



ELLIS

correlation to the

University *of* Cambridge

BEC examinations

BEC level 1 skills	Applications	ELLIS correlation
<p>At this level learners can:</p> <p><i>Extract specific information without understanding every word</i></p>	<ul style="list-style-type: none"> Understanding basic conversations 	<p>Intro 3:1-4 Intro 8:1-4 Middle Mastery Business Series 8:1</p>
	<ul style="list-style-type: none"> Asking questions 	<p>Intro 3:1-4 Intro 5:1-2, 5 Intro 6:1-3 Middle Mastery 2:1-5</p>
	<ul style="list-style-type: none"> Small talk 	<p>Intro 1:1-4 Intro 4:1-3 Intro 8:1-4 Middle Mastery 3:1-4 Business Series 5:1,3</p>
<p>At this level learners can:</p> <p><i>Give and receive personal information in a conversational context</i></p>	<ul style="list-style-type: none"> Introductions 	<p>Intro 1:1-4 Intro 4:1-2 Intro LRB 1 Middle Mastery 4:1-3 Business Series 5:1-2</p>
	<ul style="list-style-type: none"> Volunteering personal information 	<p>Intro 5:1,4 Intro 6:1-3 Intro 7:1,3-4 Intro LRB 5</p>
	<ul style="list-style-type: none"> Expressing needs and desires 	<p>Intro 2:3-5 Intro 6:1, 3 Intro 8:1-4 Business Series 3:1-3</p>
<p>At this level learners can:</p> <p><i>Take down information in order to complete a form or memo</i></p>	<ul style="list-style-type: none"> Filling out a job application 	<p>Intro 5:3-4 Intro LRB 5</p>
	<ul style="list-style-type: none"> Dealing with a bank 	<p>Intro 6:1-3 Intro LRB 6</p>
	<ul style="list-style-type: none"> Providing medical information 	<p>Intro 7:2, 4 Intro LRB 7</p>
<p>At this level learners can:</p> <p><i>Read and understand a variety of business-related texts</i></p>	<ul style="list-style-type: none"> Various business topics: bank accounts, job interviews, meetings, and contracts 	<p>Intro 6:1-3 Intro LRB 6 Intro 5:1-5 Business Series 12:1-3 Business Series 9:1-5</p>
<p>At this level learners can:</p> <p><i>Interpret charts and diagrams</i></p>	<ul style="list-style-type: none"> Charts, pie graphs, and line graphs 	<p>Business Series LRB 11 Business Series LRB 12</p>
<p>At this level learners can:</p> <p><i>Produce a variety of written texts in order to convey specific information or a feeling</i></p>	<ul style="list-style-type: none"> Writing exercises 	<p>Intro LRB 1 Intro LRB 4 Intro LRB 7 Middle Mastery LRB 4 Middle Mastery LRB 5 Business Series LRB 9 Business Series LRB 10</p>

BEC level 2 skills	Applications	ELLIS correlation
<p>At this level learners can:</p> <p><i>Understand the overall meaning and key points of a non-specialist presentation or discussion</i></p>	<ul style="list-style-type: none"> • Business meetings 	<p>Intro 5:3-5 Business Series 5:1-4 Business Series 8:1-3 Business Series 12:1-3</p>
<p>At this level learners can:</p> <p><i>Participate in a conversation giving personal information, exchanging information and expressing opinion</i></p>	<ul style="list-style-type: none"> • Talking with co-workers and colleagues 	<p>Middle Mastery 4:2 Business Series 6:2-3 Business Series 9:1-5 Business Series 10:1-4</p>
<p>At this level learners can:</p> <p><i>Read and understand general business letters, reports, articles and leaflets</i></p>	<ul style="list-style-type: none"> • Discussing business topics: contracts, legal issues, plans, costs, trends, and reports 	<p>Business Series 3:4 Business Series 9:1-5 Business Series 11:1-2 Business Series 12:2-3</p>
<p>At this level learners can:</p> <p><i>Participate in a conversation giving personal information, exchanging information and expressing opinion</i></p>	<ul style="list-style-type: none"> • Introductions and personal information 	<p>Intro 6:2 Middle Mastery 4:1-3 Business Series 5:1-2 Business Series 6:1-3 Business Series 12:1</p>
<p>At this level learners can:</p> <p><i>Produce letters, memos and simple reports</i></p>	<ul style="list-style-type: none"> • Expressing opinions, agreement, or disagreement 	<p>Middle Mastery 3:2, 4 Business Series 5:3 Business Series 6:2 Business Series 8:2-3 Business Series 9:3-5 Business Series 10:1-4 Business Series LRB 10</p>
<p>At this level learners can:</p> <p><i>Take down information from phone conversations and public announcements</i></p>	<ul style="list-style-type: none"> • Exchanging information 	<p>Intro 7:1-6 Middle Mastery 5:1-4 Business Series 1:1-5 Business Series 2:1-3 Business Series 3:1-4 Business Series 9:2-5 Business Series LRB 3</p>
<p>At this level learners can:</p> <p><i>Read and understand general business letters, reports, articles and leaflets</i></p>	<ul style="list-style-type: none"> • Giving status reports and financial reports 	<p>Business Series 12:2-3 Business Series LRB 11 Business Series LRB 12</p>
<p>At this level learners can:</p> <p><i>Take down information from phone conversations and public announcements</i></p>	<ul style="list-style-type: none"> • Writing proposals 	<p>Business Series 10:2-4 Business Series LRB 10</p>
<p>At this level learners can:</p> <p><i>Take down information from phone conversations and public announcements</i></p>	<ul style="list-style-type: none"> • Phone skills and taking messages 	<p>Business Series 7:1, 3 Business Series LRB 7</p>
<p>At this level learners can:</p> <p><i>Take down information from phone conversations and public announcements</i></p>	<ul style="list-style-type: none"> • Making and changing appointments, reservations, and travel arrangements 	<p>Business Series 7:2, 4 Business Series LRB 7</p>
<p>At this level learners can:</p> <p><i>Produce letters, memos and simple reports</i></p>	<ul style="list-style-type: none"> • Presenting reports and trends 	<p>Business Series 12:2-3 Business Series LRB 12</p>
<p>At this level learners can:</p> <p><i>Produce letters, memos and simple reports</i></p>	<ul style="list-style-type: none"> • Writing a proposal 	<p>Business Series 10:2-4</p>

BEC level 3 skills	Applications	ELLIS correlation
At this level learners can: <i>Engage in extended conversation</i>	<ul style="list-style-type: none"> Discussing personal or social issues 	Intro 8:1-4 Middle Mastery 3:1-2 Middle Mastery 4:1-3 Business Series 3:1-3 Business Series 4:4, 7 Business Series 6:1-4
	<ul style="list-style-type: none"> Discussing business-related issues 	Intro 6:1-3 Business Series 8:1-3 Business Series 9:1-5 Business Series 10:1-4 Business Series 11:1-2 Business Series 12:2-3
At this level learners can: <i>Contribute effectively to meetings and seminars</i>	<ul style="list-style-type: none"> Arranging and preparing for meetings 	Business Series 7:2 Business Series 11:1-2 Business Series 10:3-4
	<ul style="list-style-type: none"> Speaking effectively in meetings 	Business Series 5:2-4 Business Series 8:1-3 Business Series 9:1-5 Business Series 12:1-3
At this level learners can: <i>Take accurate notes during meetings</i>	<ul style="list-style-type: none"> Listening comprehension skills 	ELLIS Listening Comprehension Practice Items
	<ul style="list-style-type: none"> Writing skills 	Intro LRB 3, 5, 7, & 8 Middle Mastery LRB 4 & 5 Business Series LRB 2, 4, 5, 6, 9, 10, & 12
At this level learners can: <i>Write reports and draft instructions</i>	<ul style="list-style-type: none"> Writing skills 	Intro LRB 3, 5, 7, & 8 Middle Mastery LRB 4 & 5 Business Series LRB 4, 5, 6, 9, 10, & 12
At this level learners can: <i>Understand most correspondence, articles and reports where information is overtly stated</i>	<ul style="list-style-type: none"> Discussing and reading status reports 	Business Series 12:1-3 Business Series LRB 11 Business Series LRB 12
	<ul style="list-style-type: none"> Understanding graphs and charts 	Business Series LRB 11 Business Series LRB 12
At this level learners can: <i>Use the telephone for most purposes</i>	<ul style="list-style-type: none"> Phone skills: greetings, messages, voicemail, appointments 	Business Series 7:1 Business Series 7:2 Business Series LRB 7
	<ul style="list-style-type: none"> Emergencies and problems 	Intro 7:2-3 Business Series 7:1
	<ul style="list-style-type: none"> Requesting information, goods, or services 	Intro 5:3 Business Series 3:3 Business Series 7:3-4
At this level learners can: <i>Negotiate successfully in most situations</i>	<ul style="list-style-type: none"> Dealing with problems and handling objections 	Business Series 1:2 Business Series 8:1-3 Business Series 9:5 Business Series 10:1,4
	<ul style="list-style-type: none"> Reaching consensus 	Business Series 8:2 Business Series 9:5 Business Series 10:2, 4
	<ul style="list-style-type: none"> Negotiating and developing contracts 	Business Series 8:1-3 Business Series 9:1-5

Topic Areas	Functions; Communicative Tasks	ELLIS Correlation		
Personal Identification	Greetings, introductions, and personal information	Intro 1:1-4 Intro 6:2	Middle Mastery 4:1-3	Business Series 5:1-2 Business Series 6:1
	Describing jobs, responsibilities, and companies	Intro 5:2-4	Middle Mastery 4:2	Business Series 6:2 Business Series 12:1
	Understanding and completing forms, resumes, and references	Intro 5:3-4 Intro LRB 5		
The office, general business environment and routine	Arranging appointments, meetings, and events	Intro 5:3 Intro 7:2	Middle Mastery 5:5	Business Series 7:2 Business Series 11:1-2
	Giving and receiving opinions, suggestions, and recommendations	Intro 8:1-3 Intro 2:4-5	Middle Mastery 3:3-4 Middle Mastery 5:1	Business Series 10:1-3 Business Series 12:2-3
	Office communication and decision-making	Intro 5:4-5 Intro 6:1-3		Business Series 5:1-4 Business Series 10:1-4
Entertainment of clients, free time, relationships with colleagues and clients	Discussing interests and leisure activities	Intro 8:1-4	Middle Mastery 3:1-3 Middle Mastery 4:1	Business Series 3:2 Business Series 6:3
	Making, refusing, and accepting invitations	Intro 8:1-4	Middle Mastery 4:3 Middle Mastery 5:5	Business Series 5:4 Business Series 7:2
	Welcoming visitors and discussing own country and culture	Intro 1:3-4 Culture notes	Middle Mastery 4:2	Business Series 5:1,3 Business Series 3:2
Travel and conference meetings	Making travel arrangements and reservations	Intro 3:1-4		Business Series 2:1-3 Business Series 7:4
	Hotel accommodations and services			Business Series 3:1-4 Business Series 7:4
	Buying food, ordering meals and eating at a restaurant	Intro 2:1-3	Middle Mastery 2:1-4	Business Series 3:2 Business Series 4:1-7
Using the telephone	Basic phone skills	Intro 5:3 Intro 7:2-3		Business Series 3:3 Business Series 7:1
	Exchanging information	Intro 7:2-3		Business Series 7:2-3
	Taking messages or using voice mail			Business Series 7:1
Health and safety	Understanding safety and dealing with emergencies	Intro 7:1-6		Business Series 1:2
	Discussing leisure activities, sports, and interests	Intro 8:1-4	Middle Mastery 3:1-2	Business Series 3:2 Business Series 6:3
Buying and selling	Understanding prices and delivery dates	Intro 2:2-3,6	Middle Mastery 2:1-4	Business Series 3:4 Business Series 8:1-3
	Making and accepting offers	Intro 2:4-6	Middle Mastery 2:2	Business Series 8:2-3 Business Series 9:1,3,5
	Negotiating contracts and making agreements	Intro 5:5		Business Series 8:2-3 Business Series 9:1-5

Company structures, systems, processes	Understanding and explaining a company	Intro 5:2		Business Series 9:1,3-5 Business Series 12:2-3
	Describing production, shipping, staffing, and delivering		Middle Mastery 4:1	Business Series 8:1,3 Business Series 9:3
	Asking about and explaining problems	Intro 6:3		Business Series 1:2 Business Series 8:2
Products and services	Asking for or giving information about a product or service	Intro 1:3,5 Intro 6:1-3	Middle Mastery 2:1-2	Business Series 8:3 Business Series 9:1
	Making comparisons and expressing opinions	Intro 1:1,3-5 Intro 3:2	Middle Mastery 2:1,3	Business Series 1:5 Business Series 9:1,2
	Making and receiving apologies and complaints			Business Series 8:2 Business Series 9:5
Results and achievements	Describing and explaining performance, trends, and changes	Intro 5:1,2,4		Business Series 8: 1-3 Business Series 12:2-3
Business issues	Understanding and discussing business topics: management, promotion, services, etc.	Intro 6:1-3 Intro 5:3-5	Middle Mastery 2:1	Business Series 2:1 Business Series 3:1,3 Business Series 8:1-3 Business Series 10:1-4
Other topic areas	Transportation	Intro 3:1-4		Business Series 2:1-3
	Food and drink	Intro 4:2	Middle Mastery 1:1-3	Business Series 4:1-7
	Current events		Middle Mastery 3:2	Business Series 12:2
	Education		Middle Mastery 3:3-4 Middle Mastery 5:1-2,4	
	Small talk	Intro 1:1-4	Middle Mastery 3:1-4	Business Series 5:1
	Social situations	Intro 4:1-3	Middle Mastery 4:1-3	Business Series 5:2-4