

Cambridge ESOL exams, is used by employers, universities and governmental organizations around the world.

Why should you take the BEC exam?

In today's increasingly global marketplace, a good knowledge of the English language has taken on an important role in international business. Because applicants with a significant working knowledge of English have a solid advantage in the job market, a common benchmark for measuring those skills is paramount. Thus the Business English Certificate exam, whose certifications are recognized by thousands of organizations around the world, serves as a strong letter of merit attesting to those abilities. Indeed, the BEC exam seal of approval can help show that applicants have learned business English to a sufficiently high and well-recognized standard.

Fall 2019 at CEP:

CEP's Fall semester runs from:

Sec. 1: August 26 - October 21

Sec. 2: October 28 - December 21.

Classes do not meet on major holidays - please note skip dates.

Course Schedule

BEC Courses:

All courses are 8 week long 16 Sess.

Business Writing and Language & Culture

Sec 1: Mond & Wed. 5:30 - 7:30pm; 8/26 - 10/21

Skips 9/2

Sec 2: Mond & Wed. 5:30 - 7:30pm; 10/28 - 12/18

Pronunciation and Accent Reduction

Sec 1: Mond & Wed. 7:40 - 9:30pm; 8/26 - 10/21

Skips 9/2

Sec 2: Mond & Wed. 7:40 - 9:30pm; 10/28 - 12/18

Understanding Business Terminology

Sec 1: Tue & Thu. 7:40 - 9:30pm; 8/27 - 10/17

Sec 2: Tue & Thu. 7:40 - 9:30pm; 10/29 - 12/19
skips 11/28

Presentation and Public Speaking

Sec 1: Tue & Thu. 5:30 - 7:30pm; 8/27 - 10/17

Sec 2: Tue & Thu. 5:30 - 7:30pm; 10/29 - 12/19
skips 11/28



CONTINUING
EDUCATION
PROGRAMS
at HUNTER



Daytime location:

695 Park Avenue; Room E1022; NY, NY 10065

Phone: 212-650-3850; Fax: 212-772-4302

Email: ce@hunter.cuny.edu

Mon.-Thu 9am-5pm; Fri. 9am-4:45pm

Evening location:

71 East 94th Street; Room 333; NY, NY 10128 Phone:

646-963-6311; Email: ce@hunter.cuny.edu

Mon.-Thu. 5-9pm

[www.hunter.cuny.edu/ce/certificates/
business-certificates/marketing](http://www.hunter.cuny.edu/ce/certificates/business-certificates/marketing)

CONTINUING EDUCATION at
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Business English Certificate

Business English is an invaluable skill when it comes to getting a new job or a promotion in any industry. English is a business language skills, internationally recognized, that can make you more marketable.

The Skills You Need for today's Workplace



Fall 2019

www.hunter.cuny.edu/ce

Business English Certificate



Registration and Tuition:

Business English is an invaluable skill when it comes to getting a new job or a promotion in any industry. English is a business language skills, internationally recognized, that can make you more marketable.

This Certificate In Business English consists of 4 required courses. Tuition for the certificate is \$1,850 plus a one-time \$35 registration fee. Alternatively, you can register for each course individually and pay the registration fee per semester.

To register for courses online visit our online registration portal. You may browse courses and register as a new or returning student. Certificate students: Please visit or contact the registration office to select your course schedule per semester.

This certificate is designed to help non-native speakers of English communicate effectively in business situations. It teaches how to communicate in the workplace, focusing on business writing and oral skills to give presentations or to convey opinions.

Students will learn about:

- Company organization
- Meeting your team
- Internal/external communication
- Negotiation
- Making presentations

- Handling questions in a meeting
- Phone conversations
- Dealing with difficult situations
- Company culture

Required Courses:

Business Writing and Language and Culture \$600

Students will develop skills in the practical principles of grammar, punctuation, and vocabulary needed in business transactions. Students will study common business correspondence, including the correct form and use of business applications. Reading and writing of business documents, such as routine letters and e-mail, specialized letters, memoranda, brochures, articles, and reports will be emphasized.

- Writing reports—style and conventions of social English
- E-mail—standard phrasing
- Writing notes and memos
- Resumes and cover letters
- Advertising (writing a LinkedIn profile)
- Answering e-mails

Understanding Business Terminology \$600

This course will teach students vocabulary needed to understand what people are saying in meetings without waiting for translation. This class will enable you to add your own opinions, questions or concerns and help you to understand current business trends and news.

Reading and understanding contracts

Understanding memos

Reading business magazines

Understanding news

Reading articles from business publications

Presentation and Public Speaking \$600

This course is focused on oral skills that prepare nonnative speakers of English to give both individual

and group presentations, to handle audience questions, to run an effective business meeting, and to improve English through critical self-analysis of speech.

- Organizing a business presentation
- Describing visuals
- Making transitions from one point to another
- Asking & answering questions
- Running a meeting/leading a discussion
- Stress & intonation to communicate with others in practical, business oriented situations
- To handle themselves in English in a variety of business contexts, from negotiating, to using the telephone, to making presentations, to socializing.

Pronunciation and Accent Reduction \$600

Participants learn to identify their pronunciation difficulties and increase accuracy in producing the individual vowel and consonant sounds of American English. This class will also focus on producing appropriate:

- Sounds
- Rhythm
- Stress
- Pitch
- Intonation and structure of that accent

Reasons for enrolling in this program

Improve your career opportunities – get the English language skills you need to be successful.

Accepted globally by top international companies as well as educational institutions and business schools.

What is the BEC test?

The BEC exam is an internationally recognized assessment developed by the ESOL Department at Cambridge University. As the name implies, the BEC exam is designed to demonstrate applicants' ability to use English in the workplace and, like many other