

SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2020-21

# Business English Certificate





## **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

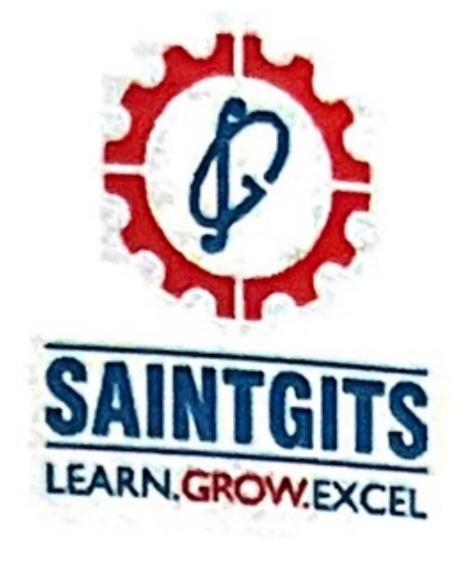
### **FEATURES**

- 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

   Saintgits is an approved test centre for BEC-

## DURATION

30 hours



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



LEARN . GROW . EXCEL

# 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

### **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



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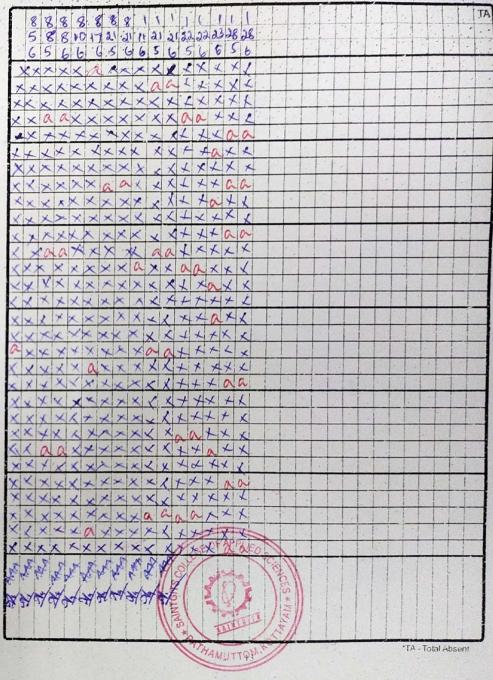
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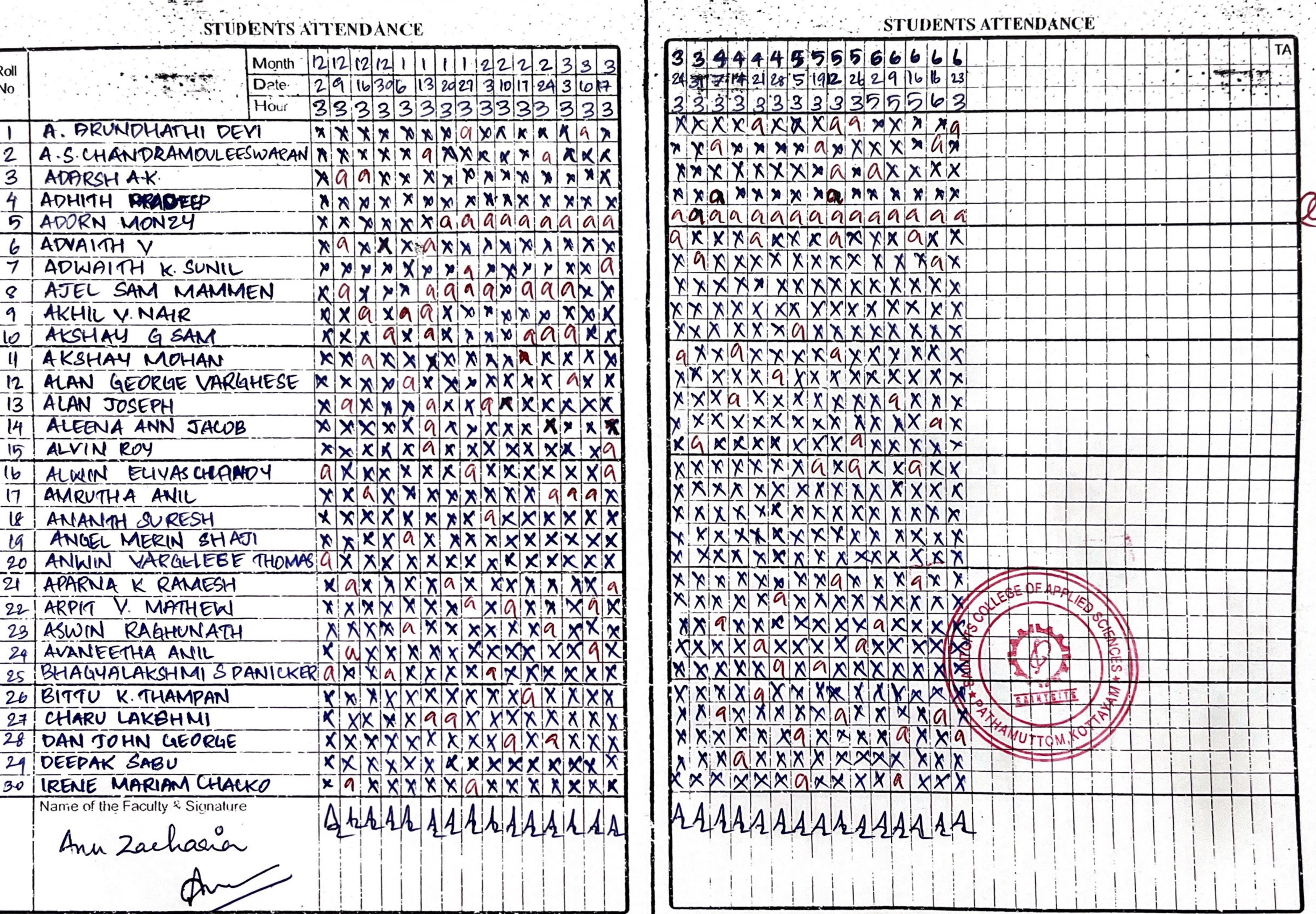
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Roll	Month	12	12	12	12	1	1	1	1.	2	2	2	2	3	3	3
No	Date	2	9	16	30	6	13	20	27	3	10	17	24	3	10	7
	3 Hour 3				3	3	3	3	3	3	3	3	3	3	3	3
1	A. BRUNDHATHI DEVI	×	X	X	×	×	×	×	01	X	1	K	K	4	9	7
2	A.S. CHANDRAMOULEESWARAN	*	X	X	X	×	9	M	X	R	K	×	9	K	K	1
3	ADARSH A-K.	×	9	0	X	×	X	×	p	×	X	N	×	×	×	X
4	ADHITH PRADEED	×	×	×	X	×	70	×	×	X	X	X	X	×	×	X
5	ADORN MONZY	X	×	X	×	X	×	a	on	a	a	9	9	a	0	9
6	ADVAINH Y	X	9	×	X	X	1	×	X	X	X	X	X	X	X	×
7	ADWAITH K. SUNIL	×	×	×	×	X	70	*	1	>	X	וץ	Y	×	×	a
8	AJEL SAM MAMMEN					×										
9	AKHIL Y. NAIR															
10	AKSHAY G SAM	X	X	X	a	X	a	X	*	×	×	9	9	9	K	X
4	AKSHAY MOHAN	×	X	9	X	×	×	X	X	A	X	A	K	X	X	×
12	ALAN GEORGE VARIGHESE	×	×	X	×	a	X	×	>	×	X	X	X	1	X	X
13	A A A	X	9	X	×	×	9	X	X	9	K	K	K	X	X	X
14	ALEENA ANN JACOB				_	X			_						-	
15	ALVIN ROY			_	_	X		_	_				_		_	
16	ALWIN ELIVAS CHAMOY	a	X	X	X	X	X	x	9	X	X	X	X	X	X	9
17	AMRUTHA ANIL	X	X	4	X	×	X	×	×	X	X	X	9	9	a	X
18	ANANIH SURESH			_	_	X		_	_	_	_		_		_	_
19	ANGEL MERIN SHATI		_	_	_	9	_	_	_				_	_		
20	ANWIN YARGELEBE THOMA			_												
21	APARNA K RAMAESH	×	10	X	X	X	X	a	X	X	X	X	X	X	X	9
22	ARPIT V. MATHEW	X	X	X	X	X	X	×	9	X	9	X	X	X	Ŷ	X
23	ASWIN RAGHUNATH	1)	1	X	X	a	X	X	X	X	X	X	9	X	X	X
	AVANIEETHA ANIL					X										
25	BHAGYALAKSHMI S PANICKE															
26	BITTU K. THAMPAN	X	Y	1	X	X	X	X	X	X	X	9	X	X	X	X
	CHARU LAKBHMI					X										
	DAN JOHN GEORGE	,		(1)	( )	X	X	X	X	X	9	X	9	X	X	X
29	DEEDAK SABU	X	X	X	()X	X	X	X	X	X	X	X	X	X	X	X
30	IRENE MARIAM CHACKO	×	0	)	Y P	X	X	X	9	X	X	X	X	X	X	K
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Roll		Month	12	12	15	12	1	1	1	1	2	2	2	2	3	3	3
No	A	Date	2	9	16	30	6	13	20	2	3	10	17	24	3	6	7
		Hour	3	3	3	3	3	3	a	3	3	3	3	i	3	3	3
32	JACOB VIJI		X	X	x	X	7	a	X	×	a	X	×	×	×	X	×
32	JAUANTH 5		+	X	X	X	X	×	X	X	X	X	X	a	X	×	×
33	JERIN BENNY		X	7	a	×	X	a	×	×	×	×	X	x	×	×	×
34	JIYAN JAYAN		X	X	X	X	X	×		×	×	a	X	>	<	a	×
35	TOEL JOHN MA	THEW	X	X	×	X	a	×	×	2	X	x	X	X	X	x	×
36	TYOTHIKA SURE	55H	*	×	×	×	4	200	X	*	a	X	4	×	A	*	×
37	KIRAN KRISHNY		*	X	×	X	×	a	×	x	*	×	X	×	×	X	X
38	KRISHINENDU RA	The state of the s													a		
	MARIA SEBASTI	2	x	+	×	*	*	×	9	X	*	*	×	×	X	×	×
	MOHAMMED SHER		×	X	a	X	4	X	×	1	×	X	X	×	a	×	×
41	MUHAMMED IRFA	MA	X	4	×	X	X	a	×	4	×	X	X	×	X	X	X
42	NEHA RETI		X	*	X	a	7	+	*	×	×	X	4	X	a	*	×
43	NIKHIL TOHN TO	SEPH	×	1	X	X	x	X	×	*	X	+	×	a	X	x	×
44	NOYAL TACOB CHE	RIXAN	X	*	X	X	x	X	X	a	X	7	X	×	X	×	×
45	POOTA MOHANDA	15.															
46	RICHA MARY N	INAN	X	X	*	14	a	X	×	X	X	×	×	メ	X		K
47	ROSHAN ROGIE	MARA	x	×	X	×	*	4	×	×	×	×	×	X		X	a
48	BANGETHA B		×	X	×	a	*	x	×	x	X	×	X	X	X	X	×
	BERENE BUNNY		X	_	_			_		_	_				X		_
20	SHAW SUBANNA	ALEX	K	a	*	*	X	×	×	X	×	×	×	X	*	X	
	SNEHA ELZA VAR																_
THE RESERVE AND ADDRESS OF THE PARTY NAMED IN	SREE PRIVA SREELA					_											
53	STEVE SANTHOSH		X	*	x	×	X	K	9	X	*	x	X	×	×	X	×
	SUNIL JOSEPH JOI														X		
	TANIA K THOMA													The second of	X		
56	MOTHY VIJU TH	OMAS	17 A 18 A 18 A 18 A 18 A 18 A 18 A 18 A	of Street, Labor		Concession		COLUMN TO SERVICE SERV		THE REAL PROPERTY.	(COMMON TOWN)	mention fields.	residence :	Constanting.		Death Commission of the	
57	TIYA ELSA THO	MAS	X	a	X	×	×	×	k	×	a	×	X	K	×	X	a
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