

Practical Business English



International
Qualifications from EDI

Extended Syllabus

INTRODUCTION

Extended syllabuses are part of a comprehensive package of support materials currently being developed by LCCIEB. This package includes past question papers, Examiners' Reports, Model Answers and a range of How to Pass books, all of which are designed to offer extra help and guidance to teachers and students and to enhance candidates' chances of success in LCCIEB examinations.

What are they?

An extended syllabus provides a detailed list of all the items covered in a particular syllabus. It is a development of the existing subject syllabus which is included in the Guide to LCCIEB Examinations. Each one, produced by the subject Chief Examiner, gives the syllabus topics on the left hand side and, on the right, the full range of items within each subject area.

Who they are for and how to use them

They are designed for teachers and students.

- (a) Teachers will find them invaluable when designing courses and planning lessons.
- (b) Students will find them essential because they can be used as checklists when preparing for examinations. Students will also be able to refer to extended syllabuses when planning revision programmes.

Practical Business English (PBE)

Aim

The aim of the examination is to test whether candidates:

- (a) Possess adequate language for short communication and practical needs.
- (b) Are able to understand straightforward forms of business communication.

Notes

- 1 PBE is highly relevant for anyone who needs English for their work, and most appropriate to those who need to prove that they can survive in a business environment using English as the language of communication. It can also be used by training organisations as a useful tool to assess the level of a candidate's ability in English before placing them in a group for training, ie as a placement test. This is possible because LCCIEB issues candidates with an exact percentage score and grade on the test.
- 2 The level is elementary to pre-intermediate, ie Breakthrough/Waystage in the Council of Europe Framework, or Entry/Level 1 according to the UK National Language Standards.
- 3 The examination consists of 50 multiple choice questions in 3 sections:
 - (a) grammar recognition
 - (b) business vocabulary
 - (c) business interpretation
- 4 The length of the examination is one hour.

Pass Mark/Criteria for Success

To obtain a pass, candidates will need to achieve at least 50% of the marks available, 60% for a merit and 75% for a distinction.

Valid until publication of new syllabus

Syllabus Topic

Items Covered

1 Grammar

1.1 Verbs/Structure

- 1.1.1 To be
- 1.1.2 Present simple – affirmative, negative, interrogative
- 1.1.3 Present continuous – at the moment; future
- 1.1.4 Going to (for plans)
- 1.1.5 Will – quick decisions, first conditional
- 1.1.6 Imperative – affirmative, negative
- 1.1.7 Past simple and continuous
- 1.1.8 Used to
- 1.1.9 Present perfect – actions: already, yet, not yet, ever, never, effect
- 1.1.10 Gerunds: before . . . -ing, after . . . -ing
- 1.1.11 Infinitive for purpose
- 1.1.12 Modals:
 - (a) can – ability, request, permission
 - (b) could – ability, request
 - (c) would – request, invitation
 - (d) may/might – permission, possibility
 - (e) must/have to – obligation
 - (f) mustn't – prohibition
 - (g) don't need to
- 1.1.13 Have something done
- 1.1.14 Tell someone to do something
- 1.1.15 Make/let someone do something
- 1.1.16 Like/dislike doing
- 1.1.17 Basic phrasal verbs

1.2 Adjectives/Adverbs/Quantifiers

- 1.2.1 Possessive adjectives
- 1.2.2 Adjectives ending in -ed versus those ending in -ing
- 1.2.3 Comparatives
- 1.2.4 Adverbs of frequency, time, and manner
- 1.2.5 Much, many, some, any
- 1.2.6 Quantifiers: more, few, a few, little, a little

- 1.2.7 Modifiers: quite, very, too, not . . . enough
- 1.2.8 No one, everyone, someone
- 1.3 **Linkers/Clauses**
 - 1.3.1 Conjunctions: and, but, or, too, because
 - 1.3.2 Linking words: then, next, after, before, finally
 - 1.3.3 Defining, non-defining clauses
 - 1.3.4 While, during, until
 - 1.3.5 However, moreover
- 1.4 **Determiners/
Pronouns/Nouns**
 - 1.4.1 Personal pronouns
 - 1.4.2 Possessive pronouns
 - 1.4.3 Genitive 's'
 - 1.4.4 Demonstratives
 - 1.4.5 Singular/plural
 - 1.4.6 Countable/uncountable
 - 1.4.7 Articles: use and omission
 - 1.4.8 Every, both, none
 - 1.4.9 So/such

2 Business vocabulary and collocations

The underlying idea of the business vocabulary section is that of collocation, so an item in the paper may test not only 'meeting', but also the collocation 'hold a meeting'.

The lexical items tested are those that can be found in simple business documents, such as standard commercial letters and publications such as the 'money' pages of newspapers and non-specialist magazines. The examination tests only recognition, not active use.

Success in this examination should also signify that a student is capable of embarking on a course leading to the First Level English for Business, English for Commerce, and/or English for the Tourism Industry examinations, all of which require more active use of the vocabulary and grammatical items tested in PBE.

The following is a list of 'business' vocabulary which should be useful, in preparing for the examination.

ability	application	brochure
able	apply	broker
above-mentioned	appoint	building
abroad	appointment	bulk
absent	appreciate	bureau
accept	approval	bus
acceptable	approve	business
acceptance	area	buy
accident	arising	buyer
accommodation	arrange	calculator
according	arrival	call
account	arrive	campaign
acknowledge	assets	cancel
acquire	associate	capable
act	associated	capacity
activities	assure	capital
adapt	attend	card-index
address	available	care
adjust	average	career
advance	avoid	carriage
advertise	await	carrier
affect	balance	carton
after-sales	bank	cash
against	bankrupt	catalogue
agenda	barrels	centre
agent	based	certificate
agreement	basic	chair
airline	behalf	chairman
airmail	below	change
allow	binding	charge
allowance	board	charges
amend	bond	charter
amount	booking	check
annual	border	cheque
apologise	borrow	chip
applicant	branch	circumstances

claim
claimant
class
clear
clearance
client
coach
code
coin
collect note
commence
commerce
commission
commitment
company
comparison
compartment
compete
competitor
complain
complaint
comply
computer
concerning
conclude
condition
conference
confidence
confidential
confirm
confirmation
connect
connection
consecutive
consent
consider
consign
consignment
consolidate
construct
construction
consul
contact
container
contents
contract
control
correct
correspondence
cost

coupon
course
cover
crate
credit
creditor
currency
current
currently
customary
customer
customs
cut
daily
damage
damages
data
date
day
deal
dealer
debit
debt
declare
decline
deduct
defensive
degree
delay
delegate
delete
delivery
demand
depart
department
departure
deposit
deputy
design
despatch
destination
detach
detail
develop
dial
dialling
diary
dictaphone
different
difficult

dimensions
diploma
direct
director
directory
discount
discretion
discussion
disk
dismiss
display
dispose
disposition
distinction
divide
dividend
document
dollar
draft
draw
due
duty
each
earn
economic
economical
edition
effect
effective
efficiency
efficient
employ
enc.
enclose
engage
enquire
ensue
ensure
envelope
error
ex
examine
exchange
exclusive
executive
expect
expectation
expense
expenses
experience

expire
export
express
extend
extension
facilities
factory
fail
failure
faithfully
fault
favour
favourable
female
ferry
few
field
figure
file
finance
financial
fine
finished
firm
fix
fixed
flexible
flight
floppy
fluent
fly
follow
force
foreign
form
formal
formality
forward
forwarding
fragile
franchise
frank
free
freight
frontier
full
full-time
further
future
general
giro

goods
graduate
grant
grateful
green
gross
group
growth
guarantee
handle
handling
happy
harbour
hardworking
haulage
head
heat
heavy
hesitation
holder
holiday
honest
host
hostess
hotel
hours
ignore
illustrated
import
impose
include
inclusive
increase
incur
indicate
inform
information
inquire
inside
inspect
instruct
insufficient
insurance
insure
integrity
intend
intensive
interest
interest-free
intermediary
international

interview
introduce
invalid
invest
investment
invoice
issue
item
itinerary
job
jobless
joint
keep
key
keyboard
knowledge
lading
language
late
launch
law
lead
leadership
leave
left-luggage
legal
lend
less
letter
liable
lift
limit
line
liquid
list
living
load
loan
local
lock
long-distance
long-term
lose
loss lost
luggage
machine
machinery
mail
main
maintain

make male
manage
manager
manner
manufacture
margin
mark
market
marketing
mass-produced
material
matter
maximum
meal
measure
medium
medium-term
meet
meeting
member
memo
memory
menu
merge
message
messenger
metal
micro
microchip
microprocessor
middle
minimum
minute
minutes
miss
missing
mistake
model
modification
month
monthly
mortgage
multi-storey
name
needs
negotiable
negotiate
net
network
non-returnable

note notice
number
obligations
obliged
obsolete
offer
office
official
omit
open operation
opinion
opportunity
order
ordinary
organisation
organise
outside
outstanding
overdraft
overdue
overseas
oversight
overtime
owe
pack
package
packet
packing
page
paid
paper
parcel
part-time
particular
partner
parts
passengers
passport
pay
payable
payee
payment
pencil
pension
per
period
person
personal
personnel
place

platform
point
possibility
post
postage
postal
posting
potential
pound
practice
practise
precise
prefer
preference
premises
premium
prepare
present
press
price
prime
principal
process
produce
product
production
profit
programme
promote
promotion
prompt
properly
property
proposal
propose
proprietor
provide
proviso
public
publicity
punctual
purchase
qualification
qualify
quality
quantity
quarter
quotation
quote
rail
railway

range
rate
reach
ready
rebate
receipt
receive
recent
recession
recommend
reconsider
record
recover
reduce
redundant
refer
referee
reference
refund
register
regret
regular
regulation
reimburse
relation
reliable
remainder
remaining
remind
reminder
remit
renew
rent
repeat
replace
reply report
represent
representative
reputation
request
require
reservation
reserve
residential
resources
responsible
résumé
retail
retire
returns

reverse
rigid
room
rush
sack
safety
salary
sale
sales
salesman
sample
satisfaction
satisfactory
satisfy
save
savings
schedule
scheme
season
seasonal
secretary
sector
secure
security
seize
select
sell
selling
semi-detached
send
separate
serve
service
settle
settlement
share
shareholder
ship
shipment
shipping
shockproof
short
short-term
shortage
shorthand
showroom
sickness
silicon
sincerely
single
sir

sleeper
social
sole
solution
sorry
space
special
specialist
specified
speed
staff
staffing
stamp
standard
standards
staple
stapler
statement
station
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steady
sterling
steward
stipulate
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stores
strike
subject
submit
subsequent
subsidiary
subsidise
success
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suggest
suitable
sum
supervise
supplement
supplier
supply
surface
switch
target
tariff
tax
tax-free
team
technical

technology
telegram
telephone
tender
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territory
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testimonial
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treat
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trust
turnover
twin-bedded
type
typewriter
unacceptable
unconfirmed
underground
undertake
unemployed
union
university
unload
unpaid
unreliable
unsatisfactory
unsold
urgent

utmost
vacancy
valid
valuable
value
vice
view visit
waterproof
weaken
weigh
welcome
well-established
wholesale
withdrawal
work
workmanship
works
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