

**LINGUA E CULTURA INGLESE  
PROGRAMMA SVOLTO**

**Grammar revision**

Conditional (if-clause)

Present Perfect (how long?+for/since/)(+just/already/yet)(+ever/never)

Dal libro di testo P.Fiocchi, D.Morris *The Business Way* Zanichelli editore,  
si prevede di analizzare i seguenti brani:

**Business theory**

Introduction to commerce and trade

Home trade

The traditional chain of distribution

International trade

**Written Communication**

Business letter layout

Elements of a business letter

The body of a business letter

Enquiry

How to write a letter of enquiry. Phraseology.

Reply

The reply to an enquiry. Phraseology.

**The business world**

Sole trader

Partnerships

Limited companies

Docente:

Alunni: