



# English for Business

Designed for students who want to develop their English language skills for use in a business setting – this test is offered at five levels catering to students from a wide range of backgrounds. Assessment includes a compulsory reading and writing examination along with optional speaking and listening assessments for all levels.

	<b>Preliminary</b> CEF A1-A2	<b>Level 1</b> CEF A2-B1	<b>Level 2</b> CEF B1-B2	<b>Level 3</b> CEF B2-C1	<b>Level 4</b> CEF C1-C2
<b>Who it's for</b>	Students who are able to communicate using Business English at a basic level	Students who are able to communicate using Business English at a functional level	Students who are able to communicate effectively using Business English with minimal assistance	Students who are able to communicate effectively using Business English	Students who have reached a good standard of productive English usage with minimal errors
<b>What it covers</b>	<ul style="list-style-type: none"> <li>• data, facts and instructions</li> <li>• place of work descriptions</li> <li>• jobs and roles in a work context</li> </ul>	<ul style="list-style-type: none"> <li>• business letters or memos</li> <li>• reading comprehension</li> <li>• business information processing</li> </ul>	<ul style="list-style-type: none"> <li>• writing using standard business formats</li> <li>• conversations about business related topics</li> <li>• understanding leaflets, reports, articles and company notices</li> </ul>	<ul style="list-style-type: none"> <li>• producing a range of documents in various business formats</li> <li>• participating in conversations and discussions</li> <li>• making a business presentation</li> <li>• drafting an internal company report</li> <li>• converting and reformulating text and data</li> </ul>	<ul style="list-style-type: none"> <li>• writing in a range of styles within a variety of business contexts</li> <li>• describing complex situations and presenting on a range of topics</li> <li>• understanding authentic texts</li> <li>• producing related business writing</li> <li>• Reformulating texts into various formats – specifically text to digital/graphical/numerical formats</li> </ul>

# About LCCI International Qualifications

Pearson offers LCCI International Qualifications through a growing network of over 4,000 centres, supported by extensive **learning resources** and **easy online** administration. Tests are taken in over **80 countries** each year and over **500,000** qualifications are awarded across the globe.

## How will your students benefit?

What we offer	Key benefits
On demand examinations availability	Flexible – organise the exams around students' needs
LCCI brand established for over 100 years in over 80 countries	Internationally recognised certificates provide your students with global marketability
Comprehensive range of qualifications and subject areas	Students can use these as either stand-alone qualifications or as preparation for higher learning
Available at a range of levels	Suitable for students of all ages and experience. Progression routes to higher education and employment available
Online registration	Quick, easy to administer and hassle free
Responsive service	Quick results turnaround
Supported by extensive learning resources including textbooks, practice tests and comprehensive downloadable materials	Confidently prepares students for LCCI examinations

**Also available - Level 2 English for Business on-screen** – the same accredited and well recognised LCCI International Qualification available as a computer-based test. Find out more at [www.lcci.org.uk](http://www.lcci.org.uk)

**Diploma in Business English for International Managers** – Successful candidates can progress towards Diploma in Business English for International Managers (DIPBEIM34). See [www.lcci.org.uk](http://www.lcci.org.uk) to download a brochure.

International recognition

- Universities
- Chambers of commerce
- Employers
- Professional bodies
- Governments
- Employment offices
- Schools
- Trade unions
- Civil Service

For out more about LCCI's international recognition at: [www.lcci.org.uk](http://www.lcci.org.uk).

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### More information

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