**CONTENUTI MINIMI**

**CLASSE 3^**

**PROFESSIONALE PER I SERVIZI COMMERCIALI**

Testi in adozione: **“Twenty- Thirty – English for Responsible Business”**di C. Medaglia, M. Seiffart

**“Venture vol. 2 - 21st Century Skills and Competences”** ed. Oxford University Press

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| **LINGUA INGLESE****Da “Venture” vol.2****Unit 2: A geography trip / The environment****Grammar and functions**: modal verbs *will, may, might*: future predictions, modifying adverbs; talking about future possibilities; zero conditional and 1st conditional *if, when*, *unless*; talking about situations and results**Unit 4: Jobs interviews / freedom and rules****Grammar and functions**: present perfect continuous with *for, since, how long* …? ; talking about unfinished actions and states; make, let, be allowed to; talking about permission and obligation**Unit 5: Computers and technology / Design and innovation****Grammar and functions:** infinitive of purpose *to* + verb, expressing function: *for* + verb + -ing; present simple passive, past simple passive; talking about processes and facts**Unit 6: Describing places / Sightseeing****Grammar and functions:** non-defining relative clauses:  *where, which, who, whose*; giving extra information about people and things*;* modal verbs*:* *should, ought to, had better, why don’t… ?;* asking andgiving advice**Unit 7: Household objects/ paranormal****phenomena****Grammar and functions:** defining relative clauses: *where, which, who, whose, that;* describing and givinginformation about people and things; modal verbs: *must, may, might, could, can’t;* speculating about the past; making deductions**Unit 8: University life / American English****Grammar and functions:** talking about states and habitual actions in the past: *used to;* talking about habits and familiar things: *be used to, get used to***Unit 9: Moral dilemmas** **Grammar and functions:** 2nd conditional: *if I were* *you*; talking about imaginary and hypothetical situations**MICROLINGUA INGLESE****Dal testo “Twenty- Thirty – English for Responsible Business”****Business Theory** **Unit 1: The economic context**business sectors: the four factors of production; domestic and international trade; distribution channels; E-commerce; online shopping; **Business Communication** **Unit 1: Methods of business communication**Forms of business communication; written communication: business letters and e-mails; phone calls.**Unit 3 :Business transactions****Enquiries** Written enquiries:letter plan and phraseology; writing letters of enquiry; making phone calls **Replies to enquiries**telephone replies; written replies to enquiries;  |