BEC Business English

Scheme of Work ·

A starting allocation over 30 teaching weeks, weighted by each topic's number of subtopics — adjust to your own calendar. The last column lists the Library material that already covers the topic.

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Weeks	Topic	Subtopics	Library material
1–5	**1. The exam**	–	2 Learn lessons
6–10	**2. Reading**	–	3 Learn lessons
11–15	**3. Writing**	–	5 Learn lessons
16–20	**4. Listening**	–	2 Learn lessons
21–25	**5. Speaking**	–	3 Learn lessons
26–30	**6. Business English toolkit**	–	3 Learn lessons