

EJERCICIO 3 Informe

Ud. acaba de finalizar un curso de inglés en la Escuela de Idiomas alemana (Bundessprachenamt) en Hürth. El director del curso considera que hay varios aspectos a mejorar en el curso y quiere contar con las sugerencias de los asistentes para incorporar mejoras de cara al próximo año. Escriba un informe de 250 palabras donde se les requiere:

1. que comenten brevemente los aspectos que muestran deficiencias
 2. que propongan posibles soluciones a estas deficiencias
 3. que especifiquen qué consecuencias tendrían lugar en caso de no aplicarse las medidas propuestas
- Firme el informe con el nombre Capitán López

Dear Sir,

I am Captain López, and I took part in the last English course developed at BUNDERSSPRACHENAMT school. The purpose of this report is to evaluate the course received, according to your requirements at the beginning of it. The text will try to suggest some proposals in order to improve the next English courses' quality.

The main faults detected are been the following ones:

- 1-the correspondence phase, previous to the initial level exam, was too short.
- 2-the classes were crowded.

Sir, it would be advisable to extend the previous correspondence phase. This could be done by an on-line website for foreign pupils where we could practice in order to face the initial English speaking exam in better conditions. With the current system based on DVD may be not enough.

Finishing with the second point, it might be considered to use all the existing classes at school, including the empty ones on the third floor, in order to get fewer pupils per class. If all the classes had been used, we would have been ten pupils in each class (and not 25 as we were this year). To do so, four additional teachers will have to be assigned to the English department.

To conclude, Sir, on the one hand, I really know you are receiving a lot of suggestions from our reports, but on the other hand, I really think that If you don't implement these advised changes, the quality of the course will not be as good as it is supposed, and so, fewer foreign Armies pupils will apply for it next year and they may go to the British one.

Yours Faithfully,

Cpt. López.

Comentario: No ha estructurado el informe tal y como se indica en el manual. Los informes tienen un título en cada párrafo que organiza el texto. Procure no utilizar esquemas en el examen. Los esquemas impiden que demuestre que puede dar cohesión a sus ideas.

El estilo es correcto, pero no tan formal e impersonal como se explica en el manual.

Ha especulado correctamente pero como puede leer en las notas, no ha usado correctamente el "will" en una ocasión.

xxx xx 15/10/11 12:29

Comentario [1]: Erase comma.

xxx xx 15/10/11 12:30

Comentario [2]: EITHER are OR have been

xxx xx 15/10/11 12:31

Comentario [3]: What do you mean by correspondence phase? Perhaps: e-learning phase OR long-distance phase

xxx xx 15/10/11 12:31

Comentario [4]: Erase this address. It is not necessary.

xxx xx 15/10/11 12:32

Comentario [5]: I would use the present here. The current system based on DVD's is not effective enough.

xxx xx 15/10/11 12:33

Comentario [6]: Wrong construction: Using all existing classrooms at the school should be considered including the...

xxx xx 15/10/11 12:34

Comentario [7]: To avoid confusión: classrooms

xxx xx 15/10/11 12:34

Comentario [8]: Conditional: would

xxx xx 15/10/11 12:34

Comentario [9]: I would say: British school.

xxx xx 15/10/11 12:36

Comentario [10]: This last paragraph

La mayoría de los párrafos están bien desarrollados pero el último es demasiado largo y farragoso. Yo lo modificaría:

To conclude, **despite other suggestions you may receive** from other reports, I think that if you do not implement the advised changes **hereby proposed**, the quality of the course will not be as good **as expected and, therefore, fewer pupils from foreign armies** will apply next year and **they might consider attending a British school**.

Como puede comprobar, escribir oraciones largas en inglés requiere mucho control gramatical y semántico. Si no se siente seguro, divida los párrafos en frases más cortas.

Preste atención al vocabulario. He cambiado la palabra **class** por **classroom** para indicar un lugar y no una actividad.