

### EJERCICIO 3

TO: DIRECTOR OF THE BUNDESSPRACHENAMT, HURTH

FROM: CAPTAIN LOPEZ

SUBJECT: ENGLISH COURSE

DATE: 10 OCTOBER 2011

#### Title

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 learning **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 knows perfectly **well** that the majority of the pupils come from different places of Europe, and **it** 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.

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**Comentario [1]:** Vocab and verb: might be taken

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**Comentario [2]:** Adjectives are NEVER plural. Correct: future English courses.

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**Comentario [3]:** **Sort** is a synonym of **kind** and **type**. I guess you meant **short**. I would erase it, to make your position stronger.

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**Comentario [4]:** This sounds awkward: I have detected some **aspects** that **could be improved**.

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**Comentario [5]:** This is too informal: Firstly,...

xxx xx 13/10/11 15:29

**Comentario [6]:** Wrong construction: the documentation sent to each pupil by e-mail before their arrival...

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**Comentario [7]:** This noun works as an adjective, it should be singular: transport lines. Also: transports' lines

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**Comentario [8]:** More standard: grammar rules

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**Comentario [9]:** A theorist is a person who makes theories. The adjective is theoretical.

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**Comentario [10]:** Start a new sentence: In my opinion,

xxx xx 13/10/11 15:30

**Comentario [11]:** Singular: has

xxx xx 13/10/11 15:31

**Comentario [12]:** Better: related to

xxx xx 13/10/11 15:33

**Comentario [13]:** Start a new sentence: The course should also include learning more military vocabulary, principally...

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**Comentario [14]:** False friend: *Dirección/Gerencia* cannot be translated as **direction**. The Administration

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 begins.

Comentario: No especula tal y como se solicita en la pregunta. Sí hace un análisis de la situación y propone mejores.

No ha respetado las indicaciones sobre cómo se debe estructurar un informe. Ha olvidado dividirlo en párrafos con títulos independientes. El lenguaje que ha usado no es lo suficientemente impersonal y formal para un informe.

Como puede leer en las notas necesita mejorar el uso de las comas y la división de las oraciones. También he corregido errores básicos de concordancia que no se admiten en el Nivel 3.

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**Comentario [15]:** This a short list, so you do not need the structure it with Firstly, etc. Better: are to check the documentation **sent to students before the course starts**, to revise the content **of the classes**, and to **design the course's** timetable before it **begins**.