



April 2002

To Whom It May Concern:

Frances Chan has been employed at Aspect ILA from October 2001 to April 2002.

During this time she has taught multi-national classes to Elementary, Low-Intermediate, Intermediate and Advanced students for up to 25 hours per week. In addition Frances has taught Conversation / Pronunciation and IELTS as an Elective class. This has involved lesson preparation, testing, evaluating needs, choosing appropriate material and writing progress reports.

I have always found Frances to be pleasant, punctual, conscientious, reliable and very hard-working. Her interest in and professional attitude towards her work has been reflected in her excellent rapport with her students.

I would like to thank Frances for her work here and wish her success in her career. I would be happy to offer Frances further work at Aspect ILA when numbers of students increase again later in the year when she returns to Sydney.

Linda Sekel

LINDA SEKEL
Head Teacher/Director of Studies