

September 6, 2007

To Whom It May Concern:

I am writing this letter on behalf of Elizabeth Gurney. I was fortunate to have Mrs. Gurney on my staff for a year, and she quickly proved herself to be an invaluable asset to our team.

During her tenure here at ABC Language Exchange, Mrs. Gurney was in charge of our Private Program department, which concentrates on placing instructors with individual students and small groups of all ages. When working with potential clients it was Mrs. Gurney's responsibility to pre-screen the students and determine their needs, goals, background in the language, and their current proficiency, if any, in the target language, as well as assess their individual learning style. Using this information, she would pair instructors with their clients and make recommendations to the instructors about which materials to use and recommended language instruction methods she felt would best suit the student.

Mrs. Gurney also ran our after school programs, placing instructors in local elementary schools, assisting instructors with curriculum development and preparing materials that were age appropriate.

Even though Mrs. Gurney has had no formal instruction in L2 acquisition theory and secondary education pedagogy, she picked up the knowledge from her environment quickly and was eager to ask her peers for guidance.

In the classroom, Elizabeth will easily connect with her students as she also learned German in school and is familiar with the process by which native English speakers acquire proficiency in German, and the problem areas that they encounter on the road to fluency.

I feel that Mrs. Gurney will excel in the teaching field and would be successful pursuing her permanent teaching credential. Please feel free to contact me if you have any further questions regarding Mrs. Gurney's capacity as a professional educator.

Sincerely,

A handwritten signature in black ink, appearing to read "Kib G. Bibens". The signature is written in a cursive style with a horizontal line at the end.

Kib G. Bibens

Chief Operations Officer