



Pre-Intermediate to Intermediate
120 hours course

Business Benchmark, BEC (Preliminary)

Business Benchmark “Preliminary” is a general 120 hour Business English course that is a B1 level preparation course for the Cambridge ESOL Business Preliminary (BEC Preliminary). The course is pacy and topic-based, which keeps students interested in the course and motivated to improve their language and professional skills.

The Business Preliminary Student’s Book consists of real-life materials that help students relate to the conversations and reading materials that they work with. Such tasks include interviews with business people, providing models for up-to date business language and grammar exercises to make sure students know how to communicate as a professional.

The Business Benchmark “Preliminary” course is the first step of the BEC learning process which helps students remain motivated to grow as a professional and improve their English Language skills.

Course Contents

Module 1: Company Profile

- Unit 1: The Working Day
- Unit 2: Online Communication
- Unit 3: Company Growth
- Unit 4: Corporate Culture

Module 2: Production and Selling

- Unit 5: Describing
- Unit 6: Processes and Procedures
- Unit 7: Distribution and Delivery
- Unit 8: Advertising and Marketing

Module 3: Business Travel

- Unit 9: Marketing Arrangements
- Unit 10: Transport
- Unit 11: Working Holidays
- Unit 12: Conferences

Module 4: Business Relationships

- Unit 13: New Places, New People
- Unit 14: Corporate Gift-Giving
- Unit 15: Teamwork
- Unit 16: Thinking Ability

Module 5: Finances

- Unit 17: Describing Statistics
- Unit 18: Company Finances
- Unit 19: Investments
- Unit 20: Starting Up

Module 6: Human Resources

- Unit 21: Job Applications
- Unit 22: Recruitment
- Unit 23: Staff Development
- Unit 24: Employee Productivity

Module 7: BEC Exam Preparation

- About Cambridge English: Business Certificate
- Exam Skills
- Exam Practice Exercises
- Useful Examination Techniques

