TO: Principal of the German School of Languages.

FROM: Cpt. López.

SUBJECT: Recommendations to improve the English Course.

DATE: October 10, 2011.

Introduction.

The aim of this report is to make suggestion that could help to improve the quality of the English Course given in the German School of Languages during the last two months.

Areas for improvement.

In terms of attendance, the English course was very well organized but the number of students per class was too big for an English course. There were ten students per class in classes that spent sixty minutes so that, taking into account the time used by the teacher, worked out less than five minutes per student in time to speak.

In accordance with the results of SLP exams the mains weakness of non-native English speakers are the oral and writing expression skills. However the time spent in this kind of activities was not enough in contrast with oral and reading comprehension skills.

Proposals

It would be advisable that the number of students per class were less than six in order to promote the active participation of all the students. If so, the time spent per student would be almost ten minutes, which would double the time available in the last course.

Furthermore, I would suggest organizing at least a weekly one one-to-one class per student. This would increase the skill of the students in their own weaknesses improving the exam results significantly.

Should these recommendations not be taken into account the course would achieve the results what it was designed for. If so, the course would not be interesting for international students and NATO governments would invest money in this school of languages.

Conclusions.

In conclusion, to improve the quality the course requires more time per students focusing in their weakness in the English language and this could only be achieved with fewer students per class and a personalized teaching.