

BCCAT ENGLISH LEVEL ACHIEVEMENT SCALE

Language Domain	Advanced Business English Course
Listening	<ul style="list-style-type: none"> * can demonstrate comprehension of business-related audio (such as meetings, interviews, presentations, or customer service calls) by identifying key details to answer the comprehension questions.
Speaking	<ul style="list-style-type: none"> * can deliver a short presentation on a business topic by researching information from the internet and other credible sources, organizing the content clearly, and presenting it orally using appropriate vocabulary, grammar, and visual aids as measured by a an oral presentation rubric. * can demonstrate the ability to respond to business questions in depth in the speaking part of the final assessment as measured by a Business English speaking rubric.
Reading	<ul style="list-style-type: none"> * can analyze articles about business topics and answer comprehension questions by identifying the main idea, supporting details, and the author's purpose or opinion. * can identify and interpret the meaning of some business idioms and figurative language and accurately match them to their definitions. * can analyze a cover letter and answer comprehension questions by identifying key elements (such as applicant's name, position applied for, skills, experience, and purpose of the letter). * can compare two consumer and two job advertisements by identifying key information and answering the comprehension questions. * can demonstrate understanding of business unit vocabulary by correctly matching them to their definitions. * can analyze an email managing the problems faced by a member of an international team, and select the right answer for each question related. * can compare an invoice and a purchase order by identifying their purpose and required information. * can evaluate Job-Seeking Skills tasks or texts—such as resumes, cover letters, job applications, and interview preparation—and * accurately answer comprehension or reflection questions.
Writing	<ul style="list-style-type: none"> * can create a persuasive email to a colleague or classmate by expressing their opinion about an event or activity, providing at least three reasons to encourage participation, and using appropriate email format, tone, and language. * can demonstrate the ability to reply to a formal business email of complaint.
Grammar	<ul style="list-style-type: none"> * can distinguish between the past perfect and past perfect continuous tenses by identifying their forms and uses in sentences. * can recognize the causatives: make, have, get construction in written context and use them correctly. * can use and identify past unreal conditional sentences and past modals (e.g., should have, could have, would have) in sentences. * can use reported speech and passive voice with modal verbs correctly demonstrating increased accuracy of form and meaning. * can distinguish and use -ed and -ing adjectives as well as infinitives in sentences by demonstrating understanding of their meaning and function.