

I.T.E. “B. PASCAL”

Classe 4^A SIA

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Programma di lingua e civiltà inglese

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Cultural Background

Geography

- The UK – Quick facts
- Geography of the UK

Business Communication

- Methods of communication
- Written communication
- Emails
- Memos
- Forms
- Business letters
- The elements of a business letter
- The body of the letter
- Oral communication – Telephone calls

Business Theory

The world of business

Production

- The production process
- Needs and Wants
- Factors of production (photocopy)
- Sectors of production

Commerce and trade

- Commerce
- Trade

Business organisations

- Types of economic systems
- Private sector: Sole traders
- Partnerships (photocopy)
- Limited liability companies

- Cooperatives
- Franchises
- Multinationals
- Types of company integration
- Organisation chart
- NGOs, non profit organisations and charities
- Public sector - Public enterprises
- Privatisation - Nationalisation

Job applications

- Looking for a job
- Curriculum vitae
- Europass CV
- How to write a covering letter

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