

To: Director of 1<sup>st</sup> BUNDESSPRACHENAMT English Course, Hürth.  
From: Captain López, Spanish student of English Course.  
Subject: Report for improving next courses.  
Date: 10 October 2011

**Comment:** ¿De qué curso? Si es conocido, "of the English course".

**Comment:** Mejor "future"

The purpose of this report, as it has been requested, is providing to the Director of the Course a personal opinion about possible defects, observed as student, of the last English Course developed by the school.

**Comment:** Estructura "is providing the Director .... with a personal opinion...!"

**Comment:** "the possible defects", concepto determinado.

**Comment:** "as a student"

**Comment:** "begin"

**Comment:** Mejor "the students said that..."

**Comment:** "was", singular como "temperature".

**Comment:** Omitir "normal", redundante.

**Comment:** Suponemos que se está hablando de los estudiantes, así que: "so they did not feel as comfortable"

**Comment:** Punto y coma ante "therefore".

**Comment:** Con "heating", más habitual "should be increased".

**Comment:** "students"

**Comment:** "should organize", porque "need to" es aquí redundante.

**Comment:** "and make sure"

**Comment:** "and the door", concepto determinado.

**Comment:** "are closed"

**Comment:** Mejor simplemente "had to sit, had..."

**Comment:** Punto y coma.

**Comment:** Orden de palabras: "take notes easily"

**Comment:** Cf. supra.

**Comment:** "necessary"

**Comment:** Esta expresión no existe; existe el adv. "consequently" y la expresión "as a consequence". Cualquiera de las dos opciones sería redundante aquí, porque ya se ha expresado la consecuencia con "so", así que mejor no poner nada.

**Comment:** Coma, no punto.

**Comment:** "will improve"

**Comment:** "consequently"

To begin with, it was commented by the students that the temperature of the classroom were lower than it should be normal at that time of the year, so they were not as comfortable as it would have been desirable therefore the heating should be raised. In addition the students should need to organise themselves and be sure that the windows and door stand closed before leaving the classroom.

On the other hand, the chairs with articulate arms, where the students had to be seated on, had little space to put the necessary material, as a consequence, they could not easily take notes.

If the heating were raised a little and those chairs were changed for a few tables and chairs, the students would be more comfortable and they could pay more attention to the class. Obviously, the new furniture could occupy more space in the classroom, so it would be necessary, in consequence, to lower the number of the students or to move to a bigger classroom.

Although the results of the last course were excellent, I feel sure if these recommendations are implemented, the students will be more comfortable and the results of the next English course will increase consequently.

Yours sincerely,

Cap. Lopez

Tareas requeridas	Bueno	Parcial	Pobre	Posibles tareas del examen escrito	TAREA	
					Comentario del corrector	
					Las tareas se cumplen.	
					DESCRIPCIÓN	
					NARRACIÓN	
					INSTRUCCIONES Y DIRECCIONES	
					RELATO DE HECHOS	
					FORMULACIÓN DE HIPÓTESIS	
					DEFENSA DE UNA OPINIÓN	
x	x					
x	x					
CONTENIDO	Puntos fuertes					
	El texto está bien organizado.					
CONTENIDO	Puntos débiles					
	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, 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	Apropiada para las tareas requeridas.					