

To: Principal of BUNDESSPRACHENAN SCHOOL  
From: Cpt. López  
Subject: English course counseling  
Date: 12<sup>th</sup> October 2011

- Comentario [fred1]:** Definite article needed.
- Comentario [fred2]:** To counsel means to guide/to advise. In this particular context, I would suggest using "Report on the English Course recently completed."

English course faults

In order to be able to improve the English course, which you lead; in my view, next points should be developed the sooner the better. Firstly, the time invested in speaking skills. Secondly, the number of pupils per class and, lastly but not least, the ratio of native teachers.

- Comentario [fred3]:** You should provide a brief introduction.
- Comentario [fred4]:** Rather than "faults", you could use "Areas for improvement"
- Comentario [fred5]:** Definite article needed.
- Comentario [fred6]:** "dedicated" would be more appropriate.
- Comentario [fred7]:** "last"
- Comentario [fred8]:** "skill"
- Comentario [fred9]:** Add preposition "in".

Suggested solutions

It would be really advisable that instead of losing so much time learning grammar, students invested much more time chatting with their teachers or among themselves. In this way, they could achieve a higher level with regard to this essential capability. Besides, it had better not be forgotten that speaking is one of the most difficult skills for learners to practise and to progress. Regarding the second fault, if the teaching performance need to be improved, it is totally necessary that few students attend the same classes. It would be much easier for them to learn efficiently. Finally, when somebody try to learn a foreign language, pronunciation is extremely significant. That is the reason why most teachers should be native.

- Comentario [fred10]:** Quite confusing. Suggestion: "It may be advisable also to reduce the number of students per class so as to increase students' participation."
- Comentario [fred11]:** Add "with lower numbers".

The consequences of not changing

If all of these measures are not taken, the course will become worse and worse because many students will not be satisfied with their progress. As an immediate consequence, the number of appliers will quickly decrease. Therefore, the income of the school would drastically drop. In addition, some of the workers would have to be made redundant.

- Comentario [fred12]:** "tries"
- Comentario [fred13]:** "important"
- Comentario [fred14]:** Suggestion: "Possible consequences"

The future

All the faults and their consequences, which have been mentioned above, are truly remarkable but, at the same time most of them could be easily solved thus, the principal should already have fulfilled these changes if he desires this course be enhanced.

- Comentario [fred15]:** "applicants"
- Comentario [fred16]:** "defects"
- Comentario [fred17]:** False friend. Suggestion: Replace "are truly remarkable" by "should be addressed"

COMMENTS:

Try to provide an introduction when writing a report.

- Comentario [fred18]:** "the main aim"
- Comentario [fred19]:** Very confusing. Clarify.

A few sentences are quite difficult to understand. A few inaccuracies (misuse of vocabulary, grammar mistakes and so forth). Please check comments and revise accordingly.