

••• for BEC and BULATS

Business BENCHMARK

Pre-Intermediate to Intermediate
Preliminary

Teacher's Resource Book



Norman Whitby

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Introduction

Who this course is for

Business Benchmark Pre-Intermediate to Intermediate/Preliminary is designed as an interesting and stimulating course in Business English for pre-intermediate to intermediate students (Common European Framework level B1). It is suitable for people already working in business and pre-service students (people who are intending to work in business).

The course provides the necessary practical writing, reading, speaking and listening skills for people who will need English in a business environment. It builds up students' knowledge of essential business vocabulary and grammar in 24 short units designed to take a maximum of three hours' classroom time each.

For students who require a Business English qualification, the course provides students with a thorough preparation for the Business English Certificate (BEC) Preliminary level or the Business Language Testing Service (BULATS) test including **one complete exam** supplied by **Cambridge ESOL**.

What the course contains

The Student's Book

The Student's Book contains:

- **24 topic- or skills-based units** designed to cover a wide range of the main topic and skills areas required by people working in modern business. The units are organised in 'clusters' of four, each cluster covering a broad topic area.

The units contain:

- **discussion and role-play activities** designed to build up essential business speaking skills such as those required for meetings, conferences and telephoning
- step-by-step work on writing skills in order to be able to write **emails, memos, faxes, letters and reports**
- a large number of authentic business articles from a wide variety of well-known business publications, together with examples of letters, reports and proposals, all designed to build up essential business reading skills
- specially designed listening materials with business people, intended to improve students'

- listening proficiency and confidence
- numerous vocabulary exercises so that students studying the course will have an **ample business vocabulary** for most general business situations
- **grammar workshops and exercises** to extend and revise students' knowledge of English grammar at this level in a business context.

The units are also designed to provide students with the skills and training necessary for either the **Business English Certificate (BEC) Preliminary level**, or the **Business Language Testing Service (BULATS) test**.

- **An exam skills and exam practice section** which provides detailed advice on what each section of BEC Preliminary consists of (BEC Preliminary Edition), or what the BULATS test consists of (BULATS Pre-Intermediate to Intermediate Edition), together with information about what each section of the exam is testing and step-by-step advice on how to approach each question. The exam skills section also contains exercises designed to teach students exam skills. This section also contains a complete authentic **BEC Preliminary exam (BEC Preliminary Edition)** or the parts of the **BULATS test (BULATS Pre-Intermediate to Intermediate Edition)** which are designed for students at this level supplied by **Cambridge ESOL**.
- **Answer keys** to all the exercises in the book, including sample answers to the writing tasks so that students have a model to refer to.
- **Transcripts** for all the listening materials.

Personal Study Book

The Personal Study Book contains:

- 24 units, each relating to the 24 units of the Student's Book. These units contain:
 - vocabulary revision and consolidation work
 - grammar revision and consolidation work
 - further reading and writing exercises
- a Word list of the core business vocabulary and expressions which appear in the Student's Book.

Recorded materials

The recorded materials for the Student's Book are available either on audio CD or cassette.

Teacher's Resource Book

The Teacher's Resource Book contains:

- information about how the activities in each unit relate to the BEC exam and the BULATS test
- notes on each unit in the Student's Book, with advice on how to handle activities in the unit and suggestions for alternative treatments for certain exercises
- a large number of extra **photocopiable activities**, including further **reading texts**, **discussion activities**, **role-plays** and **exam-style exercises**, intended to supplement and extend the work done in the Student's Book units and to provide a wider range of activities or a more in-depth study of certain business topics. The photocopiable activities also provide **extra writing tasks**, all with a step-by-step approach and a sample answer for students or teachers to refer to
- answer keys to all exercises in the photocopiable activities
- answer keys to all exercises and activities in the Student's Book, including the Exam skills and Exam practice section
- complete Student's Book transcripts with the words or sentences giving the correct answer to the listening exercise underlined
- information about the **Common European Framework** and how this course relates to it.

BULATS CD-ROM (BULATS Pre-Intermediate to Intermediate Edition)

The BULATS edition of *Business Benchmark* contains skills advice and exam practice for all parts of the BULATS test which are relevant to students at pre-intermediate to intermediate level. A complete BULATS test is supplied free with this edition of *Business Benchmark* on CD-ROM for students wishing to familiarise themselves with all parts of the computer test.

Business English Certificate (BEC) Preliminary level

BEC Preliminary assesses language ability used in the context of business at the Council of Europe's Threshold Level (B1) for general language proficiency.

- in the **Reading** component, there are seven tasks of the following types: multiple choice, matching, right/wrong/doesn't say, multiple-choice gap-filling and form-filling. The reading component contributes 25% of the total marks.
- In the **Writing** component, candidates produce a piece of internal communication (approximately 30–40 words), and a piece of business communication (based on reading input, approximately 60–80 words). The writing component contributes 25% of the total marks.

- In the **Listening** component, there are four tasks of the following types: multiple choice, gap-filling and form-filling. Texts used are monologues and dialogues, including interviews, discussions, telephone conversations and messages. The listening component contributes 25% of the total marks.
- The **Speaking Test** is conducted by two external examiners, and candidates are tested in pairs, or, if there is an uneven number of candidates, in groups of three. During the test each candidate responds to questions, gives a 'mini-presentation' lasting approximately one minute, takes part in a collaborative task with the other candidate and takes part in a discussion with the other candidate and the interlocutor. The Speaking component contributes 25% of the total marks.

A single, overall grade is awarded, based on the aggregate of marks gained in the four components indicated above.

Business Language Testing Service (BULATS) test

BULATS makes use of a number of specially designed tests:

- The Computer Test
- The Standard Test
- The Speaking Test
- The Writing Test

Each test can be used independently of the others, or they can be used in various combinations. All the tests aim to be relevant to people using the language at work. They cover areas such as descriptions of jobs, companies and products, travel, management and marketing, customer service planning, reports, phone messages, business correspondence and presentations. The tasks in the test are generally practical ones, e.g. taking a phone message, checking a letter, giving a presentation, understanding an article, writing a report.

All the tests aim to assess candidates across the six levels of the ALTE Framework, i.e. the same test is used for all candidates whatever their level. (0–5 of the ALTE Framework correspond to the Council of Europe Framework levels A1–C2.) See the Appendix on page 155 for more information about the Council of Europe Framework.