



**THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI-15**

(A Govt. Aided Autonomous Institution affiliated to Anna University)

- ***where Quality and Ethics matter***



## **CAREER GUIDANCE CELL**

### **Business English Certificate (BEC) Training Programme**

#### **COURSE CONTENT:**

Reading: Scanning for gist and specific information, Understanding text structure, Vocabulary and structure, Understanding sentence structure and finding errors

Writing: Internal company communication, Business correspondence, Short report writing, Proposal writing

Listening: Monologues, Interacting speakers, Retrieving specific information from the text

Speaking: Exchanging personal and factual information, Expressing and finding about attitudes and opinions, Organizing a larger unit of discourse