



				DESCRIZIONE ARGOMENTI DIDATTICI E FORMATIVI			
FEBBRAIO		ORARIO	ORE		TEORIA	PRATICA	SEDE DEL CORSO
mercoledì	21/02/2018	13.30 -17.30	4	PRESENTAZIONE CORSO- introduzione al corso di LINGUA INGLESE COMMERCIALE MODULARE. TYPES OF BUSINESS ORGANIZATIONS : READING: Company types; FOCUS ON PICTURES: Matching needs and types of companies; PROJECT WORK: A company profile; CASE STUDY: No profit organizations; LISTENING: The company of the year.	2	2	Via S.Stefano,22 Silvi MARINA
giovedì	22/02/2018	13.30 -17.30	4	INTERNATIONAL BUSINESS: FOCUS ON WORDS : The organization chart of an international company; LISTENING: Why are they calling?; FOCUS ON CULTURE: Business etiquette across the world; FOCUS ON PICTURES: The challenge of franchising; WRITING: Tell a story; SPEAKING: Contact your franchisor; ASK THE EXPERT: An interview with Rita Shah; FOCUS ON WORDS: Working with nouns and verbs.	4		Via S.Stefano,22 Silvi MARINA
venerdì	23/02/2018	13.30 -17.30	4	PRODUCTION AND DISTRIBUTION : READING: The world of production and distribution; LISTENING: The distribution chain; SPEAKING: A phone call to your retailer; WRITING: Write a report; GRAMMAR: Present perfect; BUSINESS WRITING: The layout of a business letter.		4	Via S.Stefano,22 Silvi MARINA
lunedì	26/02/2018	13.30 -17.30	4	THE INTERNET : FOCUS ON WORDS: A net quiz; READING: The internet; WRITING: E-mail filling; LISTENING: WWW I love you; FOCUS ON CULTURE: Behave yourself Netiquette; READING: Questionnaire: How computer literate are you? Starting an Internet business; LISTENING: Can a web site help your business?; PROJECT WORK: Starting an Internet business;a cybercafé.	2	2	Via S.Stefano,22 Silvi MARINA
martedì	27/02/2018	13.30 -17.30	4	THE WORLD OF ADVERTISING : READING: What is advertising?; SPEAKING: A report about advertising; LISTENING: What do people think about advertising?; FOCUS ON WORDS: Compounds; SPEAKING: Talking about an advert.	2	2	Via S.Stefano,22 Silvi MARINA
mercoledì	28/02/2018	13.30 -17.30	4	SELLING PRODUCTS: ADVERTISEMENTS : READING: Where does advertising come from?; FOCUS ON PICTURES: Vintage advertising: comparing the old and the new; ASK THE EXPERT: An interview with an advertising manager; SPEAKING: A debate about advertising; PROJECT WORK: Write a commercial; CASE STUDY: Camper.	2	2	Via S.Stefano,22 Silvi MARINA
MARZO		ORARIO	ORE				
giovedì	01/03/2018	13.30 -17.30	4	THE RULES OF ADVERTISING : READING: The British Code of Advertising ; LISTENING: An interview with Leo Jones; GRAMMAR:The imperative ; PROJECT WORK: Press advertising. How to organise an advertising campaign; BUSINESS WRITING: Circular letters ; PFRASEOLOGY: How to write a circular letter ;	2	2	Via S.Stefano,22 Silvi MARINA
venerdì	02/03/2018	13.30 -17.30	4	WHAT IS THE MARKETING? : FOCUS ON WORDS: Marketing word search; LISTENING: Words in context; READING: What is marketing?; FUN WITH WORDS: Hyperonyms: revising vocabulary;BUSINESS WRITING: Sales letters; PFRASEOLOGY: How to write a sales letter. LAUNCHING NEW PRODUCTS AND SERVICES : LISTENING: Presenting a new product during a meeting; SPEAKING: Describe a new products; GRAMMAR: Adjectives; comparatives and superlatives ; SPEAKING: Enquiring about a trade fair .	2	2	Via S.Stefano,22 Silvi MARINA
lunedì	05/03/2018	13.30 -17.30	4	TELL ME MORE: INTRODUCING THE TOPIC : Enquiries at glance; READING: Enquiries; BUSINESS WRITING: The layout of written enquiries - Letters of enquiry; PHRASEOLOGY: How to write a letter of enquiry; LISTENING: Phone enquiry; SPEAKING: Making a phone enquiry; GRAMMAR: Focus on reported speech	2	2	Via S.Stefano,22 Silvi MARINA
martedì	06/03/2018	13.30 -17.30	4	ORDERS AND COMPLAINTS : FOCUS ON WORDS: The language of orders; LISTENING: Getting down to business: ordering goods; READING: Salyly places a great order; BUSINESS WRITING: Placing an order by letter; PHRASEOLOGY: How to write a letter.	2	2	Via S.Stefano,22 Silvi MARINA
mercoledì	07/03/2018	13.30 -17.30	4	REPLAYING TO ORDERS : FOCUS ON WORDS: Replying, cancelling and modifying orders; READING: Online orders never arrived ; BUSINESS WRITING: How to reply to orders; LISTENING: Modify or cancell order ; SPEAKING: A phone call to modify an order.	2	2	Via S.Stefano,22 Silvi MARINA
giovedì	08/03/2018	13.30 -17.30	4	MAKING COMPLAINTS : FOCUS ON WORDS: The language of complaints; READING: Turning customers'complaints into opportunities; BUSINESS WRITING: Replying to a letters of complaint ; PHRASEOLOGY: How to write replies to complaints.	2	2	Via S.Stefano,22 Silvi MARINA
venerdì	09/03/2018	13.30 -17.30	4	RECRUITING STAFF: INTRODUCING THE TOPIC : The recruitment process; FOCUS ON WORDS: In the office, The language of employment, Words in context; READING: Recruiting for the Global Talent War; SPEAKING: The mysterious job; BUSINESS WRITING: How to write a covering letter; LISTENING: Tips for a successful job interview; GUIDED SPEAKING: A job interview; FOCUS ON WORDS: Describing personality.	2	2	Via S.Stefano,22 Silvi MARINA
lunedì	12/03/2018	13.30 -17.30	4	PROFESSIONAL LIVES : READING: ; FOCUS ON WORDS: ; GRAMMAR: Linkers; BUSINESS WRITING: How to write a CV; PHRASEOLOGY: Guidelines for an effective CV; READING: Building a perfect résumé.	2	2	Via S.Stefano,22 Silvi MARINA
martedì	13/03/2018	13.30 -17.30	4	INTERNATIONAL TRADE: INTRODUCING THE TOPIC : What is international trade?; FOCUS ON WORDS: The language of trade; READING: Importing fast food from the US: should Europeans do it?; SPEAKING AND WRITING: Guided interview; LISTENING: Fair Trade, not Free Trade!	2	2	Via S.Stefano,22 Silvi MARINA
mercoledì	14/03/2018	13.30 -17.30	4	TRADE DOCUMENTS : Reading: ; FOCUS ON CULTURE: Teaching Americans how to behave abroad ; SPEAKING: Incoterms: a checklist ; BUSINESS WRITING: The invoice and customs clearance documents ; GRAMMAR: Relative clauses.	2	2	Via S.Stefano,22 Silvi MARINA
giovedì	15/03/2018	13.30 -17.30	4	BANKING: INTRODUCING THE TOPIC : The Uk versus the USA; FOCUS ON WORDS: The language of banking; READING: A user friendly bank: The Cooperative Bank ; SPEAKING: Contact your bank ; LISTENING: Pros and Cons of online bank; GRAMMAR: Modal Verbs 1- 2.	2	2	Via S.Stefano,22 Silvi MARINA
venerdì	16/03/2018	13.30 -17.30	4	DELIVERY AND PACKING : FOCUS ON WORDS: The language of delivery ; LISTENING: Logistic decisions; READING: The Organic Delivery Company ; LISTENING: Enquiring about freight rates; SPEAKING: Organizing a shipping.	2	2	Via S.Stefano,22 Silvi MARINA

lunedì	19/03/2018	13.30 -17.30	4	PACKAGING: FOCUS ON WORDS: The language of packaging ; LISTENING:Thinking about the right packaging; READING: Can be environmentally friendly?; SPEAKING: Contacting a packaging company ; GRAMMAR: Conditional sentences: 0 - 1-2-3 Types.	2	2	Via S.Stefano,22 Silvi MARINA
martedì	20/03/2018	13.30 -17.30	4	INSURANCE: FOCUS ON WORDS: The language of insurance ; READING: How can insurance help your bsiness? ; BUSINESS WRITING: The layout of an insurance policy; LISTENING: Enquiring about insurance policies ; SPEAKING: Making a claim for damages.	4		Via S.Stefano,22 Silvi MARINA
mercoledì	21/03/2018	13.30 -17.30	4	INSURANCE DOCUMETS: READING: What's the best insurance for me?; BUSINESS WRITING: A rtificate of insurance, Requesting quotations for nsurance policies ; LISTENING: Requesting a quotation ; SPEAKING: Marine Insurance; Grammar: The Passive.	4		Via S.Stefano,22 Silvi MARINA
giovedì	22/03/2018	13.30 -17.30	4	Revision: Module 1 - 2- 3; Esercitazioni: Reading, Listening, Speaking and Writing.	2	2	Via S.Stefano,22 Silvi MARINA
venerdì	23/03/2018	13.30 -17.30	4	Revision: Module 4- 5- 6; Esercitazioni: Reading, Listening, Speaking and Writing.	2	2	Via S.Stefano,22 Silvi MARINA
lunedì	26/03/2018	13.30 -17.30	4	Revision: Module 7- 8- 9; Esercitazioni: Reading, Listening, Speaking and Writing.	2	2	Via S.Stefano,22 Silvi MARINA
martedì	27/03/2018	13.30 -17.30	4	Revision: Module 10 -11; Esercitazioni: Reading, Listening, Speaking and Writing.	2	2	Via S.Stefano,22 Silvi MARINA
mercoledì	28/03/2018	13.30 -17.30	4	Approfondimento lessicale: aree tematiche: TYPES OF BUSINESS ORGANIZATIONS; INTERNATIONAL BUSINESS; PRODUCTION AND DISTRIBUTION; THE INTERNET; THE WORLD OF ADVERTISING; SELLING PRODUCTS: ADVERTISEMENTS; THE RULES OF ADVERTISING; WHAT IS THE MARKETING?; ORDERS AND COMPLAINTS; RECRUITING STAFF: PROFESSIONAL LIVES: INTERNATIONAL TRADE: BANKING: DELIVERY AND PACKING: INSURANCE	4		Via S.Stefano,22 Silvi MARINA
giovedì	29/03/2018	13.30 -17.30	4	Approfondimento lessicale: aree tematiche: TYPES OF BUSINESS ORGANIZATIONS; INTERNATIONAL BUSINESS; PRODUCTION AND DISTRIBUTION; THE INTERNET; THE WORLD OF ADVERTISING; SELLING PRODUCTS: ADVERTISEMENTS; THE RULES OF ADVERTISING; WHAT IS THE MARKETING?; ORDERS AND COMPLAINTS; RECRUITING STAFF: PROFESSIONAL LIVES: INTERNATIONAL TRADE: BANKING: DELIVERY AND PACKING: INSURANCE	4		Via S.Stefano,22 Silvi MARINA
APRILE		ORARIO	ORE				
martedì	03/04/2018	13.30 -17.30	4	Verifica dell'apprendimento: prova scritta.		4	Via S.Stefano,22 Silvi MARINA
mercoledì	04/04/2018	8.30 -12.30	4	Salute e sicurezza nei luoghi di lavoro	2	2	Via S.Stefano,22 Silvi MARINA
mercoledì	04/04/2018	13.30 -17.30	4	Diritti e doveri dei lavoratori	2	2	Via S.Stefano,22 Silvi MARINA