08-AL01

**EXERCISE 3**

To: Col. Schoeder, Director of English Course, Bundesssprachenamt, Hürth.

From: Capt. López, Spanish Air Force, English Course 2011.

Subject: Suggestions for improving coming courses.

Date: 15th June, 2011

PURPOSE

The aim of this report is to suggest possible ways to improve the English course for the next edition of 2012 in logistic aspects.

IDENTIFICATION OF DEFICIENCIES

In my view, some areas of logistic support on the School need to be improved in order to facilitate the standards of life and the work of foreign students resident. Below are two main areas:

1. Timetable of dining room facilities. The present period for lunch (from 12:00 to 13:00) is clearly unsuitable for the large affluent of students. There is no enough time for students to have lunch and going back in time to the next class which starts at 13:00 o´clock.
2. Availability of computers for the students. The number of computer´s positions available is minor than the users interested in some periods of time, particularly in the evenings when the students are preparing the classes of the coming day.

SUGGESTIONS

As requested, I pleased to suggest two possible ways to deal with the above mentioned deficiencies:

* For the point 1, the best way could be to establish two rotations to have lunch, one from 11:30 to 12:30 and the other one from 12:30 to 13:30; of course, that would involve to reschedule the timetable of classes as well.
* For the point 2, since evenings are the best time for students to plug in their computers, the only way of action is that on providing more computer´s positions.

If those aspects are improved, I feel sure the quality of life of newcomers will be much better and that will have a positive influence on their academic performances.