

BEC Preliminary Writing Part 1 – Teacher’s Notes

Description

Students look at example Part 1 tasks and do exercises focusing on the target reader, text type and content required; identifying what is good and bad about two sample answers; choosing good sentences for each bullet point and ordering sentences to make a coherent answer. They practise writing their own answers and gapfill sentences giving advice about Writing Part 1.

Time required: 60 minutes

Materials required:

- *Student’s Worksheet (one per student)*

Aims:

- *to familiarise students with the format of Writing Part 1*
- *to help them to understand the importance of making the meaning clear*

Procedure

1. Ask students to think about emails, notes and letters to colleagues or friends, and ask them which the most important thing is: correct spelling, correct grammar, or making the reader understand the meaning [making the reader understand the meaning].
2. Explain that you are going to focus on writing to other people, and on the importance of making the meaning clear to the reader. Say that this is also very important in Writing Part 1.
3. Give each student a copy of the **Student’s Worksheet**, and ask them to read the Part 1 task in Exercise 1. Draw attention to the spelling of *engineering*, as it’s often misspelt by candidates. Ask them to do Exercise 1 in pairs.
4. Check the answers [see **Key to Student’s Worksheet**]. Ask why it’s important to think about the reader [so they know who they are writing to, and to try to make sure the reader will understand]. Ask why it’s important to do exactly what’s in the bullet points, and only that [to give the message that’s needed, without confusing the reader with extra information]. Point out that it may be sensible to write one sentence for each bullet point, because they all contain information that’s different and of equal importance.
5. Ask students to look at Exercise 2 and in pairs to write comments in the table about the two answers.
6. Check the answers [see **Key to Student’s Worksheet**]. Ask which answer they think is better [Answer B is much better than Answer A. Mostly importantly, although Answer B isn’t in perfect English, it still gets the message across clearly.]
7. Tell students you are going to ask them to write their own email in answer to the question. Ask them to look at the question in Exercise 1 again, and ask for ideas for the third bullet point – what work you could ask your assistant to do [e.g. write a particular report, advertise a vacant post, arrange a particular meeting, etc.]. Ask students to write the email and try to make it different from the answers they’ve looked at (Exercise 3). Tell them to spend no longer than 10 minutes on it, including reading the instructions carefully, writing, then



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Michael Macdonald



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Issues in Testing Business English Barry O'Sullivan, 2006-01-26 This book describes the revision of the Cambridge ESOL Business English certificates offering a unique insight into test revision [Business Benchmark Pre-intermediate to Intermediate BULATS and Business Preliminary Teacher's Resource Book](#) Norman Whitby, Patricia Sanders, 2013-01-31 Business Benchmark Second edition is the official Cambridge English preparation course for Cambridge English Business Preliminary Vantage and Higher also known as BEC and BULATS This Teacher's Resource Book includes a wide range of supplementary photocopiable material with answers including complete extra lessons and case studies It provides information about how the activities in each unit relate to the Business Preliminary exam and BULATS test There are notes on each unit with advice and suggestions for alternative treatments and information about how this course corresponds to the CEF with a checklist of can do statements A complete answer key to both the Business Preliminary and BULATS versions of the Student's Book is provided as well as complete transcripts of the listening material with answers underlined [B1 Writing](#) Anna Phillips, Terry Phillips, 2025-03-31 Practice makes perfect This edition of sample tests has been written to closely replicate the Cambridge exam experience and has undergone rigorous expert and peer review You or your students if you are a teacher will hopefully enjoy the wide range of assessment topics and benefit from the repetitive practice something that is key to preparing for this part of the test The B1 Preliminary Writing paper gives you the opportunity to show your language skills The topics of tasks are chosen so that they are relevant to the typical student taking this exam so you should find that you have enough ideas to write about Each question will guide you by identifying the context the purpose for writing and the target reader This resource comprises ten exam styled Writing tests model answers and bonus test material Anna Phillips and Terry Phillips have co written more than 200 books in all areas of English language learning and teaching and together over a period of 40 years have worked as teachers teacher trainers language school owners examiners and educational consultants Their popular publications include the award winning multi level EAP course Skills in English Garnet Education which is taught in a large number of universities in the UK and around the world For more Cambridge English resources visit www.prosperityeducation.net [Books Out Loud](#) ,2007 **Collins Cambridge English - Practice Tests for B1 Preliminary** Peter Travis, 2020-03-19 All the practice you need for a top score in the Cambridge English B1 Preliminary qualification With the realistic test papers and helpful advice in Collins Practice Tests for B1 Preliminary PET you will feel confident and fully prepared for what to expect on the day of the test It contains 8 complete practice tests fully updated for the revised 2020 exam specification Answer keys and model answers Downloadable audio and audio scripts for the Listening and Speaking papers Visual materials for the Speaking paper plus model answers A mini dictionary of difficult words from the tests taken from our COBUILD dictionaries With Collins Practice Tests for B1 Preliminary students will know what to expect from the real test Material and layout has been carefully prepared to replicate the real test Introduction

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Practice Tests for the BEC Kate Wakeman, 2005

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explaining its characteristics and providing guidance on how to plan a response to an exemplar question There are two example questions for each task type For each task type question two responses from different students are provided One response is very good and the other is less good identifying areas in which the student could improve There are detailed comments on each response categorised by the assessment criteria Content Communicative Achievement Organisation Language as well as a breakdown of the marks that each response could get in the exam The four exam styled practice tests included in this resource will allow the reader to consolidate their approach to the different types of writing task that can be assessed Margaret Cooze holds an MA in Applied Linguistics and an MSc in English Language Teaching Management and has worked in senior roles at Cambridge English Language Assessment and Cambridge Assessment International Education She is the author of several ELT resources published by Cambridge University Press Assessment For more Cambridge English resources visit www.prosperityeducation.net *Practise and Pass - B1 Preliminary for Schools (Revised 2020 Exam)* Bernardo Morales, Megan Roderick, 2020-03-09 **Practice Tests for the BEC** Kate Wakeman, 2005-01

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