

EXERCISE 3 - REPORT

To: Col Jan Schwartz
From: Capt (SP Army) Alfonso Lopez
Subject: **English Course for Foreign Students 2010/2011 – Learnt lessons.**
Date: 10th October 2011

Sir,

As requested, and once our English course has finally ended after one year of hard work, I would like to comment you some aspects of the course that I consider could be improved for coming years in order to let foreign students organize their professional and private life in the better way.

First of all and as the most important concern, I would like to report you about Mess service timetable and the staff working in that premises. Our classes started at 8 am in the morning on a daily basis and the Officer's canteen operating hours were from 7,45 am to 7,55 am, so there were only a 10-minute gap for a morning coffee. It would probably be enough time if the number of students was less than 100 but unfortunately for us this year, due to an unexpected higher demand, there were more than 150 people attending English classes at the same time. Besides that, the staff working in that premises was not very pleasant and they did not work properly attending our demands; in more than one opportunity, many of us confronted the staff because of their rude and uncomfortable answers to our requests.

Secondly, I think the accommodation service is another important subject to be taken into account. Based on my personal experience and other comments from my colleagues, let me report you that the cleaning service did not do their work properly on a daily basis and many weekdays rooms were not cleaned up at all, rubbish was left on the floor and the TV set was switched on, making its general appearance really a mess.

Based on my explanation in the previous paragraphs, I would strongly recommend you take an array of measures to improve the common life in this school.***

- 1) Earlier open of the Mess service, starting opening hours at 7:30 am every single weekly day.
- 2) Special educational training for staff working at the Mess as a previous requirement to work there.
- 3) Special skill training for staff working at the Accommodation rooms and monitor their movements during operating hours.

I hope this report will be useful for your Academy and the upcoming courses will be able to attend classes in a better condition and enjoy a more pleasant year.

xxx xx 10/10/11 12:01

Comentario [1]: Style: I would erase this adverb. It sounds repetitive.

xxx xx 10/10/11 12:02

Comentario [2]: Style: erase, unnecessary.

xxx xx 10/10/11 12:01

Comentario [3]: Undefined article: a better way.

xxx xx 10/10/11 12:03

Comentario [4]: Singular, the subject is a 10-minute gap: there was only

xxx xx 10/10/11 12:04

Comentario [5]: Definite article: the. Although, here I think it is breakfast. Morning coffee means the coffee we usually take at 10 or 11 am.

xxx xx 10/10/11 12:05

Comentario [6]: Premises is plural: those premises

xxx xx 10/10/11 12:06

Comentario [7]: Suggestion. I would simplify for better style: they did not attend our demands properly.

xxx xx 10/10/11 12:06

Comentario [8]: Suggestion: More than once

xxx xx 10/10/11 12:07

Comentario [9]: You must write because of, if what follows is a noun and not a subordinate sentence.

xxx xx 10/10/11 12:08

Comentario [10]: Style: erase.

xxx xx 10/10/11 12:11

Comentario [11]: 298 words

Comentario: Ha hecho un buen análisis de la situación y sugerencias, pero ha olvidado hipotetizar tal y como se pedía en la pregunta.

No ha respetado el formato del informe que se indica en el manual. Debería haber escrito un título y dividir el informe en párrafos con subtítulos.

La redacción es bastante correcta. Observo errores en el uso de los artículos definidos e indefinidos.

El estilo en general es correcto, aunque no sigue las directrices del manual. Uso de un lenguaje impersonal. En las notas puede leer sugerencias para mejorar la estructura de algunas oraciones.