**EXERCISE 3**

**TO:  BUNDESSPRACHENAMT ENGLISH COURSE DIRECTOR, HÜRTH.**

**FROM:  Captain LOPEZ,**

**SUBJECT:  ENGLISH COURSE 2011 ASSESSMENT REPORT**

**DATE:  9 October 2011.**

**The purpose of this report is to state your request about the areas of the English course, from my standpoint, that could be improved in order to increase its efficiency, and at the same time, to provide information about the failings which were observed during the course and giving you some suggestions about how to deal with them.**

**It is necessary to express the fact that some classrooms were overcrowded and that many groups were not properly organized by levels of knowledge. It would highly advisable that the number of students were lower. This will give the teachers a smaller workload and allow them to better monitor the students.**

**Apart from reducing the number of students per class, a suitable organization by English levels should be enough to increase the efficiency of these courses.**

**The use of computers would be practical for listening exercises. The inaudible and old tapes must be replaced by digital devices. It is impossible to understand the speaker if there is continuous background noise.**

**I would strongly recommended that the student be given complete information about the features and objectives of each course prior to joining them, whereas the school should design an adequate process of selection to make sure that the student has the required level.**

**If these measures were taken from now on, I feel sure that there will be a notable increase in the effectiveness of the course.**