

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 main 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-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.

Comment: "suggestions", plural.

Comment: Esta palabra significa "asistencia", pero la oración que viene a continuación no habla de la asistencia a clase (o su falta) por parte de los alumnos.

Comment: "that last sixty..." = que duran.

Comment: Eliminar "that", porque "so" = por lo tanto, "so that" = para que.

Comment: Oración agramatical. No tiene sujeto. Suponemos que se ha querido decir: "...teacher, each student can only speak for less than 5 minutes".

Comment: "According to the results..." = a juzgar por.... Mientras que "in accordance with" = de acuerdo a/ con.

Comment: "of the SLP exams", con "the" porque se trata de un concepto determinado.

Comment: "main", sin -s porque los adjetivos nunca llevan -s de plural.

Comment: "written"

Comment: Coma.

Comment: Mejor "compared to the time spent in..."

Comment: Este fragmento suena poco natural. Podría eliminarse "in their weaknesses" y dejar, en plural, "the skills of the students" o bien decir algo como "This would help the students overcome their problems and improve the..."

Comment: Aunque este gerundio es gramaticalmente aceptable aquí, mejor "This would..... and improve..."

Comment: Se entiende que tiene que ser una negación: "the course would not" Aunque el sentido con "would" es aceptable, normalmente las oraciones condicionales con "should" en la prótasis (en lugar de "if" y con inversión) suelen llevar "will" en la apódosis, es decir "Should these recommendations....., the course will not..."

Comment: Omitir "what".

Comment: De nuevo se entiende que aquí ha de haber una negación: "would not".

Tareas requeridas	Bueno	Parcial	Pobre	Posibles tareas del examen escrito	TAREA	
					Comentario del corrector	
					Las tareas se cumplen.	
					La corrección llega hasta el asterisco (250 palabras + 10% aprox.).	
				DESCRIPCIÓN		
				NARRACIÓN		
				INSTRUCCIONES Y DIRECCIONES		
				RELATO DE HECHOS		
x	x			FORMULACIÓN DE HIPÓTESIS		
				DEFENSA DE UNA OPINIÓN		
x	x			SUGERENCIA		
				ANÁLISIS DETALLADO DE UNA SITUACIÓN		
CONTENIDO	Puntos fuertes			El texto está bien organizado. El mensaje llega al lector.		
	Puntos débiles					
PRECISIÓN	Aceptable para las tareas requeridas.					