

### 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.

**Comment:** "to answer" La petición ya ha sido hecha ("state"), ahora se responde a dicha petición.

**Comment:** Mejor "that" delante de "from my standpoint".

**Comment:** "and to give", infinitivo, forma paralela respecto de "to provide".

**Comment:** "It would be..."

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.

**Comment:** No es necesario "and" aquí.

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.

**Comment:** Esta conjunción designa oposición o contraste/diferencia, es decir, significa "mientras que" pero con el sentido de "por el contrario": "I like horror films, whereas my wife likes comedies". Aquí parece encajar mejor una expresión temporal del tipo: "to joining them; at the same time, the school..."

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

| Tareas<br>requeridas   | Bueno   | Parcial                             | Pobre | Posibles tareas del<br>examen escrito | TAREA                                    |                          |  |
|--|---|-------------------------------------|-------|---------------------------------------|--|--------------------------|--|
|  |   |                                     |       |                                       | Comentario del corrector                 |                          |  |
|  |   |                                     |       |                                       | Las tareas se cumplen muy adecuadamente. |                          |  |
|  |   |                                     |       | DESCRIPCIÓN                           |  |                          |  |
|  |   |                                     |       | NARRACIÓN                             |  |                          |  |
|  |   |                                     |       | INSTRUCCIONES Y DIRECCIONES           |  |                          |  |
|  |   |                                     |       | RELATO DE HECHOS                      |  |                          |  |
|  |   |                                     |       | x                                     | x  | FORMULACIÓN DE HIPÓTESIS |  |
|  |   |                                     |       |                                       |  | DEFENSA DE UNA OPINIÓN   |  |
| x  | x   | SUGERENCIA                          |       |                                       |  |                          |  |
|  |   | ANÁLISIS DETALLADO DE UNA SITUACIÓN |       |                                       |  |                          |  |
| CONTENIDO  | <b>Puntos fuertes</b>   |                                     |       |                                       |  |                          |  |
|  | El texto está bien organizado. El mensaje lleva muy claramente al lector. |                                     |       |                                       |  |                          |  |
|  | <b>Puntos débiles</b>   |                                     |       |                                       |  |                          |  |
| Los informes suelen estar divididos en secciones encabezadas por títulos. Por otro lado, en los informes no es necesario matizar que se va a proporcionar la opinión personal (“from my standpoint”), porque se supone que son textos más bien objetivos (aunque en realidad la objetividad no es del todo posible, puesto que al hacer recomendaciones uno las expresa sin duda desde su punto de vista). |   |                                     |       |                                       |  |                          |  |
| PRECISIÓN  | Muy apropiada para las tareas requeridas.                                 |                                     |       |                                       |  |                          |  |