



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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SYLLABUS

BEC Preliminary

Module I- Reading

Understanding - Notice, message, graphs, charts, tables, longer texts (advertisements, business letters, reports, magazine article, newspaper, leaflet etc.), short memos, timetables

Module II- Writing

Arranging appointments, asking for permission, giving instructions, apologizing and offering compensation, making or altering reservations, dealing with requests, giving information about a product

Module III- Listening

Short conversations/ monologues, short telephone conversation / prompted monologue, interview/ conversation /discussion between 2 or 3 speakers

Module IV- Speaking

General interaction and social language, mini presentation on a business theme, expressing opinions, agreeing and disagreeing



BEC Vantage

Module I- Reading

Scanning shorter information text, single texts with sentence level gaps, identification of additional unnecessary words in text, proofreading, single informational text with lexical gaps

Module II- Writing

Giving instructions, explaining a development, asking for comments, requesting information, agreeing to requests, correspondence (explaining , apologizing, reassuring, complaining), report(describing, summarizing), proposal(describing, summarizing, recommending, persuading)

Module III- Listening

Telephone conversations or messages, short monologue, extended conversation or monologue; interview, discussion, presentation, etc.

Module IV- Speaking

Giving personal information, talking about present circumstances, past experiences and future plans, expressing opinions, speculating, mini presentation on a business theme, justifying opinions, comparing and contrasting ,agreeing and disagreeing



STUDENTS ATTENDANCE

Roll No		Month	8	8	8	9	9	9	9	9	9	9	10	10	10	10	
		Date	13	29	29	3	5	5	12	12	24	24	26	1	3	3	10
		Hour	6	2	3	6	2	3	2	3	6	2	3	6	2	3	2
1	Aaron Sam Joseph		x	x	x	x	x	x	x	x	x	x	x	x	x	x	
2	Abhisami Nair		a	x	x	x	x	x	x	x	x	x	x	x	x	x	
3	Achsah Abraham		x	x	x	x	a	x	x	x	x	x	x	x	x	x	
4	Adarsh Ajithkumar		x	x	a	x	x	x	a	x	x	x	x	x	a	x	
5	Alex Anil George		x	x	x	x	x	x	x	a	x	x	x	x	x	x	
6	Alena Mariam Reji		x	x	x	x	x	x	x	x	x	x	x	x	x	x	
7	Ann Mariya Philip		x	x	a	x	x	x	x	x	x	x	x	x	x	x	
8	Annet Sara Roy		x	x	x	x	x	x	x	x	x	x	x	x	a	x	
9	Ashley Anu		x	x	x	x	x	x	a	a	x	x	x	x	x	x	
10	Behind Alex sabu		x	x	x	x	x	x	x	x	x	x	x	x	a	x	
11	Bitsin Mathew		x	x	x	x	x	x	x	x	x	x	x	x	a	a	
12	Donna Philan		x	x	x	x	x	x	x	x	x	x	x	x	x	x	
13	Donna Susan George		x	x	x	x	x	x	a	a	x	x	x	x	x	x	
14	Febin Manu Varghese		x	x	x	x	x	x	x	x	x	x	x	x	a	x	
15	Godly Koodathimal		x	x	x	x	x	x	x	x	x	x	x	x	x	x	
16	Jofan shate		x	x	x	a	x	x	x	x	x	x	x	x	x	x	
17	Jeun Varghese		x	x	x	x	x	x	x	a	x	x	x	x	x	x	
18	Jeun Baby Varghese		a	x	x	x	x	x	x	x	x	x	x	x	x	x	
19	Josh Skariah		x	x	x	a	x	x	x	x	a	x	x	x	x	x	
20	Kevin Biju samuel		x	x	x	x	x	a	x	x	x	x	x	x	a	x	
21	Kevin George		x	x	x	x	x	x	x	x	a	x	x	x	x	x	
22	Kevin T Johnson		x	x	x	x	x	x	x	x	x	x	x	x	x	x	
23	Krishna Devan		x	x	x	x	x	x	x	x	x	x	x	x	x	x	
24	Kuriakose Mathew		x	x	x	a	x	x	x	x	x	x	x	x	x	x	
25	Wina Faith Varghese		x	x	x	x	x	x	x	x	x	x	x	x	x	x	
26	Wina Mariam Rafu		x	x	x	x	x	a	x	a	x	x	x	x	x	x	
27	Mathi mathew		x	x	a	x	x	a	a	x	x	x	a	x	x	x	
28	Manu Monichan		a	x	x	x	x	x	x	x	x	x	x	x	x	x	
29	Mathew K Abraham		x	a	x	x	a	x	x	x	x	x	x	x	a	x	
30	Mathew Thomas kutty		x	a	x	x	x	x	x	x	x	x	x	x	x	a	

Name of the Faculty & Signature

Anu Zacharia

[Signature]

A1 A2 A3 A4 A5 A6 A7 A8 A9 A10 A11 A12

STUDENTS ATTENDANCE

Roll No		Month	10	10	10	10	10	10	10	10	10	10	11	11	11	11	12	12
		Date	10	12	22	24	24	25	27	27	30	31	14	14	19	21	5	5
		Hour	3	2	3	2	3	3	2	3	2	3	2	3	6	2	2	3
1			x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
2			x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x
3			x	a	x	x	x	x	x	x	x	x	a	x	x	x	x	x
4			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5			x	a	x	x	x	x	x	x	x	x	x	x	x	a	x	x
6			x	x	x	x	x	x	x	x	x	x	x	x	x	a	a	x
7			x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x
8			a	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x
9			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10			x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x
11			x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x
12			x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x
13			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14			a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15			x	x	x	x	x	x	x	x	x	x	x	x	a	a	x	x
16			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
17			x	a	x	x	a	x	x	x	x	x	x	x	x	x	x	x
18			x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x
19			x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x
20			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
21			x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
22			a	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x
23			x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x
24			x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x
25			a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
26			x	x	x	x	x	x	x	a	x	a	x	a	x	x	x	x
27			a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
28			x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x
29			x	x	a	x	x	a	x	x	x	x	x	x	x	x	x	x
30			x	a	x	a	x	x	x	x	x	x	x	x	x	x	x	x

A1 A2 A3 A4 A5 A6 A7 A8 A9 A10 A11 A12



STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

STUDENT'S NAME: TA

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10 12 22 24 24 25 27 27 30 31 31 14 14 19 21 55
3 2 3 2 3 3 2 3 3 2 3 2 3 6 2 2 3

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SANTOS COLLEGE OF APPLIED SCIENCES
PILANHA, R. ESTADO

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STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

Roll No		Month	07	07	08	08	08	08	08	09	09	09	09	09	10	10	10
		Date	24	31	2	3	9	30	31	4	11	13	14	25	4	5	9
		Hour	6	6	6	3	6	6	3	6	6	6	3	6	6	1	6
1	ABHIRAM SAIKUMAR		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	AHANA ANN KORA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	AISHA SARA CHACKO		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	AKINA ANTO		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	ANAL V THOMAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	ANANTHU P M		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	ANSU ANOTH		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	ARAVIND AJAY		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	CANICE NEEL GONDAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	CHRISTA MARIA GEORGE		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	CHRISTEENA ANN JACOB		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	CLARA JOHN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	EDWIN ALEX JOHN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	FAISAL E		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	FAZAZ S		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	FEMINA S ANZARI		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	JANAKI RAJESH		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	JOEL MATHEN THOMAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	KEVAN GEORGE BEHANAN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	KRISHNA PRIYA K		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	LINA GEORGIY		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	LIVINGSTONE S		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	MERIN CHERIAN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	NIKTIA MATHEN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	NITHIN MATHEN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	RAHUL KRISHNA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	REVATHY P JATHIN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	RITNIK JACOB ASHLEY		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	SATNA SATEEV		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	SAMUEL M THOMAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Name of the Faculty & Signature			SAT	S	S	A	A	S	S	S	S	S	S	S	S	S	A
Akhila S. Kumar			G	G	T	S	S	G	S	G	G	G	G	G	G	G	S
Sneha Grace Thomas			G	G	S	A	S	S	S	S	S	S	S	S	S	S	A

Signature of the lecturer incharge

STUDENTS ATTENDANCE

Roll No		Month	10	10	10	10	10	10	11	11	11	11	11	11	12	12	12	TA
		Date	10	10	10	10	10	10	11	11	11	11	11	11	12	12	12	
		Hour	6	3	6	6	4	6	6	2	3	6	3	3	5	5	6	
1	ABHIRAM SAIKUMAR		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2	AHANA ANN KORA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3	AISHA SARA CHACKO		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4	AKINA ANTO		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5	ANAL V THOMAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6	ANANTHU P M		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7	ANSU ANOTH		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8	ARAVIND AJAY		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9	CANICE NEEL GONDAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
10	CHRISTA MARIA GEORGE		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
11	CHRISTEENA ANN JACOB		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
12	CLARA JOHN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
13	EDWIN ALEX JOHN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
14	FAISAL E		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
15	FAZAZ S		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
16	FEMINA S ANZARI		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17	JANAKI RAJESH		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
18	JOEL MATHEN THOMAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19	KEVAN GEORGE BEHANAN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
20	KRISHNA PRIYA K		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
21	LINA GEORGIY		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
22	LIVINGSTONE S		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
23	MERIN CHERIAN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
24	NIKTIA MATHEN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
25	NITHIN MATHEN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
26	RAHUL KRISHNA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
27	REVATHY P JATHIN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
28	RITNIK JACOB ASHLEY		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
29	SATNA SATEEV		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
30	SAMUEL M THOMAS		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Name of the Faculty & Signature			S	S	A	A	S	S	S	S	S	S	S	S	S	S	A	
Akhila S. Kumar			G	G	T	S	S	G	S	G	G	G	G	G	G	G	S	
Sneha Grace Thomas			G	G	S	A	S	S	S	S	S	S	S	S	S	S	A	



*TA - Total Absent

STUDENTS ATTENDANCE

[illegible][illegible]

Name of the Faculty & Signature

Akhira S. Kumar

Sneha Grace Thomas

Signature of the lecturer incharge

16

STUDENTS ATTENDANCE

TA



*TA - Total Absent

STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

Handwritten numbers and symbols on grid paper:

Row 1: 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3

Row 2: 28678132021220222830303030

Row 3: 3 2 6 4 4 4 2 3 2 2 2 1 2 5 5

Row 4: X X a X X a X X X X X d d d d

Row 5: X X X X X X X X X X d d d d

Row 6: X X X X X X q X X X X d d d d

Row 7: a X X X X X X X X X q d d d d

Row 8: X X X X X X X X X X d d d d

Row 9: X X X X a X X X X X X i d d d

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Row 49: X X X X X X X X X a d d d d

Row 50: X X X X X X X X X a d d d d