

# B1 CERTIFICATE IN ENGLISH FOR BUSINESS PURPOSES INTERMEDIATE

CEngB  
Handbook

Supplement to Learning  
Objectives and Test Format

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- Explanatory Notes

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  - Additional Lexical Items and Topics

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  - Letter Writing and Marking Criteria

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  - Examiner Training

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This handbook for the **B1 Certificate in English for Business Purposes - Intermediate** is a supplement to the *Learning Objectives and Test Format - The European Language Certificates* of the general language specifications for the **B1 Certificate in English** which were published in 1998 by WBT Weiterbildungs-Testsysteme GmbH, Frankfurt am Main.

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**Handbook**  
**B1 Certificate in English for Business Purposes - Intermediate**  
**Supplement to Learning Objectives and Test Format**

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## **The European Language Certificates** **B1 Certificate in English for Business Purposes - Intermediate**

The publication of the *Common European Framework for Languages: learning, teaching and assessment* by the Council of Europe in the year 2000 marked an important step in the development of learning objectives, curricula, teaching materials and means of assessment. The definitions of the domains of language use, the level descriptions and the task-based approach to language use have had highly significant implications for the work of The European Language Certificates. This publication is the result of a long process of development of the Certificates in English for Business Purposes and reinforces the position of this examination within the *Common European Framework of Reference* and within the system of *The European Language Certificates*.

Looking back over the history of the examinations, which have developed over many years and several revisions into international examinations in the widest sense of the word, it can be seen clearly that *The European Language Certificates* have always been in the forefront of positive changes and developments in language assessment. The continuing analysis and definition of the language needs of the target group have led to the development of a syllabus and examination not solely in business, commercial or economic English but in English for real use at the European workplace. This revision takes these needs as well as the changing face of the English language and its increasingly international use into account. The publication of the English and German versions of the brochure *Working in Europe* by *WBT Weiterbildungs-Testsysteme GmbH*, the German Chambers of Industry and Commerce and the Association of German Private Schools helped to make the *Common European Framework of Reference* known to those instrumental in decisions concerning the planning of language needs in industry and the implications of these needs for language assessment procedures.

As well as the practical needs of language learners at their workplace, the introduction of the *B1 Certificate in English for Business Purposes - Intermediate* are based on the findings of discourse analysis as well as other branches of linguistics. Language learners' need for real language, based on what is happening in language terms in the European workplace are reflected in the definition of the scenarios to be mastered at this level, the topics and the discourse features, all of which make up communication and competence in Europe.

The development of the *B2 Certificate in English for Business Purposes - adVantage* and the addition of the *B1 Certificate in English for Business Purposes - Intermediate* are a further step towards the expansion and completion of *The European Language Certificates* programme of languages for work purposes. Many people in different countries played an important part in the development of this examination, in brainstorming, development, test construction, evaluation and pre-testing and it would be impossible to name all of them here. Their work and inspiration are greatly appreciated and we would like to thank them all for their valuable contributions.

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## The European Language Certificates

### B1 Certificate in English for Business Purposes - Intermediate

#### Explanatory Notes

This publication is intended as a supplement to the existing publication *Learning Objectives and Test Format* for the TELC *B1 Certificate in English*. The new examination TELC *B1 Certificate in English for Business Purposes - Intermediate* does not require a separate description of learning objectives as these remain the same as for the TELC *B1 Certificate in English* examination. The examination regulations, the format of the examination and the marking criteria also remain the same as for the TELC *B1 Certificate in English*.

The *B1 Certificate in English for Business Purposes - Intermediate* has been developed on the basis of the specifications and learning objectives for the *B1 Certificate in English* for general purposes, so that this supplement merely represents a guide to the use of these specifications for English for Business Purposes. The specifications and learning objectives for the *B1 Certificate in English* apply to this examination with only a few additions and changes in emphasis. There are no omissions from the inventories for the *B1 Certificate in English*, although certain topics and vocabulary items will occur with a lower level of frequency in the examination tasks for the *B1 Certificate in English for Business Purposes - Intermediate*. In most cases it is assumed that materials designers, course planners and teachers will be able to make the transfer from the use of English for general purposes to the use of English for business or work-related purposes without any difficulty, using the information and inventories provided for the *B1 Certificate in English*. A few examples are given here to assist this transfer:

#### Domains

In the examination *B1 Certificate in English for Business Purposes - Intermediate* more emphasis will be placed on the occupational domain (as well as the public and educational domains) with the use of language in the personal domain occurring less frequently in examination tasks.

#### Topics

Certain topics will receive a greater emphasis without the complete exclusion of others. The emphasis in the examination tasks will be on topics such as *Occupation, Profession, Job; Education, Training and Learning; Economy, Commerce and Trade, the Consumer and Commercial and Public Services*. In the case of certain other topics such as *Travel* or *Media and Communications* the emphasis will be on a business or work-related context for these.

#### Lexical Inventory

An additional list consisting of approximately 100 lexical items is provided, forming part of the syllabus for this examination. This is a number that can be added to the already existing inventory at this level without producing too heavy a learning load. Although it would be possible to remove a similar number of items from the TELC *B1 Certificate in English* examination, thus keeping the total number in the inventory of vocabulary items the same, this was felt to be unnecessary. Teachers and/or learners can make the decision themselves as to which items they choose to place more or less importance on when teaching this syllabus or preparing for this examination. The list here is therefore intended as a supplement to the existing inventory. So, although no vocabulary items have been explicitly excluded, certain items used in general English will clearly occur with a far lower level of frequency, if at all, in an examination in *English for Business Purposes*.

**Functions, Notions, Grammar**

These inventories remain unchanged in their content and emphasis.

**Examination Format and Tasks**

These remain the same as in TELC *B1 Certificate in English*. In the case of the subtest *Writing*, three additional short lists (Salutations, Dates and Closing Formulae) are provided for the help of teachers. These are three features of letter-writing for business purposes which are of greater importance than in the use of English for general purposes and the correct use of these will be taken into greater account in the marking of the letters written by candidates. The lists provided here are not intended to be exhaustive but to serve as examples of currently acceptable forms, with provision for changes in business use being taken into account. A list of unacceptable forms has not been provided.

In all other respects, teachers, materials designers and course planners for this syllabus and examination should refer to the publication *Certificate in English: Learning Objectives and Test Format* (Order No. C02L-001B) published by the WBT.

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## Inventory of Additional Lexical Items

The following list of words consists of:

- a) **headwords:** these words are in the first column
- b) **exponents** for each headword showing the semantic uses in the second column

accountant	I am an accountant.
agent	He's working as our agent in Madrid.
analysis	We need a detailed analysis of the costs we will have.
answering machine	Leave a message on the answering machine.
apprentice	A new apprentice will be starting here next month.
area code	The area code is 06732.
business administration	I have a qualification in business administration.
c.v. / résumé	Please enclose c.v. and references.
canteen	The canteen serves good food.
career	Career possibilities are offered.
cellphone	His cellphone number is 0171 549832.
chamber of commerce	We work closely with local chambers of commerce.
chart	The chart shows sales figures over recent years.
chief engineer	I was chief engineer with that company.
client	I see two or three clients a day.
communicate	It's important to communicate with our staff.
commute, commuter	She commutes to work every day.
competitor, competition	They are our main competitors.
computer	You will have a workplace with your own computer.
correspondence	She deals with day-to-day correspondence.
current account	I have a current account with the HSBC.
customer	They are very good customers of ours.
data	We keep records of data on clients and sales.
deliver	We promise to deliver on time.
department	He is in the Sales Department.
diagram	The diagram shows the company organisation.
digital	digital office equipment
doctor's note	Please bring a doctor's note when you come back to work.
document	Keep these documents in a safe place.
e-commerce	It is an e-commerce company.
economics	I have a degree in economics.
e-mail	Faxes are being replaced by email.
expenses	Keep a record of your business expenses.
export	the export and import business
factory	We have two factories in Brazil.
figures	These are our recent sales figures.
file	I'll send you the file as soon as it is finished.
finance department	That's a matter for the finance department.
for the attention of	The letter is for the attention of the Director.

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goods	The goods must be insured.
graph	The graph is very detailed.
gross	My gross income is £3540.
guarantee	We guarantee fast delivery.
head office	Our head office is in Frankfurt.
homepage	Refer to our homepage for details.
human resources	The Human Resources Department deals with that matter.
import	They import from many countries.
install	I can't install that program.
interview	They have asked me to come for an interview.
limited company	It is a limited company with the main office in London.
manufacture	The company manufactures computer products.
market	There is no market for that product any more.
marketing	I work in the Marketing Department.
meeting	He's in a meeting at the moment.
memo	I've sent him a memo about that.
minutes	Who can take the minutes of the meeting?
mobile	My mobile phone number is 0165 32987.
negotiate	We can negotiate the pay.
net	The net income is about \$750.
overdue	Payment is overdue.
overtime	I often work overtime.
P.A. (personal assistant)	His P.A. is on holiday at the moment.
pension fund	We have a company pension fund.
percentage	That is a big percentage of our business.
personnel	He is Head of Personnel.
position	The position is open at the moment.
post code	The postcode is HU16 4HG.
PR	She does PR for large companies.
profit	Profits went up last year.
presentation	I am giving a presentation at the meeting.
purchasing department	The Purchasing Department is on the 3rd floor.
qualify, qualification	He is well qualified for the job.
reception	Please ask at reception.
redundant	They are making a lot of people redundant.
representative	Our representative will visit you soon.
resumé	Please send a resumé.
round trip	It costs £560 for a round trip.
rush hour	The accident happened in the rush hour.
sales	Sales of that product are falling.
savings account	I also have a savings account with the HSBC.
service industry	Service industries are becoming more important.
share	They have shares in several companies.

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shareholder	The shareholders are meeting tomorrow.
shift	I work day and night shifts.
short-term contract	I can only offer you a short-term contract.
sick leave	He is on sick leave at the moment.
sick note	Please bring a sick note with you.
skilled worker	This job is for a skilled worker.
social facilities	The social facilities include a cafeteria and a gym.
staff	We have a new staff room.
statistics	Statistics show an increase in the number of employees.
stress	He is suffering from stress.
supply	We can supply those figures by Monday.
store	We can store those goods for a month.
text	I'll text you with my time of arrival.
trainee	He is a trainee bank manager.
turnover	We had a high turnover last year.
unit	The production unit is next door.
unskilled worker	There are a number of jobs for unskilled workers.
visa	You don't need a visa for the USA.
zip code	The zip code for that town is CA85231.

## Inventory of Additional Topics and Lexical Items

Inventory T for the *B1 Certificate in English* examination lists the relevant topic area for learners at this level. The complete list of topics is presented here with the additional sub-divisions to Topic 8 and the additional lexical items (in **bold** letters) in the relevant topic areas. All these topics and lexical items may be used for test purposes.

The following 16 topics form the specifications for the TELC *B1 Certificate in English*:

- T1 Personal identification**
- T2 Human body, health and bodycare**
- T3 Home and housing, accommodation**
- T4 Places**
- T5 Everyday life**
- T6 Food and drink**
- T7 Education, training and learning**
- T8 Occupation, profession, job**
- T9 Economy, commerce and trade, the consumer**
- T10 Commercial and public services**
- T11 The natural environment**
- T12 Travel**
- T13 Spare time, leisure, entertainment**
- T14 Media, communications**
- T15 Society, state, government**
- T16 Relationships with other people (s) and cultures**

### T1 Personal identification

#### T1.1 name, address, marital status, sex, date and place of birth, age

name	age	adult / man / woman
first name	six years old	baby / child
surname	date of birth	boy / girl
last name	born	
Mr / Ms / Mrs		
married / single	sex	address
divorced / separated	male / female	number
wife / husband		

#### T1.2 nationality

British / American (cf. Vocabulary List)

language  
foreign  
passport  
national / nationality  
citizen

**visa**

#### T1.3 physical appearance

tall / short / small	fat / thin / slim	pretty
medium height	old / young	attractive
dark / fair		handsome

tall / short / small		good-looking
medium height		beautiful
dark / fair		
beard / haircut /	look like	ugly

#### T1.4 family, personal relationships

family / relatives		
husband / wife		
parents	parents-in-law	
father / mother	father-in-law / mother-in-law	Mum / Dad
daughter / son	daughter-in-law / son-in-law	granddad / grandma
	brother-in-law / sister-in-law	aunt / uncle
grandparents		
grandfather / grandmother		
granddaughter / grandson		
grandchild		
brother / sister		
child, children		
baby		
engaged / married / single		
divorced / separated		
partner		
friend / boyfriend / girlfriend		
colleague		
relationship		

## T2 Human body, health and bodycare

### T2.1 body, personal hygiene

arm	foot	neck
back	hair	nose
blood	hand	shoulder
body	head	skin
ear	heart	stomach
eye	knee	tooth
face	leg	throat
finger	mouth	
wash	water	
have a bath	soap	
have a shower		
dry	towel	
to get my hair cut	haircut	
to get my hair done	comb	
shave	shaver	
clean my teeth	toothbrush	
	toothpaste	
clean / dirty	handkerchief	
sweat		
weigh / weight		
diet	health food	

**T2.2 state of health, medical treatment**

feel	doctor	examination
tired	dentist	test
cold / hot	chemist	
ill / sick	go to the doctor's	treat
healthy / unhealthy	specialist	treatment
fine / well / better	nurse	take medicine
ambulance	drug	
fit	hospital	operation
weak		advice
stiff	appointment	diet
	medical insurance	
suffer from		
recover		
get better		
conscious / unconscious		

**stress**  
**sick leave**  
**doctor's note / sick note**

**T2.3 illness, accident, handicap**

illness	have an accident	blind
backache	send for an ambulance	discriminate
headache	call the police	glasses
stomachache	pain	handicapped
toothache	hurt	stick
catch a cold	cut	
flu'	fall	
cough	badly injured	
a sore throat	break a leg	
a stiff neck	danger / dangerous / safe	
a temperature	serious	
sick	die	
call a doctor		
trouble		

**T2.4 smoking, drugs**

smoke a pipe	drugs
smoking	addict
a light	
allowed	
smoke a pipe	
non-smoker	

**T3 Home and housing, accommodation****T3.1 type, size and location of home / office, company, etc.**

house	floor	in the suburbs
flat	first floor	(town) (city) centre
block of flats	ground floor	in the centre of town
apartment	basement	
move (v.)	cellar	in the country
lift	little/small	on the left
	big	on the right
garden	old	on the corner
gate	new	
wall	modern	north
balcony	comfortable	south
garage	quiet	east
	noisy	west

	street (St.) road	private	near next to opposite
<b>T3.2</b>	<b>rooms</b>	move	
	room kitchen dining-room living-room lounge bedroom spare room	bathroom toilet  hall stairs upstairs downstairs	cellar
<b>T3.3</b>	<b>rent, other expenses</b>		
	rent	cash account	expensive cheap
	electricity	amount	high
	gas	per cent	low
	heating		average
	water	afford cost charge	
<b>T3.4</b>	<b>furniture and equipment (home and office)</b>		
	furniture	cooker	cup
	chair	freezer	saucer
	table	microwave	knife
	cupboard	washing machine	fork
	desk	iron	spoon
	shelf		dish
	bed	door	plate
	blanket	lock	serviette / napkin
	sheet	key	
	pillow		light
		curtain	lamp
	shower	furnished	
	bath		electric(al)
	mirror	picture	
	towel		comfortable
			glass
			wood
			plastic
			steel
<b>T4</b>	<b>Places</b>		
<b>T4.1</b>	<b>country</b>		
	country Britain United States [cf. list of countries]	area continent	
	abroad		
<b>T4.2</b>	<b>city</b>		
	city	road	part of town

**file**  
**answering machine**  
**computer**

town  
capital  
suburb

street  
square

city centre  
town centre

#### T4.3 type, size and location of place

place  
town  
village  
city

beach  
sea  
port  
river

north  
south  
east  
west  
to the north of ..  
in the south  
near  
outside

in the centre  
central

large  
small

(on the) river  
close to the coast

in the middle of ...

district  
area  
distance  
local

distance  
local

beautiful  
pleasant  
clean  
dirty  
attractive

#### T4.4 public services, buildings, etc.

building  
tourist information office  
railway station

street  
road  
square  
bridge

museum  
theatre  
library

police station  
Town Hall

church

castle  
park  
tower

Ladies'  
Gentlemen  
toilets

electricity  
gas

post office  
(tele)phone box

lost property office

container

swimming pool

entrance  
exit

market

car park

### T5 Everyday life

#### T5.1 habits, daily routine, working day

wake up / get up  
wash  
wash the dishes  
do the washing up

go to work  
get home

habit

have a bath / shower  
shave

go for a walk  
go out  
stay at home

spend the day

have breakfast / lunch / tea / dinner  
make breakfast / lunch / tea / dinner

**rush hour  
commuter**

cook the dinner

stay at home

make the beds  
do the shopping  
go shopping

go to bed

## T5.2 Everyday Objects

### T5.3 Clothes

clothes

blouse

button

dress

pocket

coat

skirt

hat

tights

colour

jacket

size

suit

cotton

trousers

leather

jeans

shirt

wool / woollen

shorts

tie

umbrella

pullover

wallet

shoe

put on

sock

take off

stocking

wear

## T6 Food and Drink

### T6.1 food, meals, dishes

hungry

bread

fruit

food

toast

apple

meal

sandwich

chips

breakfast

rolls

grape

continental breakfast

butter

grapefruit

lunch

cream

lettuce

dinner

cheese

mushrooms

supper

cake

onion

tea

biscuit

orange

snack

ice-cream

pear

honey

sweet

potato

jam

chocolate

salad

starter

pepper

tomato

soup

garlic

vegetables

sauce

salt

meat

sugar

curry

beef

dish

spaghetti

burger

frozen food

nuts

chicken

tinned food

it smells good

egg

tin

it tastes sour

fish

prepare a meal

delicious

ham

boil

bitter

hamburger

cook

sweet

pork

fry

sour

sausage

steak

fish

**T6.2 drinks, beverages**

thirsty	alcohol	non-alcoholic
drink	alcoholic	soft drink
milk	beer	fruit juice
tea	wine	ice
coffee	red wine	mineral water
bottle	white wine	coke
cup		juice
glass		orange juice
mix		grapefruit juice
		pure apple juice

**T6.3 places to eat and/or drink**

restaurant	menu	book a table
bar	speciality	reserve
café		reservation
pub	service	pay
snack bar	order	bill
takeaway	waiter/waitress	
self-service	serve	V.A.T.
Chinese		tip

**T7 Education, training and learning****T7.1 school, college, university**

education	higher education	teach
school	college	teacher
children	university	
class	study	ball pen
learn	course	pen
learn to write	degree	pencil
take a test	student	
examination		board
pass an exam	subject	desk
fail an exam	history	
certificate	maths	points
	English	
lesson	foreign languages	
expert	science	
specialist		
school holidays	public school	
	state school	

**economics**  
**business administration**  
**career**  
**qualify, qualification**

**T7.2 vocational training, adult/further education**

evening class	take a course	train
adult education	part-time	training
college	full-time	trainer
centre		<b>trainee</b>
technical college	practical	
further education		
night school		

**T7.3 language training**

language	an English course	test
foreign languages	join a course	examination

<p>speak English native language knowledge of a language learn by heart speak</p> <p>native speaker speak fluent French fluently a working knowledge of Spanish well mistake correct repeat explain</p> <p>expression</p>	<p>Technical English Business English beginner level conversation class translation class lesson</p> <p>exercise translation translate</p> <p>mean meaning The English word for ..</p> <p>understand</p>	<p>certificate</p> <p>grammar rule comma sentence text text book dictionary cassette recorder video recorder spell exercise translation translate practice</p>
<b>T8</b>	<b>Occupation, profession, job</b>	

**T8.1 occupation, type of job, vocational qualifications**

<p>work job work as ... / for .. work at ... / in ... profession living</p> <p>partner employer employee manager director</p>	<p>skilful practice professional skills type</p> <p>join a company</p> <p>to apply for a job application for a job change jobs</p> <p>interview for a job experience driving licence skill</p>	<p>doctor housewife / househusband clerk assistant salesman / saleswoman workman worker typist receptionist businessman pilot director waiter / waitress teacher secretary scientist engineer</p>
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**apprentice  
chief engineer  
position  
(un)skilled worker**

**reception  
accountant  
P.A.**

**T8.2 conditions of work, working hours, holidays**

<p>office bank hotel shop factory</p> <p>8 hours a day / 40 hours a week</p> <p>hard work</p> <p>paid holiday holiday / vacation public holidays</p>	<p>working conditions dangerous</p> <p>conditions admit company employer employee lunch break tea break</p> <p>free time</p> <p>colleague</p>	<p>pension health insurance</p> <p>flexi-time full-time part-time</p> <p>fired notice</p> <p>interesting difficult</p>
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**overtime  
short-term contract  
shift**

**pension fund  
expenses**

**social facilities  
net  
gross**

**T8.3 pay, wages, salaries**

earn	a rise
pay	
wage	tax
salary	
average wage	insurance
get £100 a week/ £5,000 a year	

**T8.4 unemployment**

apply	unemployment	fire
application	unemployed	
<b>job interview</b>	youth	
<b>c.v.</b>	<b>redundant</b>	

**T8.5 trade unions**

group	on strike	member
meeting		
agree	business	
trade union		
agreement	colleague	

**T8.6 company structure**

<b>department</b>	<b>head office</b>	<b>turnover</b>
<b>sales department</b>		<b>share</b>
<b>personnel department</b>		<b>limited company</b>
<b>marketing department</b>		
<b>factory</b>	<b>export department</b>	
<b>stores</b>		
<b>PR department</b>	<b>customer</b>	<b>competitor, competition</b>
<b>market</b>	<b>purchasing department</b>	<b>client</b>
<b>agent</b>	<b>human resources</b>	
<b>finance</b>		
<b>reception</b>		

**T8.7 job activities**

<b>memo</b>	<b>meeting</b>	<b>graph</b>
<b>correspondence</b>	<b>presentation</b>	<b>diagram</b>
<b>e-mail</b>	<b>data</b>	<b>figures</b>
<b>chart</b>	<b>negotiate</b>	<b>minutes</b>
<b>communicate</b>	<b>guarantee</b>	<b>deliver</b>
<b>analysis</b>		

**T9 Economy, commerce and trade, the consumer****T9.1 shopping, traditional and new forms of shopping**

shopping	pay	shop, store
petrol station	open	postcard
shut/closed	post (v.)	buy, get
parcel	sell	stamp (n.)
pay (v.)	buy	park (v.)
sell	garage	market/supermarket
repair	receipt	shop assistant
madam	a telephone	sir

manager	alcohol	chemist's
by airmail	enquiries	add the money up
library	complain	serve
exchange	postman	clothes
self-service	suit	blouse
wood	socks	stone
shoes	plastic	shirt
paper	skirt	glass
coat	cotton	trousers
wool	dress	made of
(hand) bag	useful	umbrella
easy to use	camera	break (v.)
radio	hard	television
heavy	towel	thick
pen	thin	material
colour	metal	dark
It doesn't work.	ball pen	calculator
envelope	button	notebook
comb	purse	needle
tent	pencil	toy
screw	value	tool
broad	typewriter	a sharp knife
wallet	a rough surface	second-hand
a wooden table	a simple machine	Can you describe it?
valuable	with pockets	a woollen pullover
it's good quality	shape	they are similar
What's the purpose of this?	it's too tight	that kind of stuff
leather	a strange object	silver
made of steel	wire	it's real gold
hat	gold	pullover
tie	jacket	shorts

## T9.2 prices, currencies, sizes, measurements, quantities

centimetre	weigh / weight	price
metre	gram(me)	coin
kilometre	kilo(gram)	money
mile	ounce (oz., ozs.)	note
inch	pound (lb., lbs.)	cheque
foot	ton	change
yard	half a	pound (£)
gallon	a quarter of	penny (p)
litre	three quarters of	pence
pint	a pound of	dollar
amount	a bit of	cent
total	a lot of	20p each
increase	a pair of	20p a pound
put up	a little	per cent
four point five	a packet of	bank card / credit card
three times seven	a tube of	traveller's cheques
<b>statistics</b>	a pair of	rate of exchange
	a piece of	small change
	a box of	inclusive
	<b>current account</b>	<b>savings account</b>

**T9.3 agriculture, trade, industry**

automatic  
computer

trade  
business  
economic

develop  
development  
engineer  
engineering

farm  
field

**market**

firm  
company  
president  
partner  
department  
branch

energy  
electricity  
steam power  
coal

**e-commerce  
manufacture  
unit**

science  
scientist  
technology  
technical  
industry  
factory  
an industrial area  
produce  
product  
machines  
tool

**service industry  
chamber of commerce  
supply**

**T10 Commercial and public services****T10.1 post**

stamp  
letter  
parcel  
express

**post code / zip code**

first class  
second class  
send by post  
post office

**enclose**

post  
postcard  
form  
receive

**T10.2 banks, insurance companies**

bank  
branch

account  
savings  
save  
credit card  
cheque  
traveller's cheque  
per cent (percent)

change money  
pay  
payment  
owe

coin  
money  
note  
cash  
pound [cf word list]

clerk

manager

insurance  
medical insurance  
health insurance  
pension

**T10.3 job centre****T11 The natural environment****T11.1 plants, animals**

tree  
fruit tree  
flower  
rose

vegetable  
potato  
lettuce  
onion  
mushrooms  
tomato

fruit

dog  
animals  
pets  
cat  
dog  
mouse

bird  
wild animals  
wild life

farm animals  
chicken  
cow  
horse  
lamb  
sheep  
turkey

insect

fish

apple  
grape  
grapefruit  
orange  
pear

### T11.2 landscape, countryside

country	sea	landscape
countryside	ocean	scenery
mountain	beach	
hill	coast	
valley	sand	sky
	river	star
woods	stream	
forest	lake	
land		
earth	area	
	field	
air	grass	
	island	
land		

### T11.3 weather, climate

weather	air	warm
fine	hot	
rain	wind	snow
cold		cool
windy		
cloud	stormy	fresh
cloudy	thunderstorm	freezing
dull	thunder	
fog	calm	stars
smog		moon
foggy		sun
	flood	sunshine
bright	wet	sunrise
fine		sunset
		shine
sky	temperature	sunny
grey	twenty degrees	
blue	ten degrees below zero	change
clear	heat	

### T11.4 environment

environment	protect	power
	protection	energy
fresh air		nuclear
		oil
earth-	waste	electricity
	container	coal
smog		water power
flood	nature	
poison	natural	pollute
smoke		pollution

noise	protest against warning	ruin spoil
progress	warn	

**T12 Travel****T12.1 traffic, public and private transport, timetables and connections**

travel	timetable	public transport
journey	leave	bus
abroad	departure	tram
first/second-class ticket	arrive	train
a return ticket	arrival	railway
a single ticket	connect	plane
bus stop	connection	the tube
bus station	direct	underground
queue	delayed	taxi
	delay	get off / on
fly	cancel	catch (v.)
by air	late / on time	miss (v.)
airport	direction	change
pilot	service	
Gate 8	port	private transport
steward	ferry	car
stewardess	boat	motorbike
airline	life-jacket	bike
check in		lorry / truck
early		on foot
flight	by rail	road
lounge	railway station	motorway
land	platform / track	have an accident
local time	book a seat	traffic
flight attendant		traffic lights
duty-free		speed limit
		map
		passenger
		tyre
		petrol
		bend
		garage
Can you pick me up?		route
distance		motorway exit
		traffic sign
		turning
		rush hour

**round trip**

**T12.2 holiday arrangements**

holiday	information	reserve
vacation	details	reservation
arrangement	enquiries	book
brochure		
travel	date	
travel agent		
day trip	seaside	
journey		

**T12.3 accommodation, luggage, living in a hotel, guest house**

book	hotel	arrangement
reserve a room	guest house	recommend
single/double room		brochure
apartment	bed and breakfast	
bath	full/half board	put up
shower	breakfast	
with / without bath	continental breakfast	
separate bathroom	restaurant	pack / unpack
television	breakfast	bag
number	lunch	baggage
key	dinner	case
ground/first floor	evening meal	hand baggage
quiet		luggage
view	restaurant	suitcase
cancel	bar	
confirm		camping
full / rooms free	reception	tent
pay	receptionist	
	landlady	
bill	guest	complain
service		complaint
wake (up)		
bell		
the porter can carry your cases		

**T12.4 sightseeing**

sightseeing	beach	postcard
guide	castle	guided tour
gallery	ruin	tower
	visit	century

**T13 Spare time, leisure, entertainment****T13.1 hobbies and interests**

free time	take pictures	cinema
spare time	make films	film
activities	taking photographs	theatre
hobbies	camera	show
leisure	develop	
listen to the radio		reading
watch television / TV / a video		book
watch the news	listen to music	newspaper
programme	the words of a song	magazine
	CD	story
cassette	CD player	adventure story
	cassette	
cooking	cassette recorder	sport
drawing	hi-fi	play football
sewing		swimming
	play an instrument	sailing
	playing the piano	activities
	sing/singing	walking
go on a tour	dance	match
go to the seaside	band	win
go camping		lose
travelling		boat
	interest	fishing
toy	interested in	

**T13.2 cultural activities: cinema, theatre, music, exhibitions, etc.**

cinema	theatre	read poems
film	the stage	books
adventure films	performance	short stories
a sex film	a good play	adventure stories
action films	the first scene	written by
a silent film	actor / actress	
a film star	in the front row	humour
film director	tickets	
screen	programme	
exciting		
daily newspaper	music	art gallery
weekly papers	cassette	museum
magazine	concert	painting
popular papers	guitar	
article	concert hall	
advertisements	musical	
	piano	
	pop music	
	record	
	song	

**T13.3 sports, fitness**

sports	club	team
fitness	sports club	captain
keep fit	sports centre	
active	member of a club	
activities		
exercise	go for a walk	go for a swim
	running	go swimming
	go climbing	
ride a horse	ball	
ride a bicycle	golf	
	football	
sportsman		
sportswoman		

**T13.4 games**

game	a car race	football
player	rules of the game	tennis
beat	sporting event	golf
defeat		
football crowd	cup	
football match	result	
team		

**T13.5 public holidays, festivals**

public holiday	Christmas	New Year
bank holiday	Christmas card	New Year's Day
	Christmas present	
party	Christmas Day	Happy birthday!
	Merry Christmas!	Many happy returns of the day
custom		
	Good Friday	
	Easter	
	Easter Sunday	

**T14 Media, communications****T14.1 press, radio, television**

television / TV  
actors and actresses  
programme  
news programme

switch on / off

radio

newspaper  
daily  
weekly  
Sunday paper  
article  
advertisement  
news  
magazine

**communicate**

**T14.2 telephone, fax**

telephone  
line  
busy  
engaged  
connect  
put through  
message  
hold the line

operator

phone  
ring  
give you a call

local call  
long-distance call

fax  
paper  
send by fax

**mobile  
cellphone  
area code  
enquiry  
for the attention of  
text**

**T14.3 computers, multimedia**

computer  
notebook  
laptop  
disk  
e-mail  
hardware  
printer  
mouse  
memory  
calculator

**install**

software  
programme / program  
text programme  
information

internet

powerful

**memo  
document**

multimedia  
video  
tape  
stereo  
tape recorder  
video recorder  
record/video a film  
on tape

**homepage  
digital  
file**

**T15 Society, state, government****T15.1 political organisations and parties**

society  
freedom  
system  
state  
popular

nation

king  
queen

politics  
political  
politician  
in power  
struggle for power  
party  
support  
argument  
fight  
rights  
progress

parliament  
Member of Parliament  
Prime Minister  
elect  
election  
vote  
government  
democratic  
president  
discussion

**T15.2 public administration**

official  
minister

title  
local government  
government

civil servant

form	town council mayor	
<b>T15.3 social security, social matters and problems</b>		
social problem society	unemployment social security social policy	poor
<b>T15.4 living conditions, standard of living</b>		
conditions	cost of living	
expensive cheap		
poor rich	enough prices	
afford	to earn	
<b>T15.5 population</b>		
nation race problems citizen nation national nationality	mixed nationalities people immigrant immigration passport	
<b>T15.6 law and legal affairs, police</b>		
police policeman / policewoman police officer uniform call the police on duty	crime kill murder shoot steal drug discrimination	court judge lawyer guilty tell the truth prove fine warn warning punish punishment fair criminal crime scene of the crime victim
official identity card control protect protection prevent crime arrest	gun poison  law  trouble freedom	
prison prisoner	allowed	
<b>T15.7 church and religion</b>		
church religion priest	Sunday religious service believe	Christmas Easter
<b>T15.8 military</b>		
army air force soldier uniform	bomb weapon nuclear	war peace  fight

officer	gun
defeat	protect
enemy	shoot
guard	kill
defend	weapon

**T16 Relationships with other people(s) and cultures****T16.1 neighbouring countries and regions, twinning**

foreign	international	exchange visit
foreigner	twinning	school exchange
	twin town	twin school

**T16.2 immigration**

foreigner	race	permit
passport	nationality	discriminate
immigration	border	discrimination
immigrant		minority

visa
------

**T16.3 mother tongue, other languages**

native language	translate
foreign language	course
second language	

**T16.4 customs**

custom  
tradition  
traditional

## Letter Writing and Marking Criteria

As the *B1 Certificate in English for Business Purposes - Intermediate* examination follows the format of the *B1 Certificate in English* examination, the format, structure and marking criteria for the letter-writing task in the examination remain largely the same.

**The Common European Framework of Reference for Languages** defines level B1 in terms of writing abilities as follows:

*I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences or impressions.* (CEFR self-assessment grid)

In terms of English for Business Purposes this means that a user of English at this level will not be expected to represent the company in writing in a formal way but should be able to communicate effectively on work-related topics and be able to produce

*straightforward connected texts on a range of familiar subjects within his field of interest, by linking a series of shorter discrete elements into a linear sequence* (CEFR Overall Written Production) and

*write very brief reports to a standard conventionalised format, which pass on routine factual information and state reasons for actions* (CEFR Reports and Essays).

## Marking Criteria

### Criterion 1

This remains the same as for the *B1 Certificate in English*. The candidate is expected to write a letter according to points given (perhaps by a superior or referring to an existing document).

### Criterion 2

To provide the candidate with the format for the letter-writing task, a blank business letter has been laid out corresponding to a standard generally found in business. The candidate is expected to provide a reference line (connected to the topic concerned), a date, salutation and closing formula. The slight changes in Criterion 2 have been emphasised in the Marking Criteria.

Assessment is based on:

1. whether the guiding points have been processed in a logical sequence;
2. the links between the sentences and between the guiding points;
3. whether the language used is appropriate to a **business letter** and to the person the letter is being sent to;
4. the formal characteristics of the letter (**reference line**, date, salutation, closing formula) **and their appropriacy in a business context**

The communicative design of the letter is

<b>A</b>	5 points	appropriate in all respects.
<b>B</b>	3 points	appropriate in most respects.
<b>C</b>	1 point	mostly inappropriate.
<b>D</b>	0 points	completely inappropriate.

**Criterion 3**

The effectiveness of the communication is the important issue here and this has not been changed from the *B1 Certificate in English* for the examination *B1 Certificate in English for Business Purposes - Intermediate*. It is assumed that no user of English at this level would represent the company in writing or send out important documents without having them checked and corrected by a more proficient user of English. This corresponds to the CEFR levels as well as to the Marking Criteria for the *B1 Certificate in English*.

A list of acceptable reference lines, dates, salutations and closing formulae is provided although this should not be regarded as definitive

**Reference Line**

Your letter of ....  
 Inquiry about ....  
 Information about....  
 (Your) inquiry (about....)  
 (Your) complaint about service  
 Confirmation of.....

**Date**

12<sup>th</sup> January (20)04  
 January 12<sup>th</sup> (20)04  
 January 12 (20)04  
 12 January (20)04  
 12.02.04 (GB)  
 02.12.04 (US)  
 12/1/(20)04 (GB)  
 1/12/(20)04 (US)  
 2004-01-12 (int.)

**Salutation**

Dear Sirs  
 Dear Sir  
 Dear Madam  
 Dear Sir or Madam  
 Dear Mr(.) Smith  
 Dear John  
 Dear John Smith  
 Dear Mrs(.) Smith  
 Dear Ms Smith  
 Dear Jane Smith  
 Dear Jane

**Closing Formula**

Yours faithfully  
 Yours sincerely  
 Sincerely  
 Yours truly  
 Truly yours  
 With (very) best wishes  
 Yours faithfully  
 Faithfully  
 Faithfully yours

**E-mail as an examination task**

In general, in this sub-test the candidate is expected to write a letter or a fax. Although the use of email is increasing, this form has not been included for various reasons:

- There is a lack of standardised conventions for writing email which makes the construction of standardised test formats difficult.
- Emails are always written using a keyboard and this cannot be simulated effectively in an examination.
- Although email is used often, the writing of letters, faxes and reports remains an important task in business.
- The skills tested in the writing of faxes and letters can be transferred to emails without any effort whereas the reverse is not necessarily the case, thus making email less valid as a test form.

## B1 Certificate in English for Business Purposes - Intermediate Marking Instructions for Test LETTER WRITING

A maximum total of 45 points may be awarded for this part.

The letter is marked according to the following three criteria:

- Criterion 1: Content (Guiding Points)
- Criterion 2: Communicative Design
- Criterion 3: Language

A maximum of two further additional points may be awarded as follows:

- IV.1: 1 point for a wider than average range of vocabulary and structures (language).
- IV.2: 1 point if the letter contains more than minimum information (content).

These additional points may not be given if the letter

- has already been awarded the maximum total number of points
- has been awarded no more than “C” (see below) in any one of the three criteria.

The total number of points (all three criteria plus any possible additional points) is finally multiplied by 3.

If the mark given for Criterion 1 and/or Criterion 3 is “D”, the whole letter must be awarded zero points, i.e. please write “D” for all criteria and “0” for additional points.

Please turn this sheet over for the Criteria proper.

Please mark “A”, “B”, “C”, or “D” for the criteria (boxes I, II, and III), “0” or “1” (boxes IV.1 and IV.2) for the additional points, at the bottom of the S6 (LETTER) sheet. If you award “D” for Criterion 1 because the candidate’s letter does not relate to the topic set, please mark “yes” under “Wrong topic?”

Criterion			Additional points		Wrong topic?		
I	II	III	IV.1	IV.2	<input type="checkbox"/> yes	<input type="checkbox"/> no	<b>1st Correction</b> _____ Signature
I	II	III	IV.1	IV.2	<input type="checkbox"/> yes	<input type="checkbox"/> no	<b>2nd Correction</b> _____ Signature

## B1 Certificate in English for Business Purposes - Intermediate Marking Criteria

### Criterion 1: Content (Guiding Points)

Assessment is made on the basis of the number of guiding points that have been processed.

A	5 points	All four guiding points have been processed in an appropriate way.
B	3 points	Three of the guiding points have been processed in an appropriate way.
C	1 point	Two of the guiding points have been processed in an appropriate way.
D	0 points	No more than one guiding point has been processed in an appropriate way.

### Criterion 2: Communicative Design

Assessment is based on:

1. whether the guiding points have been processed in a logical sequence;
2. the links between the sentences and between the guiding points;
3. whether the language used is appropriate to a **business letter** and to the person the letter is being sent to;
4. the formal characteristics of the letter (**reference line**, date, salutation, closing formula) **and their appropriacy in a business context.**

The communicative design of the letter is

A	5 points	appropriate in all respects.
B	3 points	appropriate in most respects.
C	1 point	mostly inappropriate.
D	0 points	completely inappropriate.

### Criterion 3: Language

Assessment is based on syntax, morphology and spelling.

The letter contains

A	5 points	no or only occasional errors.
B	3 points	a number of errors without impairing the reader's understanding of the letter.
C	1 point	errors that considerably impair the reader's understanding of the important parts of the letter.
D	0 points	so many errors that the text is (almost) impossible to understand.

## **B1 Certificate in English for Business Purposes - Intermediate Examiner Training**

Examiners holding a licence for the *B1 Certificate in English* will be allowed to act as examiners for the examination in *B1 English for Business Purposes - Intermediate* providing they have familiarised themselves with the Mock Examination for *B1 English for Business Purposes - Intermediate* and the supplement to the learning objectives.

These examiners should have experience in teaching English for Business Purposes at this level. For the initial period no specific examiner training will be necessary for those examiners already holding licences (either grade A or B). New examiners will be expected to gain a licence for the *B1 Certificate in English* and / or the *B1 English for Business Purposes - Intermediate* in the usual way, by attending a training session for one or both of these examinations.

For any further questions please contact the

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Our system of vocational and general  
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Intermediate

**A<sub>2</sub>**

English Elementary Level

**A<sub>1</sub>**

Start English

## Frequently Asked Questions (FAQs)

### Who is this examination intended for?

An increasing number of foreign language learners, especially of English, need these languages for use at the workplace, even at lower levels. This does not imply the use of specialist language (“commercial English” or “English for executives”) but rather the everyday use of English at the workplace, whether this be an office, a shop or a service institution, such as a hotel or airport. This examination has been developed with the needs of this target group in mind.

### What are the differences between TELC B1 Certificate in English and TELC B1 Certificate in English for Business Purposes - Intermediate?

The examination regulations, examination format and the marking criteria are the same for both examinations. Learners preparing for one can take the other examination with little or no extra preparation. For the *TELC B1 Certificate in English for Business Purposes - Intermediate* certain additional vocabulary items as well as the knowledge of certain written conventions in a work context should be observed. It is, however, assumed that courses will be geared towards one examination or the other.

### When can this new examination be taken and where?

The examination can be taken at any registered centre for The European Language Certificates.

### What will the exam cost?

The price and the registration formalities are the same as for *TELC B1 Certificate in English*.

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## **CEngB - Intermediate Handbook**

### **Supplement to Learning Objectives and Test Format**

