

To: Germanics department from Bundessprachenamt languages school.  
From: Capt. López  
Subject: Answer to improvement request.  
Date: 10<sup>th</sup> October

Following your request and analyzing the experience of your school on teaching matters I can assure your academy reaches the highest standard of quality, but the step your centre gave last year becoming an internee can be improved.

Comentario [s1]: in

Comentario [s2]: you that your

Comentario [s3]: took

Comentario [s4]: when it began to offer accommodation to students means there are areas which can be improved.

The menus are really poor in variety but the quality of the food is good, and the dinning room is rather small for the high number of people who use it. Accommodation is far too small for four students since there is not room for any desks.

Comentario [s5]: Not very varied

Comentario [s6]: large

Comentario [s7]: The accommodation

The laundry timetable is quite short and it does not open at weekends.

Comentario [s8]: Opening hours are quite restricted

From my point of view the school should have to dedicate an effort to prepare more variety on the menus.

Comentario [s9]: make

Comentario [s10]: provide

The space in the dinning room can be solved extending the time for dinner an hour longer.

Comentario [s11]: problem of space

Comentario [s12]: dining-one n

The bedrooms should be for a maximum of two people and to be equipped with two desks. Although you have a very large and well assorted library you can not practice the speaking skills in it.

Comentario [s13]: could

Comentario [s14]: by an hour

The laundry should open longer on week days and at some time during the weekends; it is when the students have more time to spend on those tasks.

Comentario [s15]: not necessary

Comentario [s16]: no article needed here

If these improvements are not dealt with, a great majority of your regular students could divert to other schools in the area. I have to remind you that nowadays there is big competition between academies to attract students.

Comentario [s17]: put into practice

Comentario [s18]: move

Comentario [s19]: a lot of

I hope I have answered your request with my comments.

Regards

Cap. López

