



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.



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.



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	1	1	1	1	1	1	2	2	2	2	2	2	2	3	3
		Date	7	10	22	23	27	30	6	10	13	18	20	24	27	2	5
		Hour	6	3	3	3	5	2	2	5	2	6	2	5	2	5	2
1	A. R SANGEETHA KRISHNA		X	X	X	X	X	X	a	X	X	X	a	X	X	X	X
2	AADHIL MIRZA S		X	X	X	X	X	a	a	X	X	a	a	a	a	a	a
3	ABHISHEK ANIL		X	X	a	X	X	X	X	X	X	X	X	a	X	X	X
4	ABIN KOSHY MATHEW		X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
5	ABRAHAM JACOB MALAYIL		X	X	X	a	X	X	X	a	X	X	a	X	X	X	X
6	AJAY KRISHNA R. NAIR		X	X	X	X	a	X	X	a	X	X	a	X	X	a	X
7	AJIN VARUHESE JACOB		X	X	X	X	X	a	X	X	a	a	X	X	X	X	a
8	ALEENA ANN ROZARIO		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	ALEN BABU		a	X	a	X	X	X	a	X	X	a	a	X	a	X	X
10	ALEN J. PODIMATTOM		X	X	X	a	X	X	X	X	X	X	X	X	X	X	a
11	ALWIN ALIAS CHANDY		X	X	X	X	X	a	X	X	X	a	a	a	a	a	a
12	AMEENA BASHEER		X	X	X	X	a	X	X	X	a	X	X	X	X	X	X
13	ANANTHA KRISHNAN A.K		a	X	X	a	X	X	a	X	X	a	X	X	X	X	X
14	ANN MARY BENNY		X	X	X	X	X	X	a	a	a	a	a	a	a	a	a
15	APARNA		X	X	X	a	a	X	X	X	a	X	X	X	X	X	X
16	ARPITH VARUHESE		X	X	X	X	X	X	X	X	X	X	a	a	X	X	X
17	ASHWIN C. SABU		X	X	X	X	X	a	X	X	X	X	X	a	a	a	a
18	ASHWIN RAJ		X	a	X	a	X	X	X	X	X	X	X	X	X	X	X
19	BEENU ELISA THOMAS		X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
20	CHRIS GEORGE		X	X	X	X	X	X	X	X	X	a	a	X	X	X	X
21	DEEPAK BINDY THOMAS		X	X	X	X	X	X	X	X	X	X	a	X	X	a	a
22	DIYA BOBBY		X	X	X	a	X	a	X	X	X	X	X	X	X	X	a
23	DON BABY		X	X	X	a	X	X	X	X	X	X	X	a	X	X	X
24	EBEN SABU		X	X	a	a	X	a	X	X	X	X	X	X	X	X	X
25	G. SIDHARTH		X	X	X	X	X	X	X	X	X	X	X	a	a	X	X
26	GLORIA ELIZABETH SIMON		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	GODWIN MATHEW REJI		X	X	a	X	X	X	X	X	a	X	X	a	X	a	a
28	GOPIKA S		X	X	X	X	a	X	a	a	X	X	X	X	X	a	X
29	HANNA ELIZABETH JACOB		X	a	X	X	X	X	X	a	X	a	X	X	X	X	X
30	JERRIN JOHNNY		X	X	X	X	a	X	X	X	a	X	X	X	X	X	X
Name of the Faculty & Signature			A A A A A A A A A A A A A A A A A														
Ann Zacharia																	

Signature of the lecturer in charge

STUDENTS ATTENDANCE

Roll No		Month	4	4	4	4	5	5	5	5	5	5	5	5	5	5	5	6	6	TA
		Date	27	30	30	4	4	7	11	11	14	14	18	21	25	25	28	11	11	
		Hour	5	6	5	6	5	6	4	2	3	2	3	3	5	2	3	5	4	5
1			X	X	X	a	X	a	X	X	X	a	X	X	X	a	X	X	X	
2			X	X	a	X	X	X	X	X	X	a	X	X	X	X	X	a	X	
3			X	X	a	X	a	X	X	X	X	a	X	X	X	X	a	X	X	
4			a	X	X	a	X	X	X	a	X	X	X	X	X	X	a	X	X	
5			X	X	X	X	X	X	a	X	X	a	a	X	X	a	X	a		
6			a	a	X	X	a	X	X	a	X	a	X	X	X	X	a	X		
7			X	X	a	a	X	X	X	X	a	X	X	X	X	X	a	X	a	
8			X	a	X	X	X	X	a	X	X	a	X	X	X	X	a	X		
9			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
10			X	X	X	X	X	X	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	X	X		
12			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
13			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
14			X	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	X	X	X	X		
16			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
17			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
18			X	X	X	X	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	X	X	X	X		
20			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
21			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
22			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
23			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
24			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
25			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
26			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
27			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
28			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
29			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
30			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Name of the Faculty & Signature			A A A A A A A A A A A A A A A A A																	
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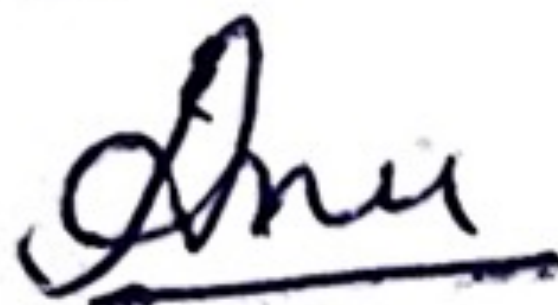
STUDENTS ATTENDANCE

Roll No		Month	1	1	1	1	1	1	2	2	2	2	2	2	2	3	3
		Date	7	10	22	23	27	30	6	10	13	18	20	24	27	2	5
		Hour	6	3	3	3	5	2	2	5	2	6	2	5	2	5	2
31	JETHIN KORUTHU JACOB	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X	
32	JITHU ANTONY	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X	
33	JOEL FRANCIS BIJU	X	A	X	X	X	X	A	X	A	X	X	X	X	X	X	
34	JOEL JOSEPH OOMMEN	X	X	A	X	X	A	X	X	X	A	A	X	X	X	X	
35	JOHNS JOHN	X	X	A	X	X	X	A	X	A	X	A	X	X	X	X	
36	JOYAL JOSE	X	X	X	A	X	A	X	X	X	X	X	X	X	X	X	
37	LAKSHMI S	X	X	X	X	X	X	A	X	A	X	A	X	X	X	X	
38	LEKSHMI ANIL	X	X	X	X	X	X	A	X	X	X	A	A	X	X	X	
39	M.A MOHAMMED LUKMAN	X	X	X	X	A	X	X	A	X	X	X	X	A	X	X	
40	MEENIAKSHY K.R	X	X	X	X	A	X	X	A	X	X	X	X	X	X	X	
41	MILAN V MATHEW	X	X	X	X	X	X	X	X	A	X	A	X	X	X	A	
42	MUHAMMED ASLAM K'A	X	X	X	X	X	X	X	X	A	X	A	X	X	X	X	
43	NANDANA JAYAKUMAR	X	X	X	X	X	X	A	A	X	X	X	X	X	X	A	
44	NEERAJ JACOB MANOJ	X	A	A	X	X	X	X	X	A	X	X	X	A	A	X	
45	NIVEDITHA ANIL SUMY	X	X	X	X	X	A	X	X	A	X	A	A	X	X	A	
46	PARVATHY PADMAKUMAR	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X	
47	PAURNAMI P KUMAR	X	A	X	X	X	X	X	X	X	X	X	X	A	A	X	
48	RISWAN SHAH S	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X	
49	RIYA CHINKU JOSE	A	X	A	X	X	X	X	X	A	X	X	X	X	X	X	
50	ROHITH R	X	A	A	X	X	X	X	A	X	X	X	X	X	X	X	
51	RASHAN ABRAHAM	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	
52	SAM K JOSEPH STANLEY	X	X	A	X	A	X	X	X	A	X	X	X	X	X	X	
53	SANDEEP	X	X	X	X	X	X	A	X	A	X	X	X	X	X	X	
54	SHERIN SAJU	X	A	X	A	X	A	X	X	A	X	X	X	X	X	A	
55	SONA THOMAS	X	X	A	X	A	X	X	A	X	A	X	A	X	X	X	
56	SREERESHMI VISWANATHAN	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	
57	SRETHA YIJU	X	X	X	X	X	A	A	X	X	X	X	X	X	X	X	
58	SREYA S NAIR	X	X	X	A	X	X	A	X	X	A	X	X	X	X	X	
59	SURYA S NAIR	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X	
60	TRESKY GEORGEY	X	X	A	X	A	X	A	X	X	X	X	X	X	X	X	
Name of the Faculty & Signature		Akk LAAALAA															

STUDENTS ATTENDANCE

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STUDENTS ATTENDANCE

Roll No		Month	06	07	07	07	07	07	07	07	07	07	07	07	07	08	08	08	
		Date	27	2	4	9	15	16	18	19	23	25	26	30	1	2	20		
		Hour	1	5	1	5	4	5	1	1	5	1	3	1	1	3	6		
1	Abin Antony	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
2	Ahmed Jubair	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
3	Aksa Elsa	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
4	AKshay Bayu	x	x	x	x	a	a	a	a	a	a	a	a	a	a	a	a	a	
5	Alameen Shihab	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
6	Alan Abraham	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
7	Alan Francis	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
8	Allen Thomas	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
9	Amal Raf	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
10	Anandapadmanabhan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
11	Ashlen Marrian	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a		
12	Dino D	x	x	x	x	a	x	x	x	x	x	a	x	x	x	x	x	x	
13	Deyya Jacob	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	
14	Eeric Ben	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
15	George Mathew	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	
16	Hemin Henry.	x	x	x	x	a	a	x	a	a	a	x	a	a	x	a	x	a	
17	Joel Tom	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
18	Jose Antony	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	
19	Leonard Zacharia.	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	
20	Meron Elsa.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
21	Muhammed Shaji	x	x	x	x	a	x	x	x	a	x	x	x	x	x	x	x	x	
22	Nahas M.A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	
23	Nithur poakash.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
24	Nitya Nair.	x	x	x	x	x	a	x	x	x	x	a	x	x	x	x	x	x	
25	Prajhar Prasanna	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
26	Rachernan	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
27	Ronu Philip.	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	
28	Salahuddens Ayyobi	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	
29	Santana Anna	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	
30	Senu Mantha	x	x	x	x	x	x	x	x	x	x	a	a	x	x	x	x	x	
Name of the Faculty & Signature		A2 A3 A3 A3 A3 A3 A3 A3 A3 A3 A3 A3 A3 A3 A3 A3 A3																	
Anu Zacharia																			
																			

Signature of the lecturer incharge

STUDENTS' ATTENDANCE

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STUDENTS ATTENDANCE

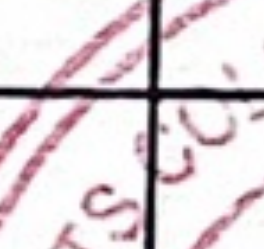
STUDENTS ATTENDANCE																		TA
8	8	8	8	8	9	9	9	9	9	9	9	9	10	10	10	10	10	
22	24	27	29	30	5	9	11	19	20	24	27	5	1	4	10	15		
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x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
x	x	x	a	x	x	x	a	x	x	x	x	x	x	x	x	x	x	

A1 A2 A2 A2 A2 A2 A2 A2 A2 A2 A2 A2 A2 A2 A2 A2 A2 A2





Anu

[illegible]

31	Kennet Mathew Varghese	a	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	a
32	Kripa Raichel Mathew	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
33	Kuruvillas Attiyil	a	a	a	x	x	a	x	a	a	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
34	Lekshmi.A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
35	Leon Alex Thomas	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
36	Liya Sara Abey	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
37	Manu Xavier Michael	a	a	a	a	x	a	x	a	a	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x
38	Meghana Sushi Abraham	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	a	x	x	x	x
39	Melvin Biju Abraham	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
40	Mervin Mathew Alex	a	a	x	a	x	a	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
41	Mevin Thankachen	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
42	Mohamed Bilal	a	a	a	a	a	a	a	x	x	x	x	a	x	x	x	x	x	x	x	x	x	a	x	x	x	x	x	x	x
43	Mubarak Shamsudheen	a	x	a	a	a	x	x	a	a	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

A₂ A₂ A₃ A₃ A₂ A₂ m A₂



$A_1 A_2 A_1 A_2 A_3 A_3 A_3 A_3 P_1 P_2 P_2 P_2 P_2 A_1 A_2 A_3 A_3 A_3 A_3 A_3 A_3 A_3 A_3 A_3 A_3 A_3 A_3 A_3 A_3$

