

To: Director of the Bundessprachenamt, Hürth

From: Cap. Lopez

Subject: End of course quality report

Date: 7 October 2011

The aim of this report is to discuss those aspects of the course that have been deficient and make recommendations to improve the quality of the courses given by the school.

1.- Main deficiencies:

a- Conversation classes: There are too many people in each classroom so it is very difficult for each of them to participate in conversations or debates.

b- Time for lunch: There is not enough time to have lunch, especially for students that attend conversation classes in the afternoon.

c- Multimedia material: The students have to wait in the multimedia classroom in order to get a computer available. When they eventually find one, they have to spend a lot of time until they can start working. The software runs very slowly and it is not friendly.

d- Homework: A lot of people attending courses at the school have a job and a family and they do not have enough time to do all the homework in time.

2.- Possible solutions.

a- The number of people in each conversation group should be at most of five.

b- Afternoon classes should start at twelve thirty, that is half an hour later.

c- It would be necessary to increase the number of computers ready for use in the lab and give a briefing on how to use the multimedia software.

d- It would be good if the course could be focused on working at school, but not at home.

3.- Consequences.

a- If the number of people attending conversation groups could not be reduced, they would not develop good conversation skills, and they would get poor results in their personal interviews, which is one of the main goals of the course. XXX

b- If the students do not have enough time to have lunch, it is probably that many of them be late or even miss the first afternoon class. This situation could cause a lot of troubles.

c- Students using the multimedia lab often get bored a few minutes after starting to work and give up. This situation has an adverse effect on their learning as they do not take advantage of this powerful tool.

Comment [B1]: Poor construction, correct: "for an available computer."

Comment [B2]: Weak verb choice, correct: "waste" or "lose"

Comment [B3]: Insert indicative adjective, 'user'

Comment [B4]: Poor preposition, correct: "on"

Comment [B5]: Poor syntax, correct: "five at most"

Comment [B6]: Suggest: "were not"

Comment [B7]: Maximum length exceeded (275 words)

d- If the amount of homework is not reduced, many students will have troubles doing it. These people could end up leaving the classes or switching to another academy. It would be better less homework and flexible deadlines.

4.-Conclusion

Along this course, some deficiencies in organization have been found, these are: too many people in conversation classes, not enough time for lunch, deficient multimedia material and too much homework.

In order to improve the quality of the course, some recommendations have been made. If these recommendations are implemented the students will be benefited of better conditions and increase their probability of success.

Tareas requeridas	Bueno	Parcial	Pobre	Posibles tareas del examen escrito	TAREA Comentario del corrector The incorporated tasks have been completed quite competently.
				DESCRIPCIÓN	
				NARRACIÓN	
				INSTRUCCIONES Y DIRECCIONES	
				RELATO DE HECHOS	
				FORMULACIÓN DE HIPÓTESIS	
				DEFENSA DE UNA OPINIÓN	
				SUGERENCIA	
				ANÁLISIS DETALLADO DE UNA SITUACIÓN	
CONTENIDO	<div>Puntos fuertes</div> <p>You have used some very good constructions in places.</p>				
	<div>Puntos débiles</div> <p>There is a fundamental flaw in the way you produced this report; that is the abandoning of paragraphs for lists. In the official exam this is frowned upon as lists deprive you of the capacity to use a great variety of connectors, linking words, contrasting words and collocations. Look at Unit 8 of the manual for tips on format.</p>				
PRECISIÓN	A few errors with prepositions and construction but nothing with a pattern. You may have been able to avoid some language pitfalls by using those lists as you have thusly avoided incorporating the language tools mentioned in ‘Puntos débiles’.				

