- Population of the UK
- UK Government
- The Education system of the UK
- London

GRAMMAR

- Revision of the Irregular verbs and Tenses
- Relative Clauses
- Passive Sentences
- Expression with: do and make
- Modal verbs
- Must, have to, to be forbidden
- Gerund as noun
- Present Perfect

- Past Perfect
- Present Perfect Continuous
- British vs American English: different pronunciation, vocabulary and expressions

ENGLISH LITERATURE

- Chivalric Romance: characters, themes, style
- Matter of Britain - King Arthur and the Knights of the Round Table
- Legends and stories in the Middle Age: Robin Hood

la docente

Prof.ssa Aloisi Giada