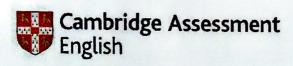


SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2020-21

BEG 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

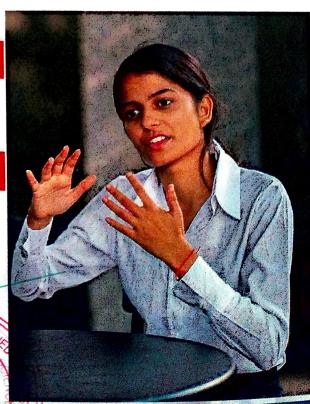
DURATION

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

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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.

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

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
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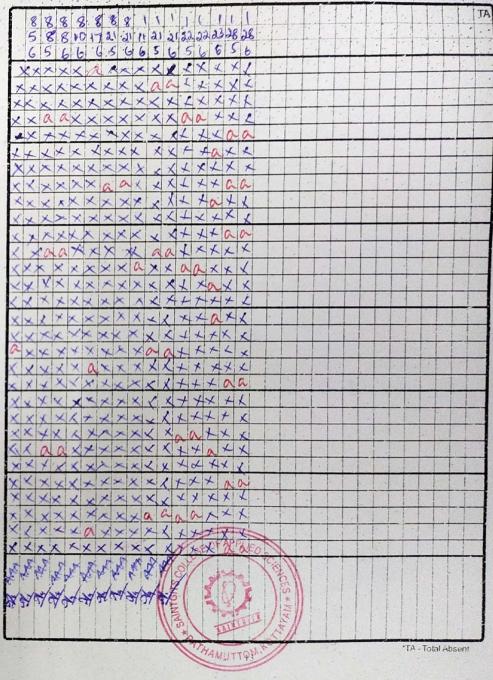
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8	Annie Elizabeth Kurund	X	X	X	X	X	X	X	X	×	X>	< ×	X	X	×
9	Arya Ajay	X	0	X	X	X	X	X	X	X	XX	X	X	X	X
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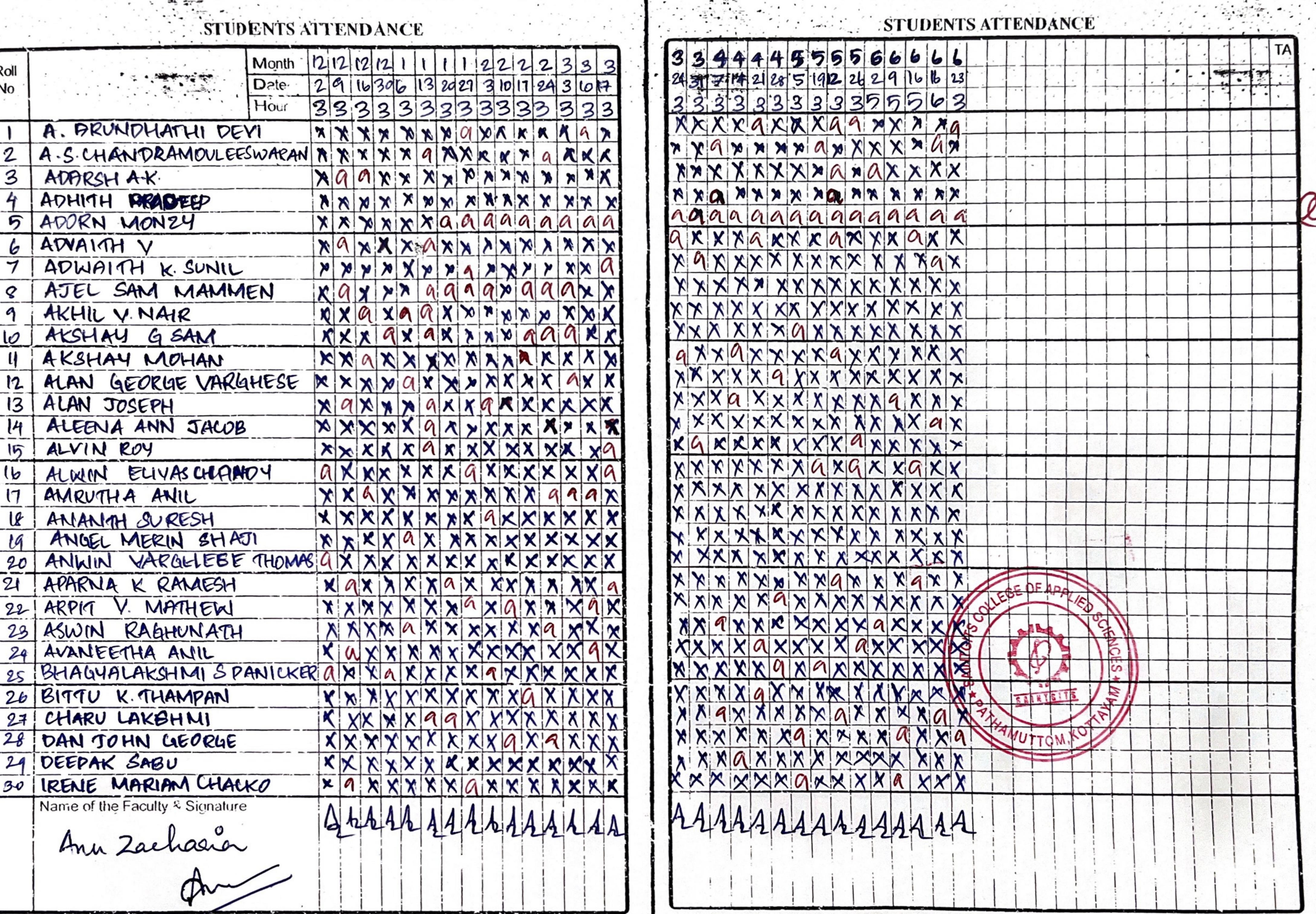
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