



**ISTITUTO TECNICO ECONOMICO E TECNOLOGICO**  
**“PADRE A.M. TANNOIA”**  
**CORATO-RUVO DI PUGLIA (BA)**

**PROGRAMMA SVOLTO**

**ANNO SCOLASTICO 2023/2024**

<b>DISCIPLINA</b>	<b>LINGUA INGLESE</b>
<b>CLASSE</b>	<b>4</b>
<b>SEZIONE</b>	<b>B</b>
<b>INDIRIZZO</b>	<b>SIA</b>
<b>SEDE</b>	<b>RUVO DI PUGLIA</b>
<b>DOCENTE</b>	<b>PROF. MICHELE FASCILLA</b>

**PERCORSO DI APPRENDIMENTO**

N.	Titolo dell'U.d.A.	Contenuti trattati
1	<i>Training for INVALSI</i>	<ul style="list-style-type: none"> <li>• Revision of grammar structures: <i>passive, reported speech</i></li> <li>• Listening practice: B1 level and B2 level</li> <li>• Reading practice: B1 level and B2 level</li> </ul>
2	<i>Business Organisations</i>	<p>BUSINESS IN THEORY</p> <ul style="list-style-type: none"> <li>• Types of economic systems: planned economy, free market economy, mixed economy</li> <li>• Private sector: sole traders, partnerships, limited liability companies, cooperatives, franchises, multinationals, micro-multinationals, crowdsourcing, types of company integration, organisation chart, NGOs, non-profit organisations and charities, mission statements</li> <li>• Public sector: public enterprises</li> </ul> <p>BUSINESS IN PRACTICE</p> <ul style="list-style-type: none"> <li>• Job applications: looking for a job, recruitment ads</li> <li>• Curriculum vitae: how to write a curriculum vitae, how to write a covering letter, personal branding, personal statements</li> <li>• Getting a job: preparing for an interview, working practices</li> </ul>
3	<i>Transport</i>	<p>BUSINESS IN THEORY</p> <ul style="list-style-type: none"> <li>• Types of transport: transport by land, transport by water, container ports, transport by air, freight forwarding, means of transport, packing, the environmental impact of freight traffic</li> <li>• Transport documents: the road/rail consignment note, the bill of lading, the air waybill</li> <li>• Invoices: the invoice, the pro-forma invoice</li> <li>• Insurance: what is insurance ?, business insurance, marine insurance, focus on Lloyd's, acts of God insurance</li> </ul> <p>BUSINESS IN PRACTICE</p> <ul style="list-style-type: none"> <li>• Placing an order: written orders, order forms and online orders, phone orders</li> <li>• Replying to orders: accepting or refusing an order</li> <li>• Modification and cancellation: changing an order, canceling an order, counter-offers</li> <li>• Sending goods: contacting a freight forwarder, shipping advice</li> </ul>
4	<i>Software</i>	<ul style="list-style-type: none"> <li>• Hardware and software</li> <li>• Input and output devices</li> <li>• Storage devices</li> </ul>

	<ul style="list-style-type: none"> <li>• What is an operating system ?</li> <li>• Word processors and spreadsheets</li> <li>• Presentation software</li> <li>• Graphics software</li> </ul>
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<b>Libri di testo:</b>
<ol style="list-style-type: none"> <li>1. Alison Smith, <i>Best Performance Premium – Business, Marketing &amp; Finance</i>, ELI, 2020.</li> <li>2. Alessandra Rebecchi, Elisa Cavalli, Roberto Cabras, <i>ICT – Information Communication Technology</i>, Trinity Whitebridge, 2018.</li> </ol>

<b>Contributo disciplinare all'insegnamento trasversale di Educazione Civica</b>
<b>Numero di ore: 3</b>
<b>Argomenti: Gender equality</b> <ul style="list-style-type: none"> <li>• Video: <i>He Named Me Malala</i> (official trailer)</li> <li>• Video: <i>Malala Yousafzai's Nobel Peace Prize acceptance speech</i></li> <li>• Video: <i>Malala Yousafzai's speech – "Education First"</i></li> <li>• Padlet: "Gender gap" (develop critical thinking)</li> </ul>

Ruvo di Puglia, 03/06/2024

**Gli studenti**

**Il docente**

  
  


prof. Michele Fascilla

