



**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**VALUE ADDED COURSE 2020-21**

# **BEC**

**Business English Certificate**



 **Cambridge Assessment English**

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## ABOUT THE COURSE

This programme is designed to give intense coaching for students to attend the exam conducted to attain certificate in business English. This high-quality international English language exam is developed by Cambridge English Language Assessment – a not-for-profit department of the University of Cambridge. BEC Exam is conducted at three levels- Higher, Vantage and Preliminary. We offer training for Vantage and Preliminary.

**Cambridge English: Business Vantage – CEFR Level B2 (IELTS band scores 5.5–6.5)** an upper-intermediate level of English.

**Cambridge English: Business Preliminary – CEFR Level B1 (IELTS band scores 4.0–5.0)** A level of English for practical everyday use in an international business environment

## OBJECTIVES

- Boost your employability
- Excel in business-related studies
- Improve language skills( reading, writing, listening and speaking)
- Communicate successfully at workplace

## EXPECTED OUTCOMES

- Communicate effectively in various forms business contexts
- Attain a certificate in business English

## FEATURES

- Training during class hours
- Study materials
- Individual attention to students
- Sample tests conducted on regular basis
- Saintgits is an approved test centre for BEC-Vantage & Preliminary

## 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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## 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.

## EXAMINATION AGENCY

EBEK is a well-known English language academy with a substantial presence in India's southern region. They teach efficient communication skills in the English language. By bridging the skillset gap between what the business world demands of employees and what students learn during their ordinary course of study, they hope to significantly increase students' employability. EBEK Language Laboratories Private Limited is a BEC examination centre authorised by Cambridge Assessment English.

EBEK LANGUAGE LABORATORIES PRIVATE LTD  
CHENNAI OFFICE  
Old No. 10, New No.AD-22,  
1st Floor, 5th Street,  
10th Main Road, Anna Nagar,  
Chennai 600 040.



## ADVANTAGES

- This certificate is recognised globally by top multinational corporations, education institutions and business schools.
- Accepted for all categories of UK visa application, including Tier 2 and Tier 4 covering work and study