

B1 CERTIFICATE IN ENGLISH FOR BUSINESS PURPOSES INTERMEDIATE

CEngB
Handbook

Supplement to Learning
Objectives and Test Format

-
- Explanatory Notes

 - Additional Lexical Items and Topics

 - Letter Writing and Marking Criteria

 - Examiner Training

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.

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.

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. |

| | |
|---------------------------|---|
| 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. |

| | |
|---------------------|---|
| 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 |
| T3.2 | rooms | move | |
| | room kitchen dining-room living-room lounge bedroom spare room | bathroom toilet hall stairs upstairs downstairs | cellar |
| T3.3 | rent, other expenses | | |
| | rent | cash account | expensive cheap |
| | electricity | amount | high |
| | gas | per cent | low |
| | heating | | average |
| | water | afford cost charge | |
| T3.4 | furniture and equipment (home and office) | | |
| | 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 |
| T4 | Places | | |
| T4.1 | country | | |
| | country Britain United States [cf. list of countries] | area continent | |
| | abroad | | |
| T4.2 | city | | |
| | 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

vegetables

soup

garlic

meat

sauce

salt

beef

sugar

curry

burger

dish

spaghetti

chicken

frozen food

nuts

egg

tinned food

it smells good

fish

tin

it tastes sour

ham

prepare a meal

delicious

hamburger

boil

bitter

lamb

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 | | trainee |
| 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> |
| T8 | Occupation, profession, job | |

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> |
| <p>apprentice chief engineer position (un)skilled worker</p> | | <p>reception accountant P.A.</p> |

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> |
| <p>overtime short-term contract shift</p> | <p>pension fund expenses</p> | <p>social facilities net gross</p> |

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 | |
| job interview | youth | |
| c.v. | redundant | |

T8.5 trade unions

| | | |
|-------------|-----------|--------|
| group | on strike | member |
| meeting | | |
| agree | business | |
| trade union | | |
| agreement | colleague | |

T8.6 company structure

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

T8.7 job activities

| | | |
|-----------------------|---------------------|----------------|
| memo | meeting | graph |
| correspondence | presentation | diagram |
| e-mail | data | figures |
| chart | negotiate | minutes |
| communicate | guarantee | deliver |
| analysis | | |

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 |
| statistics | a pair of | rate of exchange |
| | a piece of | small change |
| | a box of | inclusive |
| | | savings account |

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 | |
| T15.3 | social security, social matters and problems | | |
| | social problem society | unemployment social security social policy | poor |
| T15.4 | living conditions, standard of living | | |
| | conditions | cost of living | |
| | expensive cheap | | |
| | poor rich | enough prices | |
| | afford | to earn | |
| T15.5 | population | | |
| | nation race problems citizen nation national nationality | mixed nationalities people immigrant immigration passport | |
| T15.6 | law and legal affairs, police | | |
| | 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 | |
| | prison prisoner | trouble freedom allowed | |
| T15.7 | church and religion | | |
| | church religion priest | Sunday religious service believe | Christmas Easter |
| T15.8 | military | | |
| | 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

| | | |
|----------|----------|-------------------------------|
| 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

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

12th January (20)04
 January 12th (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 | 1st Correction _____ Signature |
| I | II | III | IV.1 | IV.2 | <input type="checkbox"/> yes | <input type="checkbox"/> no | 2nd Correction _____ 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

Central Examinations Office for
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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

