

## SLP LEVEL 2

### No.1

You are Lt. Col. Martinez, and completing your tour of duty at an international base in Africa. You have been asked to write a report for your replacement (Lt. Col. Jones) briefly describing the facilities and immediate surroundings. Remember to brainstorm some ideas before you start. This task should take 50 minutes. It should be approximately 180 words in length.

FROM: Lieutenant Colonel Martinez

TO: Lieutenant Colonel Jones

SUBJECT: New post

DATE: 2 March 2011

Dear Lieutenant Colonel Jones:

I would like to describe the base at your new post.

The officers quarters are in the northeastern corner of the base. There is a kitchen, living room (which can also be a study), full bathroom and bedroom in each apartment.

The size of the base is four acres. You can find the following:

- a firing range
- an indoor sports complex
- an obstacle course
- a classroom building (2 classrooms with computers, Internet connection and whiteboards, and a conference room)
- a mess hall for a maximum of 200 personnel

There are two entrances to the base. The road to the north entrance begins at the Chakputu Road Exit of the main highway. General Command put two security checkpoints along this route after rebel forces attacked a supply truck last year. The south entrance is at the end of a road that comes from the central village. Security is usually double at the south entrance – many civilians enter the base there to do various jobs (cleaning, mess hall, etc.)

I hope this information is useful for you. Please contact me if you have any queries.

Yours sincerely,

Lieutenant Colonel Martinez

Chakputu Base, Chad

(189 words)

## No. 2

The FAS parade is coming up in Madrid and you want to invite your good friend John, who you almost never get to see. Write an email inviting your friend. Tell him a little about the parade and try to be as persuasive as possible. You might mention one or two other things he could do in Madrid. Remember to brainstorm some ideas before you start. This task should take 50 minutes. It should be approximately 180 words in length.

FROM: Sargent Diego Ramos  
TO: John Lester  
DATE: 8 October 2010  
SUBJECT: FAS military parade

Dear John,

I hope everything is OK.

The FAS parade will happen soon and our unit is invited to participate this year. It would be great if you came to the parade, and it would be a good opportunity to spend some time together, too. I hardly see you these days! You could also finally see a match at Bernabeu Stadium. I think Real Madrid is playing Sevilla the next day.

The parade will be in Madrid on the 12th of October. I don't think it's too late to book a flight from Paris. If you stay at the same hotel as the one during your last visit, you'll be able to walk to the parade. On the morning of the 12th, go to any spectator section along the Castellana. Give me a ring afterwards and we can meet somewhere.

It's going to be quite special this year because some of the most elite units from all service branches will attend. Anyway, tell me at least a couple of days in advance if you're coming – I'll book a good restaurant for lunch!

Best regards,  
Diego

(180 words)

## No.3

You need to travel to London for a NATO conference. You have heard about a dependable travel agency in London that has much experience in arranging travels for military personnel to and from Spain. Write a letter to the travel agency requesting an estimate. State all of your preferences regarding flights, hotels and possible car hires. Try to have the estimate by the end of this month. Remember to brainstorm some ideas before you start. This task should take 50 minutes. It should be approximately 180 words in length.

Staff Sargent Roberto Rosado  
EMACOT  
Cuatro Vientos Air Force Base  
Madrid, Spain 23415

North End Travel Agency  
65 Green St.  
London, England 40982

June 15, 2011

Dear Sir:

I would like to request a travel estimate from Madrid to London.

I have to leave on July 12, 2011. I would like a return tourist class ticket, and the airport in London can be either Heathrow or Gatwick. I prefer to return on July 15. If nothing is available, I can return on July 16 or 17. Furthermore, I prefer to travel in the evening.

Would it be possible to find a hotel in the city center? I need a single non-smoking room, and the hotel must have a good Internet connection and a swimming pool. I prefer not to stay in a hotel with fewer than 3 stars. I also wonder if you can arrange car hires. If you can, I would like to hire a medium-sized sedan during the time that I am in London.

Could you contact me with an estimate by the end of this month? Please reply to this email, or contact me at EMACOT (tel. 34 91-555-6666). Thank you very much for your help.

Yours faithfully,

Sgt. Rosado

(171 words)

#### No.4

You took an English course for military personnel during the summer in Germany. The basic curriculum was basically good but there were some problems. Native teachers were few, classes were too large and supplementary materials were unsatisfactory. Write a letter to the school stating these concerns and making suggestions about how the course could be improved. Remember to brainstorm some ideas before you start. This task should take 50 minutes. It should be approximately 180 words in length.

Lieutenant Fransisco Tejeda  
EMACOT  
Cuatro Vientos Air Base  
Madrid, Spain 21345

October 3, 2011

Deutsche Missionenglish School  
65 Bundestadt  
Munich, Germany 21345

Dear Sir:

I am writing about the English course that you gave for military personnel during the summer.

While I think the basic curriculum for the course was good, there are a few things which could be better.

Firstly, there were too many students in each class. As a result, there wasn't enough time for speaking because the groups were too large. Furthermore, students did not have enough opportunity for speaking with the teacher. Students made a lot of mistakes which were not corrected.

Secondly, although your advertisements say that you have native teachers, we weren't able to find any. This was very disappointing, especially because the most difficult thing for us is having to communicate with British and U.S. military personnel on international missions.

Next, despite the fact that this is one of the most expensive courses, the readers and videos were very few and quite outdated. What is more, the internet connection was very slow, so that it wasn't even possible to take advantage of online materials.

In summary, the class could have been much better if more native speakers had been present, classes had been smaller and more motivating materials had been provided. I hope that you consider these suggestions for future courses.

Yours faithfully,

Lt. Tejeda

(205 words)

No. 5

Write a report about last week's manouvers. Mention some problems that you had with weapons tessting, and make some reccomendations regarding the schedule.

FROM: Major Alomar

TO: Colonel White

SUBJECT: Manouvers

DATE: 24 June 2011

Colonel White,

I want to report to you on last week's manouvers.

We performed the following:

1. field training exercises over the eastern sector
2. command post exercises
3. new weapons testing

All exercises were satisfactory. We did not have any difficulties deploying the quick action force. I know that Sargent Miller was concerned about possible problems with the coordination of this force and ground search and rescue units, but in the end there weren't any problems. In fact, this particular exercise resulted better than we expected.

We had some difficulties with new weapons testing. The refitted M109A6 howitzers did not perform as well as we wanted. However, Lieutenant Green thinks that if we spend more resources on correcting the inaccuracies, these weapons can be ready for the January exercises.

We want to make some recommendations regarding the schedule for the maneuvres. We think that reconnaissance operations need to be performed later than the third day. Good performance of these operations depends on results of previous exercises. We will present a list of detailed reccomendations next week at the G3 section meeting.

Please contact me with any queries.

Major Alomar

Commander, 4th Armored Division

(187 words)

No. 6

You are responsible for the mess hall services at an international headquarters. You have been contracting the services of a company in England. Some weeks ago, you told this company that that you had been receiving many complaints regarding issues of quality and cleanliness. They have not replied to you. Write them another letter in which you restate the problems, describe things they could have done and, finally, terminate their contract.

Mr. David Martinez  
African Relief Headquarters  
120 Swahili Place  
Botswana 33451

16 June 2011

Mr. Red Pepper  
Tasty Food Services  
554 Lentil Avenue  
York, England 11223

Dear Sir:

I am writing to you about your services. On May 10, we told a representative of your company that many of our personnel have complained about the quality of the mess hall. No one has tried to solve these problems. I want to repeat some of them for you now.

Firstly, many have said that the mess hall is dirty— dirty tables, dirty floors and dirty utensils. Secondly, the meals have not been prepared well; the food is usually undercooked and the quality is poor. Also, expired products are being served.

We understand that your company is reducing its staff, but we don't think this is a good excuse. For example, if you had asked us to get an independent cleaning service, we would have got one. Also, our military personnel was available to help in the mess hall. Instead, you have ignored the problems.

We would not be responsible to our personnel if we allowed these conditions to continue. As a result,

I am afraid that we have to terminate your contract at the end of the month.

Yours faithfully,

David Martinez

(178 words)

No. 7

Many have been lamenting the declining state of public education here in Spain. Write an essay in which you give examples of this decline and offer possible solutions.

Public Education in Spain

Recent information about public education in Spain is not good. We need to consider why this has happened and how we can solve the problem.

Reports currently say that Spain is third amongst EU nations in high school dropout rate. Scores for public school students that are applying to college – the “selectividad” – have decreased during the past years. Also, college professors have been complaining that beginning students’ skills in basic areas like mathematics and reading are poor. Corporations can’t find applicants who are prepared. This situation often appears in the news, but the problem is getting worse.

First of all, parents need to participate in their children’s education. This means less computer time at home – experts say that too much computer can hurt a child’s development – and also speaking more with their children’s teachers. Also, schools should have smaller classes, and they should have classes for teaching parents how to help their children. Finally, teachers should become more responsible. If public teachers know that schools can fire them, they may work harder.

A good education is very important today because technology is becoming more and more complex. It will be possible to solve this problem if everyone – teachers, parents and politicians – work together.

(182 words)

No.8

You have just chosen from between two candidates (Captains Gregori and Llanos) to serve as unit leader at a post in Lebanon. You have chosen Capt. Gregorio over Capt. Llanos. Write a letter to your superior, Lt. Col Lessard, stating the reasons for your choice, suggesting a start date for her posting (also give reasons) and, finally, recommend Capt. Llanos for an upcoming post. Sign your letter, Major Bartolo Colón.

FROM: Major Bartolo Colón  
TO: Lieutenant Colonel Jack Lessard  
SUBJECT: Lebanon post  
DATE: June 25, 2011

Dear Lt. Col. Lessard,

I have chosen a unit leader for the 3rd division in Lebanon. I think that Captain Gregori is more qualified than Captain Llanos for this post.

I have chosen Captain Gregori because she:

- has had more experience in electronic warfare
- knows more about signal interception
- has been posted abroad longer
- has showed a high level of commitment (3 merit badges)

Despite the fact that Captain Gregori's English level is lower, her ability to communicate with foreign personnel has always been good.

I have also chosen a start date for her mission – between August 23 and September 15. This is for the following reasons:

- the dates of exercise "Eagle" at her current post
- provide enough time to learn about her new duties from the current unit leader.
- coincide with projected cease-fire

Finally, I would like to say that Captain Llanos is also a very good officer. In fact, I think he would be a very good candidate for the Chad post which will become vacant in December.

Please contact me if you have any queries. (183 words)

Major Bartolo Colón  
Headquarters Division

No.9

Bullfighting has long been a controversial topic in Spain. Write an essay in which you discuss the spectacle and express an opinion regarding whether it should be banned.

Bullfighting is a popular topic in Spain. Most people either love bullfighting or hate it. In this essay, I will talk about the origin of bullfighting and why it is so important. I will also give my own opinion on bullfighting.

While bullfighting is mostly popular in Hispanic countries, it actually began in ancient Greece. Now, bullfighting is not practiced in Greece; however, Portugal and France have bullfighting. This event has always been present in Spain, and it has been an important part of Spanish culture and literature.

The word "bullfighting" is incorrect because the matador does not actually fight the bull. It is like a play, and they are the performers. Furthermore, it is not a "sport" because it isn't a competition.

Some people think that bullfighting should be banned. In my opinion, it shouldn't be banned. These animals grow up in very special conditions. Is it more humane to kill bulls in meat houses? I don't think so. Bullfighting is also an important business. In summary, if bullfighting disappears in Spain, it will affect many people.

(178 words)

No. 10

Masters Consulting is looking for a chief consultant. Write a cover letter in answer to their job advertisement in which you mention your experience and special qualities. Also mention when you would be able to begin.

Ms. Allison Steele  
2233 West 34th St.  
New York, New York 11228

June 27, 2011

Mr. Michael Stanzione  
Human Resources Dept.  
Masters Consulting Inc.  
22 Wall St.  
New York, New York 24633

Dear Mr. Stanzione,

I have read your advertisement for Chief Consultant. I know that your firm has a long tradition, and I read the advertisement with interest. I would like to apply for the position.

I have had much experience working with many different kinds of clients. These clients have been in the fields of banking, insurance, marketing, advertising and education. I also have a degree in Professional Education. I believe that these different kinds of experiences would be an advantage for your consulting firm.

My philosophy is that a consultant should always support it's client, but it should never try to be an equal partner in the client's business. We are not bankers, and we are not advertisers. We can only use our knowledge to help clients to have better relationships with their clients.

I am currently working at Morgan-Smith. Despite the fact that my contract ends on August 1, I would be available on July 15. I look forward to hearing from you. Please find attached my resume.

Yours sincerely,

Allison Steele

No. 11

Your child has been having problems in school. His grades are failing and he has been the victim of bullying. Write a letter to the school in which you express your dissatisfaction with never having been contacted by any teachers regarding your son's worsening performance and the bullying he has been subjected to. Also inquire as to the possibility of transferring your child to another school.

No. 12

Your company has mistakenly sent some wrong equipment to one of your clients. As a result, they have lost an important business opportunity. Write a letter of apology in which you express your regret, explain why the problem occurred and offer financial compensation for the problem.

No. 13

Write a letter to an old friend from NCO school. Tell her about the places you have been posted and what you have been doing at those posts. Tell her what you have been doing in your personal life, and talk about some amusing things that happened in NCO school.

No. 14

You have been Mr. Smith's boss for the past five years. He is a good employee and has made some important contributions to the company. He is helpful to other employees, and he has a brilliant academic background. He is applying for another position and he has asked you to write a letter of recommendation.

No.15

Write a report to the colonel on yesterday's meeting. Some of the issues discussed were the budget, teaching of new recruits, mess hall procedures and new SLP language regulations.

No. 16

Surrogacy has been a current topic. Write an essay in which you suggest why couples or men might pay a surrogate mother to have their child. Also consider what could be some problems – legal and moral -- and give your own opinion.

No. 17

You are the director of an English academy. The academy has just accepted some military officers for an intensive summer course. Write a letter in which you welcome them to the course, present a brief outline of the course and review the procedures regarding start times, breaks, etc.

No. 18

You have just returned to Spain from a month-long stay in Ireland. You went there to practice your English and stayed with an Irish family. Write a letter to a friend in which you compare living habits with those of Spain, describe the landscape, the people and anything else you can think of.

No. 19

A building in an inner city neighborhood has just been demolished and the land has been bought by the municipality. The neighborhood is plagued by all sorts of crime, drug addiction, poor schools, and senior citizens are virtual prisoners in their homes. Write a letter to the municipal government proposing the building of a community center for the neighborhood.

No. 20

You have just chosen to join the military. You had originally been planning on going to college to study Engineering. Write a letter to your family informing them of your decision and present as many justifications as you can.