

# BLS

BUSINESS LEARNING SOLUTIONS



## English Language Training

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## Online Learning Concept

Our online concept is very simply; to encourage people to talk and improve their spoken English, as this is the only skill that cannot be successfully practiced alone. We will help students apply the language structures, grammar and vocabulary they already know through communication-based activities.

Our goal is to help students' gain greater fluency and confidence when speaking English. Our experience in English language teaching shows us that most people come to a language school because they want to improve their spoken English and to increase their confidence when using the language. We create the right learning environment for them to develop their linguistic skills.

All our lessons are student centred, meaning we maximise the time students spend using the target language. So, within a very short period of time students will notice significant progress. All our trainers are qualified teachers and native speakers.



## Communication English

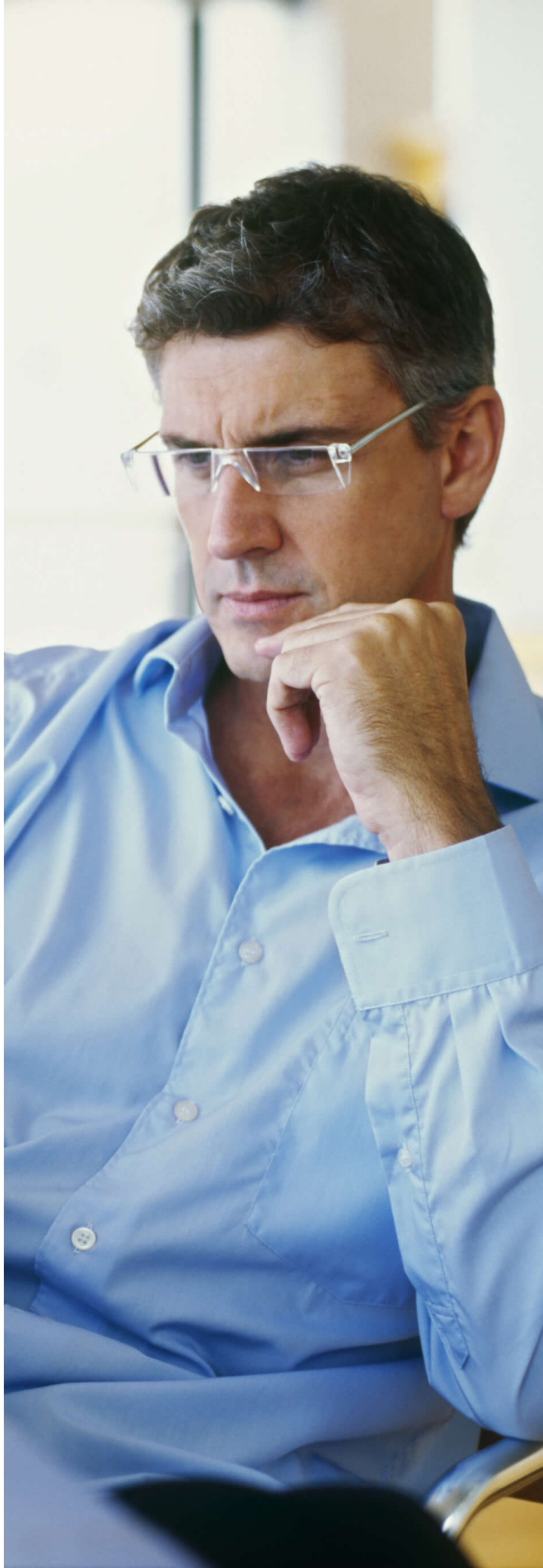
The key aspects are to improve spoken English and to optimise a student's ability to understand others. Students' will be encouraged to correct the grammatical mistakes they are prone to make and to develop their vocabulary so that they can express themselves clearly on a variety of subjects.

Our communication English groups discuss a wide range of topics such as culture, current affairs, business, sport, politics, society and general interest. The texts used come from various sources, including English text books, newspapers, magazines and the internet.

## Business English

The basis is the development and improvement of a student's knowledge of vocabulary, grammar and spoken English in a business context. This is ideal for people from all industries who need or expect to use English at work and wish to improve fluency and gain greater confidence.

The aim is to practice and deepen a student's knowledge of English usage in areas such as meetings, telephone calls, presentations, e-mails and letters. The type of language needed will be used in discussions, debates, presentations etc.



# Language Training Courses

Based on the Common European Framework of Reference for Languages\* (CEFR), an internationally recognised benchmark of language ability, students' also have the choice of being prepared for a wide variety of ESOL exams such as:

- Key English Test (KET) Waystage A2
- Preliminary English Test (PET) Threshold B1
- First Certificate in English (FCE) Vantage B2
- Certificate in Advanced English (CAE) Effective Operational Proficiency C1
- Certificate of Proficiency in English (CPE) Mastery C2

The Business English Certificates (BEC) are internationally recognised qualifications that show employers an individual's skills for using English in the workplace. BEC is an ideal English language exam if you are preparing for a career in business. There are three different levels of BEC:

- BEC Preliminary (B1)
- BEC Vantage (B2)
- BEC Higher (C1)

Our online English courses are run over 1 and 6 month periods depending upon several factors such as the student's language learning background, the inclination and age of the student as well as the amount of study outside of lesson times.

The following figures are sometimes quoted as an approximate guideline:

## Common European Framework Guided Learning Hours

- A2 approximately 180–200
- B1 approximately 350–400
- B2 approximately 500–600
- C1 approximately 700–800
- C2 approximately 1,000–1,200

Only experienced and qualified native teachers are used. Before a course starts a Needs Analysis is taken to ensure training objectives are identified and prioritised. Courses are then designed to make sure students learn precisely what they need and to meet their linguistic needs. Mid-course reviews are conducted to reassess student progress and objectives.

For more information on our English courses please contact us.

The Association of Language Testers in Europe (ALTE), a group of leading language testing organisations in Europe, has developed a series of 'Can Do' statements for each of the CEFR levels. These statements describe what language users can typically do with the language at different levels and in different contexts.

Can Do Statements: overall general ability			
CEFR LEVELS	Listening/Speaking	Reading	Writing
<b>C2</b>	CAN advise on or talk about complex or sensitive issues, understanding colloquial references and dealing confidently with hostile questions.	CAN understand documents, correspondence and reports, including the finer points of complex texts.	CAN write letters on any subject and full notes of meetings or seminars with good expression and accuracy.
<b>C1</b>	CAN contribute effectively to meetings and seminars within own area of work or keep up a casual conversation with a good degree of fluency, coping with abstract expressions.	CAN read quickly enough to cope with an academic course, to read the media for information or to understand non-standard correspondence.	CAN prepare/draft professional correspondence, take reasonably accurate notes in meetings or write an essay which shows an ability to communicate.
<b>B2</b>	CAN follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics.	CAN scan texts for relevant information, and understand detailed instructions or advice.	CAN make notes while someone is talking or write a letter including non-standard requests.
<b>B1</b>	CAN express opinions on abstract/cultural matters in a limited way or offer advice within a known area, and understand instructions or public announcements.	CAN understand routine information and articles, and the general meaning of non-routine information within a familiar area.	CAN write letters or make notes on familiar or predictable matters.
<b>A2</b>	CAN express simple opinions or requirements in a familiar context.	CAN understand straightforward information within a known area, such as on products and signs and simple textbooks or reports on familiar matters.	CAN complete forms and write short simple letters or postcards related to personal information.
<b>A1</b>	CAN understand basic instructions or take part in a basic factual conversation on a predictable topic.	CAN understand basic notices, instructions or information.	CAN complete basic forms, and write notes including times, dates and places.

\* Common European Framework of Reference for Languages (CEFR)

# English Language Exam Preparation - KET

These Cambridge Examinations are the most popular certificates of British English and are widely accepted in both the business and academic world to demonstrate language proficiency. Here are some of the most frequently asked questions about these ESOL examinations and their benefits.

## Key English Test (KET)

KET is Cambridge ESOL's exam which recognises the ability to deal with everyday written and spoken English at a basic level.

### Is KET for you?

- Do you have basic English skills?
- Can you understand simple written English?
- Can you communicate in familiar situations?
- Can you understand short notices and simple spoken directions?

If this describes your skills now, or describes the level of skills you are working towards, then KET is the right exam for you.

### What will KET do for you?

Cambridge ESOL is a department of the world-famous and historic University of Cambridge. Attaining one of its certificates is an achievement and a reward in itself. However, there are many other benefits to taking KET:

- a KET certificate is valid for life. You will not need to take the exam again
- KET is a truly international certificate, recognised around the world for business and study purposes
- thousands of employers, universities and government departments officially recognise KET as a basic qualification in English
- although KET is a basic exam, it offers a chance to find out your strengths and weaknesses in using English, and gives you a pathway to higher qualifications such as the Preliminary English Test (PET) and First Certificate in English (FCE)
- KET's "Can Do Skills" give you the confidence to use English in real situations.

# English Language Exam Preparation - KET

What will taking KET help you do?

At A2 level, typical users can be expected to:

- understand and use everyday expressions and basic phrases
- introduce themselves and answer basic questions about your personal details
- interact with English speakers who talk slowly and clearly.

Your preparation for KET will give you these kinds of practical language skills.

What is involved in taking the KET exam?

KET has three papers:

## **Reading and Writing: 1 hour 10 minutes**

You will need to be able to understand simple written information such as signs, brochures, newspapers and magazines. You will also have to fill gaps in simple sentences and write a short piece of around 25 words.

## **Listening: 30 minutes**

You need to show your ability to understand announcements and other spoken material when spoken reasonably slowly.

## **Speaking: up to 10 minutes**

You will need to demonstrate you can take part in a conversation by answering and asking simple questions. Speaking tests are normally held with two candidates.



# English Language Exam Preparation - KET

## English for your future

- KET offers an easy to understand pathway to other, higher qualifications such as the Preliminary English Test (PET) and First Certificate in English (FCE).
- KET's 'Can Do' skills enable you to use English in real situations with confidence. KET exams use real-life situations and are especially designed to help you communicate more effectively in your own life and to focus your language learning on the skills you will actually need.
- Because KET exams focus on all four communication skills — Reading, Writing, Listening and Speaking — you increase your confidence in using English in everyday situations.

## Results

Reading and Writing carries 50% of the total marks for KET, while Listening and Speaking both carry 25% of the marks each.

Candidates can access their results through the Cambridge ESOL Results Online Website.

There are two Pass grades, Pass and Pass with Merit.

Candidates judged not to have reached the required standard for KET receive the grades Narrow Fail or Fail.

All candidates are given an exam report explaining how they performed in each of the papers.

Certificates are awarded to candidates who achieve Pass grades. Once awarded, Cambridge ESOL KET certificates are valid for life.

# English Language Exam Preparation - PET

## What is PET - Preliminary English Test?

PET is an exam for people who can use every day written and spoken English at an intermediate level. It covers all four language skills — reading, writing, listening and speaking. Preparing for the exam is a popular way to develop and improve your language skills because it provides practical language practice in a variety of everyday work, study and leisure situations.

PET reflects the use of language in real life, such as understanding signs and announcements, and is accepted by many employers as proof of ability to use English in clerical, secretarial or managerial jobs. It is also widely accepted for use in jobs where spoken English is necessary such as tourism, retail, construction, manufacturing and engineering.

## What will PET do for you?

Cambridge ESOL is a department of the world-famous and historic University of Cambridge. Attaining one of its certificates is an achievement and a reward in itself. However, there are many other benefits to taking PET:

- a PET certificate is valid for life. You will not need to take the exam again
- PET is a truly international certificate, recognised around the world for business and study purposes
- thousands of employers, universities and government departments officially recognise PET as an intermediate qualification in English
- although PET is a basic exam, it offers a chance to find out your strengths and weaknesses in using English, and gives you a pathway to higher qualifications such as the First Certificate in English (FCE)
- PET's 'Can Do Skills' give you the confidence to use English in real situations.

# English Language Exam Preparation - PET

What is involved in taking the PET exam?

PET has three papers:

## Reading and Writing: 1 hour 30 minutes

You need to be able to read texts from signs, journals, newspapers and magazines and understand the main points. You will need to show you can use vocabulary and structure by completing tasks such as writing a short message, and a story or letter of around 100 words. You will also need to complete an exercise involving changing the meaning of sentences.

## Listening: 30 minutes (approx.)

You will need to show you can understand the meaning of a range of recorded spoken material, including announcements and discussions about everyday life. You need to be able to follow the attitudes and intentions of the speakers.

## Speaking: 10-12 minutes

Candidates take the Speaking test in pairs. You have to show your spoken English by taking part in conversation, asking and answering questions, and talking freely about your likes and dislikes.

## English for your future

- PET offers an easy to understand pathway to other, higher qualifications such as the First Certificate in English (FCE), and the Certificate in Advanced English (CAE).
- PET's 'Can Do' skills enable you to use English in real situations with confidence. PET exams use real-life situations and are especially designed to help you communicate more effectively in your own life and to focus your language learning on the skills you will actually need.
- Because PET exams focus on all four communication skills — Reading, Writing, Listening and Speaking — you increase your confidence in using English in everyday situations.

## Results

Each skill carries 25% of the total marks. There are two Pass grades (Pass with Merit and Pass) and certificates are awarded to candidates who achieve these grades. Candidates who achieve a grade Narrow Fail or Fail are judged not to have reached the required standard for PET. Once awarded Cambridge ESOL PET certificates are valid for life.

# English Language Exam Preparation - FCE

## What is FCE – First Certificate in English?

FCE is an exam for people who can use every day written and spoken English at an upper-intermediate level. It is an ideal exam for people who want to use English for work or study purposes.

After taking the FCE course, students can expect to:

- understand the main ideas of complex pieces of writing
- keep up a conversation on a fairly wide range of topics, expressing opinions and presenting arguments
- produce clear, detailed writing, expressing opinions and explaining the advantages and disadvantages of different points of view.

Your preparation for FCE will give you these kinds of practical language skills.

## Why take FCE?

FCE is ideal if you want to work or study abroad or to develop a career which requires language skills (e.g. business, medicine, and engineering). FCE indicates sufficient proficiency in English to be of practical use in clerical, secretarial and managerial jobs in many industries, in particular tourism, where contact with English speakers is required. Successful candidates have the ability to deal with routine letters and telephone enquiries, and to cope with some non-academic training programs and simple textbooks and articles.

FCE is also useful preparation if you are working towards higher level exams, such as CAE (Certificate in Advanced English) and CPE (Certificate of Proficiency in English). On passing the exam you will receive a certificate awarded by University of Cambridge ESOL Examinations, which is recognised by universities and employers throughout the world. You will also receive a statement of results, showing how you performed in each of the five papers.

# English Language Exam Preparation - FCE

## What does the exam involve?

FCE has five papers:

Reading | Writing | Use of English | Listening | Speaking

Each of the written papers is returned to Cambridge for marking and assessment. The Speaking Test is conducted by two locally based examiners who examine candidates face to face. All examiners are accredited by Cambridge ESOL.

### Reading (Paper 1) 1 hour 15 minutes

You will need to be able to understand information in fiction and non-fiction books, journals, newspapers and magazines.

### Writing (Paper 2) 1 hour 30 minutes

You will have to show you can produce a number of different items such as a short story, a letter, an article, a report or a composition, each of about 120—180 words.

### Use of English (Paper 3) 1 hour 15 minutes

Your use of English will be tested by tasks which show how well you control your grammar and vocabulary.

### Listening (Paper 4) 40 minutes (approx.)

You need to show you can understand the meaning of a range of spoken material, including lectures, news programmes and public announcements.

### Speaking (Paper 5) 14 minutes (approx.)

You will take the Speaking test with another candidate or in groups of three, and you will be tested on your ability to take part in different types of interaction: with the examiner, with the other candidates and by yourself.

# English Language Exam Preparation - FCE

## English for your future

- FCE offers a clear pathway to higher qualifications such as the Certificate in Advanced English (CAE) and Certificate of Proficiency in English (CPE).
- FCE's 'Can Do' skills enable you to use English in real situations with confidence. FCE exams use real-life situations and are especially designed to help you communicate more effectively in your own life and to focus your language learning on the skills you will actually need.
- Because FCE exams focus on all four communication skills (Reading, Writing, Listening and Speaking) plus the use of English, you increase your confidence in using English in everyday situations.

## Results

Exam scripts are sent to Cambridge ESOL for marking and grading and the results are sent back to the test centres.

Each component of the exam carries 20% of the total marks. Candidates can access their results through the Cambridge ESOL Results Online website.

There are three Pass grades, A, B and C — candidates reaching these grades are awarded a certificate. Candidates achieving grades D or E do not receive a certificate.

Once awarded Cambridge ESOL FCE certificates are valid for life.

# English Language Exam Preparation - CAE

## What is CAE – Cambridge Advanced Examination?

CAE is an exam for advanced users of English. This exam is aimed at people who can use written and spoken English for most professional and social purposes. It is widely recognised for work or study purposes.

Although the level of language skills required is not as high as for CPE (Certificate of Proficiency in English), CAE recognises the ability to communicate with confidence in English and deal with most aspects of everyday life.

After taking the CAE course, students can expect to:

- read quickly enough to cope with an academic course
- understand complex opinions
- produce clear, well structured and detailed pieces of writing
- express themselves well with a good degree of fluency
- use English flexibly for social, professional and academic purposes.

Your preparation for CAE will give you these kinds of practical language skills.

## Why take CAE?

CAE is ideal if you want to work or study abroad or to develop a career which requires language skills (e.g. business, medicine, and engineering). It is also useful preparation if you are working towards CPE (Certificate of Proficiency in English).

Studying for CAE helps you to improve your language skills and use them in a wide range of contexts. The exams are based on realistic tasks, and indicate the ability to use the language in practical situations. If you are successful, you'll be able to participate in meetings and discussions, expressing opinions clearly, and be able to understand and produce texts of various types, including business letters and reports. You'll also be more than capable of following university programs taught in English.

Cambridge ESOL is a department of the world-famous and historic University of Cambridge. Attaining one of its certificates is an achievement and a reward in itself. However, there are many other benefits to taking CAE:

- A CAE certificate is valid for life. You never need to take the exam again.
- CAE is truly international, recognised around the world for business and study purposes
- Hundreds of employers, universities and government departments officially recognise CAE as a qualification in advanced English
- Passing CAE gives you the confidence to take on the Certificate of Proficiency in English (CPE)
- CAE's 'Can Do' skills give you the confidence to use English in real situations.

# English Language Exam Preparation - CAE

## What does the exam involve?

CAE has five papers:

Reading | Writing | Use of English | Listening | Speaking

The written papers are returned to Cambridge for marking and assessment. The Speaking Test is conducted by two locally based examiners who examine candidates face to face. All examiners are accredited by Cambridge ESOL.

### Reading (Paper 1) 1 hour 15 minutes

You will need to understand texts from publications such as fiction and non-fiction books, journals, newspapers and magazines.

### Writing (Paper 2), 2 hours

You will have to show you can process information from different types of input to produce a number of different types of writing such as letters, articles, reports and reviews. The pieces of writing will be aimed at specific types of readers, each of about 250 words.

### Use of English (Paper 3), 1 hour 30 minutes

Your use of English will be tested by tasks which show how well you can control your grammar and vocabulary.

### Listening (Paper 4), 45 minutes (approx.)

You need to show you can understand the meaning of a range of spoken material, including lectures, news programmes and public announcements.

### Speaking (Paper 5), 15 minutes

You will take the Speaking test with another candidate or in groups of three, and you will be tested on your ability to take part in different types of interaction: with the examiner, with the other candidates and by yourself

## Results

Exam scripts are sent to Cambridge ESOL for marking and grading and the results are sent back to the test centres.

Each component of the exam carries 20% of the total marks.

Candidates can access their results through the Cambridge ESOL Results Online website.

There are three Pass grades, A, B and C — candidates reaching these grades are awarded a certificate. Candidates achieving grades D or E do not receive a certificate.

Once awarded Cambridge ESOL CAE certificates are valid for life.



# English Language Exam Preparation - BEC

## What are BEC – Business English Certificates?

The Business English Certificates (BEC) are internationally recognised qualifications that show employers your skills for using English in the workplace.

BEC is an ideal English language exam if you are preparing for a career in business. There are three different levels of BEC: BEC Preliminary, BEC Vantage and BEC Higher.

- BEC Preliminary (PET equivalent)
- BEC Vantage (FCE equivalent)
- BEC Higher (CAE equivalent)

## Is BEC for you?

If your English language ability is sufficient for most simple communications, such as shopping, you may consider progressing towards BEC. You should have an understanding of, or interest in, the world of work, business and commerce.

## Why take BEC?

More than ever, a good knowledge of English is needed to succeed in international business and commerce. If you can show you have relevant language skills, you'll have a great advantage in the jobs market and much greater flexibility if you want to work abroad.

BEC can help you show that you have learned English to an appropriate standard and can use it in a business context.

The BEC exams are aligned with Levels B1 to C1 of the Common European Framework of Reference for Languages — an internationally recognised benchmark of language ability. The framework uses six levels to describe language ability, from A1 to C2. 'Can Do' statements have been used to describe these levels in terms of real skills with language, such as being able to write a report, or take a telephone message. This means that preparing for BEC will help you develop real-life skills and the confidence to use them.

BEC is also linked with the UK Qualifications and Curriculum Authority's National Standards for Literacy, within the National Qualifications Framework (NQF).

# English Language Exam Preparation - BEC

## Recognition

BEC is officially recognised by more than a thousand educational organisations, employers, ministries, government bodies and professional organisations throughout the world as a suitable qualification for business use.

Leading international companies such as Sony Ericsson, Shell, Vodafone, Bayer, Coca-Cola and HSBC have all recognised BEC in their offices around the world.

## Results

A single, overall grade is awarded, based on the aggregate of marks gained in the four components (Reading, Writing, Listening and Speaking). There are no Pass/Fail marks for individual papers, so you do not need to reach a particular level in any component in order to achieve a Pass in the examination. You will also receive a Statement of Results which shows your performance in each paper against the scale Exceptional — Good — Borderline — Weak. The report will indicate your relative performance in each skill. If you pass, you will be awarded a certificate from University of Cambridge ESOL Examinations.

Once awarded, Cambridge ESOL BEC certificates are valid for life.

# Business English Language Timetables

Based on the CEFR guidelines for learning hours\*, BLS has programmed the following course timetables for the different Business English language levels:

Language Level	Weekly Learning Hours**	Course Duration
BEC Preliminary (B1)	15 Hours	15 Weeks (225hrs)
BEC Vantage (B2)	20 Hours	15 Weeks (300hrs)
BEC Higher (C1)	25 Hours	15 Weeks (375hrs)

## English Language Timetable

Based on the CEFR guidelines for learning hours\*, BLS has programmed the following course timetables for the different language levels:

Language Level	Weekly Learning Hours**	Course Duration
A2 Elementary (KET)	20 Hours	12 Weeks (240hrs)
B1 Pre-Intermediate (PET)	20 Hours	12 Weeks (240hrs)
B2 Intermediate (FCE)	25 Hours	18 Weeks (450hrs)
C1 Upper Intermediate (CAE)	30 Hours	18 Weeks (540hrs)

### \* Common European Framework

A2  
B1  
B2  
C1

### Guided Learning Hours

approximately 180–200  
approximately 350–400  
approximately 500–600  
approximately 700–800

## Contact Us

To find out more about our online learning concept, and how Business Learning Solutions can add value to your business please contact Gil Bernardino our Head of English Learning on:

Tel: +44 (0) 7979 271 619

or

Email: [gilb@bbsuk.com](mailto:gilb@bbsuk.com)

Thank you.



## Awarding Bodies:

Cambridge English  
**Key**  
Key English Test (KET)

Cambridge English  
**Preliminary**  
Preliminary English Test (PET)

Cambridge English  
**First**  
First Certificate in English (FCE)

Cambridge English  
**Advanced**

Cambridge English  
**Business**  
Business English Certificates (BEC)

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