

BEC

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.

DURATION: 30 HOURS

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



CAMPUS

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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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