

ISTITUTO DI ISTRUZIONE SUPERIORE *PRIMO LEVI* DI QUARTU SANT'ELENA  
PROGRAMMA DI INGLESE SVOLTO NELLA CLASSE 4<sup>A</sup> AFM  
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LIBRO DI TESTO: P. FIOCCHI – D. MORRIS, THE BUSINESS WAY – CULTURE FRAMES,  
ZANICHELLI

## FILE 1 FIELDS OF BUSINESS

### Section 1 Business theory:

#### **Production**

- The production process
- Factors and sectors of production

#### **Commerce and trade**

- Introduction to commerce and trade
- Home trade
- Channels of distribution
- Retail organizations
- International trade
- The Balance of Trade and the Balance of Payments
- Restrictions on International trade

## FILE 4 ENQUIRING

### Section 1 Business Theory

#### **Foreign trade terms**

- Contract of sale and sales terms
- Incoterms
  - Terms for any mode of transport*
  - Terms for sea and inland waterway transport*

#### **Payment in International Trade**

- Introduction
- Methods of payment in International Trade
  - Open account*
  - Bank Transfer*
  - Clean Bill Collection*
  - Documentary Collection*
  - Documentary Credit*
  - Payment in advance*
  - Invoice*

### Section 2 Business Communication

- Written communication
- Business letters
- Business letter layout
- Elements of a business letter

### Section 3 Business Communication

- Enquiries
- Replies to enquiries

FILE 5 ORDERING

Section 2 Business communication

-Orders

-Replies to orders

L'insegnante

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