

SAINTGITS COLLEGE OF APPLIED SCIENCES

Value Added Course

BEC SYLLABUS

Course Code - VENGBEC001

Aim :

BEC is an 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.

Levels:

BEC is available at three levels: Preliminary, Vantage and Higher. SCAS offers preliminary and Vantage levels.

Cambridge English: Business Preliminary is also known as the Business English Certificate (BEC) Preliminary. It is the first in a series of three Cambridge English Business Certificates. This qualification shows employers that you can communicate in English in practical everyday business situations. It is the same level as the Cambridge English: Preliminary (PET), but is focused on English in business situations.

BEC Preliminary:

The BEC preliminary exam consist of three papers:

Reading and writing	1 hour 30 minutes
Listening	40 minutes
Speaking	12 minutes

The reading section consist of 7 parts with 45 questions which take the form of two multiple matching tasks, 4 multiple choice task and a form- filling or note completion task.

For writing, there are two parts. For part I ,they write a note, message, memo or email and for part II they write a piece of business correspondence.

Listening section consist of four parts with 30 question which take the form of 2 multiple choice tasks and 2 note completion task.

Speaking test consist of III parts which take the form of an interview section, a short talk on a business topic and a discussion.

BEC Vantage

Cambridge English: Business Vantage is also known as the Business English Certificate Vantage (BEC Vantage). It is the second in a series of three Cambridge English Business Certificates. This qualification shows that you can communicate in English in a business environment. It is the same level as the Cambridge English: First (FCE) qualification, but is focused on English for business.

The BEC vantage exam consist of four papers:



Reading	1 hour
Writing	45 minutes
Listening	40 minutes
Speaking	14 minutes

The reading papers consist of five parts. These included 2 matching tasks, 2 multiple choice task and a proof reading task.

For writing, there are two parts. For part I, they write a note, message, memo or email and for part II they write a piece of business correspondence.

Listening section consist of three parts with 30 questions consisting of multiple choice, note filling and matching tasks

Speaking test consist of III parts which take the form of an interview section, a short talk on a business topic and a discussion.

Teaching materials/ Reference materials

- Cambridge BEC Preliminary practice tests, published by Cambridge University Press
- Cambridge BEC Vantage practice tests, published by Cambridge University Press
- Business Benchmark students book –BEC preliminary (Pre Intermediate to Intermediate), Norman Whitby
- Business Benchmark Teachers Resource Book –BEC preliminary (Pre Intermediate to Intermediate), Norman Whitby
- Business Benchmark Students book –BEC Vantage (Upper intermediate to Intermediate), Guy Brook-Hart
- Business Benchmark Teachers Resource Book –BEC Vantage (Upper Intermediate to Intermediate), Guy Brook-Hart

