**EJERCICIO 3**

TO: DIRECTOR OF THE BUNDESSPRACHENAMT, HURTH

FROM: CAPTAIN LOPEZ

SUBJECT: ENGLISH COURSE

DATE: 10 OCTOBER 2011

The purpose of this report is to inform about some actions that may be done in order to improve futures English courses in this school. With my sort experience as pupil of the last English course I have detected some things to improve.

To begin with the previous documentation send by e-mail to each pupil, it should include more information about the facilities you can find in Hürth, like flats to rent, availability of hotels and prices, nearby airports, public transports lines, etc.

Regarding to the content of the course I would like to indicate that it is very focalized in learn grammatical rules, and sometimes it seems very theorist, in my opinion the course have to include more practical lessons, with simulated situations concerning to military operations, and linking with this learn more military vocabulary will be necessary, principally the terms used in peace and NATO missions.

Another thing to take into account is the timetable of the course. The Direction of the course know perfectly that the majority of the pupils come from different places of Europe, and is very important for each person to know the timetable of the week with enough anticipation, mainly Friday, because the tickets of public transport must be bought.

To conclude this report, my recommendations are, first of all, to check the previous documentation, secondly revise the content and finally make the course timetable before it begin.