



a.y. 2016-2017

Cambridge English: Business Higher C1 (BEC Higher) Preparation Course

Program	Bachelor and Master of Science
Teaching activity	Parallel to courses in preparation for Bocconi exams and as an alternative to them; (total classroom teaching hours 48) The course is activated if there is a sufficient number of participants
Minimum Initial Level	In order to attend the class in a productive way, students are advised they need a good B2 level of knowledge of the language
Objective	Help prepare students for the Cambridge Business Higher Exam (level C1*) , with the objective of passing the exam with at least a 'B' grade
Head Teacher	John Clark McHardy
Notice	<ul style="list-style-type: none">the courses are available for a limited number of students: to be admitted, students have to sit a testafter the test, the Center works out a classification. Test results are processed by the computer according to European standards, and they cannot be appealed against.the courses run for one semester Bachelor and Master of Science: 1st year - 2nd semester (February-May); Master of Science only: 2nd year - 1st semester (October-December)after the test, students admitted to the course will be assigned to a class groupthe class group is run only if the minimum number of applicants is reachedcourses will be held mostly during evening hours (from Monday to Friday)students can attend only one course per semesterinstructions and deadlines for the enrolment procedure and further communication will be sent via yoU@B Student's Diary

*[Common European Framework of Reference for Languages](#)

Set Textbooks

- Brook-Hart *Business Benchmark Advanced Student's Book*, Pearson – Cambridge
- Cambridge English Business 5 Higher*, Cambridge



We remind you that the Language Center offers to all students an information and consultancy service for the study of languages. In addition, at its [language laboratories](#), multimedia library, and online a variety of materials for students wishing to prepare for [international certificates recognized by the University](#) also for Bocconi exams (visit: www.unibocconi.eu/languagecenter).

Resources

Materials prepared by professors
Self-study programme
Past exams
Extra teaching materials
Language tutors
Office Hours for Bocconi teachers
International certificates conversion tables

Classroom activities & skills

The aim of the course is to provide a solid preparation in order to tackle and successfully pass the three-plus hour Cambridge Business Higher Exam.

- **Listening Module:** The Cambridge Business Higher exam tests that students can ‘follow and understand a range of spoken materials such as conversations, interviews and discussions’. Students will work to answer correctly at least 80% of Business Higher listening comprehension questions
- **Reading Skills:** The Cambridge Business Higher exam tests that students can ‘deal confidently with different types of text’. Students will work to answer correctly at least 80% of Business Higher reading comprehension questions
- **Writing Skills:** The Cambridge Business Higher exam tests that students can ‘write a variety of different items such as memos, faxes, emails, reports and proposals.’ Students will work to consistently write effective memos, faxes, emails, reports and proposals
- **Speaking Skills:** The Cambridge Business Higher exam tests that students can ‘communicate effectively in face-to-face situations.’ Students will work to consistently communicate effectively in face-to-face situations

While the Cambridge Business Higher Exam offers results at a number of different levels, the course focuses on the skills needed at the C1 Level.

In order to prepare students in each of these four skills, the **Cambridge Business Higher Exam** preparation course consists of four modules:

- Listening
- Reading
- Writing
- Speaking

Self-study activities & skills

1. Management (pp 10 – 25)		
Topics	Skills Focus	Assignment
<ul style="list-style-type: none"> - Corporate culture - Leaders and managers - Internal communications 	<ul style="list-style-type: none"> - Vocabulary Development Skills - Language Skills 	<ul style="list-style-type: none"> - Grammar Workshop 1 (pp. 26 – 27)



- Chairing meetings	- Reading Skills - Listening Skills - Writing Skills - Speaking Skills - Practice Exam 1	- Material supplied by the teacher
2. Competitive Advantage (pp. 28-43)		
Topics	Skills Focus	Assignment
- Customer relationships - Competitive advantage - A proposal - Presenting at meetings	- Vocabulary Development Skills - Language Skills - Reading Skills - Listening Skills - Writing Skills - Speaking Skills - Exam Skills	- Grammar Workshop 2 (pp. 44-45) - Material supplied by the teacher
3. Advertising and Sales (pp. 46-61)		
Topics	Skills Focus	Assignment
- Advertising and customers - Advertising and the internet - Sales reports - The sales pitch	- Vocabulary Development Skills - Language Skills - Reading Skills - Listening Skills - Writing Skills - Speaking Skills - Practice Exam 2	- Grammar Workshop 3 (pp. 62 – 63) - Material supplied by the teacher
4. Finance (pp. 64-79)		
Topics	Skills Focus	Assignment
- Forecasts and results - Financing the arts - Late payers - Negotiating a lease	- Vocabulary Development Skills - Language Skills - Reading Skills - Listening Skills - Writing Skills - Speaking Skills - Exam Skills	- Grammar Workshop 4 (pp. 80 – 81) - Practice Test 3
5. The Work Environment (pp. 82 – 97)		
Topics	Skills Focus	Assignment



<ul style="list-style-type: none"> - Workplace atmosphere - The workforce of the future - Productivity - Staff negotiations 	<ul style="list-style-type: none"> - Vocabulary Development Skills - Language Skills - Reading Skills - Listening Skills - Writing Skills - Speaking Skills - Exam Skills 	<ul style="list-style-type: none"> - Grammar Workshop 5 (pp. 80 – 81) - Exam Skills and Exam Practice (pp. 121 – 153)
6. Corporate Relationships		
Topics	Skills Focus	Assignment
<ul style="list-style-type: none"> - Corporate ethics - Expanding abroad - An overseas partnership - A planning conference 	<ul style="list-style-type: none"> - Vocabulary Development Skills - Language Skills - Reading Skills - Listening Skills - Writing Skills - Speaking Skills - Practice Exam 4 	<ul style="list-style-type: none"> - Grammar Workshop6 (pp. 26 – 27) - Material supplied by the teacher

Concluding Information

The preparation course is aimed to the relevant external certification, which takes place at the authorized exam centers.

Further information concerning centers, dates, fees and registration procedures can be found at <http://www.cambridgeenglish.org/>.

Please note that to achieve the best results student should take the exam as soon as possible after the end of the course.

The certification can be converted as an alternative to the English exam if the student has not already recorded the exam in the academic career.

Further information:

- Bocconi learning program and exams at www.unibocconi.eu/languagecenter > Exams-Certificates > Bocconi exams
- Conversion table (results/grade out of thirty) at www.unibocconi.eu/languagecenter > Exams-Certificates > Language Certificates