Exercise 1.

Appreciated John:

It is a pleasure to have the opportunity to getting contact with you before we meet. You can find your job descriptions and some brief, but important information attached to this letter.

Anyway I will try to summarize you the most important things you should know about your mission in here.

You are assigned to the Kampala base, the base is placed on top of a 300 feet hill, surrounded by trees and with a river sneaking at the south. Two roads, keeping in mind that roads in here are sand and mud trails with wood-made bridges, let you drive from the base to the nearest villages and the training facility. The new barracks are finally finished, so you will be thankful to find well equipped rooms with water supply and with electricity, thanks to our new power generator. The base has also a canteen working 24 hours a day, nonetheless I advise you to use the barracks kitchens and control your own meal.

The training facilities for Somali soldiers are no far from the base, five minutes in car should be enough. There you can find two shooting ranges, one training track, and a small building where classes are given.

Hoping that the information above will be useful for you, I remind you that you can count on me to solve any other question. Hope to see you soon.

Lt. Martinez.

Exercise 2.

*Lt. Martinez Kampala Base*

*Col. John Smith*

*Deputy Chief of Operations*

*Strasbourg*

Dear Colonel:

First of all I want to apologize for such a long time without contact you, but last six months have been a hard time for me. I have been recently assigned to the Somali Army training mission in Kampala, under NATO commands, and, as you sure know, move far from home it is always tough.

Changing the subject, after weeks in here, I discover by chance that my roommate and job partner, Captain Smith, was under your command 3 years ago. I suppose you remember him, he is a tall and thin man, his ginger hair and his deep blue eyes make easy to distinguish in the crowd, and what you sure remember is his capability to drink beer and make everybody laugh.

Hope you are keeping well, I promise you my next letter will not last as this one.

Lt. Martinez

Exercise 3:

Dear Pedro:

How it is going? I hope you and your family are keeping well. It has been a long time from our last letter. As you know here in Kampala I have a lot of work so I´m sure you will forgive me for this time without write to you.

Last week has been a chaos in here. We received the noticed that the Spanish ambassador will visit us just two days before his arrival. You can imagine how fast we need to work to prepare the base and a parade for him. They were two hard days, but finally everything works perfect, even I could say that was funny, cause, as always, somebody commit a big blunder, one guy from Pakistan did not heard about the visit and prepared a party to celebrate his roommate birthday. As it couldn´t be in other way, at the same time that the ambassador arrive to the camp, and the Base commander was welcoming him, a loud party started just twenty meters from there. You can imagine how embarrassing was for the commander, but the ambassador finally made a funny comment, something like “I like welcome parties” and people get relaxed.

Well, you know how important your letters are for me, so don´t make me expect too much. Best wishes for you and your family.

Lt. Martinez.