



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