



a.y. 2013-2014

# Cambridge English: Business Vantage (BEC Vantage) Preparation Course

Codes 20365-20371 (20421), 30123, 30129

<b>Program</b>	Bachelor – Master of science
<b>Degree course</b>	<ul style="list-style-type: none"><li>• CLEAM, CLEF, CLEACC, CLES, BIEMF</li><li>• M, MM, AFC, CLAPI, CLEFIN-FINANCE, CLELI, DES-ESS</li></ul>
<b>Teaching activity</b>	Parallel to courses in preparation for Bocconi exams and as an alternative to them; (total classroom teaching hours 48)
<b>Final Exam</b>	International Certification BEC Vantage
<b>Objective</b>	Help prepare students for the <b>Cambridge Business Vantage Exam (level B2*)</b> , with the objective of passing the exam with at least a 'B' grade
<b>Head Teacher</b>	<a href="#">John Clark McHardy</a>
<b>Notice</b>	<ul style="list-style-type: none"><li>• the courses are available for a limited number of students: to be admitted, students have to sit a test</li><li>• after the test, the Center works out a classification. Test results are processed by the computer according to European standards, and they are unappealable</li><li>• the courses run for one semester (October-December; February-May)</li><li>• after the test, students admitted to the course will be assigned to a class group</li><li>• the class group is run only if the minimum number of applicants is reached</li><li>• courses will be held mostly during evening hours (from Monday to Friday)</li><li>• students can attend only one course per semester</li><li>• instructions and deadlines for the enrolment procedure and further communication will be sent via <a href="#">yoU@B</a> Student's Diary</li></ul>

\* Level referred to CEFR, Common European Framework of reference for languages

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## Course Program

### Objectives

The aim of the course is to provide a solid preparation in order to tackle and successfully pass the 2 hour and 45 minute Cambridge Business Vantage Exam.

- **Listening Module:** The Cambridge Business Vantage exam tests that students can 'follow and understand a range of spoken materials such as interviews, discussions and presentations'. Students will work to answer correctly at least 80% of Business Vantage listening comprehension questions
- **Reading Skills:** The Cambridge Business Vantage exam tests that students can 'deal confidently with different types of text such as business publications and correspondence'. Students will work to answer correctly at least 80% of Business Vantage reading comprehension questions
- **Writing Skills:** The Cambridge Business Vantage exam tests that students can 'produce two different pieces of writing, such as letters, reports, proposals and emails'. Students will work to consistently write clear letters, reports, proposals and emails
- **Speaking Skills:** The Cambridge Business Vantage exam tests that students can 'communicate effectively in face-to-face situations'. Students will work to consistently communicate effectively in face-to-face situations

While the Cambridge Business Vantage Exam offers results at a number of different levels, the course focuses on the skills needed at the B2 Level.

### Contents

In order to prepare students in each of these four skills, the **Cambridge Business Vantage Exam** preparation course consists of four modules:

- Listening
- Reading
- Writing
- Speaking

### Set Textbook

- Ian Wood et al. *Pass Cambridge BEC Vantage*, Heinle Cengage , Students Book 2<sup>nd</sup> Edition
- *Cambridge English Business 5 Vantage*, Cambridge

### Organisation

1. Teamwork / Communication (pp. 8-25)		
Language	Exam Skills	Assignments
-Talking about teamwork -Making Arrangements -Improving Communication -Taking and leaving voicemail messages	-Introduction to the exam -Vocabulary learning Skills -Listening parts 1,2 -Reading parts 3,4,5 -Writing part 1 -Speaking part 2	-Self Study 1a/1b (pp. 22- 23) -Exam practice (pp. 24-25)



<b>2. Business hotels / Corporate Hospitality (pp. 26-37)</b>		
<b>Language</b>	<b>Exam Skills</b>	<b>Assignments</b>
-Talking about business hotels -Speaking activity -Talking about corporate hospitality -Formal and informal language -Making, accepting, and declining invitations	-Listening part 2 -Reading parts 1,2,3 -Writing part 2 -Speaking part 1  Practice Test 1	-Self Study 2a/2b (pp. 34-35) -Exam practice (pp. 36-37)
<b>3. Ordering Goods /Cash Flow (pp. 38-49)</b>		
<b>Language</b>	<b>Exam Skills</b>	<b>Assignments</b>
-Talking about orders -Clarity in written language -Phone and letter phrases -Talking about company finances -Conditionals 1 and 2 -Managing cash flow	-Reading parts 2, 5 -Writing part 1 -Speaking part 3	-Self Study 3a/3b (pp. 46-47) -Exam practice (pp. 48-49)
<b>4. Brand Power / Public Relations (pp. 50 – 61)</b>		
<b>Language</b>	<b>Exam Skills</b>	<b>Assignments</b>
-Talking about brands and marketing -Ethical banking -Talking about public relations -Organising a PR event -Describing duties and responsibilities	-Listening parts 2, 3 -Reading part 1,4 -Writing part 2 -Speaking parts 1, 3	-Self Study 4a/4b (pp. 58-59) -Exam practice (pp. 60-61)
<b>5. Relocation / New Premises (pp. 62-73)</b>		
<b>Language</b>	<b>Exam Skills</b>	<b>Assignments</b>
-Talking about relocation -Report phrases -Talking about similarity and difference -Giving direction -Asking for information and making suggestions -Talking about location	-Listening parts 1,2,3 -Reading part 3, 5 -Writing part 2	-Self Study 5a/5b (pp. 70-71) -Exam practice (pp. 72-75)
<b>Exam Focus (pp. 76-89)</b>		
<b>Language</b>	<b>Exam Skills</b>	<b>Assignments</b>
	-Listening all parts -Reading all parts -Writing all parts -Speaking all parts	-Practice Test 2



<b>6. Reporting Results / Green Initiatives (pp- 90 – 101)</b>		
<b>Language</b>	<b>Exam Skills</b>	<b>Assignments</b>
-Talking about company performance -Describing trends -Describing cause and effect -Talking about environmental impact -Discussing green issues -Language of presentations	-Listening part 3 -Reading parts 1,4,5 -Writing parts 1,2 -Speaking part 3	-Self Study 6a/6b (pp. 98-99) -Exam practice (pp. 100-101)
<b>7. Health and Safety / Rights at Work (pp. 102-113)</b>		
<b>Language</b>	<b>Exam Skills</b>	<b>Assignments</b>
-Talking about health and safety -Expressing obligation -Discussing regulations -Talking about personnel problems -Passives -Talking about problems at work	-Listening parts 1,2 -Reading parts 2,3 -Writing part 1	-Self Study 7a/7b (pp. 110-111) -Exam practice (pp. 112-113)
<b>8. Business Expenses / Business Travel (pp. 114- 125)</b>		
<b>Language</b>	<b>Exam Skills</b>	<b>Assignments</b>
-Talking about expenses claims -Talking about air travel	-Listening parts 1, 2 -Reading part 1 -Writing part 1 -Speaking 3  Practice Test 3 (Speaking)	-Self Study 8a/8b (pp. 122-123) -Exam practice (pp. 124-125)  Practice Test 3
<b>9. Flexible benefits / Staff Appraisal (pp. 126 -137)</b>		
<b>Language</b>	<b>Exam Skills</b>	<b>Assignments</b>
-Talking about staff benefits -Talking about appraisal systems	-Listening parts 2,3 -Reading parts 1,2,3 -Writing part 2	-Self Study 9a/9b (pp. 134-135) -Exam practice (pp. 136-137)
<b>10. Marketing disasters / Going Global (pp. 138 – 151)</b>		
<b>Language</b>	<b>Exam Skills</b>	<b>Assignments</b>
-Talking about marketing disasters -Expressing hypothetical situations -Talking about entering foreign markets	-Listening parts 1,2,3 -Reading part 1 -Writing part 1 -Speaking part 3  Practice test 4	-Self Study 10a/10b (pp. 146-47) -Exam practice (pp. 148-149)



## Concluding Information

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The preparation course is aimed to the relevant external certification, which takes place at the authorized exam centers.

Further information concerning centers, dates, fees and registration procedures can be found at <http://www.cambridgeenglish.org/>.

Please note that to achieve the best results student should take the exam as soon as possible after the end of the course.

The certification can be converted as an alternative to the Business English exam (code 20371) if the student has not already recorded the exam.

Further information

- Bocconi learning path and exams at [www.unibocconi.eu/languagecenter](http://www.unibocconi.eu/languagecenter) > Exams-Certificates > Bocconi exams
- Conversion table (results/grade out of thirty) at [www.unibocconi.eu/languagecenter](http://www.unibocconi.eu/languagecenter) > Exams-Certificates > Language Certificates

## Resources

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<a href="#">Materials prepared by professors</a>
<a href="#">Self-study programme</a>
<a href="#">Past exams</a>
<a href="#">Extra teaching materials</a>
<a href="#">Language tutors</a>
<a href="#">Office Hours for Bocconi teachers</a>
<a href="#">International certificates conversion tables</a>