

Bringing BEC Vantage to Life

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25th Annual IATEFL BESIG
Conference 2012
Stuttgart, Germany
16-18 November 2012



The Test of Reading

- Tests: global understanding, cohesion vocabulary and grammar
- Five tasks (60 minutes)
 - Matching sentences to texts
 - Inserting sentences into a text
 - Multiple choice: stem sentences
 - Multiple choice: words
 - Error correction

What do business English learners need ...

- for general business English?
 - Specific vocabulary
 - Language and communication skills
 - Business skills
 - Cross-cultural awareness-building

Reading skills: Business Hotels

Unit 2a Business hotels

Choosing a hotel
Reading 1 Read the customer satisfaction form. Which three of the criteria are most important for you when choosing a hotel for a business trip?

The Royal Group
Thank you for choosing to stay at a Royal Group Hotel. We are constantly striving to improve the quality of our service and would welcome your comments. Please help us by taking a few minutes to complete this form.

	Excellent	Satisfactory	Poor
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comfort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room furnishings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minibar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-house restaurant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spacious facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We look forward to your next visit.

Speaking 2 Work in pairs. Use the criteria above to ask your partner questions about the last hotel he/she stayed at while travelling for business.

Reading 2 Read the three descriptions for business hotels on the following page. Which hotel does each sentence 1-7 refer to?

1. The hotel was ideal for staying away from home.
2. The hotel was a real pleasure to visit.
3. The hotel was a real pleasure to visit.

What do business English learners need ...

- for BEC Vantage?
 - Business English vocabulary
 - Basic grammar structures
 - Productive skills
 - Receptive skills
 - Exam skills

The Test of Listening

- Tests: listening for specific information, gist, topic, context, function, and opinion
- Three tasks (40 minutes)
 - Gap-filling (note taking)
 - Matching information to speakers
 - Multiple choice: long answers

Writing practice

Writing

6 Formulate an internet and social media policy for your company which is fair to both management and employees. Write a 40-50 word memo informing all staff of the policy. Before you start look at the writing tips on page 85 for Writing Part One.



Writing Test Part One

- You are the Human Resources Manager of an insurance company. You want to arrange a 2-day team-building event with the training company Team-Plus for eight sales staff.
- Write an email of 40-50 words to your assistant:
 - telling him to contact the provider
 - saying who and how long the event is for
 - suggesting two possible weekends for the event.

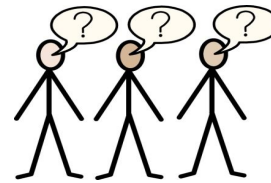
What do business English learners need ...

- for BEC Vantage?
 - Business English vocabulary
 - Basic grammar structures
 - Productive skills
 - Speaking & Writing
 - Receptive skills
 - Listening & Reading
 - Exam skills
 - Practice with exam tasks

Business topics

- Cooperative banking
- Green issues
- Social media and the workplace
- Business travel
- Expense claims
- Low-cost airlines and business travel
- Flexible benefit programmes
- Relocation
- Marketing and PR
- Socialising and networking

Any questions?



Business skills

- Email and memo writing
- Letter and report writing
- Taking notes while listening
- Understanding spoken presentations
- Reading business texts
- Small talk
- Mini-presentations
- Discussions and reaching consensus

Thank you for
your attention!

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