



**ISTITUTO ISTRUZIONE SUPERIORE
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Prot. 4036 Circolare n. 313

Messina, li 27/04/2021

Alle Studentesse ed agli Studenti
Alle Famiglie
Ai Docenti
delle classi 3 A, 5 A, 3 B, 4 B, 4 C,
3 D, 4 D, 5 D, 3 E e 5 E
Sede Associata di Messina
Al Sito Web, Atti

Oggetto: Progetto Lettura - Incontro con Gianrico Carofiglio

Nell'ambito del Progetto Lettura, **mercoledì 28 aprile 2021, dalle ore 11,00 alle ore 12,30**, le classi in indirizzo, insieme ai docenti della IV e della V ora, incontreranno in modalità telematica Gianrico Carofiglio, autore del libro "Della gentilezza e del coraggio", collegandosi alla piattaforma Google Meet tramite il link che verrà comunicato ai docenti.

Le classi in presenza si collegheranno dalla propria aula, la classi a distanza si collegheranno da casa.

Al termine dell'incontro, gli alunni proseguiranno le lezioni secondo l'orario previsto.



IL DIRIGENTE SCOLASTICO
Prof.ssa Giovanna De Francesco

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all entries are supported by proper documentation and receipts.

3. Regular audits should be conducted to verify the accuracy of the records and identify any discrepancies.

4. The second part of the document outlines the procedures for handling customer complaints and inquiries.

5. All complaints should be addressed promptly and professionally, with a focus on resolving the issue to the customer's satisfaction.

6. It is important to maintain a positive attitude and provide excellent customer service at all times.

7. The final part of the document provides a summary of the key points discussed and offers recommendations for future improvements.

8. The third part of the document details the financial reporting requirements and the preparation of the annual budget.

9. All financial transactions must be recorded accurately and reported to the appropriate authorities in a timely manner.

10. The budget should be reviewed regularly to ensure that it remains realistic and achievable.

11. The fourth part of the document discusses the importance of maintaining a strong relationship with suppliers and vendors.

12. It is crucial to negotiate favorable terms and conditions and to ensure that all deliveries are made on time and in full.

13. The fifth part of the document provides a detailed overview of the company's marketing strategy and the implementation of various promotional activities.

14. The marketing plan should be flexible and adaptable to changes in the market and customer preferences.

15. The sixth part of the document discusses the importance of maintaining a strong relationship with the community and the local government.

16. It is essential to engage in social responsibility activities and to contribute to the development of the community.

17. The final part of the document provides a conclusion and offers recommendations for future actions.