BEC Business English

Glossary · every term in the course, A–Z

English

agenda
/əˈdʒendə/

answer sheet
/ˈænsə ʃiːt/

assessor
/əˈsesə/

attitude
/ˈætɪtjuːd/

Business English Certificates
/ˈbɪznəs ˈɪŋglɪʃ səˈtɪfɪkəts/

Cambridge English Scale
/ˈkeɪmbrɪdʒ ˈɪŋglɪʃ skeɪl/

CEFR
/ˌsiː iː efˈɑː/

certificate
/səˈtɪfɪkət/

Communicative Achievement
/kəˈmjuːnɪkətɪv əˈtʃiːvmənt/

conditional offer
/kənˈdɪʃənl ˈɒfə/

content point
/ˈkɒntent pɔɪnt/

contraction
/kənˈtrækʃn/

decimal point
/ˈdesɪml pɔɪnt/

discourse management
/ˈdɪskɔːs ˈmænɪdʒmənt/

distractor
/dɪˈstræktə/

extract
/ˈekstrækt/

fluctuate
/ˈflʌktʃueɪt/

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gapped text
/gæpt tekst/

gist
/dʒɪst/

grade
/ˌdʒiː ɑː eɪ diː ˈiː/

interactive communication
/ˌɪntəˈræktɪv kəˌmjuːnɪˈkeɪʃn/

interlocutor
/ˌɪntəˈlɒkjətə/

level off
/ˈlevl ɒf/

linking word
/ˈlɪŋkɪŋ wɜːd/

long turn
/lɒŋ tɜːn/

memo
/ˈmeməʊ/

monologue
/ˈmɒnəʊlɒg/

multiple-choice cloze
/ˈmʌltɪpl tʃɔɪs kləʊz/

negotiate
/nɪˈgəʊʃɪeɪt/

note completion
/nəʊt kəmˈpliːʃn/

open cloze
/ˈəʊpən kləʊz/

overall score
/ˌəʊvəˈrɔːl skɔː/

paraphrase
/ˈpærəfreɪz/

peak
/piːk/

phrasal verb
/ˈfreɪzl vɜːb/

predict
/prɪˈdɪkt/

prompt card
/prɒmpt kɑːd/

English

pronunciation
/prəˌnʌnsɪ'eɪʃn/
proofreading
/'pru:fri:dɪŋ/
proposal
/prə'pəʊzl/
recommendation
/ˌrekəmen'deɪʃn/
reference word
/'refrəns wɜ:d/
register
/'redʒɪstə/
registration
/ˌredʒɪ'streɪʃn/
report
/rɪ'pɔ:t/
sample paper
/'sæmpl 'peɪpə/
scan
/skæn/
signpost
/'saɪnpəʊst/
skim
/skɪm/
spell out
/spel aʊt/
Statement of Results
/'steɪtmənt ɒv rɪ'zʌlts/
subscale
/'sʌbskeɪl/
transfer time
/'trænsfɜ: taɪm/
word count
/wɜ:d kaʊnt/

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