To: Principal of Language School Bundessprachenamt, Hürth, Germany.

From: Captain López.

Subject: **How to improve future English courses?**

Date: 10th October 2011.

**Introduction**

The aim of this report is to identify the main problems detected during this course, and to make recommendations for solving them. It will conclude with the consequences of ignoring these measures.

**Points to consider**

Most students are foreigners who live with a host family far away from the School. The lunch time is only forty minutes long. Students with the same nationality are not distributed among the different classes and at last but not least, students lack activities for their leisure time.

**Proposal**

In order to become more comfortable, host families shouldn´t be more than twenty minutes on food, far from school. People who want to eat outside the school should be taken into account, thus the gap for having the lunch should be extended.

In terms of effectiveness, I would strongly recommend no more than three students of the same nationality together. The level of learning could also be improved if were organised activities in which, were involved not only the student, but also the teachers.

**Consequences**

If the distance from the centre takes more than thirty minutes, it should discourage you to take part in the extracurricular activities, especially during the evenings. In addition, if the lunch time is not extended people who go home for lunch should be late at the first class in the afternoon.

If people with the same nationality are no distributed among classes, the accent and the more common errors always should be the same; also the use of native language would be more frequent. Finally, if a complete leisure program is not drafted, students should spend the free time exposed to German language in spite of English one.

If these recommendations are implemented, the consequences will be avoided and the next course will be a complete success.