

Brays B1 Business English Certificate Courses with BEC Preliminary practice

The course is designed to prepare you for the BEC preliminary exam and help you succeed in international business and commerce.

Relevant language skills give you a great advantage in the jobs market.

BEC can help you show that you have learned English to an appropriate standard and can use it in a business context.

After the course you will be able to:

- Understand the main points of clear standard input on familiar matters regularly encountered in work and business.
- Deal with most situations likely to arise at work and whilst travelling.
- Produce simple emails and text on business topics.
- Describe experiences and events and briefly give reasons and explanations for opinions and plans.
- Feel comfortable with answering the phone or attending meetings in English.

Length of the Course: aprox. **80 hours**.

UNIT 1

Business communication: Meeting arrangements (5 items)

Learn Business English online with **4** listening activities and **1** vocabulary activity providing practice of the kind of language we use to make arrangements for business meetings.

Business communication: In a meeting (6 items)

2 language exercises, **3** business videos and **1** listening activity giving practice of the kind of language we use to take part in meetings. It also provides practice of the language we use to talk about effective meetings and polite behaviour in meetings.

Business communication: Conference arrangements (5 items)

2 listening activities, **1** vocabulary activity, **1** sample essay and **1** listening BEC Preliminary exam providing practice of the kind of language we use to make arrangements for conferences.

Business communication: At a conference (5 items)

4 listening activities and **1** video conference call providing practice of the kind of language we use when we go to conference centres to attend conferences.

Business communication: Presentations (9 items)

5 listening activities and **4** videos which provide practice of the kind of language we use to plan presentations, give presentations and talk about presentations we attended.

UNIT 2

Away from work: Getting ready for visitors (4 items)

Learn Business English online with 4 listening activities provide practice of the kind of language we use to make arrangements for business visitors to our company.

Away from work: Socializing with visitors (4 items)

3 listening activities and 1 language exercise provide practice of the kind of language we use to socialize with business visitors.

Away from work: Going on a trip (7 items)

4 listening activities, 1 language exercise, 1 vocabulary activity and 1 web project provide practice of the kind of language we use when we go on holiday or on a business trip. They also provide practice of the language we use to describe holidays.

Away from work: Staying in a hotel (3 items)

2 listening activities and 1 language exercise provide practice of the kind of language we use when we stay in hotels.

Away from work: Going shopping (5 items)

3 language exercises, 1 vocabulary activity and 1 listening activity provide practice of the kind of language we use when we go shopping. It also provides practice of the language we use to give our opinion of supermarkets and online shopping and to discuss reasons why prices change.

UNIT 3

Companies: Starting up (5 items)

Learn Business English online with 2 listening activities, 2 language exercises and 1 vocabulary activity provide practice of the kind of language we use to talk about different aspects of starting a business.

Companies: Management (4 items)

2 vocabulary activities, 1 listening activity and 1 language exercise providing practice of the kind of language we use to talk about business management and different aspects of running a business.

Companies: Marketing (8 items)

2 language exercises, 1 vocabulary activity, 1 news item, 1 web project and 3 BEC preliminary exam papers give you practice of the kind of language we use to talk about marketing strategies.

Companies: Sales (14 items)

5 business listening activities, 4 language exercises, 1 business vocabulary activity, 1 sample business essay, 1 web project and 2 BEC preliminary exam papers provide you with practice of the kind of language we use as customers or suppliers. It also provides practice of the language we use to describe the process of buying goods.

Companies: Performance (10 items)

4 vocabulary activities, 1 listening activity, 1 vocabulary exercise, 2 news items, 1 game and 1 BEC Preliminary test paper provides practice of the kind of language we use to

talk about how well a business is doing. It also provides practice of the language we use to talk about competition.

UNIT 4

People: Before the interview (11 items)

Learn Business English online with **3** listening activities, **2** vocabulary activities, **1** language exercise, **1** sample essay and **4** BEC certificate preparation papers provide practice of the kind of language we use to apply for jobs and make arrangements for job interviews. It also provides practice of the language we use as employers to make arrangements to recruit people.

People: The interview (8 items)

2 listening activities, **2** language exercises, **1** BEC Preliminary Certificate paper and **3** videos provide practice of the kind of language we use during job interviews. They also provide practice of the language we use to give advice on how to succeed at interviews.

People: After the interview (5 items)

2 listening activities, **1** business video, **1** vocabulary activity and **1** BEC test preparation exercise give you the kind of language we use as employers to discuss job applicants we have interviewed; and as job applicants to talk about interviews we have had.

People: Duties at work (7 items)

3 business listening activities, **1** English Business writing sample, **1** language exercise, **1** BEC test paper and **1** video provide practice of the kind of language we use to describe our job and the tasks we do at work. They also provide practice of the language we use to talk about training.

People: Challenges at work (10 items)

Learn Business English online with **2** language exercises, **1** web project, **1** business vocabulary activity, **1** English Business writing sample, **1** video and **4** BEC exam preparation exercises give you the kind of language we use to talk about different work-related issues such as introducing redundancies and asking for a pay rise.