



SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2019-'20

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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