



SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2019-'20

BEC

Business English Certificate



**Cambridge Assessment
English**

LEARN . GROW . EXCEL

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



SAINTGITS
LEARN.GROW.EXCEL

**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

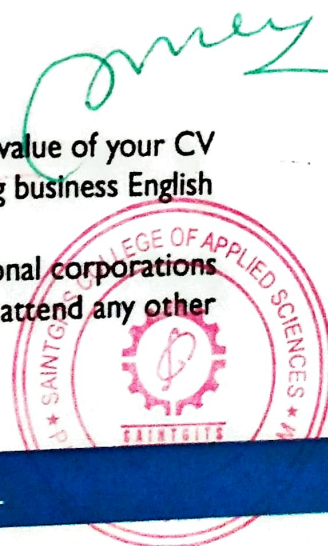
- Read short messages
- Analyse charts and graphs
- Write e-mails and memos
- Follow short telephone conversations and discussions
- Talk about business related matters.

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.



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



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31	Kennet Mathew Varghese	a	x	x	x	x	x	x	x	x	x	x	a	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
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
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
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
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
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
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
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
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
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
42	Mohamed Bilal	a	a	a	a	a	a	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	a	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

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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
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 VARHESE JACOB		X	X	X	X	X	a	X	X	a	X	X	X	X	a	X
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 VARHESE		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	X
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	X
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	6	6	TA
		Date	27	30	30	4	4	7	11	11	14	14	18	21	25	25	28	11	
		Hour	5	6	5	6	5	6	4	2	3	2	3	3	5	2	3	5	4
1			X	X	X	a	X	a	X	X	X	a	X	X	X	a	X	X	
2			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8			X	X	X	X	X	X	X	X	X	X	X	X	X	X	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	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																
Ann Zacharia																			



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 MATHIEW	X	X	X	X	X	X	X	A	X	A	X	X	X	X	A	
42	MUHAMMED ASLAM K'A	X	X	X	X	X	X	X	A	X	A	X	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	A	X	X	X	A	A	X	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	A	A	X	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	A	X	X	X	
60	TRESKY GEORGY	X	X	A	X	A	X	A	X	X	X	X	X	X	X	X	
Name of the Faculty & Signature		Akk AAAAAAA AAAAAA															
Ann Zacharie																	

Signature of the lecturer incharge

STUDENTS ATTENDANCE

[illegible]

'TA - Total Absent

STUDENTS ATTENDANCE

[illegible]

12

STUDENTS' ATTENDANCE

[illegible]

13



[illegible]

STUDENTS ATTENDANCE

[illegible]