

Task 1:

From: Lt. Martinez
Posted: Saturday, October 1, 2011 0:04:27
To: Lt. Jones
Subject: Handover EUTM Somalia

Dear colleague,

I have just received the information that you are going to be my replacement, first of all my congratulations, as you know the mission takes place in Uganda where Somali forces are being trained, more exactly your post is in Kampala where is placed the MHQ,

Attached you will find a copy of the newcomers book, this newcomers' book does not substitute the administrative process which has to be carried out during your in processing at EUTM HQ but, gives you not only some general information collected from former EUTM members which were useful for them, before arriving in Kampala (Uganda) for the first time but also an overview about the life conditions and the facilities you will find here. XXX

The EUTM HQ Barracks is placed at Kampala downtown; the main locations like others HQ are, sports facilities, Command building, church, Staff mess & unified bar, Infirmary, Soldiers facilities, troop mess, parade ground, staff building, green area, gym & lock rooms and showers.

I hope you all the best, If you have any doubt and/or question, please do not hesitate to contact me.

Lt. Martinez
Spanish Army
EUTM Headquarters

- Comment [B1]: Poor word choice, correct: "news"
- Comment [B2]: Poor collocation, suggest: "more to the point,"
- Comment [B3]: Poor construction, correct: "where the MHQ is situated."
- Comment [B4]: Do you mean 'welcome package'?
- Comment [B5]: Correct: "inprocessing"
- Comment [B6]: Correct verb form 'was'
- Comment [B7]: Weak word form, correct: "living"
- Comment [B8]: This paragraph contains 74 words, yet only one sentence. There are too many clauses and they are not well defined, as a consequence it is unclear and rambling.
- Comment [B9]: Maximum length exceeded (275 words)

Task 2:

Dear Colonel, Sir:

As you well known life takes many turns, from our last telephone conversation I have been assigned in a new post more exactly a new assignment in the EUTM HQ at Kampala (Uganda). One of the reasons apart from to be at your service from my new position is to inform you that I am working with Cpt. Smith, who says he was under your command in the HQ NRDC-SP at Valencia few years ago, Every day he tells me something about you.

Whether you do not remember, I will try to describe him and I hope it helps. He is British, around forties, athletically complexion, blonde hair, large brown eyes, short wide nose and full lips. XXX He is a very nice person and a good professional, organizational ability, leadership, guidance and dedication. He likes play tennis and told me that had the opportunity to play with you some sets.

Respectfully yours,

Lt. Martinez
Spanish Army
EUTM Headquarters

- Comment [B10]: Poor verb form, correct: "know"
- Comment [B11]: Poor preposition, correct: "since"
- Comment [B12]: Weak preposition and adverb, correct: "assigned to a new post, more precisely a new assignment,"
- Comment [B13]: Confusing, clarify, suggest: "One of the reasons I am getting in touch with you, apart from to inform you that I continue to be at your service from my new post,"
- Comment [B14]: Poor preposition correct: "in"
- Comment [B15]: Poor vocab choice, correct: "If"
- Comment [B16]: Word form error, correct: "forty"
- Comment [B17]: Poor Vocab/construction, correct: "he has a sportsman's complexion"
- Comment [B18]: Insert article 'a'
- Comment [B19]: Maximum length exceeded (275 words)

Task 3:

Dear Peter,

This is my first letter since I left Spain last month. You know the most difficult is the beginning until you are getting used with the new methods. Until now the most important event was the visit of our Ambassador, last Saturday.

The Spanish Ambassador visited EUTM Somalia in Bihanga, jointly with the Mission Commander, he arrived Kampala Airport from where they departed by plane to Bihanga training camp.

The Spanish Ambassador took the Guard of Honor, composed of Uganda People's Defence Forces (UPDF) troops, and once the inspection of the Guard had been completed, the Spanish Ambassador wanted to make a short speech to the assistants, at the end of the speech, as usual, the Ambassador talked to the Guard of Honor shouting "Viva Somalia", everybody look at each other, and in that moment the Ambassador realized the mistake.

Once on the EUTM Somalia premises, after visiting the camp, the Mission Commander briefed the Spanish Ambassador, about the recent developments of the mission.

Finally the Ambassador also addressed the media at the end of their visit.

Kind regards

Lt. Martinez
Spanish Army
EUTM Headquarters

Comment [B20]: Clarification needed, correct: "You know the most difficult thing about a new post is the beginning"

Comment [B21]: Poor construction, correct: "used to"

Comment [B22]: Insert preposition 'at'

Comment [B23]: Poor vocab, correct: "attendees"

Comment [B24]: Verb form error, correct: "looked"

Comment [B25]: Poor preposition, correct: "at"

Comment [B26]: Again, avoid long clause filled sentences. 71 words here.

| Tareas requeridas | Bueno | Parcial | Pobre | Posibles tareas del examen escrito | <div>TAREA</div> <div>Comentario del corrector</div> <div>Both tasks are accomplished to an acceptable level. There are some errors but not enough to cripple the intention.</div> <div>Please accept my apologies for the delay in returning this to you; I had a lot of difficulty uploading material from my computer.</div> | |
|----------------------|--|---------|-------|--|---|--|
| | X | X | | | DESCRIPCIÓN | |
| | X | X | | | NARRACIÓN | |
| | | | | | INSTRUCCIONES Y DIRECCIONES | |
| | | | | | RELATO DE HECHOS | |
| | | | | | FORMULACIÓN DE HIPÓTESIS | |
| | | | | | DEFENSA DE UNA OPINIÓN | |
| | | | | | SUGERENCIA | |
| | | | | | ANÁLISIS DETALLADO DE UNA SITUACIÓN | |
| CONTENIDO | <div>Puntos fuertes</div> <div>There are some good constructions and use of collocations.</div> | | | | | |
| | <div>Puntos débiles</div> <div>You have a tendency to make very long sentences, this is fine when you are dealing with abstract topics, but for straightforward narration it is unnatural and overkill. Use shorter sentences that are easier to control. There are some areas in the text where the meaning is vague or unclear due to poor construction.</div> | | | | | |
| PRECISIÓN | <div>You need to improve your use of prepositions and occasionally your verb forms were poor.</div> | | | | | |