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SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2018-'19

BEC

Business English Certificate



 **Cambridge Assessment
English**

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ABOUT THE COURSE

BEC is a Cambridge ESOL certification in Business English. BEC is aimed primarily at individual learners who wish to obtain a business related English language qualification and provide an ideal focus for courses in Business English. Set in a business context, BEC tests English language not business knowledge. This course is offered to the first year students of B.Com Computer Applications, BBA, and B.A Corporate Economics

OBJECTIVES

The course prepares learners to use English in a business context and develop all four language skills – listening, speaking, reading and writing.

EXPECTED OUTCOMES

- Use business jargons with precision
- Communicate effectively through written forms of business correspondence
- Participate productively during presentations, meetings and negotiations
- Develop telephone skills
- Make comparisons and investigations
- Develop the confidence required in taking care of business circumstances

DURATION

30 Hours



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**THIS QUALIFICATION SHOWS
THAT YOU CAN USE ENGLISH
CONFIDENTLY AND EFFECTIVELY
IN A BUSINESS CONTEXT
MOREOVER IT HELPS STUDENTS
PREPARING FOR BUSINESS
COURSE**



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FEATURES

- BEC course is taken by language teachers recognised by Cambridge Assessment English
- Saintgits College of Applied Sciences is an approved test centre for BEC
- The institution provides necessary study materials for the students
- Sample tests are conducted on a regular basis.



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SYLLABUS

Business English Certificate exam is taken at two levels- Preliminary and Vantage. The exam is conducted to assess the skills- reading, writing, listening and speaking. The course is designed in such a way that it includes exercises and activities to improve these skills.

BEC PRELIMINARY

- Read short messages
- Analyse charts and graphs
- Write e-mails and memos
- Follow short telephone conversations and discussions
- Talk about business related matters.

BEC VANTAGE

- Write short pieces of business correspondence like memos, messages, e-mails, reports or proposal
- Read extracts from business publications, form-filling and note completion task
- Listen to, understand and contribute to discussions in meetings.
Activities include one to one interview and a short talk on business topics and group discussion.

ADVANTAGES

- BEC is a universally recognised qualification
- BEC certificate will boost your employability and increase the value of your CV
- BEC preparation assists with improving your confidence in using business English especially in speaking
- It is accepted by many universities, colleges and top multinational corporations as a language eligibility test and therefore candidates need not attend any other language qualifying tests.

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