



*BRAYS B1 BUSINESS ENGLISH CERTIFICATE COURSE*

BRAYS  
C/Madre Soledad 10, 39006  
Tel./Fax 942 332384

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## **Brays B1 Business English Certificate Course with BEC Preliminary practice**

Este es un Curso de Inglés para Business de nivel intermedio. Encontrarás una selección de ejercicios y actividades para mejorar en gramática, vocabulario, comprensión auditiva, lectura y escritura. Posee 4 Unidades, cada una con 5 temas. Además hay 23 exámenes prácticos para el BEC Preliminary Exam.

Este curso está diseñado para la preparación del BEC Preliminary Exam, ayudándote además en el ámbito del mercado internacional y comercio.

Te ofrece las herramientas necesarias para desenvolverte en el mercado laboral.

BEC te ayuda a demostrar que tienes los conocimientos suficientes para mantener una conversación en un contexto empresarial.

Con el curso podrás:

- Comprender los puntos principales de situaciones frecuentes en el ámbito laboral o empresarial.
- Enfrentarse a situaciones que puedan surgir en el trabajo y viajando.
- Redactar emails y textos de temas empresariales.
- Describir experiencias y eventos, y proponer ideas y explicaciones sobre opiniones y planes.
- Responder al teléfono o acudir a reuniones de manera segura.

**Duración** del Curso: aprox. **80 horas**.

### **UNIT 1**

#### Business communication: Meeting arrangements (7 items)

Learn Business English online with **4** listening activities, **2** vocabulary activities and **1** writing BEC Preliminary exam providing practice of the kind of language we use to make arrangements for business meetings.

#### Business communication: In a meeting (10 items)

**2** language exercises, **3** business videos and **7** listening activities giving practice of the kind of language we use to take part in meetings. It also provides practice of the language we use to talk about effective meetings and polite behaviour in meetings.

#### Business communication: Conference arrangements (5 items)

**2** listening activities, **1** vocabulary activity, **1** sample essay and **1** listening BEC Preliminary exam providing practice of the kind of language we use to make arrangements for conferences.

#### Business communication: At a conference (6 items)

**4** listening activities and **2** video conference calls providing practice of the kind of language we use when we go to conference centres to attend conferences.

Business communication: Presentations (13 items)

**5** listening activities and **8** videos which provide practice of the kind of language we use to plan presentations, give presentations and talk about presentations we attended.

## UNIT 2

Away from work: Getting ready for visitors (4 items)

Learn Business English online with **4** listening activities providing practice of the kind of language we use to make arrangements for business visitors to our company.

Away from work: Socializing with visitors (4 items)

**3** listening activities and **1** language exercise provide practice of the kind of language we use to socialize with business visitors.

Away from work: Going on a trip (7 items)

**4** listening activities, **1** language exercise, **1** vocabulary activity and **1** web project provide practice of the kind of language we use when we go on holiday or on a business trip. They also provide practice of the language we use to describe holidays.

Away from work: Staying in a hotel (3 items)

**2** listening activities and **1** language exercise provide practice of the kind of language we use when we stay in hotels.

Away from work: Going shopping (5 items)

**3** language exercises, **1** vocabulary activity and **1** listening activity provide practice of the kind of language we use when we go shopping. It also provides practice of the language we use to give our opinion of supermarkets and online shopping and to discuss reasons why prices change.

## UNIT 3

Companies: Starting up (10 items)

Learn Business English online with **2** listening activities, **2** language exercises, **1** vocabulary activity, **4** BEC Preliminary exams and **1** game providing practice of the kind of language we use to talk about different aspects of starting a business.

Companies: Management (4 items)

**2** vocabulary activities, **1** listening activity and **1** language exercise providing practice of the kind of language we use to talk about business management and different aspects of running a business.

Companies: Marketing (7 items)

**2** language exercises, **1** vocabulary activity, **1** web project and **3** BEC preliminary exam papers give you practice of the kind of language we use to talk about marketing strategies.

Companies: Sales (14 items)

**5** business listening activities, **4** language exercises, **1** business vocabulary activity, **1** sample business essay, **1** web project and **2** BEC preliminary exam papers provide you with practice of the kind of language we use as customers or suppliers. It also provides practice of the language we use to describe the process of buying goods.

Companies: Performance (9 items)

**4** vocabulary activities, **1** listening activity, **1** language exercise, **1** game and **2** BEC Preliminary test paper provides practice of the kind of language we use to talk about how well a business is doing. It also provides practice of the language we use to talk about competition.

## UNIT 4

People: Before the interview (12 items)

Learn Business English online with **3** listening activities, **2** vocabulary activities, **1** language exercise, **1** sample essay and **5** BEC certificate preparation papers provide practice of the kind of language we use to apply for jobs and make arrangements for job interviews. It also provides practice of the language we use as employers to make arrangements to recruit people.

People: The interview (14 items)

**3** listening activities, **3** language exercises, **1** BEC Preliminary Certificate paper and **7** videos provide practice of the kind of language we use during job interviews. They also provide practice of the language we use to give advice on how to succeed at interviews.

People: After the interview (6 items)

**2** listening activities, **2** business videos, **1** vocabulary activity and **1** BEC test preparation exercise give you the kind of language we use as employers to discuss job applicants we have interviewed; and as job applicants to talk about interviews we have had.

People: Duties at work (8 items)

**2** business listening activities, **1** vocabulary activity, **1** English Business writing sample, **1** language exercise, **1** BEC test paper and **2** videos provide practice of the kind of language we use to describe our job and the tasks we do at work. They also provide practice of the language we use to talk about training.

People: Challenges at work (11 items)

Learn Business English online with **2** language exercises, **1** web project, **1** business vocabulary activity, **1** English Business writing sample, **2** videos and **4** BEC exam preparation exercises give you the kind of language we use to talk about different work-related issues such as introducing redundancies and asking for a pay rise.

BEC Preliminary Writing Exams (2 items)

**2** BEC exam preparation exercises