EXERCISE 3: REPORT

To: Mr. Schonewalde

From: Mr. Smith

Subject: Proposals for improvements on the Advance English Course

Date: 10/11/2011

INTRODUCTION

As requested, this is a report concerning to how the English Course should be improved from the student point of view. Plainly, after only one year of experience, there is a great amount of issues that can be approached and reoriented.

IDENTIFIED FAULTS

All these identified faults can be allocated within four main groups that will be properly developed in the following bullets:

* The syllabus is full of rambling topics, in which there is no clear path to follow. Also, its scope is highly ambitious as well as its goal, which is mainly agreed by the majority, is overabundance.
* The teacher´s quality is a disappointed issue, as a high percentage of them (around 70%) do not cover the expectations released at the beginning of the course.
* Regarding facilities, sonority within classrooms must be undertaken and a minor issue such as hygienic control on toilettes should be also taken into account.
* Exams are not in accordance to the expected and numbered goals, so that is the paramount reason why students failed and frustration came up.

LIKELY IMPROVEMENTS

Therefore doctrinally speaking, a deep revision of methods and procedures should be highly desired. The key point is candidly the syllabus, which must fully satisfy a clear road to the sub-goals.

FINAL CONCLUSIONS

As a logical result, no tackling the abovementioned recommendations and any others from other reports should jeopardize the continuity of your Academy. The best publicity is always what the students spread, and that is why this feedback should be considered seriously.