

3-08-AL42

To: LtCol. Martin Weider, Director of Bundessprachenamt School, Hürth

From: Cpt. López

Subject: English course

Date: 09 October 2011

As requested, this is a report to inform about aspects to be improved in the English course and to make recommendations in order to have a better course next year. Through the following paragraphs, I will expose those required issues, despite the fact that I consider this course a really well being matter in general.

Regarding the level groups, in my opinion, is not enough with two of them, because there is at least a potential third group of students who could be situated in an intermediate level, according their skills and capabilities.

The facilities are appropriate, but I consider necessary a sort of study room apart from the classrooms where any student could have the possibility to prepare any task with access to the internet. It would be interesting as well to provide the school with wifi connection available for the students.

The bar is located far from the classrooms, so the students have to wait for the main morning break to go there. With a coffee machine near to these classrooms, students could drink a quick coffee at any short break between class sessions.

The entire course is carried out inside the school. From my point of view, there is a good opportunity for us, as foreign students to visit museums, listen to guided tours or similar activities where we could practice the language. Students would write compositions or make presentations based on those activities.

As stated above, the course is well organized at the present time. The suggestions included in this report are not critical for the execution of this course, while it is true to say that level groups and internet connection are subjects to be particularly considered. The consequences in case of no application of expressed measures would not be very important, taking into account we have finished our course without problems.

Comentario: Analiza una situación y hace recomendaciones pero especula lo suficiente (una sola oración). Esta última es una tarea obligatoria del nivel 3.

Ha olvidado seguir el modelo de informe explicado en el manual. Debería haber usado un título y subtítulos subsiguientes para estructurar el informe.

xxx xx 10/10/11 14:40

Comentario [1]: Erase. This sounds informal and, besides, it just repeats what you just said.

xxx xx 10/10/11 14:18

Comentario [2]: Preposition: in

xxx xx 10/10/11 14:40

Comentario [3]: Issue is similar to problem, so required issues does not make sense in this context. Perhaps: those aspects that need to be revised,

xxx xx 10/10/11 14:20

Comentario [4]: This part is difficult to understand: I consider this a very good course in general.

xxx xx 10/10/11 14:20

Comentario [5]: Better: the level of the different groups

xxx xx 10/10/11 14:21

Comentario [6]: Awkward: it is not enough to divide students in two groups

xxx xx 10/10/11 14:21

Comentario [7]: Vocab: classified

xxx xx 10/10/11 14:22

Comentario [8]: Better: where students...

xxx xx 10/10/11 14:23

Comentario [9]: Use the plural here as well. Any is mostly used in questions and negative sentences: to prepare tasks

xxx xx 10/10/11 14:24

Comentario [10]: Erase.

xxx xx 10/10/11 14:44

Comentario [11]: This is a very colloquial way of starting a sentence. Better: **Installing** a coffee vending machine close to the classrooms **would permit students to drink some coffee quickly during** the short breaks between classes. Coffee is uncountable: you may have a cup of coffee or some coffee.

xxx xx 10/10/11 14:32

Comentario [12]: These clauses don't work well together: the execution of this course, **but it is also true that a third groups and a fast internet connection...**

xxx xx 10/10/11 14:34

Comentario [13]: Revise: The consequences of **not implementing the above-mentioned** measures would not be very relevant... Try to use words with more meaning than important. The word important is so overused that it doesn't carry a lot meaning.

El estilo es correcto pero, probablemente, no tan impersonal y formal como suelen ser los informes. Como carta es correcta.

Comete bastantes errores básicos. Hay omisiones de sujeto y oraciones incompletas. En azul he añadido algunas palabras.

Yo omitiría la frase en la que dice que estas sugerencias no son importantes. No hace falta ser excesivamente crítico, pero tampoco uno debe dar demasiada poca importancia a sus opiniones.