

## **Brays C1 Cambridge Business English Certificate Course with BEC Higher practice**

This is a business, advanced level course. You will find a collection of exercises and activities to give you practice of grammar, vocabulary, listening, reading and writing. There are 4 Units, each with 5 syllabus items. Plus BEC Higher examination practices.

Course **length** = **60 hours** approximately.

### **UNIT 1**

#### Business communication: Meetings (11 items)

**5** language exercises, **2** BEC Higher vocabulary activities, **1** listening activity and **3** BEC Higher exam preparation exercises providing practice of the kind of language we use to make meeting arrangements and give our opinion of meetings. They also provide practice of the language we use to write memos.

#### Business communication: Presentations (9 items)

**3** language exercises, **2** vocabulary activities, **2** listening activities and **2** BEC Higher exam preparation exercises providing practice of the kind of language we use to give presentations and to give advice on how to give them. They also provide practice of the language we use to talk about the history of a company.

#### Business communication: Conferences (2 items)

**2** BEC Higher listening activities providing practice of the kind of language we use to give our opinion of conferences. They also provide practice of the language we use to write a report on a conference we attended.

#### Business communication: Informal messages (7 items)

**4** BEC Higher listening activities, **2** language exercises and **1** BEC Higher Exam preparation exercise providing you with practice of the kind of language we use to talk on the phone and leave messages. They also provide practice of the language we use to discuss emails and reports that need writing and to make requests to change arrangements.

#### Business communication: Formal messages (4 items)

**3** language exercises and **1** vocabulary activity giving you practice of the kind of language we use in legal letters. They also provide practice of the language we use in formal letters responding to complaints and in official notices.

### **UNIT 2**

#### Away from work: Business hospitality (3 items)

**3** listening activities providing practice of the kind of language we use to talk about making arrangements for visitors to our company. They also provide practice of the language we use to talk about facilities and services available for business hospitality.

#### Away from work: Cross-cultural business (4 items)

2 listening activities, 1 language exercise and 1 pronunciation activity providing you with practice of the kind of language we use to socialize with business visitors. They also provide practice of the language we use to give tips on socializing and using English when travelling on business trips.

Away from work: Travel experiences (6 items)

3 language exercises, 2 pronunciation activities and 1 BEC Higher listening activity that give you practice of the kind of language we use to give our opinion of travel and talk about travel experiences. They also give practice of making comparisons, passive '-ing' forms and verbs followed by gerunds or infinitives.

Away from work: Places around the world (6 items)

3 language exercises, 1 listening activity, 1 pronunciation activity and 1 web project that provide practice of the kind of language we use to describe places and give advice to visitors. They also provide practice of passive infinitives, connectors and the present subjunctive.

Away from work: Cultures around the world (4 items)

2 listening activities, 1 language exercise and 1 web project providing practice of the kind of language we use to talk about different cultures around the world. They also provide practice of the language we use to describe restaurants and regional food.

### UNIT 3

Companies: Management (8 items)

2 language exercises, 1 vocabulary activity, 1 pronunciation activity, 1 listening activity, 1 sample essay and 2 BEC Higher exam preparation exercises that provide practice of the kind of language we use to talk about managing a company and managing staff. They also provide practice of the use of reported speech with infinitives and '-ing' forms and of the linking phrase 'as if/as though'.

Companies: Marketing and advertising (10 items)

2 news items, 2 listening activities, 1 vocabulary activity, 1 sample essay and 4 BEC Higher exam preparation exercises providing practice of the kind of language we use to discuss different advertising and marketing techniques.

Companies: Doing well (6 items)

3 listening activities, 1 vocabulary activity and 2 news items that provide practice of the kind of language we use to describe companies and their performance. They also give practice in the language we use to describe successful businesses.

Companies: Doing badly (9 items)

3 language exercises, 3 vocabulary activities, 1 pronunciation activity, 1 news item and 1 BEC Higher exam preparation exercise providing practice of the kind of language we use to describe companies and their performance. They also provide practice of the language we use to describe companies that are going out of business

Companies: Business news (9 items)

3 vocabulary activities, 2 BEC Higher writing sample essays, 2 news items, 1 language exercise and 1 BEC Higher exam preparation exercise providing practice of the language we use to talk about international trade and important issues such as sustainability and ethical investment.

## UNIT 4

### People: Job interviews (10 items)

4 language exercises, 2 listening activities, 2 BEC Higher vocabulary activities, 1 pronunciation activity and 1 language exercise that give practice of the kind of language we use to describe our skills and qualifications and to talk about job interviews. They also provide practice of appropriate language for letters of application.

### People: Training (10 items)

2 listening activities, 1 language exercise, 1 vocabulary activity, 1 game, 1 news item and 4 BEC Higher exam preparation exercises that provide practice of the kind of language we use to talk about training needs and arrangements. They also provide practice of phrasal verbs.

### People: Appraisal (4 items)

2 language exercises, 1 vocabulary activity and 1 BEC Higher listening exam preparation exercise that give you practice in the kind of language we use to discuss performance at work. They also provide practice of the language we use in an appraisal report.

### People: Success at work (4 items)

2 language exercises, 1 vocabulary activity and 1 BEC Higher listening exam preparation exercise that give you practice in the kind of language we use to talk about improving performance and dealing with problems at work. They also provide practice of the use of phrasal verbs and 'had better' + infinitive without 'to'.

### People: Work and health (5 items)

2 news items, 1 language exercise, 1 listening activity and 1 BEC Higher writing sample essay that provide practice of the kind of language we use to talk about the work-life balance and positive attitudes to work. They also provide practice of the use of the structure 'No matter what/where/when/etc'.