

-TASK 1-

Dear Jones,

I have just been told that you have been designated as my replacement. As your sponsor , and taking into account the constraints due to the shortage of time for our hand over, I will try to explain to you in some few words the current state of play.

You have been assigned to the OHQ in Kampala, some 300 km east from Bihanga, the real Training Camp, and the current OPS Commander is Col. Beary (IE), you will work in close cooperation with him as a member of his staff during the period of your secondment here.

The OHQ is located in a Ugandan armed forces compound and you will stay in a hotel close the OHQ so you will not have to worry about your laundry and food as everything is included in the arrangement. Occasionally, you will have to travel to Bihanga, this is a long trip and the road is not in good condition. This is a normal Training camp, with wooden barracks and training facilities for the recruits that are in an acceptable state considering the Ugandan standards and the places of origin of the Somalian troops; anyway, we rarely stay there overnight. This is not too much information but I think it is enough to give you an overview of what you are going to see here.

Kind regards,

Lt. Martínez.

Comentario: Su carta no incluía párrafos. Yo he hecho una división que me parece aceptable. El texto se lee con facilidad pero observo que usa demasiadas comas y no divide bien las oraciones. Parece que escribe como habla y esto dificulta la lectura.

Buena descripción.

xxx xx 29/9/11 16:39

Comentario [1]: Correct, but appointed is more standard.

xxx xx 29/9/11 16:40

Comentario [2]: More standard: in a few words

xxx xx 29/9/11 16:41

Comentario [3]: Compound word: state-of-play

xxx xx 29/9/11 16:42

Comentario [4]: Caps: Armed Forces

xxx xx 29/9/11 16:42

Comentario [5]: Nationality: Somali

-TASK 2-

Col. Alistair Blair

Military Assistant to CMC

Rue de la Loi 175

1000 Brussels.

Dear Sir,

It is a pleasure to contact you, as it has been long since last time we met at Strasbourg. I am currently assigned to EUTM Somalia in Kampala and, as you know, working in an international environment gives you the opportunity of meeting people from many different places, in fact, I work with a colleague that has been under your command long ago in Afghanistan and that speaks highly of you, It is a Captain Smith from the UK Army;

I cannot remember right now which cavalry regiment he belonged to but if I describe him to you, you will probably remember him. He is medium size, no taller than 1,70 m, thin and athletic, with brown hair and eyes and red skin, probably from North Ireland judging from his accent, he is very witty and smart, always ready not only to make jokes but also to provide sound judgments when required, a real Ops. guy. He is very keen on contacting you as the end of his tour of duty here is about to finish and he has applied for an extension; he thinks that, as you know him, you could support his request. I'm looking forward to hearing from you again.

Yours sincerely,

Lt. Martínez.

Comentario: También ha olvidado dividir esta carta en párrafos. Le he indicado dónde dividiría algunas de las oraciones. Si va a añadir una idea nueva es mejor escribir punto y comenzar otra oración. Buena descripción. Pero no día "Ops. guy" es demasiado informal como para decírselo a un superior.

xxx xx 29/9/11 16:45

Comentario [6]: Strasbourg

xxx xx 29/9/11 16:46

Comentario [7]: Start a new sentence: In fact,...

xxx xx 29/9/11 16:46

Comentario [8]: The time unit is over so you must use simple past: **who was** under your command
Use the relative pronoun who.

xxx xx 29/9/11 16:47

Comentario [9]: Replace: who

xxx xx 29/9/11 16:47

Comentario [10]: Start a new sentence. He is Captain Smith...

xxx xx 29/9/11 16:49

Comentario [11]: Start a new sentence: He is probably...

xxx xx 29/9/11 16:50

Comentario [12]: Start a new sentence. He is...

-TASK 3-

Dear Waldemar,

It's always a pleasure to talk with you but since you left I've been having little time to do so, I mean, because I've been involved in the preparation of the visit of the Spanish Ambassador to the training camp.

Three weeks ago the European External Action Service contacted the Ops Cdr. and explained to him the need of a political visit to reinforce and show the European commitment with the solution to the instability in the African horn, so, as I'm the PIO, I was saddled with the organization of the visit.

The day of the visit, the Ambassador landed in Kampala and then we took the team by helicopter to Bihanga, he shook some hands and reviewed the troops and then it started to rain in such a way that the parade was cancelled and we all were wet through before reaching the tent where the meet and greet reception was prepared. The temperature went down and coffee and tea was served before the finger food and refreshments, that was very much appreciated by everyone, even the Somalians; the ambassador walked about shaking more hands and talking a bit with everyone and he finally gave a speech thanking us for the organization, remarking the important role we were playing there and that it was the first time he attended a reception where coffee had been much more appreciated than beer what made people laugh; he finally left and everything now is fortunately coming back to normal, even the weather.

Your sincerely,

Lt. Martinez.

Comentario: Cumple la tarea de narrar. Además su anécdota es graciosa.

xxx xx 29/9/11 16:54

Comentario [13]: Present perfect: I've had little time

xxx xx 29/9/11 16:59

Comentario [14]: Semicolon (;)

xxx xx 29/9/11 17:01

Comentario [15]: This narration is slightly awkward. It may sound ok in spoken language, but not in writing: after the Ambassador landed in Kampala, we took the team to Bihanga by helicopter. There, he shook...

xxx xx 29/9/11 17:01

Comentario [16]: Semicolon

xxx xx 29/9/11 17:02

Comentario [17]: Somali

xxx xx 29/9/11 17:02

Comentario [18]: Period and start a new sentence.

Por su forma de escribir, deduzco que está acostumbrado a hablar en inglés pero no tanto a escribir. Debería leer porque entonces aprendería a usar el punto y la coma tal y como se hace en el lenguaje escrito.

Su inglés es bastante idiomático y fluido pero no olvide que al escribir debemos dividir las ideas en oraciones y en párrafos. Esto tiene todavía más peso en tareas de nivel 3.

Buen trabajo.