



COMPLESSO SCOLASTICO INTERNAZIONALE

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Programma Annuale

ISTITUTO: *Istituto Amministrazione Finanza e Marketing*

CLASSE: *III*

MATERIA: *Inglese*

<i>UDA N. 1</i>	Contenuti Cognitivi
<i>INTRODUCTION</i>	<i>The business transaction</i> <i>E-mail</i> <i>Fax</i> <i>Letter</i>
<i>JOB APPLICATIONS</i>	<i>The application process (flow chart)</i> <i>Europass curriculum vitae</i> <i>Curriculum vitae</i> <i>The cover letter</i>
<i>ENQUIRIES AND REPLIES</i>	<i>Enquiries</i> <i>Positive replies to enquiries</i> <i>Enquiries and negative replies to enquiries</i>

<i>UDA N. 2</i>	Contenuti Cognitivi
<i>OFFERS AND REPLIES</i>	<i>Offers</i> <i>Positive and negative replies to offers</i>
<i>ORDERS AND REPLIES, MODIFICATION AND CANCELLATION OF ORDERS</i>	<i>Orders</i> <i>Positive replies</i> <i>Negative replies</i> <i>Modification and cancellation of orders</i>

UDA N. 3	Contenuti Cognitivi
<p>COMMERCE AND E-COMMERCE</p> <p>BUSINESS ORGANISATION</p>	<p><i>Commerce and trade</i></p> <p><i>Channels of distribution</i></p> <p><i>The four factors of production</i></p> <p><i>The three sectors of production</i></p> <p><i>The chain of production</i></p> <p><i>Types of economy</i></p> <p><i>The Internet revolution</i></p> <p><i>E-commerce</i></p> <p><i>The Internet revolution</i></p> <p><i>E-commerce</i></p> <p><i>Types of online business activities</i></p> <p><i>The organisation of business</i></p> <p><i>Franchising</i></p> <p><i>The growth of business</i></p> <p><i>Multinationals</i></p> <p><i>The structure of a company</i></p> <p><i>Web page : Nail franchise UK - New York City Nails</i></p>

UDA N. 4	Contenuti Cognitivi
<p>INSEGNAMENTO TRASVERSALE DELL'EDUCAZIONE CIVICA</p>	<p><i>Il turismo sostenibile. Focus: Ecoturismo: la Rainforest Alliance</i></p>

UDA N. 5	Contenuti Cognitivi
<p>INTERNATIONAL TRADE</p> <p>PEOPLE AND HISTORY</p>	<p><i>What is international trade ?</i></p> <p><i>The Balance of Payments and the Balance of Trade</i></p> <p><i>Controlling foreign trade</i></p> <p><i>Trading blocs</i></p> <p><i>Documents in international trade</i></p> <p><i>Certificate of Origin</i></p> <p><i>Delivery Note</i></p> <p><i>Commercial invoice</i></p> <p><i>Incoterms</i></p> <p><i>Certificate of Origin</i></p> <p><i>Delivery Note</i></p> <p><i>Commercial Invoice</i></p> <p><i>Incoterms Wallchart</i></p> <p><i>Who are the British ?</i></p> <p><i>Milestones in British history</i></p> <p><i>Who are the Americans ?</i></p> <p><i>Milestones in American history</i></p>

