

Business English Certificate (BEC – Cambridge) - Exam Topics

Reading

- Reading comprehension of business-related texts (reports, emails, advertisements)
- Multiple-choice questions
- Matching information and headings
- Gap-filling exercises with business vocabulary

Writing

- Writing short business messages (emails, memos)
- Producing longer texts such as reports or proposals
- Organizing ideas clearly with correct tone and register
- Using appropriate business vocabulary

Listening

- Understanding business conversations and meetings
- Listening to presentations, announcements, and telephone conversations
- Identifying key facts, opinions, and attitudes
- Note-taking tasks based on spoken input

Speaking

- Part 1: Interview with personal and business-related questions
- Part 2: Mini-presentation on a business topic
- Part 3: Interactive task (role-playing business situations)
- Part 4: Extended discussion on business issues