



**Alva's Institute of Engineering and Technology**  
**Shobhavana Campus, Mijar, Moodbidri**  
**Phone: 08258-262725, Fax: 08258-262726**  
**Department of Business Administration (MBA)**

# **ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY**

Shobhavana Campus, Mijar – 574225, Moodbidri.

Dakshina Kannada Karnataka, India.



## **A REPORT ON “BUSINESS ENGLISH COMMUNICATION COURSE” FOR THE ACADEMIC YEAR 2017-18**



**Alva's Institute of Engineering and Technology**  
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**Phone: 08258-262725, Fax: 08258-262726**  
**Department of Business Administration (MBA)**

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**Departmental Academic Calendar 2017-18**

Sn	Tentative Date	Activity
1.	08-06-2017	Subject Allocation Meeting
2.	13-06-2017	Department Meeting on different activities
3.	10-07-2017	Department Meeting
4.	21-08-2017	Commencement of Odd Semester Classes
5.	11-09-2017	Guest Talk
6.	26-09-2017 28-09-2017	IA-I
7.	03-10-2017	Result Analysis Meeting
8.	05-10-2017	Meeting to discuss on Coaching Classes
9.	19-10-2017	Guest Talk
10.	02-11-2017 04-11-2017	IA-II
11.	09-11-2017	Result Analysis Meeting
12.	04-12-2017 06-12-2017	IA III
13.	08-12-2017	Result Analysis Meeting
14.	13-12-2017 10-01-2018	Final Theory Exams
15.	15-01-2018 24-03-2018	Project Work
16.	08-01-2018	Subject Allocation meeting
17.	10-02-2018	Commencement of Even Semester Classes for II Sem
18.	01-03-2018	Guest Talk
19.	26-03-2018 28-03-2018	IA-I for 2 <sup>nd</sup> Sem
20.	04-04-2018	Result Analysis
21.	26-04-2018 28-04-2018	IA-II for 2 <sup>nd</sup> Sem
22.	02-05-2018	Result Analysis
23.	12-05-2018	Guest talk
24.	03-05-2018 05-05-2018	IA-I for 4 <sup>th</sup> Sem
25.	11-5-2018	Result Analysis
26.	17-05-2018 19-05-2018	IA III for 2 <sup>nd</sup> Sem
27.	23-05-2018	Result Analysis
28.	31-05-2018	Last working day for 2 <sup>nd</sup> Sem



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29.	04-06-2018 06-06-2018	IA -II for 4 <sup>th</sup> Sem
30.	12-06-2018	Result Analysis
31.	05-07-2018 07-07-2018	IA -III for 4 <sup>th</sup> Sem
32.	10-07-2018	Result Analysis
33.	13-07-2018	Last working day for 4 <sup>th</sup> Sem

  
**Head of the Department**

DEAN  
Department of Business Administration  
Alva's Institute of Engineering and Technology  
Shobhavana Campus - Moodbidri



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**DEPARTMENT OF BUSINESS ADMINISTRATION**

**Minutes of the Meeting**

**Certification Programmes**

Date: - 20th June 2017

1. Department Faculty, HOD discussed the various certification programmes
  - i) Microsoft Office 2013
  - ii) Business English Certification
  - iii) SAP
  - iv) GST
2. Analysed the Industry Academic Gap
3. Based on the analysis in the meeting it was decided to conduct following certification programmes
  - i) Microsoft Office 2013
  - ii) Business English Certification
  - iii) GST
4. Minutes copy has sent to Principal and Management for the final approval

**Dept. of Business Administration**  
**Alva's Institute of Engg. & Technology**  
**MIJAR - 574 225**

**Principal**  
**PRINCIPAL**  
**Alva's Institute of Engg. & Technology**  
**MIJAR, MOODBIDRI - 574 225, O.K**



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**APPROVAL LETTER**

To,

The Principal,  
AIET, Moodbidri

Respected Sir,

**Sub: - Approval for Organising Certification course "Business English Certification"**

With reference to the subject cited above, I would like to bring to your kind notice that, the Department is planning to host a Certification Program on **Business English Certification from "4<sup>th</sup> Oct 2017 to 5<sup>th</sup> May 2018"**

Kindly consider the above request and approve the same for further proceedings.

Thanking you Sir.

**Dean MBA**  
**DEAN**

Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
MIJAR - 574 225

**Principal**  
**PRINCIPAL**

Alva's Institute of Engg. & Technology  
MIJAR, MOODBIDRI - 574 225, D.K.





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#### ABOUT VTU, BELAGAVI

Vivekananda Technological University is a collegiate public state university in Karnataka State, India. It was established by the Government of Karnataka. The university is named after M. Visvesvaraya from Karnataka, the only engineer to be awarded a "Bharat Ratna", the highest civilian award in India. Janna Sangama, Belagavi is the headquarters of VTU. Additionally, the university has three regional centers in Bangalore, Gulbarga and Mysore. VTU is one of the largest universities in India with 212 colleges affiliated to it with an intake capacity of over 467,100 undergraduate students and 12,666 postgraduate students. The university encompasses technical and management fields which offer 30 undergraduate and 71 postgraduate courses. It has around 1800 PhD candidates. VTU has 13 QIP centers and 17 extension centers in its affiliated colleges offering postgraduate courses. It has around 2,305 departments recognized as research centers which are spread across its affiliated institutions in cities of Karnataka.

#### DEPARTMENT OF MBA

The department was established in the year 2009. Known for understanding the dynamism in the business world, the department conducted a variety of innovative programmes this year. The programmes were chalked out in such a manner that they not only proved beneficial for students in their academics, a new horizon of knowledge opened up for the students.

The department offers three specializations, Human Resources, Marketing, and Finance. Students can also enroll in value-added certification courses of the three specializations. For the overall development of the students, there are classes in Soft-skills, Aptitude Training, English Enhancement, Newspaper Analysis, Computers and grooming- etiquette sessions. The main aim of these courses is to transform theory into reality.

#### COURSE CONTENT

1. Introduction to BEC
2. Basics of English
3. Reading and Writing
4. Grammar and understanding
5. Reading notices and other short texts to understand the main message
6. Reading and understanding visual information
7. Reading – understanding when grammar is correct and understanding the structure of a text
8. Writing short messages to colleagues.
9. Writing business letters to people outside your company.

#### RESOURCE PERSON

1. Dr. Claret Mendonza  
Associate Professor, Department of MBA

2. Mrs. Shiny Joseph  
Asst. Prof. Department of MBA

#### AIET, MOODBIDRI

Alva's Education Foundation (AEF) established in 1995 with the vision of our Chairman Dr. M. Mohan Alva has succeeded in making Moodbidri, an Educational hub in the South Canara Region, with more than 25000 students pursuing various courses ranging from primary school to post-graduate courses in social sciences, pure sciences, engineering and management. There are 21 institutions functioning under the Alva's Education Foundation.

Alva's Institute of Engineering and Technology, Moodbidri is a Premier Engineering Institute of Alva's Education Foundation, established in the year 2008. The college is certified to the ISO 9001: 2008 standards. The institute offers top quality education in five under graduate programs in Engineering- Computer Science, Civil, Electronics & Communications, Information Science, and Mechanical Engineering. Three Post Graduate programs- Master of Technology in Thermal Power Engineering, Computer Science & Engineering, VLSI Design Embedded System and Master of Business Administration.

#### ABOUT BEC COURSE

**B1 Business Preliminary, formerly known as Cambridge English: Business**

**Preliminary (BEC Preliminary), is one of Cambridge English Qualifications. It**

**helps you to get the practical language skills you need to start doing business in English.**

**With a B1 Business Preliminary qualification, you show employers that you have a good knowledge of English for practical, everyday use in business.**



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**Letter of Acceptance**

I am pleased to accept your request for a certification course on  
"Business English Communication (BEC) from 13<sup>th</sup> October 2017 to 23<sup>rd</sup> Feb 2018  
to the MBA students.

Regards 

Mrs. Shiny Joseph

Asst. Prof., Department of MBA



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**Letter of Acceptance**

I am pleased to accept your request for a certification course on "Business English Communication (BEC) from 13<sup>th</sup> October 2017 to 23<sup>rd</sup> Feb 2018 to the MBA students.

Regards,

Dr. Claret Mendonca

Associate Prof., Department of MBA



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**Circular**

The Department of Business Administration is happy to announce that the department is organising a Certification Program on "**Business English Certification**" from "**4<sup>th</sup> Oct 2017 to 5<sup>th</sup> May 2018**" in association with Cambridge University. In this regard, it is hereby informed to all the registered candidates to attend the sessions as per the mentioned schedule.

  
**Dean MBA**  
DEAN  
Dept. of Business Administration  
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MIJAR - 574 225



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Particulars of BEC classes	
Course Name	Business Preliminary (BEC Preliminary)
Total number of hours	40
Number of classes	2 hours per week
I semester	
Section A	Shiny Joseph
Section B	Dr. Claret
Time table	
Section A	Monday 12:00pm to 1:00pm
	Wednesday 3:00pm to 4:00pm
Section B	Tuesday 4:00pm to 5:00pm
	Thursday 9:00am to 10:00am
II semester	
Section A	Shiny Joseph
Section B	Dr. Claret
Time table	
Section A	Monday 4:00pm to 5:00pm
	Thursday 2:00pm to 3:00pm
Section B	Thursday 3:00pm to 4:00pm

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REC		
SL.NO	NAMES	Status
1	ABDUL MAJIDEED	Registered
2	ABHINAV K	Registered
3	AKHIL ESH	Registered
4	AKSHAYA	Registered
5	ANISHA RODRIGUES	Registered
6	ANPOORVA	Registered
7	DHEERAJ M	Registered
8	FRANKY BAPTIST	Registered
9	GANESH S	Registered
10	HARSHA M G	Registered
11	IMRAN AHMED	Registered
12	JEEVITHA M T	Registered
13	JOYSON FRANKLEN CORDA	Registered
14	JYOTHI V	Registered
15	KIRAN	Registered
16	KAVYA SHREE TS	Registered
17	KOWSHIK	Registered
18	KULDEEP	Registered
19	LAXMI BASAVARAJ ONKAR	Registered
20	MANOJ A M	Registered
21	NIDHISHRI KRISHNA	Registered
22	NIKHIL JOHN MENDONCA	Registered
23	POOJA J T	Registered
24	PRAJWAL	Registered
25	PRASHANTH NAIK	Registered
26	PRATHIKSHA SALLAN	Registered
27	PREM FELSON SIQUEIRA	Registered
28	PUNDETH L N	Registered
29	RAGHAVENDRA PRAHLL V	Registered
30	RANET KUMAR J SHETTY	Registered
31	SANDEEP SHETTY	Registered
32	SANORAM SHIVAJI PATIL	Registered
33	SHAUN WINSTON PEREIRA	Registered
34	SHETTY AISHWARYA JAYARAMA	Registered
35	SHETTY DIKSHA	Registered
36	SHIVARANJINI	Registered
37	SHREERAKSHA SHETTY	Registered
38	SHREYA	Registered
39	SHREYA SHETTY	Registered
40	SHRIKAKSHA	Registered
41	SIMONA MASCARENHAS	Registered
42	SPANDANA S	Registered
43	SUKESHA	Registered
44	SUSHMITHA KOTIAN	Registered
45	SUVEEKSHA SHETTY	Registered
46	THAMEEZ	Registered
47	TRUPATHI RAI A	Registered
48	ULLAS N V	Not Registered
49	VAISHNAVI B N	Registered
50	VASANTH NAYAK	Registered
51	Sury S Salan	Registered
52	Harshith	Not Registered


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BEC		
SL NO	NAMES	Status
1	ABHILASH SHETTY	Registered
2	ABHISHEK KAMBLE	Registered
3	AISHWARYA KOTIAN	Registered
4	ANANTH KUMAR N	Registered
5	ANVESH M SHETTY	Registered
6	ARUNKUMAR A	Registered
7	ASHRITHA	Registered
8	BHAT SOWMYA SHREE MAHABALA	Registered
9	CHAITHRA C	Registered
10	CHAITRA V	Registered
11	DILIP KUMAR . J	Registered
12	GAJENDRA C M	Registered
13	JUNAID	Registered
14	KAVYA S	Registered
15	KIRAN POOJARY	Registered
16	MARINA REESSHA FERNANDES	Registered
17	MAYUR MUNNOLI MATH	Registered
18	MEGHANA VENKATESH	Registered
19	MOHAMMED ASIR	Registered
20	MUNIRAJU	Registered
21	MUSTHAFA	Registered
22	N B ARPITHA	Registered
23	NAVEN GOWDA C	Not Registered
24	NIRIKSHA R SHETTY	Registered
25	NISCHITHA	Registered
26	PHILIP SIGSON	Registered
27	POOJA	Registered
28	POOJA RAJU NAIK	Registered
29	POOJARY RAKSHIT	Registered
30	PRAMILA KRISHNA ACHARI	Registered
31	PRASANNA MS	Registered
32	PRATHEEK JAIN	Registered
33	PUSHPARAJ SHETTY	Registered
34	RAGHU NAIK	Registered
35	RANITHA NAGARAJ NAIK	Registered
36	SANTHOSH D	Registered
37	SANTHOSH P S	Registered
38	SHANKAR V UMARANE	Registered
39	SHARATH S	Not Registered
40	SHREE VIDYA	Registered
41	SHREEKANTH V	Registered
42	SHUBHAM RAI	Registered
43	SINDHU A	Registered
44	SPOORTHY S BHAT	Registered
45	SUSHMITA R KALEKAR	Registered
46	THIRTHAPADA R ALEMANE	Registered
47	VENU K	Registered
48	VINAY K A	Registered
49	VINDHYA S M	Registered
50	VINOD KUMAR	Registered
51	VINOD BANKAPURA	Registered
52	VIVINA SAMITHA PAIS	Registered

  
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**DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)**

**BEC EXAM - ATTENDANCE**

**Section B - 22-06-2018 to 23-06-2018**

Candidate Number	Candidate First Name	Candidate Last Name	Attendance
1	ABDUL	MAHSHEED	Present
2	ABHISHEK	.	Absent
3	AKHILESH	.	Absent
4	AKSHAYA	MABIAN	Present
5	ANISHA	RODRIGUES	Present
6	APOORVA	.	Present
7	DHEERAJ	M	Absent
8	FRANKY	FALLEIRA	Absent
9	GANESH .S	.	Absent
10	HARSHA	MG	Absent
11	IMRAN	AHMAD	Absent
12	JEEVITHA	M T	Absent
13	JOYSON	CORDA	Present
14	JYOTHI	V	Present
15	KAVYASHREE	T S	Absent
16	KIRAN	.	Absent
17	KOUSHIK	.	Present
18	KULDEEP	.	Present
19	MANOJ	AM	Absent
20	NIDHISHREE KRISHNA	SHETTY	Present
21	NIKHIL JOHN	MENDONCA	Absent
22	POOJA	J T	Absent
23	PRAJWAL	.	Absent
24	PRASHANTH	NAIK	Absent
25	PRATHIKSHA	SALIAN	Present
26	PREM	SEQUEIRA	Absent
27	PUNEETH	L N	Absent
28	RAGHAVENDRA	PRABHU V	Absent
29	RANJITH	SHETTY	Present
30	SANDEEP	SHETTY	Present
31	SANGRAM SHIVAJI	PATIL	Present
32	SHAUN	PEREIRA	Present
33	AISHWARYA JAYARAM	SHETTY	Present
34	DIKSHA DAYANAND	SHETTY	Present
35	SHREERAKSHA	SHETTY	Present
36	SHREYA	.	Present

*Handwritten signature*



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37	SHREYA	SHETTY	Present
38	SHRIRAKSHA	.	Present
39	SIMIONA	MASCARENHES	Absent
40	SPANDANA	K S	Absent
41	SUKESHA	.	Absent
42	SUSHMITHA	.	Present
43	SUVEEKSHA	SHETTY	Present
44	THAMEEZ	.	Present
45	TRUPTHI	RAI A	Present
46	VAISHNAVI	BN	Present
47	VASANTHA	NAYAK	Absent
48	SURAJ	S.SALIAN	Present

**DEAN**

**Dept. of Business Administration**  
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**DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)**

**BEC EXAM - ATTENDANCE**

**Section A - 22-06-2018 to 23-06-2018**

Candidate Number	Candidate First Name	Candidate Last Name	Logged In
1	ABHILASH	SHETTY	Present
2	ABHISHEK	BABU KAMBLE	Present
3	AISHWARYA	KOTIAN	Present
4	ANANTH	KUMAR N	Absent
5	ANVESH M	SHETTY	Absent
6	ARUN	KUMAR.A	Absent
7	ASHRITHA	.	Present
8	SOWMYA SHREE	BHAT	Present
9	CHAITHRA	C	Absent
10	CHAITHRA V	V	Present
11	DILIP	KUMAR J	Present
12	GAJENDRA	C M	Absent
13	JUNAID	K	Present
14	KAVYA	S	Present
15	KIRAN	POOJARY	Present
16	MARINA REESHA	FERNANDES	Absent
17	MAYUR	MUNNOLI MATH	Absent
18	MEGHANA	VENKATESH	Absent
19	MOHAMMED	HASIR P	Present
20	MUNI	RAJU	Absent
21	MUSTHAFA	.	Present
22	NB	ARPITHA	Present
23	NIRIKSHA R	SHETTY	Present
24	NISCHITHA	SV	Absent
25	PHILIP	SIGEON	Absent
26	POOJA	.	Present
27	POOJA	NAIK	Absent
28	POOJARY	RAKSHITH	Present
29	PRAMILA KRISHNA	ACHARI	Absent
30	PRASANNA	M S	Absent
31	PRATEEK	JAIN	Present
32	PUSHPARAJ	SHETTY	Present
33	RAGHU	NAIK	Absent
34	RANJITHA NAGARAJ	NAIK	Absent
35	SANTHOSH	D	Absent
36	SANTHOSH	PS	Present
37	SHANKAR	UMARANE	Present

CL



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38	SHREE VIDYA	.	Absent
39	SHREEKANTH	V	Absent
40	SHUBHAM	RAI	Present
41	SINDHU	A	Absent
42	SPOORTHY	BHAT	Present
43	SUSHMITHA	KALEKAR	Absent
44	THIRTHAPADA	R ALEMANE	Absent
45	VENU	K	Absent
46	VINAY	K A	Absent
47	VINDHYA	S M	Absent
48	VINOD	BANKAPURA	Absent
49	VINOD	KUMAR	Absent
50	VIVINA	PAIS	Absent

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BEC Attendance

ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY																													
Moodbidri - 574 225																													
ATTENDANCE CUM INTERNAL																													
Class: BEC - 2017-2018																													
Subject: <i>System</i>																													
No. of Classes held: <i>5</i>																													
Sl. No.	U.S.N.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
1		Abhishek Shetty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
2		Abhishek Kamile	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
3		Abhinav Kotam	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
4		Ananth Kumar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
5		Anand M. Shetty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
6		Anurag Kumar A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
7		Ashwetha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
8		Prat. Sowmya Chitra	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
9		Chaitanya C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
10		Chaitanya V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
11		Dilip Kumar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
12		Gajendra C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
13		Jayant	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
14		Kavya S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
15		Kinasa Porjary	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
16		Mahina Resha Sumanu	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
17		Mayur Murali Math	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
18		Meghana Venkatesh	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
19		Mohammed Asim	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
20		Murugan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
21		Murugan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
22		N.B. Arpit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
23		Nandu Gowda C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
24		Nimisha R Shetty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
25		Nischitha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
26		Philip Sigron	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
27		Pooja	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
28		Pooja Raju Nait	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
29		Pooja Raju Nait	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
30		Pranav Koushika	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27



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## BEC Exam Format

B1 Business Preliminary is made up of three papers developed to test English skills.

Paper	Content	Marks (% of total)	
<b>Reading and Writing</b> (1 hour 30 minutes)	Reading: 7 parts Writing: 2 parts	<b>50%</b>	Shows you can read and understand the main points from graphs or charts, messages and emails, and can use vocabulary and structure correctly. You are also required to be able to produce two short pieces of writing: an internal communication, such as a note or a message, and some business correspondence, such as an email or a letter.
<b>Listening</b> (about 40 minutes, including transfer time)	4 parts	<b>25%</b>	Requires you to be able to follow and understand a range of spoken materials including interviews and discussions about everyday life.
<b>Speaking</b> (12 minutes per pair of candidates)	3 parts	<b>25%</b>	Shows your spoken English as you take part in conversation, asking and answering questions, and talking freely about your opinions, for example, when discussing business-related topics. Your Speaking test will be face-to-face with one or two other candidates. This makes your test more realistic and more reliable.

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### Question Paper Pattern

The B1 Business Preliminary Reading and Writing paper has seven parts for Reading and two parts for Writing. There are different types of texts and questions.

### Summary



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<b>Time allowed:</b>	1 hours 30 minutes
<b>Number of parts:</b>	Reading: 7 parts; Writing: 2 parts
<b>Number of questions:</b>	Reading: 45 questions; Writing: 2 tasks
<b>Marks:</b>	Reading: 25% of total; Writing: 25% total

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**Part 1 (Multiple choice)**

<b>What's in Part 1?</b>	Five very short texts (they may be signs, messages, postcards, notes, emails, labels, etc.). You have to read them and choose which of the three sentences (A, B or C) is correct.
<b>What do I have to practise?</b>	Reading notices and other short texts to understand the main message.
<b>How many questions are there?</b>	5
<b>How many marks are there?</b>	One mark for each correct answer.

---

**Part 2 (Matching)**

<b>What's in Part 2?</b>	Five short descriptions, often of people's requirements, and one text to read. You have to match each person to part of the text.
<b>What do I have to practise?</b>	Reading to find specific information.
<b>How many questions are there?</b>	5
<b>How many marks are there?</b>	One mark for each correct answer.

---

**Part 3 (Matching)**





<b>What's in Part 3?</b>	Eight graphs or charts (or one or more graphics with eight parts) and five questions. You need to match each question to a graph or part of a graph.
<b>What do I have to practise?</b>	Reading and understanding visual information
<b>How many questions are there?</b>	5
<b>How many marks are there?</b>	One mark for each correct answer.

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#### **Part 4 (Right/Wrong/Doesn't say)**

<b>What's in Part 4?</b>	A text and seven questions. For each question, you have to decide if a statement is A 'Right' or B 'Wrong', according to the text, or if the information is not given in the text, you should choose C 'Doesn't say'.
<b>What do I have to practise?</b>	Reading and finding detailed factual information.
<b>How many questions are there?</b>	7
<b>How many marks are there?</b>	One mark for each correct answer.

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#### **Part 5 (Multiple choice)**

<b>What's in Part 5?</b>	A text, often from a leaflet or from a newspaper or magazine article, with six multiple-choice questions. Each question has three options.
<b>What do I have to practise?</b>	Reading for gist (the main ideas) and specific information.
<b>How many questions are there?</b>	6
<b>How many marks are there?</b>	One mark for each correct answer.



### **Part 6 (Multiple-choice cloze)**

<b>What's in Part 6?</b>	A text (newspaper or magazine article, advert, leaflet, etc.) with twelve numbered spaces. Each space represents a missing word and you have to choose the right answer (A, B, or C).
<b>What do I have to practise?</b>	Reading – understanding when grammar is correct and understanding the structure of a text.
<b>How many questions are there?</b>	12
<b>How many marks are there?</b>	One mark for each correct answer.

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### **Part 7 (Note completion)**

<b>What's in Part 7?</b>	Two short texts (memos, emails, notices, adverts, etc.) and a form to complete. You have to read the texts and fill in the correct information (a word, a number or a phrase) in the empty spaces on the form.
<b>What do I have to practise?</b>	Reading and transferring information.
<b>How many questions are there?</b>	5
<b>How many marks are there?</b>	One mark for each correct answer.

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### **Part 8 (Writing Part 1)**

<b>What's in Part 8? (Writing Part 1)</b>	An internal company communication. The instructions tell you who to write to and what you should write (e.g. a note, a message, a memo or an email).
<b>What do I have to practise?</b>	Writing short messages to colleagues.



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**How many questions are there?**

1

**How much do I have to write?**

30–40 words.

**How many marks are there?**

This question has a total of 10 marks.

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**Part 9 (Writing Part 2)**

**What's in Part 9? (Writing Part 2)**

A piece of business correspondence (letter or email) or a notice, an advert, etc., to read. The instructions tell you what to write and who to write to.

**What do I have to practise?**

Writing business letters to people outside your company.

**How many questions are there?**

1

**How much do I have to write?**

60–80 words

**How many marks are there?**

This question has a total of 20 marks.



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### FEEDBACK FORM

For the following areas, please indicate your rating from 1 to 5:  
1=strongly Disagree 2=Disagree 3=neither agree nor disagree 4=Agree 5=strongly Agree

SN	Topics	1	2	3	4	5
A.	Content					
1	Understood the basics of English Grammar					
2	Understood Basic concepts of Business English					
3	Able to apply the knowledge in Business world.					
5	Able to write business letter effectively					
B	Presentation					
6	Trainer has good knowledge					
7	Trainer has good presentation style					
8	Trainer covered syllabus clearly					
9	Trainer responded well to questions					
10	Trainer facilitated interactions among participants well					
C. How could this course be improved?						
D. Any other suggestions?						



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**Cambridge Assessment  
English**



**Cambridge English Entry Level Certificate in ESOL  
International (Entry 3) (Business Preliminary)\***

This is to certify that

**RANJITH SHETTY**

has been awarded

**Pass-----**

in the

**Business English Certificate Preliminary**

Council of Europe Level B1

**Overall Score 147**

Reading	144
Writing	145
Listening	154
Speaking	144

Date of Examination **JUNE B (PM1) 2018**

Place of Entry **DELHI**

Reference Number **186IN6000220**

Accreditation Number **500/2428/0**

*Saul Nassé*

Saul Nassé  
Chief Executive

\*This level refers to the UK National Qualifications Framework

Date of Issue 13/07/18  
Certificate Number 0061817800

00145508

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08258-262725, Fax: 08258-262726  
**DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)**

Report of the Event

The department of Business Administration has organized Certification program on "Business English Certification" from "4<sup>th</sup> Oct 2017 to 5<sup>th</sup> May 2018" in association with Cambridge University. Programme emphasized on students English skill development.







**Alva's Institute of Engineering and Technology,  
Mijar, Moodbidri, Mangalore**

**POST GRADUATE DEPARTMENT OF BUSINESS ADMINISTRATION**

23 February 2018

**TO WHOMSOEVER IT MAY CONCERN**

Our sincere appreciation and gratitude to Mrs Shiny Joseph, Associate Professor, Department of MBA for conducting a course on "Business English Communication" (BEC) from 13 October 2017 to 23 February 2018.

Business English Communication course really helped the students to improve their communication skills.

We wish her success in her future endeavours.

Best regards,

DEAN  
Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
MIJAR - 574 225



**Alva's Institute of Engineering and Technology,  
Mijar, Moodbidri, Mangalore  
POST GRADUATE DEPARTMENT OF BUSINESS ADMINISTRATION**

**REPORT ON OUTCOME OF CERTIFICATE COURSES CONDUCTED IN THE  
YEAR 2017-18**

**BUSINESS ENGLISH CERTIFICATION COURSE – 04.10.2017 TO 05.05.2018**

1. After the certification program, students skills in spoken English and grammar improved noticeably.
2. Students were able to prepare reports and texts for circulation among limited groups.
3. Students wrote business letters and prepared official communications.

**WORKING WITH MICROSOFT OFFICE COURSE" -13.10.2017 TO 23.02.2018**

1. Students were able to prepare professional documents using Microsoft word.
2. Students were able to develop workbook and print workbook contents.
3. Students prepared PowerPoint presentation using variety of designs and patterns.

**CERTIFICATION COURSE ON GST 06.10.2017 TO 18.06.2018**

1. Students learnt the provisions of GST Act and the implications of the new tax regime.
2. Students understood the concept of inward supply and outward supply and the GST payments.

DEAN

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