

To: Director of the Language Germany School, Hurth (Bundessprachenamt)
From: Cap Lopez
Subject: Suggestions for improving future English courses
Date: 10 October 2011

The intention of this report is to provide some suggestion in order to improve future English courses. There have been several deficient aspects in the last course which should be taking into account if your prestigious centre wants to follow being among the best in Germany. This report will attempt to analyse and explain which problems we have had during this recently finished course and will try to proportionate some advices and recommendations for its improvement.

Comentario [s1]: Usually takes the plural form-'suggestions'.

Comentario [s2]: Problem areas

Comentario [s3]: taken

Comentario [s4]: continue

Comentario [s5]: the

Comentario [s6]: the course that has just finished

Comentario [s7]: come up with

Comentario [s8]: ideas

Unfortunately, progress has not been as fast as expected; the main two problems have been: the high number of attendees regarding the number of teachers and the scheduled timetable which did not allow having enough time for going to lunch and coming back in time to classroom.

Comentario [s9]: two main

Comentario [s10]: in relation to

Comentario [s11]: not necessary here

Comentario [s12]: to the classroom in time.

Concerning to the first problem it is very important considerer that in any case no more than eight pupils should be attended for one teacher. If you want to have fluent communication between pupils and teacher you will have to avoid twelve pupils per class like it has been happened in this course.

Comentario [s13]: Not needed here

Comentario [s14]: Not necessary here

Comentario [s15]: no case should the number of students in a class be greater than eight.

Comentario [s16]: Avoid having

Comentario [s17]: Which has been the case on

The second one, the lunch problem, has an easier solution than the first, so everything could be better if the afternoon class were delayed thirty minutes. In that case everybody would have opportunity for drinking coffee after lunch avoiding the large queues at the canteen.

Comentario [s18]: difficulty

Comentario [s19]: not appropriate here

Comentario [s20]: would

Comentario [s21]: by thirty

Comentario [s22]: be able to have a

Comentario [s23]: not necessary

If these recommendations are put into practice, I am convinced that more pupils would be interested in learning English going to this prestigious centre.

Comentario [s24]: at

Cap Lopez

