



# BEC

Business English Certificates

## Making Business English work for you

### Take the exam: Get the job

English is a key skill for a successful career. If you are applying for a job or hoping to get a promotion, most employers, especially international employers, will ask you to demonstrate your English language skills. **You can do this by taking the prestigious Cambridge ESOL Business English Certificates (BEC).**

BEC is an internationally recognised qualification in English for the workplace. It is trusted by employers and universities in more than 60 countries. It is taken by students and young professionals around the world to improve their job prospects or study business courses overseas.

Employers recognise that those employees who have a BEC qualification have the right skills and the confidence to operate effectively in international business situations. The BEC exam is based on real situations and those who take the course know they can have the confidence to use their business language skills.

Cambridge ESOL is a department of the University of Cambridge and is the world's leading provider of international English language qualifications for all learners of English.

### Why BEC?

- BEC is a globally recognised qualification
- A BEC certificate will improve your job prospects and add value to your CV
- BEC gives you the opportunity to learn practical workplace English skills

- Preparing for BEC improves your confidence in using business English, particularly in speaking
- The different levels of BEC give achievable goals and structure to your language learning
- Many universities recognise BEC for business courses
- BEC is available on computer or as a paper and pen test

*'BEC has helped develop cross-cultural communication skills and overall development of students. It has had an impact on confidence levels through international certification. It has also introduced unfamiliar situations and helped stimulate creative thinking and analysis'*

Laura Cirello, Head of Learning and Development,  
JP Morgan Treasury and Securities Services, Mumbai

### Three levels of BEC

**BEC Preliminary** is at lower intermediate level and for candidates who have limited confidence in their English. It includes tests of reading, writing, listening and speaking.

Candidates have to read reports, charts and advertisements, as well as write a short email or memo. They also have to understand short conversations and discussions and give a short presentation in the Speaking Test.

**BEC Vantage** is at intermediate level and is suitable for candidates who have good confidence and fluency. It includes tests of reading, writing, listening and speaking.

The tasks are more complex than Preliminary level and include reading longer business reports and company documents, writing letters or proposals, listening to short discussions and contributing to a discussion about a business topic in the speaking part.

**BEC Higher** is an advanced level certificate and is for candidates who can use English very confidently in all professional and social situations. There are separate assessments in reading, listening, writing and speaking.

Candidates have to understand authentic business articles, write reports and summarise graphs, as well as listen to extended discussions and presentations. For the speaking test they have to give a presentation and express opinions in a business discussion.



# BEC

Business English Certificates

## Computer-based BEC

BEC is now available on computer. You can take the reading, writing and listening parts of the test on a computer using an attractive and easy to understand interface, while the Speaking Test is conducted face-to-face. With computer-based BEC you also have the flexibility of more test dates and registration much nearer to the exam date. Of course, the pen and paper version will continue to be available.

## Register for BEC

For preparation materials, download the handbooks and past papers from: [www.CambridgeESOL.org/BEC](http://www.CambridgeESOL.org/BEC)

To improve your language skills and prepare for BEC, you can register for a course at your college or with any training provider. BEC pen and paper examinations take place in March, May, June, September and November. Computer-based BEC examinations take place every month from 2010. For test fee and other registration information, please contact your local BEC centre. [www.CambridgeESOL-centres.org/centres/index](http://www.CambridgeESOL-centres.org/centres/index)

## Cambridge ESOL

Cambridge ESOL offers the world's leading range of exams for learners and teachers of English – taken by over 3 million people in 130 countries. They help people gain entrance to university or college, improve job prospects or measure progress in English. More than 10,000 employers, universities and government bodies around the world recognise Cambridge ESOL qualifications.

*'Working in a marketing department of a foreign company requires very good business communication skills in English, both in written and oral form. BEC has helped me to standardise my Business English and reach to an international business communication level.'*

Phan Thu Ha — BEC candidate

## Worldwide recognition

Many of the world's leading businesses have already discovered that Cambridge ESOL's qualifications are the most effective tool to assess the language proficiency of their staff and use the information gained to evaluate development and help with key decision-making.

## Existing customers include

Abu Dhabi National Oil Company	Johnson & Johnson
Alcatel	Kodak
BP	KPMG
British American Tobacco	L'Oréal
Cadbury	Motorola
Citibank	Nestlé
Colgate-Palmolive	Nokia
Compaq	Pfizer
Deloitte & Touche	Philips
DHL	Pricewaterhouse Coopers
Disney	Procter & Gamble
Dow AgroSciences	RASCO Ras Lanuf Oil & Gas
ESSO	Renault
General Electric	Reuters
General Motors	Roche
GlaxoSmithKline	Shell
Guinness	United Nations
Emirates Group	Vodafone
Heinz	Volvo
HSBC	Wrigley
IBM	Wyeth

[www.CambridgeESOL.org/worldofwork](http://www.CambridgeESOL.org/worldofwork)

## Contact us

