

# BULATS Test Preparation

## Online Study Plan

Welcome to **BULATS!** This course is for students wanting to develop business-related language skills while learning strategies for achieving the best possible result in the BULATS (Business Language Testing Service) Test.

The course contains approximately 170 hours of comprehensive learning / content material covering Listening, Reading and Language, Speaking and Writing.

The course has hundreds of interactive practice exercises based on input from written and spoken texts (audio and video) that are commonly used in a work or business situation. It provides you with the opportunity to improve your reading, writing, listening and speaking skills while also building your knowledge of grammar and vocabulary specific to a BULATS Test context.

### Level:

Intermediate to Advanced

### Study tips

For the best results we recommend setting at least one hour aside each day to study the course. On the following four pages you will see an outline of every exercise in the course. You can study the course in any order and when you've done an exercise give it a ✓ to indicate you've finished it.

We hope you enjoy improving your English skills online with us!

### Course Outline:

#### BUSINESS READING AND LANGUAGE KNOWLEDGE

Each reading text is a unit of work

- There are different exercises to practice different reading skills
- There are frequent teacher tips
- You can check your answers

Hours: The Reading section will take about 50 hours to finish

#### BUSINESS LISTENING

Each part contains short exercises building up to a complete text

- Each text is a unit of work
- There is a range of exercises
- There are frequent teacher tips
- You can check their answers
- You are in control: you are able to check, compare and re-listen as often as you like

Hours: The Listening section will take about 50 hours to finish

#### BUSINESS WRITING

Each part contains short exercises building up to a complete piece of writing

- Each writing task is a unit of work
- There are different exercises to practice different writing skills
- There are frequent teacher tips
- Students can compare their answers with a model answer

Hours: The Writing section will take about 35 hours to finish

#### BUSINESS SPEAKING

There is a video model preceding each part

- Each part contains short exercises building up to a complete practice test section
- Each practice test section is a unit of work
- There is a range of exercises
- There are frequent teacher tips
- You are in control: you are able to check, compare and re-listen as often as you like
- You can record yourself speaking

Hours: The Speaking section will take about 35 hours to finish

# BULATS READING

## Introduction

- The Test
- The Course
- The Unit
- Introduction

## Reading Skills

### Reading Fluency

- Introduction
- Websites
- Newspapers
- Magazines

### Task Approach

- Short Texts
- Multiple-Choice Cloze
- Long Text
- Open Cloze
- Four Texts
- Error Correction

## The Workplace

### Unit 1 Workplace Communication

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 2 Business Meetings

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two



## Unit 3 Email and the Internet

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

## Careers and Employment

### Unit 1 Careers and Recruitment

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 2 Education and Training

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 3 Employment Issues

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two



## Health and Leisure

### Unit 1 Health and Safety

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 2 Sport and Leisure

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 3 Entertainment

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two



# BULATS READING

## Good and Services



### Unit 1 Consumer Goods

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 2 The Service Industry

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 3 Manufacturing and Production

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

## Selling and Buying



### Unit 1 Retail and Wholesale

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 2 Sale and Marketing

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 3 Ordering Products

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

## Companies and Financial Markets



### Unit 1 Company Structure

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 2 Financial Markets

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

### Unit 3 Company Performance

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

## Additional Practice

- Practice 1
- Practice 2
- Practice 3

# BULATS LISTENING

## Introduction

- Introduction
- Getting Started
- The Test
- The Course
- The Parts
- The Unit

## Listening Skills

- Fluency
- Main Idea
- Opinions and Feelings
- Prediction
- Paraphrase

## Part 1

### Departments

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Jobs

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Offices

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Furniture and Equipment

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Visitors

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

## Events

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

## Social Clubs

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

## Part 2

### Telephone Messages

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Job Vacancies

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Ordering and Amending

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3

### Products and Dispatch

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Payments

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

## Issues

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

## Specifics

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

## Part 3

### Building Relationships

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Discussing Jobs

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Promoting Products

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Selling Ideas

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### Training

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3

## Trading Internationally

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

## Part 4

### The Future

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### The Risk

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### The Competitive Edge

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### The X Factor

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### The Consultant

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

### The Opportunity

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3

# BULATS WRITING

## Introduction

- Introduction
- The Test
- The Course
- The Unit

## Writing Skills

- Self Study Advice
- Test Strategies Overview
- Test Strategies Part 1
- Test Strategies Part 2

## Part one

- Request Information  
Overview  
Task Analysis  
Language focus  
Reply  
BULATS- type Task
- Respond to a Request  
Overview  
Task Analysis  
Language focus  
Reply  
BULATS- type Task
- Announce a Change  
Overview  
Task Analysis  
Language focus  
Reply  
BULATS- type Task
- Give an Apology  
Overview  
Task Analysis  
Language focus  
Reply  
BULATS- type Task
- Answer a Complaint  
Overview  
Task Analysis  
Language focus  
Reply  
BULATS- type Task
- Decline an Invitation  
Overview  
Task Analysis  
Language focus  
Reply  
BULATS- type Task
- Accept an Invitation  
Overview  
Task Analysis  
Language focus  
Reply  
BULATS- type Task

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- Place an Order  
Overview  
Task Analysis  
Language focus  
Reply  
BULATS- type Task
- Make a Reservation  
Overview  
Task Analysis  
Language focus  
Reply  
BULATS- type Task

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- Complaint Letter  
Overview  
Task Analysis  
Language Focus  
Task Response
- Dress Code  
Overview  
Task Analysis  
Language Focus  
Task Response
- Further Practice  
Overview  
Job Description  
Covering Letter  
Supplier Progress  
Dress Code

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## Part two

- Job Description  
Overview  
Task Analysis  
Language Focus  
Task Response
- Tourist Options  
Overview  
Task Analysis  
Language Focus  
Task Response
- Advertising Campaign  
Overview  
Task Analysis  
Language Focus  
Task Response
- Supplier Progress  
Overview  
Task Analysis  
Language Focus  
Task Response
- Staff Satisfaction  
Overview  
Task Analysis  
Language Focus  
Task Response
- Company Description  
Overview  
Task Analysis  
Language Focus  
Task Response
- Invitation  
Overview  
Task Analysis  
Language Focus  
Task Response
- Covering Letter  
Overview  
Task Analysis  
Language Focus  
Task Response

## Practice Tests

- Overview
- Test 1
- Test 2
- Test 3
- Test 4
- Test 5
- Test 6

# BULATS SPEAKING

## Introduction

- Introduction
- The Test
- The Course
- The Parts
- The Unit



## Part One

### Full Model

- Video

### Personal Information

- Overview
- Responding to Questions
- Expanding Answers
- Feedback
- Your turn

### Job Details

- Overview
- Responding to Questions
- Expanding Answers
- Feedback
- Your turn

### Study details

- Overview
- Responding to Questions
- Expanding Answers
- Feedback
- Your turn

### Travel

- Overview
- Responding to Questions
- Expanding Answers
- Feedback
- Your turn

### Language Learning

- Overview
- Responding to Questions
- Expanding Answers
- Feedback
- Your turn

### Future Career Prospects

- Overview
- Responding to Questions
- Expanding Answers
- Feedback
- Your turn

### Interests

- Overview
- Responding to Questions
- Expanding Answers
- Feedback
- Your turn

## Review Unit

- Overview
- Responding to Questions
- Expanding Answers
- Feedback
- Your turn

## Part Two

### Full Model

- Video

### Discussing Jobs

- Overview
- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

### Describing Events

- Overview
- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

### Promoting Products

- Overview
- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

### Trading Internationally

- Overview
- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

### Dealing with Issues

- Overview
- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

### Being Competitive

- Planning
- Processing
- Presenting
- Model Practice
- Your Turn



## Review Unit

- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

## Part Three

### Full Model

- Video

### Job Vacancies

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

### Selling Ideas

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

### Guests

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3



## Ordering Products

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

### Consultants

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

### Training

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

### Review Unit

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

