

THE CENTER for CONTINUING EDUCATION (C.C.E.) at THE AMERICAN UNIVERSITY of KUWAIT

presents



University of Cambridge BUSINESS ENGLISH CERTIFICATES (BEC) Preparation Course



UNIVERSITY of CAMBRIDGE
International Examinations

CAMBRIDGE INTERNATIONAL CENTRE

The Cambridge Business English Certificate (BEC) is an internationally recognized qualification that will last you a lifetime.

BEC is a skills-based qualification in English for work which will enhance your future, whether you are a student wishing to show your language skills with a Cambridge certificate, or an employee seeking to advance your career prospects.

Our BEC preparation courses are tailored to teach you Business English that you can take straight into the workplace, while simultaneously training you for the BEC exams through:

- *Up-to-date business language in a range of contexts*
- *Interviews with business people covering a wide range of accents*
- *Sample compositions for writing activities*
- *'Task Tips' preparing you for specific task types*
- *'Exam Skills' providing exam-type tasks with detailed explanation*
- *Practice BEC exams*

There are three levels of BEC: BEC Preliminary, BEC Vantage and BEC Higher. Each level has 80 hours of preparation, divided into two 40-hour courses each.

Outcomes

At the end of each BEC preparation course, candidates will be able to:

Preliminary Level:

- *Read reports, charts and advertisements*
- *Write short e-mails*
- *Understand brief telephone conversations and discussions*
- *Be able to give a short presentation*

Vantage Level:

- *Read and understand longer business reports and company documents*
- *Write letters and proposals*
- *Listen to and comprehend short discussions*
- *Contribute to a discussion on a business topic*

Higher Level:

- *Read and understand authentic business articles*
- *Write reports and summarize graphs*
- *Listen to and understand extended discussions and presentations*
- *Give a brief presentation and express opinions in a discussion*

Each 40-hour course only KD 249

Note: Courses are subject to enrollment restrictions

Instructors may vary due to instructor availability

Course fees do not include exam fee

To register or get more information about this program, E-mail: CCE@auk.edu.kw or call 1802040, 2224-8398, 22248399 Ext: 123, 124, 278, 460 or Fax: 2571-5821

P.O. Box 3323, Safat 13034, Kuwait