

I.I.S.S. CESARE BATTISTI (PLESSO VIA DEI LAURI) - INDIRIZZO AFM
A.S. 2023/24

Programma svolto

Classe: 4A AFM

Docente: Bagaglini Benedetta

Materia: Lingua Inglese

Ore di lezione: 3

1. ARGOMENTI SVOLTI

Dal testo "Career Paths in Business", di Barbara Bettinelli, Attilio Galimberti, Pearson Editore

1° Quadrimestre

- **English in the workplace (UNIT 1 SUCCESSFUL COMMUNICATION)**
 - Written communication (Emails, Instant messaging and Business letters)
 - Netiquette
 - Oral communication (Talking on the phone, Face-to-face meetings, Video calls)
 - Visual communication
- **English in the workplace (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

2° Quadrimestre

- **English in the workplace (UNIT 3 ENQUIRIES AND REPLIES)**
 - Oral enquiries and replies
 - Written enquiries and replies
 - Negotiating
- **English in the workplace (Unit 4 ORDERS AND REPLIES)**
 - Oral orders and replies
 - Understanding order forms
 - Written orders
 - Written replies
- **English in the workplace (UNIT 5 SENDING GOODS)**
 - Modes of transport
 - Case study: Ever given, calculating the cost of the Suez Canal blockage
 - Packing and labeling
 - Packing list
 - Incoterms

- **English in the workplace (UNIT 6 INVOICING AND PAYMENTS)**
 - Invoices
 - E-invoices
 - Payment terms
 - Payment methods
- **Educazione civica:** *The Industrial Revolution, Child labour and the birth of Trade Unions.*

Velletri, 05/06/24

La docente
Benedetta Bagagliani

A handwritten signature in black ink, appearing to read 'Benedetta Bagagliani', written in a cursive style.