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Norman Whitby With Patricia Sanders  
Frontmatter  
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ESOL Examinations

# Cambridge English

# Business BENCHMARK

Pre-intermediate to Intermediate  
BULATS and Business Preliminary

**Teacher's Resource Book**

Norman Whitby with Patricia Sanders

**2nd Edition**

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# Introduction

## Who this course is for

*Business Benchmark Second edition Pre-intermediate to Intermediate Business Preliminary/BULATS* is a completely updated and revised course at CEFR B1 level, reflecting contemporary international business in a stimulating way both for people already working and for students who have not yet worked in business.

It teaches the reading, speaking, listening and writing skills needed in today's global workplaces, together with essential business vocabulary and grammar.


*Business Benchmark Pre-intermediate to Intermediate* is also the most complete preparation material available for *Cambridge English: Business Preliminary*, also known as *Business English Certificate (BEC) Preliminary*, and for the Business Language Testing Service (BULATS) test, and is officially approved as an exam preparation course by Cambridge ESOL. It includes either one complete exam for Business Preliminary, supplied by Cambridge ESOL, or selected tasks for this level from the BULATS test.

## What the course contains

### Student's Book

- **24 units for classroom study** covering all four skills in a dynamic and integrated way, together with essential business vocabulary and grammar.
- Interesting and stimulating listening and reading material, including interviews with real business people.
- Six **Grammar workshops**, which revise and extend the grammar work covered in the units and which are informed by the **Cambridge Learner Corpus (CLC)** – see below.
- An eight-page **Writing reference** covering formal and informal emails and letters, memos, notes and reports and a function bank.
- A fully-referenced **Word list** with definitions, covering key vocabulary from the units and the recording scripts.
- An **Exam skills and Exam practice** section, which gives students detailed guidance on how to approach each exam task, the skills required and what the exam task is testing, together with exercises to build up students' exam skills. The Exam practice pages contain either a **complete past Business Preliminary exam** with answers, supplied by Cambridge ESOL, or **selected tasks from the BULATS test**.
- A **full answer key** for all the exercises in the Student's Book, including **sample answers** to all the writing tasks.
- Complete **recording transcripts**.

### New features in the 2nd edition

- An expanded grammar syllabus including six two-page Grammar workshops. These include exercises based on correcting common grammar and vocabulary mistakes made by Business English students at this level, as shown by the CLC (see below). Exercises based on the CLC are indicated by this symbol: 
- An **expanded writing syllabus** including a new **Writing reference** section with guidance for each type of writing task and sample answers.
- **Authentic interviews** with real people working in business.
- **New topics, texts and recordings** reflecting the realities of contemporary international business.
- **Complete revision of all exam-style tasks**, making them closer to real exam tasks.

## The Cambridge Learner Corpus (CLC)

The Cambridge Learner Corpus (CLC) is a large collection of exam scripts written by candidates taken from Cambridge ESOL exams around the world. It currently contains over 220,000 scripts, which translates to over 48 million words, and it is growing all the time. It forms part of the Cambridge International Corpus (CIC) and it has been built up by Cambridge University Press and Cambridge ESOL. The CLC currently contains scripts from over:

- 200,000 students
- 170 first languages
- 200 countries

Find out more about the Cambridge Learner Corpus at [www.cambridge.org/corpus](http://www.cambridge.org/corpus)

## Personal Study Book

The Personal Study Book contains:

- 24 units, each relating to the 24 units of the Student's Book. These units contain revision and extension work for the grammar and vocabulary presented in the Student's Book units.
- A Writing supplement containing detailed guidance and practice exercises on punctuation, spelling, text cohesion, text organisation and paragraphing.
- A full answer key to all the exercises.

## Recorded materials

The recordings for the Student's Book are available on **two audio CDs**, containing a variety of recorded material, including authentic interviews with real business people and exam listening tasks.

## Teacher's Resource Book

The Teacher's Resource Book contains:

- Information about how the activities in each unit relate to the Business Preliminary exam and the BULATS test.
- Step-by-step notes on each exercise in each unit in the Student's Book, with advice on how to handle activities in the unit and suggestions for alternative treatments and extension ideas for certain exercises.
- Answer keys to all exercises in the Student's Book, including the Exam skills and Exam practice section.
- Additional photocopiable activities for every unit and six case studies, including further reading texts, discussion activities and games, intended to supplement and extend the work done in the Student's Book units and to provide a wider range of activities or a more in-depth study of certain business topics. The photocopiable activities also provide extra writing tasks, with sample answers for students or teachers to refer to.
- Answers to all exercises in the photocopiable activities.

## Cambridge English: Business Preliminary exam

The Business Preliminary exam assesses language ability used in the context of business at the Council of Europe's Preliminary Level (B1) for general language proficiency.

- In the Reading component, there are seven tasks of the following types: multiple-choice, matching, right/wrong/doesn't say, multiple-choice gap-filling and form-filling. The Reading component contributes 25% of the total marks.
- In the Writing component, there are two tasks, both compulsory. Candidates produce a piece of internal company communication (approximately 30–40 words) and a piece of business correspondence (based on reading input, approximately 60–80 words). The Writing component contributes 25% of the total marks.
- In the Listening component, there are four tasks of the following types: multiple-choice, form-filling and gap-filling. Texts used are monologues and dialogues, including telephone conversations, messages, interviews and discussions. The Listening component contributes 25% of the total marks.

- The Speaking Test is conducted by two external examiners, and candidates are tested in pairs (or, if there is an uneven number of candidates, in groups of three). There are three tasks in which each candidate responds to the questions, gives a 'mini-presentation' lasting approximately five minutes and takes part in a collaborative task with the other candidate. The Speaking component contributes 25% of the total marks.

A single overall grade is awarded, based on the aggregate of marks gained in the four components indicated above.

## Business Language Testing Service (BULATS) test

BULATS makes use of a number of specially designed tests:

- The Computer Test
- The Standard Test
- The Speaking Test
- The Writing Test

Each test can be used independently of the others, or they can be used in various combinations. All the tests aim to be relevant to people using the language at work. They cover areas such as descriptions of jobs, companies and products, travel, management and marketing, customer service planning, reports, phone messages, business correspondence and presentations. The tasks in the test are generally practical ones, e.g. taking a phone message, checking a letter, giving a presentation, understanding an article, writing a report.

All the tests aim to assess candidates across the six levels of the ALTE Framework, i.e. the same test is used for all candidates whatever their level. (0–5 of the ALTE Framework correspond to the Council of Europe framework levels A1–C2.)

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