

TASK 1

To: "Robert Jones" <robjones@hotmail.com>
Cc:
From: "Miguel Martínez" <mmartinez@gmail.com>
Subject: Kampala

Hi Robert,

Sorry for the delay to get back to you but I've been really busy lately and I've had no time to reply to your previous e-mail.

Comentario [s1]: Getting

I don't know if this is the first time you visit an African country but I can tell you that you're going to live here an unforgettable experience, not only for the place itself but for the people you will meet.

Comentario [s2]: You have visited

Comentario [s3]: have

Comentario [s4]: because of

Comentario [s5]: on account of

Comentario [s6]: tell

First of all I have to talk you about the weather conditions here, that is, Kampala features a tropical wet and dry climate, for this reason, special attention is to be taken with mosquitoes, a good insect repellent is essential in order to avoid any kind of tropical disease. ***118 words to here-your limit was 100 +/- 10 %.

Comentario [s7]: end the sentence here.

Comentario [s8]: has

For your accommodation, I have requested a single room in the hunting lodge inside the base. The camp offers all you may need: gym, swimming-pool, officer's mess, pub....., and the room fits the standards, anyway, if you prefer to stay outside let me know.

Regarding your job, you don't have to worry, I'll bring you up to date with what's to be done here in one or two days after your arrival.

So that, don't be afraid about all that you may have heard and be ready for this amazing adventure that it's about to start.

Please don't hesitate to contact me should you have any further questions.

Sincerely,

Lt. Martinez

TASK 2

Kampala Speke Hotel
Kampala 4387
Uganda

29th September 2011

General Ignacio Arribas
220, Arturo Soria
Madrid 28021

Dear General ,

I would like to begin this letter thanking you for having designed me for this post here, which involves a great deal of responsibility. Thank you because I knew there had been a long list of applicants; this strives to do my best in this amazing land.

However, this is not the main reason why I wrote this letter. As you will probably know, the handover ceremony was held last month and now the Colonel Michael Beary is the new EUTM Mission Commander, but the relevant fact is that his second assistant is Cpt. Smith, the tiny baby-faced man who joined our survey team in Strasbourg. ***109 words to here :remember the word limit.

When I first saw him, something gave me the impression as if we had met before. Then I realised he was Paul Smith, something difficult attending to his baldness, the point is that now we are together again after eight years although our boss is not the same, unfortunately all good things come to an end.

I look forward to hearing from you and hoping all's well with you and yours.

Yours faithfully,

Lt. Martínez.

Comentario [s9]: letter by

Comentario [s10]: designated

Comentario [s11]: I will strive

Comentario [s12]: Have written

Comentario [s13]: Not necessary here

Comentario [s14]: Second-in-command

TASK 3

Kampala Speke Hotel
Kampala 4387
Uganda

29th September 2011

Dear Alberto ,

Hi, how are you doing?, last time we **talk** you were really upset because of the English exam you flunked, I was dreading it in view of what you had told me about your problem with the teacher. You don't have to worry about, I'm sure next time you'll manage to pass.

Comentario [s15]: talked

But the thing I wanted to tell you is that last week we received the visit of Mr. Javier Herrera, the Spanish Ambassador to Uganda, who **presided** the **Handover** Ceremony of EUTM Command between Col. Elul and the Col. Beary.

Comentario [s16]: presided over

Comentario [s17]: no article necessary before the name of an officer-e.g Colonel Beary

All had been carefully prepared for the ceremony and the subsequent cocktail in the gardens but when this was about to begin, a sudden gust of wind swept everything away. *****125 words to here-word-limit again.** The ambassador took it with good humour and decided to invite us to dinner at his personal residence. It was a very pleasant evening with a very relaxed tone and without formalities.

Comentario [s18]: Everything

Apart from this, I thought you would like the travel guide I'm sending you with this letter, I saw it in the bookshop and thought it would make you think about a trip. I know you've always wanted to visit a place like this. Anyway, I hope you enjoy it and find time to read it and plan a trip before we see.

Take it easy, study and look after yourself. I'll write again soon.

Yours sincerely,

Miguel.