

**MATERIALS FOR BEC COURSES March 2007**  
**1= BEC Preliminary; 2 = BEC Vantage; 3 = BEC Higher**

**Course books include:**

Adams/Blackwell	Global Links 1, 2, 3 (3 levels)	Longman 1 2
Allison	The Business (4 levels)	Macmillan 1 - 3
	The Business DVD-ROM	
Appleby	Business one:one	Oxford 1 2
Badger / Menzies	English for Business Life (4 levels)	Marshall C 1 - 3
Barnard	Business Venture 1 & 2 US English	Oxford 1
Barrall	Intelligent Business	Longman 1 2
Brook-Hart	Business Benchmark BEC (3 levels)	Cambridge 1 - 3
Clark	Essential BULATS	Cambridge 1 - 3
Cotton	Market Leader Elementary	Longman 1
Cotton	Market Leader Pre-intermediate	Longman 1
- various	ML Portfolio video & resource book	Longman 1
Cotton	Market Leader Intermediate	Longman 2
- various	ML Alliance video & Resource Book	Longman 2
- various	ML Briefings video & resource Book	Longman 2
- Strutt	Market Leader Grammar and Usage	Longman 2 3
Cotton	Market Leader Upper-intermediate	Longman 2 3
(O'Keeffe)	Market Leader advanced	Longman 3

The Market Leader series has a Teacher's Resource Book, Practice File & Test File at each level, plus video & other resources at some of the levels

Dignen	English 365 (3 levels)	Cambridge 1 2
Dwyer	Skills for Business English 3	Delta 3
Evans	Powerbase	Longman 1
Evans	Powerhouse	Longman 2
Evans	Powerhouse Video	Longman 2
Flinders	English 365	Cambridge 1 2
Gibson	Office Files	Hueber 1
Grant & McLarty	Business Basics (& Personal Cassettes)	Oxford 1
Grant/Hollett	Quick Work (3 levels)	Oxford 1 2
Grant	Business Focus	Oxford 1
Hollett	Business Objectives (& personal cass)	Oxford 1
- Bradley	Business Objectives Pairwork	Oxford 1
Hollett	Meeting Objectives Video	Oxford 1
Hollett	Business Opportunities	Oxford 2
Hollett	Creating Opportunities Video	Oxford 2
Hollett	Quick Work pre-intermediate	Oxford 1
Hollett	Quick Work intermediate	Oxford 2
Hollett	Tech Talk	Oxford 1
Ibbotson	Business Start-up 1 & 2	Cambridge 1
Irvine	Commercially Speaking (pre-work learners)	Oxford 1
Irvine	Commercially Speaking Workbook	Oxford 1

Johnson	Intelligent Business (2 levels)	Longman 1 2
Jones-Macziola	Getting Ahead	Cambridge 1
Jones-Macziola	Staying Ahead Video (for above title)	Cambridge 1
Jones-Macziola	Further Ahead (& video)	Cambridge 1 2
Jones	Working in English (& video)	Cambridge 2
Jones	New International Business English	Cambridge 2
Jones	NIBE Workbook	Cambridge 2
Jones	International Business English Video	Cambridge 2
Kerridge	Skills for Business English 1	Delta 1
Knight	Business Explorer	Cambridge 1
Knight	Business Goals	Cambridge 1
- Whitehead	Business Goals Workbook 1	Cambridge 1
- Thomas	Business Goals Workbook 2	Cambridge 1
MacKenzie	English for Business Studies	Cambridge 3
Mascull	Skills for Business English 2	Delta 2
Mascull	Best Practice	Thomson 1
Naunton	Head for Business (pre-work learners)	Oxford 2
Naunton	Head for Business workbook	Oxford 2
Naunton	Pro-File	Oxford 1 2
O'Driscoll	BEC Vantage Masterclass	Oxford 2
O'Keefe	Market Leader Advanced	Longman 3
Pile	Progress to Vantage	Summertown 2
Powell	New Business Matters	Thomson 2
Powell	In Company (4 levels, new editions)	Macmillan 1 2
- Hughes	In Company Test CD	Macmillan 1 2
- Allison	In Company Case Studies	Macmillan 1 2
Robbins	First Insights into Business	Longman 1
Saslow	Workplace Plus 1	Longman 1
Saslow	Workplace Plus 2	Longman 2
Schofield	Double Dealing pre-int	Summertown 1
Schofield	Double Dealing int	Summertown 2
Taylor	International Express pre-intermediate	Oxford 1
Taylor	International Express intermediate	Oxford 2
Trappe	Intelligent Business	Longman 2
Tullis & Trappe	New Insights into Business	Longman 2
Viney	Basic Survival	Macmillan 1
Viney	Survival English	Macmillan 1
Viney	Handshake	Oxford 1
Wallwork	Business Options	Oxford 2
Wallwork	Business Vision	Oxford 2
Wallwork	International Express upper-int	Oxford 2
Wood	Pass Cambridge BEC Preliminary	Summertown 1
Wood	Pass Cambridge BEC Vantage	Summertown 2
Wood	Pass Cambridge BEC Higher	Summertown 3

**Language development materials:**

Adam	Longman Dictionary of Business English	Longman all
Badger	Business English Phrases	Penguin 2 3
Badger	English for Work	Longman 2
Bethell	Test Your Business Vocabulary in Use (2 levels)	Cambridge 2
Bowen	Build your Business Grammar	Thomson 2
Brieger / Sweeney	Language of Business English	Longman 2
Brieger	Test your Professional English: Law	Penguin
Duckworth	Essential Grammar & Practice	Oxford 1
Duckworth	Business Grammar & Practice	Oxford 1 2
Eastment	Business English Words	Penguin 2
Emmerson	The Business English Handbook	Macmillan 2 3
Emmerson	Essential Business Grammar Builder	Macmillan 1
Emmerson	Business Grammar Builder	Macmillan 1 2
Evans	Business English Verbs	Penguin 2
Flinders	Test your Professional English : general	Penguin 1
Flinders	Test your Professional English: intermediate	Penguin 2
Flower	Build your Business Vocabulary	Thomson 2
Godwin	Test Your Business Vocabulary in Use	Cambridge 3
Horner & Strutt	Words at Work	Cambridge 2
Hueber	Wirtschaftslexikon auf CD-ROM	Hueber
Longman	Longman Business English Dictionary	Longman 2 3
MacKenzie	Management & Marketing	Thomson 2 3
MacKenzie	Financial English	Thomson 2
McLay	Idioms at Work	Thomson 2
Mascull	Business Vocabulary in Use (3 levels)	Cambridge 1 - 3
Milne	Business Language Practice	LTP 2
Oxford	Oxford Business English Dictionary	Oxford 2 3
Oxford	Pocket Dictionary of Business English	Oxford 2 3
Pohl	Test your Professional English: Accounting; Hotel & Catering; Secretarial; Medical	Penguin
Pratten	Banking English	Delta
Saslow	Workplace Plus	Longman 1 2
Strutt	Longman Business English Usage	Longman 2 3
Sweeney	Test your Professional English: Management	Penguin
Sweeney	Test your Professional English: Marketing	Penguin
Sweeney	Test your Professional English: Finance	Penguin
Tenberg	Langenscheidts Wortschatz: Wirtschaftsenglisch	Langenscheidt
see also the Professional English in Use titles:	Law, ICT, Finance, Medicine	Cambridge 2 3

**Resource books for teachers (photocopiable):**

Benn	Reward Business Resource Packs 4 levels	Macmillan 1 2
Comfort	Business English Meetings	Penguin 2 3
Cordell	Cambridge Business English Activities	Cambridge 1 2
Crowther-Alwyn	Business Roles 1 & 2 (simulations)	Cambridge all
Emmerson	Business Builder (3 books)	Macmillan 1 2
Emmerson	Business English Frameworks	Cambridge 2 3
Evans	Decisionmaker	Cambridge all
Flinders	Business English Pairwork 1 & 2	Penguin 2 3
Goodale	Meetings	Thomson 2
Kerridge	Basic Business Role Plays	Delta 1 2
Kerridge	International Business Role Plays	Delta 2 3
Lloyd & Preier	Business Communication Games	Oxford 2
Mawer	Business Games	Thomson all
Rosenborg	In Business	Cambridge 1 2
Utley	Intercultural Resource Pack	Cambridge 2 3

**Skills development:**

Abegg	Communication for Business	Hueber 1 2
Ashley	Handbook of Commercial Correspondence	Oxford 2 3
Badger (ed)	English for Work series	Longman 2
	Everyday Business English	
	Everyday Business Writing	
	Everyday Technical English	
	Business Presentations	
Boyd	Making Business Decisions (real case studies)	Longman 3
Brieger	Business English Meetings: Instant Agendas	Penguin 2 3
Comfort	Business Reports in English	Cambridge 2 3
Comfort & Utley	Oxford Business English Skills:	Oxford 2
	Effective Meetings / Negotiating / Presentations /	
	Socializing / Telephoning	
Dwyer	Skills for Business English	Delta 3
Emmerson	Email English	Macmillan 1 2
English	Business Across Cultures	Longman 1 2
French	You're in Business!	Longman 2 3
Garside	Essential telephoning in English	Cambridge 1
Goodale	Professional Presentations	Cambridge 2 3
Goodale	Language of Meetings	Thomson 2
Helgesen	Workplace English: Office File & Travel File	Longman 1
Hollett	In at the Deep End (speaking skills)	Oxford 2 3
Johnson	Intelligent Business Skills Book	Longman
Kerridge	Skills for Business English	Delta 1
King	Socialising	Delta 1 2
Laws	Meetings	Summertown all
Laws	Negotiations	Summertown all
Laws	Presentations	Summertown all

Laws	Writing Skills	Summertown all
Littlejohn	Company to Company (writing skills)	Cambridge 1 2
Loughheed	Business Communication	Longman 1 2
Loughheed	Business Correspondence	Longman 1
Lowe	Telephoning	Delta 1 2
Lowe & Pile	Presenting	Delta 1 2
Lowe & Pile	Negotiating	Delta 1 2
Mascull	Skills for Business English	Delta 2
Naterop	Telephoning in English	Cambridge 2
Naterop	Business Letters for All	Oxford 2 3
Pile	E-Mailing	Delta 1 2
Powell	Presenting in English	Thomson 2
Rodgers	Business Communications (case studies)	Cambridge 3
Rodgers	English for International Negotiations	Cambridge 3
Sachs	Commercial Correspondence	Hueber
Sion	Talking Business in Class	Delta
Stirling	English for Telephoning	Delta 2
Sweeney	English for Business Communication	Cambridge 2
Sweeney	Communicating in Business (US English)	Cambridge 2
Utley	Communicating Styles: video	York Assoc 2 3
Watson-Delestrée	The Working Week	Thomson 2

### **BEC Practice examinations & tests:**

Allsop	BEC Testbuilder (Prelim & Vantage)	Macmillan 1 2
Harrison et al	BEC Practice Tests Preliminary	Oxford 1
Harrison et al	BEC Practice Tests Vantage	Oxford 2
Harrison et al	BEC Practice Tests Higher	Oxford 3
Oxford	Oxford Placement Test	Oxford
CambridgeESOL	Practice Tests for BEC Preliminary 1, 2 & 3	Cambridge 1
CambridgeESOL	Practice Tests for BEC Vantage 1, 2 & 3	Cambridge 2
CambridgeESOL	Practice Tests for BEC Higher 1, 2 & 3	Cambridge 3

### **Readers:**

Barbarians at the Gates		Penguin 3
Benetton		Penguin 2
Business@ the Speed of Thought (Bill Gates)		Penguin 3
Goldman Sachs		Penguin 2
Gucci		Penguin 1
Management Gurus		Penguin 2
Rogue Trader (Nick Leeson)		Penguin 1
The Road Ahead (Bill Gates)		Penguin 1
The Story of the Internet		Penguin 2
Women in Business		Penguin 2
Fitzgerald	Advertising & Promotion	Black Cat 1
Fitzgerald	Business Administration	Black Cat 2
Fitzgerald	Management	Black Cat 2

Fitzgerald

Marketing

Black Cat 2

**Books for teachers:**

Barrett	The Internet and Business English	Summertown
Brieger	Teaching Business English Handbook	York Associates
Brown	Using Surveys in Language Programs	Cambridge
Cankova	Intercultural Activities	Oxford
Donna	Teach Business English	Cambridge
Dudenev	The Internet and the Language Classroom	Cambridge
Dudenev	How to Teach English with Technology	Longman
Dudley-Evans	Developments in English for Special Purposes	Cambridge
Ellis	Teaching Business English	Oxford
Emmerson	5-minute Activities for Business English	Cambridge
Frendo	How to Teach Business English	Longman
Gibson	Intercultural Business Communication	Oxford
Grundy	Newspapers	Oxford
Harding	English for Specific Purposes	Oxford
Hutchinson	English for Special Purposes	Cambridge
Jordan	English for Academic Purposes	Cambridge
Sampredo	Global Issues	Oxford
Sanderson	Using Newspapers in the Classroom	Cambridge
Sharma	Blended Learning: using technologies	Macmillan
Sion	Talking Business in Class	Delta
Sperling	Dave Sperling's Internet Guide	Longman
Teeler	How to Use the Internet in ELT	Longman
Tomalin	Cultural Awareness	Oxford
Wilberg	One to One	Thomson
Windeatt	The Internet	Oxford

**BULATS**

Brook-Hart	Business Benchmark BULATS (3 levels)	Cambridge 1 - 3
Clark	Essential BULATS	Cambridge 1 - 3

**this list compiled by John Potts, March 2007**