

CORSO BASE "LINGUA INGLESE"

MODULO I: GRAMMATICA - 16 ORE - (8 Teoria/8 Pratica)

- Numbers/dates
- Making Polite requests
- Making Polite conversation
- Socializing
- Time expressions
- Verb and noun collocations
- Distance and frequency
- Making arrangements
- Telephone expressions

MODULO II: PRENOTAZIONI - 12 ORE - (8 Teoria/4 Pratica)

- Hotel Facilities and Services
- Booking a Hotel
- Reserving a Flight
- Airport procedures
- Food and restaurants
- Ordering in a restaurant

MODULO III: ITINERARI - 12 ORE - (8Teoria/ 4 Pratica)

- Itineraries
- Maps and Directions
- Giving directions
- Recommending and suggesting
- Talking about a trip
- Exchanging personal news

MODULO IV: IN UFFICIO - 20 ORE - (16 Teoria/ 4 Pratica)

- Daily Activities
- Inviting
- Formal and Informal Letters
- Writing and email of thanks
- Exchanging diary information
- Jobs
- Company Structure
- Describing company projects
- Describing trends, graphs and charts
- Descriptive adjectives
- Appointments and meetings
- Making and changing appointments
- Accepting, refusing and confirming
- Customer service Departments
- Describing processes
- Dimensions and specifications
- Meeting, Exchanging information
- Taking and leaving messages

MODULO V: INGLESE COMMERCIALE E FINANZIARIO - 16 ORE - (8 Teoria/ 8 Pratica)

- Financial Vocabulary
- Business conferences
- Arranging a schedule
- Advertising and Marketing
- Customer problems and solutions
- Financial Vocabulary
- Conversation and exercises

MODULO VI: DIRITTI E DOVERI DEI LAVORATORI SOMMINISTRATI - 4 ORE - (Teoria)

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