**PROGRAMMA**

**Docente: Maria Giovanna De Maio**

**Disciplina: Inglese**

**Classe: 4AC**

**A.S. 2019/2020**

**Module 1:**

**Recruitment, Job applications and work**

The CV

The cover letter

Job interviews

Emplyment contacts

**Module 2: Business Communication**

Forms of business communication

Written communication

Oral communication

Telephone conversations

Visual communication

**Module 3:**

**Business Transactions**

Business Transactions

Enquiry and reply to enquiry

Offers and reply to offers

Orders and reply to orders

Shipping goods and documents

**Modulo 4:**

**Traveling**

High-Speed Trains

Luxury hotels

Eco-friendly tourism

Caserta 06-05-2020 F.to Prof.ssa M. G. De Maio