

Task 1.

Good morning, Mr. Jones:

It's not long until your arrival, and I will try to answer your questions about the training camp here in Kampala.

The detachment is situated far from the city, and the only road to get there is dangerous, narrow, and full of reckless drivers and disoriented animals.

The camp has a comfortable size, so you can move from one office to another by bicycle, although it lacks paving and is extremely dusty.

The containers are well-equipped and during your free time (not too much) you can enjoy the gym, the wi-fi area and the cinema hall.

As you see, I cannot describe it as a pleasant place. Nevertheless, negative impressions will disappear once you get professional achievements.

Best regards,

Lt. Martínez

Comentario: No olvide cerrar las cartas con una despedida. Hace una Buena descripción de un lugar. En las notas hago sugerencias para mejorar el vocabulario y para que el lenguaje suene más natural.

Task 2.

Dear Lt Col. Smith:

I hope you are well. As you asked me, I'm writing to tell you some news about Cpt. Smith, who arrived a week ago to Kampala.

He has been assigned to the Staff Section in the Head Quarter where, from the first moment, his workmates were astonished with his ability for the organization of work and the administration of economic resources.

In the personal aspect, he shows a respectful attitude without giving the impression of coldness or distance, and his witty sense of humour (that you know well) has captivated all of us.

I think he will be a good fellow for this experience with the Somali Army.

Your sincerely,

Lt. Martínez

xxx xx 3/10/11 16:53

Comentario [1]: Comma

xxx xx 3/10/11 16:53

Comentario [2]: I guess you mean: before your arrival

xxx xx 3/10/11 16:54

Comentario [3]: Better: convenient

xxx xx 3/10/11 16:54

Comentario [4]: More natural: you can get around the buildings...

xxx xx 3/10/11 16:55

Comentario [5]: Better: it is not paved and it is extremely dusty.

xxx xx 3/10/11 16:55

Comentario [6]: No hyphen: well equipped

xxx xx 3/10/11 16:57

Comentario [7]: Comma

xxx xx 3/10/11 17:01

Comentario [8]: Preposition: to arrive in OR at

xxx xx 3/10/11 17:02

Comentario [9]: Correct. To make it more dynamic: his ability to organize work and to manage the economic resources.

xxx xx 3/10/11 17:02

Comentario [10]: Suggestion: aloofness

xxx xx 3/10/11 17:03

Comentario [11]: Better: which

Comentario: Se pedía una descripción física aparte de la descripción del carácter del Capitán Smith. Lea las sugerencias para mejorar el vocabulario.

Task 3.

Dear Murray:

I'm writing to tell you, just in a few words, the chaos generated by the visit of the Spanish ambassador to Kampala.

To begin with, we were not informed of the date until two days before. There was no time for planning, or even for preparing a good briefing about our work here.

After this, everybody, especially some of the main chiefs got worryingly nervous, which led to an ineffective coordination in every aspect, as you can guess.

All of this ended with the Ambassador totally drunk in the pub, while he was waiting for a commission that never arrived, because they didn't have the correct data about the place and time of the reception.

Best wishes,

Lt Martinez

Comentario: Esta carta está bastante bien escrita. La única pega es que no hay demasiado narración en pasado.

Procure escribir párrafos más largos, sobre todo en los textos más largos.

xxx xx 3/10/11 17:04

Comentario [12]: Comma

xxx xx 3/10/11 17:05

Comentario [13]: Suggestion: imagine

xxx xx 3/10/11 17:05

Comentario [14]: Suggestion: details OR information