

International Diploma in Business English (IDBE)

Assessment & Development Center

IDBE
Level
1

IDBE
Level
2

IDBE
Level
3

IDBE
Level
4



International Diploma in Business English

Your First Step in Career Development

BIBF offers you a comprehensive International Diploma in Business English (IDBE) in partnership with Edexcel. The programme is aimed to help you improve your spoken and written communication in any business environment (personal interactions, interviews and negotiations, meetings, role plays, presentations and various forms of written correspondence).

The programme covers four levels of competence: IDBE 1, IDBE 2, IDBE 3 and IDBE 4.

Level 4 is prerequisite for entry to the BIBF Banking Studies Diploma Programme.

Take that first step towards a brighter career - enrol now to enrich your knowledge of business terminology, to practise written business communication skills (letters, faxes, reports, e-mails) and to gain the essential linguistic skills, including critical reading and listening comprehension – in short, **to become an effective employee at the workplace of your choice.**

- Each Level is a total of 60 hours
- Sessions are 3 hours
- Sessions are held two days a week
- Days are determined based on demand
- Fee is BD 335/- for each Level

IDBE Course Profiles

FOUNDATION LEVEL

Participants at this level can:

- Make contacts and exchange basic business related information
- Handle basic telephone language
- Follow online conventions
- Express simple opinions and decisions
- Handle basic figures and documents
- Read, write and comprehend basic business messages

IDBE LEVEL 1

Participants at this level can:

- Exchange basic business related information
- Make contacts, offers & requests
- Extract relevant information from conversations, presentations or talks
- Read and comprehend simple texts on business related topics
- Write business messages in the accepted formats, using simple language
- Speak/present simple ideas with clarity
- Understand and respond to basic business communication in appropriate language and tone
- Make short presentations

***Upon completion of IDBE LEVEL 1, you will receive an International Business English Award.**

IDBE LEVEL 2

Participants at this level can:

- Participate in conversations/discussions on simple and familiar business related topics, exchanging information and giving opinions
- Comprehend presentations/ discussions/ talks and extract key points from them
- Read and comprehend a variety of texts on business related topics
- Write business messages on a variety of topics in the accepted formats, using correct, cohesive English
- Speak/present simple ideas in a manner appropriate to the business environment
- Make short presentations

***Upon completion of IDBE LEVEL 2, you will receive an International Business English Award.**

IDBE LEVEL 3

Participants at this level can:

- Participate in conversations/discussions on familiar and unfamiliar topics, exchange information, give opinions and show an awareness of turn taking techniques
- Understand presentations and talks, take notes of the main points
- Read, comprehend and analyze a wide variety of texts on business related topics
- Carry out business correspondence on a variety of topics in the accepted formats, using appropriately formal, cohesive English
- Make short presentations

***Upon completion of IDBE LEVEL 3, you will get an International Business English Award.**

IDBE LEVEL 4

Participants at this level can:

- Participate in conversations/discussions on topics relevant to business scenarios, give opinions, carry out productive arguments and show a sophisticated awareness of turn taking techniques
- Understand presentations, discussions and talks and extract the key points from them
- Read, comprehend, analyse and evaluate a wide variety of texts on business related topics
- Carry out business correspondence on a variety of topics in the accepted formats, using appropriately formal, cohesive English and appropriately sophisticated vocabulary
- Make short formal presentations

(This is a pre-requisite for the BIBF Banking Studies Diploma.)

***Upon completion of IDBE LEVEL 4, you will receive an International Diploma in Business English.**

*New students must sit a placement test to determine their language level. IDBE Level 4 is a pre-requisite for those students wishing to enrol in the Banking Studies Diploma. Exemption for a certain level may be granted if a comparable level in IELTS or TOEFL has been completed. Please ask for details.

The BIBF International Diploma in Business English (IDBE) offers an English Language Programme for learners wishing to use English for the purpose of business. They are practical examinations that focus on the application of language in dealing with real- world business situations. There are four IDBE levels; at each level participants are trained in Reading, Speaking, Writing and Listening skills.

Foundation Level is aimed at elementary level of competence and is intended for participants who require a wider grammatical background. They would still be involved in basic business communication and in developing those skills through better performance in sentence structure, format accuracy and content.

IDBE Level 1 is aimed at a basic level of competence required for progressing towards more advanced skills for business communication. It is intended for people working or preparing for a career in business.

IDBE Level 2 is aimed at a pre - intermediate level of competence and is intended for students working or preparing for a career in business. IDBE 2 is also designed to encourage the development of the skills required by students progressing towards IDBE 3.

IDBE Level 3 is aimed at an intermediate level of competence and is intended for people working or preparing for a career in business. IDBE 3 is designed to encourage the development of the skills required by students progressing towards IDBE 4.

IDBE Level 4 is aimed at an advanced level of competence and like IDBE 3, is intended for people who are either already in business- orientated work or preparing to pursue such a career.

At all four levels, the materials and tasks are accessible to candidates who have experience of, or are interested in entering, a range of business fields, including marketing, production, financial services and general office work.

For more information, please contact:

Siddika Sabooni - Business English Consultant : Tel: 17815603 Email: ssabooni@bibf.com

Sameera Al Khal - Business English Language Programme Co-ordinator: Tel: 17815526 Email: salkhal@bibf.com

Information Desk Administrator - Tel: 17815555, 17815579 Fax: 17729928, Email: infodesk@bibf.com

International Diploma in Business English (IDBE)

Schedule for Assessment Dates and Timings

Placement tests take place at 9:00 am & 11:00 am and take approximately 30 mins. to complete. **Participants should call Mrs. Sameera Al Khal at BIBF (17815526) to book a slot.**
Charges: BD10 PAYABLE BEFORE ENTRY PLEASE.

No.	Assessment Dates for 2010	
1.	7 January	- Thursday
2.	21 January	- Thursday
3.	4 February	- Thursday
4.	18 February	- Thursday
5.	25 February	- Thursday
6.	4 March	- Thursday
7.	18 March	- Thursday
8.	1 April	- Thursday
9.	15 April	- Thursday
10.	29 April	- Thursday
11.	13 May	- Thursday
12.	27 May	- Thursday
13.	3 June	- Thursday
14.	17 June	- Thursday
15.	1 July	- Thursday
16.	15 July	- Thursday
17.	2 September	- Thursday
18.	9 September	- Thursday
19.	23 September	- Thursday
20.	7 October	- Thursday
21.	21 October	- Thursday
22.	28 October	- Thursday
23.	4 November	- Thursday
24.	18 November	- Thursday
25.	2 December	- Thursday
26.	23 December	- Thursday
27.	30 December	- Thursday

Scheduled Terms for 2010

(20 Sessions, 3 hours per session - 60 hours)

Term One	10 January – 26 March 2010
Term Two	11 April – 25 June 2010
Term Three	19 September – 01 December 2010

NOTE:

- EXAMINATIONS ARE THE WEEK AFTER SESSIONS END. SOME EXTRA SESSIONS WILL BE ADDED IF REQUIRED.
- REGISTRATION FOR EACH COURSE CLOSES FIVE WORKING DAYS PRIOR TO THE COURSE START DATE.

International Diploma in Business English (IDBE)

Company Sponsored Self Sponsored

Personal Details

Name _____
 First Name _____ Middle Name _____ Last Name _____
 Nationality _____ CPR No. _____ Gender: Male Female
 Position _____ Department _____ Office Tel: _____
 P.O. Box _____ Fax _____ Home Tel: _____
 Mobile _____ E-mail _____

Employment Details

Training Manager's Name _____ Position _____
 Organization _____ P.O. Box _____
 Office Tel _____ Fax _____ E-mail _____

Subjects:

Sessions run from 6:00 pm – 9:00 pm twice a week
 Entry to the course(s) is on a first come, first served basis.
 Days will be determined upon demand

Level	Term 1 - 2010	Term 2 - 2010	Term 3 - 2010
IDBE Level 1	10 January – 26 March <input type="checkbox"/>	11 April - 25 June <input type="checkbox"/>	19 September – 01 December <input type="checkbox"/>
IDBE Level 2	10 January – 26 March <input type="checkbox"/>	11 April - 25 June <input type="checkbox"/>	19 September – 01 December <input type="checkbox"/>
IDBE Level 3	10 January – 26 March <input type="checkbox"/>	11 April - 25 June <input type="checkbox"/>	19 September – 01 December <input type="checkbox"/>
IDBE Level 4	10 January – 26 March <input type="checkbox"/>	11 April - 25 June <input type="checkbox"/>	19 September – 01 December <input type="checkbox"/>

Fees: BD 335/- for each level including non refundable registration fee of BD 15/-

Cancellation Refund Policy: Refunds do NOT include registration fee. Full refund for cancellation up to one week before the commencement of class. 20% for cancellation before the second week of class. NO refunds after the second week.

Attendance Regulations: Participants MUST attend a minimum of 80% of classes to be eligible for both the Mid-Term and Final Examinations. Participants with less than 80% must provide verification in writing, from their employer/sponsor, of the reason for their low attendance. All correspondence should be addressed to the Business English Programme Coordinator.

****NOTE :** Students applying for the program are preferably from a working environment or at least 18 years of age or a high school graduate.

I hereby accept the above terms and conditions

Signature of Applicant _____ Date _____

Signature of Training Manager & Stamp _____ Date _____

Please return this completed form to: The Registrar, BIBF, P.O. Box 20525, Manama.
 Tel: +973 17 815555/17 815526/17 815581
 Fax: +973 17 729928 , Email: registrar@bibf.com Website: www.bibf.com

About BIBF

The Bahrain Institute of Banking and Finance (BIBF) has played a critical role in Bahrain's long-term success as the region's leading financial center. Since its inception in 1981, BIBF has been committed to providing the highest levels of training, education and professional development programs to the financial services industry in the Kingdom of Bahrain and the region.

Its breadth of training, education and professional development programs covers all major business disciplines including Accounting; Banking; Insurance; Islamic Finance; IT; Management and Leadership expertise. BIBF also has a major emphasis in Academic and Executive development.

We also have a global touch point with participants having delivered quality programs in regions such as South East Asia, Africa and the Middle East, and taught to over 50 nationalities here at BIBF. Our faculty is highly qualified and of diverse nationalities whose passion is to advance and enrich the human experience.

BIBF enjoys strategic relationships with internationally recognized professional organizations which deliver programs jointly with BIBF. These include the Darden Graduate School of Business, DePaul University, University of Wales, International Compliance Association, Institute of Chartered Accountants in England and Wales, Association of Chartered Certified Accountants, Chartered Institute of Management Accountants, Chartered Insurance Institute, Chartered Management Institute, and the Chartered Institute of Personnel and Development.

About Edexcel

Edexcel is the UK's largest qualifications provider specialising in curriculum development, quality assurance and certification of learner achievement. We work with training partners who possess the motivation, equipment and expertise to deliver our qualifications. Ultimately, our aim is to ensure learners are engaged in a rewarding and relevant experience which will provide them with the skills, knowledge and behaviours they need for the competitive global workplace.

In addition to being regulated by the UK government, we are ISO certified and a recognised Investors in People organisation. As a result, we must abide by very stringent quality standards when we create our exclusive BTEC qualifications which is why they are recognised, rewarded and accepted by employers and professional organisations internationally as the benchmark for other qualifications.

As part of Pearson, the world's leading provider of educational solutions, we have unrivalled access to content, e-learning and testing – all of which position us at the cutting edge of effective education for employment.

www.edexcel-international.org



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