



BRAYS B2 BUSINESS ENGLISH CERTIFICATE COURSE

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

Índice

1. BRAYS B2 BUSINESS ENGLISH CERTIFICATE COURSE	3
a. Unit 1	3
- Business communication: Conferences	3
- Business communication: Presentations	3
- Business communication: Meetings	3
- Business communication: Memos and reports	3
- Business communication: Phone calls	3
b. Unit 2	3
- Away from work: Travel arrangements	3
- Away from work: Socializing with business visitors.....	4
- Away from work: Cross-cultural business.....	4
- Away from work: Restaurants and hotels.....	4
- Away from work: Places around the world.....	4
c. Unit 3	4
- Companies: Starting and expanding the business	4
- Companies: Small, medium and large enterprises	4
- Companies: Marketing and advertising	4
- Companies: Management and production	4
- Companies: Commitment to society	4
d. Unit 4	5
- People: Recruitment	5
- People: Jobs and tasks	5
- People: Staff-related issues	5
- People: Appraisal	5
- People: The workplace.....	5

Brays B2 Business English Course with BEC Vantage practice

This is a business, CEFR B2 upper-intermediate level course with Cambridge BEC Vantage practice. You will find a collection of exercises, activities and videos to give you practice of grammar, vocabulary, listening, reading and writing. There are 4 Units, each with 5 syllabus items plus 48 BEC Vantage exam practice exercises.

Course **length** = approximately **80 hours**.

UNIT 1

Business communication: Conferences (6 items)

3 listening activities, **1** language exercise and **2** videos providing practice of the kind of language we use to register for conferences, participate in conference workshops and make complaints. There is also practice of the use of 'will' to express assumptions.

Business communication: Presentations (11 items)

Including **7** videos, **2** listening activities and **2** vocabulary activities providing practice of the kind of language we use to give presentations and giving advice about how to give good presentations.

Business communication: Meetings (10 items)

5 videos, **3** listening activities, **1** language exercise and **1** BEC Vantage exam practice providing practice of the kind of language we use to book meeting rooms and take part in meetings. They also provide practice of the language we use to give our opinion of meetings and advice about taking part in them.

Business communication: Memos and reports (6 items)

2 language exercises, **2** sample essays, **1** vocabulary activity and **1** BEC Vantage Writing exam preparation exercise which provide practice of the kind of language we use to write different kinds of documents before and after meetings. They also provide practice of the language we use to talk about ideas to improve efficiency and increase sales.

Business communication: Phone calls (9 items)

3 listening activities, **1** language exercise and **5** BEC listening exam preparation exercises at Vantage level offering practice of the kind of language we use when talking on the phone. There is also practice of the language we use to give advice on how to deal with complaints.

UNIT 2

Away from work: Travel arrangements (4 items)

2 listening activities and **2** language exercises giving practice in the kind of language we use to make travel arrangements and give travel advice.

Away from work: Socializing with business visitors (5 items)

2 listening activities, 2 language exercises and 1 BEC writing exam practice provides practice with the kind of language we use as hosts or business visitors in social conversations.

Away from work: Cross-cultural business (2 items)

2 listening activities about doing business with people from other countries.

Away from work: Restaurants and hotels (5 items)

3 listening activities, 1 language exercise and 1 BEC reading exam preparation exercise at Vantage level.

Away from work: Places around the world (5 items)

3 listening activities, 1 language exercise and 1 web project offering practice in the kind of language we use to talk about places and festivals around the world. They also give practice of the language we use to provide climate information for different places.

UNIT 3

Companies: Starting and expanding the business (10 items)

2 language exercises, 2 vocabulary activities, 2 listening activities, 2 web projects and 2 BEC papers providing practice of the kind of language we use to talk about starting and expanding businesses and about the funding of companies and projects.

Companies: Small, medium and large enterprises (8 items)

4 language exercises, 1 vocabulary activity and 3 BEC papers giving practice in the kind of language we use to talk about the economic importance of both small businesses and large firms, and the language we use to describe how well companies are doing.

Companies: Marketing and advertising (16 items)

2 listening activities, 3 language exercises, 2 vocabulary activities, 2 BEC writing papers, 5 BEC listening papers, 2 BEC reading practice papers all at upper intermediate Vantage level providing practice of the kind of language we use to talk about developments in the fields of marketing and advertising.

Companies: Management and production (10 items)

3 listening activities, 1 sample essay, 1 language exercise, 1 vocabulary activity, 1 web project and 3 BEC Reading exam preparation exercises at Vantage level offering practice of the kind of language we use to talk about different aspects of management, and about production and manufacturing plants.

Companies: Commitment to society (4 items)

2 vocabulary activities, 1 language exercise and 1 BEC Vantage exam preparation exercise that gives you practice in the kind of language we use to talk about important issues companies should be concerned about such as health and safety in the workplace, the local community and the environment.

UNIT 4

People: Recruitment (19 items)

5 listening activities, **1** language exercise, **5** videos and **8** BEC reading and listening exam preparation exercises giving you practice in the kind of language we use as job applicants or as employers during and after job interviews. They also provide practice of the language we use to talk about skills and qualifications.

People: Jobs and tasks (12 items)

2 vocabulary activities, **1** listening activity, **1** language exercise, **4** videos and **4** BEC Vantage exam preparation exercises to practice the kind of language we use to describe jobs and different tasks people do at work. They also offer practice of the language we use to talk about obligation and permission.

People: Staff-related issues (11 items)

3 listening activities, **2** vocabulary activities, **1** sample BEC Vantage essay, and **5** BEC Vantage exam preparation exercises providing practice of the kind of language we use to talk about different staff-related issues such as dress code, holiday dates, flexitime, job losses, training opportunities and overstaffing.

People: Appraisal (5 items)

3 language exercises, **1** sample essay and **1** listening activity that provide practice of the kind of language we use to discuss performance at work and to recommend internal candidates for promotion.

People: The workplace (9 items)

3 language exercises, **1** vocabulary activity, **1** listening activity and **4** BEC Vantage exam practice exercises providing practice of the kind of language we use to talk about working at home and in an office, plus practice of the language we use to give advice about what to do at work and to express what we would like to do at work.