

ENGLISH LANGUAGE COURSE

This course in English language is designed for Italian students to help them to standardise their knowledge of English.

The course helps to achieve skills at least equal to 4th level.

The syllabus contains 34 teaching units, each of which is based on a notional area of English grammar.

Each unit includes practise, writing, listening and reading activities.

The course is based on lessons of 102 hours' class work, each of which consists of 3 hours.

There will be 2 revisions to test the learners ability during the course.

The methodological approach is based on the use of books and recorded material:

cassettes, CDs, student's books, workbooks and role – play, pair-work and group work, conversations, practical communication, use of the dictionary.

Each teaching unit structure consists of:

- **grammar:** duration 1 hour
- **writing:** duration 30 minutes
- **listening:** duration 30 minutes
- **speaking:** duration 30 minutes
- **vocabulary:** duration 30 minutes.

1.1 THE VERB PHRASE - THE CONVERSATIONAL MECHANISM

1.2 spelling rules

- the phonemic chart
- vowels: short and long vowel sound
- consonant sounds: voiced and unvoiced
- diphthongs
- intonation and word stress
- pronunciation of the “*th* sound”, “*-ed* final sound”, silent letters
- words that sound the same
- words that rhyme
- decoding rapid speech and unstressed words in fast speech.

1.3 the verb phrase

the form of *full verbs* – the form of the auxiliaries.

1.4 the conversational mechanism

Yes and No questions – *Wh-question* words – interrogative pronouns
Sentence connectors: and-but- then- while-why-because-since- too-also

1. THE NOUN PHRASE

2.1 articles

definite and indefinite articles

2.2 nouns

kinds and function: common- proper-abstract-collective nouns
gender: masculine- feminine- neuter nouns

2.3 plural forms

regular and irregular plurals

2.4 countable and uncountable nouns and their compound nouns

some- any- a lot of –much-many-a little-a few-somebody-anybody

2.5 collective nouns

2.6 compound nouns

2.7 the possessive case

the form of the possessive case- use of the possessive case

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2.8 adjectives

kinds of adjectives: demonstrative-quantitative-interrogative-possessive
position of adjectives

2.9 comparison

three degrees of comparison

2.10 adverbs

kinds of adverbs: manner-place-time- frequency
form and use: the formation of adverbs with -ly
position of adverbs

2.11 pronouns

personal pronouns subject and object- possessives-reflexives-relatives- demonstratives

2.12 numbers

cardinal and ordinal numbers

2.13 question tags

2.14 conversational additions: so do/ I neither do I

2.15 prepositions

preposition of time- place- movement

2. THE PRESENT TENSES

3.1 The simple present tense

the form of the verb – uses of the simple present

3.2 The present continuous tense

the form of the verb – the spelling of the present participle- uses of the present continuous

3.3 Verbs of perception: feel-taste-smell-look-hear-see

verbs of perception followed by -ing form or bare infinitive

3. THE PAST TENSES

4.1 the simple past tense

the form of the verb – regular and irregular verbs- uses of the simple past

4.2 the past continuous tense

the form of the verb – uses of the past continuous

4.3 Used to

the form of the verb – use of *Used to*

4. THE PERFECT TENSES

5.1 the present perfect tense

the form of the verb – uses of the present perfect
the difference between bring/take, gone/been

5.2 the present perfect continuous tense

the form of the verb – uses of the present perfect continuous

5.3 the present perfect and the present perfect continuous used with time expression:

ever/never/already/yet/just/still/since/for

5.4 the past perfect tense

the form of the verb – uses of the past perfect

5. THE FUTURE FORMS

6.1 the form of the verb- uses of the future

6.2 the simple present

6.3 will/shall followed by the infinitive

6.4 the present continuous

6.5 the to be going to form

6. THE MODAL AUXILIARIES

7.1 the form of the verb – uses of the auxiliaries

7.2 can /could, may /might, shall / should, must / have to, need

7. THE GERUND

8.1 FORM AND USE OF THE GERUND:

8.2 THE IMPERATIVE

form and use of the imperative

8.3 THE CONDITIONAL TENSES

Conditional sentences type 1

form of the verb – uses of the conditional

Conditional sentences type 2

the form of the verb – uses of the conditional

Conditional sentences type 3

the form of the verb – uses of the conditional

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8.4 THE PASSIVE VOICE

- 1) the form of the verb- uses of the passive
- 2) active tenses and their passive equivalents
- 3) the difference between make and do

8.5 THE INDIRECT SPEECH

- 1) reporting statements
- 2) reporting questions
- 3) reporting commands
- 4) reporting instructions
- 5) the difference between say and tell

8.6 WRITTEN COMMUNICATION

- 1) describe oneself, people, object, places
- 2) describe people's daily routine
- 3) write letters, postcards, a simple story, a report
- 4) give information, directions
- 5) give instructions and commands
- 6) express past experiences
- 7) express future desires and plans
- 8) make request and suggestions
- 9) summarize articles
- 10) take notes

8.7 ORAL COMMUNICATION

- 1) introductions
- 2) greeting and wishing
- 3) offering something, accepting and refusing something
- 4) apologizing, thanking
- 5) giving opinions
- 6) making a phone call
- 7) answering the answering machine
- 8) asking for and giving information, directions
- 9) asking for and giving descriptions
- 10) make comparison and contrasts
- 11) express past experiences
- 12) express future desires and plans
- 13) give instructions and advices
- 14) summarize articles

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8.8 VOCABULARY

- 1) nationalities, countries
- 2) features of a house
- 3) holidays
- 4) food and drinks
- 5) means of transport
- 6) money, numbers, weight, measures
- 7) everyday objects
- 8) part of speech and meaning-spelling and pronunciation
- 9) words that go together- word formation
- 10) phrasal verbs
- 11) irregular verbs
- 12) compound nouns
- 13) base and strong adjectives, character adjectives
- 14) opposite adjectives

FULL GRAMMAR LESSON PLAN

- **Lesson 1**

English entry test. Duration: 50 minutes (1 minute for each question). Correction: about 10-15 minutes

teaching unit **the phonemic chart**

grammar: the phonemic chart- vowels/consonant sounds: voiced/unvoiced diphthongs-intonation

writing: description: a biography

listening: social expressions

speaking: conversation

vocabulary: everyday objects

- **Lesson 2**

teaching unit **the auxiliaries, the articles**

grammar: word stress-pronunciation of the *th sound*- the form of *full verbs* – the auxiliaries- definite and indefinite articles- kinds and function of nouns: common- proper; gender: masculine- feminine- neuter nouns

writing: practising grammar, e-mails

listening: listening practise

speaking: conversation

vocabulary: part of speech and meaning-spelling and pronunciation

- **Lesson 3**

teaching unit **personal pronouns, Wh- question words**

grammar: kinds and function of nouns: abstract-collective; personal pronouns subject and object- adverbs Yes and no questions – *Wh- question words* – interrogative pronouns

writing: practising grammar- a postcard from...

listening: listening practise

speaking: conversation

vocabulary: words that go together- word formation

- **Lesson 4**

teaching unit **the simple present tense**

grammar: the form and uses of the simple present- time expressions

writing: practising grammar- description of a daily routine

listening: listening practise

speaking: conversation: a daily routine

vocabulary: words to learn

- **Lesson 5**

teaching unit **sentence connectors, adverbs of frequency**

grammar: sentence connectors and-but- then- while-why-because-since- too-also - compound nouns- adverbs of frequency: always-often-usually-seldom-sometime

writing: practising grammar- correcting mistakes in an informal letter

listening: listening practise

speaking: conversation

vocabulary: words to learn

- **Lesson 6**

teaching unit **the possessive case, demonstrative pronouns**

grammar: the form and use of the possessive case- possessive and demonstrative adjectives and pronouns

writing: practising grammar- family relationship- family tree

listening: listening practise

speaking: conversation: my family

vocabulary: words to learn

- **Lesson 7**

teaching unit **the present continuous tense, the gerund form**

grammar: the form and uses of the present continuous- simple present compared with present continuous- the form and uses of the gerund form

writing: practising grammar

listening: listening practise

speaking: conversation

vocabulary: phrasal verbs

- **Lesson 8**

teaching unit **the simple past tense, regular and irregular verbs**

grammar: the form and uses of the simple past- pronunciation of the *-ed final* sound- regular and irregular verbs

writing: practising grammar- description of an holiday, an old friend

listening: listening practise

speaking: conversation: a holiday, an old friend

vocabulary: irregular verbs

- **Lesson 9**

teaching unit **the past continuous tense**

grammar: the form and uses of the past continuous

writing: practising grammar- write a fairy story

listening: listening practise

speaking: conversation

vocabulary: words to learn

- **Lesson 10**

teaching unit **verbs of perception**

grammar: verbs of perception *feel-taste-smell-look-hear-see*-followed by *-ing form* or bare infinit.

writing: practising grammar- a description

listening: listening practise words that rhyme

speaking: conversation: likes and dislikes

vocabulary: phrasal verbs

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- **Lesson 11**

teaching unit **plural forms**

grammar: the form of plural nouns, regular and irregular plural

writing: practising grammar- write a biography

listening: listening practise

speaking: conversation

vocabulary: compound nouns

- **Lesson 12**

teaching unit **cardinal and ordinal numbers**

grammar: cardinal and ordinal numbers- numerical expressions

writing: practising grammar- dates, fractions, collective numbers, numbers in measuring time, measurement of temperature, numbers in using money, numbers in telephoning

listening: listening practise

speaking: conversation: express quantity

vocabulary: numbers

- **Lesson 13**

teaching unit **prepositions**

grammar: preposition of time- place- movement- pronunciation of the silent letters

writing: practising grammar- description of a place

listening: listening practise- directions

speaking: conversation: describe where you live

vocabulary: means of transport, rooms, travel

- **Lesson 14**

teaching unit **the imperative tense, directions**

grammar: commands, requests, advices, preposition of time- place- movement

writing: practising grammar- give directions

listening: finding a place on a city map

speaking: conversation: asking for and giving directions

vocabulary: words to learn

- **Lesson 15**

teaching unit **countable and uncountable nouns and their compound nouns**

grammar: countable and uncountable nouns *some- any- a lot of –much- many-little-few*

writing: practising grammar- ordering a meal

listening: listening practise ordering a meal, offering something

speaking: conversation: express your favourite food, drink

vocabulary: words to learn

- **Lesson 16**

teaching unit **Used to- the present perfect tense**

grammar: the form and use of *Used to* and the present perfect- the difference between bring/take, gone/been –time expressions *ever/never/already/just/still*

writing: practising grammar- write a story

listening: listening practise

speaking: conversation: things you have done

vocabulary: words to learn

- **Lesson 17**

teaching unit **the present perfect continuous tense**

grammar: the present perfect continuous used with time expression: since/for

writing: practising grammar- write about a past experience

listening: listening practise

speaking: conversation

vocabulary: compound nouns

- **Lesson 18**

teaching unit **the past perfect tense**

grammar: the past perfect

writing: practising grammar- fill in a form

listening: listening practise

speaking: conversation talking about something had happened

vocabulary: make or do

- **Lesson 19**

teaching unit **revision test**

grammar:

writing:

listening:

speaking:

vocabulary:

- **Lesson 20**

teaching unit **adjectives- comparison**

grammar: kinds and position of adjectives- three degrees of comparison- forming comparative and superlative adjectives

writing: practising grammar- make a phone call

listening: listening practise

speaking: conversation: make a phone call

vocabulary: base and strong adjectives, character adjectives

- **Lesson 21**

teaching unit **the future tense**

grammar: the form and use of the future (the present simple-the present continuous-*going to*)

writing: practising grammar- make a horoscope, planning a trip

listening: listening practise a weather forecast- a horoscope

speaking: conversation about the weather, intentions

vocabulary: words to learn

- **Lesson 22**

teaching unit **the future tense**

grammar: the future continuous-the future perfect- will compared with to be going to

writing: practising grammar- making plans, making predictions

listening: listening practise

speaking: conversation

vocabulary: phrasal verbs

- **Lesson 23**

teaching unit **the modal auxiliaries**

grammar: the form and uses of the modal auxiliaries *can /could, may /might, shall / should*

writing: practising grammar- request and offers

listening: listening practise, shopping list

speaking: conversation: what can you do? request and offers

vocabulary: opposite adjectives

- **Lesson 24**

teaching unit **the modal auxiliaries**

grammar: the form and uses of the modal auxiliaries *must / have to, need*

writing: practising grammar- obligation, deductions

listening: listening practise

speaking: conversation

vocabulary: words to learn

- **Lesson 25**

teaching unit **the passive voice**

grammar: form and uses of the passive voice, active tenses and their passive equivalents

writing: practising grammar- telling a story

listening: listening practise

speaking: conversation

vocabulary: opposite verbs

- **Lesson 26**

teaching unit **the conditional**

grammar: the form and uses of the conditional sentences type 1

writing: practising grammar- make a reservation

listening: listening practise

speaking: conversation

vocabulary: words that are nouns and verbs

- **Lesson 27**

teaching unit **the conditional**

grammar: the form and uses of the conditional sentences type 2

writing: practising grammar

listening: listening practise

speaking: conversation

vocabulary: a crossword puzzle

- **Lesson 28**

teaching unit **the conditional**

grammar: the form and uses of the conditional sentences type 3

writing: practising grammar

listening: listening practise

speaking: conversation

vocabulary: words to learn

- **Lesson 29**

teaching unit **the passive voice**

grammar: the form and uses of the passive voice

writing: practising grammar- telling a story

listening: listening practise

speaking: conversation

vocabulary: words to learn

- **Lesson 30**

teaching unit **direct and indirect speech**

grammar: reported statements and questions, expression of time and place in indirect speech

writing: practising grammar- finding and correcting language mistakes in a letter

listening: listening practise

speaking: conversation

vocabulary: suffixes, prefixes

- **Lesson 31**

teaching unit **conversational additions**

grammar: conversational additions *so do, I neither do I*

writing: practising grammar- write an article from a magazine

listening: social expressions

speaking: conversation

vocabulary: words to learn

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- **Lesson 32**

teaching unit

grammar: grammar repetition

writing: practising grammar -a formal letter

listening: conversation on the phone

speaking: conversation on the phone

vocabulary: phrasal verbs

- **Lesson 33**

teaching unit **reflexive pronouns, relative pronouns**

grammar: reflexive pronouns, relative pronouns

writing: practising grammar- a thank-you letter

listening: social expression

speaking: conversation

vocabulary: phrasal verbs

- **Lesson 34**

teaching unit **last revision test**

grammar:

writing:

listening:

speaking:

vocabulary:

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**A COURSE IN ENGLISH LANGUAGE FOR AERONAUTICAL
RADIO-COMMUNICATIONS**

This course is based on lessons of 42 hours' class work, each of which consists of 3 hours.

This course is designed for learners studying English radio communication to help them to achieve a specific knowledge of aeronautical terminology and to take care of correct pronunciation, especially:

1. -understand an oral message and communicate using aeronautical phrases
2. -achieve necessary familiarity with linguistic-grammatical and syntactical structure of aeronautical communications
3. -encourage an active presence of learners opening an aeronautical debate

The main topics covering the course are the following:

- The airport and aviation jobs
- Means of transport and airport vehicles
- The aircraft and flight manoeuvres
- The weather
- Accidents and flight hazards
- Safety and emergencies
- Radiotelephony

Revision:

There will be 1 revision deals with a simulation of radio-communication between controller and pilot to test the learners ability at the end of the course

Final exam:

It will take place at ENAC or Poste e Telecomunicazioni according to further instructions from ENAC

**SYLLABUS OF THE THEORETICAL KNOWLEDGE FOR THE
PRIVATE PILOT LICENCE**

1. the airports, or aerodromes

- classification- facilities -services
- the runways
- the airport taxi circuit
- the airport traffic circuit

2. the aircraft

- classifications
- the wing
- the power plant
- the tail unit
- the landing gear
- the fuselage: the controls- the instrument panel

3. flight operations, manoeuvres and air navigation

- ground operations
- take-off
- flight manoeuvres
- landing
- air navigation
- the earth and the charts, or maps
- time and distance

4. meteorology and aviation weather

- the atmosphere
- winds and fronts
- clouds and fog
- thunderstorms and precipitations
- the weather service

**RADIOTELEPHONY SYLLABUS OF THE THEORETICAL KNOWLEDGE FOR THE
PRIVATE PILOT LICENCE**

THE THEORETICAL KNOWLEDGE

1. radio check and operation (VHF, UHF, HF)

- ignition switches
- frequency selection
- volume check
- selector of transmission and switches
- radio-communications
- interphone communications
- use of the receiver

2. use of other relevant airborne equipments

- microphone
- headphone and loudspeaker
- interphone communications

3. Knowledge and operational procedures

- dispositions of ICAO Annex 10
- definitions
- use of standard air traffic words and phrases
- codes, letters, time
- station call sign, aircraft call sign, abbreviated call signs
- phonetic alphabet and numbers
- readability scale and radio check
- radiotelephony phraseology
- clearances, information, required read-back instructions
- phraseology used in approaching / en-route airport procedures
- radar phraseology
- imposition of radio silence
- aircraft radio communications failure
- termination of distress and radio silence
- frequency change
- radio telephony and aeronautical fixed service organization
- HF VHF selection of a specific frequency
- establishing a communication procedure
- communication with appropriate aeronautical station
- position report; type, contents, patterns
- meteorological information. weather messages (weather report, weather forecast)
- SELCAL use and applications
- recording of communications
- time system in communications

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4. messages

- category and priority of messages, contents, composition, terminology

5. radiotelephony procedures drills

- ground procedures
- aircraft radio communications equipments check
- clearance to taxi: toward runway in use, to cross or to taxi a runway, toward parking area after landing, for other movements in the movement areas
- in-flight procedures
- clearance for takeoff
- radiotelephony procedures for climbing and leaving the circuit
- radiotelephony procedures for rejoin the circuit
- landing procedure: entering the traffic pattern, downwind, base leg, final approach, landing,
- go around
- en-route and approaching procedures

6. distress and urgency procedures

- transponder codes
- distress and urgency messages
- actions of the aircraft seeking assistance
- actions of the aircraft and ground stations that receive distress and urgency messages
- mayday relay
- cancellation of distress and urgency message
- aircraft emergency radio equipments
- types of aircraft emergency radio: for communications, emergency localizer
- frequencies
- procedures for use of emergency equipments
- ground station and aircraft station attending emergency frequencies control

THE PRACTICAL KNOWLEDGE

Training lessons:

there will be a simulation of ground/air/ground radio-communications to let learners achieve the necessary technique control for a correct use of two-way equipments and the ability of apply theoretical knowledge.

Training course is based on standard procedures provided for the programme especially airport movements

FULL LESSON PLAN

- **Lesson 1**

ICAO Phonetic alphabet- standard words and phrases-commonly used abbreviations- aeronautical station /aircraft call signs-transmission of letter-readability transmission of messages

- **Lesson 2**

Transmission of numbers- Transmission of time-establishment and continuation of communications

- **Lesson 3**

The aircraft- general classification-the main part of an airplane (the wing – the power plant-the fuselage-the tail unit-the landing gear) the wing- three axes

- **Lesson 4**

The aircraft (front-plan –side view) the airport (classification-facilities-services) the runways (classification) the airport taxi circuit- the airport traffic circuit. Basic phraseology for ground/air/ ground communications: translation of standard phrases

- **Lesson 5**

Meteorology and aviation weather(temperature-degrees-isotherms-isobars-hectopascals-air masses)- winds/ fronts- clouds/ fog- Basic phraseology for ground/air/ ground communications: translation of standard phrases

- **Lesson 6**

thunderstorm/precipitations- the weather service- translation into English language of meteorological information- translation into English language of aerodrome information-read back instructions- transfer of communications- distress and urgency procedures and communications failure procedures

- **Lesson 7**

Translation of a standard flight radio communication into English language

- **Lesson 8**

Listen and write meteorological information

- **Lesson 9**

Level instructions-position reporting- file a flight plan ICAO format

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- **Lesson 10**
Departure information- engine starting procedures-push back- taxi instructions

- **Lesson11**
Pre departing manoeuvring-takeoff procedures-conditional phrases-local departure instructions

- **Lesson12**
Aerodrome traffic circuit-delaying/ expediting instructions- final approach/ landing- low pass over the tower to have a visual inspection- go around-after landing- essential aerodrome information-simulation of a VFR flight with a detailed flight plan- the controls and the instrument panel of the airplane

- **Lesson13**
Translation into Italian language of terminology and prowords- approach control-VFR departures- VFR arrivals-general radar phraseology- radar identification and vectoring-radar vectoring-instruction to make a complete turn- traffic information and avoiding action- secondary surveillance radar

- **Lesson14**
Radar assistance to aircraft with radio communication failure-radar vector to final approach-simulation of a VFR flight with a detailed flight plan
Final Revision: a simulation of radio-communication

Redatto
Prof.ssa MATTEI dott.ssa Ornella

Il Referente E.N.A.C.
Com.te Mauro SANTILLI

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