

Programma inglese terze ITE SIA

Dal libro di testo Business Expert ed. Pearson

Section 1 UNIT 1 INTERNATIONAL TRADE

Business in its economic background

Economic systems

Mature and emerging markets

The regulation of international trade

Trading blocks

E-commerce

Types of companies

Five tips to stay safe online

Evaluating e-commerce opportunities and risks

Section 2 UNIT 2 THE BASICS OF BUSINESS COMMUNICATION

Writing business: emails and letters

Netiquette

Speaking business

Section 2 UNIT 3 DOCUMENTS IN BUSINESS

The Invoice

Export documents and terms (a certificate of origin, a packing list)

Transport

Transport documents

Payment terms

Section 2 UNIT 4 THE INTERNATIONAL BUSINESS TRANSACTION

The Business transaction

Enquiries and replies

Orders and replies

Complaints and replies

Section 3 UNIT 1 ENGLISH-SPEAKING COUNTRIES

English around the world

British and American English

Varieties of English

The United Kingdom

Ireland

The USA