

## Level 1 Certificate in English for Commerce



International  
Qualifications from EDI

### Syllabus

Effective from October 2001



## **INTRODUCTION**

EDI is a leading international awarding body that was formed through the merger of the London Chamber of Commerce and Industry Examinations Board (LCCI) and GOAL, a leading online assessment provider. EDI now delivers LCCI International qualifications (LCCI IQ) through a network of over 5000 registered centres in more than 120 countries worldwide. Our range of business-related qualifications is trusted and valued by employers worldwide and recognised by universities and professional bodies.

### **English for Commerce Level 1**

#### **Aims**

The aims of this syllabus are to enable candidates to develop the ability to:

- read and understand basic English texts based on general commercial topics
- write basic English for simple
- general and commercial topics
- brief formal communications.

#### **Target Audience and Candidate Progression**

This qualification is intended for candidates who have achieved a sound, basic understanding of English in a commercial context and who have an ability to use the language at a basic functional level. Candidates would be expected to be at the Council of Europe's Waystage Level (A2).

This qualification is intended for those who wish to obtain a first qualification in English related to the language of commerce. It can serve as a course for those who wish to progress to the LCCI IQ Level 2 English for Commerce.

## Structure of the Qualification

The level 1 certificate in English for Commerce is a single unit qualification that consists of the range of topics detailed below.

### Syllabus Topics

- 1 Writing on a subject matter of general and commercial interest.
- 2 Reading and answering questions on a basic commercial comprehension passage.
- 3 Composing a simple, formal letter.

In addition, candidates will be expected to demonstrate a level of linguistic competence as outlined in syllabus topics 4 to 7.

### Guided Learning Hours

EDI recommends that 70-80 Guided Learning Hours (GLHs) provide a suitable course duration for an 'average' candidate at this level. This figure includes direct contact hours as well as other time when candidates' work is being supervised by teachers. Ultimately, however, it is the responsibility of training centres to determine the appropriate course duration based on their candidates' ability and level of existing knowledge. EDI experience indicates that the number of GLHs can vary significantly from one training centre to another.

## ASSESSMENT

### Assessment Objectives

The examination will assess the candidates' ability to:

- demonstrate an understanding of simple communications used in the commercial world
- read, interpret and respond to commercial topics and texts
- write in continuous English simple, formal letters based on given information.

### Coverage of Syllabus Topics in Examinations

There will be 3 compulsory questions corresponding to the 3 syllabus topics listed above.

Question 1 is awarded 40 marks and Questions 2 and 3 carry 30 marks each.

### Examination Format

Candidates will be assessed via a 2-hour examination comprising 3 questions as follows:

**Question 1** involves the writing of a composition of about 200 words on any **one** of 6 topics offered. The subject matter will be related to general topics of a simple commercial nature.

**Question 2** asks the candidate to answer questions testing the comprehension of a passage of about 300 words. All the questions, with the exception of one which tests specific vocabulary items, require short written answers, in complete sentence form, derived from the content of the passage, but in the candidate's own words.

**Question 3** requires the candidate to write a letter of about 100 words based on given information. The subject matter of the letter will be non-technical but it will require the candidate to write as a private individual to an organisation using an accepted letter format.

## Coverage of Syllabus Topics in Examinations

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### Answer Formats

Candidates must pay attention to the rubric for each question which identifies the answer format required. Overall, candidates must ensure that answers are:

- correct in formal terms regarding
  - grammar, punctuation, spelling and layout
  - good basic-level communication in the field of simple general and commercial topics
- appropriate in terms of
  - offering simple, straightforward opinions on topics offered
  - fitness for the occasion and any simple social role required
  - displaying simple politeness in giving straightforward information or a simple opinion
- adequate in general and commercial terms in the sense that
  - the purpose of the communication is achieved
  - the task is successfully completed
  - the correct format is chosen where applicable
  - essential matters, as required by the rubric, are included and dealt with
  - irrelevant information is excluded
  - order, clarity, balance and relevance are evident

Candidates will receive credit, particularly in Question 1, for good grammar, accuracy, style, layout and maturity of expression. Strict adherence to the rubric requirements is essential.

Candidates are allowed to take one dictionary into this examination which may be either English or foreign language/English. EDI cannot undertake to advise on which dictionaries to choose and candidates make the choice entirely at their own risk. Poor quality dictionaries may be misleading and, if they frequently have recourse to them, candidates will lose valuable examination time.

Candidates are recommended to refer to the Model Answers and past question papers for English for Commerce Level 1. These are available from the EDI and give advice on past performance, layout and presentation.

### Mark Allocation

Marks are awarded for:

- accuracy in spelling, punctuation, grammar
- appropriacy of content, tone, style
- length and format
- clarity and suitability of communication

A typical weighting of marks for a complete written paper would be:

▪ clarity and appropriacy of layout	20%
▪ style, tone, suitability to the task	30%
▪ content and communication of message	20%
▪ accuracy of grammar, spelling etc	30%
Total	<u>100%</u>

## Varieties of English

EDI will accept any of the main varieties of English (British, North American, Australian) in candidates' answers as long as candidates are **consistent** in the variety they use.

## Certification

Successful candidates will be awarded the Level 1 Certificate in English for Commerce on the achievement of the percentages and grades below:

The standard percentages of marks required at each grade are:

Pass	50%
Merit	60%
Distinction	75%

## Recommended Reading List and Support Material

### Reading List

Title	Author	Publisher	ISBN Code
How to Pass English for Business First Level	A Sharples	LCCIEB	1-86247-003-0
Better Writing	R Harrison	Carnet	1-85964-702-2

### Support Material

Model answers and past question papers are available from the LCCI website [www.lcci.org.uk](http://www.lcci.org.uk)

### How To Offer This Qualification

To offer this qualification you must be an LCCI IQ registered examination centre. To gain centre approval please contact Customer Support on 08700 818008 between the hours of 0830 and 1700 (GMT) Monday to Friday or by email on [centresupport@ediplc.com](mailto:centresupport@ediplc.com).

Alternatively you may contact your Regional LCCI Office or Co-ordinating Authority.

## **Syllabus Topic**

## **Items Covered**

### **1 Writing a composition**

Candidates must be able to:

- 1.1 Assess the topics offered and select one suitable to their interest and knowledge
- 1.2 Assess the requirements of the rubric and plan the composition accordingly
- 1.3 Adopt an appropriate style and tone as required
- 1.4 Employ the conventions of composition writing regarding:
  - 1.4.1 paragraphing
  - 1.4.2 punctuation
  - 1.4.3 spelling
- 1.5 Offer viewpoints where required
- 1.6 Ensure that the finished composition is
  - 1.6.1 legible and of the required length
  - 1.6.2 accurate and free from errors

### **2 Basic comprehension of a passage**

Candidates must be able to:

- 2.1 Demonstrate an ability to read and understand a passage
- 2.2 Use the information in the passage to answer questions
  - 2.2.1 in their own words where possible
  - 2.2.2 using complete sentences unless instructed otherwise
  - 2.2.3 relating to selected vocabulary

### **3 Composing a simple letter**

Candidates must be able to:

- 3.1 Compose a non-technical letter as a private individual writing to an organisation
- 3.2 Adopt an appropriate style or tone for the particular purpose
- 3.3 Employ consistent letter conventions regarding:
  - 3.3.1 layout, addresses, salutation, complimentary close and signature
  - 3.3.2 conventions of simple letter language
  - 3.3.3 paragraphing
- 3.4 Display coherence and cohesion to ensure fluent reading of the letter

- 3.5 Avoid over-use and unnecessary copying from the rubric
- 3.6 Ensure that the length of the letter meets the rubric requirements
- 3.7 Ensure that the finished letter is mailable/sendable

#### 4 Linguistic competence (structures)

Candidates must be able to:

##### 4.1 Recognise and use the following verb forms:

- 4.1.1 the simple present (e.g. *I enclose ...*)
- 4.1.2 the present continuous (e.g. *I am enclosing ...*)
- 4.1.3 the simple past (e.g. *You ordered ...*)
- 4.1.4 the present perfect (e.g. *I have ordered ...*)
- 4.1.5 the future expressed with the present tense plus a time marker (e.g. *I am writing the letter today*)
- 4.1.6 the future expressed with *will* and *going to* (e.g. *We will/are going to send the letters*)
- 4.1.7 imperatives (e.g. *Please refer to our letter of ...*)
- 4.1.8 the modals *can, may, would, must* and *will* (e.g. *We can offer you a book*)

##### 4.2 Recognise the following verb forms:

- 4.2.1 the passive voice (e.g. *Letters are sent/Letters are being sent*)
- 4.2.2 the past continuous (e.g. *I was sending...*)
- 4.2.3 the past perfect (e.g. *He had offered ...*)
- 4.2.4 the modals *could, shall* and *should* (e.g. *Which paper should we purchase?*)

##### 4.3 Recognise and use the following types of adjectives:

- 4.3.1 possessive adjectives (e.g. *We refer to your letter of ...*)
- 4.3.2 demonstrative adjectives (e.g. *He chose these samples*)
- 4.3.3 descriptive adjectives, comparatives and superlatives (e.g. *The report was very good, The sales figures are better*)

##### 4.4 Recognise the more complex descriptive adjectives *quite* and *rather* (e.g. *Sales will be quite good next month*)

4.5 Recognise and use the locative adverbs *here*, *there*, *anywhere* and *inside* (e.g. *Please come inside on arrival*)

- 4.6 Recognise the locative adverb *nowhere* (e.g. *There is nowhere cheaper now*)
- 4.7 Recognise and use the following types of pronouns:
  - 4.7.1 possessive pronouns (e.g. *The calculator is mine/Yours is the desk by the window*)
  - 4.7.2 indefinite pronouns (e.g. *Can anyone assist you?/Everything is under control*)
  - 4.7.3 the relative pronoun *who* and simple clauses with *that* (e.g. *The manager, who was present at .../The items that must be sent*)
- 4.8 Recognise the indefinite pronouns *somebody, nobody* (e.g. *Is somebody coming to mend the desk?*)
- 4.9 Recognise the relative pronoun *whom* (e.g. *To whom it may concern*)
- 4.10 Recognise and use the determiners *a* and *the* (e.g. *The letter you wrote/A working exercise*)
- 4.11 Recognise and use the demonstratives, *this, that, these* and *those* (e.g. *Take these books with you*)
- 4.12 Recognise and use the quantifiers *a lot of* and *some of* (e.g. *A lot of new workers are joining the company*)
- 4.13 Recognise the quantifiers *enough* and *much* (e.g. *We have enough food*)
- 4.14 Recognise and use the interrogatives *when, where, why, what, how far, how much* and *how many* (e.g. *When did you write?/How many did you buy?*)
- 4.15 Recognise and use the subordinate clauses following *if, that, because, where* and *when* (e.g. *We shall repeat the order, if delivery is prompt/Please cancel the meeting, because our speaker is ill*)

**5 Linguistic competence (concepts)**

Candidates must be able to understand and express the following concepts:

- 5.1 Spatial relationships:
  - 5.1.1 geographical location *north, south*
  - 5.1.2 distance *near, far*
  - 5.1.3 directions *left, right, straight on*

- 5.2 Time:
  - 5.2.1 days of the week
  - 5.2.2 telling time
  - 5.2.3 sequence *first, then*
  - 5.2.4 *starting, finishing*
  - 5.2.5 frequency *once, twice*

- 5.3 Quality:
  - 5.3.1 shape *round, square*
  - 5.3.2 dimension *size, length, weight*

- 5.4 Evaluation and opinion:
  - 5.4.1 a limited range of adjectives
  - 5.4.2 *cheap/expensive*
  - 5.4.3 *better/worse*
  - 5.4.4 *easy/difficult*

## 6 Linguistic competence (vocabulary)

Candidates must be able to use vocabulary in the following areas:

- 6.1 Social exchanges (e.g. *greetings, forms of address and introduction, leave-taking, expressing interest in job-related activities, leisure pursuits*)
- 6.2 Social arrangements (e.g. *making suggestions, issuing invitations, responding by acceptance or declining, making simple arrangements for meetings and functions, food and drink*)
- 6.3 Travel arrangements (e.g. *types of travel - rail/road/air, simple booking arrangement, arrival and departure, destinations, durations of journeys, arrangements for meeting clients, hotel bookings and facilities, services available*)
- 6.4 The workplace:
  - 6.4.1 organisations (e.g. *simple job titles/occupations, relationships within the organisation*)
  - 6.4.2 office items (e.g. *furniture and simple equipment in everyday use, correspondence methods, daily office routines*)
  - 6.4.3 orders (e.g. *cardinal numbers to 4 digits, ordinal numbers to 2 digits, approximations*)
  - 6.4.4 quantities (metric), dates for delivery and despatch, availability of goods
- 6.5 Products and services:
  - 6.5.1 basic description of products/services in the candidate's own organisation

- 6.5.2 simple faults, symptoms and remedies
- 6.5.3 simple operational instructions for basic equipment
- 6.5.4 shapes, dimensions, texture, colour, materials
- 6.5.5 simple evaluation and opinion about familiar items and procedures

6.6 Accommodation:

- 6.6.1 features, furniture
- 6.6.2 services (e.g. *gas/electricity*)
- 6.6.3 regional varieties, differing types

**7 Linguistic competence (functions)**

Candidates must be able to recognise and use expressions of:

7.1 Desires:

- 7.1.1 positive desires (e.g. *I want to ask your advice*)
- 7.1.2 negative desires (e.g. *I do not want to work here*)
- 7.1.3 enquiring about desires (e.g. *What do you want to do about the missing books?*)

7.2 Preferences (e.g. *I would prefer a job in London/I would rather not travel to ....*)

7.3 Apology (e.g. *I am so sorry you missed your flight*)

7.4 Gratitude and pleasure:

- 7.4.1 *Thank you very much for ....*
- 7.4.2 *The lunch was very pleasant indeed*

7.5 Social conventions:

- 7.5.1 greetings (e.g. *Good morning/How are you?/How are things?*)
- 7.5.2 responding to greetings (e.g. *I'm fine, thank you/I am very well*)
- 7.5.3 addressing someone (e.g. *Please excuse me, Sir/Madam*)

7.6 Communication repair:

- 7.6.1 *Could you repeat the last item please?*
- 7.6.2 *Sorry, when do you want to visit us?*
- 7.6.3 *Excuse me, but I did not hear you*

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and performance

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