6. Business English toolkit

Starter Quiz ·

BEC Business English Name: _____ Score: _____

1. ”Send me the file” and ”I would be grateful if you could send me the file” ask for the same thing.

   ☐ True ☐ False

2. Numbers appear in BEC Reading, Writing and Listening.

   ☐ True ☐ False

3. Where do meetings, phone calls and negotiations appear in BEC?

   ☐ Speaking Part 3

   ☐ Listening recordings

   ☐ Nowhere; BEC is only about grammar

   ☐ Letters and emails you write

   Tick every correct option.

4. Which ending matches ”Dear Sir or Madam”?

   ☐ Yours faithfully,

   ☐ Thanks,

   ☐ Yours sincerely,

5. Where is the stress in ”fourteen”?

   ☐ four-TEEN (end)

   ☐ FOUR-teen (start)

6. Which is a polite way to interrupt in a meeting?

   ☐ Wrong!

   ☐ Stop talking, please.

   ☐ Sorry to interrupt, but can I just add something?

7. Make it formal: ”We need your answer by Monday.” → ”We ____ your reply by Monday.”

   _____

8. How do you say £2.50?

   ☐ two pounds fifty

   ☐ two fifty pound

   ☐ two point fifty pounds

9. The list of items to discuss in a meeting is the _____.

_____

10. What is wrong with this letter: "Dear Sir or Madam, … I'm gonna send it ASAP. Cheers, Amy"?

    ☐ Nothing, it is clear.

    ☐ It mixes a formal greeting with very casual language and ending.

    ☐ It is too formal.

BEC Business English

1. **True**

   The content is the same; only the register changes.

2. **True**

   Graphs, figures in reports and listening gaps all use numbers.

3. **Speaking Part 3; Listening recordings; Letters and emails you write**

   They are the everyday situations of business English, so they appear across the exam.

4. **Yours faithfully,**

   Faithfully after Sir or Madam; sincerely after a name.

5. **four-TEEN (end)**

   -teen numbers are stressed at the end; -ty numbers at the start.

6. **Sorry to interrupt, but can I just add something?**

   Apologise briefly, then make your point.

7. **require**

   Require is the formal partner of need.

8. **two pounds fifty**

   Pounds first, then the pence: two pounds fifty.

9. **agenda**

   Meetings follow an agenda, item by item.

10. **It mixes a formal greeting with very casual language and ending.**

    Keep the whole text in one register.