3. Writing

Starter Quiz ·

BEC Business English Name: _____ Score: _____

1. How many content points does the task in step 1 ask for?

   _____

2. Who is the reader of a Preliminary Part 2 letter?

   ☐ Someone outside the company, such as a customer or supplier

   ☐ Your teacher

   ☐ A colleague in your team

3. Why does a busy manager prefer a report to a letter?

   ☐ Headings and a clear recommendation make the answer easy to find.

   ☐ It uses more difficult words.

   ☐ It is always longer.

4. What is the minimum number of words for Higher Writing Part 1?

   _____

5. Two letters have no grammar mistakes, but one gets a much lower mark. What is the most likely reason?

   ☐ The handwriting is worse.

   ☐ It uses British spelling.

   ☐ It misses content points and has the wrong tone.

6. How much of the writing mark does Part 1 give?

   ☐ One quarter

   ☐ One third

   ☐ One half

7. At Higher, you choose one Part 2 task from three options.

   ☐ True ☐ False

8. What does a proposal do that a report may not?

   ☐ It starts with Dear Sir or Madam.

   ☐ It only lists numbers.

   ☐ It recommends a plan and tries to persuade the reader.

9. "Coffee sales rose in Q4 because people drink more coffee in winter." This is a good sentence for the report.

   ☐ True ☐ False

10. Which are the four writing subscales?

    ☐ Organisation

    ☐ Language

    ☐ Speed

    ☐ Content

    ☐ Handwriting

    ☐ Communicative Achievement

    Tick every correct option.

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Answers ·

BEC Business English

1. **3**

   Say why you can't come, suggest another day, ask what to prepare.

2. **Someone outside the company, such as a customer or supplier**

   Part 1 is to a colleague; Part 2 correspondence goes outside the company.

3. **Headings and a clear recommendation make the answer easy to find.**

   A report is organised so the reader can find each point and the recommendation quickly.

4. **120**

   Part 1 is 120–140 words; Part 2 is 200–250.

5. **It misses content points and has the wrong tone.**

   Content and Communicative Achievement are half of the mark.

6. **One third**

   Part 1 is one third and Part 2 two thirds, so give Part 2 more time.

7. **True**

   Higher Part 2 offers a letter, report or proposal; you write one.

8. **It recommends a plan and tries to persuade the reader.**

   Proposals describe, summarise, recommend and persuade.

9. **False**

   The chart gives no reason. Describe what the figures show, not causes you guess.

10. **Organisation; Language; Content; Communicative Achievement**

    Content, Communicative Achievement, Organisation and Language, each 0–5.