Bringing BEC Vantage to Life

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What do business English learners need …

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

What do business English learners need …

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

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

Reading skills: Business Hotels

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
Listening skills: Green initiatives

The Test of Speaking
- Tests: expressing opinions, discourse management, interactive communication, turn-taking, expressing information, agreeing/disagreeing, decision-making etc.
- Three tasks (14 minutes)
  - Answering questions
  - Giving mini-presentation on topic
  - Discussing business-related topic with partner

Speaking skills: What's your opinion?

The Test of Writing
- Tests: writing concisely and clearly to get the message across
- Two tasks (45 minutes)
  - Part 1: Internal correspondence based on rubric (40-50 words)
  - Part 2: Business correspondence based on sample correspondence or business writing plus hand-written notes

Speaking skills: Collaborative task

Writing skills: Rights at work
Writing practice

Writing

Promote an internet and social media policy for your company which is fair to both management and employees. Write a 400-word memo informing all staff of the policy. Before you start, look at the writing tips on page 95 for Writing Part One.

Writing Tips Part One

- You are the human resources manager of a insurance company. You want to arrange a 3-day team-building event with the company. Please plan for eight team staff.
- Write an email to the HR manager to request:
  - telling him to confirm the provider
  - asking when and how long the event is for
  - suggesting two possible weekends for the event.

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

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

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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