

Cambridge English

Business BENCHMARK

Upper Intermediate
BULATS and Business Vantage

Teacher's Resource Book
Guy Brook-Hart with David Clark

2nd Edition

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Introduction

Who this course is for

Business Benchmark Second edition Upper Intermediate Business Vantage/BULATS is a completely updated and revised course at CEFR B2 level, reflecting contemporary international business in a stimulating way both for people already working and for students who have not yet worked in business.

It teaches the reading, speaking, listening and writing skills needed in today's global workplaces, together with essential business vocabulary and grammar.


Business Benchmark Upper Intermediate is also the most complete preparation material available for *Cambridge English: Business Vantage*, also known as *Business English Certificate (BEC) Vantage*, and for the Business Language Testing Service (BULATS) test, and is officially approved as an exam preparation course by Cambridge ESOL. It includes either one complete exam for Business Vantage supplied by Cambridge ESOL or selected tasks from the BULATS test.

What the course contains

Student's Book

- **24 units for classroom study** covering all four skills in a dynamic and integrated way, together with essential business vocabulary and grammar.
- Authentic listening and reading material, including interviews with real business people.
- Six **Grammar workshops** which explain and extend the grammar work covered in the units and which are informed by the Cambridge Learner Corpus (CLC) – see below.
- A nine-page **Writing reference** covering emails, memos, letters, reports and proposals and function bank.
- A fully-referenced **Word list** with definitions, covering key vocabulary from the units and the transcripts.
- An **Exam skills and Exam practice** section, which gives students detailed guidance on how to approach each exam task, the skills required and what the exam task is testing, together with exercises to build up students' exam skills. The Exam practice pages contain either **a complete past Business Vantage exam**, with answers, supplied by **Cambridge ESOL** or **selected tasks from the BULATS test**.
- A **full answer key** for all the exercises in the Student's Book, including **sample answers** to all the writing tasks.
- Complete **recording transcripts**.

New features in the 2nd edition

- **Updated grammar and vocabulary** exercises based on correcting common grammar and vocabulary mistakes made by Business English students at this level, as shown by the CLC (see below). Exercises based on the CLC are indicated by this symbol: 
- New **Writing reference** section with guidance for each type of writing task and sample answers.
- New topics, texts and recordings reflecting the realities of contemporary international business.
- **Complete revision of all exam-style tasks**, making them closer to real exam tasks.

The Cambridge Learner Corpus (CLC)

The Cambridge Learner Corpus (CLC) is a large collection of exam scripts written by candidates taken from Cambridge ESOL exams around the world. It currently contains over 220,000 scripts, which translates to over 48 million words, and it is growing all the time. It forms part of the Cambridge International Corpus (CIC) and it has been built up by Cambridge University Press and Cambridge ESOL. The CLC currently contains scripts from over:

- 200,000 students
- 170 different first languages
- 200 different countries.

Find out more about the Cambridge Learner Corpus at www.cambridge.org/corpus.

Personal Study Book

The Personal Study Book contains:

- 24 units, each relating to the 24 units of the Student's Book. These units contain:
 - vocabulary revision and consolidation work
 - grammar revision and consolidation work.
- a 15-page Writing supplement covering spelling, punctuation, paragraphing, organisation and planning of writing tasks.
- a full answer key to all the exercises.

Recorded materials

The recordings for the Student's Book are available on two **audio CDs**, containing a variety of recorded material, including authentic interviews with real business people and exam listening tasks.

Teacher's Resource Book

The Teacher's Resource Book contains:

- information about how the activities in each unit relate to the Business Vantage exam and BULATS test
- step-by-step notes on each exercise in each unit in the Student's Book, with advice on how to handle activities in the unit and suggestions for alternative treatments and extension ideas for certain exercises
- answer keys to all exercises in the Student's Book, including the Exam skills and Exam practice section.
- additional photocopiable activities for every unit and six case studies, including further reading texts, discussion activities and games, intended to supplement and extend the work done in the Student's Book units and to provide a wider range of activities or a more in-depth study of certain business topics. The photocopiable activities also provide extra writing tasks, all with a step-by-step approach and a sample answer for students or teachers to refer to
- answers to all exercises in the photocopiable activities

Cambridge English: Business Vantage exam

The Business Vantage exam assesses language ability used in the context of business at the Council of Europe's Vantage Level (B2) for general language proficiency.

- In the Reading component, there are five tasks of the following types: multiple-choice, matching, sentence-level gap-filling, multiple-choice gap-filling and error identification. The Reading component contributes 25% of the total marks.
- In the Writing component, there are two tasks, both compulsory. Candidates produce a piece of internal company communication and a short report, proposal or piece of business correspondence. The Writing component contributes 25% of the total marks.
- In the Listening component, there are three tasks of the following types: gap-filling or note completion, matching and multiple-choice. Texts used are monologues and dialogues, including interviews, discussions, telephone conversations and messages. The Listening component contributes 25% of the total marks.
- The Speaking Test is conducted by two external examiners, and candidates are tested in pairs (or, if there is an uneven number of candidates, in groups of three). There are three tasks in which each candidate responds to the questions, gives a 'mini-presentation' lasting approximately six minutes and takes part in a collaborative task with the other candidate.

A single overall grade is awarded, based on the aggregate of marks gained in the four components indicated above.

Business Language Testing Service (BULATS) test

BULATS makes use of a number of specially designed tests:

- The Computer Test
- The Standard Test
- The Speaking Test
- The Writing Test

Each test can be used independently of the others, or they can be used in various combinations. All the tests aim to be relevant to people using the language at work. They cover areas such as descriptions of jobs, companies and products, travel, management and marketing, customer service planning, reports, phone messages, business correspondence and presentations. The tasks in the test are generally practical ones, e.g. taking a phone message, checking a letter, giving a presentation, understanding an article, writing a report.

All the tests aim to assess candidates across the six levels of the ALTE Framework, i.e. the same test is used for all candidates whatever their level. (0–5 of the ALTE Framework correspond to the Council of Europe framework levels A1–C2.)

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