

European Union Africa Support  
Agency  
Personnel Department

October 11, 2011

Management Director  
Food and services Company  
Arc the Triumph Street  
Kampala

Dear Sir,

I am the Chief of the personnel, support and services of the European Union Agency for the development of Human Rights in Kampala. Unfortunately I am writing to complain about the poor efficiency of the services contracted with my agency.

Some weeks ago I have observed that the quality and the quantity of the auxiliary personnel to attend our dining room installations is decrease in number and do not accomplish the conditions fixed in the agreement signed between our organizations.

This matter has been communicated several times to your representative and to you, in order to solve these deficiencies, but these going on. In our last telephone contact you told me that the reason of these deficiencies are the difficulties to find adequate personnel to cover the necessities for the kitchen and you promised me that this question will be solve immediately. Nevertheless the situation remains and, in fact, there are not enough personnel to attend the dinner room as we agree. You know that for us it is critical the good service in our facilities in order to carry out our duties in the best possible conditions.

Maybe if you would negotiated with your personnel to obtain an agreement about their job conditions and you would have adopted several initiatives, such as change the composition of some dishes, increment the auxiliary personnel or give more incentives to your workers, probably you would be able to accomplish our contract in all his terms, but the service is not in the adequate level at present.

**Comment [B1]:** For cohesion insert 'department'

**Comment [B2]:** Word form error, correct: "complain"

**Comment [B3]:** For better cohesion, suggest: "provided by your company." or "that have been contracted from you."

**Comment [B4]:** Poor use of tenses, correct: "Some weeks ago I observed"

**Comment [B5]:** Poor construction/meaning corrupted, correct: "personnel you provide to run our dining and kitchen services had decreased in both number and level of professionalism, and thereby don't meet"

**Comment [B6]:** Poor construction, correct: "brought to your and your representative's attention on several occasions,"

**Comment [B7]:** Poor construction, use passive, correct: "to have these deficiencies addressed,"

**Comment [B8]:** Poor construction/collocation, correct: "yet they continue."

**Comment [B9]:** Weak vocabulary, correct: "conversation"

**Comment [B10]:** Poor preposition, correct: "for"

**Comment [B11]:** Weak vocab, suggest: "needs of"

**Comment [B12]:** Poor verb form, this sentence is related to the past, correct: "would be solved"

**Comment [B13]:** For cohesion insert 'the same'

**Comment [B14]:** Poor verb form, correct: "agreed"

**Comment [B15]:** Poor construction/syntax, correct: "good service in our facilities is critical"

**Comment [B16]:** Conditional construction error, correct: "had"

**Comment [B17]:** Awkward construction, suggest: "to reach an agreement on"

**Comment [B18]:** Conditional construction error, correct: "had"

**Comment [B19]:** Awkward, correct: "taken some measures"

**Comment [B20]:** Poor verb form, correct: "changing"

**Comment [B21]:** Poor vocab/verb form, correct: "providing extra part-time staff"

**Comment [B22]:** Poor verb form, correct: "giving"

**Comment [B23]:** Poor conditional construction, correct: "you would probably have been able to meet the terms established in our contract,"

**Comment [B24]:** Poor preposition, correct: "at"

Due to the situation keep on, I have no other choice that rescind your contract with my organization and initiate legal actions in order to get a compensation for the inadequate service that you have provided us during the latest weeks.

Yours faithfully  
David García

- Comment [B25]: Poor construction, correct: "Due to the ongoing problems" or "Due to the continuing situation,"
- Comment [B26]: Poor construction, correct: "no choice other than to rescind your contract"
- Comment [B27]: Article not required.
- Comment [B28]: Poor vocab, correct: "last few"

Tareas requeridas	Bueno	Parcial	Pobre	Posibles tareas del examen escrito	<div>TAREA</div> <div>Comentario del corrector</div> <div>The tasks are not carried out to the standards required. The use of conditionals is continually flawed and the opinion task lacks cohesion as it contains far too many meaning corrupting construction errors.</div>		
				DESCRIPCIÓN			
				NARRACIÓN			
				INSTRUCCIONES Y DIRECCIONES			
				RELATO DE HECHOS			
				X		X	FORMULACIÓN DE HIPÓTESIS
				X	X		DEFENSA DE UNA OPINIÓN
							SUGERENCIA
							ANÁLISIS DETALLADO DE UNA SITUACIÓN
CONTENIDO	<div>Puntos fuertes</div> <div>The core planning was quite solid and the information is given following a logical structure. Some of the vocab is quite good.</div>						
	<div>Puntos débiles</div> <div>There are frequent losses and corruptions of meaning caused by poor construction; this makes it a very awkward piece to read.</div>						

PRECISIÓN

There are a large number of errors here. Concentrate on getting your verb forms right and work on the correct structure of conditional sentences.

