

## ANNO SCOLASTICO 2015-16

### Programma di inglese - classe V D SIA

Dal testo “In Business” digital edition , di F. Bentini, B Richardson, V. Vaughan, ed. Pearson Longman **le unità 2, 3, 4, e 5** della sezione Business Theory, **le unità 2, 3, 4, 5 e 6** della sezione Business Communication, **l'unità 5** dei Cultural Profiles.

#### **Business Theory**

##### Unit 2: Business organisation

- Multinationals + presentations
- The structure of a company

##### Unit 3: International trade

- The balance of payments and the balance of trade
- Controlling foreign trade
- Trading blocks and organisations which promote trade
- Documents in international trade
- Commercial invoice
- Certificate of Origin
- Delivery note
- Incoterms

##### Unit 4: Transport

- Transport
- Transport modes
- Forwarding agents
- Insurance
- Packing
- Transport documents
- The International Road Consignment Note
- The Air Waybill
- The Bill of Lading

##### Unit 5: Banking

- Banking services to businesses
- Accessible banking
- Methods of payment
- Statement of account
- Bank transfer
- Draft and Documentary Collection
- Letter of Credit
- Documentary credit

#### **Business Communication**

##### Unit 2: Job applications

- Job ads
- Job interviews
- The application process

- Europass Curriculum Vitae + translation
- Curriculum Vitae
- The cover letter

#### Unit 3: Enquiries and replies

- Enquiries
- Positive replies to enquiries
- Enquiries and negative replies to enquiries

#### Unit 4: Offers and replies

- Offers
- Positive and negative replies to offers

#### Unit 5: Orders and replies, modification and cancellation of orders

- Orders
- Positive replies
- Negative replies
- Modification and cancellation of orders

#### Unit 6: Complaints and replies

- Complaints and replies

### **Cultural Profiles**

#### Unit 5: Government and politics

- The UK government
- The US government
- Political parties in the UK and US
- The Organisation of the EU

**Teatro in lingua:** “Flashdance” the musical. Summary. Script analysis, publication on Moodle, Riferimenti storici e geografici all’economia degli anni 70, Pittsburgh la città dell’acciaio e Pennsylvania lo stato chiave di volta delle 13 colonie americane. Fotocopia.

L’insegnante

Gli alunni

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Vicenza, 8 giugno 2016.