

LAVOR IT

COURSE FACT SHEET – LEVEL B1

Territories: Bologna, Forlì-Cesena, Reggio Emilia, Parma, Modena, Ravenna, Rimini

This course is designed for **participants** who already have an intermediate knowledge of Italian and wish to use the language more independently in everyday life and at work. It helps participants communicate with greater confidence in more structured situations.

During the course, participants will learn to understand texts and conversations on familiar and professional topics, write emails and short work-related texts, and take part in conversations with colleagues and supervisors. The course focuses on oral and written production, improving clarity, accuracy, and fluency of expression.

The course is useful for strengthening employability, managing work contexts more effectively, and progressing towards more advanced language levels.

Course organisation

The course will be organised in the following areas: Bologna, Forlì-Cesena, Reggio Emilia, Parma, Modena, Ravenna and Rimini.

Duration: 80 hours

Mode: in-person (with the possibility of online delivery)

During the registration process you will be asked to upload the following documents:

- tax identification number
- copy of identity card
- copy of updated CV

Participation is open to all individuals who have completed compulsory education and the right/duty to education and training, and who are resident or domiciled in Emilia-Romagna prior to enrolment in the course, regardless of employment status

To take part in the course, an individual orientation interview is required, including a language test to assess your Italian level and ensure correct placement. The interview also helps understand your needs and training objectives. If applications exceed the available places, enrolment will follow the chronological order of registration. Applicants not admitted may be directed to other courses or contacted in case of availability.

What you will learn

The aim of the course is to strengthen the ability to understand and produce oral and written texts of medium complexity, used in everyday life and at work (emails, communications, instructions, announcements).

You will learn to understand texts and conversations of medium difficulty, describe personal and work experiences, express opinions and needs.

You will be able to write emails and functional texts, communicate with colleagues and supervisors, and use Italian effectively in social and work contexts.

Certificate: At the end of the course, a certificate of attendance will be issued to participants who attend at least 70% of the lessons. Participants will also be given access to the exam leading to an official Italian language certification recognised by accredited certifying bodies.

Cost: The course is free of charge, as it is co-financed by the European Social Fund Plus 2021–2027 and the Emilia-Romagna Region.

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Course programme and contents (B1 – 100 hours)

1. Functional vocabulary and grammar – 30 hours

Consolidation of the main grammatical structures:

- indicative verb tenses
- functional use of past simple and imperfect
- introduction to simple subordinate clauses

Expansion of general and professional vocabulary:

- language of work and organisation
- cross-sector vocabulary for main employment sectors

Correct use of linguistic structures in concrete communication contexts

Improvement of accuracy and clarity of expression

2. Written comprehension and production – 25 hours

Understanding written texts of medium complexity:

- company communications
- simple regulations
- job advertisements and basic documentation

Producing coherent and functional written texts:

- professional emails
- short reports or activity descriptions
- independent completion of forms

Reworking and summarising written texts related to work contexts

3. Oral interaction and production – 25 hours

Understanding spoken messages on familiar and professional topics

Participation in structured conversations:

- interaction with colleagues and supervisors
- exchange of work-related information

Oral production:

- description of personal and work experiences
- simple presentation of ideas and opinions

Simulations of work situations:

- job interviews
- requests for clarification
- handling simple operational problems

4. Consolidation, assessment and orientation – 20 hours

Consolidation of acquired language skills

Simulations of CELI B1 exam tests:

- written and oral comprehension
- written and oral production

Analysis of authentic exam tasks and targeted exercises

Orientation towards the use of language skills:

- entry and permanence in the labour market
- access to higher-level training paths (B2)

Total duration: 100 hours