BEC · Reading: every part, every level

Original teaching notes and examples; paper formats checked in the Cambridge Business Certificates Handbook for teachers. Not a Cambridge product.

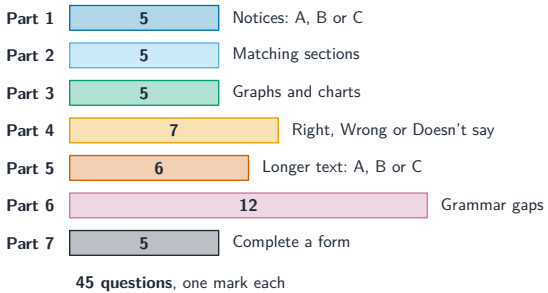
Reading at three levels

Level	Parts	Questions	Time
Preliminary	7	45	shared with Writing: 1 h 30 min
Vantage	5	45	1 h
Higher	6	52	1 h

Use the evidence

Early parts test meaning; later parts test words and grammar.

Preliminary, part by part



> Seven short parts; Part 6 alone has 12 grammar gaps

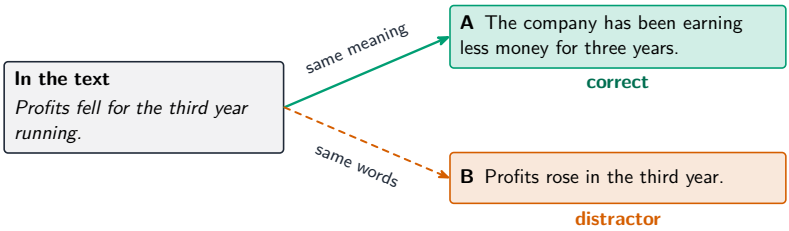
Vantage and Higher

Task	Vantage	Higher
Matching to short texts	Part 1	Part 1
Gapped text (sentences)	Part 2	Part 2
Multiple choice A to D	Part 3	Part 3
Multiple-choice cloze	Part 4, 15 gaps	Part 4, 10 gaps
Open cloze (one word)	—	Part 5, 10 gaps
Proofreading	Part 5, 12 lines	Part 6, 12 lines

Use the evidence

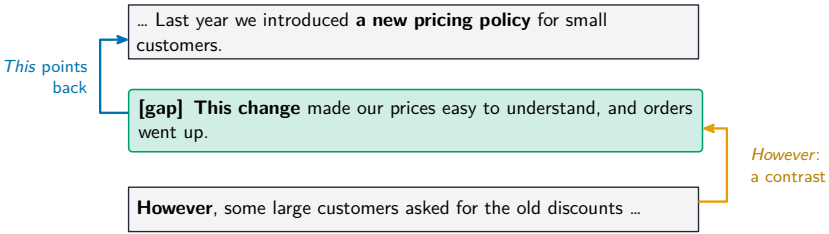
In proofreading, write the extra word, or CORRECT.

Match the meaning, not the words



> The option that repeats the text's words is often the **distractor**

A sentence must link both ways



> Reference words point back; linking words point forward

Your turn: Right, Wrong or Doesn't say?

Your turn

Text: "Our sales team grew by 20% last year." Statement: "The company made more profit last year."

A. Right
B. Wrong
C. Doesn't say

Timing the hour

Skim each long text for one minute first.

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About 10 minutes per part at Vantage and Higher.

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Copy answers onto the answer sheet after each part.

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Never leave a blank; a guess may be right.

Four traps

The trap	The fix
Choosing the option with the same word.	Look for the **paraphrase**.
Translating every word.	Read in phrases; use the context.
Two words in an open-cloze gap.	One gap, one word.
Missing an extra "the" in proofreading.	Read each line aloud in your head.

Try it: find the extra word

1. **The line** We will send you the goods as soon as they will arrive.
2. **The rule** After "as soon as", English uses the present for the future.
3. **The extra word** will (as soon as they arrive)

Decision

Write "will" on the answer sheet.

Check yourself

> Match meaning, not words

- Preliminary Reading has 45 questions in seven parts.
- Doesn't say means the text gives no answer.
- One word per open-cloze gap; CORRECT for a correct proofreading line.