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**City & Guilds**  
**H-1071 Budapest**  
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## International English Qualifications to suit every need

Our business awards are just three of a range of exciting new International English Qualifications developed for those who want to boost their English language skills for their personal or professional development. The qualifications are internationally recognised by employers, educational institutions and professional bodies as providing proof of the skills and abilities they are looking for. Candidates can choose from the following:

- International ESOL\*
- International Spoken ESOL\*
- International Young ESOL\*
- International Young Spoken ESOL\*
- Spoken English Test for Business
- English for Business Communications
- English for Office Skills
- Spoken English Test for Teachers
- ACE (Access Certificate in English)

\*English for Speakers of Other Languages

To find out more about our IEQs visit [www.cityandguilds.com](http://www.cityandguilds.com) or fill in and send us the attached information request form.

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**International**  
Business English Qualifications



## Business English Qualifications

The number of global and multi-national companies is increasing, and with it, the need for a workforce that can communicate in the international language of business – English. There are also increasing opportunities for those who can prove they have the proficiency in English that their employer or business needs. This is increasing the demand for training providers offering quality English language qualifications.

City & Guilds Business English qualifications form part of our new suite of International English Qualifications (IEQ). The awards develop confidence and proficiency in English, boosting the specific language and skills required for successful communication in the workplace. They are ideal for those requiring a quality qualification that is recognised by employers, educational institutions and professional bodies worldwide.

Learners can be assured that they have a relevant qualification to help progress their careers, while training providers can offer flexible qualifications to suit a range of abilities and interests. The qualifications are fully supported and easy to administer.

### Comparative Levels

<b>Spoken English Test for Business</b>	<b>English for Office Skills</b>	<b>English for Business Communication</b>	<b>Common European Framework levels</b>
Mastery		Level 3	C2 Mastery
Expert			C1 EOP
Communicator	Level 2	Level 2	B2 Vantage
Achiever			B1 Threshold
Access	Level 1	Level 1	A2 Waystage
Preliminary			A1 Breakthrough

## Professional English language qualifications for the business world

Our range of qualifications develops and recognises general and specific skills for professionals using English in the workplace:

### **English for Business Communications (EBC)**

Effective communication is key to successful business. Whatever your field or profession, this qualification will help you boost your confidence and proficiency in English language for the business-based environment.

The qualification recognises the ability to read and write business communications in English. Candidates will require a basic understanding of general business procedures for this qualification.

### **Spoken English Test for Business**

Many professionals would like to feel more confident in their spoken English when in meetings or talking to clients or customers on the phone, or working with a multinational workforce. This award helps learners to improve their spoken skills and is also a useful tool for employers wishing to assess the language proficiency of existing or potential employees.

The test consists of a recorded interview, which is marked in the UK to ensure a high level of quality and comparability. Candidates can achieve one of a range of outcomes, which accurately assess their ability and allow them to progress. These can be mapped onto the Common European Framework.

### **English for Office Skills**

This qualification is ideal for those dealing with or producing paperwork in English. It is a useful addition to the CV of those looking to work in companies with international clients and suppliers or based in English speaking countries. For those already in the workplace it is invaluable for professional or personal development. It is also an appropriate qualification for employers to assess the language skills of their employees.

To achieve the qualification, candidates undertake a range of realistic workplace based assignments, which test their listening, reading and writing skills. The award improves and recognises the accuracy of their use of English in a range of business documents such as memos, minutes and reports. It also enables them to proof read the work of others, ensuring precise and effective business communications.

## Professional service for our centres

The quality and integrity of our products and services are recognised by learners, centres and employers worldwide. And we aim to make life easier for those offering our teaching awards by increasing choice and flexibility and streamlining administration and paperwork.

Centres offering International English Qualifications enjoy a range of benefits including:

### **– On demand examinations**

Centres are in control of timetabling and can hold examinations whenever required. Just give us three weeks' notice for exams taking place in the UK and Ireland, or six weeks' for overseas.

### **– Simple administration and easy to use documentation at all levels.**

### **– Integrity of totally external assessment**

Centres can be confident of quality and the maintenance of international standards.

### **– Feedback reports\***

Unsuccessful candidates automatically receive a short feedback report designed to prepare them to retake an examination. (\*Not applicable to ACE)

### **– Rapid certification**

Results and certificates are issued within eight weeks.

### **– Recognised qualifications**

Our International English Qualifications (IEQ) recognised by universities, professional bodies and employers world-wide as evidence of English language proficiency.

