

Dispense Indirizzo Serale AFM – LIPEF

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1° ANNO – Grammar Basics

The Alphabet and Pronunciation: L'alfabeto inglese ha 26 lettere. Alcune lettere si pronunciano in modo diverso dall'italiano. *Esempio:* "H" → /eɪt/, "G" → /dʒi/.

The Verb 'To Be': Forma: am / is / are. *Esempio:* I am a student. / She is at work.

The Verb 'To Have': Forma: have / has. *Esempio:* They have a meeting.

Articles: A / An (indeterminativi), The (determinativo). *Esempio:* A company, an office, the manager.

Plurals: Si aggiunge -s o -es. *Esempio:* Book → Books / Box → Boxes.

Present Simple: Azioni abituali. *Esempio:* She works in an office.

Prepositions of Place: In, On, At. *Esempio:* The file is on the desk.

Subject Pronouns: I, You, He, She, It, We, They. *Esempio:* They are happy.

Lessico AFM 1° anno: office, manager, employee, desk, document, company, computer, phone, folder, client.

2° ANNO – Verbi e Frasi Complesse

Present Continuous: Azione che accade ora. *Esempio:* I am writing an email.

Past Simple: Azione finita nel passato. *Esempio:* We worked yesterday.

Past Continuous: Azione in corso nel passato. *Esempio:* He was talking when I entered.

Future Forms: Will / Going to. *Esempio:* I will call the client. / I am going to send the report.

Comparative and Superlative: Comparativo: -er / more. *Esempio:* This project is better than the last one.

Adjectives and Adverbs: *Esempio:* She is careful. / She works carefully.

Quantifiers: Some, any, much, many, a lot of. *Esempio:* We have many clients.

Lessico AFM 2° anno: invoice, customer, supplier, account, report, meeting, payment, contract, balance.

3° ANNO – Strutture Intermedie

Present Perfect: Azione collegata al presente. *Esempio:* She has finished the work.

Present Perfect Continuous: Durata di un'azione. *Esempio:* They have been studying English for two years.

Modal Verbs: Can, must, may, should, have to. *Esempio:* You must sign the document.

Passive Voice: To be + participio passato. *Esempio:* The letter was sent yesterday.

If Clauses (Type 1): Condizione reale. *Esempio:* If it rains, we will cancel the meeting.

Prepositions of Time: At, on, in. *Esempio:* I work on Monday.

Lessico AFM 3° anno: budget, income, expense, profit, loss, salary, bank, bill, tax, insurance.

4° ANNO – Strutture Avanzate

Past Perfect: Azione prima di un'altra nel passato. *Esempio:* He had already left when I arrived.

Conditional Type 2: Situazione ipotetica. *Esempio:* If I had more money, I would travel.

Reported Speech: Riportare parole. *Esempio:* He said he was busy.

Relative Clauses: Who, which, that. *Esempio:* The manager who works in Rome is Italian.

Passive with Modal Verbs: *Esempio:* The report must be sent today.

Indirect Questions: *Esempio:* Can you tell me where the office is?

Lessico AFM 4° anno: marketing, advertisement, brand, contract, agreement, target, strategy, promotion, offer.

5° ANNO – Business English

Conditional Type 3: Situazione irreali nel passato. *Esempio:* If they had paid on time, we would have avoided the problem.

Reported Questions: *Esempio:* He asked where the files were.

Passive Perfect Tenses: *Esempio:* The project has been completed.

Gerunds and Infinitives: enjoy + -ing, want + to. *Esempio:* She enjoys working in a team.

Formal and Business English: Espressioni formali. *Esempio:* I would like to schedule a meeting.

Linkers and Connectors: However, therefore, moreover. *Esempio:* The results were poor; therefore, we changed the plan.

Lessico AFM 5° anno: share, investment, revenue, stock exchange, merger, partnership, audit, forecast, management.

TABELLE DEI TEMPI VERBALI

Tempo	Struttura	Esempio
Present Simple	Soggetto + verbo base	She works in a bank.
Present Continuous	am/is/are + verbo-ing	They are studying.
Past Simple	verbo + -ed / forma irregolare	He visited London.
Future Simple	will + verbo base	I will call you.
Present Perfect	have/has + participio passato	We have finished.
Past Perfect	had + participio passato	He had left before 8.

GLOSSARIO FINALE – Lessico AFM

Account = conto

Asset = bene / risorsa

Balance sheet = bilancio

Budget = preventivo

Capital = capitale

Client = cliente

Company = azienda

Cost = costo

Credit = credito

Debt = debito

Employee = dipendente

Invoice = fattura

Market = mercato

Profit = utile

Revenue = ricavo

Salary = stipendio

Shareholder = azionista

Tax = tassa / imposta

Turnover = fatturato

Value = valore