

EJERCICIO 4

European Union
Chief of Personnel and Support
Services Branch
Human Resources Division
6, Spain Square
Kampala 4352
Uganda

October 12th, 2011

Mr. Dionisius Arrebato
Personnel Department
Manager of GOGO Catering.
23, Freedom Square
Kampala, Uganda

Dear Sir,

I'm writing this letter due to my extreme dissatisfaction concerning the catering services your company is not running our premises in a desirable way. Personally, I have taken the opportunity for tracking some complaints from the military personnel regarding the poor quality of food offered. I know perfectly you have lost a huge part of your employees what has been caused by low wages. Nevertheless this is not enough, as I explained to you in my uncountable calls. Serious flaws were detected, for instance fish and meat dishes have been very often found in a far degraded condition. In my view, the cold chain is not being properly maintained; such lack of responsibility could notably impact on our compound and therefore compromising the EU Mission.

Comment [B1]: Poor construction, correct: "concerning the substandard and poorly run catering service you provide on our premises."

Comment [B2]: Poor vocab, correct: "to follow up"

Comment [B3]: Weak vocab, correct: "large number"

Comment [B4]: Poor construction, correct: "employees due to the low wages you pay."

Comment [B5]: Not relevant.

Comment [B6]: Weak word choice, suggest: "numerous"

Comment [B7]: No period here.

Comment [B8]: Poor construction, correct: "dishes have very often been found to be gone off/rotten."

Comment [B9]: Poor vocab; what do you mean?

Comment [B10]: Insert article 'a'

Comment [B11]: Correct, "have a negative impact"

Comment [B12]: Poor verb form, correct: "therefore"

Let me tell you that, if you had followed my recommendation of rewarding them fairly, your employees have remained in place, minimizing the current consequences. With all due respect, what I would have done in your position are the following things; I would have briefed my staff about punctuality and norms of civil conduct, I would have forced every worker to carry out thoroughly the policy handbook, Glassware and cutlery I would have used to deliver meals they should be as possible in the best conditions and to conclude, maybe the catering would have needed a change of scene in order to get the best customer service like a professional catering.

Due to on my staff daily complaints I have received, I regret to inform you that the Contract between your Firm and this Headquarters will not be longer prorogued.

It is requested acknowledge receipt of this letter, I apologize for the inconvenience.

Sincerely yours.

Lt. David Martínez

Comment [B13]: Weak preposition and verb choice, correct: "recommendation to pay"

Comment [B14]: Failed conditional, insert 'would'

Comment [B15]: Weak vocab, correct. "rules"

Comment [B16]: Poor verb choice and word order, correct: "to faithfully follow the policy handbook"

Comment [B17]: Poor construction, correct: "Regarding the glassware and cutlery used for meals, I would have ensured that it was in the best possible condition"

Comment [B18]: Meaning lost, very ambiguous.

Comment [B19]: Poor construction, correct: "Due to the daily complaints I receive from my staff,"

Comment [B20]: Why capital letter?

Comment [B21]: Poor vocab/word order, correct: "will no longer be continued"

Comment [B22]: Poor construction, correct: "Acknowledgement of receipt of this letter is requested,"

Tareas requeridas	Bueno	Parcial	Pobre	Posibles tareas del examen escrito	<div>TAREA</div> <div>Comentario del corrector</div> <div>While both tasks have been attempted and are defined, they don’t retain the accuracy and consistency of grammar or quality of language and vocabulary required to maintain professional correspondence..</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 format and use of formality is very appropriate. There are some good collocations.</div>	
<div>Puntos débiles</div> <div>Weak construction and vocabulary often cloud and corrupt the intended meaning.</div>							
PRECISIÓN	<div>While you seem to have a fair grasp of the simple things your production of complex language is very inconsistent and needs to be worked at.</div>						