



a.y. 2016-2017

Cambridge English: Business Vantage B2 (BEC Vantage) Preparation Course

Program	Bachelor and Master of Science (taught in Italian)
Teaching activity	Parallel to courses in preparation for Bocconi exams and as an alternative to them; (total classroom teaching hours 48) The course is activated if there is a sufficient number of participants
Minimum Initial Level	In order to attend the class in a productive way, students are advised they need a good B1 level of knowledge of the language
Final Exam	International Certification BEC Vantage
Objective	Help prepare students for the Cambridge Business Vantage Exam (level B2*) , with the objective of passing the exam with at least a 'B' grade
Head Teacher	John Clark McHardy
Notice	<ul style="list-style-type: none">• the courses are available for a limited number of students: to be admitted, students have to sit a test• after the test, the Center works out a classification. Test results are processed by the computer according to European standards, and they cannot be appealed against• the courses run for one semester Bachelor and Master of Science: 1st year - 2nd semester (February-May); Master of Science only: 2nd year - 1st semester (October-December)• after the test, students admitted to the course will be assigned to a class group• the class group is run only if the minimum number of applicants is reached• courses will be held mostly during evening hours (from Monday to Friday)• students can attend only one course per semester• instructions and deadlines for the enrolment procedure and further communication will be sent via yoU@B Student's Diary

*[Common European Framework of Reference for Languages](#)

Set Textbook

- Guy Brook-Hart *Business Benchmark Upper Intermediate Student's Book*, Cambridge University Press, Students Book 2nd Edition



We remind you that the Language Center offers to all students an information and consultancy service for the study of languages. In addition, at its [language laboratories](#), multimedia library, and online a variety of materials for students wishing to prepare for [international certificates recognized by the University](#) also for Bocconi exams (visit: www.unibocconi.eu/languagecenter).

Resources

Materials prepared by professors
Self-study programme
Past exams
Extra teaching materials
Language tutors
Office Hours for Bocconi teachers
International certificates conversion tables

Classroom activities & skills

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.

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



Self-study activities & skills

1. Introduction to the BEC Vantage exam		
Language	Exam Skills	Assignments
	-Introduction to the exam -Vocabulary learning -Listening parts -Reading parts -Writing parts -Speaking parts	Set by the teacher.

2. staff development and training		
Language	Exam Skills	Assignments
Clarity in written language Countables/ uncountables	Listening: Training skills/development college Speaking: Job benefits Role play: planning a training course Writing part 1	Page 9 vocabulary 1 and 2 Page 11- 2,3

3. job descriptions and job satisfaction/ getting the right job		
Language	Exam Skills	Assignments
Introducing reasons Questions formation Adjective forms	- Listening part 1,2 -Reading parts 1, 2, -Writing part 1 -Speaking part 1	Writing a short email and an email of a job application

4. making contact		
Language	Exam Skills	Assignments
Telephone language Telephone skills/ answering tips Job enquiries	-Listening parts 1 2, 3 -Reading part 1,2,3 -Writing part 1 -Speaking parts 1,2	-Grammar workshop 1 (units 1-4)pages 24-25

5. Breaking into the market/launching a product/ customer relations		
Language	Exam Skills	Assignments



Report phrases/ marketing report Talking about similarities and differences Supermarket brands Working across cultures Letter/email of complaint	-Listening parts 1,2, 3 -Reading part 3, 4 -Writing part 2 Speaking parts 1,2	Writing Part 2. Discuss: "The advantages and disadvantages of different promotional methods."
6. A stand at a trade fair/Being persuasive		
Language	Exam Skills	Assignments
-Writing an enquiry email/ and in response to an enquiry Writing an email giving information/ confirming information Reading and understanding email information/ corrections Conditional forms 1,2	-Listening part 3 -Reading part 4, 5 -Writing part 1 Speaking parts 1,2	Write an enquiry email page 36 1,2 Grammar workshop 2(units 5-8) pages 42-43
7. Starting a business/ financing a start up		
Language	Exam Skills	Assignments
Letter of enquiry Raising finance Advice about starting up a business Franchising/ international and national	-Listening parts 1,2,3 -Reading parts 3,4,5 -Writing parts 1,2 Speaking part 2,3	Discuss: the pros and cons of starting up your own business
8. Expanding into Europe		
Language	Exam Skills	Assignments
Choosing the best location/ the important factors Making recommendations Making presentations/ signalling/structuring/giving	-Listening parts 1, 2 -Reading part 1 -Writing part 1 -Speaking 2,3	- Practice Test 2 Grammar workshop (9-12) page 60-61
9. Business abroad		
Language	Exam Skills	Assignments
Writing emails giving information and instructions/about a business trip Results of a survey	-Listening parts 2,3 -Reading parts 1,2,3 -Writing part 2 Speaking part 1	What is important about when deciding to travel on business?
10. Change		



Language	Exam Skills	Assignments
Business and the environment Environmentally friendly office How work will change in the future The role of social media	-Listening parts 1,2,3,4 -Reading parts 1,2,3,4,5 -Writing parts 1 -Speaking parts 1,2 3 Practice test 4	-Practice test 3

Concluding Information

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 > Exams-Certificates > Bocconi exams
- Conversion table (results/grade out of thirty) at www.unibocconi.eu/languagecenter > Exams-Certificates > Language Certificates