



**PROGRAMMA LINGUA INGLESE GERGO "BUSINESS AND
MANAGEMENT"**

*D.ssa Cinzia Di Loreto Docente Certificata F.T.B.E. Certificate for Teachers of
Business English London Chamber of Commerce LIVELLO B2/C1*

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Durata del corso : 30 ore

Frequenza delle lezioni : una volta alla settimana

Durata delle lezioni 1h30 min

LESSON 1 MARTEDI' 19-1-2021 ORE 15,00-16,30

***Entry Test.** E' previsto l'utilizzo di un test, per valutare la conoscenza iniziale della
Lingua Inglese da parte di ogni discente. Il test si svolgerà durante la prima lezione
del modulo. Il test è obbligatorio per tutti gli studenti che frequenteranno le lezioni di
lingua.*

LESSON 2 MARTEDI' 26-1-2021 ORE 15,00-16,30

articles

pronouns (subject, object, demonstrative)

possessive adjectives

plural noun forms

Telephone Business Language : taking and leaving messages

LESSON 3 MARTEDI' 02-2-2021 ORE 15,00-16,30

possessive ('s)

wh- questions

there is/are

Correspondence: replying by email or letter

LESSON 4 MARTEDI' 19-2-2021 ORE 15,00-16,30

Corso del Popolo, 63 05100 – TERNI

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ORDINE DEI DOTTORI COMMERCIALISTI E DEGLI ESPERTI CONTABILI
DI TERNI
ENTE DI DIRITTO PUBBLICO

*prepositions of time & place, movement
present simple*

Using visual aids in meetings

LESSON 5 MARTEDI' 2-3-2021 ORE 15,00-16,30

*present continuous
quantifiers (some, any, much, many, a lot of) & (un)countable nouns
adverbs*

Presentations in Business meetings

LESSON 6 MARTEDI' 9-3-2021 ORE 15,00-16,30

*imperative
going to, want, would like for plans
will for spontaneous decisions*

Questions and discussions

LESSON 7 MARTEDI' 16-3-2021 ORE 15,00-16,30

*going to for plans/ predictions
present continuous for future arrangements
will for predictions
A letter to ask for information*

LESSON 8 MARTEDI' 23-3-2021 ORE 15,00-16,30

*present perfect simple for past experience
can / could for permission & requests
have to, should & must for obligation*

CVs and covering letters

LESSON 9 MARTEDI' 30-3-2021 ORE 15,00-16,30

*1st conditional + time clauses (before, after, when, as soon as, unless, until)
2nd conditional*

Multi-lingual and other e-mail threads

LESSON 10 MARTEDI' 06-4-2021 ORE 15,00-16,30

TEST DI META' MODULO

LESSON 11 MARTEDI' 13-4-2021 ORE 15,00-16,30

Flexible working

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What are flexible working arrangements and why are some people against them? Can companies benefit from offering flexible working arrangements to their employees?

LESSON 12 MARTEDI' 20-4-2021 ORE 15,00-16,30

Conflict management

LESSON 13 MARTEDI' 27-4-2021 ORE 15,00-16,30

Negotiating

LESSON 14 MARTEDI' 04-5-2021 ORE 15,00-16,30

How to look for a new job or recruiting a new employee

LESSON 15 MARTEDI' 11-5-2021 ORE 15,00-16,30
Professional Etiquette in Business Negotiations

LESSON 16 MARTEDI' 18-5-2021 ORE 15,00-16,30
Slang and idioms: learn how to use them in formal writing

LESSON 17 MARTEDI' 25-5-2021 ORE 15,00-16,30

Identifying audience tone and content in business context

LESSON 18 MARTEDI' 01-6-2021 ORE 15,00-16,30

Writing a report in the workplace

LESSON 19 MARTEDI' 08-6-2021 ORE 15,00-16,30

Final revision of the main topics

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LESSON 20 MARTEDI' 15-6-2021 ORE 15,00-16,30

TEST DI FINE MODULO