

David Martinez
Staff, Logistics and Support Director
EUTM Somalia
Queen Victoria 16, Kampala
14 October 2011

Richard Jones
Director of Fresh and You
Catering Service
25 Entebbe Road, Kampala

Dear Mr. Jones,

The aim of this letter is to express my strong disappointment with the service provided by your company. This is not the first time we talk about this subject and that I let you know the complaints about the quality of the catering and the shortage of staff as well as the effects all these is causing on our structure.

There is no need to remind you that under the terms of our contract you have to provide us with a choice of dishes which have to be served between 12:15 and 13:30; It often happens that food in not served until 12.30 because it is not ready yet and that people arriving at 13:15 have to content with an steak because the menu is over. Last time I transmitted to you the general dissatisfaction with the canteen service you excused yourself saying that the main reason for this constraints was the lack of staff as some of the assistants had left because of the bad temper of the chef and you promised to take steps in order to solve the problem. I suggested you to engage a new cook and two assistants. Had this happened, the situation would have changed and complaints would have stopped; unfortunately, not only hasn't the situation improved but it is also getting worse and worse as another assistant has also left and you didn't engage neither the new cook nor the assistants.

Having said that, I regret to inform you that the contract has to be cancelled as you didn't take the measures you promised and you are not capable of accomplishing with the terms you signed; the current contract will be in force until October 31st.

Yours sincerely,

David Martinez

Comment: "all these problems are..."

Comment: "to"

Comment: "is"

Comment: "to content themselves with..."

Comment: "a", porque "an" sólo se usa cuando a continuación viene una palabra que empieza por vocal.

Comment: Este uso sin artículo de "last time" es correcto, pero es más informal que decir "The last time I..."

Comment: Mejor "I informed you of the..."

Comment: La palabra "constraint" significa más bien "limitación/restricción", por lo que no encaja del todo en este contexto. Mejor "for these problems" "Nótese el plural "these".

Comment: Omitir "to"; la estructura de este verbo es "suggest (that) + sj + verbo en infinitivo sin "to" (en realidad, un subjuntivo).

Comment: Mejor eliminar "also" aquí; en este contexto no encaja bien del todo.

Comment: Eliminar "with"

Tareas requeridas	Bueno	Parcial	Pobre	Posibles tareas del examen escrito	TAREA	
					Comentario del corrector	
					Las tareas propuestas se cumplen adecuadamente.	
				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	Puntos fuertes			La estructura es lógica. El estilo es apropiado. El texto presenta una buena cohesión. El mensaje llega al lector.		
	Puntos débiles					
	PRECISIÓN	Adecuada para las tareas requeridas.				